

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
September 3, 2024

MEMBERS PRESENT

Oren Helbok	Ashley Mensch	Joan Mosier
Twilla Dowell	Christy Roberson	Matt McCollin
Lynne Pabst	Johan van der Jagt	Hannah Turner
William Aquillino		

OTHERS PRESENT

Cassie Weaver	Asondra Acor	Morgana Miller
Linda Robbins	Rebecca White	Sarah Meyer

MEMBERS ABSENT (\* indicates excused)

* Betsy Rubio	* Danielle Howie	* Debbie Jones
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The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Oren Helbok, at 5:31pm via zoom.

GUESTS

Tammy from Journey Bank was invited to attend to explain the changes to our bank accounts. Tammy explained how the new account is going to work. The deadline to inform the bank of the decision is the end of the year. We have a say about where our money is being distributed such as what state, etc.

The bank will need minutes from a board meeting to change the Resolution stating who can make financial decisions. One person needs to be at the bank to sign documents, others who are signers can either sign signature cards at the bank or she can send them out to be signed.

Tammy was excused and left the meeting. Discussion ensued. It will be put to a vote in October's Board meeting.

CONSENT AGENDA

Twilla moved to approve the Consent Agenda. Ashley seconded the motion, which was voted on and unanimously approved.

TREASURER'S REPORT

Christy:  
4 months into the fiscal year, expected to receive 33.33% of our revenue.

Child Care and summer school age have received 30% of expected revenue, and roughly 30% of our expenditures. A little behind but coming out of summer and staffing is different, and loss of STARS, still seeing less deficit than expected.

Head Start runs on the same fiscal year, receiving 25% of expected revenue and spending 24% of our expenditures. A little behind but just coming off summer.

HSSAP runs on a different fiscal year, July to June so we are 1 month in, received 8.33% of our expected revenue, and we are at about 9% so right on track there. We are a little behind with expenditures at 6% mostly due to the summer months.

Oren questioned a discrepancy in the Child Care and Summer School Age total of 24-25 year to date in both budget and variance columns, Child Care Income/(Loss) totals do not add correctly. Asondra will review this and send out a new report if needed.

#### FISCAL OFFICER'S REPORT

Asondra:

We underspent for both Child Care and Head Start, especially for Head Start mostly because Head Start classrooms are closed over the summer.

Child Care is still missing the STARS income, we expect it back in August, but it could be delayed. Also, subsidy payments come the month after.

HR Coordinator Sandra did start. Things are going well with her. There was a restructure in staff and Sandra will now report to Sarah instead of Asondra.

Heard back from auditor Courtney, she is still working on the audit, and had a few questions but sees no concerns. She has had some staffing issues but is working hard to get it finished.

HSSAP final expenditure report was approved on August 22<sup>nd</sup>. This closes out 23-24 year, we did return \$10,347.98, about what we expected.

Reaching out to Purdy for our business insurance renewal. Expect to see it in the October board meeting.

Also reaching out to Power Kunkle for Medical, Dental, and Vision coverage. It may not be available in October but probably will be in November.

#### ADMINISTRATIVE REPORTS:

##### AGENCY

Cassie:

Rose sent 2 Spotlights for August. She is highlighting our Spanish speaking staff members and the increase in CLASS scores.

There was another bat at 5<sup>th</sup> Street. Game Commission has taken care of and tested for rabies, came back negative. Contacted Zimmerman Wildlife Solutions, the scope of work is very large to close everything. Debbie has spoken with him but is not sure what all needs to be done as it was a lot of construction talk. Cassie and Debbie are looking for another person from the town to speak with Zimmerman to understand what all needs to be done. Matt volunteered to assist with that. Zimmerman is still working on an estimate. It has been suggested to have a Bat House on the property to give the bats another place to live after the center improvements are completed.

On August 9 re-submitted the Change in Scope application, but nothing back yet. Also submitted for an extension for our corrective action plan, heard nothing yet.

Explained the PI 24-05 document contained in the packet from the Office of Head Start about new performance standards that were released in August.

Head Start preservice training and open house are over and went well.

We have fewer open positions than we have had in a while, working hard to get positions filled.

Cassie's report is shorter this month because of no Head Start data to share.

Morgana:

Head Start Program Goal. Lisa provided her with data for 23-24 school year, we achieved 71.8% of our 80% goal for Family Partnership Agreements to align with services needed data. Head Start will be creating new goals to start in April.

Head Start School Readiness Goals, staff have been using a variety of topics to accomplish the goals of developing in children, a desire to learn.

Child Care Program Goal. We have a few staff working on CDA. Two have started in the last month.

### HEAD START

Rebecca:

Described a few days in the life of a child who is starting our program.

The first thing that happens is the teacher does a home visit, often the assistant teacher will go also. Gives them a good opportunity to see what it's like in the home. Open House helps with getting children ready so there is not as much separation anxiety. The first day is usually going over the rules, and routines of the classroom. They do a lot of practicing, introduce centers, playing in groups small and large. BrightWheel is now being used by Head Start to help communicate with parents and it is going well. Staff are also doing screenings as the children come in to assess the developmental level of each child.

Town Park Village and Berwick will be setting up indoor gross motor areas for when the weather outside is bad.

A celebration of learning will happen at the end of each classroom study, so parents can come in and see what their children are doing and what they are learning about.

Highlighted a positive from preservice: a staff member from Berwick primarily speaks Spanish. We had a lot of documents converted to Spanish to make it easier for her. Also used a device called Timekettle to translate speeches into Spanish so she could hear them in Spanish through her earbuds. She felt very welcomed with all the things that were done for her by CCDP.

### CHILD CARE

Debbie Jones was not present.

Debbie's report was included in the packet.

Morgana spoke on her behalf.

Wanted to mention 5<sup>th</sup> Street violations. An unannounced inspection happened on July 30<sup>th</sup> due to a parent complaint. We ended up with 3 violations due to limited access to water while outside, staff were talking in groups while children were left unsupervised. The plan of correction was sent to the inspector and approved. The plan of correction is being put into place and water jugs were purchased for each classroom.

### COMMITTEE REPORTS:

#### EXECUTIVE

Former employees are suing CCDP for wrongful termination, Bill sent a letter to their lawyer, and we have not heard back.

BUDGET AND FINANCE – No report.

#### PERSONNEL

An updated list of Personnel Status Update was sent separately.

Twillia made a motion to approve the Personnel Status Update that was sent separately. Lynne seconded the motion, which was voted on and unanimously approved.

### NOMINATING

Toni Bell has resigned from the Town Council; she will no longer be on the Board.

Ashley made a motion to approve the resignation of Toni from the Board. Christy seconded the motion, which was voted on and unanimously approved.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

### CURRICULUM AND RESOURCES

Lynne reported that the committee reviewed the Flexible Instruction Plan for Head Start, and feedback was given to Rebecca. Rebecca made changes and will take them to the Policy Council before it goes to the Board for approval.

BYLAWS – No update.

AD HOC BUILDING - No update.

### HEAD START POLICY COUNCIL LIAISON

Starting back later this month. Hoping to get a parent liaison next month.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS - Nothing to report.

### NEW BUSINESS

The birthday gift is a \$20 gift card for staff who qualify. Twilla made a motion to approve continuing the birthday gift cards. Hannah seconded the motion, which was voted on and unanimously approved.

The PIR summarizes Head Start information from August 2023 to mid-August 2024

Highlights:

29 children are dual language learners

9 staff are proficient in more than one language

High turnover was noted in PIR

159 total volunteers including board members, Policy council members, and parents

112 volunteers are either former or current HS parents

Served 19 homeless families including 22 children

Twilla made a motion to accept PIR. Christy seconded the motion, which was voted on and unanimously approved.

Shaken Baby Syndrome/Abusive Head Trauma/Maltreatment Policy. Ashley made a motion to accept the policy. Johan seconded the motion, which was voted on and unanimously approved.

ANNOUNCEMENTS - nothing to report.

### ADJOURNMENT

Twilla made the motion to adjourn the meeting. Christy seconded the motion. The meeting was adjourned at 6:29 PM.

*Oren B. Helbok*

Oren B. Helbok (Sep 5, 2024 14:52 EDT)

Board Signature

5 Sept. 2024

Date







# Minutes September 3, 2024

Final Audit Report

2024-09-05

Created:	2024-09-05
By:	Linda Robbins (admin@ccdppa.org)
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