

**CCDP Head Start  
Policy Council Minutes**

**Date: Tuesday, February 20, 2024,**

**Location: Grace Lutheran Church, Berwick**

**Voting Members Present:**

Twilla Dowell (CR) Elizabeth Hazzard (CR) Elizabeth Hons (P) Kiaya McFadden (P)

**Others Present:**

Rachel Dawson (P) Kaitlyn Floyd Sarah Meyer Audrey Rogucki Rose Stolz Cassie Weaver Rebecca White  
Heather Wolfe

**Absent:**

\*Lisa Brelsford \*Morgana Miller \*Faith Rierson Kerri Shaylor (CR)

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on February 20<sup>th</sup>, 2024, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:36am. All those in attendance went around and introduced themselves to our newest Policy Council member, Elizabeth (Beth) Hons. Elizabeth is a parent from Bloomsburg, and this was her first meeting.

**Minutes:**

The Minutes from the January 23<sup>rd</sup> 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, there were none. Rachel asked voting members to make a motion to approve the January minutes as they were presented. A motion to approve the January minutes was made by Twilla Dowell and seconded by Kiaya McFadden. The January 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 January was included in the packet. A detailed version of this financial report is always available upon request. Cassie Weaver, Executive Director, gave a brief explanation of the report and how to read it. Cassie noted that all in-kind funds have been collected for the 23-24 fiscal year, and we are still collecting and recording for the fiscal year. Cassie asked if members had any questions about the report, there were none.

**Charge Card/Credit Card**

The Charge Card/ Credit Card report for January was included in the packet. The report is split between Child Care, HSSAP, and Head Start. A detailed version of this report is available upon request. Cassie asked members if they had any questions about this report, there were none.

**Parent Fund**

The parent fund report was included in the packet. Cassie noted that there was a request from Berwick to use parent funds to purchase t-shirts for the children at the center and food for the next meeting. With that purchase, Berwick will have used all of their Parent Fund money for the fiscal year. Cassie asked if there were any questions about the parent fund report, there were none. Rachel asked voting members to make a motion to approve the parent fund balances and requests as they were presented. A motion to approve the balances and requests was made by Twilla Dowell and seconded by Kiaya McFadden. The Parent Fund balances and requests were voted on and approved.

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## **Committee Reports:**

### **Personnel Update**

Kaitlyn Floyd submitted her Personnel Update report. There was one new hire whose start date is pending clearances, one new hire who did not start, one status change, and one resignation. Kaitlyn asked if anyone had any questions about the Personnel Update, there were none. Rachel asked voting members to make a motion to approve the Personnel Update as it was presented. Kiaya McFadden made a motion, and it was seconded by Twilla Dowell. The Personnel Update was voted on and approved.

### **CCDP Board Report**

Twilla Dowell noted that Board passed policies 1.5, 3.7, and 5.14. The board approved a tuition increase for Child Care, they approved a one-time discretionary payment to Head Start staff, and the eligibility criteria was also passed at the meeting.

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## **New Business**

### **Parent Fund Proposal**

The Parent Fund proposal was included in the packet. The Proposal included two choices for voting members to choose from. Every year the Head Start and HSSAP budget allocate money for the Parent Fund. Each Parent Group receives a base fund and an amount per child. The first choice in the proposal was for each center to receive a base fund of \$245 and \$5 per child.

The second choice in the proposal was for each center to receive a base fund of \$313 and \$4 per child.

There was discussion amongst the voting members which choice would be best. It was noted that Benton has been having really good turn outs at their meetings this year while the other two centers have either had low or no attendance, or they have been rescheduling their meetings.

The group took all the matters into consideration and decided that the second choice in the proposal would be the best option for all centers.

Rachel Dawson asked voting members to make a motion to approve choice #2 on the Parent Fund Proposal where each center would receive \$313 in base funds and \$4 a child.

A motion to approve choice #2 was made by Beth Hons, and it was seconded by Kiaya McFadden.

Choice #2 of the Parent Fund Proposal was voted on and approved.

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## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report for January. Cassie's Spotlight on Success was from Debbie Jones in Child Care. There is a child who was struggling during the day and would constantly cry and deny food at mealtimes. With lots of support from staff, this child has opened up to staff and other children in the room. It's a lot of progress in a short time.

Child Care will have their in-person inspection before March 15<sup>th</sup>. All CLASS videos have been completed and uploaded. Rose and Rebecca have reviewed the videos and are confident in them. Doing well with CLASS has been a School Readiness goal for quite some time.

Berwick and TPV both have one classroom that is operating remotely. Both rooms are expected to be back to in-person sessions in March.

Head Start has received its under-enrollment letter from the Office of Head Start (OHS). After a mandatory call, we will be creating an improvement plan and that will be shared with OHS as well. We will be issuing a new change in scope where our program would be asking to reduce enrollment by 35 children but, still receive the same amount of funding for the year in order to retain the staff we currently have.

Cassie asked members if they had any questions about any of the information that was discussed, Elizabeth Hazzard mentioned that it seems that a lot of programs are dealing with the low enrollment numbers and are submitting a change in scope, Cassie agreed with this. There were no more questions or comments. Cassie's report was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for January. There are four Behavior Support Staff positions open. One floater position at the Berwick center, two positions at Town Park Village for temporary and regular, and there is a full year position open at the 5<sup>th</sup> street center.

Heather's report included *Program Behavioral Updates* which cover the number of children who are currently receiving support for challenging / unsafe behaviors in the classrooms that are currently open. For the month of January, there were 8 children receiving support for challenging / unsafe behaviors in the classrooms. Heather gave members brief description on Behavior Incident Reports (BIR's), these reports were created to help track challenging behaviors in the classrooms in order to provide support to children in classrooms who needed it. For the month of January, 32 BIR's were completed and recorded. There were 4 injuries due to behavioral incidents, these injury numbers included both children and staff. There are two children who are currently using a frequency chart instead of a BIR. These charts are used for children who display higher frequent behaviors which we have already collected data on through the use of the BIR's. Heather noted that there was a Positive Behavioral Interventions and Supports (PBIS) training for new staff. Heather asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report for January. The 2<sup>nd</sup> GOLD is done, new children have 45 days within their start date for this to be completed. NAEYC renewal paperwork has been submitted. STARS renewal paperwork for Town Park Village has been sent to PA Keys. The CLASS review videotaping has been completed and submitted, out of the 7 videos that have been submitted by us, 4 of them have been accepted. Teachers are scheduling the 2<sup>nd</sup> round of Parent Teacher Conferences. Transitions lists have been sent for all children who will be entering kindergarten in the fall. Rose asked members if they had any questions, there were none. Her report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for January. Parent Group did not meet in January, all groups will resume in February. Rona and Michele in Berwick both had their celebrations of learning. A budgeting workshop was scheduled for January but with only four parents interested, they were given the phone number to the instructor so they could schedule at their own convenience. Family Service Workers are completing their mid-year check ins with families. The check ins are to discuss the families progress on the goal (s) they set earlier in the school year. There were no questions, and her report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for January. Our current enrollment is at 143, our cumulative enrollment is at 156. these numbers do not include the two classrooms that are currently closed in Berwick. Attendance for the month is at 78.35%. We are beginning to schedule applications for the 2024-2025 program year with our updated selection criteria. There were no questions, and her report was included in the packet.

### **Health & Nutrition Report:**

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report for January. There were 1,187 breakfasts, and 1,389 lunches served in the month of January. An Injury report summary was included in her report. Sarah's report also included health screening information for all centers. Currently we track all physicals, dentals, hearing, and vision. We currently have 85% of dental exams on file which is an increase from December. We continue to work with families in order to bring that number up. Dental treatments needed are at a total of 11 and dental treatments completed are at 1. Sarah made a point to say that while the numbers are not very high, parents are working to get all treatments scheduled and completed. we know the status or progress of each child needing treatment despite not having a completed treatment at this time, but the data is unable to show the progress. There is a lot of work being done behind the scenes to get files completed. We have 73% of physical exams on file, 75% of hearing and, 85% of vision exams on file. Letters have gone out to families to inform them of exams we still need to make sure their files are up to date. Sarah asked if there were any questions, there were none. Her report was included in the packet.

### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for January. In the Education portion of her report, winter GOLD has been completed for Homebased, Combination Option and the HSSAP classroom at 5<sup>th</sup> street.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 18% or 14 of our center-based children, 19% or 5 of our combination option children and 8% or 2 of our home-based children have an IEP. There are currently 15 referrals out to the IU. The Family Support Staff program (FSS) has a total of 3 referrals for support in Bloomsburg. The Early Childhood Conference is scheduled to take place on May 17<sup>th</sup>, 2024 @ St. Luke's Church in Bloomsburg. More information on the Conference is coming soon. Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Open Discussion & Answer Period:**

Cassie Weaver took this time to mention to members that the Focus Area 2 Review will be taking place from March 18<sup>th</sup> - March 22<sup>nd</sup>. This review will be taking place during a week where we have a Policy Council meeting scheduled and the reviewer may come to observe. Members were given a guide sheet to help with possible questions and responses for the review. Cassie stressed to members that they were not required to use this guide sheet; it was meant to be used as an example. Cassie asked if anyone had any more questions about the Focus Area 2 Review or the guide sheet, there were none.

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### **Parent Group Report: *Bloomsburg***

Beth Hons informed members that the parent group was postponed due to snow. Beth was the only parent who RSVP'd to the meeting and wanted to join Policy Council. Beth was able to approve herself as a new member since there were no other parents expected to come to the meeting. Beth was approved to attend the Policy Council meeting with voting rights. The parent group report Bloomsburg and Berwick were both included in the packet. There were no questions.

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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, March 19<sup>th</sup>, 2024, at the Grace Lutheran Church in Berwick at 9:30am. Rachel members to make a motion to adjourn the meeting. A motion was made by Kiaya McFadden and seconded by Twilla Dowell. The meeting was adjourned at 10:36 am

Chairperson Signature & Date



Rachel (Feb 26, 2024 11:03 EST)