

CCDP Head Start

Policy Council Minutes

Date: Tuesday, April 19th, 2022

Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Frances Eddy (P) Elizabeth Hazzard Jessica Helwig (P) Catherine Marengo (P) Kari Temple (P)
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) *Danielle Howie (P) *Kerri Shaylor (CR)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on April 19th, 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 March 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 March 2022 minutes as they were presented. A motion to accept the March minutes was made by Twilla Dowell and was seconded by Frances. The March 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 March was included in this packet. As part of the financial report, In-Kind balances are included. Chairperson Martin Parr read the In-Kind balances as of March 31st. The report shows that all in kind monies have been collected. Cassie Weaver made a comment about the report saying that although the report presented shows that there are zero in kind dollars to be collected, the final report is usually done within 90 days of the end of the fiscal year. 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 March Financial report with the In-Kind numbers as it was presented. A motion to accept the financial report was made by Catherine Marengo and seconded by Twilla Dowell. Martin asked for voting members to make a motion to approve the March Charge Card / Credit Card report as it was presented. A motion to accept the report was made Catherine Marengo and seconded by Twilla Dowell. Both the Financial Report and the March 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 have been zeroed out because it was the end of the fiscal year and all new monies for the new fiscal year would be presented at the May Meeting. 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 Catherine Marengo 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. Vanessa noted that there was an addition that was not added to the report for the meeting but noted that she would get that addition to the Manager's Assistant to put into the packet after the meeting was done. Vanessa asked members if they had any questions about her report, there were none. 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 Catherine Marengo and seconded by Twilla Dowell. The Personnel Update was voted on and approved as presented.

CCDP Board Report

Twilla Dowell, CCDP Board Liaison to Policy Council, did not attend the board meeting and asked for Cassie Weaver to assist in this report to Policy Council. Personnel Policies 5.0, 5.1 & 13.0 we all approved at that meeting and the HSSAP application was ratified by Board members also. There were no questions.

New Business

Personnel Policies:

5.0: Benefit Dollars

Vanessa Troup, Human Resources Coordinator & Personnel Policy Committee member, noted that this policy was revised, adding in language to make it clearer for staff members to understand.

5.1: Unemployment Compensation- Workers Compensation- Social Security Benefits

Vanessa Troup explained that there were no major changes to this policy, just added the word benefits.

13.0 Access to Personnel Records

Vanessa Troup explained that this policy was updated with more accurate descriptions of where staff files are kept, the length of time they are kept and how to access these files if needed.

Vanessa asked members if they had any questions about the personnel policy changes, there were none. Martin Parr asked voting members to make a motion to accept all three policy revisions as they were presented. A motion was made by Twilla Dowell and seconded by Elizabeth Hazzard. The policies were voted on and approved.

Approval of HSSAP Grant Application:

Cassie Weaver shared the HSSAP grant application with Policy Council members. There was a summary version of the application available to members at this meeting. Cassie explained that the State has asked for a 5-year estimate on how much money our program would need over that time span and how the funding would be used. This application that is submitted is only an estimate at this time and each year our agency will be required to submit new budgets. The HSSAP application included an initial salary increase for staff, followed by a yearly COLA. There are plans to increase the cost of Health Insurance by 10% although we are hoping that will not be the case. We are hoping to increase the Training/ Staff Development & Technology line item to make it close to funding allocated from HS. In the full version of the application, it is documented that the projections are according to current costs and then estimated 2% increase over the span of 5 years. We are hoping to use OHS funding to create additional space at the Berwick center that includes a gym and conference room. The ultimate hope is that each HSSAP classroom will receive furniture, rugs, and other materials in year one. Training for the new Fiscal Manager and technology purchases also in year one. In years two and three, HSSAP classrooms & sites funding for additional playground equipment. In year 4, certain amount per HSSAP classroom to use for program supplies.

Cassie Weaver stressed to members that all information pertaining to this application is not be shared outside of this meeting with anyone as per our confidentiality policy that members signed at the beginning of the year. This application for this budget has not been approved, only submitted for potential approval. Cassie Weaver asked members if they had any questions, Elizabeth Hazzard had a question about some allocation on the full application, but Cassie was able to answer her questions. There were no questions after that. Martin Parr asked for members to make a motion to approve this HSSAP budget as it was presented. He reminded members again the importance of making sure the information was not shared outside of this meeting. A motion to approve the HSSAP budget as it was presented was made by Elizabeth Hazzard and it was seconded by Catherine Marengo. It was voted on and approved.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. Cassie noted in the spotlight on success was from Heather, Mental Health Manager. PBIS materials continue to be used in all Head Start classrooms and it is working very well for staff and children. There is a child enrolled in the partnership classroom and the assigned BSS is helping to support the child with his calm down skills using the PBIS materials and techniques. There are two other BSS supporting children in the Berwick center who have also shown success with the use of the PBIS story Tucker Turtle and Sonia Snail. The use of these PBIS materials were noted on our self-assessment as well by families saying that it really does help with calming the kids down when they are dealing with big emotions. At the last Policy Council meeting, Cassie informed members that Asondra Acor, CCDP Bookkeeper, has been hired as the new Fiscal Manager. She also mentioned that Asondra is working on her bachelor's degree and until she receives it, she will be the interim Fiscal Manger. This degree is a requirement by the Office of Head Start (OHS). At this meeting, Cassie went on to add that a CFO consultant has been hired because of Asondra not having her degree yet. She mentioned that the consultant is basically overseeing all the work that Asondra is doing until she receives her degree. The Focus Area Review will be taking place the week of May 9th and this will be done remotely, no Policy Council support is needed for this review. Cassie's report included an Informational Memorandum (IM) that pertained to services to pregnant women which our program does not enroll but is included in member packets, nonetheless. Cassie asked attendees if they had any questions about her report, 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 notes that Dan St. Romain will be providing our staff with a training in May. Health Services Advisory Committee is going to plan to meet in May, but the date has not been selected. Heather asked attendees if they had any questions, there were none. Heather's report was not included in the packet at first, but it would be re-sent to members after the meeting was done.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Rose notes that parent conferences numbers are continuing to rise. Transition meetings have all been scheduled. Second home-visits will be scheduled soon. Rose happily reported that Town Park Village's STARS have been renewed for another year. Rose asked attendees 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. Lisa reports that all Parent Groups did meet, and they were able to meet outside which was a nice change from being on zoom the past few months. Benton and Berwick had the Master Gardeners from Penn State join in on the meeting and did a planting presentation for them. Bloomsburg had Geisinger come in and speak to parents about summer safety in relation to being outdoors in the sun. Lisa reports that May 6th is Berwick's Day of Caring, and the Active April challenge is going well. Lisa asked members if they had any questions and 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 230 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 February was down to 62.53%. Numbers were down for the month of March due to children being on the rotating schedules and some not completing packets or not attending the zoom meeting. Faith reports that on May 24th we will be holding a public recruitment fair for Bloomsburg 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. 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. Sarah happily reported the CACFP review was passed. The Professional Development Day Wellness went very well, and staff seemed pleased with the activities that they picked. The Active April Challenge is going very well with parents and staff. Geisinger was able to do in person

Physical Activity & Nutrition lessons which was nice to tie into the Active April Challenge. Screening numbers were not included in the report at first but the packet for this meeting with any missing information would be sent out to members after the meeting was done. Sarah asked if members had any questions, there were none. Sarah's report was included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the Education portion, Rebecca informed members all Home Visits have been completed. Rebecca reports that there will be a virtual summer program option available to families for the second year in a row. In the disabilities portion of her report, Rebecca noted that 15% of our center-based children, 12% of our combination option children and 4% of home-based children have an IEP. There are currently 13 referrals out to the IU, and our Family Support Staff (FSS) currently has 14 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:

Martin Parr gave members a chance to ask questions and / or comment on anything that was discussed at this meeting or in general. A comment was made by the Manager's Assistant that the revised packet for this meeting would be sent out to members when the meeting was completed. There were no more questions or discussions at that time.

Parent Group Report: Berwick

Lisa Brelsford, Family Engagement Manager spoke on behalf of the Berwick Parent Group. Penn State Master Gardeners visited the group during their meeting and spoke to parents about seed starting. At this meeting, parents were able to ask questions and we able to go home with a flowers and herbs that they planted at the meeting. All Parent Group reports were included in the packet.

Closing:

Martin Parr thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, May 17th, 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 Frances Eddy. It was voted on and approved.

CCDP Head Start Chairman Signature & Date



Martin L Parr (Apr 25, 2022 10:03 EDT)