

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, November 19th, 2024,
Location: Grace Lutheran Church, Berwick**

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hons (P) Mercedes Welliver (P) Elizabeth Hazzard (CR) Kerri Shaylor (CR)

Others Present:

Asondra Acor Lisa Brelsford Sandra Elliott Sarah Meyer Faith Rierson Audrey Rogucki Morgana Slodysko
Rose Stolz Cassie Weaver Rebecca White Heather Wolfe

Absent:

*Kaitlyn Floyd (P) *Amanda Henrie (P) *Alexis Pantoja (P) *Lisa Shultz (P) *Michelle Talanca (P)
*Angela Ulrich (P) *Kristy Wright (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on November 19th, 2024, at the Grace Lutheran Church in Berwick, Elizabeth Hons, Chairperson, welcomed members and the meeting was called to order at 9:47 am.

Minutes:

The Minutes from the October 15th meeting were included in the packet. Elizabeth asked members if they had any questions about the minutes, there were none. Elizabeth asked voting members to make a motion to accept the minutes as they were presented. Liz Hazzard made the motion to approve the minutes. Mercedes Welliver seconded it. The October minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

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

The in-kind dollars amount was included in the report along with the breakdown of the grants that we receive. There is still \$187,908 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 September 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 \$120 to purchase items to make sensory bottles, and Benton is requesting \$140 to purchase items to make wreaths and snack items for their next meeting. There were no other requests included. Elizabeth asked for a motion to approve the parent fund requests. Liz Hazzard made the motion to approve the parent fund requests. Mercedes Welliver seconded it. The Parent Fund requests were voted on and approved.

Committee Reports:

Personnel Update

Sandra Elliott, Human Resources Coordinator, submitted her Personnel Update. Two new hires were hired: one with clearances and awaiting a start date and the other waiting on a background check. There were no questions. Elizabeth asked for a motion to approve the Personnel Status Update. Liz Hazzard made the motion to approve, and Mercedes Welliver seconded it. It was voted on and approved.

Budget & Finance

The Committee had a meeting on November 7th. Cassie highlighted that the committee reviewed the Head Start budget. There were no questions. The minutes were included in the packet.

CCDP Board Report

It was noted that there was not a quorum at the meeting and most of the new business was voted on via email.

New Business

Policy Revisions

Policies 1.06, 2.01, 2.02, 3.18, and 6.04 were included in the packet. Sarah Meyer briefly explained that many of the changes made to the policies were title changes, verbiage changes, and layout changes to make the information clearer for staff. Sarah asked members if they had any questions about the changes, but there were none. Elizabeth asked voting members to make a motion to accept the policy changes as they were presented. Liz Hazzard made the motion to accept the changes, and Mercedes Welliver seconded it. The Policy changes were voted on and approved.

Head Start Budget & Baseline Application

Cassie Weaver submitted the Head Start Budget and the Baseline Application and gave a brief overview of what was included.

This application is being written for the fiscal year running April 1st, 2025- March 31st, 2026. Cassie noted that since our Change in Scope is still awaiting approval, this application is being written for the currently funded number of children which is 175.

The line-item budget detail for the 2025-2026 year was included in the packet along with the summary.

The application summary includes program goals that are set to end in 2025 along with yearly outcomes information. Goals for 2025-2030 are included in the summary along with measurable objectives.

Cassie asked members if they had any questions about the information presented. There were none.

Elizabeth Hons asked voting members to make a motion to approve the Head Start Budget and the Baseline Application. Kerri Shaylor made a motion to approve, and Liz Hazzard seconded it. It was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her reports for October. The spotlight on Success was from Faith Rierson, Family Services Manager. Faith recognized Donna Heinrich, Family Service Worker for the partnership room at 5th Street. Donna has been able to build and maintain strong and positive relationships with the families on her caseload. There are times when Family Service Workers have difficult conversations with families that may lead to parents becoming defensive and potentially dropped from the program, but Donna has been able to turn those difficult conversations into empowering ones. She has been able to communicate with families in a manner where parents feel supported. Donna cares for her families and helps provide them with support and resources to help them be successful. Faith noted that Donna is an "Outstanding" member of CCDP.

Cassie's report included updates on Head Start. The Change in Scope was returned on October 25th and re-submitted. Head Start staff attended a full-day training on trauma at the LCBC Church in Bloomsburg. We were invited to attend the training by Danville Head Start. There was good feedback about the training, staff found it informative and helpful. On November 20th, Sarah and Cassie will be meeting with Tavon to discuss the Corrective Action Plan. Cassie asked members if they had any questions about any of the information in her 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 October.

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 October. 47 BIRs were completed and recorded. There were 18 injuries due to behavioral incidents, these injury numbers included both children and staff. There were 2 Mental Health Observations/Consultations completed in October. The Mental Health Consultant reviews every child's social-emotional screening and completes the observations or consultations with teachers on

an as-needed basis. These observations/consultations are completed with parent permission only, and a copy of the report will be given to the parent and the teacher to review.

Heather also reported on various trainings she attended in October. The all-staff trauma training provided tools to create nurturing, healing environments. The training also provided many ideas to staff for self-care at work and at home. A 3-session training on “Three Ways to use Flip it During Challenging Moments with Kids, Adults, and You.” This training provided a 4-step process for addressing challenging moments with young children, and even with adults. Heather attended a 4-day ChildPlus training at the beginning of October.

Heather reports that there is a full year Behavior Support Staff position open at 5th Street, and there is an applicant who looks promising.

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 October. Parent Teacher Conferences are going well, they are all due by November 27th. Rose noted that her next report will include outcomes graphs. Celebrations of Learning are taking place, and the *School Readiness Plan* is currently being worked on. Rose asked members if they had any 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 October. Parent groups met and are going well. There is positive feedback on including the *Positive Solutions for Families* sessions with the Parent Group. The second session focused on the importance of teaching social emotional skills. Those in attendance at the Parent Group listened to the information and completed worksheets. Each family received a resource to use at home. Benton completed their first session since they did not have a meeting in September. Two families are participating in the Family Support Program in Berwick and Bloomsburg. Celebrations of Learning information was included in Lisa’s reports.

Lisa noted that TreeFest will run from November 29th-December 8th. Flyers have gone out to our families, the Family Center, Children & Youth, and the Housing Authority. This year, 80 trees are being donated, and we have about 60 families between all the agencies signed up to receive one.

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 October.

The average daily attendance for the month was 84.99% and our cumulative enrollment is 125. We are currently serving 121 income/categorically eligible families and 2 in the 101-130%.

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. We are purchasing new recruitment items to take to future events. 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 October. There were 1564 breakfasts, and 1673 lunches served. The injury report summary was included. Sarah’s report included meetings that she attended in October.

As part of Staff Wellness, Sarah rolled out a new challenge to staff, the Nutritious November Challenge. Previously we had the Active April Challenge which encouraged physical activity and actively choosing healthier foods. That challenge is now being split into two challenges taking place in April and November. In November, the focus is on Nutrition. In April the focus will be on physical activity. The challenges are optional and it’s the first time we are doing this in November.

Geisinger came into complete dental screenings for all children who have their permission on file. This screening can be counted in our tracking system, and this helps to keep all children up to date and keep us in compliance. We have 67% of dentals on file, and there is a meeting with Tavon to discuss our non-compliance.

Sarah monitored the 1st evacuation drill of the year in Berwick, it went well. Each center completed its evacuation drill in November. The *Health Services Advisory Committee (HSAC)* has a new name. This committee is now known as the *Health & Mental Health Services Advisory Committee (HMHSAC)*.

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. Her report was included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for October. In the education portion of her report, Rebecca shared that Benton will have its Celebration of Learning next week. Her report included the number of scheduled home visits and those that have been completed. Some home visits could not be completed due to family illnesses.

In the disabilities portion of the report for October, Rebecca reports that 10 children entered the program year with an IEP. Center-based has 7 or 7%, and Home-based has 3 or 13%. The cumulative total of IEPs based on current enrollment is 11 or 9%, this number includes children who were dropped since the program year began.

There are 17 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 asked members if they had any questions about her report, there were none. Her report was included in the packet.

Parent Group Report

Berwick met with 8 in attendance. Donna gave the 2nd session Positive Solutions. The group did a pumpkin craft and discussed a date for the next meeting. The group decided to make calm-down sensory bottles. There were no questions about the parent group, the report was included in the packet.

Open Discussion


Liz Hazzard, Community Member from the Women’s Center informed members about a Holiday Meal and toy program that is available in our community. She informed members that they should pre-register for it and the pickup date would be December 11th, 2024, at the Caldwell Consistory. Liz will share the flyer with management to share with families.

Closing:

Elizabeth Hons thanked members for participating today. There was a reminder about the weather disclaimer on the agenda. Elizabeth reminded members about the next meeting which will take place on Tuesday, December 17th @9:30am at the Grace Lutheran Church in Berwick.

Elizabeth asked for a motion to end the meeting. The motion was made by Liz Hazzard, and it was seconded by Kerri Shaylor. The meeting was adjourned at 10:28 am.

Chairperson Signature & Date


Elizabeth Hons (Nov 25, 2024 08:55 EST)