

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, June 18<sup>th</sup>, 2024,  
Location: Grace Lutheran Church, Berwick**

**Voting Members Present:**

Kiaya McFadden (P)

**Others Present:**

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

**Absent:**

\*Twillia Dowell (CR) \*Elizabeth Hazzard (CR) \*Elizabeth Hons(P) \*Kerri Shaylor (CR) \*Rose Stolz

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on June 18<sup>th</sup>, 2024, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:40 am. Kiaya McFadden was the only voting member present.

**Minutes:**

The Minutes from the May 21<sup>st</sup> meeting were included in the packet. Chairperson Rachel Dawson asked those in attendance to review the minutes and asked if there were any changes to be made, there were none. Rachel asked for a motion to approve the May minutes as they were presented. The motion to approve was made by Kiaya McFadden. The May minutes were approved.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The Financial report for May was included in the packet. This report is a snapshot of our yearly budget. Cassie noted that the in-kind dollars to be collected are higher right now because we are only in the second month of our yearly budget. Included in the report is a breakdown of the grants that we receive. Cassie noted all the various ways we are collecting in kind. There were no questions about the financial report.

**Charge Card/Credit Card**

The April Charge Card/ Credit Card report 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. There were no questions.

**Parent Fund**

The parent fund report was included in the packet. There was no change in the balances. The funds will be used during the next program term. There were no questions about the parent fund. Rachel asked for a motion to approve the parent fund. The motion to approve was made by Kiaya. The Parent Fund was voted on and approved.

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**Committee Reports:**

**Personnel Update**

Morgana Miller submitted the Personnel Update report. There were 2 staff resignations. After Amber's resignation, she offered to work as a substitute part-time to help out since the incoming Admin Assistant did not start. Rachel asked for a motion to approve the Personnel Update. The motion to approve was made by Kiaya McFadden. The Personnel Update was approved.

**CCDP Board Report**

Cassie noted that the Board approved Policies 5.12, 5.16, 9.0. The Board also approved the Change in Scope application along with the salary scales. There were no questions.

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## New Business

### Family Engagement Plan

Lisa Brelsford, Family Engagement Manager, presented the Plan. The Family & Community Partnership Committee have already approved this plan and it moves to Policy Council and the Board for approval.

Lisa noted that she didn't make any major changes to the plan, she did add in some more At Home Activities for families.

There was positive feedback this program term with "*March Dadness*" and "*Active April*."

Lisa noted that she made a few minor layout changes. The plan is also available in Spanish for Families.

Lisa asked if anyone had questions, there were none.

Rachel asked for a motion to approve the Family Engagement Plan. The motion to approve was made by Kiaya McFadden. It was voted on and approved.

### 24-25 Policy Council Schedule

The Policy Council schedule for the upcoming program term was included in the packet. We are keeping the time and location the same. Policy Council will meet on the 3<sup>rd</sup> Tuesday of each month at 9:30 am at the Grace Lutheran Church in Berwick. Members were asked if they had any questions about the schedule, there were none. No vote was needed.

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## Admin & Staff Reports:

### Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for May. Cassie's Spotlight on Success was from Rebecca White, Education & Disabilities Manager. The Early Childhood Conference occurred on May 17<sup>th</sup>, 2024, at St. Luke's Church in Bloomsburg. Over 100 educators were able to join in on this event. Trainings and presentations ranging from Practicing Sign Language to de-escalation strategies were available at the conference. The Early Childhood Conference is a great way to earn some professional development hours.

Rebecca networks with a committee of early childhood personnel from various agencies to plan this event. With early childhood educators in the Columbia and Montour Counties, we are helping to provide trainings that will benefit them in their practice.

Cassie noted that the Focus Area 2 results came in. Overall, we did very well. We are required to collect 100% of physicals and dentals within 90 days of a child's start date, we did not meet these criteria; therefore, this was the only area of the review where we were non-compliant. We are receiving training and technical assistance from the Office of Head Start (OHS). They can assist us with the development of a plan to rectify this area of non-compliance.

Cassie's report also included 2 PI's and an IM from the OHS. The 1<sup>st</sup> PI was about new eligibility provisions for American Indian and Alaska Programs, and it doesn't affect our program. The 2<sup>nd</sup> PI was about new eligibility provisions for Migrant and Seasonal Head Start Programs, this doesn't affect our program either.

The IM from the OHS included recommendations, strategies, and resources that can help address mental health concerns. Both the PI's and IM were included in the packet.

Morgana Miller, CCDP Assistant Executive Director, reviewed the Program Goals & School Readiness Goals. One Program Goal was to increase data sharing with 5 out of 6 partner school districts around kindergarten transitions. While there has not been a significant increase in data sharing, the relationships between CCDP and Bloomsburg School District are improving. The school principal would like to arrange a school tour with families who are transitioning from Head Start to kindergarten. Also, the principal would like to visit CCDP and read a book to the children. A School Readiness Goal was that children would develop large and small muscles for explorations during playtime and routine. Teachers work on this goal in the classroom as well as sharing community resources for families. Through the use of Facebook and our CCDP website, families can view activities that will help develop small and large muscles. There were no questions about Cassie's report, it was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for May. 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 May. There were 6 children receiving support for challenging/unsafe behaviors in the classrooms. 20 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 noted that she and Rebecca White, Education & Disabilities Manager, are attending a 6-week-long Resilient Leadership Training. This training series helps people in leadership roles to create an environment that fosters the resilience of the adults who deeply impact children and their families.

Heather mentioned that the grant request for the 24-25 program year was approved by the Community Giving Foundation (Berwick Health & Wellness Fund). This grant will provide full or partial funding for three Behavior Support Staff positions and Positive Solutions for Families sessions for our Berwick and Benton centers. There were no questions about Heather's report, it was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report for May. Her report included Home Visit numbers and End of year celebrations information. Rose's report also included outcomes for the fall, winter, and spring. The most growth was shown in physical development with 96% of children meeting or exceeding expectations. This is a 12% growth from the fall. Social-emotional development had 80% of children meeting or exceeding expectations in spring. This is a growth of 36%. Language currently has 79% of children meeting or exceeding expectations. This is a growth of 20%. The Spanish language area has 4 out of 6 children meeting or exceeding 66%. In the Cognitive development domain, this spring 78% of children are meeting or exceeding expectations. This is a growth of 28%. In Literacy, this spring we had 82 (76%) children meeting or exceeding. This is a growth of 36%. In Spanish literacy, there are 5 out of 6 children, or 83% meeting expectations. Mathematics remains our lowest area of growth. 66% of children are meeting or exceeding in math, this is a 33% increase from fall. There were no questions about Rose's report, it was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for May. Bloomsburg held a parent Appreciation meal at a local park. They played nature BINGO and did a nature scavenger hunt. Parents in attendance received a certificate and a thank-you bag. There were no questions about Lisa's report, it was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for May. Our current enrollment is at 134 our cumulative enrollment is at 163. These numbers do not include the two classrooms that are currently closed in Berwick. Attendance for the month is at 76.83%. There is one classroom that was remote in May.

Family Service Workers have been scheduling applications for the 2024-2025 program year with our updated selection criteria. We will be joining the Roll N Read Event hosted by Columbia County Family Center in July.

There were no questions about Faith's report, it was included in the packet.

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

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report for May. There were 1,225 breakfasts, and 1,417 lunches served in May. The injury report summary was included, and Sarah's report also included health screening information for all centers. Currently, we track all physicals, dental, hearing, and vision.

Sarah shared some information from the Janet Weis Children's Hospital (JWCH) Advisory Board Meeting. JWCH will be updating their lobby soon, and food service times are being adjusted at the hospital by 30 minutes. A collaboration with Geisinger, GIANT, and CSO made the mobile food pantry possible.

Sarah noted that the lead screenings were completed by the end of May. There was a bit of miscommunication with Geisinger and our numbers for children being screened were lower than anticipated. This happened because it was communicated to us by a parent that their insurance company charged them for the lead screen that was done here because that family's insurance had already paid for a screen that was done at a doctor's visit and they wouldn't pay again since it was done within one year of the original screening.

AEDs were received for all site locations. 7<sup>th</sup> Street, 5<sup>th</sup> Street, Town Park Village, and Benton's AEDs have all been installed. Berwick's will be installed at a later date. The AEDs were purchased through grant funding. All staff will receive

training in August during the pre-service week. There were no questions about Sarah's report, it was included in the packet.

**Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for May.

In the education portion of her report, Rebecca noted that the 5<sup>th</sup> Street classroom will have its End-Of-Year Celebration will take place in August.

In the disabilities portion of the report, Rebecca notes that 15% or 22 of our center-based children, 12% or 3 of our combination option children, and 21% or 5 of our home-based children have an IEP. There are currently 2 referrals out to the IU which is lower than the previous month. The Family Support Staff program (FSS) has a total of 3 referrals in Bloomsburg.

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

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**Parent Group Report**

Bloomsburg's Parent Group Report was included in the packet.

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**Closing:**

Rachel Dawson thanked members for participating today and gave a reminder about the next meeting which will take place on Tuesday, September 17<sup>th</sup>, 2024 @9:30am at the Grace Lutheran Church in Berwick.

Rachel asked for a motion to end the meeting. The motion was made by Kiaya McFadden. The meeting was adjourned at 10:10 am

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Chairperson Signature & Date



Rachel (Jun 26, 2024 15:56 EDT)