

CCDP Head Start
POLICY COUNCIL MINUTES

Tuesday, August 17th, 2021

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard (CR) Erin Leach (CR) Catherine Marengo Kelly Carnevale
Renee Engo Kerri Shaylor (CR)

Others Present:

Vanessa Troup Heather Wolf Lisa Brelsford Mary Millham Sarah Meyer Rebecca White
Martin Parr Audrey Ruiz Rose Stolz Cassie Weaver

Absent:

*Greg Niznek Mary Broyan Catisha Pinnock

(*) denotes excused absence (CR)
Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on August 17th, 2021, via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was present.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Chairperson Martin Parr gave everyone the chance to review the June 2021 minutes and asked if there were any changes to be made. There were no changes. A motion to accept the June minutes was made by Twilla Dowell and was seconded by Erin Leach. They were voted on and approved.

Treasurer's Reports:

Financial Cash & Credit Report

Martin Parr gave members a chance to review the financial reports with In-Kind amounts for the months of May, June, and July; cash & credit reports were also included in the packet. A motion to approve the financial report with In-Kind amounts was made by Twilla Dowell and seconded by Kelly Carnevale. A motion to approve the cash & credit card reports was made by Erin Leach and seconded by Twilla Dowell. All reports were voted on and approved.

Parent Fund:

The July Parent Fund report was included in the Financial Report for members to review. Martin Parr read the balances to date. A motion to approve the Parent Fund report was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report to date. Vanessa noted that Tayler Cook would not be able to accept the position that was offered. There were six resignations, nine new hires, one promotion and one re-hire. Vanessa will make that change on her report and it will be added to the packet. A motion to approve the Personnel Status updates was made by Kelly Carnevale and seconded by Twilla Dowell. It was voted on and approved.

Curriculum & Resource Committee

Rebecca White spoke about the Curriculum and Resource meeting, which was held on August 11th, 2021. The outcomes report was discussed as well as the use of Creative Curriculum for center based, combination and childcare programs. The Growing Great Kids curriculum was approved for home-based. The cultural recognition policy was approved. The Flexible Instruction Plan was approved by the committee and will be presented at this meeting for approval and then will go to the Board for approval.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twila Dowell reported that Heather Wolfe was the guest speaker at the Board meeting. New heater's from Dent's will be installed at 5th street.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. The Spotlight on Success was from Rose Stolz. During the 2020-2021 program term, some children attended virtually all year which was a learning experience for both staff and families. Providing technology that was needed for the virtual sessions was a challenge at first but once families received the I-Pads, they were able to follow along with the teacher. Teachers provided children with packets that contained supplies that would be used during the virtual sessions. Teacher's dropped packets off to families once a week and families would then leave the completed packets out on the porch to be picked up by the teacher. Over the summer, 12 children attended a virtual summer program through CRRSA funding. There were two IM's included with Cassie's report. The first was about health insurance; our agency is currently still paying out benefit dollars to staff who are off in the summer months. The second IM informed programs that monitoring would return to normal for the Fiscal Year 2022, which begins in October 2022. Cassie also reported that a survey was sent out to all staff asking whether they would prefer an in-person or virtual Pre-Service. It was decided that it would be in person. Cassie's report along with the IM's was included in the packet.

Mental Health Manager:

Heather Wolfe submitted her report. Heather reports that we are looking to fill 1 Behavior Support Staff (BSS) position. Heather reported that grant requests have been approved that will continue to support a total of 3 Behavior Support Staff, those grants are from the Community Giving Foundation (previously CSCF) and the CMSU. Through Head Start and HSSAP funding we will continue to provide classrooms with support with 7 BSS. This makes up for a total of 10 BSS agency wide. Heather noted that the final assessment of GOLD in the spring showed 28 of 30 (93%) children in three Berwick classrooms that the BSS worked in were meeting or exceeding in the Social Emotional area. GOLD assessment for the one Bloomsburg classroom that the BSS worked in showed that 100% were meeting or exceeding in the social emotional area as well. Heather noted that Grace Penman has agreed to provide one-time Mental Health consultations to our staff again this year. Heather's report was included in the packet.

Education Manager:

Rose Stolz submitted her report. Rose reported that tomorrow 8/18/2021, new staff would begin their orientation. Initial home visits will be beginning the week of 8/30/2021. The shed in Berwick has been installed and the surfacing on the playground has been repaired. Town Park Village is still waiting on surfacing. Rose's report was included in the packet.

Family Engagement Manager:

No Report.

Family Services Manager:

Mary Millham submitted her report. Mary reported that recruitment is our focus. Benton center is three children short of full enrollment, but we are taking in applications as we get them. Berwick is almost full, and Bloomsburg is currently full and has a waiting list. Mary reports that we expect to be at full enrollment by September 7th. Mary reported that many programs in our area are having trouble getting to full enrollment, so we are happy with where we are at this time. Mary communicated to members to please continue to have families call us and do a pre-app. Mary's report was included in the packet.

Health/Nutrition Manager:

Sarah Meyer submitted her report. Sarah reported that AmeriHealth Caratis funded a garden grant that was able to give 5th street children a chance to grow their own vegetables. There was a photo

opportunity that was posted in the Press Enterprise newspaper. Dental screenings have been scheduled for the fall with the Geisinger Dental Team. Our Procurement Plan is now complete and on file. Berwick has a new Nutrition Aide that will be starting soon, all clearances have been completed. Sarah's report was included in the packet.

Education and Disabilities Manager:

Rebecca White submitted her report. In Education, 5th street is continuing with the garden project and there will be pictures once they harvest what they have grown. The virtual summer program consisted of three zooms per week, a weekly home visit, and weekly in person Play Café. Families who participated in the program were given backpacks. Rebecca reported that the first set of books are ready to go out to families during the initial home visit. Through the use COVID funds, children will receive one book every month for the next two years. In disabilities, 18 or 9% of children have an IEP and we currently have 6 referrals pending for the IU. Rebecca's report was included in the packet.

Parent Group Report

There were no meetings in July.

OPEN DISCUSSION/QUESTIONS:

None

NEW BUSINESS:

Flexible Instruction Plan & Emergency Instruction Plan

Rose Stolz proposed the Flexible Instruction Plan, which would be in effect if the program had to close for emergencies, weather, or health-related reasons. This plan has been proposed for the 2021-2022 program term which includes 173 days with 3 emergency days also included. Should the program be closed for three days or less, classrooms will then resort packet completion. Packets would be used on the fourth day of closure. Emergency packets will be handed out to parents at the first parent- teacher conference in November which will include a social-emotional activity, a book, and math activities, language, and literacy activities, and suggested Ready Rosie videos. Should the program be closed for more than 3 days, remote learning would be in effect. At the beginning of the program term, teachers and Family Service Workers will be reaching out to families to see what their technology needs would be in the event that we have to go remote. The Data & Technology Coordinator will be informed and will oversee issuing devices to families that need it. Technology provided to families will include an I-PAD and/or hotspot for internet access. Each child doing remote learning will receive two, thirty-minute group sessions via zoom a week and one individual meeting a week. Staff members will be responsible for dropping packets off to families under this plan. Attendance in this case would be documented by the Manager's Assistant. Credit for attendance will be given to the child if they are able to attend the remote sessions and / or if they are completing the packets that are sent home. A motion to approve the Flexible Instruction Plan & Emergency Instruction Plan was made by Twilla Dowell and seconded by Kerri Shaylor. It was voted on and approved.

Curriculum

Currently, the curriculum is remaining the same as in the previous year. No vote was needed for the Curriculum.

CLOSING:

Chairperson, Martin Parr thanked members for attending the meeting.

Next PC Meeting:

The next Policy Council Meeting is scheduled for September 21st via Zoom at 10:15am.

Adjournment:

Chairperson, Martin Parr closed the meeting. A motion to adjourn the meeting at 10:54am was made by Erin Leach and seconded by Twilla Dowell. it was voted on and approved.



CCDP Head Start Chairperson

Date: 8/31/2021