

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, February 18th, 2025
Location: Grace Lutheran Church, Berwick**

Voting Members Present:

Twilla Dowell (CR) Pearl Gross (Intern) Elizabeth "Liz" Hazzard (CR) Michelle Talanca (P) Kristy Wright (P)

Others Present:

Elizabeth "Beth" Hons (P) Sarah Meyer Faith Rierson Audrey Rogucki Rose Stolz Morgana Slodysko
Cassie Weaver Rebecca White Heather Wolfe

Absent:

*Lisa Brelsford *Sandra Elliott Kaitlyn Floyd (P) Amanda Henrie (P) Alexis Pantoja (P) *Kerri Shaylor (CR)
*Angela Ulrich (P) *Mercedes Welliver (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on February 18th, 2025, 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 January meeting were included in the packet. Beth asked members if they had any questions about the minutes. A notation was made about the location of the last meeting being on Zoom and not at the church. It was not necessary to change it on the minutes and re-submit. Beth asked voting members to make a motion to accept the minutes as they were presented. Liz Hazzard made the motion to approve the minutes. Kristy Wright seconded it. The January minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The January 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. We have collected all required in-kind dollars for the 24-25 fiscal year, and we will continue to collect until the end of our 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 January 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 \$90 to purchase food and craft materials. Bloomsburg is requesting \$100 for bath bomb making supplies. Beth asked for a motion to approve the parent fund requests. Michelle Talanca made the motion to approve the parent fund requests. Kristy Wright seconded it. The Parent Fund requests were voted on and approved.

Committee Reports:

Personnel Update

Sandra Elliott, Human Resources Coordinator, was absent from this meeting. There was one update that was not included in the packet, and it was presented by Cassie. There was a request for termination for an excessively tardy staff member. It was explained that this staff member had not called in to let her supervisor know before showing up late. This staff member has received warnings both in writing and in person with no change. At this meeting, members were asked to vote on the disciplinary action of termination of this employee. A motion was made by Michelle Talanca. Kristy Wright seconded it. The request for termination was voted on and approved.

CCDP Board Report

Twilla noted that the Child Care tuition increase was approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for January. The spotlight on Success was from Debbie from childcare. Debbie noted that there was a dual-language child who began over a year ago in Child Care. He started his time in childcare being quiet and reserved. Since his start, he has been expanding his use of the English language and is interacting with staff and other children.

Cassie mentioned that PA Senator, Linda Schlegel Culver visited the 5th Street Center on January 13th.

Cassie noted that the infant room was closed that day due to staffing, it was an opportunity to showcase the struggles within childcare and early learning programs.

The area of non-compliance was considered to be “corrected” on February 5th, which was after Cassie’s report had been completed, but she did make mention of it.

Cassie’s report included Program goal updates for both Head Start and Child Care. Sarah Meyer read through the goals and the actions taken to complete the goals.

The goal that was highlighted was Head Start Program Goal #1: *Columbia Child Development Program will empower families to be proactive in their child’s success in school and beyond.*

One of the Measurable Objectives: *By 2030, 80% of children will apply a wide range of strategies to comprehend, interpret, evaluate, and appreciate the text.*

The action taken to achieve this objective is to *read a variety of informational texts (e.g., non-fiction text, recipes, web pages, menus, phone books, maps, etc.) to children.*

The Current progress on that goal is: we are working on building a larger non-fiction collection of books.

The goal and its progress were all included in Cassie’s report.

Cassie and Sarah asked if there were any questions, but there were none. Cassie’s report was included in the packet.

Mental Health Report:

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

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 January. 19 BIRs were completed and recorded. There were 4 injuries due to behavioral incidents, these injury numbers included both children and staff.

3 staff injuries and 1 self-injury. Heather reported there were no Mental Health Consultations completed in January. Heather’s report also shows that there is one full-year position open at the 5th Street Center in Bloomsburg. She mentioned that there was an interview scheduled, but the candidate didn’t show.

There were no questions about Heather’s report. Her report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report for January. The 2nd parent-teacher conference will be due on February 28th. Staff will be contact parents to set up appointments. Transition meeting information has been sent to families for East & West Berwick, Southern, and Central school districts. 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 January. Parent groups did meet. Berwick had 4 parents come to the meeting. They completed session 5 for Positive Solutions. Bloomsburg had 6 parents at their meeting, and they completed session 4 for Positive Solutions. Benton didn’t have any parents who were able to come to the meeting so they will save the activity for the February meeting. Four families are participating in the Family Support Program in Berwick and Bloomsburg, one is still in the referral process. Celebrations of learning were held in Carolina’s, and Michelee’s classrooms in January.

Lisa reports that the Family Service Workers (FSW) are working on their mid-year check-ins with families. FSWs discuss family goals that were sent at the beginning of the school year, they will also complete a second strengths and Outcomes Assessment with the families to identify strengths and any needs that have become apparent since the first assessment was completed. There was a Family STEAM night scheduled for the end of February, but that

has been rescheduled due to a scheduling conflict with the Berwick School District. Members were asked if they had any questions about Lisa's 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 January.

The average daily attendance for the month was 77.44% and our Year-To-Date attendance was 81.20%. 45% of absences for January were due to illness. Other reasons included no transportation, appointments, or being out of town. FSWs and teachers encourage families to call in if their child is going to be absent.

Our January enrollment was 123, and cumulative enrollment was 128. Family Service Workers have been scheduling applications for the 2025-2026 program year using our updated selection criteria. They are also continuing to process applications for the current program year. 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 January. There were 1228 breakfasts, and 1502 lunches served. The injury report summary was also included. Sarah's report included meetings that she attended in January. Sarah noted that she attended a Geisinger meeting where Hospice care was discussed. They discussed the long-term commitment to families after a loved one has passed. The Sunshine Committee is encouraging "Fun Fridays in February," where each Friday of the month staff can dress according to what the theme is for that week. Everything from wearing your team's favorite colors to wearing something fuzzy is part of the fun.

Sarah's report included tracking information for physicals, dentals, hearing, and vision. She noted that Spring screenings will be due soon and hopefully numbers will rise.

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 January. In the education portion of her report, Rebecca noted that the number of scheduled visits and completed visits was lower due to illness within the home. Benton Center is now being cleaned professionally due to the center now running 5 days a week.

In the disabilities portion of the report for January, Rebecca reports that 12 children entered the program year with an IEP. Center-based has 11 or 11%, and Home-based has 2 or 8%. The cumulative total of IEPs based on current enrollment is 15 or 12%, this number includes children who were dropped since the program year began.

There are 18 referrals out to the IU and 1 of those was from the last program year. There have been three new IEPs developed this program term. The referral numbers are expected to go down as the IU reviews them. Rebecca asked members if they had any questions about her report, and there were none. Her report was included in the packet.

Parent Group Report

Michelle Talanca reported on the Berwick Parent Group. Berwick met on January 16th and had 4 parents in attendance. The families completed the PSF session #5, and they made fairy jars with lights. The group had breakfast and talked about what they wanted to do at the next meeting.

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

Open Discussion

N/A

Closing:

Beth Hons thanked members for participating today. Beth reminded members about the next meeting which will take place on Tuesday, March 18th, 2025 @9:30 am at the Grace Lutheran Church in Berwick.

Beth asked for a motion to end the meeting. The motion was made by Michelle Talanca, and it was seconded by Kristy Wright. The meeting was adjourned at 10:10 am.

Chairperson Signature & Date



Elizabeth Hons (Feb 24, 2025 08:55 EST)