

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
November 1, 2022

MEMBERS PRESENT

Christine Luschas
Bernie Landers
Johan van der Jagt

Oren Helbok
Danielle Howie
Twilla Dowell

Ashley Mensch
Matt McCollin
Tina Welch

OTHERS PRESENT

Cassie Weaver
Asondra Acor

Jen Johnson
Morgana Miller

Debbie Jones
Faith Rierson

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson
*Joan Mosier

Toni Bell
*Christy Roberson

*Lynne Pabst

CALL TO ORDER

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:31 p.m. via zoom conference.

CONSENT AGENDA

Twilla moved to approve the consent agenda. The motion was seconded by Johan, voted on and unanimously approved. The consent agenda included: October minutes, board absentee report, vice president's report, credit card report and the October Policy Council minutes.

SECRETARY'S REPORT

Ashley read a letter of resignation from Sylvia Costa.

TREASURER'S REPORT – No report.

FISCAL OFFICER'S REPORT

Asondra went over the financial report for September and noted Child Care is showing a loss of \$57,257 at the end of September. This is a little less than what the loss was projected to be. Summer school age is showing a profit of \$9,812. Overall loss for Child Care including Summer Camp is \$47,445. Head Start is on target and with receiving our HSSAP funds, \$73,912 has been transferred back to working capital. She noted the general insurance quote from Purdy came in at \$49,542 which was accepted. It is less than the \$50,001 that the Board authorized at the last meeting. Asondra reported there is no update yet on the 2023 Health Insurance costs and we are still waiting on the audit. Asondra stated she attended the October Policy Council meeting and conducted a fiscal training. A combined meeting with Policy Council Budget & Planning Committee and the Board Budget and Finance Committee was held October 20th to review the 2023 – 2024 Head Start budget. The budget and narrative will be presented at the November Policy Council meeting and the December Board meeting for approval. She also noted the retention bonuses went out October 21.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Faith. She went over her report and noted there have been no parking issues since the signs were put up. Celebrations of Learning are being held in person at the centers and everything is going well. There is a Head Start Information Memorandum included in her report about the 2023 monitoring process. We are not scheduled to be monitored but would like to participate in the CLASS (Classroom Assessment Scoring System) video pilot to get feedback for our classrooms. She noted we struggle with CLASS and the results will not be counted against us.

Cassie reported the Head Start refunding application will be presented to Policy Council this month and to the Board in December. One item that will be in the proposal will be to reduce classroom size. A previous I.M. presented at the October meeting suggested programs reduce children to increase salaries. However, doing this would not really increase salaries by much. Other programs are reducing classroom size to reduce stress and stabilize the work force. We are proposing to reduce 17 children to 13 children in seven center based classrooms for a total reduction of 28 children overall for next year. She noted this will not affect the two HSSAP classrooms as they have separate funding and stated that we would not remove any children that are enrolled. We would just not fill any vacant slots as children age out. Currently we are under enrolled. We are not sure Head Start will approve this proposal either. Cassie said we would be serving less children but serving them better. Discussion followed. Cassie also noted that we are experiencing a larger number of children identified with a disability or on a list to be identified. The CSIU is overwhelmed at this time and most of the children are put on a waiting list. The IU is talking about going almost completely on a consulting basis which means more would fall on our teachers.

HEAD START

Faith went over her report noting there are 6 openings at TPV and 2 openings in Berwick. Home Based classroom are full and Benton is full.

Faith went over the steps for recruiting and explained the eligibility guidelines. She noted for a family to be income eligible they need to be 100% below the poverty level and to be categorically eligible they need to be either homeless, receiving public assistance, or in foster care. She said SNAP was recently added to the eligibility list. Children must be three years old by September to be eligible. Ashley asked if there is a waiting list at one of our centers could a family enroll in a different center in a different school district if they have transportation. Cassie noted this is allowed. There were no further questions.

CHILD CARE

Debbie's report was included in the packet. She explained the Cook Aide was no longer able to start. Interviews are scheduled to hire a Group Supervisor and an Assistant Group Supervisor. Debbie noted she completed a grant application to the Community Aid Foundation in the amount of \$9,806.24 to purchase gross motor/outdoor items, to purchase books that include multicultural themes and differing abilities and to support staff wellness. Debbie reported OCDEL has added some additional trainings Child Care staff is required to attend. There are changes to Keystone Stars regulations and trainings on emergency preparedness and shaken baby syndrome under Health & Safety. Debbie also noted infant and toddler staff are being trained in a new curriculum.

COMMITTEE REPORTS:

EXECUTIVE

Minutes from the meeting on October 13 were included in the packet. Ashley noted officers can only serve for three consecutive two-year terms. President and Vice President terms will expire in 2024. She spoke to the Board about finding new members with HR or fiscal experience, noting the committee has been working hard to attract new members and asked if anyone has someone in mind to let the committee know.

BUDGET AND FINANCE

Minutes from the October 20 meeting were included in the packet.

PERSONNEL

Tina thanked the Board for all the collaboration and their commitment and shared the "cat-unicorn" card she received from the Art Cart group.

Tina moved to approve the Personnel Status Update for November. Oren seconded the motion. Cassie noted that Veronica was listed on both Child Care and Head Start and should be just on the Head Start list. The motion was voted on and unanimously approved.

NOMINATING

Oren moved to renew the three-year Board term for Christine Luschas, seconded by Twilla. The motion was voted on and approved. Christine abstained from the vote.

Oren moved to accept with regret the resignation of Sylvia Costa. Twilla seconded the motion. The motion was voted on and unanimously approved.

Tina moved and Christine L. seconded to renew two-year terms of office for the President, Vice President and Treasurer. The motion was seconded by Christine L. The motion was voted on and unanimously approved. The motion should have read to approve terms of office for the President and Vice President. The Treasurer's term has not expired.

Ashley noted that Tina's term is ending, and she is not renewing her term on the Board.

Cassie noted she met with Moira Dalton about joining the Board and she is excited to join. Oren moved to approve a three-year Board term for Moira Dalton. The motion was seconded by Christine, voted on and unanimously approved.

DEVELOPMENT

Oren reported the committee met and are looking into rejoining the Raise the Region event and developing a letter to mail out to past donors.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS - No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Minutes from the October meeting were included in the packet. Danielle went over some of the highlights, noting that going into the classroom for Welcome to My Classroom event was very nice.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS

The annual report needs to be approved. Cassie noted this is a summary of the last program year and is mandated by Head Start. She encouraged board members to look it over to see what our program did. Johan moved to approve the 2021 – 2022 Annual Report. The motion was seconded by Twilla, voted on and unanimously approved.

The Self-Assessment needs approval. Cassie explained this should have been brought to the Board in April. Twilla Moved to approve the 2021-2022 Self-Assessment. The motion was seconded by Danielle, voted on and unanimously approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Twilla moved and Bernie seconded to adjourn the meeting. The meeting was adjourned at 6:27 p.m. The next Board of Directors meeting will be held at 5:30 p.m. December 6, 2022, via Zoom and phone.

Ashley Mensch

[Ashley Mensch \(Nov 8, 2022 13:26 EST\)](#)

Board Signature

Nov 8, 2022

Date



Minutes November 1 2022

Final Audit Report

2022-11-08

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