

CCDP Head Start

Policy Council Minutes

Date: Tuesday, October 19th, 2021

Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Kari Temple (P) Erin Leach (CR) Kerri Shaylor (CR) Jenny Waters (P)

Others Present:

Mary Millham Martin Parr Audrey Ruiz Dorothy Starr Rose Stolz Vanessa Troup Rebecca White Heather Wolfe

Absent:

* Lisa Brelsford Annmarie Mack Broyan (P) Sarah Broyan (P) * Elizabeth Hazzard (CR) Catherine Marengo (P)

*Sarah Meyer Jessica Helwig (P) *Danielle Howie (P) Dylan Shultz (P) * Chantelle Waller (P) * Cassie Weaver

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on October 19th, 2021, via Zoom. Chairperson, Martin Parr called the meeting to order at 10:15am. A quorum was present. Martin welcomed new members to our meeting and gave a brief overview of what Policy Council means to our program, all that were present were given a chance to introduce themselves.

Approval of Minutes:

Chairperson Martin Parr gave everyone the chance to review the September 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 September 2021 minutes as they were presented. A motion to accept the September minutes was made by Erin Leach and was seconded by Twilla Dowell. The September 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 September 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 September 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 September Financial report as they were presented. A motion to accept the report was made by Twilla Dowell and seconded by Erin Leach. Martin asked for voting members to make a motion to approve the Charge Card / Credit Card reports as they were presented. A motion to accept the report was made by Erin Leach and seconded by Kerri Shaylor. Both the Financial Report and the September Charge Card / Credit card reports were voted on and approved.

Parent Fund

The September 2021 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 Erin Leach and seconded by Twilla Dowell. The September 2021 Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Vanessa Troup, Human Resources Coordinator, submitted the Personnel Update report to date. 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 Kerri Shaylor. 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 October Board meeting. She notes that the Board approved Hardship payments for staff and Policy revisions for Policy 3.10 was approved.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. Although Cassie was absent for this meeting, Martin Parr highlighted the Information Memorandum (IM) that was included with Cassie's report. The IM was focused on staff wellness in Head Start during these very uncertain times. Martin 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. Mental Health Observations/Consultations have been scheduled in classrooms between October 26th and November 10th. The Mental Health Consultant will review the Ages & Stages- Social Emotional (SE's) and will complete consultations on an as needed basis. If the observations or the consultation is completed, the family will receive a copy of the report completed by the consultant. These observations/ consultations are completed with parent permission only and the recommendations by the consultant can be for the teachers or the families. Currently, there are no Therapeutic Support Staff (TSS) needed for any of our children and there are no referrals for them at this time. Head Start currently has two open positions for Behavior Support Staff (BSS) at the Berwick Center. 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 Ages & Stages have been completed and that GOLD will be completed by Friday, October 22nd, 2021. Parent Teacher conferences will be schedule after GOLD is complete. Rose announced that Head Start is still in the hiring process for teachers, assistants, and substitutes. Rose asked members if they 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. Lisa was not present for this meeting, but her report was included in the packet. Martin Parr highlighted that the Benton Parent Group meeting had 2 parents attend, Berwick had 3 parents, and Bloomsburg had 9 parents who met at the park. The Mandated reporter training will be taking place on October 28th. Martin asked members if they had any questions about Lisa's report, there were none.

Family Services Report:

Mary Millham, CCDP Head Start Family Service Manager, submitted her report. Mary reports that we are fully enrolled. We have used 8 out of 20 over income slots for this program term and 15 out of 71 slots for families who are 101%-130% over the poverty level. Attendance numbers were down for the month of September due to both children and staff being ill. 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.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the Education portion, Rebecca noted that ASQ-3's in Benton have been completed and the Home Based and HSSAP classrooms are almost complete. In the disabilities portion of her report, Rebecca noted that 11% of our center-based children, 12% of our combination option children and 1% of home-based children have IEP'S. There are currently 15 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. Out of all the referrals, 5 of those participants are in their second year at Head Start. 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

Kari Temple, current parent, presented the Parent Group report for Bloomsburg. At their first meeting of the 2021-2022 program term, parents approved Frances and Rachel as their Parent Group Co-Charis. Parents got an overview of what Policy Council is and its function here at Head Start. Kari was approved as Bloomsburg's Parent Group's Policy Council Representative. Kari will now be able to share select information from our Policy Council meetings to Parent Group. Parents had a chance to go over their centers Parent Group budget for the year and discuss ways to use it. The group decided to make bird houses and pinecone feeders. Their next meeting is scheduled for November 9th at 9am.

New Business

Confidentiality & Code of Ethics Overview

Martin Parr gave members a brief overview of our parent Confidentiality & Code of Ethics Policies. Members have already reviewed and signed these documents prior to this meeting but with this overview they were able to get examples of what is confidential and what can be shared outside of these meetings. There was no vote necessary for these items and members were asked if they had any questions, there were none.

By Laws Training

Martin Parr gave members an overview of what is written in our By Laws. Members would receive the copy of the By Laws in their Policy Council Binders for this program term. There was no vote necessary for the By Laws. Members were asked if there were any questions about the By Laws, there were none.

In Kind Overview

Included in the packet was a flyer with an in-kind explanation. Audrey Ruiz, Managers Assistant explained to members the different ways that in-kind is counted for our program and pointed out that any members who have signed up for any of our committees and attend those meetings will be eligible for in-kind dollars to our program. There was no vote necessary for the in-kind overview. Members were asked if they had any questions about the in-kind, there were none.

Budget Training

Dorothy Starr, Columbia Child Development Program's (CCDP) Fiscal Manager submitted her Fiscal Training Summary Report. Dorothy briefly explained what the Fiscal Department's role is here and who are the staff that make up this department. Dorothy's report included CCDP's funding programs and budgets explanations. Dorothy let members know that the most recent project taken up by the fiscal department is a retirement plan for staff members. The Department is also reviewing the health insurance information for staff. There was no vote necessary for the budget training. Dorothy asked if any members had any questions about the budget training, there were none.

In following with the order of the October Agenda, the Policy Council packet included Officer descriptions. Members were asked if they wanted to make any nominations. Martin Parr nominated himself for Chairperson and Erin Leach nominated herself for Vice Chairperson. Due to the length of the meeting and outside commitments, some Policy Council members had to leave early. As the group was unsure if a quorum was in place, no more items were voted on. These items will be tabled to vote on at the November meeting.

Closing:

Martin Parr thanked members for their attendance and continuous support during these uncertain times and announced that our next meeting would be taking place on Tuesday, November 16th, 2021, via Zoom. Martin asked voting members to make a motion to adjourn this meeting. Erin Leach made a motion to adjourn the meeting and it was seconded by Twilla Dowell. It was voted on and approved.



Martin L Parr (Oct 28, 2021 11:23 EDT)

CCDP Head Start Chairman Signature & Date