

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, June 20<sup>th</sup>, 2023**

**Location: Grace Lutheran Church, Berwick**

**Voting Members Present:**

Rachel Dawson (P) Twilla Dowell (CR) Elizabeth Hazzard (CR) Jackie Smith (P) Kerri Shaylor (CR)

**Others Present:**

Lisa Brelsford Kaitlyn Floyd Sarah Meyer Morgana Miller Faith Rierson Audrey Rogucki Rose Stolz  
Cassie Weaver Rebecca White Heather Wolfe

**Absent:**

Danielle Howie (P) Amber Frymoyer (P)

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on June 20<sup>th</sup>, 2023, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 10:20am, a quorum was present.

**Minutes:**

The Minutes from the May 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 members if there were any questions about the minutes, there were none. Rachel asked voting members to make a motion to accept the minutes as they were presented. A motion was made by Jackie Smith, and it was seconded by Twilla Dowell. The May minutes were voted on and approved.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The Financial report for the month of May was included in the packet. As part of the financial report, In-Kind balances were also included. Members were given a chance to review the report and asked if there were any questions, there were none. Cassie Weaver did explain to members that these negative balances reflect expenses that were backed out of the current fiscal year because they were expenses incurred in the previous fiscal year and we have up to 90 days from the end of the fiscal year to expend those monies. Those amounts should be updated by the time our Policy Council meets again. Cassie asked if members had any questions about that, Elizabeth Hazzard mentioned that it seemed nice that our program is allowed that wiggle room to spend that money. No other questions or comments about the financial report were noted. Rachel asked voting members to make a motion to accept the financial report with the in-kind numbers as it was presented. A was made by Twilla Dowel and it was seconded by Jackie Smith. The Financial report with the in-kind numbers was voted on and approved.

**Charge Card/Credit Card**

The Charge Card/ Credit Card report for the month of May was included in the packet. Rachel gave members a chance to review the report and asked if anyone had any questions about them, there were none. Rachel asked voting members to make a motion to accept the Charge Card/ Credit Card report as it was presented. A motion was made by Kerri Shaylor, and it was seconded by Twilla Dowell. The Charge Card/Credit Card report was voted on and approved.

**Parent Fund**

The parent fund report was included in the packet. Members were given a chance to review the parent fund. Members were asked if they had any questions about the parent fund report, there were none. Rachel Dawson asked voting members to make a motion to approve the Parent Fund as it was presented. A motion was made by Kerri Shaylor and was seconded by Jackie Smith. The Parent Fund was voted on and approved.

## **Committee Reports:**

### **Personnel Update**

Kailyn Floyd submitted the Personnel Update report. There were nine changes to the update. There were three resignations, three terminations, one staff status was changed to regular status, and one staff member whose hours have increased since the last update. We have one new hire who is pending clearances for the Practice Based Coach position. Members were asked if they had any questions about the Personnel Update. Elizabeth Hazzard, Community Member, asked how many positions we currently have open. There are three Behavior Support Staff (BSS) positions open, several Teacher and Teacher Assistants, a Family Service Worker, and the Health Assistant position are all open. There were no more questions. Rachel asked voting members to make a motion to approve the Personnel Update. A motion was made by Twilla Dowell, and it was seconded by Jackie Smith. The Personnel Update was voted on and approved.

### **CCDP Board Report**

Twilla Dowell noted that the Board meeting was a short one. She noted that Rose Stolz, Education Manager, was at the meeting. Policy 3.12 was voted to be retired and the Board approved the Infectious & Communicable Disease Policy. The next Board meeting in August will be the first in person meeting since March of 2020 and it will take place at Town Park.

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## **New Business**

### **Family Engagement Plan**

Lisa Brelsford, Family Engagement Manager, presented the updated Family Engagement Plan to members. She noted that the plan had been discussed and approved at the Family & Community Partnership Committee meeting and most of the information on the plan had not been changed. The one change made was taking out the COVID disclaimer. This plan will carry over through the year and it is available in both English and Spanish. Lisa asked members if they had any questions about the Family Engagement Plan, there were none. Rachel asked for voting members to make a motion to approve the plan as it was presented. A motion was made by Twilla Dowell, and it was seconded by Kerri Shaylor. It was voted on and approved.

### **By-Laws Revisions**

Lisa Brelsford presented members with the By-Laws changes. Included in the packet along with the By-Laws document was a cheat sheet so members could follow along with the changes that were being proposed throughout. Much consideration went into the proposed changes and standards created by the Office of Head Start were reviewed before making any changes.

Currently our Policy Council meetings take place at rotating locations from Berwick to Bloomsburg and once a year in Benton. The proposal is that our meetings take place at the same location every month at Grace Lutheran Church in Berwick. We are hoping that with the location change, parents and community members will have an easier time remembering where the meetings are being held each month. The Grace Lutheran Church has a nice nursery that is available for childcare during the meetings and the location itself is a lot smaller which is accommodating to our small group rather than using such a large space at other locations.

Also being proposed is a time change to our meetings. Instead of meeting at 10:15, we are proposing a start time of 9:30 am for our meetings with a breakfast buffet. The thought behind this was that it would give parents enough time after dropping off their children at the center to get right to the meeting rather than having a bit of a gap between drop off and the 10:15 start we are doing now. With a breakfast buffet, we are hoping this will provide a small incentive for parents in the mornings. Elizabeth Hazzard pointed out that many parents are so focused on the morning routines with their children that they often forget about their own self-care and that can include having their own breakfast. Hopefully, this gesture will help with that.

Currently, our Policy Council term runs from October through September. We are proposing that this be changed from September to August. The August meeting will not be in person, but email votes will go out if necessary. It has been especially difficult to get parents who were on Policy Council to return for the August meetings because some children have already been transitioned to kindergarten or families are still on vacation during that month.

We offer an "Open House" to potential members every year for Policy Council and because of the wording, it can be confusing to parents as to what this is. We are proposing that this "Open House" be a regular meeting which would be the 1<sup>st</sup> meeting for the program term.

Currently, when our Policy Council votes via email due to not having a quorum at the in-person meeting, we still have to ratify that vote at the next in person meeting. At this time, we are proposing that once we have all email votes, that will

be the official vote for the item(s). Regarding voting, it's being proposed that the wording in the By-laws be changed so that we wouldn't need to have five members present to vote on anything, rather, whoever is at the meeting and has voting rights, will vote and that would be our quorum for that meeting.

One of our Committees is the Nominating Committee. This has not been used in quite a few years and we are proposing to discontinue this committee. The purpose of this committee is to elect new officers to Policy Council, but we take note of interest during the Policy Council training and the Family Service Workers discuss the officer positions with parents. We elect the officer positions by majority so there is no need for a committee to do the same work all over again. We are proposing to remove the Treasurer position as it has been a struggle to fill over the last few years and there are not many duties attached to this position. Mostly, this person reads out any in-kind remaining to collect balances and has members go through the financial reports which are already being done by the Chairperson or someone from the admin staff.

Lisa asked members if they had any questions, comments, or concerns about any of the proposed changes to the Policy Council By-Laws, there were none. Rachel Dawson asked voting members to make a motion to approve the Policy Council By-Laws. A motion was made by Twilla Dowell and seconded by Jackie Smith. The By-Laws were voted on and approved.

### **Time and Location Changes**

The time and location changes were included in the packet and were discussed with the By-Law changes. We will be moving all meetings to Grace Lutheran Church in Berwick and changing the time to 9:30am. Members were asked if they had any questions about the changes. Elizabeth Hazzard asked if the Zoom option would still be available and the response was that if a Zoom link was needed, it could be provided upon request. There were no more questions. Rachel asked voting members to make a motion to approve the time and location changes. A motion was made by Kerri Shaylor and seconded by Jackie Smith. The time and location changes were voted on and approved.

Kaitlyn Floyd explained the revisions in the policies that were presented.

### **Policy Revisions**

#### **3.2 Mandatory Vaccinations**

This policy is no longer needed since the Office of Head Start has lifted restrictions.

#### **3.12B Dress Code & Grooming**

Changes to this policy include "Grooming" in the title. The formatting in this policy will help it to be easier to read what is deemed appropriate or not and the language has been updated to make it easier to read. Section for appropriate shoes has been updated as well as tattoos, piercings, and jewelry. A Personal Hygiene section was added to this policy also.

#### **3.21 Requests for Professional/Personal References**

Changes in this policy included language and formatting changes to help make it easier to read and understand.

Kaitlyn Floyd asked members if they had any questions, there were none. Rachel Dawson asked voting members to make a motion to approve the policy changes as they were presented. A motion to accept all three changes was made by Jackie Smith and seconded by Kerri Shaylor. They were voted on and approved.

## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report. Cassie handed out a few copies of an IM to members as it was not included in the packet at the meeting. The Office of Head Start released IM-HS-23-02 "American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF" on May 23. It reminds AIAN programs that families receiving Tribal TANF are categorically eligible for Head Start. The IM did not pertain to us since we are not an AIAN program. Cassie's Spotlight on Success came from Rebecca White, Education and Disabilities Manager. COVID funding allowed our program to place 4,466 children's books into the hands of our Head Start families. Over the past two years, each child received a book monthly to help build their library. The books would be read by the teacher or the parent. We were glad to have the opportunity to take these funds and use them in this way. One Time Funds grant was submitted on May 11<sup>th</sup> and then resubmitted with updated pricing information on May 17<sup>th</sup>. Denise, Program Specialist, says we may hear back sometime in July. Cassie and Morgana will be attending the NEPA Administrator's meeting on June 23<sup>rd</sup>. Cassie asked members if they had any questions about her report or any other information that was discussed, there were none. Cassie's report was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. Heather reported that there are three Behavior Support Staff (BSS) positions open: one for 5<sup>th</sup>, Benton, and Berwick. The Community Giving Foundation has approved the grant request for the 23-24 school year but not for the full amount that was requested. The grant is approximately \$4,700 under the requested amount. The grant will continue to be used to fund 2 BSS positions, Family Support Staff services and Positive Solutions for Families to our Berwick and Benton centers. Heather reports that necessary adjustments will be made to stay within the amount the grant is for. Ruth Brewer, Mental Health Consultant, will continue to work with us through the 23-24 year and the Memorandum of understanding for the service is being renewed. Heather asked if there were any more questions, there were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Rose reports that the HSSAP classroom in Berwick had 17 home visits done although her report did not reflect that change. Rose reported that Andrea Liriano, Teaching Assistant, has completed her CDA. This is the 5<sup>th</sup> teaching staff member this school year. All transitions have been completed and records have been sent to each of school districts for the children who will be attending this fall. End of Year Celebrations for federally funded center-based classrooms were held on June 7<sup>th</sup> & 8<sup>th</sup> and the HSSAP classroom in Berwick was held on June 14<sup>th</sup>. 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. There were no Parent Group meetings for the month of May. The Parent Appreciation lunch for Berwick was held on May 31<sup>st</sup> at Briar Creek Park and Bloomsburg combined their End of Year Celebration with the lunch on June 9<sup>th</sup> at the Bloomsburg Town Park. Parents received a water bottle koozie and their certificate. Currently, Lisa is going through the Family Partnership Agreements to track the outcomes for the program year. These agreements were created at the beginning of the year with families and they are goals that families said they wanted to work on. Lisa noted that families will be receiving family information folders for the beginning of the year. During the beginning of the year, parents typically receive a two-pocket folder with all the needed documents for the initial home visit. This year, the folder has been upgraded for better organization. We are hoping this will encourage parents to keep track of all the forms they are receiving at the initial home visit and through the school year. Lisa asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Class selection was done in May and that went well. Attendance was at 72.35% for the month of May, and 76.47% for the month of June. Our goal is to keep attendance at and/or above 85%. We are actively taking applications for the 23-24 program term. Donna Heinrich is the only Family Service Worker who is working during the summer months all others are out for the summer. 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's reports also included screening numbers, immunizations numbers, insurance information numbers, meal counts and injury report summaries. Her injury reports were organized by where the injury took place and what type of injuries they were. The 2<sup>nd</sup> evacuation site for TPV was awaiting word on if code assessments were needed; they are not and we are waiting for signatures to finalize the plan. The Health Assistant Position is still open, and she is working in reviewing candidates for interviews. CPR training was completed for staff who needed it and we will be providing staff with a one-time use key chain sized face mask (barrier). AmeriHealth Caritas provided funding for the gardening project at the 5<sup>th</sup> street location. A representative came in a took photos with the partnership classroom. Sarah notes that she is working on the Emergency Plans with Emergency Management Agency for the annual update.

For the health portion of her report, Sarah noted that dental treatment numbers are still low because families have to get out to appointments for exams. Sarah asked members if they had any questions, there were none. Her report with screening numbers was included in the packet.

**Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the Education portion of her report, Rebecca noted End of Year celebrations have been done for all except for the 5<sup>th</sup> street classroom. That classroom is in session through the summer and their End of Year Celebration will take place in August.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 10% or 16 of our center-based children, 19% or 5 of our combination option children and 29% or 7 of our home-based children have an IEP. There are currently 22 referrals out to the IU, and our Family Support Staff (FSS) has of total of 10 referrals program wide, these numbers are lower than last months which means progress is being made, children and families are getting they support they need to succeed. Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

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**Open Discussion & Answer Period:**

None

**Parent Group Report:** N/A

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**Closing:**

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place on Tuesday, September 19<sup>th</sup> at the Grace Lutheran Church in Berwick at 9:30am. Rachel asked voting members to make a motion to adjourn the meeting. A motion was made by Twilla Dowell and seconded by Kerri Shaylor. The meeting was adjourned at 11:10am

Chairperson Signature & Date



Rachel Dawson (Jun 27, 2023 14:40 EDT)