

CCDP Head Start
POLICY COUNCIL MINUTES
Tuesday, November 17th, 2020

Voting Members Present:

Twilla Dowell (CR) Emily Nestel (CR) Kerri Shaylor (CR) Kelly Carnevale Catisha Pinnock
Greg Niznek

Others Present:

Becky Aardweg Cassie Weaver Heather Wolfe Lisa Brelsford Vanessa Troup Martin Parr
Audrey Ruiz Mary Millham Rebecca White Rose Stolz

Absent:

*Erin Leach (CR) Mary Broyan Catherine Marengo Renee Engo

(*) denotes excused absence
(CR) - Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on November 17th, 2020 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was present.

REPORTS FROM POLICY COUNCIL OFFICERS:

Approval of the Minutes:

Chairperson Martin Parr gave everyone the chance to review the October 2020 minutes and asked if there were any corrections to be made. No changes were needed. A motion to accept the October minutes was made by Twilla Dowell and was seconded by Kelly Carnevale. They were voted on and approved.

Treasurer's Report:

The cash and credit reports were submitted for review. Kelly Carnevale read the in-kind amounts and balances as of October 31st. A motion to approve the cash and credit report was made by Greg Niznek and Emily Nestel. It was voted on and approved.

Parent Fund:

The parent fund report was submitted for members to review. Kelly Carnevale, Treasurer, read the balances to date. Items have been purchased for upcoming parent group meetings. The report was included in the packet. A motion to approve the Parent Fund report was made by Greg Niznek and seconded by Emily Nestel. It was voted on and approved.

COMMITTEE REPORTS:

Personnel

Vanessa Troup submitted her Personnel Status Update report. There was one promotion, two new hires, and one resignation. Vanessa explained to members that the blank boxes under "Date of Change" were blank because the individuals never started. A motion to approve the Personnel Status Update was made by Kelly Carnevale and seconded by Twilla Dowell. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

Twillia Dowell reported that the Board approved the Policy Council By-Laws and Becky Aardweg will be retiring on December 18th.

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her reports. Cassie shared the Spotlight on Success which was from Mary Millham. Family Service Workers are doing all they can during these challenging times. They have made referrals to local agencies for services. The backpack program sponsored by AGAPE is one of the agencies where referrals have gone out. AGAPE provides families with a bag of nutritious food items to take home every week. Cassie Weaver reported that Becky Aardweg was honored as the Oral Health Champion in October by the Head Start Healthy Smiles Taskforce. Cassie's report included an Information Memorandum about grant consolidation which did not pertain to our program, but Cassie did explain that to members. Cassie's report was included in the packet.

Mental Health Manager:

Heather Wolfe submitted her report. Heather reported that families will be receiving the Mental Health Observation reports within the next week or two. Heather noted that there will not be any in-person safe crisis skills trainings until after March 2021. There is still an open position for a BSS in Berwick and interviews begin on Wednesday. Heather also mentioned that the Health Advisory Services Committee will be having their meeting via Zoom on December 10th and invitations will be going out to members who signed up soon. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. Rose introduced herself to members during this meeting as she was absent for the last meeting. Rose reported that the first GOLD of the year is due Friday and parent teacher conferences will be scheduled. Conferences will take place virtually or over the phone. Both Town Park Village and 5th Street centers have been accredited by NAEYC and are good for the next 5 years. Melissa Baker, Teacher Assistant, has completed her CDA. Rose and Rebecca will be decorating a tree for TreeFest this year. report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa reported that Parent Groups via Zoom are going well. Parent Groups from each center have decided what activities they will do for each of their upcoming meetings. Each center will now have outdoor bulletin boards. Lisa noted that Benton already has theirs installed, Town Park Village's was delivered, Berwick and 5th Street have been ordered. Celebrations of Learning are being held via Zoom. They take place at the end of each study and teachers have been sending home materials for children and parents to work on during the Zoom chats. Her report was included in the packet.

Family Services Manager:

Mary Millham submitted her report. Mary introduced herself to members as she was absent for our last meeting. Mary reports that are fully enrolled at Head Start and still recruiting. Attendance is being tracked many ways, through Zoom chats for virtual children and for those who don't have access, and the completion of Ready Rosie projects. Her report was included in the packet.

Health/Nutrition Manager:

Becky Aardweg submitted her report. Meal tracking is going well and virtual children are still receiving food vouchers in Benton and Berwick. Her report was included in the packet.

Education and Disabilities Manager:

Rebecca White submitted her report. Rebecca introduced herself to members as she was absent for our last meeting. Rebecca reported that 16.5% of children have IEP's and there are 14 referrals that are pending for the IU. The Family Support Staff, Demarr, has been doing well helping to support families. There are currently 6 families in Berwick and 5 children in Bloomsburg that are receiving support. Her report was included in the packet.

PARENT GROUP REPORT BLOOMSBURG

Kelly Carnevale went over the Bloomsburg Parent Group meeting where they went over ideas for the next activity where they will make mason jar decorations. The Parent Group reports to Policy Council for each center were included in the packet.

OPEN DISCUSSION/QUESTIONS:

None

NEW BUSINESS:

BUDGET AND REFUNDING APPLICATION

Cassie Weaver discussed the Budget and Refunding Application to members. She noted that there were no major changes this year except adding in the program goals which were included in the application. Three program goals were added with general and specific measurable objectives to reach those goals. The application along with goals and objectives was included in the packet for members to review. A motion to accept the application was made by Greg Niznek and seconded by Twilla Dowell. It was voted on and approved.

Audit

The annual audit report was submitted, and members had a chance to review the findings. A motion to accept the audit was made by Kelly Carnevale and seconded by Emily Nestel. It was voted on and approved.

Nomination of Secretary

Members were asked if they would want to nominate themselves or someone else for the position of Secretary. No members were selected.

Nomination of Policy Council Liaison

Members were asked if they would want to nominate themselves or someone else for the position of Liaison to the Board. No members were selected.

Eligibility Requirements Training

Mary Millham explained the eligibility requirements to members. It is mandatory that Policy Council members of Head Start receive this training on an annual basis. Mary went over the three income eligibility categories Head Start uses to determine who is income eligible. Mary went on to explain age eligibility and the weight system that is used during the selection and enrollment process. Although birth certificates are not a required document for Head Start, families who do not have a child's birth certificate can get assistance from Family Service Workers to obtain them before the child starts kindergarten. Mary's full eligibility training was included in the packet. No vote was needed.

CLOSING:

Next PC Meeting:

The next Policy Council is scheduled for December 15th via Zoom.

Adjournment:

Chairperson Martin Parr closed the meeting at 11:18 am. A motion to adjourn the meeting was made by Greg Niznek and seconded by Kelly Carnevale. It was voted on and approved.

Martin L. Parr

Policy Council Signature

Date