

CCDP Head Start  
**POLICY COUNCIL MINUTES**

Tuesday, May 18<sup>th</sup>, 2021

**Voting Members Present:**

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

**Others Present:**

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

**Absent:**

\*Audrey Ruiz      \*Greg Niznek      \*Mary Broyan

(\*) denotes excused absence (CR)  
Community Representative

**WELCOME**

The regular meeting of the CCDP Head Start Policy Council was held on May 18<sup>th</sup>, 2021 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:16am. A quorum was present.

**REPORTS FROM POLICY COUNCIL OFFICERS:**

**Approval of the Minutes:**

Chairperson Martin Parr gave everyone the chance to review the April 2021 minutes and asked if there were any changes to be made. There were no changes. A motion to accept the April minutes was made by Erin Leach and was seconded by Twilla Dowell. They were voted on and approved.

**Treasurer's Reports:**

**Financial Cash & Credit Report**

The April Credit Card report was included in the Financial Report for this meeting. Martin Parr read the In-Kind amounts and balances to date. A motion to approve the Cash and Credit report was made by Erin Leach and seconded by Kelly Carnevale. It was voted on and approved.

**Parent Fund:**

The April Parent Fund report was included in the Financial Report for members to review. Martin Parr read the balances to date. A motion to approve the Parent Fund report was made by Twilla Dowell and seconded by Renee Engo. It was voted on and approved.

**COMMITTEE REPORTS:**

**Personnel**

Vanessa Troup submitted her Personnel Status Update report. It was included in the packet. There were three resignations. A motion to approve the Personnel Status updates was made by Erin Leach and seconded by Kelly Carnevale. It was voted on and approved.

**Family & Community Partnership**

Lisa Brelsford reported that the Family Engagement Plan was discussed and approved by the committee.

**Health Services Advisory Committee**

The Health Services Advisory Committee met on May 11<sup>th</sup> via Zoom. The most recent COVID procedures were reviewed but it was noted that these guidelines are always changing. There was nothing new to vote on.

## **CCDP BOARD & ADMINISTRATIVE REPORTS**

### **CCDP Board Liaison Report:**

Twila Dowell reported that the Board will be voting to take Sullivan out of the Board By-Laws next month.

### **STAFF REPORTS:**

#### **Administrator:**

Cassie Weaver submitted her report. In April during The Week of the Young Child, all Head Start and Child Care children received a book. Cassie's report included an Informational Memorandum that outlined some Fiscal and Administrative flexibilities. Cassie's report along with the IM was included in the packet.

#### **Mental Health Manager:**

Heather Wolfe submitted her report. From April 28<sup>th</sup> till May 4<sup>th</sup>, Heather attended the "Transforming Challenging Behaviors" conference via web. We have lifetime access to videos from the webinar to share with staff. The Northeast & Central PA Disabilities / MH cluster took place on May 7<sup>th</sup> via Zoom. Staff from various Head Start and Early Head Start programs participated. This cluster is a great way to network with other agencies. Her report was included in the packet.

#### **Education Manager:**

Rose Stolz submitted her report. Rose reported that all GOLD has been completed. We are still waiting on the shed and we are still working on the patio permit. Her report was included in the packet.

#### **Family Engagement Manager:**

Lisa Brelsford submitted her report. Lisa reported that there were no parent group meetings in May. The next meetings will be held in October. The Active April Challenge is complete, and certificates have been handed out. Parent Appreciation bags are being given to parents. Each bag has a certificate, pen, and a note pad. Her report was included in the packet.

#### **Family Services Manager:**

Mary Millham submitted her report. Mary reported that we are doing constant recruitment and enrollments. There have been 174 children enrolled to date. Class selection was last week. Benton and Millville area are being targeted because of low recruitment numbers. Mary noted that we have extra yard signs. If anyone wants an extra, please reach out to us at 7<sup>th</sup> Street. Her report was included in the packet.

#### **Health/Nutrition Manager:**

Sarah Meyer submitted her report. The Active April Challenge had great participation. New COVID guidelines have been given to staff and to families. Sarah was able to speak with the Bloomsburg Fire Dept to come up with a new evacuation plan because of all the construction happening in the area. Sarah's report along with the screening numbers was included in the packet.

#### **Education and Disabilities Manager:**

Rebecca White submitted her report. Rebecca reported that End of Year Celebrations will be taking place virtually for Combination Option and outside for Home-Based. 19% 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**

There were no meetings in May.

### **OPEN DISCUSSION/QUESTIONS:**

Erin Leach noted that her son is doing very well with Kindergarten and is thankful that Head Start helped to get him prepared. Renee Engo expressed how thankful she was for the Head Start experience.

**NEW BUSINESS:**  
**BY Laws Training**

Lisa Brelsford gave a brief overview of the By Laws. She went over the responsibilities of members whether they are parents or community members. 51% of Policy Council members must be made up of parents with children who are currently enrolled in our program. There was no vote needed.

**Family Engagement Plan**

Lisa Brelsford presented the Family Engagement Plan to members. The plan includes details on each aspect of family engagement. This year a COVID disclaimer was included to let parents know that certain aspects of family engagement will look different than in past years. A motion to approve the Family Engagement Plan was made by Erin Leach and seconded by Kelly Carnevale. It was voted on and approved.

**CLOSING:**

Chairperson, Martin Parr thanked members for attending the meeting.

**Next PC Meeting:**

The next Policy Council is scheduled for June 15<sup>th</sup> via Zoom at 10:15am.

**Adjournment:**

Chairperson, Martin Parr closed the meeting. A motion to adjourn the meeting at 10:58 am was made by Twilla Dowell and seconded by Kelly Carnevale, it was voted on and approved.



Martin L Parr (May 24, 2021 20:32 EDT)

---

Martin Parr  
CCDP Head Start Chairperson

5/24/21

---

Date