

CCDP Head Start

Policy Council Minutes

Date: Tuesday, September 21st, 2021

Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard(CR) Erin Leach (CR) Kerri Shaylor (CR)

Others Present:

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

Absent:

*Kelly Carnevale *Renee Engo *Greg Niznek Catisha Pinnock

* Denotes an excused absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on August 17th, 2021, 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 August 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 August 2021 minutes as they were presented. A motion to accept the August minutes was made by Erin Leach and was seconded by Kerri Shaylor. The August 2021 minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Cash & Credit

The Cash & Credit reports for the month of August were included in this packet. As part of this report, In-Kind balances are included. Chairperson Martin Parr read the In-Kind balances as of August 31st, 2021. 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 August 2021 Cash & Credit reports as they were presented. A motion to accept the August Cash & Credit report was made by Erin Leach and seconded by Kerri Shaylor. The August Cash & Credit reports were voted on and approved.

Parent Fund

The August 2021 Parent Fund report was included in the packet. Balances were read by Chairperson Martin Parr. 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 August 2021 Parent Fund report as it was presented. A motion to accept the August Parent Fund was made by Erin Leach and seconded by Elizabeth Hazzard. The August Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Vanessa Troup, Human Resources Coordinator, submitted the Personnel Update report to date. There were two resignations and one status change to higher level of education. 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 September Board meeting. She noted that the 2020-2021 PIR report and CCDP Audit were approved by Board members. Policies 3.4 & 7.1 were also approved. These items are being brought to Policy Council today for the approval from members.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. Cassie's Spotlight on Success was from Rebecca White who reported that the Virtual Summer Program that was offered to children who were transitioning to Kindergarten in the Fall was a success. Children were able to attend 3 virtual lessons with the teacher, one in person home visit, and one socialization day at the park each week. They also participated in a build your backpack program. Children were provided with supplies to use during their Zoom session with the teacher. Each week, children were also provided with school supplies which helped them to be prepared for kindergarten in the fall. The other spotlight on Success was from Debbie Jones who reported that the HSSAP classroom at 5th Street had a child that was not speaking very much and would point at what was wanted. The child has made much progress in speech and is able to communicate with one-word answers. Staff in the classroom are going to continue to work with the child in hope of expanding this child's vocabulary. Cassie reported that there has been a considerable amount of hiring over the summer in both Child Care and Head Start. Included in Cassie's Administrative report was an Information Memorandum (IM) sent by the Office of Head Start. Cassie explained that this IM was sent out to note a change in terminology. CCDP will now be called a "Recipient" and not a "Grantee" as in previous years. Cassie asked attendees if they had any questions about her 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. Teachers in the classrooms are still getting to know the children in their classrooms and they have begun the Ages & Stages Questionnaire (ASQ) Social Emotional screening which are due in October. Some of this screening is done by the parent based on experiences at home and the teachers complete their portion based on the experiences in the classroom. There continues to be 1 position open for a Behavior Support Staff (BSS). Safe Crisis Management (SCM) training was provided to current staff on August 27th, 2021, and the training for new staff will take place on November 30th, 2021. A two-day Positive Behavioral Interventions and Supports (PBIS) module training was scheduled for staff. The first meeting was on September 3rd and the second one will take place on September 29th, 2021. This year's focus in the PBIS All Staff meetings will focus on the relationships between classroom teams, children, and families. They will also focus on the importance of self-care. 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. Initial home visit paperwork is steadily coming in and all paperwork is due by September 30th. There have been some classroom closures due to COVID and there have been some staffing issues. The Berwick HSSAP classroom has been doing virtual individual and group Zoom sessions. Families have received packets so that children can do activities while not in person. CCDP Head Start will have a display at The Bloomsburg Fair this year in the Education building. The title of the display will be "Columbia Child Development Program from Farm to Table." 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 reported that Parent Group meetings have been scheduled for October. Bloomsburg and Benton will be holding their Parent Groups in person at an outdoor location and Berwick will be done via Zoom. A flyer to Bloomsburg and Benton families was sent out to inform them of the Bloomsburg Salvation Army Holiday Sign Ups. On October 28th, 2021 from 9am-12pm a Mandated Reporter training will be taking place for interested parents, substitutes, new staff, and Board Members. That training will be taking place virtually. Lisa asked members if they had any questions and there were none. Lisa's report was included in the packet.

Family Services Report:

Mary Millham, CCDP Head Start Family Service Manager, submitted her report. Mary reports that enrollment numbers are looking good. We currently have 2 openings at the Benton center. Mary noted that the Family Service Workers are working very hard at recruitment and continuing to do applications with families who are income eligible. We want to continue to get applications in and completed so they can be placed on a waiting list in case a family moves out of the area, or a child must be dropped from the program. Mary reminded members to continue to share information about our program around the area and thanked those who are already doing that by having yard signs put in their own yards and giving people our program information. 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 initial home visits in Benton have been completed and center days have begun. In the Home-Based program, initial home visits have been completed and socialization days are being scheduled. Families are happy with the book program where each child in our program will receive one book per month for the next two years. In the disabilities portion of her report, Rebecca noted that 9% of our center-based children, 8% of our combination option children and .5% of home-based children have IEP'S. There are currently 5 referrals out to the IU. Our Berwick center currently has 3 referrals for the Family Support Staff (FSS) program and Bloomsburg has 1 referral. 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:

No meetings in August

New Business

Audit:

Cassie Weaver submitted the annual Audit summary letter. There were no difficulties in completing the Audit. All paperwork was submitted on time and accurately. Members were asked if they had any questions concerning the audit letter and there were none. A motion to approve the Audit as it was presented was made by Twilla Dowell and seconded by Erin Leach. The Audit was voted on and approved.

Policy Council Schedule:

The 2021-2022 Policy Council schedule was submitted for members to review. Our Policy Council meetings will continue to take place via Zoom until further notice. We can re-visit the schedule in the future to see if we can have any in person meetings. Martin Parr asked if members had any questions about the schedule and there were none. A motion to approve the Policy Council schedule was made by Kerri Shaylor and seconded by Elizabeth Hazzard. It was voted and approved.

Policy Revisions:

Rebecca White submitted policy revisions for Policies 3.4 Probationary Period & 7.3 Travel Allowance for members to review. The changes made to these policies were mostly language revisions for clarity. Members had a chance to review the policy changes. Rebecca White asked members if they had any questions about the revisions and there were none. A

motion to accept both policies as they were presented was made by Twilla Dowell and seconded by Kerri Shaylor. They were voted on and approved.

PIR

The 2020-2021 PIR (Program Information Report) was submitted. Cassie Weaver gave members a summary of the information that was included. The PIR is done annually, except for the 2019-2020 school year when the Office of Head Start did not require programs to submit it. The PIR stands as a sort of report card for our Head Start program. Some examples of what the report includes is cumulative totals for number of children we have served throughout the school year and the number of screenings done on children various reporting in several areas of our program. Cassie Weaver gave members a chance to review the information that was included and asked if they had any questions about the report there were none. A motion to accept the PIR was made by Erin Leach and seconded by Twilla Dowell. It was voted on and approved.

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, October 12th, 2021 via Zoom. Lisa Brelsford reminded members that our October meeting is our Open House where we will welcome new members to Policy Council for the 2021-2022 program term. Erin Leach made a motion to adjourn the meeting and it was seconded by Twilla Dowell. It was voted on and approved.

CCDP Head Start Chairman Signature & Date



Martin L Parr (Sep 28, 2021 16:50 EDT)

Sep 28, 2021