

CCDP Head Start
POLICY COUNCIL MINUTES
Tuesday, January 19th, 2021

Voting Members Present:

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

Others Present:

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

Absent:

Mary Broyan Catisha Pinnock *Heather Wolfe

(*) denotes excused absence

(CR) - Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on January 19, 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 December 2020 minutes and asked if there were any corrections to be made. There were no changes to be made. A motion to accept the December 2020 minutes was made by Greg Niznek and was seconded by Erin Leach. They were voted on and approved.

Treasurer's Reports:

Cash & Credit Report

The November and December credit card reports were included in the financial report for this meeting. Martin Parr read the in-kind amounts and balances to date. A motion to approve the report was made by Erin Leach and seconded by Greg Niznek. It was voted on and approved.

Parent Fund:

The Parent Fund report was submitted for members to review. Martin Parr read the balances to date. The report was included in the packet. A motion to approve the Parent Fund report was made by Greg Niznek and seconded by Kelly Carnevale. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report. Sara Chirita's tentative end date is February 1st and the new teacher for the classroom will be starting on the same day. A motion to approve the Personnel Status Update was made by Greg Niznek and seconded by Kelly Carnevale. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twillia Dowell highlighted that cameras will soon be installed at the centers and signs will be put up informing guests that there are cameras.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. She noted that the new classroom in Berwick has completed the construction, but they are still waiting on some shelving and covers for the fire alarm. Cassie's report was included in the packet.

Mental Health Manager:

Heather Wolfe was absent for this meeting. Her report will be included in next month's packet.

Education Manager:

Rose Stolz submitted her report. She noted that the outcomes numbers for the fall have been completed. Social-emotional and gross motor numbers are good. A comparison will be done when the spring numbers are in. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa noted that Parent Groups typically do not meet this month, but Bloomsburg had asked to meet in January. Parents are being offered virtual nutrition classes with Memie Christie; a flyer has been sent out to all families with a sign up. 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. There have been some changes to children switching from virtual status to in-classroom instruction. Recruitment is looking good for the next program term. Her report was included in the packet.

Health/Nutrition Manager:

Sarah Meyer submitted her report. Sarah reported that the December meal numbers are a bit lower due to the holiday. Sarah'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 15 referrals that are pending for the IU. She highlighted that Demarr is doing a great job meeting with families and helping to give them the support they need and reach goals. Her report was included in the packet.

PARENT GROUP REPORT BLOOMSBURG

Lisa Brelsford reported on Bloomsburg this month. Parents were involved in making interchangeable wreaths that could be used for each season.

OPEN DISCUSSION/QUESTIONS:

There were some questions about the construction of the new classroom in Berwick. Greg wanted to know if we had a date that the room would be ready for children. Cassie responded to Greg letting him know that as soon as Marr is done with the finishing touches, parents would be notified and the children in the classroom that are now virtual will be coming in for in-person lessons.

Renee expressed how grateful she was for Demarr. She says that he is very good with her child and helping them meet goals. Rebecca thanked Renee for her input.

NEW BUSINESS:

Training on Self-Assessment

Cassie Weaver explained to Policy Council members what the Self-Assessment is. She explained that data will be collected beginning in February. The data obtained will all be included in the annual grant application in the fall. No vote was needed.

CLOSING:

Next PC Meeting:

The next Policy Council is scheduled for February 16th via Zoom at 10:15am.

Adjournment:

Chairperson Martin Parr closed the meeting at 10:54 am. A motion to adjourn the meeting was made by Greg Niznek and seconded by Kelly Carnevale. It was voted on and approved.

Policy Council Signature

Date