

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, May 21st, 2024,
Location: Grace Lutheran Church, Berwick**

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard (CR) Elizabeth Hons(P) Kerri Shaylor (CR)

Others Present:

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

Absent:

Kiaya McFadden (P) *Audrey Rogucki

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on May 21st, 2024, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:34 am.

Minutes:

The Minutes from the April 16th 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 April minutes as they were presented. A motion to approve the April minutes was made by Twilla Dowell and seconded by Kerri Shaylor. The April minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The Financial report for April was included in the packet. This report is a snapshot of our yearly budget. It is presented to date for the month and year to date. April is the 1st month of the fiscal year so there is not much on the report. In Kind numbers were reviewed as well. 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 spending in this fiscal year. All monies from the previous year have been used. Rachel asked voting members to make a motion to approve the parent fund balances as they were presented. Twilla Dowell made a motion to approve the parent fund balances and Elizabeth Hazzard seconded it. The Parent Fund balances and requests were voted on and approved.

Committee Reports:

Personnel Update

Morgana Miller submitted the Personnel Update report. There were 2 staff who are at regular status and, 1 resignation. Abigail Allison never started so she was removed from the personnel update before approval. Rachel asked voting members to make a motion to approve the Personnel Update without Abigail Allison. Kerri Shaylor made a motion to approve the Personnel Update and Elizabeth Hazzard seconded it. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla Dowell noted that the Board approved Policies 3.4A, 3.4B, 3.24, 5.9, 6.1, 8.0, and 10.01.

New Business

Policy Revisions

Each policy revision was presented, and members could vote on them all at once.

Policy 5.12- *Professional Development* was revised to reflect title changes and language was added to clarify what reimbursement for college courses would cover. Also, there was language added to explain what could happen if CDA courses paid by CCDP are not completed.

Policy 5.16- *Discretionary Compensation* was revised to show that staff who are on their Introductory Probation, could still receive discretionary payments at the discretion of the Board.

9.0- *Performance Assessment* was revised to reflect some title changes and there was language added in to make it clear that a staff member who is on introductory probation and has poor performance can be terminated before the 6-month probationary period is up.

There were no questions about the policy revisions. Rachel Dawson asked voting members to make a motion to approve the policies as they were presented. Beth Hons made a motion to approve the policies and Twilla Dowell seconded. They were voted on and approved.

Change in Scope Application

The Change in Scope application was submitted to members for their review. The application outlines in detail what changes our program can make to better help us better serve families in our area. In Benton, we are proposing that we only have one center-based classroom that will run 5 days a week. In Berwick, the two classrooms that have been closed this year will remain closed.

At Town Park Village, we are proposing to close one classroom leaving one center-based classroom at TPV due to the lack of income-eligible children. With these changes, we will be able to raise salaries for staff both management and non-management as well as have three Family Service Workers work full year instead of one.

Staff have not been informed about the plan yet. Individual conversations will happen with staff most directly affected after the CIS is approved by Policy Council. Confidentiality was discussed to make sure the information shared was not shared with others outside of the meeting.

There were no questions about the application. Rachel Dawson asked for voting members to make a motion to approve the Change in Scope application as it was presented.

A motion to approve the application was made by Kerri Shaylor and seconded by Elizabeth Hazzard. It was voted on and approved.

COLA & Salary Scales

Program Information from The Office of Head Start states that they are issuing a 2.35% COLA. This means that grant funding will be increased by this amount, and we are expected to raise staff salaries by at least that much.

We are proposing raising our current staff salaries by 3% to help close the gap between new hires and permanent staff while raising the salary scales by 2.35%.

There were no questions about the COLA or the salary scales. Rachel Dawson asked voting members to make a motion to approve the COLA & Salary Scales as they were presented. A motion to approve was made by Twilla Dowel and Beth Hons. It was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for April. Cassie's Spotlight on Success was from Laura Grey and Debbie Jones at the 5th Street Center on Amber Parr, Administrative Assistant. Amber will be moving away and resigning after 7 years working with CCDP. She has been an asset to our agency, always willing to help in any way that she can. She worked in the classrooms at 5th, she was the Health Assistant for Head Start and her most recent role was as the Administrative Assistant. Amber will be missed at CCDP.

Interviews for Human Resources Coordinator were held in April and the position was offered to a candidate, but they declined the offer. We will continue searching for candidates.

FA2 review results came back. Overall, everything was positive. One area of non-compliance was not having physicals and dentals within 120 days. There will be a meeting to discuss what we can do to tackle this issue.

Morgana Miller, CCDP Assistant Executive Director, reviewed the Program Goals & School Readiness Goals. CLASS scores are overall doing well. Math seems to be a problem area and we will continue working to see what we can do to help these scores go up. 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 April. 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 April. There were 6 children receiving support for challenging/unsafe behaviors in the classrooms. 14 BIRs were completed and recorded. There were 5 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 would take place on Wednesday, May 22nd, 2024, at 10 am in the Berwick Center Family Room.

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 April. The 2nd round of home visits are almost complete and are due by 5/24/2024. Bloomsburg Transition meetings will take place on May 22nd. End-of-year celebrations are taking place in June.

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 April. Benton & Berwick Parent celebrated their parents by holding a parent appreciation meal for them at their center. Benton met at the park and played some games. Berwick had a taco-themed celebration. All parents who were in attendance received a certificate and a thank-you bag. Bloomsburg parent group sponsored a family night at the Bloomsburg Children's Museum in April. They had 20 adults and 20 children/ 11 families in all. The museum provided STEM goodie bags for all the children and their siblings.

Active April is done, a total of 19 children participated and they received a small gift of outdoor items to encourage outdoor play.

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 April. Our current enrollment is at 138 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 75.09%. There is one classroom that was remote in April.

Family Service Workers have been scheduling applications for the 2024-2025 program year with our updated selection criteria. Two resource fairs happening in Bloomsburg and Berwick.

On 5/20/2024 from 11am-2pm @ Ber-Vaugh Park and 5/28/2024 from 9am-12pm @ Mulberry Mills

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 April. There were 1,231 breakfasts, and 1,378 lunches served in April. 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.

Active April has wrapped up for the year. The idea behind this was to encourage physical activity and to make healthy eating choices. We added a new challenge for our staff, it's called "Making it Through May." This is less intense, and it focuses more on taking care of yourself and giving yourself credit for the small things.

2nd round of dentals went well with Geisinger, and we are now prepping for Lead Screens.

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 April.

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 16% or 4 of our home-based children have an IEP. There are currently 8 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.

Benton's End-of-year Celebrations are happening on 5/21 & 5/23 at the park. The Early Childhood Conference went well, we got a lot of good feedback.

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

Parent Group Report

Berwick combined Parent Group with Parent Appreciation and had a taco-themed celebration. There were tacos and games. Parents received a certificate of appreciation and a thank-you bag with donated items from local companies.


Closing:

Members were reminded to turn in the salary Scales and the Change In Scope Application.

Rachel Dawson thanked members for participating today and gave a reminder about the next meeting which will take place on Tuesday, June 18th, 2024 @9:30am at the Grace Lutheran Church in Berwick.

Rachel asked members to make a motion to end the meeting. A motion to end the meeting was made by Kerri Shaylor and seconded by Beth Hons. The meeting was adorned at 10:14 am

Chairperson Signature & Date


Rachel Dawson (May 31, 2024 10:54 EDT)