

# CCDP Head Start

## Policy Council Minutes

Date: Tuesday, September 20<sup>th</sup>, 2022

Location: Via Zoom

### Voting Members Present:

Twilla Dowell (CR) Kerri Shaylor (CR)

### Others Present:

Lisa Brelsford Sarah Meyer Faith Rierson Rose Stolz Tania Raja Cassie Weaver Rebecca White Heather Wolfe

### Absent:

Frances Eddy (P) Danielle Howie (P) \*Elizabeth Hazzard (CR) Jessica Helwig (P) Catherine Marengo (P) Martin Parr \*  
Audrey Ruiz

CR = Community Representative
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P = Parent
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* = Excused Absence
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### Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held September 20<sup>th</sup>, 2022, via Zoom. The meeting was called to order at 10:25am, a quorum was not present. Cassie Weaver, Executive Director, informed members that this meeting was informational.

### Approval of Minutes:

The Minutes from the August meeting were included in the packet. No voting occurred.

## 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 August was included in this packet. As part of the financial report, In-Kind balances were also included. Members reviewed the reports and no voting occurred.

#### Parent Fund

The Parent Fund report was shared with members. All balances in this report were to date. No voting occurred.

### Committee Reports:

#### Personnel Update

Tania Raja, Human Resources Coordinator, submitted the Personnel Update report to date. The report was included in the packet and no voting occurred.

#### CCDP Board Report

Twilla Dowell shared notes from the Board meeting. Revisions were presented for the CCDP Bylaws and would be voted on next month. Items from the Risk Management Binder were approved. Also, the board voted to continue sending out birthday gift cards to staff.

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## New Business

### Ratify August Meeting items

Items were voted on via email and could not be ratified at this meeting.

### 22-23 Policy Council Calendar

The calendar was included in the packet and could not be voted on.

## **21-22 PIR**

The PIR was included in the packet and could not be voted on.

### **Admin & Staff Reports:**

#### **Administrator Report:**

Cassie Weaver, CCDP Executive Director, submitted her report. Cassie's report included information on the 50<sup>th</sup> anniversary celebration that was held on August 14<sup>th</sup>, she reports that it was a success. Cassie's report included an IM which includes guidance on how ARPA funding should be used. Most Head Start staff returned in August for Pre-service and initial home visits commenced and start date for children is was September 7<sup>th</sup>. Cassie's report along with the IM was included in the packet.

#### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report. Social Emotional (ASQ-SE) screenings are currently being completed on every child in the program. Families complete the screen based on what their experience is with their child in the home. Teachers will complete the screens based on what they observe in the classroom. Our program will work closely with families to meet any individual child's needs that are identified through this screening process. Safe Crisis Management (SCM) Re-Certification trainings are being provided to all of our staff on September 19, 2022, and September 23, 2022. Initial SCM trainings will be provided for all new staff on November 7, 2022, and January 31, 2023. A two-day Positive Behavioral Interventions & Supports (PBIS) training was held for all new staff on September 2, 2022, and on September 6, 2022. Heather's report was included in the packet.

#### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Rose's report included initial home visit numbers, the last of the home visits are due by 9/30/22. NAEYC Validation Visit will occur sometime between June 10 and December 10<sup>th</sup> for 5<sup>th</sup> Street and TPV. We have been assigned a Validator who will set up a 15-day window. TPV playground tiles were repaired, and tripping hazard has been corrected. Rose's report was included in the packet.

#### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report. Lisa's report included Parent Group dates. Benton 10/10 @1:30, Bloom 10/11 @ 9:30am and Berwick 10/12 @ 9:30. The Fall Positive Solutions for Families sessions will be held on Thursdays from 11/3-12/15. The sessions will be returning to in person and are being held at the Community Giving Foundation in Berwick. Childcare will be provided for each session. Policy Council training for new members will be held on Friday, October 14<sup>th</sup> from 9 – 11 AM at St. Luke's Church in Bloomsburg. A Mandated Reporter training for interested parents, potential substitutes, new staff, and Board Members is being held on Wednesday, November 2<sup>nd</sup> from 9 AM – 12 PM at St. Luke's Church in Bloomsburg. Parents from all centers will be invited to attend. Substitute Trainings for parents will be offered through pre-recorded videos as interest arises. Several substitute folders have gone out to interested parents. Lisa's report was included in the packet.

#### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Faith's reports shows that enrollment is at 199. 177 are categorically eligible, 16 out of 71 101%-130% and 6 out of 20 Over Income slots. Faith's report states that Family Service workers are working hard to complete applications for enrollment. Her report was included in the packet.

#### **Health & Nutrition Report:**

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah's report did not include any meals or injuries. Sarah included some of the safety trainings presented during pre-service. The trainings included Fire safety, intruder safety, Civil Rights, CACFP and CPR/First Aid. Sarah's report was included in the packet.

#### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 5% of our center-based children, 15% of our combination option children and 0% of home-based children have an IEP. There are currently 13 referrals out to the IU, and our Family Support Staff (FSS) 6 referrals. c Rebecca's report was included in the packet.

**Open Discussion & Answer Period:**

None

**Parent Group Report:**

None

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**Closing:**

The meeting was adjourned. No voting occurred. The next meeting will be taking place on Tuesday, October 18<sup>th</sup>, 2022 @ St. Luke's Church in Bloomsburg at 10:15am.

CCDP Head Start Chairman Signature & Date



Martin Parr (Sep 29, 2022 14:46 EDT)