

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, November 15th, 2022
Location: Grace Lutheran Church**

Voting Members Present:

Brielle Carry Twilla Dowell (CR) Elizabeth Hazzard (CR) Danielle Howie (P) Jade Ross (P)
Jacquelyn Smith (P)

Others Present:

Lisa Brelsford Tania Raja Faith Rierson Audrey Rogucki Rose Stolz Rebecca White Heather Wolfe
Cassie Weaver Rachel Dawson (P)

Absent:

*Amber Frymoyer (P) *Ashley Cornelius (P) *Margaret Landon (P) Kai-Ellen Long (P) *Sarah Meyer
*Morgana Miller Tamika Price (P) *Kerri Shaylor (CR) *Kaitlyn Stover (P) Emily Welliver (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on November 15th, 2022, at Grace Lutheran Church in Berwick. The meeting was called to order at 10:25 am, a quorum was present. Rachel Dawson, Chairperson, welcomed members.

Approval of Minutes:

The Minutes from the October meeting were included in the packet. Chairperson Rachel Dawson asked members to review the minutes and asked if there were any changes to be made. Members did not have any changes. Rachel asked voting members to make a motion to accept the October minutes as they were presented. A motion to accept the minutes was made by Danielle Howie and it was seconded by Twilla Dowell. Rachel asked members if there was any discussion about the minutes, there was none. The October minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The Financial report for the month of October was included in the packet. As part of the financial report, In-Kind balances were also included. Rachel read off the remaining to collect amount for In-Kind and gave members a chance to review the report and asked if there were any questions, there were none. Rachel asked voting members to make a motion to approve the financial report with In-Kind numbers as they were presented. A motion to accept the October financial report with In-Kind was made by Twilla Dowell and seconded by Danielle Howie. Rachel asked members if there was any discussion about the financial report, there was none. It was voted on and approved.

Charge Card/Credit Card

The Charge Card/ Credit Card report for the month of October was included in the packet. Rachel gave members a chance to review and asked if anyone had any questions about it, there were none. Rachel asked voting members to make a motion to approve the October Charge Card/ Credit Card report. A motion to accept the report was made by Jade Ross and seconded by Elizabeth Hazzard. Rachel asked members if there was any discussion about the Charge Card/ Credit Card report, there was none. It was voted on and approved.

Parent Fund

The parent fund report was included in the packet. Rachel read off each centers remaining balance. Members were given a chance to review the parent fund and were asked if they had any questions, there were none. Balances in this report were to date. Rachel asked voting members to make a motion to accept the Parent Fund report as it was presented. A motion to accept the parent fund as presented was made by Jade Ross and seconded by Danielle Howie. Rachel asked members if there was any discussion about the parent fund, there was none. It was voted on and approved.

Committee Reports:

Personnel Update

Tania Raja, Human Resources Coordinator, submitted the Personnel Update report to date. There have been two resignations, one person who was unable to start, one new hire and one staff member who is now at regular status who will be added to the update for December. Tania asked members if they had any questions about her report, there were none. Rachel asked for voting members to make a motion to accept the personnel update. A motion to accept the Personnel Update report was made by Danielle Howie and seconded by Twilla Dowell. Rachel asked members if there was any discussion about the Personnel update, there was none. It was voted on and approved.

Budget & Finance Planning

The minutes from the Budget & Finance Planning Committee meeting were included in the packet. Jade Ross was at that meeting and had a question for Cassie Weaver, Executive Director. Jade's question was in reference to the staff cell phone plans to see if they had any more discussion about that topic. Cassie informed members that it is still being worked on and would revisit that topic at a later time. Cassie asked members if they had any questions about the Budget & Finance Planning meeting, there were none. No vote was needed for the minutes.

CCDP Board Report

Twilla Dowell shared notes from the Board meeting. She notes that the Board re-elected new officers, voted on new board terms, approved the Annual Report and the 21-22 Self-Assessment.

New Business

Eligibility Requirements Training

Faith Rierson presented her required training on eligibility to members. This training discusses how we at CCDP Head Start enroll children into our program based on their eligibility. Age, income, homelessness, and foster care are some of the criteria used when selecting a child for the program. Children who are between 3 and 5 years old before Sept 1st of the program term will be age eligible for the program. Although it is not a requirement, Family Service Workers (FSW) like to see the birth certificate to verify age. Families are found income eligible if their income falls on or under the federal poverty limit or if they are categorically eligible by receiving SNAP benefits or TANF. Homelessness, referrals from social service agencies, foster care, family crisis and other criteria are used in the selection of families for our program. There are several forms that FSW's use that help to verify information families give when they are completing their applications including a no income form. Faith asked member if they had any questions about her training, there were none, there was no voted needed.

Recruitment Plan

Faith Rierson submitted the Recruitment Plan, and it was included in the packet. Some of the highlights include contacting Berwick Theater to advertise recruitment on the marquee, distribution of pamphlets to other agencies, businesses, and public places. Contact libraries in all communities we serve to display recruitment posters and arrange to attend children's activities for recruitment purposes. Hoping to arrange putting a recruitment banner on the fence at Ber Vaughn Pool in Berwick. Center Based & Home-Based teachers will participate in the recruitment effort by reaching out to the neighbors of the families they are already serving. Staff members agency wide will be made aware of the recruitment effort as well so that they can let people know that we are looking to recruit. Faith asked members if they had any questions about this recruitment plan, there were none. Rachel Dawson asked voting members to make a motion to approve the Recruitment Plan for 2023-2024. A motion to approve was made by Jade Ross and it was seconded by Jackie Smith. Rachel asked members if there was any discussion about the Recruitment Plan, there was none. It was voted on and approved.

Selection & Enrollment Plan/Eligibility Selection Criteria

Faith Rierson submitted the Selection & Enrollment Plan / Eligibility Criteria. Faith reminded members that most of the information here was explained during the Eligibility requirements training but would go into a few more details on the selection process. A Family Service Worker (FSW) will schedule an interview with the applying family to go over program options and begin the eligibility process. For income, families will be asked to provide proof of income which can include a W-2, 1040 form, pay stubs, employer verification, TANF letter and/or SNAP benefits letter, bank statements and foster care stipend letters. If a family reports no income for a period, the program may accept the family's signed declaration to that effect. In the case of verifying homelessness, the program may accept a written statement from the homeless shelter or provider, school personnel or any information on the application that would establish that a child is homeless.

In the case of a foster child, a court order must be presented to verify. FSW'S will reach out to community partners to make sure the program has given every income eligible family a chance at a slot. Once applications are completed and the outreach has been done, the selection process can begin. Each one of the eligibility criteria holds a certain weight when processing applications and wherever the family falls, determines where they are on the scale. If there is a waiting list during a program term, this weight system will also be used to ensure that income eligible families are being offered the slots first. Faith asked members if they had any questions about her plan. There were none. Rachel asked for voting members to make a motion to approve the Selection & Enrollment Plan / Eligibility Criteria. A motion to approve the Selection & Enrollment Plan / Eligibility Criteria was made by Twilla Dowell and seconded by Danielle Howie. It was voted on and approved.

Annual Report

Cassie Weaver submitted the Agency Annual Report for the 2021-2022 program term. This report contains data from the previous program term in all service areas. Our classrooms were fully enrolled but due to the rise in illness between staff and children, it was decided that classrooms should rotate in-person and virtual classes every other week. Parents were given a calendar so they knew which weeks they would be in center and when they would be virtual. For the virtual weeks, parents were given a weekly packet to complete with their child at home and return when they returned for in center weeks, this is how their attendance was tracked for the program term. Policy Council meetings and Staff meetings were held virtually by using Zoom. During the 2021-2022 program term, 31 children had an IEP. 19 of those children came into the program with an IEP in place and 12 were eligible for services. At least 10% of our enrolled children must have a designated disability, at the end of our program term our program met this requirement with a total of 16% or enrolled children with some form of disability. Mental Health screenings occurred during the 2021-2022 program term and our Mental Health Consultant reviewed each one. The consultant provided recommendations to teachers and parents; she provided a total of 38 hours across 13 classrooms. There were no referrals made to outside agencies for behavioral supports. In health, 191 children's immunizations were up to date according to the CDC guidelines and 152 children had complete medical screenings done. 227 of children served had health insurance and 212 children had a dentist. A new dental consultant was secured which was a huge win for our program. The Active April challenge encouraged families to choose healthier foods and create healthy habits, this challenge was extended to staff members and the feedback was great. Our program was funded to enroll 203 children and we served a total of 230 during the 2021-2022 program year. Parent Group meetings were held during the 2021-2022 program term, 13 meetings were held virtually on Zoom and 5 of them were held in local parks when weather permitted. 173 people provided volunteer services to the program and 133 were former or current Head Start parents. Policy Council met 11 times during the year. 162 families set goals for the 2021-2022 year and 105 completed them.

Cassie Weaver asked if members had any questions about the report, there were none. Rachel asked voting members to make a motion to approve the Annual Report as is it was presented. A motion to approve the report was made by Jade Ross and seconded by Danielle Howie. It was voted on and approved.

23-24 Head Start Budget & Refunding Application with Change in Scope

Cassie Weaver gave an overall summary of the refunding application. The most significant change in the application is asking for a reduction in enrollment. We are hoping to go from 203 children to 175 overall. Each federally funded center-based classroom is hoping to go from 17 fully enrolled down to 13 fully enrolled children. Over the last years, classroom staff have expressed feelings of burnout, children are exhibiting many challenging behaviors and it is becoming difficult to manage a classroom of 17 children with the staff we have now. While we understand that this will not increase the salary of staff, this reduction in enrollment may help to stabilize the workforce as directed by the Office of Head Start. Cassie Weaver gave members copies of the Self-Assessment Addendum and Community Assessment Addendum that she will include with the Change in Scope. These document changes that have occurred since completion of the Self- and Community Assessments earlier this year. Cassie asked members if they had any questions about this application, Jackie Smith asked about the enrollment piece. Jackie wanted to know how the major recruitment effort would clash with the lower enrollment numbers. Cassie explained that the recruitment effort is always happening, the goal is to have waitlists at each location in order to be fully enrolled during the program term. We want to make sure that if any child moves out of our service area and/or is dropped from the program, they can be replaced quickly by use of the waitlist. Jackie did not have any other questions and Cassie asked if others had any questions, there were none. Rachel asked members to make a motion to accept the 23-24 Head Start Budget & Refunding Application with Change in Scope. A motion was

made by Jade Ross, and it was seconded by Danielle Howie. The 23-24 Head Start Budget & Refunding Application with Change in Scope was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report which included two Information Memorandums (IM). Cassie's spotlight on success came from Faith Rierson, Family Services Manager. Faith stated that a newly hired Family Service Worker in Berwick named Christina has created very positive relationships with her families and is a great support to them. Christina was a former Head Start parent and wanted to be a part of the team of people that helped her along when her child was in our program. Cassie's report included an Information Memorandum (IM) that discusses the 2023 Monitoring Process. Our program is not expecting any monitoring this year, but it was included in her report. Celebrations of Learning are happening in person for the first time since the shutdown. Cassie asked members if they had any questions about her report, there were none. Cassie's report along with the IM was included in the packet.

Mental Health Report:

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. There are currently two Behavior Support Staff positions open, one in Berwick and one at Town Park Village. CCDP has signed a Memorandum of Understanding (MOU) with Therapy Dog's International. These dogs will visit classrooms in Berwick and Bloomsburg as part of the classrooms pet studies. Unfortunately, they do not have enough volunteers to visit the Benton center. For a any child whose parents have said no on the permission form, an alternate activity will be planned for those children. The Health Advisory Services Committee will be meeting on December 6th @ 10am and an email invitation will be sent out soon. Heather asked members if they had any questions about her report, there were none. Heather's report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Parent teacher conferences are happening now, they need to be completed by November 23rd. The carbon monoxide detector in Berwick is hard wired, at TPV, the detectors were put in each classroom. The Fall outcomes report was included in Rose's report, and it shows that language and physical skills are good. Math and literacy are usually low this time of the year but will rise by the spring. Rose asked members if they had any questions, there were none. Rose's report was included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report. Bloomsburg parent group had to reschedule their meeting due to parents not being available for November 8th. Berwick is trying an evening time to see if that helps with parents' availability. Benton will try something a little bit earlier. The first session of Positive Solutions had been completed and we had 8 participants for that. Christmas sign ups at several local agencies are underway. The Berwick Salvation Army set up an extra day of holiday sign ups, TreeFest signups are closed, and all trees have been assigned. SMILE is providing children with hats and gloves for the winter. Ken Pollock Ford is providing gifts for several of our Berwick families. Our program is grateful for all the support of other local agencies. Lisa asked if anyone had any questions about here report, there were none. Lisa's report was included in the packet.

Family Services Report:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Faith reports that enrollment is at 195. 171 are categorically eligible, 17 out of 71 slots for 101%-130% have been used and 7 out of 20 over Income slots. Faith reports that Family Service Workers are still taking applications to create a waiting list. Our Benton center is fully enrolled, Berwick home-based has one slot to fill and Town Park Village has openings. Faith asked members if they had any questions, there were none. Her report was included in the packet.

Health & Nutrition Report:

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah was absent from this meeting, but her report included meal counts for the month of October and an overview of injury reports received for safety. There is a Health & Safety fair scheduled for December 12th, 2022, at St. Luke's Church in Bloomsburg. The flyer for this event was included with her report. There were no questions about Sarah's report. Her report was included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 10% or 15 of our center-based children, 15% or 4 of our combination option children and 17% or 4 of our home-based children have an IEP. There are currently 42 referrals out to the IU, and our Family Support Staff (FSS) has 11 referrals. In the Education portion of her report, home visits in Benton and Berwick are a bit lower due to family and/or home visitor illness. Play Cafés are going well. Fall outcomes was included with her report. Rebecca asked if members had any questions about her report, there were none. Rebecca's report was included in the packet.

Open Discussion & Answer Period:


None

Parent Group Report: Berwick

Lisa Brelsford reported for the Berwick Center's Parent group. The group received coupon holders, discussed couponing and apps. They discussed meal prep and recipes. The group planned for the next meeting in December. The report was included in the packet.

Closing:

Rachel Dawson thanked members for their participation, and she asked for a motion to adjourn the meeting. A motion to adjourn the meeting was made by Jade Ross and it was seconded by Brielle Carry. The meeting was adjourned at 11:10am. The next meeting will be taking place on Tuesday, December 20th, 2022 @ St. Luke's Church in Bloomsburg at 10:15am.



[Rachel Dawson \(Nov 20, 2022 22:01 EST\)](#)

Chairperson Signature & Date