

COLUMBIA SULLIVAN HEAD START
POLICY COUNCIL MINUTES
January 21st, 2020
LCBC Church, Bloomsburg

Voting Members Present:

Stephanie Bond-CR Twilla Dowell-CR Madeline Johnson-CR Lisa Snyder- CR Luella Scott-CR
Kristy Wright Erin Leach

Others Present:

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

Voting Members Absent:

*Kiley Radeski *Catherine Neeb *Roslyn Crawford *Robert Defeo Jeremiah Cooper Ashley Glover
*Neda Fester

(*) denotes excused absence
CR - Community Representative

WELCOME

The regular meeting of the Columbia Sullivan Head Start Policy Council was held on January 21, 2020 at LCBC Church in Bloomsburg. 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 Marin Parr gave everyone the chance to review the November 2019 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 Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

Parent Fund Report:

Martin Parr read the Parent Fund Report. The balances are as of December 31st, 2019. The report was included in the packet. A motion to accept the Parent Fund report was made by Twilla Dowell and seconded by Madeline Johnson. It was voted on and approved.

Treasurer's Report:

Martin Parr read the November and December Credit Card Summary Report and In-Kind totals. The reports were included in the packet. A motion to approve the Treasurer's report was made by Twilla Dowell and seconded by Madeline Johnson. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

The Personnel updates were discussed. Heather Wolfe noted that Alyssa Dermer needed to be added to the list and gave members the details of her employment. A motion to approve these Personnel Updates with the new changes was made by Erin Leach and seconded by Twilla Dowel. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twilla Dowell noted that the board approved several policy revisions and new policies that were included in member's packets.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. She noted that the Corrective Action was accepted and went over Information Memorandums given by the Office of Head Start. Her report was included in the packet.

Disabilities/Mental Health Manager:

Heather Wolfe submitted her report. She noted that families that have children with IEPs and are transitioning to kindergarten will be invited to a group meeting in February. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. She noted that Parent Teacher Conferences will be in February and transitions meeting will begin soon. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. She noted that there were no Parent Meetings scheduled in January due to weather and Positive Solutions for Families in Sullivan will be done on the 21st. The Celebrations of Learning have been having attendance of 10-15 family members which is great. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. She noted that we are over enrolled by one. Head Start is beginning to get a lot of pre-apps and Family Service Workers are starting the recruitment process for the 2020-2021 school year. Attendance for the month of December was at 82.12%. Backpacks at Agape will meet on January 28th and volunteers are needed. Her report was included in the packet.

Health/Nutrition:

Becky Aardweg submitted her report. She noted that there are a lot of children in our program that have dental issues and was thinking about having Geisinger come out to the Health Fair in Berwick so parents have a chance to receive good dental hygiene information as it applies to their children. Her report was included in the packet.

Home Based/Combination Option Manager:

Rebecca White submitted her report. She noted that home visit numbers were up despite the short month. Berwick and Bloomsburg Home – Based decided to combine their socialization day and went on a field trip which was enjoyable for both parents and children. Her report was included in the packet.

PARENT GROUP REPORT

Luella Scott reported for Bloomsburg and is looking for ways to get more parents involved in joining Parent Groups and other Head Start activities. A copy of all the Parent Group reports were included in the packets.

OPEN DISCUSSION/QUESTIONS:

Nothing to report

PARENT POSITIVES

Erin Leach discussed her son's progress in the Head Start and was very thankful for the work that the staff are doing to help her son and the other children in the program.

NEW BUSINESS:

Selection and Enrollment Plan

Mary Millham gave members a chance to review the plan once again and asked if anyone had questions or comments about the plan. A motion to approve the Selection and Enrollment Plan was made by Twilla Dowell and seconded by Lisa Snyder. It was voted on and approved.

Policy revisions

Policies 1.0, 2.6, 3.7, 3.23 & 3.25 are being revised due to requirements by the insurance company and Child Care regulations. Members were given an opportunity to review the policy revisions. A motion to approve the revisions was made by Twilla Dowell and seconded by Madeline. It was voted on and approved.

New Policies

Policies 1.7 & 1.8 were created as a requirement by the insurance company. Members were given an opportunity to review the new policies. A motion to approve the new policies was made by Madeline Johnson and seconded by Lisa Snyder. It was voted on and approved.

Ratify- 3 Month Continuation Application

The 3-Month Continuation Application was submitted in November and begins in July. The purpose of the application is to continue the Head Start program as-is through the end of June. The application was emailed to members in December due to our meeting being cancelled because of weather. Members voted via email to approve the application. A motion to ratify this 3 Month Continuation Application was made by Erin Leach and seconded by Madeline Johnson. It was voted on and approved.

Eligibility Requirements training

Mary Millham trained members on the different ways families can be eligible for the Head Start program. Topics included: age requirements, income, and special circumstances in which families can become income eligible. Her training packet was included.

CLOSING:

Next PC Meeting:

The next Policy Council meeting will be held at 10:15am on February 18th, 2020 at Grace Lutheran Church in Berwick.

Adjournment:

Chairperson Martin Parr closed the meeting at 11:19am. A motion to adjourn the meeting was made by Madeline Johnson and seconded by Twilla Dowell. It was voted on and approved.

Policy Council Signature

Date