

CCDP Head Start
Policy Council Minutes
Date: Tuesday, May 17th, 2022
Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Frances Eddy (P) Elizabeth Hazzard (CR) Danielle Howie (P) Kerri Shaylor (CR) Jenny Waters (P)

Others Present:

Lisa Brelsford Sarah Meyer Martin Parr Faith Rierson Audrey Ruiz Rose Stolz Vanessa Troup Cassie Weaver
Rebecca White Heather Wolfe

Absent:

* Sarah Broyan (P) *Jessica Helwig (P) *Catherine Marengo (P) * Kari Temple (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on May 17th, 2022, via Zoom. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was present.

Approval of Minutes:

Chairperson Martin Parr gave everyone the chance to review the April 2022 minutes and asked if anyone wanted to make any changes. Members reviewed the minutes and there were no changes to be made. Martin asked for voting members to make a motion to accept the April 2022 minutes as they were presented. A motion to accept the April 2022 minutes was made by Kerri Shaylor and was seconded by Twilla Dowell. The April 2022 minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial & Charge Card/Credit Card

The Financial Report & Charge Card/Credit Card report for the month of April was included in this packet. As part of the financial report, In-Kind balances were included. Chairperson Martin Parr read the In-Kind balances as of April 30th. Martin asked if any attendees had questions about the report and there were none. Martin asked for voting members to make a motion to accept the April Financial report with the In-Kind numbers as it was presented. A motion to accept the financial report was made by Twilla Dowell and seconded by Danielle Howie. Martin asked for voting members to make a motion to approve the April Charge Card / Credit Card report as it was presented. A motion to accept the report was made Danielle Howie and seconded by Twilla Dowell. Both the Financial Report and the April Charge Card / Credit card reports were voted on and approved.

Parent Fund

The Parent Fund report was shared with members. Balances were read by Chairperson Martin Parr; all balances in this report were to date. Martin Parr, Chairperson asked attendees if they had any questions about the report and there were none. Martin asked voting members to make a motion to accept the Parent Fund report as it was presented. A motion to accept the Parent Fund was made by Twilla Dowell and seconded by Frances Eddy. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Vanessa Troup, Human Resources Coordinator, submitted the Personnel Update report to date. She asked members if they had any questions, there were not any. Chairperson, Martin Parr asked voting members to make a motion to accept the Personnel Update as it was presented. A motion to accept the Personnel Update was made by Frances Eddy and seconded by Twilla Dowell. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla Dowell, CCDP Board Liaison to Policy Council, noted that Policy revision 10.1- Separation, was approved by the board and is on the agenda for Policy Council. The 50th anniversary of CCDP will be on August 14th at Town Park from 1-4. Twilla also noted that the summer camp program has 3 long distance trips scheduled this year. There were no questions.

New Business

Personnel Policies:

5.0: Separation

Vanessa Troup explained the revisions in this policy. The policy was revised to help make it more clear for staff to understand. The policy revision was included in the packet. Vanessa asked members if they had any questions, there were none. Martin Parr asked for voting members to make a motion to approve the policy revision. A motion was made by Danielle Howie and was seconded by Twilla Dowell. It was voted on and approved.

Approval of Enrollment Coordinator Position

Cassie Weaver explained the position to members. This position was created with a specific staff member in mind and the ARPA funding would cover the cost of the position. This specific staff member will have a conflicting work schedule in the upcoming year because of school so this position will help her get some balance. This Enrollment Coordinator will take care of the enrollment for Head Start & Child Care. Because this is an internal position designed for a specific staff member, it will not be posted or advertised online. Cassie asked members if they had any questions about this newly created position, there were none. Martin Parr asked for voting members to make a motion to accept this position. A motion was made by Twilla Dowell, and it was seconded by Danielle Howie. It was voted on and approved.

Ratify Approval Votes:

On May 4th, Policy Council members were given the opportunity to vote via email on the COLA & Salary Scales which included title changes for two staff members and extending the number of weeks the Health Assistant works during the year from 42 to 52 weeks. On that date, members were also given a chance to vote on the new position of Assistant Director. The person in this position would be assisting Cassie Weaver with her day-to-day tasks as well as taking over the duties of the previously existing position, Data/Tech Coordinator. Members had the chance to review all information and it was being presented at this meeting to ratify the vote they had already made. Martin Parr made sure to announce that he would abstain from the COLA & Salary Scales as well as the vote to extend the weeks the Health Assistant would work. A motion to ratify the votes was made by Twilla Dowell and it was seconded by Danielle Howie. It was voted on and approved.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Executive Director, submitted her report. Cassie's Spotlight on Success was from Debbie Jones. There is a toddler in the classroom who has some speech concerns; with suggestions from the speech therapist and an Individualized Family Service Plan, the teachers and Debbie say that the child is showing some great improvements. Cassie noted that the 50th Anniversary Celebration of CCDP will take place on August 14th from 1-4 at Town Park. There will be activities to enjoy and there will be time during the day to recognize staff who have been with CCDP for 20+ years. The Focus Area Review took place the week of May 9th and it went well. There is no official report from the review lead yet, but it unofficially looks like the program did well in all areas. Cassie's report included a Program Information (PI) and an Informational Memorandum (IM). On April 14th, 2022 the Office of Head Start (OHS) issued a PI that includes details on 2022 fiscal year funding increase for Head Start which included a 2.28% cost-of-living adjustment (COLA) and a Quality Improvement Increase (QI). On April 21st, 2022, the OHS issued an IM that states that Head Start programs can begin using SNAP benefits to allow families to be categorically eligible for Head Start and reducing the amount of paperwork that families must fill out during the enrollment process. Cassie asked attendees if they had any questions about her report, there were none. Cassie's report including the PI and IM were included in the packet.

Mental Health Report:

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. She notes that the Berwick center still has a position open for a Behavior Support Staff (BSS). Heather announced that the Dan St. Romain training will be taking place on Friday May 21st, virtually for most of the day. The Health Services Advisory Committee meeting has been scheduled for May 25th, 2022, at 10am and members will be receiving their packets soon. Heather asked attendees if they had any questions, there were none. Heather's report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. She notes that the second home visits are happening now and should be final by May 27th. All transition meetings have been completed and the final one was taking place for Southern Columbia today, May 17th. The End of Year celebrations will be occurring on June 8th and 9th. Rose's report included the Fall, Winter, and Spring outcomes. The report shows that our Dual Language Learners (DLL) are meeting or exceeding expectations in the literacy areas, this is more than in the fall. Physical, Language, Cognitive and Social Emotional areas are the highest for the year. Rose says that the packets that have been sent home every week have really been helping the children with their fine motor skills. Rose asked attendees if they had any questions, there were none. Rose's report along with the Fall, Winter and Spring outcomes were included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report. The Berwick Parent Group used their Day of Caring on May 6th to paint the interior walls of the Hope Center in Nescopeck. The Active April challenge was a success; the entire CCDP program had 43 children participants and gift bags will be going out this week. There will be a Family & Community Partnership Committee meeting on June 6th. Lisa asked members if they had any questions, there were none. Her report was included in the packet.

Family Services Report:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Faith reports that we have filled 193 out of the 203 slots we have. We have served 231 families this school year. We have used 14 out of 20 over income slots for this program term and 18 out of 71 slots for families who are 101%-130% over the poverty level. Average daily attendance percentage for April was 55.22%. Numbers were down for the month of April due to children being on the rotating schedules and some not completing packets or not attending the zoom meeting. On May 24th, Bloomsburg will be holding a public recruitment fair for at the Bloomsburg Town Park. Berwick's recruitment fair will be taking place on May 26th at Ber-Vaughn Park. For these events we will be partnering up with the family Center and Pre-K Counts. Faith reports that we are actively recruiting children for the 2022-2023 program term. Family Service Workers have been posting flyers on both events around the Bloomsburg and Berwick areas. Class Selection for the upcoming school year will be happening this week. Faith asked members if they had any questions and there were none. Faith's report was included in the packet.

Health & Nutrition Report:

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. The Wellness Committee acknowledged Staff Appreciation week with small gifts for staff. These gifts included, sharpies, fidget toys, gum, candy, and snacks. Sarah reports that COVID Guidelines have been updated. COVID-19 has been placed on the communicable disease list and our guidelines have been updated, an attachment was sent out to all staff. Sarah explained the screenings report to members, there was a newer look to it to reflect what we have on file, what is still needed. Sarah explained that dentals continue to be a challenge for some families because appointments are almost 2 years out. Sarah asked if members had any questions, there were none. Sarah's report with screening numbers was included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. Rebecca reports that the Virtual Summer Program now has 6 children on the list and the invitation has been extended to all Head Start children not just those who are transitioning out to kindergarten. In the disabilities portion of her report, Rebecca noted that 17% of our center-based children, 12% of our combination option children and 4% of home-based children have an IEP. There are currently 9 referrals out to the IU, and our Family Support Staff (FSS) currently has 16 children enrolled. Rebecca asked members if they had any questions about her report and there were none. Rebecca's report was included in the packet.

Open Discussion & Answer Period:

None

Parent Group Report:

Although Parent Groups do not typically meet in May, The Berwick Parent Group used their Day of Caring on May 6th to paint the interior walls of the Hope Center in Nescopeck.

Closing:

Martin Parr thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, June 21st, 2022 @ 10:15am, via Zoom. Martin asked voting members to make a motion to adjourn this meeting. Twilla Dowell made a motion to adjourn the meeting and it was seconded by Danielle Howie It was voted on and approved.

CCDP Head Start Chairman Signature & Date



Martin L Parr (May 20, 2022 08:35 EDT)