

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
August 1, 2023

MEMBERS PRESENT

Ashley Mensch
Johan van der Jagt
Christine Luschas
Christy Roberson

Oren Helbok
Matt McCollin
Danielle Howie

Betsy Rubio
Lynne Pabst
Joan Mosier

OTHERS PRESENT

Cassie Weaver
Amber Parr

Morgana Miller
Debbie Jones

Asondra Acor
Heather Wolfe

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson

* Twilla Dowell

* Olivia Oden

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:38 PM at Bloomsburg Town Park.

CONSENT AGENDA

Christy moved to approve the consent agenda. The motion was seconded by Johan, voted on and unanimously approved. The consent agenda included: president's report, June minutes, Vice President's report, credit card report, Policy Council minutes and Secretary's report.

SECRETARY'S REPORT – No report.

TREASURER'S REPORT

Christy said that Child Care is three months into their fiscal year so we should be expected to have used about twenty-five percent of our budget and they are on track. HSSAP is 12 months into their fiscal year. They still have some expenses that are coming in but will have roughly \$20,000 that will need to be returned for HSSAP.

FISCAL OFFICER'S REPORT

Asondra reported that Child Care has a loss of roughly \$38,000. The income is a little low but the expenses are right where they were projected. One of the reasons for the loss in reported income is due to the projections for how many families are private pay and how many are paid through subsidy, we receive more income from subsidy families. Currently, there are a few more private pay than expected. The loss is also due to the fact that the subsidy payment for June is not reported until it is paid in July, that is roughly another \$30,000. Summer camp income is a little low, projections for enrollment were made for the full 10 weeks and the families signed up for an average of 8 weeks of camp. We did have a few more families sign up than we projected so that should even it out some. The summer camp income reported for June is incomplete. Our billing software, Brighthwheel, is not user-friendly when separating Summer Camp income from regular Child Care income. This causes a delay in reporting the correct amount of income for Summer Camp. For this June report, it is lumped into the regular Child Care income but should be adjusted for next month.

Asondra expanded on the money that will need to be returned to HSSAP. The reason we have so much left over is because we finished year one of a five year grant and we had to project what we would need for year five and budget that amount for all other years. Low staffing and incomplete upgrades contributed to not utilizing the full grant this year. Cassie talked with other programs that had the same issue and they reported sending back much more than we need to.

The question was asked if the state budget impasse affects the Child Care income. Cassie said that it does not because they are classified as "must pay."

Asondra then discussed one of the IMs attached to Cassie's report. This IM addressed credit points and rewards now must be counted as income. We currently use these for staff wellness and the birthday gift cards. She has reached out the Courtney from Herring, Roll, and Solomon. She has not gotten a complete response from her yet. There was much discussion about this but we need to wait for an answer to decide how this affects our current procedures.

Asondra shared a few other fiscal updates. The financial audit was in June, we are still in the process but have not had a recent update. The Accounts Receivable Bookkeeper resigned. Amber has stepped up and is doing a great job. We are currently interviewing for the new enrollment bookkeeper position that was voted on, that will replace the Accounts Receivable Bookkeeper position.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie shared The Spotlight on Success from Debbie. It is regarding a child in the infant room that has shown incredible growth and development while in our program.

CCDP was nominated for the Press Enterprise Best of the Best Contest in both best Child Care and best day camp. Anyone can vote daily and be in a drawing to win \$100.

Cassie reported that we have had an overall issue with filling open positions. At Town Park Village, we had two teacher candidate that accepted the position and then later changed their minds. Kaitlyn is looking at a new hiring process through paylocity that may help us. Head Start has a staffing shortage of twenty four percent of the classroom staff. Cassie said that the decision has been made to start the school year with one Berwick classroom that will be closed. The students will be put back on the waiting list. One other Berwick classroom will operate as home based so that only one teacher is needed for the classroom. The remaining staff for those classrooms will be redistributed to the other classrooms so that the classrooms that are open can have the support needed. Heather will touch on that when she gives her report. The staff that are directly affected by these changes have already been notified and the other staff and the families will be notified over the next few weeks. The hope is that these changes are short term and we will be able to fully open soon.

The other IM that is attached to Cassie's report relates to our federal monitoring, starting in October. We will have a Focus Area 2 review and CLASS observation. We will be getting a consultant to help prepare for the Focus Area 2 review.

Cassie attended a PHSA meeting and there is a lot of concern around the proposed federal Head Start budget. The House has proposed a 6.2% budget decrease and the senate has proposed a 2.8% budget increase.

Cassie said that all Head Start staff will be back by August 21st.

Oren asked if anyone has connections to our state politicians. Betsy said she works with Culver and Leadbeter and thinks that they would be interested in visiting our program if someone reached out.

Danielle asked if there is a way to help people with low income or in low income housing to train into an early childhood education program. Cassie said we do help staff who would like to obtain their CDA but they have to have some experience for us to hire them first. It was discussed that the TEACH grant would also help with this.

At this point we took a break from 6:13 to 6:51 to enjoy the picnic that the board members and CCDP provided.

HEAD START

Heather Wolfe gave an update on two grants. She said that the Community Giving Foundation in Berwick last year funded two Behavior Support Staff. Those two staff members worked in four classrooms. There were no referrals to outside agencies for Behavioral Health Services in the classrooms. The end of the year assessments showed fifty-six of sixty-one (91%) children meeting or exceeding in the social-emotional target area. The program set a goal of 85% of children meeting or exceeding in the social-emotional target-area and these classrooms exceeded that goal. The grant was awarded again for next year but they did not give us the increase we requested to match the increase in salary from last year. To compensate for that, one position will go down to four days per week instead of five. The CMSU funded one Behavior Support Staff who worked in two classrooms in Bloomsburg. There were no referrals to outside agencies for Behavioral Health Services in these classrooms and twenty-one of twenty-four (88%) children were meeting or exceeding in the social-emotional target area.

Heather also spoke about expected classroom needs for next school year. There are several children in each classroom that we anticipate will need one on one support. Some children are returning children that we already know what to expect. Many new families are reporting behavioral concerns for their children on their application. We have children that are diagnosed with autism, some that are undiagnosed but the family suspects to have autism and some that are non-verbal. Several families reported behavioral issues that may relate to past trauma or suspected ADHD and several families also have concerns their child may have developmental and/or speech delays. She also discussed that the children coming into our program this year were born during COVID and have not had much exposure so they are behind with regard to their skills and we expect there to be waitlists for children needing services through the CSIU as there was last year. Heather stated that even though many of our classrooms have been reduced from 17 to 13 children, it will still be very challenging to meet all of the children's needs. Classrooms would be in ratio with less staff given the reduction in children, but it will be unsafe to run these classrooms without three or four staff members. She indicated that there are many open positions which will make it all even a bit more challenging, but we continue to work on hiring qualified staff and doing our best with what we have.

CHILD CARE

Debbie Jones reported that she is working on fall enrollments. Lisa Agramonte has been helping her, but she is resigning on 8/7 because the enrollment bookkeeper position will be replacing her position. Currently there are three spots that will be open in Preschool/Pre-K in the fall. They are looking at the number of children that are moving into school-age and children that will be returning to school-age.

Debbie said that she is also dealing with the same staffing concerns that Cassie mentioned earlier however she did hire someone today for the School Age Assistant Group Supervisor position. She has had several Head Start employees that have been working over the summer for Child Care, they will soon be returning to Head Start. The work study students that leave for summer break should also be returning soon.

Summer camp has been experiencing a few challenging behaviors. The Women's Center will be coming to help with bullying prevention lessons. We had our annual inspection at TPV in June. Debbie stated that this was one of the most challenging inspections she has dealt with. One of the issues was with the climber, which is at least 23 years old. It had some rust and part of the chain ladder needed repaired. We had Kleen-N-Brite come in and power wash the climber and it needs some touch-up painting. There were also issues with some paperwork which was resolved as soon as they requested the paperwork. The licensing representative will be back one more time to check on the repairs to the climber. After that, we will be requesting a new licensing representative.

Debbie had a few updates on grants. We were awarded a grant through the Community Giving Foundation to purchase new PBIS materials, including Dan St. Romain materials and fidgets. Debbie said she is still working on the Community Aid Grant. There is no timeline on when this needs to be completed, she is just waiting on some of the quotes for materials/services.

COMMITTEE REPORTS:

EXECUTIVE

The committee met on 6/8 and 7/27. The minutes from 6/8 were included in the board packet that was sent via e-mail and the minutes from 7/27 were available as hard copies at the meeting.

BUDGET AND FINANCE – No report.

PERSONNEL

Matt moved to approve the Personnel Status Update and Oren seconded the motion. It was unanimously approved.

Christine moved to approve the updates to Policies 3.12 B and 3.21 and Johan seconded the motion. It was unanimously approved.

NOMINATING – No report.

DEVELOPMENT

They held a successful pizza fundraiser. They sold 411 pizzas with a profit of around \$1,470. The only downside was that the USDA said that Dalo's couldn't use the pepperoni for the fundraiser. On a positive note, someone gave a \$100 donation instead of ordering pizzas.

FACILITIES – No report.

STRATEGIC PLANNING

They have not met but Betsy is interested in getting involved.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

There was no meeting for July or August.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

UNFINISHED BUSINESS - No report.

NEW BUSINESS

Cassie stated that with the State budget impasse, no money is coming in for HSSAP. We have been operating one classroom in Bloomsburg and soon two more classrooms will open with no money coming in for them. This year we are not competing for that money, so when the budget passes, we are confident we will be receiving the money. We are asking to use the working capital and the board

reserves, if necessary, to float the classrooms until the money comes in. Christy made a motion to use the working capital and board reserves, if necessary, until the money comes in, Matt seconded the motion. It was unanimously approved.

Oren made a motion to approve the Policy Council By-laws, Lynne seconded the motion. It was unanimously approved.

Cassie discussed the one major change to the 2023-2024 Family Engagement Plan is that parent volunteers will now be able to be in the classroom again. Christy made a motion to approve the 2023-2024 Family Engagement Plan, Danielle seconded the motion. It was unanimously approved.

ANNOUNCEMENTS

ADJOURNMENT

Oren moved and Danielle seconded to adjourn the meeting. The meeting ended at 7:25 PM. The next Board of Directors meeting will be held on September 5, 2023.

Ashley mensch
[Ashley mensch \(Aug 8, 2023 09:26 EDT\)](#)
Board Signature

Aug 8, 2023

Date

Minutes August 1, 2023

Final Audit Report

2023-08-08

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