

CCDP Head Start
POLICY COUNCIL MINUTES

Tuesday, June 15th , 2021

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard (CR) Erin Leach (CR) Catherine Marengo Kelly Carnevale
Renee Engo

Others Present:

Vanessa Troup Heather Wolf Lisa Brelsford Mary Millham Sarah Meyer Rebecca White
Martin Parr Audrey Ruiz

Absent:

* Rose Stolz *Cassie Weaver *Greg Niznek * Kerri Shaylor (CR) *Mary Broyan Catisha Pinnock

(*) denotes excused absence (CR)
Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on June 15th, 2021 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was not initially present. The meeting began as an informational meeting until a quorum was met present, then the voting began.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Chairperson Martin Parr gave everyone the chance to review the May 2021 minutes and asked if there were any changes to be made. There were no changes. A motion to accept the May minutes was made by Erin Leach and was seconded by Twilla Dowell. They were voted on and approved.

Treasurer's Reports:

Financial Cash & Credit Report

None to report. Report will be available for the August meeting.

Parent Fund:

The May Parent Fund report was included in the Financial Report for members to review. Martin Parr read the balances to date. A motion to approve the Parent Fund report was made by Kelly Carnevale and seconded by Twilla Dowell. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report. It was included in the packet. There were three resignations and one position change along with weekly hours. A motion to approve the Personnel Status updates was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twila Dowell reported that the Board passed the Community Assessment which will be coming to Policy Council for their approval.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report along with new Program Instructions (PI) that were attached from the Office of Head Start. Martin Parr briefly explained the two PI's to members. The first PI was a funding increase for Head Start which was implemented to assist programs dealing with the COVID 19 pandemic. Our program has received this funding and will be spent to hire a Floating Teacher, add hours to Behavior Support Staff working at the 5th street location, support staff and provide books to each Head Start child monthly. The second PI outlines the expectations for Head Start programs for the upcoming program term. With the expectations in place, our Head Start program will be at full enrollment for the school year beginning in September. Cassie's report along with the PI's was included in the packet.

Mental Health Manager:

Heather Wolfe submitted her report. Heather reports that we are looking to fill 2 Behavior Support Staff positions. Ruth Brewer will be continuing her work with us as our Mental Health Consultant for the new program term as our contract has been renewed. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report, she was absent for this meeting. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa reported that 95 out of 123 Family Partnership Agreements were met or partially met during this program term. Parent Groups will resume in October. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary reported that the partnership classroom at 5th street is fully enrolled and will continue until the end of August. There are still enrollment spots open in Bloomsburg and Berwick. Benton is a work in progress, we are reaching out to Millville families as well. Children who were waitlisted for the last program term have a chance to be enrolled for the new term. During the current program term, we have served 175 children to date. Her report was included in the packet.

Health/Nutrition Manager:

Sarah Meyer submitted her report. Meal counts were lower this month due to classrooms going virtual. First group of staff members have completed their CPR training at the May 21st training day. Sarah's report along with the screening numbers was included in the packet.

Education and Disabilities Manager:

Rebecca White submitted her report. The partnership classroom will be in until August. The virtual summer program will go from June 14th until August 6th. Rebecca reported that currently 35 children of our children have IEP's which is 23% of children we serve. We currently have 8 pending referrals for the IU. Her report was included in the packet.

Parent Group Report

There are no meetings in June.

OPEN DISCUSSION/QUESTIONS:

Members were informed that there were no revisions to the By Laws for Policy Council. It was set to be on the agenda for voting but not presented because there were no changes.

NEW BUSINESS:

2021 Community Assessment

Sarah Meyer noted a change on the 2021 Community Assessment in the Health section. There has been a 5% increase in obesity in children for the year. The Active April challenge was a step in the right direction to bring this number down within our program. The challenge is expected to take place again next year. Mary Millham reported on the needs of Head Start families and children. Opioid addiction and recovery in our area has been a concern in the past and there are a variety of resources to assist families that are struggling. Free2BMom, United in Recovery and the Columbia County Family Center are some of the programs that are available to families. A motion to approve the 2021 Community Assessment was made by Erin Leach and seconded by Twila Dowell. It was voted on and approved.

Policy Revisions

Policy 1.4; Personnel Policy Manual Acknowledgement and, Policy 2.3; Recruitment were both presented to members with changes. Vanessa Troup reported that Policy 1.4 was added for staff to acknowledge that they have read the Personnel Policy Manual which is available to them on Paylocity. Policy 2.3 was revised to reflect changes to clearances needed for staff. The policies were included in the packet for members to go over. A motion to approve the Personnel Policy Acknowledgement was made by Twilla Dowell and seconded by Erin Leach. A motion to approve the Recruitment Policy was made by Erin Leach and seconded by Twilla Dowell. Both Policies were voted on and approved.

CLOSING:

Chairperson, Martin Parr thanked members for attending the meeting.

Next PC Meeting:

The next Policy Council is scheduled for August 17th via Zoom at 10:15am.

Adjournment:

Chairperson, Martin Parr closed the meeting. A motion to adjourn the meeting at 10:57 am was made by Twilla Dowell and seconded by Erin Leach. it was voted on and approved.

Martin L Parr

CCDP Head Start Chairperson

Date

Signature:



[Martin L Parr \(Aug 16, 2021 13:44 EDT\)](#)

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