

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
October 1, 2024

MEMBERS PRESENT

Oren Helbok
Lynne Pabst
Ashley Mensch
Hannah Turner

Joan Mosier
Betsy Rubio
Christy Roberson
William Aquilino

Twilla Dowell
Johan van der Jagt
Matt McCollin

OTHERS PRESENT

Cassie Weaver
Sarah Meyer

Asondra Acor
Debbie Jones

Linda Robbins

MEMBERS ABSENT (* indicates excused)

Danielle Howie *

Mercedes Welliver

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Oren Helbok, at 5:31 pm via Zoom.

GUESTS - None present.

CONSENT AGENDA

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

TREASURER'S REPORT

The financial report was included in the packet. Child Care, Summer School Age and Head Start are 5 months into the fiscal year, the expected revenue is 41.67% and the expected expenditures are 41.67%.

Child Care has received 33% of the expected revenue and spent roughly 39% of the expenditures.

Summer School Age which has completed its 3 out of 3 months, has received 109% of the expected revenue and spent 107% of the expenditures. Overall Child Care and Summer School Age have received 39% of the expected revenue and spent 42% of the expenditures. Deficit of \$63,478.

Head Start has received 31% of the expected revenue and spent roughly 31% of the expenditures.

HSSAP is 2 months into its fiscal year. The expected revenue is 16.67% and the expected expenditures are 16.67%. Have received 16.89% of the expected revenue and spent 11.2% of the expenditures.

FISCAL OFFICER'S REPORT

The financial reports are included in the packet. The Credit Card report is included, if more detailed information is needed, it can be provided.

Child Care had 3 pay periods in August instead of the normal 2, causing a temporary increase in expenses. CCDP did receive STARS income for the month of August but received it in September which is not showing on the report.

Summer School Age is not complete yet, some things trickle in through September. It should be finalized in October.

Executive Committee approved removing the Budget and Variance columns from the Total Child Care and Summer School Age row of the Financial Summary Report as they were confusing, and the report should be easy for the Board to understand.

The Head Start budget is behind due to the delay in approving the Change in Scope. Once it is approved the budget should get caught up.

The Audit is still not finalized, the auditor is still working on it, stating no major concerns.

The Sales Tax Exception has been approved; it is good for 5 years.

Renewal for health insurance through Power Kunkle is in process, and some paperwork to get quotes for 2025 has been completed.

A letter was received from Purdy Insurance stating that CCDP is not liable for the stone falling onto the people who helped with getting the ball for the children.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie's report was included in the packet. Spotlight on Success from Debbie is about Miranda. Debbie has started a playground checklist that will continue for about a month and has been going well. The Change in Scope was returned on September 16th for further justification of the proposed teacher rates. The Change in Scope was resubmitted on September 25th with the requested justification.

Sarah and Cassie continue to work with Tavon on the Corrective Action Plan for non-compliance with dental records and physicals.

We have received a Healthy Workplace grant from the Community Giving Foundation. Staff voted for a painting party, but nothing has been planned yet.

DCDC sponsored a training on trauma and mindfulness. Invited Child Care Staff to join and it was very beneficial.

Open positions are going down.

Sarah reviewed Head Start Program Goal #2/Measurable Objective #1, to reach 80% of enrolled children receiving dental treatment. The goal was not met. The goal was set before Covid and was on track however during and after Covid we were not able to meet the goal. Head Start continues to see struggles in obtaining dental appointments, the wait times are lengthy and there are not many openings. There are some Actions/Strategies in place to assist families.

The Head Start Readiness Goal for writing was reviewed. The goal is for children to write for a variety of purposes using increasingly sophisticated marks. There are some Actions/Strategies in place.

Child Care Program Goals are included in the board packet.

HEAD START

Lisa's report was not included in the packet but was provided in a separate email before the meeting.

Lisa was unable to attend the meeting. Cassie did note that Lisa's report highlighted the goal of Family Partnership Agreements aligning with the Strengths & Needs Outcome Assessment.

CHILD CARE

Debbie's report was included in the packet. She has submitted a grant application through the CommunityAid Foundation for \$15,000. The grant would cover the cost of painting common areas, shampooing carpets, removing cubby walls, and continuing the gift cards for our attendance incentive.

We are eligible to receive Keystone STARS CQI funds and expect the funds by the end of the year. We will then decide where funds will be distributed.

Child Care did a display at the Bloomsburg Fair highlighting the importance of learning early literacy skills.

Supervision checklists are ongoing. We check each classroom while outside to be sure all staff are in the correct zones and that all staff know who they are responsible for.

COMMITTEE REPORTS:

EXECUTIVE

The Executive committee met on 9/17/24 and the minutes are in the packet.

BUDGET AND FINANCE – No report.

PERSONNEL

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

Ashley moved to approve Policy 3.17, 5.11 & 10.3. Lynne seconded the motion. It was voted on and unanimously approved.

NOMINATING – The Town Council has approved Jaclyn Kressler as town representative to our board. Cassie and Oren have a tour of 5th Street scheduled with Jaclyn for October 9th.

There is a new Policy Council representative, Mercedes Welliver, who was not present at this meeting.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No update.

CURRICULUM AND RESOURCES – The Policy Council has approved the Flexible Instruction Plan Policy. Lynne moved to approve the Flexible Instruction Plan Policy discussed at last month's board meeting. Twilla seconded the motion. It was voted on and unanimously approved.

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 – No updates.

UNFINISHED BUSINESS -

Twillia moved to approve the account changes at Journey Bank that were discussed at last month's board meeting. Christy seconded the motion. It was voted on and unanimously approved.

NEW BUSINESS –

Business Insurance, an updated proposal was emailed to members before the meeting. Christy moved to approve the Business Insurance proposal that was emailed. Ashley seconded the motion. It was voted on and unanimously approved.

ANNOUNCEMENTS - nothing to report.

ADJOURNMENT

Twillia moved to adjourn the meeting. Johan seconded the motion. The meeting was adjourned at 6:23 PM.

NEXT MEETING – November 5, 2024, via Zoom.

Oren B. Helbok

Oren B. Helbok (Oct 7, 2024 14:58 EDT)

Board Signature

7 Oct. 2024

Date







Minutes October 1 2024

Final Audit Report

2024-10-07

Created:	2024-10-07
By:	Linda Robbins (admin@ccdppa.org)
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-  Document created by Linda Robbins (admin@ccdppa.org)
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-  Document emailed to ohelbok@gmail.com for signature
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-  Email viewed by ohelbok@gmail.com
2024-10-07 - 6:53:29 PM GMT
-  Signer ohelbok@gmail.com entered name at signing as Oren B. Helbok
2024-10-07 - 6:57:58 PM GMT
-  Document e-signed by Oren B. Helbok (ohelbok@gmail.com)
Signature Date: 2024-10-07 - 6:58:00 PM GMT - Time Source: server
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