

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, April 16<sup>th</sup>, 2024,  
Location: Grace Lutheran Church, Berwick**

**Voting Members Present:**

Twilla Dowell (CR) Elizabeth Hazzard (CR) Kiaya McFadden (P) Kerri Shaylor (CR)

**Others Present:**

Lisa Brelsford Rachel Dawson (P) Sarah Meyer Morgana Miller Faith Rierson Audrey Rogucki Rose Stolz  
Cassie Weaver Heather Wolfe

**Absent:**

\*Kaitlyn Floyd \*Elizabeth Hons (P) \*Rebecca White

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on April 16<sup>th</sup>, 2024, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:45 am.

**Minutes:**

The Minutes from the March 19<sup>th</sup> meeting were included in the packet. Chairperson Rachel Dawson asked members to review the minutes and asked if there were any changes to be made, there were none. Rachel asked voting members to make a motion to approve the March minutes as they were presented. A motion to approve the March minutes was made by Kiaya McFadden and seconded by Kerri Shaylor. The March minutes were voted on and approved.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The Financial report for the month of March was included in the packet. Cassie noted that this report is a snapshot of our yearly budget. It is presented to date for the month and year to date. March was the end of the fiscal year, and all money from that budget must be spent. At this time we are still receiving bills from March and the fiscal team is working to get them all paid.

Cassie noted that the one-time funds that were allocated for the Town Park Village privacy fence will need to be returned. The center is in the flood zone of the town of Bloomsburg and there were some safety concerns with the installation and the requirements of the fence. Elizabeth Hazzard asked if the money would be lost since it was from the on-time funds; unfortunately, we will not be able to spend this money elsewhere, but we remain hopeful that we can apply again for one-time funding for the fence if we decide we still want it.

A detailed version of this financial report is always available upon request. All in kind has been collected for the 23-24 fiscal year. Cassie asked if members had any other questions about the report, there were none.

**Charge Card/Credit Card**

The Charge Card/ Credit Card report for March was included in the packet. The report is split between Child Care, HSSAP, and Head Start. A detailed version of this report is available upon request. Rachel asked if members had any questions about the report, there were none.

**Parent Fund**

The parent fund report was included in the packet. The report included all final purchases by each center and all final balances. Overall, most funds have been spent for the fiscal year. Rachel asked voting members to make a motion to approve the parent fund balances as they were presented. A motion to approve the balances was made by Kiaya McFadden and seconded by Elizabeth Hazzard. The Parent Fund balances and requests were voted on and approved.

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## Committee Reports:

### Personnel Update

Kaitlyn Floyd submitted the Personnel Update report. Morgana Miller noted that there were 2 terminations, 2 changes to regular status, and 1 resignation. Morgana asked if anyone had any questions about the Personnel Update, there were none. Rachel asked voting members to make a motion to approve the Personnel Update as it was presented. A motion to approve the Personnel Update as it was presented was made by Twilla Dowell and it was seconded by Kiaya McFadden. The Personnel Update was voted on and approved.

### CCDP Board Report

Twilla Dowell noted that the Board approved the 12-month holiday schedule. The Community Assessment was approved. Twilla noted that members were informed of the Early Childhood Conference in May.

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## New Business

### Policy Revisions

Cassie Weaver went through each of the policy revisions and told members they could vote on them all at one time. Policy 3.24- *Outside Employment* was revised to include language referring to staff's availability not interfering with their schedule here at CCDP, including staying late or coming in early.

Policy 3.4(a) and 3.4(b)- *Introductory Probationary Periods & Disciplinary Probationary Periods* were split and revised into a & b sections. The Policy Committee thought it would be best to give staff an understanding of how each of those probationary periods works. In 3.4 (a)- *Introductory Probationary Periods*, language was added to show what actions would be taken if the Introductory Probationary Period was not successful and what the next steps would be. On policy 3.4 (b)- *Disciplinary Probationary Periods* was added as its own policy to separate the two types of Probationary Periods. Policy 5.9- *Bereavement* was revised to allow staff some more paid time off for bereavement and the list of those family members was revised as well.

Policy 6.1- *Work Schedule, Pay Days, and Time Tracking* was revised with language so that staff understand that they may be asked to work at a different site or stay a little later depending on the needs of a classroom on a certain day. Policy 8.0- *Salary Scales* was revised to reflect that a salary increase *may be* adjusted by any cost-of-living increase. Policy 10.1- *Separation* was revised with added language that states that staff should request any documents from their personnel records prior to separation, if not, they will have to request the documents at least 72 hours in advance to give staff a chance to retrieve the requested documents.

Cassie asked members if they had any questions about the policy revisions, there were none. Rachel Dawson asked voting members to make a motion to approve the policies as they were presented. A motion to approve the policies was made by Elizabeth Hazzard and seconded by Twilla Dowell. They were voted on and approved.

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## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report for March. Cassie's Spotlight on Success was from Heather Wolfe, Mental Health Manager. Carrie Woodruff, Education Supervisor, has worked to train her dog Augie to be certified through the Alliance of Therapy Dogs. In October 2023, Augie completed his certification, and he has been working in our program, visiting children and staff on a regular basis. This has been a wonderful opportunity for our program. Carrie has read stories to the children during her and Augie's visits to the classroom to help the children learn how to care for and be safe around pets. The children and staff love when Augie comes to visit, they say it helps them stay happy and relaxed.

We have received word that the 7 recorded CLASS videos that were done between January and February were accepted, approved, and passed.

Positive feedback from the Focus Area 2 Review in March. There were some questions about the Clearances that our staff are required to get done. It was explained to the reviewers that Pennsylvania does not offer a statewide fingerprint check at this time. Our Program Specialist, Denise, says that our program complies. We may hear back about the results of the review in a few months.

Morgana Miller reported that there is work being done to review the retirement plan through Service 1<sup>st</sup>. There has been a staffing change there and connections are being made. In School Readiness, the goal was set to help children identify upper and lower case letters and sound them out. Children received their developmental screenings to assess speech and language and the work to reach that goal began. The Columbia County Bookmobile visits all centers and children are encouraged to check books out. Each center also has a "take one leave one" library set up and Families are encouraged to take a book out and leave one for others to enjoy.

Cassie and Morgana asked members if they had any questions about the Admin Report, there were none. Her report was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for March. Heather's report included *Program Behavioral Updates* which cover the number of children who are currently receiving support for challenging /unsafe behaviors in the eight classrooms that were open in March. There were 6 children receiving support for challenging/unsafe behaviors in the classrooms. 19 BIRs were completed and recorded. There were 3 injuries due to behavioral incidents, these injury numbers included both children and staff. One child is currently using a frequency chart instead of a BIR. This chart is used for children who display higher frequent behaviors which we have already collected data on through the use of the BIRs.

Heather mentioned that the Health Services Advisory Committee Meeting date was changed to Wednesday, May 22<sup>nd</sup>, 2024 at 10 am in the Berwick Center Family Room. Heather asked members if they had any questions about her report; there were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report for March. Parent Teacher Conferences are almost complete. Teachers are working on GOLD #3 which is due April 26<sup>th</sup>, 2024, and the Second Home Visit will be due soon after that.

We haven't heard anything back yet about the *NAEYC Renewal application*. Memorial Kindergarten Transition meetings will take place on May 22<sup>nd</sup>, 2024. Rose reported that she attended the HSSAP State Meeting in Harrisburg with Rebecca White on April 9<sup>th</sup> & 10<sup>th</sup>. Celebrations of Learning also took place on March 22<sup>nd</sup>, 27<sup>th</sup>, and April 5<sup>th</sup> for Bloomsburg and Berwick.

Rose asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for March. Benton Parent Group had a meeting scheduled, but there were no parents in attendance. Bloomsburg met and discussed the end-of-year plans. Berwick did not meet in March, but they will meet in April. Some classrooms had Celebrations of Learning in March.

The March "Dad" ness activity was well received by parents this year. All families were encouraged to participate in the activity, and families with a male role model received double points. When we started, 26 families were participating, and only one family didn't have a male role model participating. In the end, there were a total of 31 families who participated.

Lisa asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for March. Our current enrollment is at 144, our cumulative enrollment is at 162. These numbers do not include the two classrooms that are currently closed in Berwick. Attendance for the month is at 75.94%. There is one classroom that was remote for the month of March. Family Service Workers have been scheduling applications for the 2024-2025 program year with our updated selection criteria.

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

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report for March. There were 1,133 breakfasts, and 1,259 lunches served in the month of March. An Injury report summary was included in her report. There was a note of one injury that took place but was not witnessed and an injury report was completed. Sarah's report also included health screening information for all centers. Currently, we track all physicals, dental, hearing, and vision.

Sarah mentioned that she attended the *AmeriHealth Health Education Advisory Committee Meeting* on March 21<sup>st</sup>, at that meeting it was mentioned that there has been a loss of 2,000 dentists in Pennsylvania since COVID, and even more hygienists. This contributes to parents not being able to complete dental treatments for their children. Sarah also attended the *Geisinger Patient Family Advisory Committee* meeting on March 25<sup>th</sup> where it was mentioned that all the surveys at Geisinger do get reviewed and they work hard to act on them. On April 2<sup>nd</sup>, Sarah attended the *Janet Weis Children's Hospital Family Advisory Board* meeting, they discussed the self-check-in kiosks that are available for patients instead of them having to go to a window and check in for an appointment.

Active April was created again this year for families and CCDP staff. The idea behind this was to encourage physical activity and to make healthy eating choices. Tracking sheets are collected weekly. Solar Eclipse information was sent out and posted at each center. At this time, CCDP is preparing for the second dental screening this year, which will take place at the end of April.

Sarah asked if there were any questions about her report, there were none. Her report was included in the packet.

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

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for March. Rebecca was absent for this meeting, but her report was included in the packet.

In the disabilities portion of the report, Rebecca notes that 15% or 20 of our center-based children, 11% or 3 of our combination option children, and 12% or 3 of our home-based children have an IEP. There are currently 12 referrals out to the IU. The Family Support Staff program (FSS) has a total of 4 referrals in Bloomsburg.

Rose Stolz shared with members that the Early Childhood Conference is scheduled to take place on May 17<sup>th</sup>, 2024 @ St. Luke's Church in Bloomsburg. Packets were available to members at the meeting.

There were no questions about Rebecca's report, and it was included in the packet

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**Open Discussion & Answer Period:**

Elizabeth Hazzard mentioned that on April 20<sup>th</sup>, 2024, there will be an event called the Mini Maker Faire taking place at the Bloomsburg Children's Museum from 10 am-5 pm. There will be a lot of vendors there, there is no fee to get in, and there will be lots to do for all.

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**Parent Group Report:** *Benton*

Benton Parent Group had a meeting scheduled, but there were no parents in attendance. Bloomsburg will be going to the Children's Museum.

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**Closing:**

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place on Tuesday, May 21<sup>st</sup>, 2024, at the Grace Lutheran Church in Berwick at 9:30 am. Rachel asked members to make a motion to adjourn the meeting. A motion was made by Kiaya McFadden and seconded by Kerri Shaylor. The meeting was adjourned at 10:25 am

Chairperson Signature & Date

  
Rachel Dawson (Apr 25, 2024 10:33 EDT)