

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, December 17<sup>th</sup>, 2024,  
Location: Grace Lutheran Church, Berwick**

**Voting Members Present:**

Twilla Dowell (CR) Elizabeth "Liz" Hazzard (CR) Amanda Henrie (P) Elizabeth "Beth" Hons (P) Angela Ulrich (P) Mercedes Welliver (P) Kristy Wright (P)

**Others Present:**

Lisa Brelsford Sarah Meyer Faith Rierson Audrey Rogucki Morgana Slodysko Rose Stolz Rebecca White Heather Wolfe

**Absent:**

\*Sandra Elliott \*Kaitlyn Floyd (P) \*Alexis Pantoja (P) Kerri Shaylor (CR) \*Lisa Shultz (P) \*Michelle Talanca (P) \*Cassie Weaver

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on December 17<sup>th</sup>, 2024, at the Grace Lutheran Church in Berwick, Beth Hons, Chairperson, welcomed members and the meeting was called to order at 9:35 am.

**Minutes:**

The Minutes from the November 19<sup>th</sup> meeting were included in the packet. Beth asked members if they had any questions about the minutes, there were none. Beth asked voting members to make a motion to accept the minutes as they were presented. Amanda Henrie made the motion to approve the minutes. Liz Hazzard seconded it. The November minutes were voted on and approved.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The November Financial reports were included in the packet. The Financial reports are a snapshot of our yearly budget. One column shows our actual annual budget, one shows our actual expenses, year-to-date actual expenses, and balances.

The in-kind dollar amount was included in the report along with the breakdown of the grants that we receive. There is still \$107,799 to collect for in-kind for the 24-25 fiscal year. A detailed version of this report is available upon request. Members were asked if they had any questions, there were none.

**Charge Card/Credit Card**

The November Charge Card/ Credit Card reports were 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. Members were asked if they had any questions, there were none.

**Parent Fund**

The parent fund report was included in the packet. Berwick is requesting a total of \$100 to purchase food and craft kits. Benton is requesting \$50 to purchase items to make ornaments. Bloomsburg is requesting \$220 for pillow craft kits. Also included separately, a funds request for Bloomsburg to purchase items for their January parent group meeting. The request was for \$150 and was included in the packet for members to review. Beth asked for a motion to approve the parent fund requests. Amanda Henrie made the motion to approve the parent fund requests. Kristy Wright seconded it. The Parent Fund requests were voted on and approved.

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**Committee Reports:**

**Personnel Update**

Sandra Elliott, Human Resources Coordinator, submitted her Personnel Update. There was one new hire as a substitute. Beth asked voting members to make a motion to approve the Personnel Update. A motion was made by Amanda. Mercedes Welliver seconded it. The Personnel Update was voted on and approved.

## **Curriculum & Resources**

The Committee had a meeting on November 21<sup>st</sup>. The committee discussed the School Readiness Plan which was approved by Policy Council members through email vote. There were no questions. The minutes were included in the packet.

## **Health & Mental Health Services Advisory Committee**

Sarah noted that the committee met on November 15<sup>th</sup>. The group reviewed strengths and got some input on various items. The committee reviewed policies that needed to be updated, and they will continue to work on those. Sarah asked if members had any questions about the meeting, there were none.

## **CCDP Board Report**

Twilla noted that the Board approved Policies 1.6, 2.1, 2.2, 3.1A, and 6.4. The Head Start Budget & Application, and medical insurance. Twilla also noted that the 5<sup>th</sup> Street Center is getting bids to remove bats from the building.

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## **New Business**

### **Policy Revisions**

Policies 3.04A, 3.04B, 3.05, 8.00, and 13.00 were included in the packet. Sarah Meyer briefly explained that many of the changes made to the policies were verbiage changes to make the information clearer for staff.

Policy 3.05, Conflict of Interest was edited to make clear that this Policy extends to Policy Council & Board members. Once this policy is approved it will need to be signed by members. Sarah asked members if they had any questions about the changes, but there were none. Beth asked voting members to make a motion to accept the policy changes as they were presented. Amanda Henrie made the motion to accept the changes, and Kristy Wright seconded it. The Policy changes were voted on and approved.

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## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report for November. The spotlight on Success was from Morgana, Assistant Director. Morgana noted that a new Child Care staff member had learned her day-to-day routine quickly. She says the staff member is working on her Early Childhood Education degree. It was noted that Cassie's report will now include the "Photo of the Month."

Cassie's report included updates on Head Start. There was Program Instruction included in Cassie's report. *PI 24-06* which was released in October, is called "*Supporting the Head Start Workforce and Consistent Quality Programing.*" Morgana noted that the PI included some minor changes to the original instruction including adjusting gross income for families with excessive housing costs when determining eligibility. Other changes were included in the document.

Morgana asked members if they had any questions about any of the information in Cassie's report, there were none. Her report was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for November.

Heather's report includes the number of children who receive Behavioral Support Services. At this time, one child is receiving *Intensive Behavioral Health Services* in the classroom, and this service is provided by an outside agency. Heather's report included *Program Behavioral Updates* which cover the number of children who are currently receiving support for challenging /unsafe behaviors. There were 5 children in November. 40 BIRs were completed and recorded. There were 9 injuries due to behavioral incidents, these injury numbers included both children and staff. 1 peer injury, 4 staff injuries, and 4 self-injuries.

Heather noted that she and Rebecca attended the Northeast & Central PA Disabilities Mental Health Cluster Meeting. Staff from the Northeast and Central regions get together to share ideas and resources. Heather asked members if they had any questions about her report. There were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report for November. GOLD #2 will be due January 31<sup>st</sup>. Children in each classroom helped to make decorations for our TreeFest tree this year. The theme that was voted on was "Snowmen at Play." Transition information will be shared with the school districts.

Rose noted that parent-teacher conference numbers have gone up since her report.

Berwick and Benton have received their STARS, we are still waiting on Town Park Village.

Roes's report included outcomes information for the fall. After the GOLD assessments are completed, all the information gets reviewed, and we get these charts that are categorized into 7-8 different categories. Some of the categories include math, literacy, and cognitive.

Angela Ulrich, Berwick Parent, had a question about how teachers can measure these categories with our children, and what can help them do better. Rose responded by saying that in literacy, the teachers will have the children do the alphabet, journaling, and other activities. Cognitive can include some math and some science as well to get their minds thinking critically about certain things.

Rose asked members if they had any other questions about her report, there were none. Her report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for November. Parent groups met and are going well. Benton had 6 parents come and they made wreaths. Berwick had 1 parent come to the meeting and Bloomsburg's meeting was postponed.

There is positive feedback on including the *Positive Solutions for Families* sessions with the Parent Group. Two families are participating in the Family Support Program in Berwick and Bloomsburg. The Berwick family has completed their first session, and the Bloomsburg family has completed four sessions. Celebrations of Learning information was included in Lisa's reports.

Lisa noted that October was National Book Month, so a challenge was sent home to families to complete together. 34 children participated in the challenge, and every child who participated received a book at the end.

In November, the Nutritious November Challenge was sent to families. This challenge encouraged healthy eating during November. Double points were earned if an adult was also participating in the challenge. 19 children participated in the challenge, but tracking sheets are still coming in.

Lisa asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for November.

The average daily attendance for the month was 81.95% and our Year-To-Date attendance was 85.23%. Our November enrollment was 123, and cumulative enrollment was 125. Family Service Workers have been scheduling applications for the 2024-2025 program year using our updated selection criteria. We are also working with our community partners to receive referrals. Faith noted that CCDP Head Start will be joining a parent workshop at the Berwick Library. Faith asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Health Report:**

Sarah Meyer, Director of Health & Staff Development, submitted her report for November. There were 1295 breakfasts, and 1349 lunches served. The injury report summary was included. Sarah's report included meetings that she attended in November. At the Geisinger meeting, there was some discussion about the Magnet Accreditation Program and Campus Security.

With the help of the T&TA assigned to us by the Office of Head Start, we currently have 100% of dentals on file and 99% of physicals. The number is off by one because a child recently started in one of the classrooms and their 90-day cut-off has not come yet.

The Staff Wellness Committee has a new name, The Sunshine Committee. The hope is to promote positivity during the year rather than wellness activities. For December, the committee rolled out "12 Days of Winter Celebrations" which staff are enjoying.

Sarah's report included tracking information for physicals, dentals, hearing, and vision.

Sarah asked members if they had any questions about her report, there were none at that time. Her report was included in the packet.

### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for November. In the education portion of her report, Rebecca shared that home visit numbers have been getting better. Some home visits could not be completed due to family illnesses. Benton made sensory jars at their Celebration of Learning. Town Park Village and Bloomsburg Home-Based went on a trip to TreeFest. Berwick had a "Friendsgiving" as part of their Play Café.

In the disabilities portion of the report for November, Rebecca reports that 12 children entered the program year with an IEP. Center-based has 6 or 6%, and Home-based has 3 or 13%. The cumulative total of IEPs based on current enrollment is 12 or 10%, this number includes children who were dropped since the program year began.

There are 18 referrals out to the IU and 3 of those were from the last program year. The referral numbers are expected to go down as the IU reviews them.

Rebecca's report also included outcomes graphs for the fall. She noted that there are areas that are lower than others but is confident that numbers will go up for the Winter and Spring.

Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

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### **Parent Group Report**

Benton met and did a wreath craft. Stevie taught the second session of Positive Solutions, and the group planned their next meeting. They will be making plastic ornament balls with the children.

There were no questions about the parent group, all parent group reports were included in the packet.

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### **Open Discussion**

Liz Hazzard had a question for Sarah about mentioning the Magnet Accreditation Program in her report.

The Magnet Accreditation Program recognizes healthcare organizations for quality patient care and nursing excellence.

Liz also had a question about the Sunshine Committee. She asked why the name was changed from *Staff Wellness Committee* and what its new focus was. Sarah explained that the new focus of the committee would be on promoting positivity, encouragement, and fun. During our daily workdays, things get busy but having something agency-wide that every staff member can participate in helps to boost morale. For December, *the 12 Days of Winter* was put together for staff members. Each day there was something else to wear, today was "wear festive winter colors." Beth Hons commented that it was nice to see the staff at drop-off all dressed in sparkles last week.

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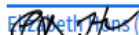
### **Closing:**

Beth Hons thanked members for participating today. Beth reminded members about the next meeting which will take place on Tuesday, January 21<sup>st</sup>, 2025 @9:30 am at the Grace Lutheran Church in Berwick.

Elizabeth asked for a motion to end the meeting. The motion was made by Kristy Wright, and it was seconded by Amanda Henrie. The meeting was adjourned at 10:30 am.

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Chairperson Signature & Date

 Elizabeth Hons (Dec 30, 2024 08:15 EST)