

COLUMBIA SULLIVAN HEAD START
POLICY COUNCIL MINUTES
April 21st, 2020

Voting Members Present:

Stephanie Bond-CR Twilla Dowell-CR Madeline Johnson-CR Kristy Wright Erin Leach
Catherine Neeb Roslyn Crawford Neda Fester Lisa Snyder- CR

Others Present:

Rose Stolz Audrey Ruiz Cassie Weaver Becky Aardweg Heather Wolfe
Martin Parr Rebecca White Vanessa Troup Mary Millham

Voting Members Absent:

*Kiley Radeski *Robert Defeo *Jeremiah Cooper *Ashley Glover *Luella Scott-CR

(*) denotes excused absence
CR - Community Representative

WELCOME

The regular meeting of the Columbia Sullivan Head Start Policy Council was held on April 21st via conference call. Chairperson Martin Parr called the meeting to order. A quorum was present.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Chairperson Martin Parr gave everyone the chance to review the February 2020 minutes and asked if there were any corrections to be made. Members reviewed the minutes; no changes were made. A motion to accept the minutes was made by Twilla Dowell and seconded by Erin Leach. It was voted on and approved.

Parent Fund Report:

Martin Parr read the Parent Fund Report. The balances are as of March 31st, 2020. The report was included in the packet. A motion to accept the Parent Fund report was made by Roslyn Crawford and seconded by Madeline Johnson. It was voted on and approved.

Treasurer's Report:

Martin Parr read the March Credit Card Summary Report. The reports were included in the packet. A motion to approve the Treasurer's report was made by Roslyn Crawford and seconded by Madeline Johnson. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup presented the personnel updates. She noted that Michelle Zurawski's re-hire status was changed to not eligible. A motion to approve these Personnel Updates with the new changes was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twilla Dowell that Summer Camp will begin doing registration in May. The Benton center will be needing some work done to the building. Personnel policies and the budget revision were approved. Twilla noted that the annual Renaissance Fair will be cancelled.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. Cassie reviewed an IM from the Administration of Children and families (ACF) concerning Human Service activities that have been affected by COVID-19. The Office of Head Start (OHS) submitted an IM concerning the purchasing and discarding of modular units. OHS submitted a PI concerning the 2020 funding increase which is 2%. Her report was included with the packet.

Disabilities/Mental Health Manager:

Heather Wolfe submitted her report. Children who currently have referrals for the IU will be on hold until further notice. Heather noted that we currently have 8 referrals. For the time being, the IU will communicate with families directly and submit IEP's electronically. PBIS information is available to parents and staff on Facebook. Heather noted that the Health Advisory meeting is scheduled for May 20th for now and there is more information to come. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. Rose noted that teachers are using facetime and zoom to conduct remote learning for the children and parents are responding well. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa was absent for this meeting. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary noted that Family Service Workers are communicating with families during this time and still connecting them with community resources that are able to help. So far families have received food, diapers and formula with the help of the Family Service Workers. Her report was included in the packet.

Health/Nutrition:

Becky Aardweg submitted her report. Becky noted that we are still reaching out to families about upcoming appointments. Most doctors offices have changed the way they are seeing patients and appointments have been moved out to June, July and August. She noted that we will be working on updating procedures for the upcoming school year. Her report was included in the packet.

Home Based/Combination Option Manager:

Rebecca White submitted her report. She noted that teachers are doing a very good job at communicating with families. Some families are able to participate in remote learning and they are responding well. Her report was included in the packet.

PARENT GROUP REPORT

Nothing to report.

OPEN DISCUSSION/QUESTIONS:

Nothing to report

NEW BUSINESS:

COLA / Quality Improvement

Cassie Weaver explained the Cost of Living Adjustment (COLA) and Quality Improvement grant have been made available from OHS. OHS requires programs to increase salary scales and staff salaries by 2%. CCDP will increase salary scales by the required 2% and current staff will receive an increase of 2.75%. The Accounts Payable Bookkeeper will receive an additional increase because she has taken on Human Resources duties. Quality Improvement funding will be used to fund three Behavior Support Staff to ensure that all center-based classrooms have the support they need and new technology for staff members. Part of the funding will be used to purchase 30 cell phones for staff members with hotspot capabilities. For the upcoming school year, Head Start would like the Second Step Training and is requesting one time start up funding to help with this cost. Roslyn Crawford and Martin Parr abstained from this vote. A motion to approve the COLA / Quality improvement was made by Twilla Dowell and seconded by Erin Leach. It was voted on and approved.

Salary Scales

Cassie Weaver explained all the information about the updated salary scales are to keep up with the COLA. Roslyn Crawford and Martin Parr abstained from this vote. A motion to approve the salary scales was made by Erin Leach and seconded by Twill Dowell. It was voted on and approved.

19-20 Budget Revision Narrative

CCDP Head Start is requesting that some personnel and fringe benefit funds be moved to equipment. This request comes after some personnel turnover and the length of time it took to fill the Human Resources and Data and Technology Coordinator positions last year. The funds that will be moved will be used to purchase another agency vehicle and pay for repairs needing to be done at the Benton Center. A motion a approve the 19-20 Budget Revision Narrative was made by Erin Leach and seconded by Twill Dowell. It was voted on and approved.

Revision to Policy 2.8 Whistleblower

Heather Wolfe noted that changes to this policy are in red writing. A motion to approve the changes to this policy was made by Madeline Johnson and seconded by Twilla Dowell. It was voted on and approved.

Retire Policy 3.2 Forms and Waviers

These are now done during our on-boarding process and no longer need to be written as a policy. A motion to retire this policy was made by Roslyn Crawford and seconded by Madeline Johnson. It was voted on and approved.

Revision to Policy 3.6 Health Appraisals

Vanessa Troup noted that there was an addition made to this policy, that all staff be given prior notice of when their health appraisals are due. A motion to accept the changes made to this policy was made by Twilla Dowell and seconded by Roslyn Crawford. It was voted on and approved.

Retire Policy 3.8 Confidentiality

This information is included in Policy 3.9. a motion to approve the retiring of this policy was made by Roslyn Crawford and seconded by Madeline Johnson. It was voted on and approved.

New Policy 3.26 Megan’s Law

Cassie Weaver explained that this policy needed to be written because of continued questions about persons on Megan’s List and concerns. Anyone who is on this list is prohibited from entering any of our buildings. A motion to approve this Megan’s Law Policy was made by Twill Dowell and seconded by Roslyn Crawford. It was voted on and approved.

Revision to Policy 5.16 Discretionary Payment

Language change to “Regular Status” instead of “Permanent Status.” A motion to approve this change was made by Twilla Dowell and seconded by Madeline Johnson. It was voted on and approved.

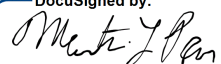
CLOSING:

Next PC Meeting:

The next Policy Council will be discussed in the upcoming weeks.

Adjournment:

Chairperson Martin Parr closed the meeting thanking members for participating in the conference call and letting them know that we will have more information about upcoming meetings soon. A motion to adjourn the meeting was made by Roslyn Crawford and seconded by Erin Leach. It was voted on and approved.

DocuSigned by:

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Policy Council Signature
4/23/2020

Date