

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
May 7, 2024

MEMBERS PRESENT

Oren Helbok  
Lynne Pabst  
Johan van der Jagt

Joan Mosier  
Betsy Rubio  
Matt McCollin

Twilla Dowell  
Toni Bell

OTHERS PRESENT

Cassie Weaver  
Faith Rierson

Asondra Acor  
Debbie Jones

Amber Parr

MEMBERS ABSENT (\* indicates excused)

\* Ashley Mensch

\* Christy Roberson

Danielle Howie

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the Vice President, Oren Helbok, at 5:32 PM via zoom.

GUESTS - None present.

CONSENT AGENDA

Twilla moved to approve the Consent Agenda. The motion was seconded by Toni, voted on and unanimously approved.

TREASURER'S REPORT

Christy was absent. Asondra reported on the information provided in the board packet.

FISCAL OFFICER'S REPORT

Asondra reported that Child Care and Head Start have completed their budget year. The numbers that were provided in the board packet are not final. There are more final payments and adjustments that are still being processed. Child Care currently shows a total deficit of roughly \$153,000. The budgeted deficit was roughly \$105,000. The \$4,000 grant that was received for Town Park Village was used towards last year's summer camp expenses. Summer Camp had a surplus of roughly \$19,000. Head Start shows a surplus of roughly \$66,000 that needs to be expended. Some of the federal funds will be returned for the fence, washer, and dryer for Town Park Village. More expenses have gone out since this report was completed.

HSSAP is nine months into their budget. They are currently about \$21,000 behind on expenses and will start working on end of year spending. The report shows a deficit because the payment from HSSAP is behind by one month.

EITC funds did come in after this report was created in the amount of \$2,000 from Journey Bank.

The total amount in all bank accounts is \$721,054.

Asondra also provided other fiscal department updates. The Human Resources Coordinator resigned last month. Interviews have been held and one person was offered the position but declined due to the

pay rate. Hopefully more interviews will be held soon. Other employees are helping to complete all of the required work.

The HSSAP budget was submitted late. The program specialist, Joy, was aware ahead of time and did not voice any concerns. Final approval is still needed for it to take effect on July 1.

The fiscal department has been working on the Change in Scope. Cassie will talk more about that later.

Asondra has been attending Leadership Central Penn courses and graduation will be held on May 16<sup>th</sup>. She hopes to attend a conference in West Virginia with our Head Start region in the end of May, however it will depend on the progress made on the Change in Scope application.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie's report was in the board packet. Cassie highlighted and expanded on a few items.

The Spotlight on Success this month is on Amber and was written by Debbie and Laura.

Interviews were held for the Administrative Assistant position. One candidate was offered the position and accepted today.

The Renaissance Jamboree was held on April 27<sup>th</sup>. CCDP partnered with Deep Fried Delights. We received a check from them today for \$200.

The Office of Head Start sent out an IM that is included in the board packet regarding a COLA in effect for the current budget year. The COLA increase is for 2.35% for all Head Start funded employees. Usually there is an application for COLA funds, however none is required this time.

Cassie has been working on the Change in Scope. The plan that has been discussed in the past included the closure of two classrooms in Berwick (due to staffing issues) and the closure of one classroom in Bloomsburg (due to enrollment issues). The enrollment issues are due, in part, to the opening of a Pre-K counts classroom. For many years Benton families have been requesting five-day classrooms instead of two-day classrooms. Cassie reached out to the HSSAP representative to see if the Benton classroom that is currently funded using HSSAP funds can be restructured or combined with Head Start funds to create one five-day classroom, and they agreed. The Change in Scope is in the process of being written requesting with this scenario. This would bring the total number of students that could be served at one time to 123. The goal is to eventually be able to bring the number of students being served back up. Oren asked what the highest number of students served was. Cassie stated that when she started in 2016, Head Start was serving 254 students. Cassie did say that 2016 was a different world. We could have 17 to 20 students in a classroom and not have the number of concerns in a classroom that we currently do with only 13 students. The Change in Scope application will be going to Policy Council in two weeks and then will be voted on at the next board meeting. It must be submitted by two days after the next board meeting.

### HEAD START

Faith Rierson's report was included in the packet.

Faith stated that there has been a lot of movement (transferring classrooms, withdrawing, and enrolling) for the children. The average attendance last month was 79%. It has stayed around the same percentage.

Head Start has started recruiting for next school year. They will be participating in events in Berwick (at Ber-Vaughn Park) and Bloomsburg (at the Hub).

Oren asked what the difference between current and cumulative enrollment is on her report. Faith clarified that current enrollment is the number of children enrolled at the time the report was created. Cumulative enrollment is the total number of children that have been enrolled throughout the school year.

#### CHILD CARE

Debbie's report was provided in the packet.

Debbie stated that on April 26<sup>th</sup> Child Care had a half day for students. In the afternoon staff attended a mandatory three hour supervision training. After the training, some staff worked on Teaching Strategies Gold assessments that will be due in May.

Summer camp registration was held on April 24<sup>th</sup>. Debbie has put all of the information into the computer and will have data on the number of children enrolled for next meeting. Families that previously have attended but have not yet registered will be contacted. Stacy has been working hard on making arrangements for the students to attend the pool weekly, scheduling some new field trips, and planning circus themed activities. A new staff person was hired to be another main person to work with school age.

The provisional license was extended to September. STARS, including the bonus that we receive from ELRC, will not be reinstated until we are off the provisional license. From Debbie's understanding, it should not be a hard process to return to the 4 STAR designation. Debbie has reached out to NAEYC and has not heard anything back yet. It typically takes a while to hear back from them.

Child Care has started practicing some new drills. These drills are not required by DHS but Head Start practices them. The two new drills that have been completed are: Adverse Weather and Lockdown.

HSSAP has a potential employee starting in June. This leaves only one opening in the infant classroom to be fully staffed. There will be additional openings over the summer to help with summer camp and the pool.

#### COMMITTEE REPORTS:

##### EXECUTIVE

The Executive committee met on 4/15/24 and the minutes are in the packet.

BUDGET AND FINANCE – No report.

##### PERSONNEL

Twilla made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Toni, was voted on, and unanimously approved.

Betsy made a motion to approve Policies 3.4 A Introductory Probationary Period; 3.4 B Disciplinary Probationary Period; 3.24 Outside Employment; 5.9 Bereavement Leave; 6.1 Work Schedule Days and Time Tracking; 8.0 Salary Scale and Salary Increases; 10.01 Separation that were provided for review before the Board Meeting. The motion was seconded by Twilla, was voted on, and unanimously approved.

NOMINATING

Johan's term as a board member is expiring this month, he has offered to stay on the Board of Directors. Twilla made a motion to continue his term. The motion was seconded by Lynne, was voted on, and unanimously approved.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES – No update.

BYLAWS – No update.

AD HOC BUILDING - No update.

HEAD START POLICY COUNCIL LIAISON

The minutes are included in the board packet. Twilla shared that the policies presented earlier were passed at the policy council meeting. She also stated that the Early Childhood Conference will be held on May 17<sup>th</sup>.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No updates.

UNFINISHED BUSINESS - Nothing to report.

NEW BUSINESS - Nothing to report.

ANNOUNCEMENTS

Cassie shared that she will be out of the office a few days later this month. Morgana will be in charge in her absence.

ADJOURNMENT

Twilla made the motion to adjourn the meeting. The motion was seconded by Johan. The meeting was adjourned at 6:08 PM.

Oren B. Helbok  
Oren B. Helbok (May 23, 2024 13:38 EDT)  
Board Signature

May 23, 2024  
Date