

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
February 6, 2024

MEMBERS PRESENT

Ashley Mensch
Joan Mosier
Betsy Rubio

Oren Helbok
Twillia Dowell
Toni Bell

Christy Roberson
Lynne Pabst
Johan van der Jagt

OTHERS PRESENT

Cassie Weaver
Debbie Jones

Asondra Acor
Morgana Miller

Amber Parr
Rebecca White

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson
Matt McCollin

*Olivia Oden

Danielle Howie

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:33 PM via zoom.

GUESTS -

CONSENT AGENDA

Oren moved to approve the Consent Agenda. The motion was seconded by Christy, voted on and approved.

TREASURER'S REPORT

The financial summary report was provided in the packet. Christy stated that this report is for the month of December. Child Care and Head Start are nine months into their budget year and are expected to have received and expended 75% of their budgeted monies. Child Care has received 72% of their budgeted funds and expended 76%. Child Care is currently operating at roughly a \$104,563 deficit. Head Start has received 72% of it's funds and expended 76%.

HSSAP is currently six months into their budget year and are expected to have received and expended 50% of their funds. They have currently received 52% and expended 44% of their funds.

The overall total in the bank accounts is \$738,640.

FISCAL OFFICER'S REPORT

Asondra expanded on the treasurer's report. Asondra pointed out that the Child Care deficit has changed since last month. It was discovered that a group supervisor's salary and fringe costs were not included in the 23-24 expense budget calculations. The report that was provided for this month is correct.

Head Start is behind on the expenditures due to open positions that have not been filled and the classroom closures. Out of the \$160,000 One-Time Funds that were received, \$55,000 has been expended. More of the One-Time Funds has been spent and will be on the next report.

The EITC application was submitted. Asondra has not heard back from them yet however the list of companies has not been updated yet for 2024 online. She will follow-up if needed.

The Charitable Organization application has been submitted so that we can continue to receive donations.

The fiscal department is starting to work on the Child Care budget. Hopefully the budget will be ready for the meeting next month.

Head Start purchased quite a few printers for staff to use at home during COVID. Asondra talked to Danae and was told that we could do as we would like with the printers with no further obligation to the awarding agency. The printers that are not being used are being offered to staff that are interested in purchasing them. The funds would then go into the Head Start fundraising account. At least 32 printers were purchased initially. It is estimated that each printer is worth \$80.

ADMINISTRATIVE REPORTS:

AGENCY

The Spotlight on Success is from Debbie Jones and focuses on a child in the toddler classroom who has made a lot of progress.

Cassie stated that the window film is being installed at all the facilities this week. One-Time Funds will be used to purchase the window film, however we have not received the invoice.

The Class video review is in progress. Only one video has been rejected due to quality. We will know the results sometime in the future.

One additional classroom at Berwick and one classroom at Town Park Village are currently remote due to staffing concerns. The hope is that both classrooms will be able to reopen in early March.

Cassie received the letter we were expecting informing us we are not part of the Full Enrollment Initiative (FEI) due to under-enrollment in Head Start. She will be attending a mandatory meeting this week. After that a plan will need to be submitted. Part of the plan will potentially include submitting another change in scope. This would be to cut open positions with the idea of raising salaries and entice new hires to work for us. There will be more information to come regarding this.

A 45 day notice was received for the Focus Area 2 Review. It will take place March 18-22.

Morgana reviewed the goals information that are listed in this month's report. A discussion ensued about the homelessness rates and the effects of that on young children.

HEAD START

Rebecca White's report was included in the packet.

She stated that the disability process, from referral to IEP, is still slow but it is better than last year. Last year there were 40 referrals for evaluation pending at one point, currently we have 12 referrals pending.

The process of the CLASS video review is going well. The reviewers are looking over them and hopefully we will hear back from them soon. The kids have been having a good time being videotaped. There is only one video that needed to be redone. Cassie shared that the rest of the videos that were submitted were accepted. Rebecca stated that she and Rose have been scoring the videos before submitting them and they think they are above the required threshold.

The management team is in the middle of self-assessments.

Toni asked if we are able to help families that are waiting for services to start for a child, after they have been referred, with a 504 plan. Rebecca said that in the past, we have not done 504 plans. The classroom staff works with the child more individually and has reached out to the IU for suggestions on specific situations while they are in the process. The information is also communicated with school districts at the transition meetings, if the child still does not have services in place at that time. Rebecca said that transition meetings usually start in March or April and go through May.

CHILD CARE

Debbie's report was provided in the packet. She highlighted a few things and gave some updates.

The inspection window for 5th street is February 15th - March 15th. The inspector could be here at any point during that window. The paperwork is being gathered to fax to them. The last fire drill information was submitted for the provisional license. The hope is to be taken off the provisional license early with this inspection. The provisional license was supposed to go through the end of April.

Debbie is looking into getting interior door locks to utilize in a lockdown situation.

The first half day of the year will be this Friday. Staff will be working on Teaching Strategies Gold. Recently a lot of staff have been off due to staff illness or their children being ill.

Debbie will be applying for the Community Giving Foundation Grant soon.

CCDP received an award letter for Continuous Quality Improvement for Town Park Village. Debbie is looking to see if these funds can be applied to cover the field trips that school age attended last summer. This would help with the current deficit.

COMMITTEE REPORTS:

EXECUTIVE

The Executive committee met on 1/3/24 and 1/15/24 and the minutes for both meetings are in the packet.

Ashley shared that they discussed the new classroom closures and the discretionary payments, as well as looking at ways to help with the deficit and staffing concerns.

The executive committee will be meeting with Wayne Stump to discuss if there is a way to collaborate or work together in some way.

BUDGET AND FINANCE – No report.

PERSONNEL

Toni made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Lynne, was voted on, and approved.

Toni made a motion to approve the changes to Policies 1.5: Fundraising, 3.7: Clearances, 5.14: Teach Scholarship. The motion was seconded by Twilla, was voted on and approved.

NOMINATING

Oren stated that Joan was able to contact Adelaide and see if she was interested in the newly approved Emeritus Membership role. Adelaide was overjoyed at the idea of still being able to help with the board without the responsibility. Amber and Cassie are working on phone instructions so that Adelaide can join the board meetings via phone.

Oren made a motion to transfer Adelaide Benson's member to an Emeritus Membership. The motion was seconded by Joan, was voted on and approved.

Deanna Pealer resigned due to work obligations, and she felt like the trainings and responsibilities were too much. Cassie stated that the Executive Committee is looking at how to change the process so that prospective board members know the extent of their responsibilities to try to prevent this from happening again.

Oren made a motion to accept Deanna's resignation. The motion was seconded by Twilla, was voted on and approved.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES

There was no meeting but individuals on the committee have been involved in the self-assessment.

BYLAWS

The updated By-laws were sent to be reviewed with the policies prior to the meeting. Amber stated that the updates include numerical formatting and missing footnotes. The updated By-laws will be voted on next month.

AD HOC BUILDING - No update.

HEAD START POLICY COUNCIL LIAISON

The minutes are included in the board packet.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

UNFINISHED BUSINESS - Nothing to report.

NEW BUSINESS

Asondra presented the proposed Child Care tuition rates that would be effective April 1st. There is a flat rate increase of five percent except for school age and summer camp. Asondra explained that those rates were increased by more than the five percent after comparing our current rates with the YMCA. YMCA is our closest competitor with what we offer, and they charged more last year than we did. They also charge the field trip feeds in addition to the tuition. This can be an additional \$100 if all field trips are attended. The proposal closer aligns us with their 2023 rate, but we will still include the field trips in our tuition.

Asondra pointed out a few other changes to the rates. One increase would be to the enrollment fee. At the time of enrollment, the families would be charged \$50 and when the child starts, \$25 would be

credited to their account. We would also like to add a credit card processing fee. Last year, we accrued over \$6,000 in credit card processing fees. This would mean that we would need to start accepting cash or checks again. We would start implementing the same procedures that were previously used. We would also increase the late pick-up fee for children picked up after 5:30 and increase the late payment fees.

Joan asked if we have many families that enroll but do not start. Asondra said that it does happen. Debbie will spend time and energy with these families, and they say they want to enroll and then when it comes time for them to start, they change their mind. Currently we charge the enrollment fee once the child(ren) are set up in Brightwheel. This fee is not always paid when a family decides to not enroll. Accepting cash and check again would allow us to go back to collecting that money at the enrollment meeting. We are looking into utilizing a company like Square to process credit cards in real time also.

Toni made a motion to accept the new Child Care Tuition Rates. The motion was seconded by Johan, was voted on, and approved.

Asondra presented the information on the proposed discretionary payment. This will be to use the Head Start funds before the year ends. This will be for Head Start employees only. It was discussed to see if/how we would be able to do this for Child Care employee's but we were unable to secure any additional funding to do so. The break down of the payment is included in the packet. Ashely added that it was hard to make this decision to not be able to give an award to Child Care employee's and that they are still looking for a way to secure funds to offer a discretionary payment to Child Care also.

Twilla made a motion to accept the proposed discretionary payments. The motion was seconded by Christy, was voted on, and approved.

Cassie presented the Head Start Eligibility Criteria updates. She stated that we are no longer finding it in our benefit to elevate children with behavioral concerns. This is contributing to our classrooms needing additional support with fewer children. Developmental and speech concerns are still elevating the weight of the children. The other significant addition to the criteria is to elevate families that are unable to work due to caring for an age eligible child.


Oren made a motion to accept the changes to the Head Start Eligibility Criteria. The Motion was seconded by Christy, was voted on, and approved.

ANNOUNCEMENTS

Cassie stated that once the schedule is finalized for the Focus Area 2 review, the board members will be asked to attend a virtual meeting. This will be similar to the one they attended in October. More information will be coming regarding the schedule for this meeting.

ADJOURNMENT

Christy made the motion to adjourn the meeting. The motion was seconded by Johan. The meeting was adjourned at 6:45 PM.


AshleyMensch (Feb 14, 2024 09:31 EST)
Board Signature

Feb 14, 2024

Date







Minutes February 6, 2024

Final Audit Report

2024-02-14

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