

CCDP Head Start  
**POLICY COUNCIL MINUTES**  
September 15<sup>th</sup>, 2020

**Voting Members Present:**

Twilla Dowell-CR Madeline Johnson-CR Lisa Snyder- CR Erin Leach

**Others Present:**

Rose Stolz Becky Aardweg Heather Wolfe Rebecca White Mary Millham Lisa Brelsford  
Vanessa Troup Martin Parr Audrey Ruiz Nikki Sunday

**Absent:**

Cassie Weaver Kiley Radeski Catherine Neeb Jeremiah Cooper Neda Fester Ashley Glover  
Nichole Britt Luella Scott-CR Kristy Wright \* Robert Defeo \* Stephanie Bond-CR

(\* ) denotes excused absence

CR - Community Representative

**WELCOME**

The regular meeting of the CCDP Head Start Policy Council was held on September 15<sup>th</sup>, 2020 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was present.

**REPORTS FROM POLICY COUNCIL OFFICERS:**

**Approval of the Minutes:**

Chairperson Martin Parr gave everyone the chance to review the August 2020 minutes and asked if there were any corrections to be made. No changes were made. A motion to accept the minutes was made by Twilla Dowell and was seconded by Erin Leach. It was voted on and approved.

**Parent Fund Report:**

None to Report

**Treasurer's Report:**

The cash and credit cards reports were included in the packet. A motion to approve the Treasurer's reports was made by Twilla Dowell and seconded by Madeline Johnson. It was voted on and approved.

## **COMMITTEE REPORTS:**

### **Personnel**

Vanessa Troup submitted her Personnel Status Update report. She explained to members that if a staff member has resigned or been terminated, there is no need to list a degree if the information is not readily available. Her report was included in the packet. A motion to approve the Personnel Status Update was made by Lisa Snyder and seconded by Erin Leach. It was voted on and approved.

## **CCDP BOARD & ADMINISTRATIVE REPORTS**

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

Twillia Dowell reported that the Board did approve the salary scales.

## **STAFF REPORTS:**

### **Administrator:**

Cassie Weaver submitted her reports. An Information Memorandum was included. Her report was included in her packet.

### **Mental Health Manager:**

Heather Wolfe submitted her report. Dan St. Romain will be joining us again for our next two Professional Development days on 10/30 and 12/9 which will both be done virtually. Safe Crisis Management training was done on 9/2 and PBIS training for new staff will take place on 9/16 & 9/18. Thanks to Central Susquehanna Community Foundation (Berwick Health & Wellness Fund) and CMSU, we are now able to have 10 BSS for center-based classrooms this year. Her report was included in the packet.

### **Education Manager:**

Rose Stolz submitted her report. Initial home visits have been done. Groups zooms are going a lot smoother than individual zooms with children and parents. NAYCE will be contacting us soon to give us a 15-day window for our evaluation for our accreditation. Her report was included in the packet.

### **Family Engagement Manager:**

Lisa Brelsford submitted her report. Parent Groups will begin virtually in October. Planning for Positive Solutions for Families is underway with the possibility of having it in person if an outside location will host the group. Her report was included in the packet.

### **Family Services Manager:**

Mary Millham submitted her report. Family Service Workers have met with almost all parents to get signatures that were needed. The Partnership Classroom is up and running. There are currently four openings and we are working on replacing the children that were dropped. Her report was included in the packet.

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

Becky Aardweg submitted her report. She noted that she and Amber are busy getting the centers ready for staff and the children. Her report was included in the packet.

**Education and Disabilities Manager:**

Rebecca White submitted her report. She noted in the education portion that home visits are going well; there are still a few that need to be completed. HSSAP has started and is running smoothly. Next week, the children will begin in classroom lessons. In the disabilities portion, it was noted that 18% of our Head Start children have an IEP. There are currently no referrals for the IU and teachers will be completing the ASQ-SE soon. Family Support Staff will be starting soon. Her report was included in the packet.

**PARENT GROUP REPORT**

None

**OPEN DISCUSSION/QUESTIONS:**

None

**NEW BUSINESS:**

**Policy Council Schedule**

For the next 3 months, our Policy Council meetings will take place via Zoom. At the beginning of 2021, we will re-visit the schedule and see if we can have in person meetings. A motion to approve the schedule was made by Lisa Snyder and seconded by Madeline Johnson. It was voted on and approved.

**Parent Fund Appropriations**

Lisa Brelsford issued the new appropriations for the Parent Fund. In this proposal, each child will receive \$5 instead of \$4. This allows the larger centers to have more funding for Parent Group. It was noted that this same funding amount will carry over for the next school year as well. A motion to approve the Parent Fund appropriations was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

**By Laws Revisions**

The By law’s markup document was distributed to members for review. The significant changes proposed were reflect our new agency name CCDP Head Start, a new Confidentiality Agreement for Policy Council members, and signatures on checks are no longer required for Parent Fund due to changing the location of the funds. A motion to accept the changes made to the By Laws was made by Madeline Johnson and seconded by Lisa Snyder. It was voted on and approved.

**CLOSING:**

**Next PC Meeting:**

The next Policy Council is scheduled for October 20<sup>th</sup> via Zoom.

**Adjournment:**

Chairperson Martin Parr closed the meeting at 10:50am. A motion to adjourn the meeting was made by Lisa Snyder and seconded by Twilla Dowell. It was voted on and approved.

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Policy Council Signature

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Date