

CCDP Head Start

Policy Council Minutes

Date: Tuesday, March 15th, 2022

Location: Via Zoom

Voting Members Present:

Sarah Broyan (P) Twilla Dowell (CR) Frances Eddy (P) Elizabeth Hazzard (CR) Danielle Howie (P) Catherine Marengo (P) Kerri Shaylor (CR)

Others Present:

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

Absent:

*Jessica Helwig (P) *Erin Leach (CR) *Kari Temple (P) *Jenny Waters (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on March 15th, 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 February 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 February 2022 minutes as they were presented. A motion to accept the February minutes was made by Kerri Shaylor and was seconded by Sarah Broyan. The February 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 February 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 February 28th. 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 February Financial report with In Kind numbers as it was presented. A motion to accept the financial report was made by Twilla Dowell and seconded by Danielle Howie. Martin asked for voting members to make a motion to approve the February Charge Card / Credit Card report as it was presented. A motion to accept the report was made Sarah Broyan and seconded by Catherine Marengo. Both the Financial Report and the February 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. Cassie Weaver, Program Administrator, noted that these Parent Fund balances will have a zero balance at the end of March because it is the end of the 21-22 fiscal year. Lisa Brelsford noted that Bloomsburg has a plan to use the remaining balance before the end of the month. 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 Kerri Shaylor and seconded by Sarah Broyan. 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 Catherine Templeton would not be starting with us again. 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 Danielle Howie. 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 Board meeting. She notes that the budget and hardship payment passed. Twilla also noted that on August 14th, 2022 CCDP will be celebrating it's 50th year.

New Business

Self- Assessment

Cassie Weaver, Program Administrator submitted the annual Self-Assessment. Cassie thanked members for submitting their answers for this. Cassie highlighted that communication seems to be the strongest area of our agency right now. In these uncertain times, all staff members are working very hard to get information out to both parents and staff as quickly as possible and it is appreciated. An area of improvement that was mentioned was that parents want consistency; the rotating schedule of the center-based classrooms has put a strain on some of our parents and we are actively working on improving that for our upcoming program term. Overall, our program much like many others are trying to find the "new normal" amid these confusing and challenging times and we are grateful for our parents, staff, board, and policy council members for helping to see us through. Cassie Weaver asked members if they had any questions about the Self-Assessment, there were none. Martin Parr asked voting members to make a motion to accept the Self-Assessment. A motion was made by Sarah Broyan and seconded by Twilla Dowell. It was voted on and approved.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. Cassie noted the spotlight on success was from Sarah, Health and Nutrition Manager. Sarah noted that Brandon, Nutrition Aide in Berwick doesn't hesitate to problem solve on his own and take charge of challenging situations. Cassie informed members that Asondra Acor, CCDP Bookkeeper, has been hired as the new Fiscal Manager. 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). Cassie's report included and Informational Memorandum (IM) that was centered around COVID and transportation of children, our program does not currently transport children, so it doesn't apply to our agency specifically, but it was shared with the group for their review. 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 we have one Behavior Support Staff (BSS) position to fill in Berwick. Positive Behavioral Supports & Interventions (PBIS) Module one & two have been scheduled to take place on April 8th & April 14th for new staff hired after September 2021. A variety of social emotional books, games and other resources have been purchased for the BSS to use in the classrooms with the children. The materials were purchased with money received through the Community Giving Foundation. Because of staff turnover, the funds were able to be used to purchase these resources. Heather asked attendees if they had any questions, there were none. Heather's report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Rose notes that parent conferences numbers have gone up. Transition meetings have been set up. Included in Rose's report were the fall & winter outcomes reports, you can see children are excelling in all areas. 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. There was one parent in Bloom and one in Benton. Berwick's parent group are hoping to have their next meeting outdoors. Packets for the Active April challenge will go out on April 18th. 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 195 out of the 203 slots we have. We have used 14 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. Average daily attendance percentage for February was down to 58.91%. Numbers were down for the month of February due to both children and staff being ill or being unable to log onto the zoom meetings for the remote weeks. Faith reports that Family Service Workers are contacting families to check in about completing packets and/or technology needs. Faith reports that we are actively recruiting children for the current program term, and we are now taking in applications for the 2022-2023 program term as well. 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 noted that COVID guidelines have been updated. The Child Health Record has been revised so that it's easier to use, this took work from Health staff as well as management staff. Dental lessons were given in February to each classroom which paired well with February being Dental Month. We are Finalizing an agreement with Geisinger for laboratory screenings: on-site lead, hemoglobin, and hematocrit screenings can be performed with parent permission. Sarah's report along 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, Rebecca informed members that the HSSAP classroom at 5th has completed their parent teacher conferences. Benton transition meetings have been scheduled for May 23rd and they will be in person. In the disabilities portion of her report, Rebecca noted that 13% of our center-based children, 13% of our combination option children and 4% of home-based children have an IEP. There are currently 26 referrals out to the IU, and our Family Support Staff (FSS) currently has 6 referrals. 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. There was some discussion on how we can get more Berwick parents to attend the Parent Groups. There has been some technology issues and the timing of the meetings don't seem to work very well with our working parents being that the meetings take place during the day. It was recommended that the parents who are involved in the groups spread the word about the benefits of attending. There were no more questions or discussions at that time.

Parent Group Report: Bloomsburg

Frances Eddy, Bloomsburg parent, spoke on behalf of the Bloomsburg Parent Group. She mentioned that summer baskets will be handed out in April and a flowerpot activity was done. At the next meeting, there are plans to talk about summer safety. No questions.

Closing:

Martin Parr thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, April 19th, 2022 @ 10:15am, via Zoom. Martin asked voting members to make a motion to adjourn this meeting. Catherine Marengo made a motion to adjourn the meeting and it was seconded by Sarah Broyan. It was voted on and approved.

CCDP Head Start Chairman Signature & Date



Martin L Parr (Mar 28, 2022 12:57 EDT)