

COLUMBIA SULLIVAN HEAD START
POLICY COUNCIL MINUTES
June 16th, 2020

Voting Members Present:

Robert Defeo Twilla Dowell-CR Roslyn Crawford-CR Neda Fester

Others Present:

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

Voting Members Absent:

*Kristy Wright * Stephanie Bond-CR *Kiley Radeski * Madeline Johnson-CR *Catherine Neeb
Jeremiah Cooper Ashley Glover Nichole Britt Lisa Snyder- CR Luella Scott-CR

(*) denotes excused absence
CR - Community Representative

WELCOME

The regular meeting of the Columbia Sullivan Head Start Policy Council was held on June 16th, 2020 via Zoom video chat. Vice Chairperson Erin Leach called the meeting to order at 10:25am. A quorum was present.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Vice Chairperson Erin Leach gave everyone the chance to review the May 2020 minutes and asked if there were any corrections to be made. There was a change to be made in the disabilities section. The two remaining children that will transfer to Kindergarten will have their referrals closed. A motion to accept the minutes was made by Roslyn Crawford and seconded by Robert Defeo. It was voted on and approved.

Parent Fund Report:

Erin Leach read the Parent Fund Report. The balances are as of May 31st, 2020. The report was included in the packet. A motion to accept the Parent Fund report was made by Roslyn Crawford and seconded by Neda Fester. It was voted on and approved.

Treasurer's Report:

Erin Leach read the May treasurer's report. The reports were included in the packet. A motion to approve the Treasurer's report was made by Roslyn Crawford and seconded by Neda Fester. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report. There were two resignations and one reassignment. Her report was included in the packet. A motion to approve the Personnel Status Update was made by Robert Defeo and seconded by Roslyn Crawford. It was voted on and approved.

Curriculum and Resource

Rebecca White submitted the minutes from the meeting. The committee approved the same curriculum for next year. The committee was hesitant to change the curriculum because the teachers are adjusting to other program changes. The current curriculum also provides some flexibility for the teachers. Home Based teachers are comfortable with their curriculum and families are involved. The minutes from this meeting were included in the packet.

Family and Community Partnership

Lisa Brelsford reported on the Family and Community Partnership Committee. She reported that there were two changes made. The layout/design was updated and information about Ready Rosie was added.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

There were some technical issues during this part of the meeting.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. Policies are in place for Child Care which opened last Tuesday. June 5th was the last day for 9-month Head Start staff.

Disabilities/Mental Health Manager:

Heather Wolfe submitted her report. Heather reported that there is only one class in session so that will be the only class she reports on until the other classrooms return in the fall. She reported that the IU is closed until July and will begin working remotely at that time. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. She reported that records will be sent to the schools by next week. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. She reported that the Ready Rosie has been purchased for the fall. She also reported that families will be able to engage in short videos and activities at home with their child(ren). Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary noted that the date on her report should reflect today's date. She reported that at the close of the Head Start 19-20 school year, we were fully enrolled and served 285 children. The Partnership classroom is open for children to come back or they can have home instruction if they prefer. Class selection is showing many income eligible children. Berwick and Benton still have some openings and we have advertisements on WLHM for recruitment. Her report was included in the packet.

Health/Nutrition:

Becky Aardweg submitted her report. The oral hygiene bags are almost done, we are waiting for the

two-minute timers. Dental and physical percentages are low because there have been no appointments available to update records due to COVID-19. Her report was included in the packet.

Home Based/Combination Option Manager:

Rebecca White submitted her report. End of year certificates have been sent out for children. Her report was included in the packet.

PARENT GROUP REPORT

Lisa Brelsford gave a recap on the end of year meetings which took place via zoom. Lisa noted that the Berwick center has purchased watercolors and books, Bloomsburg has purchased outside toys, Benton purchased planting materials, and Sullivan purchased playdough, bubbles and chalk.

OPEN DISCUSSION/QUESTIONS:

Robert Defeo had a question to Cassie regarding the closure in Sullivan County. Cassie let Robert know that as soon as she finds out she will be letting Policy Council and Sullivan families know what is going to happen. Roslyn Crawford had a question to Cassie about the date the centers will open for the fall. Berwick School District is starting on August 13th and she wanted to know if Head Start would be following suit. She also informed members that Berwick will now be in session during fair week. Roslyn also noted that the school district will no longer be offering the Pre-K program. Cassie informed members that Head Start would be starting as they normally do which is usually after Labor Day.

NEW BUSINESS:

Family Engagement Plan

Lisa Brelsford explained the plan to members. She noted that there has been a layout/design change and included information about the use of the new Ready Rosie program. A motion to approve the Family Engagement Plan was made by Roslyn Crawford and seconded by Robert Defeo. It was voted on and approved.

Policy 3.6 Health Appraisals revision

Vanessa Troup explained the changes to members. There were some wording changes to help clarify some confusion that was mentioned. A motion to approve these changes was made by Roslyn Crawford and seconded by Neda Fester. It was voted on and approved.

Self-Assessment

Cassie Weaver explained the purpose of the Self-Assessment and how this helps the program with quality improvement. Since our last Self-Assessment, inclusion of Dual Language Learners is improving but we will still have growth in this area. Communication and family engagement are two of our program's strengths. Members had time to go over the Self-Assessment. A motion to approve the Self-Assessment was made by Roslyn Crawford and seconded by Neda Fester. It was voted on and approved.

CLOSING:

Next PC Meeting:

The next Policy Council is scheduled for August 18th. Location to be determined.

Adjournment:

Vice Chairperson Erin closed the meeting at 11:08am. A motion to adjourn the meeting was made by Roslyn Crawford and seconded by Robert Defeo. It was voted on and approved.

Policy Council Signature

Date