

CCDP Head Start
POLICY COUNCIL MINUTES
Tuesday, December 15th, 2020

Voting Members Present:

Twilla Dowell (CR) Emily Nestel (CR) Kerri Shaylor (CR) Kelly Carnevale Catisha Pinnock
Greg Niznek Elizabeth Hazzard (CR) Catherine Marengo

Others Present:

Becky Aardweg Cassie Weaver Heather Wolfe Lisa Brelsford Vanessa Troup Audrey Ruiz
Mary Millham Rebecca White Rose Stolz Erin Leach Sarah Meyer

Absent:

Mary Broyan Renee Engo Martin Parr

(*) denotes excused absence

(CR) - Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on December 15th, 2020 via Zoom video chat. Vice Chairperson Erin Leach called the meeting to order at 10:27am. A quorum was present.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Vice Chairperson Erin Leach gave everyone the chance to review the November 2020 minutes and asked if there were any corrections to be made. Heather Wolfe informed members that there was a correction to be made in her section of the minutes. The date of the Health Advisory meeting was the 11th. A motion to accept the November minutes with the date change was made by Twilla Dowell and was seconded by Greg Niznek. They were voted on and approved.

Treasurer's Reports:

Cash & Credit Report

The credit card report was not included in the financial report for this meeting, but they will be discussed at the January meeting. Kelly Carnevale read the in-kind amounts and balances as of November 30th. A motion to approve the report without the credit amounts was made by Greg Niznek and seconded by Twilla Dowell. It was voted on and approved.

Parent Fund:

The Parent Fund report was submitted for members to review. Kelly Carnevale, Treasurer, read the balances to date. The report was included in the packet. A motion to approve the Parent Fund report was made by Twilla Dowell and seconded by Catisha Pinnock. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report. Members were asked if they had any questions about the reports, there were none, A motion to approve the Personnel Status Update was made by Twilla Dowell and seconded by Kelly Carnevale. It was voted on and approved.

Health Services Advisory

Heather Wolfe gave a brief overview of what was discussed at the Health Advisory meeting on December 11th. There were only minor changes to the Safe Crisis Management procedure.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report: Twilla Dowell discussed upcoming renovations that will be happening at 5th Street.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her reports. Cassie noted that the new classroom in Berwick is not complete because of certain materials not being readily available due to COVID. That classroom is still virtual and as soon as construction is complete, in person instruction can begin. Cassie's report was included in the packet.

Mental Health Manager:

Heather Wolfe submitted her report. Heather noted that the Dan St. Romain "Nine Positive Behavior Principles" training went very well. Heather also reported that the open BSS position has been filled. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. Rose reported that Parent Teacher Conferences will take place via conference call or via zoom. Transitions are getting done and being sent to the school districts. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa noted that the December Parent Groups included a short segment from Becky about over OTC medications and informed members of the Parent Group that they would receive a book titled "What to do When Your Child is Sick" and they would receive a medication spoon as well. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary was happy to report that we are fully enrolled. Her report was included in the packet.

Health/Nutrition Manager:

Becky Aardweg submitted her report. Becky took the opportunity introduce her replacement, Sarah Meyer. Sarah introduced herself to members. Becky's report along with screening numbers was included in the packet.

Education and Disabilities Manager:

Rebecca White submitted her report. Rebecca reported that 18% of children we serve have IEP's and there are 14 referrals that are pending for the IU. Her report was included in the packet.

PARENT GROUP REPORT BLOOMSBURG

Lisa Brelsford reported on Benton this month. Rebecca White created a folder with at home activities for parents to do with children and presented the ideas to Parent Group. Folders will be sent home to parents. The Parent Group reports to Policy Council were included in the packet.

OPEN DISCUSSION/QUESTIONS:

None

NEW BUSINESS:

Selection & Enrollment Plan

Mary Millham presented the Selection & Enrollment plan for members to review. For the most part, the plan stayed the same. Some changes have been made as to how we meet with families during the times of COVID. The plan was included in the packet. A motion to accept the Selection & Enrollment Plan was made by Kelly Carnevale and seconded by Greg Niznek. It was voted on and approved.

Recruitment Plan

Mary Millham presented the Recruitment Plan for the 2021-2022 program year. No major changes were made to this plan and it was included in with the packet. A motion to accept the Recruitment Plan was made by Kelly Carnevale and seconded by Greg Niznek. It was voted on and approved.

Nomination of Secretary

Members were asked if they would want to nominate themselves or someone else for the position of Secretary. Kelly Carnevale asked if she could hold two positions. If so, Kelly is willing to be Secretary. Cassie Weaver is going to look into it and it will be discussed at the next Executive Policy Council meeting.

Nomination of Policy Council Liaison

Members were asked if they would want to nominate themselves or someone else for the position of Liaison to the Board. No members were nominated.

CLOSING:

Next PC Meeting:

The next Policy Council is scheduled for January 19th via Zoom.

Adjournment:

Vice Chairperson Erin Leach closed the meeting at 11:04 am. A motion to adjourn the meeting was made by Twilla Dowell and seconded by Greg Niznek. It was voted on and approved.

Policy Council Signature

Date