

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
February 4, 2025

MEMBERS PRESENT

Oren Helbok	Twilla Dowell	Lynne Pabst
Ashley Mensch	Johan van der Jagt	Betsy Rubio
Christy Roberson	Hannah Turner	

OTHERS PRESENT

Cassie Weaver	Asondra Acor	Linda Robbins
Rebecca White	Debbie Jones	Sarah Meyer

MEMBERS ABSENT (* indicates excused)

Danielle Howie	Mercedes Welliver	Joan Mosier*
William (Bill) Aquilino*	Jaclyn Kressler	

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Oren Helbok, at 5:33 pm via Zoom.

GUESTS - None

CONSENT AGENDA

Johan moved to approve the Consent Agenda. Twilla seconded the motion. It was voted on and unanimously approved.

TREASURER'S REPORT

The December financial report was included in the packet.
Child Care, Summer School Age, and Head Start are 9 months into their fiscal year, the expected revenue and anticipated expenditures are 75%.
Child Care has received 70% of the expected revenue and spent roughly 70% of the expenditures.
Summer School Age finalized with a surplus of \$24,140.
Head Start has received 64% of the expected revenue and spent roughly 64% of the expenditures.
HSSAP is 6 months into its fiscal year. The expected revenue and expenditures are 50%. We have received 53% of the expected revenue and spent 45% of the expenditures.

FISCAL OFFICER'S REPORT

Financial reports are included in the packet.
Child Care is looking better this month. We have received a few one-time grants.
Head Start underspent this month. There are still many open positions contributing to this.
EITC renewal has been submitted. BCO has also been submitted.
There was a meeting to discuss the position of Enrollment Bookkeeper. It was decided that we are not filling the position at this time but integrating it into the Administrative Assistant position on a trial basis. We will evaluate it in 3 months.
Asondra is working on the Child Care budget. The Head Start Application has been returned; we can now start to fill it out again with the approved CiS information.
Last week, there was an Executive Order that intended to freeze money to many non-profits and organizations. Head Start was not a part of the freeze and then the Executive Order was withdrawn. However, we have been unable to draw down CCDP's Head Start funding from the Payment Management System (PMS) website. Head Start had to "borrow" money from working capital funds in order to make payroll for Head Start this week. Cassie has been in communication

with PHSA, NHSA and Representative Meuser's office regarding this issue. Other Head Start programs, but not all Head Start programs, are having the same problem. Earlier today, another request for draw down for a smaller amount was made through PMS and it appears that will come through tomorrow without issue.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie's report was included in the packet.

Spotlight on Success highlighted a child who could not speak English when first started here and is doing very well.

Senator Culver visited the 5th Street facility. The visit went very well. The infant room had to be closed that day due to lack of staffing which showed a good example of what we are dealing with. There was a virtual review for the Corrective Action Plan, it seemed to go well. It will be 6-8 weeks or more before we know it has been corrected.

The CACFP Corrective Action Plan will be submitted soon.

The person who accepted the position of Group Supervisor for School Age has withdrawn.

Cassie wanted to highlight Lisa's report about how many Christmas/winter donations we've received.

The Dalo Pizza distribution will be on 2/5/25. Hannah will be getting the pizza and others will be helping at the 5th Street facility to distribute the pizzas.

Sarah highlighted Head Start Program Goals.

Goal #1 Measurable Objective #1: By 2030, 80% of children will apply a wide range of strategies to comprehend, interpret, evaluate and appreciate text.

Sarah also discussed the current progress on the identified Child Care goals.

HEAD START

Rebecca's report was sent in the email reminder for the board meeting.

It is taking less time recently to go from Evaluation to IEP. Rebecca has been doing CLASS Observations. She is measuring classroom interaction, positive climate and peer interaction, negative climate, educator sensitivity, child perspective, classroom organization, instructional format, concept development, and language modeling. Observations are completed in cycles. Twenty minutes of observation is followed by 10 minutes of not taking. There are three cycles in an observation. Scoring is from 1-7 and usually takes approx. 2 hours per classroom.

CHILD CARE

Debbie's report was included in the packet.

It was a pleasure having the Senator visit the classrooms. Debbie is working on updating the staff handbook and the parent manual. We will be participating in a Health Fair; Debbie is working on a flyer to promote School Age and Summer Camp.

There is a Valentine's Breakfast on February 14th from 6:30-8:30, board members and parents are welcome to attend.

COMMITTEE REPORTS:

EXECUTIVE

The Executive committee met on 1/21/25 and the minutes are in the packet.

BUDGET AND FINANCE – No report.

PERSONNEL

Christy made a motion to approve the Personnel Status Update included in the board packet. Ashley seconded the motion. It was voted on and unanimously approved.

Oren noted from January's board meeting, that the board approved 5 updated Policies: Policy 3.04A – Introductory Probationary Periods, Policy 3.04B – Disciplinary Probation Periods, Policy 3.05 – Conflict of Interest, Policy 8.00 – Salary Scale and Salary Increases, Policy 13.00 - Access to Personnel Records. These were missed in last month's minutes and will be noted in the minutes for February.

NOMINATING

DEVELOPMENT - No report.

FACILITIES – Lisa Dooley received a few quotes for repairs to close up all exposed areas in the 5th Street facility and will discuss them in the Town of Bloomsburg budget/finance meeting.

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.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – Adrienne Mael has left as the head of the organization and a search for a new person is starting soon.

UNFINISHED BUSINESS - Twilla wanted to let everyone know the Policy Council received training for the annual self-assessment.

NEW BUSINESS – Documents are included in the board packet for the proposed Child Care tuition increases. Reviewed proposal along with the School Age Extra Care fee proposal. This Extra Care fee would be for AM Delays, early dismissals, and closures for private pay only. Twilla made a motion to approve the new Child Care tuition rates and Extra Care fees included in the board packet. Lynne seconded the motion. It was voted on and unanimously approved.

ANNOUNCEMENTS - nothing to report.

ADJOURNMENT

Johan made the motion to adjourn the meeting. The motion was seconded by Twilla. The meeting was adjourned at 6:31 PM.

Oren B. Helbok
Oren B. Helbok (Feb 12, 2025 13:43 EST)
Board Signature

12 Feb. 2025
Date







Minutes February 4, 2025

Final Audit Report

2025-02-12

Created:	2025-02-12
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