

CCDP Head Start

Policy Council Minutes

Date: Tuesday, August 16th, 2022

Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Kerri Shaylor (CR)

Others Present:

Lisa Brelsford Sarah Meyer Morgana Miller Martin Parr Audrey Ruiz Rose Stolz Tania Raja Cassie Weaver
Rebecca White

Absent:

*Elizabeth Hazzard (CR) Jessica Helwig (P) *Danielle Howie (P) Catherine Marengo (P) * Faith Rierson *Kari Temple (P)
*Heather Wolfe

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on August 16th, 2022, via Zoom. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was not present, and this meeting was informational. Voting and approval of items that were included in this packet took place via email.

Approval of Minutes:

Chairperson Martin Parr gave everyone the chance to review the May 2022 minutes and asked if anyone wanted to make any changes. Members reviewed the minutes and there were no changes to be made.

Reports from Policy Council Officers

Treasurer's Reports:

Financial & Charge Card/Credit Card

The Financial Report & Charge Card/Credit Card report for the months of May, June & July were included in this packet. As part of the financial report, In-Kind balances were included. Chairperson Martin Parr read the In-Kind balances as of July 31st. Martin asked if any attendees had questions about the report and there were none.

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. Martin Parr, Chairperson asked attendees if they had any questions about the report and there were none.

Committee Reports:

Personnel Update

Tania Raja, Human Resources Coordinator, submitted the Personnel Update report to date. She asked members if they had any questions, there were none.

Family & Community Partnership

Lisa Brelsford, Family Engagement Manager, gave members an overview of family activities for the upcoming program term. Lisa also shared her Family Engagement Plan which was approved the Family & Community Partnership meeting. Lisa asked members if they had any questions. There were none.

Eligibility Criteria

The new eligibility criteria were voted on previously through email vote. Lisa Brelsford explained the change in the criteria to members once again. The change in the criteria came after the Office of Head Start stated that families who receive public assistance will be categorically eligible for Head Start.

Curriculum & Resource

The Cultural Recognition was updated by the committee. Rose Stolz, Education Manager, informed members that the updated policy includes plans on how to allow families of different cultures feel more included in the curriculum. Rebecca White, Disabilities & Education Manager, noted that other changes to help make the policy clearer were made.

Health Services Advisory

Sarah Meyer, Health and Nutrition Manager, shared information about the Risk Management binders in each classroom. There were edits made to the documents including, medicine administration, correcting the county our program serves and there were some changes to the language. The changes that were made were approved by the Health Services Advisory Committee. Sarah Meyer asked members if they had any questions, there were none.

CCDP Board Report

The Board has approved the following items: Eligibility criteria, walkie talkie purchases for each center, one time staff payment, several policy revisions, and the Cultural Recognition policy. There were no questions.

New Business

Family Engagement Plan

Lisa Brelsford gave members an overview of the plan when she gave her report for the Family & Community Partnership Committee. Lisa asked if members had any questions, there were none. The plan was included in the packet.

Policy Revisions:

Four policy revisions were included in the packet. Policy 3.7-Clearances was included, and the revision was an addition to the clearances that staff must obtain, the new clearance is the National Sex Offender Registry Verification. This clearance was only for Child Care staff but now the clearance is mandatory by the entire CCDP agency. Policy 5.3 was revised in many ways; the title has been changed and the language in the policy was edited to make it more clear for staff to understand. Policy 5.4- Sick Leave was revised to allow staff who would normally not earn sick time or who earned less than what their normal scheduled shift hours would be monthly to accumulate sick time to use. The policy was revised so that staff could use sick hours and not have to resort to having to take unpaid time off. Policy 5.7- Personal Leave was revised to allow staff to accumulate personal time off hours differently than before. There were no questions about the policy changes.

21-22 Update to The Community Assessment

Cassie Weaver gave a brief explanation of the changes to the Community Assessment. Most of the information included was based on how our agency was operating last school year. CCDP has been working to decrease childhood obesity for years. Many activities aim to do this, including the Active April challenge created by -Sarah Meyer and Lisa Brelsford According to this assessment, our program has seen a decrease to the obesity numbers. There were no questions.

By-Laws Revisions

Changes made to the by-laws were mostly title changes. The title of Administrator has been changed to Executive Director and the Manager's Assistant was changed to Office Manager & Program Assistant. The other change that was made was to omit the Standards of Conduct and changes made to the Code of Ethics. There were no questions.

One Time Staff Payment

Cassie Weaver, CCDP Executive Director, informed members that an Informational Memorandum (IM) was issued by the Office of Head Start (OHS) that urged Head Start programs to use any ARPA funding to give staff a bonus. The proposal was approved by the Board. There were no questions about the payment.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Executive Director, submitted her reports for the months of June, July, and August. Cassie noted that Nakisha, Bookkeeper, and Morgana, Assistant Director, have both started in their new positions and are adjusting well. Cassie reported that on the Focus Area Review from May, she received official notification over the summer that there were no findings. CCDP's HSSAP 5-year application has been granted and the program will receive that increase in funds. CCDP has received funding from the Columbia Montour United Way for Child Care and received funding from the Community Giving Foundation for PBIS for children and families. Cassie asked if members had questions, there were none. Cassie's reports were included in the packet.

Mental Health Report:

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her reports for the months of June and August. She was not present for this meeting. Heather's report included notes that the Community Giving Foundation approved the grant request for the new program term. This grant will fund two Behavior Support Staff members (BSS), Family Support Staff services (FSS), Positive Solutions for Families (PSF) classes for the Berwick and Benton centers. Her report also notes that the CMSU grant was also approved, and that funding will continue to provide BSS in the classrooms and FSS services to Bloomsburg families. Heather's report also included BBS grant report summaries. Lastly, Her report states that Grace Penman will continue to provide staff with a one-time mental health consultation free of charge to the staff member, any billing will be paid for by the agency. There were no questions. Heather's reports were included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her reports for the months of June and August. Rose notes that transition records were being prepared and sent to school districts and that Memorandum's of Understanding to schools which gives them an outline of how we can work together inter-agency. NAEYC visit will happen between June and December of this year, we will get a 15-day window. Rose's report included the outcomes reports for the fall, winter, and spring for the 21-22 program term. The outcomes show that fine motor skills numbers have risen mostly due to the packets that were being sent out to families when we were operating on the emergency school schedule. Home visits for the 22-23 program term will occur between August 29th and September 6th and the first day for children to start is September 7th. Town Park Village playground tiles will be set in the playground in August to help close the gaps in the tiles now, this is being done to help prevent any falls in the area. Rose asked members if they had any questions about her reports, there were none. Her reports were included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her reports for the months of June and August. Lisa reports that parent group meetings will begin again in October. Lisa notes that the Family Strength and Outcomes Assessments will be used to help determine strengths and help to identify areas of need for families. Lisa's report for June included meeting dates for May and June. Lisa's August report included the results of the Family Strength and Outcomes Assessment. Policy Council training for parents will be taking place on October 14th at St Luke's Church from 9-11 am. Lisa's report also included Preservice and orientation information as well as upcoming meetings and activities. Lisa asked members if they had any questions, there were none. Her reports were included in the packet.

Family Services Report:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her reports for the months of June and August. She was not present for this meeting. For the month of June, her report included enrollment information, attendance information as well as, upcoming meetings and activities. For the month of August, Faith reports that the partnership classroom was enrolled with 17 children with one drop on 7/25. ten children competed the 8-week summer program which ended on 8/5. Faith's report included activity dates and recruitment information. Her reports were included in the packet.

Health & Nutrition Report:

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her reports for the months of June and August. Sarah's June report included meal counts and injury report information. Her report included information on upcoming meetings and screening information. Sarah notes that dentals continue to be difficult, this is a problem that is affecting the entire area

and several families. Health staff are working hard to try and get families to get appointments. Sarah's August report included meal counts for July for the partnership classroom. Meeting information was included in the August report as well as upcoming meeting information. Sarah notes that walkie talkies are being purchased for the centers as a security measure in case of lockdown or any other emergencies that may occur. Meal contracts for the Benton and Berwick locations are being renewed. Sarah asked members if they had any questions about her reports, there were none. Her reports were included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her reports for the months of June and August. For the month of June, 31 children or 16% total children throughout our Head Start program had an IEP. 6 children had pending referrals for the IU. 10 children were enrolled into the summer program and FSS services were continued through the end of June. For her August report, Rebecca notes that the Benton center will be getting new cabinets installed. We will have 11 returning children with IEP's and 9 incoming children with IEP's. There are 5 referrals for the IU and the FSS program for all centers will resume on September 26th and run through May 26th. Rebecca reports that the 10 children who attended the summer program received new backpacks with school supplies for the new school year. Rebecca also reports the Early Childhood Conference will be taking place in May of 2023. Rebecca asked members if they had any questions, there were none. Her reports were included in the packet.

Open Discussion & Answer Period:

None

Parent Group Report:

None to report

Closing:

All items up for approval in this meeting were sent to Policy Council members to approve via email. A majority of Policy Council members responded approving all the items and all are considered approved as of August 19th, 2022. Martin Parr thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, September 20th, 2022 @ 10:15am, via Zoom. The meeting was adjourned.

CCDP Head Start Chairman Signature & Date



Martin Parr (Sep 2, 2022 09:47 EDT)