

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815

June 7, 2022

MEMBERS PRESENT

|                  |                |                    |
|------------------|----------------|--------------------|
| Oren Helbok      | Toni Bell      | Twillia Dowell     |
| Joan Mosier      | Ashley Mensch  | Matt McCollin      |
| Christy Roberson | Bernie Landers | Johan van der Jagt |
| Bernie Landers   | Sylvia Costa   | Lynne Pabst        |
| Danielle Howie   |                |                    |

OTHERS PRESENT

|               |             |              |
|---------------|-------------|--------------|
| Cassie Weaver | Jen Johnson | Debbie Jones |
| Asondra Acor  | Rose Stolz  |              |

MEMBERS ABSENT (\* indicates excused)

|             |                 |                    |
|-------------|-----------------|--------------------|
| *Tina Welch | Adelaide Benson | *Christine Luschas |
|-------------|-----------------|--------------------|

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 5:40 p.m. via zoom conference.

CONSENT AGENDA

Toni moved to approve the consent agenda, seconded by Sylvia, voted on and unanimously approved. The consent agenda included: May minutes, board member absentee report, vice president's report, credit card report, Policy Council minutes, and secretary's report.

TREASURER'S REPORT

Christy went over the Treasurer's report and financial summary for April 2022. There were no questions on the report.

FISCAL OFFICER'S REPORT

Asondra noted budget figures will be adjusted after the audit when last minute bills are paid. The COLA went out to staff retro to April 1. She reported a new bookkeeper has been hired and should start before the end of the month. The audit will begin next week and many of the documents they need have been uploaded and sent to them. The fiscal department is working on closing out the HSSAP budget which ends June 30. Asondra noted we received additional EITC funds from HM Life Insurance Company in the amount of \$15,000.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie highlighted the Spotlight on Success from Rebecca White who talked about a home visitor who helped a child and her family with transitioning to kindergarten for the fall. Cassie noted she feels our transition plan goes above and beyond and is excellent. Cassie reported the Assistant Director position

was offered to Morgana Miller with expected start date of June 21. Morgana was an EHS/HS Home Based Program Coordinator in York County, was a substitute for CSIU, has some child care experience, and uses technology extensively in her current job. She has a master's degree in Curriculum & Instruction with an ESL Certification. Cassie reported we received \$44,405 from the Community Giving Foundation – Berwick for the Head Start PBIS program we provide.

Johan asked if all the schools participate in the kindergarten transition. Cassie said they do.

#### HEAD START

Rose reported Gabriella Lajara received her Preschool Bilingual CDA and is the third staff member this year to receive a CDA. Rose went over the Outcomes Report for 2021-2022 which was included in the packet. She noted there was significant growth in all developmental areas even though math and literacy remain a little low. Johan asked how Spanish literacy is assessed. Rose said we have more Spanish speaking staff who look at literacy and help with observations.

#### CHILD CARE

Debbie's report was included in the packet. Debbie reported there are 28 children enrolled in summer camp this year; we will accept up to 36. Three new staff have been hired for summer camp. She noted the inspection at TPV will take place soon. A grant in the amount of \$700 for the creation of an art mural on and around the bike path at Fifth Street was submitted to the Community Giving Foundation – Bloomsburg. Artist Anne Cosper from The Exchange will paint the mural.

Debbie reported she applied for the Workforce Support Grant through OCDEL in the amount of \$49,560 for staff at Fifth Street. Based on job titles, staff were placed in two groups and will either receive \$1,000 or \$2,000. The grant includes payroll tax assistance and staff related expenditures such as advertising, paying for clearances, etc. The grant has been approved. Ashley asked if this is a one-time grant or will it be ongoing. Debbie responded that it is a one-time grant but wondered if it replaces past STARS grants that were given to some staff.

### COMMITTEE REPORTS:

#### EXECUTIVE

Minutes from the May 12 meeting were included in the packet. Ashley went over a few of the highlights. There were no questions.

BUDGET AND FINANCE – No report.

#### PERSONNEL

Twilla moved to approve the personnel status update as presented. The motion was seconded by Sylvia, voted on, and unanimously approved.

#### NOMINATING

Oren noted that two officers' terms and a trustee term needed to be renewed. Sylvia moved to approve renewing two-year officer terms for Ashley and Oren. The motion was seconded by Twilla, voted on and unanimously approved. Oren moved to renew a two-year trustee term for Bernie. The motion was seconded by Johan, voted on, and unanimously approved.

DEVELOPMENT – No report.

#### FACILITIES

Bernie moved to ratify the vote to accept the bid from Kissinger's Floor and Wall for an amount not to exceed \$17,353 to replace flooring on the second floor at the Fifth Street center. Minutes from the

meeting with three bids were included in the packet. The Board previously approved this via email. The motion was seconded by Toni, voted on and unanimously approved.

A letter with bid information and quote on upgrading the kitchen at the Benton Head Start center was included in the packet. Bernie moved to approve E. Lee Remley, General Contractor, to make renovations at a cost of \$8,260. The motion was seconded by Sylvia, voted on and unanimously approved.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING

Oren noted he has not heard from Denise Stone but will contact her again.

HEAD START POLICY COUNCIL LIAISON

Minutes from the May meeting were included in the packet. Danielle reported parent groups in Benton and Bloomsburg did not meet. Berwick Parent Group participated in the Day of Caring on May 6. Danielle noted end of year celebrations are taking place.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON – No report.

UNFINISHED BUSINESS

Ashley noted the Board was going to re-visit whether to hold meetings in-person or virtually. Discussion followed. It was the consensus of the Board to continue holding meetings virtually. This can be discussed again in the future.

NEW BUSINESS

Holding a Board meeting in July was discussed. Toni moved not to meet in July. The motion was seconded by Matt, voted on and unanimously approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Johann moved and Lynne seconded to adjourn the meeting. The meeting was adjourned at 6:10 pm. The next Board of Directors meeting will be held at 5:30 p.m. August 2, 2022, via Zoom and phone.

*Ashley Mensch*

Ashley Mensch (Jun 20, 2022 14:10 EDT)

Board Signature

Jun 20, 2022

Date