

CCDP Head Start

Policy Council Minutes

Date: Tuesday, December 21st, 2021

Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard (CR) Kari Temple (P) Chantelle Waller (P) Jenny Waters (P)
Jessica Helwig (P) Danielle Howie (P)

Others Present:

Lisa Brelsford Sarah Meyer Mary Millham Martin Parr Faith Rierson Audrey Ruiz Dorothy Starr Rose Stolz
Vanessa Troup Cassie Weaver Rebecca White Heather Wolfe

Absent:

*Sarah Broyan (P) *Catherine Marengo (P) *Erin Leach (CR) *Kerri Shaylor (CR) Dylan Shultz (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on December 21st, 2021, 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 November 2021 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 November 2021 minutes as they were presented. A motion to accept the November minutes was made by Chantelle Waller and was seconded by Jenny Waters. The November 2021 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 November were 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 November 30th. 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 November Financial report as it was presented. A motion to accept the report was made by Danielle Howie and seconded by Chantelle Waller. Martin asked for voting members to make a motion to approve the Charge Card / Credit Card report as it was presented. A motion to accept the report was made by Kari Temple and seconded by Danielle Howie. Both the Financial Report and the November 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 were to date. He 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 Chantelle Waller and seconded by Danielle Howie. 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 added one change that she will update and provide to Manager's Assistant to add to packet. Vanessa asked attendees if they had any questions about her report and 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 Twilla Dowell and seconded by Chantelle Waller. The Personnel Update was voted on and approved as presented.

CCDP Board Report

Twilla Dowell, CCDP Board Liaison to Policy Council, highlighted points from the December Board meeting. She notes that the Board approved the insurance plan for staff.

New Business

Head Start Budget & Application Narrative

Cassie Weaver discussed the Budget & Refunding Application. Cassie submitted this information for members to review and approve through email on December 8th, 2021. There were no significant changes to this application this year. Program goals and action plans were included in the application. Cassie asked members if they had any questions about the budget & application, there were none. Although this was voted on through email and passed, voting members were asked to make a motion to ratify the vote. A motion was made by Danielle Howie and seconded by Twilla Dowell. It was voted on and approved.

Vaccination Policy

The new Mandatory Vaccination policy was submitted for member approval. Cassie Weaver explained this policy to members. The Office of Head Start has made it mandatory for all Head Start staff to be fully vaccinated by January 31st, 2022. Medical and Religious exemptions will be accepted and reviewed on a case-by-case basis. At any time, the acceptance of these exemptions may change or be revoked pending instruction from the Office of Head Start, OCDEL, or any other state or local agency. Cassie explained to members that as a Head Start program, we have no other option but to put forth this policy. Chantelle Waller asked Cassie why this mandate was out of our control and why is there no other option, Cassie explained that we would be out of compliance if we did not enforce it which could potentially mean our program losing our program funding. Cassie asked members if they had any more questions about this, there were none. Martin asked voting members to make a motion to approve this policy. A motion was made by Twilla Dowell and was seconded by Elizabeth Hazzard. It was voted on and approved.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. Cassie shared her spotlight on success from Debbie Jones at 5th street. Debbie, as well as many other staff at the 5th street center are grateful for Jenn B who has been with CCDP for thirty-two years. She shows patience with all the children, and is dedicated to her job. Cassie noted that CCDP is still hiring across the agency. More positions will be filling up after the new year. Cassie introduced Faith Rierson as the new Family Services Manager who is replacing Mary Millham. Cassie asked attendees if they had any questions about Cassie's report and 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 one of her Behavior Support Staff (BSS) members has taken a new position within CCDP which still leaves two open positions. There are scheduled interviews for after the new year. Heather was happy to report that the 5-hour Dan St. Romain training for staff on December 15 went very well. Heather asked members if there were any questions about her report and there were none. Heather's report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Rose reports that she is in the middle of training a new teacher for the Berwick center. The Fall outcomes were included in with her report which Rose explained to members. Rose asked if anyone had any questions and there were none. Rose's report was included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her packet. Benton Parent Group had to reschedule their meeting to today, December 21st. Bloomsburg's Parent Group had a total of 3 parents attend the meeting and Berwick had 1 parent attend. 10 families have completed the Positive Solutions for Families workshop and parents will be receiving their gifts after the winter break. Lisa commented on how grateful our agency is to have received so many generous donations for our families during this season. Some of our Head Start families have been approved for Brighter Christmas and a donation of hygiene products came in to be distributed to families. Lisa asked members if they had any questions and there were none.

Family Services Report:

Mary Millham, CCDP Head Start Family Service Manager, submitted her report. Mary reports that we have filled 201 out of the 203 slots we have. We have used 12 out of 20 over income slots for this program term and 17 out of 71 slots for families who are 101%-130% over the poverty level. Attendance numbers were down for the month of November due to both children and staff being ill or being unable to log onto the zoom meetings for the remote weeks. Mary reports that we are actively recruiting children for our program and developing waiting lists for income eligible families. Mary asked members if they had any questions and there were none. Mary's report was included in the packet.

Health & Nutrition Report:

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah noted that meal counts were lower for the month of November because of the rotating in person/remote schedule for center-based classrooms. The Health Assistant continues to update child health assessments and is still assisting families with any appointment scheduling they need. Sarah asked members if they 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 noted that Berwick home based families are waiting for the new teacher and family service worker to start and in the meantime, Faith Rierson is checking in with the families there. In the disabilities portion of her report, Rebecca noted that 12% of our center-based children, 12% of our combination option children and 4% of home-based children have IEP'S. There are currently 27 referrals out to the IU. Our Berwick center currently has 8 referrals for the Family Support Staff (FSS) program and Bloomsburg has 5 and Benton has 3 referrals and 1 is on the waiting list. 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:

None

Parent Group Report: Bloomsburg

Jessica Helwig, current parent, presented the Parent Group report for Bloomsburg. For the next meeting, the group discussed making bead animal keychains and they appropriated funds for that craft. The next meeting for this group will be on February 8th, 2022, at 9:30 am via zoom.

Closing:

Martin Parr thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, January 18th, 2021, via Zoom. Martin asked voting members to make a motion to adjourn this meeting. Danielle Howie made a motion to adjourn the meeting and it was seconded by Twilla Dowell. It was voted on and approved.



Martin L Parr (Dec 23, 2021 10:43 EST)

CCDP Head Start Chairman Signature & Date