

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, September 17th, 2024,
Location: Grace Lutheran Church, Berwick**

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard (CR) Amanda Henrie (P) Elizabeth Hons (P) Kiaya McFadden (P) Kerri Shaylor (CR) Angela Ulrich (P) Mercedes Welliver (P) Kristy Wright (P)

Others Present:

Asondra Acor Lisa Brelsford Sandra Elliott Rachel Dawson (P) Sarah Meyer Morgana Slodysko Faith Rierson Audrey Rogucki Cassie Weaver Rebecca White Heather Wolfe

Absent:

*Kaitlyn Floyd (P) *Alexis Pantoja (P) *Lisa Shultz (P) *Rose Stolz *Michelle Talanca (P)

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on September 17th, 2024, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:38 am.

Minutes:

The Minutes from the June 18th meeting were included in the packet. Rachel asked members if they had any questions about the minutes, there were none. Rachel asked voting members to make a motion to accept the minutes as they were presented. The motion to approve was made by Elizabeth Hons. It was seconded by Twilla Dowell. The June minutes were approved.

Community Members

Parents were voted in as Policy Council members at their Parent Groups. They had the chance to vote in existing Community Members, Elizabeth Hazzard and Kerri Shaylor. A motion to approve the members was made by Twilla Dowell and was seconded by Elizabeth Hons. Community Members were voted in and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The Financial reports for June, July, and August were included in the packet. Asondra Acor, fiscal manager, explained these reports to members. Asondra explained that the Policy Council normally sees one report each month. There are no Policy Council meetings held in July and August, but the financial reports still need to be generated.

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. Asondra asked members if they had any questions, there were none.

Charge Card/Credit Card

The June, July, and August Charge Card/ Credit Card reports were included in the packet. The report is split between Child Care, HSSAP, and Head Start.

Asondra explained to members that there are detailed versions of these reports available upon request, we only include summaries in the packet to help save paper. There were no questions.

Parent Fund

The parent fund report was included in the packet. There was no change in the balances, there will be some changes for September. Mercedes Welliver and Amanda Henrie, Berwick parents, had questions about what the parent fund was and how it works. Lisa Brelsford explained that once parent groups meet, they can decide how to use the funds that are available. There were no more questions about the parent fund. Rachel asked for a motion to approve the parent fund. Elizabeth Hons made the motion to approve and seconded by Kristy Wright. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Morgana Miller submitted the Personnel Update report. There were many changes included in this update. It was asked that Katie Beaver, Behavior Support Staff, be added to the list since she did start before Pre-Service. All members were asked to add her to the list that was included in the packet. Mercedes Welliver, Berwick parent, had a question about a termination of a Behavior Support Staff member. Heather responded by saying that the staff member failed to meet her job requirements even after an improvement plan was put in place. There were no more questions. Rachel asked for a motion to approve the Personnel Update with the addition of Katie Beaver. The motion to approve was made by Twilla Dowell and it was seconded by Mercedes Welliver. The Personnel Update was approved.

Curriculum & Resource

Rebecca White & Rose Stolz submitted the minutes from their meeting back in June. The Creative Curriculum has changed from a digital format to a cloud format, there are more resources available in this format. New teachers will be oriented to the Creative Curriculum and its resources. A trainer from Teaching Strategies was brought into a professional development day in September to orient the staff.

The Growing Great Kids Curriculum is used by the Home-Based teachers. Staff found it hard to adapt for children with severe social-emotional difficulties. They found that families and children did not benefit from the curriculum until the social-emotional needs were addressed. Once those needs were addressed, staff were able to focus again on the *Growing Great Kids Curriculum*. In the 2024-25 program year, Rebecca will monitor the use of the curriculum and find ways to incorporate social-emotional goals within the curriculum. The Cultural Recognition Policy was reviewed by the committee. A few grammatical changes were made, and the Committee approved it.

The Child Left at the Center Policy was reviewed. There was discussion on the policy. The policy was approved.

The Inclusion Procedure was shared. It was explained that the agency is trying not to allow classrooms to become special education classrooms or be overwhelmed with significant behavior issues. The committee changed some wording to make some of the statements clearer. The Procedure was voted on later and approved.

CCDP Board Report

Twilla noted that the Board passed the Curriculum and the Cultural Policy. The Board decided that they will continue giving staff birthday gift cards. There was also a Shaken Baby Syndrome Policy that was passed. There were no questions.

New Business

Nomination/Approval of Officers

At the Policy Council training, each parent who attended received a brief overview of the officer positions and what would be expected out of each one. Parents were given a chance to review each one and nominate themselves or others for officer positions. Each parent was given the chance to vote for who they thought they would want to see in that position. There was a lot of interest in the officer positions which resulted in names being written down and drawn. Elizabeth Hons nominated herself for the position of Chairperson. Mercedes Welliver and Amanda Henrie, both nominated themselves for the Vice-Chairperson position. Kristy Wright and Angela Ulrich, both nominated themselves for the Secretary position. Mercedes Welliver and Angela Ulrich also nominated themselves for the Liaison to the Board position. Elizabeth Hons was voted as Chairperson, Amanda Henrie as Vice-Chairperson, Angela Ulrich as Secretary, and Mercedes Welliver as Liaison to the Board. Rachel asked voting members to make a motion to approve the new officer positions. A motion was made by Mercedes Welliver and seconded by Angela Ulrich. The new Officer positions were voted on and approved.

24-25 Flexible Instruction Plan

Rebecca White, Education & Disabilities Manager, gave those in attendance an overview of the Flexible Instruction Plan for HSSAP classrooms. From the start of the program year on September 4th, 2024-June 9th, 2025, there are two emergency closure dates built into the calendar. By the third day, if needed, Instructional learning packets will be sent home and used to track attendance. Teachers will put together packets for each student which will include in-kind activities to be completed. Parents can take a photo of the completed activities and send them to their teacher. Once received, the teacher will enter in attendance as present for the day. Elizabeth Hons had a question about snow in some areas. She asked if this plan would extend to families who had a harder time getting into the center than others, she wanted to know how that would affect attendance. If weather conditions did not permit a child to make it safely into the center, their absence could be marked as excused. Rebecca asked if there were any more questions, there were none. Rachel asked members to make a motion to approve the 24-25 Flexible Instruction Plan, Elizabeth Hons made the motion, and it was seconded by Kristy Wright. The 24-25 Flexible Instruction Plan was voted on and approved.

Policy Revisions: 3.17, 5.11 & 10.03

Sarah Meyer, Director of Health & Staff Development, gave an overview of the policy revisions.

Policy 3.17, Political Activity had a few language revisions.

Policy 5.11, Anniversary / Times was revised so that staff can begin earning anniversary time after the 1st year of employment. Staff will receive 1 hour for each year of work. Previously, staff would earn time in increments of five, for example, five years was awarded one day, ten years was awarded 2 days, and so on.

Policy 10.03, Transfer, had a few minor language changes.

Sarah asked if anyone had questions about the policy revisions, there were none.

Rachel asked for members to make a motion to approve all three policy revisions as they were presented. A motion was made by Kristy Wright, and it was seconded by Amanda Henrie. The policy revisions were voted on and approved.

Acceptance of 23-24 PIR

Cassie Weaver, Executive Director, submitted the PIR. Cassie explained that the PIR is information collected over the program year. The report includes information on our program's enrollment, attendance, family goals, family services, health, staff tracking, and other program demographics. Cassie highlighted a few sections of the PIR.

Our program's cumulative enrollment for the year was 164. English was the primary language for 156 of our children and families, 29 families and children were considered dual language learners.

In health, 164 had health insurance both state and private. 129 children were up to date with their age-appropriate preventative care. 19 children were diagnosed with a chronic condition and 15 of those received the treatment needed. 135 children were diagnosed with needing oral treatment during the program year, 22 did not make or keep appointments so treatment could be completed.

The PIR is a report that is submitted yearly and needs to be viewed by all members of Policy Council and the Board but does not need to be approved before submission.

The only approval needed is that members have viewed the report and asked any questions needed about it.

After members had a chance to review the PIR Cassie asked members if they had any questions about it, there were none. Rachel Dawson asked voting members to make a motion to accept the PIR as it was submitted. A motion to approve the 23-24 PIR was made by Mercedes Welliver and seconded by Elizabeth Hons. It was voted on and approved.

Fiscal Training

Asondra Acor, Fiscal Manager, gave her training to members. The fiscal department is made up of four full-time employees including Asondra. Dawn Trescott, Fiscal Assistant, works at the 5th Street office and has been with us for 33 years. Crystal Billig, Enrollment Bookkeeper, works at the 5th Street office and has been with us for one year, Darlene Slusser, Bookkeeper, works at the 5th Street office and has been with us for one year.

CCDP is funded through Head Start, HSSAP, and Child Care. Head Start receives funding through the Office of Head Start (OHS), called "program funding." With this funding, CCDP agrees to serve a certain number of children throughout the year for a certain amount of money. This funding includes Training and Technical Assistance funds. Head Start has a 20% non-federal share requirement that can be met through a cash match or in-kind. In-kind is documented support extended to the Head Start operation, through volunteers, cash, or service donations. The Head Start Policy Council receives monthly Head Start financial reports including monthly credit card expenditure reports prepared by the Fiscal Manager. CCDP is audited yearly to ensure all funds are properly allocated. Elizabeth Hazzard asked a question about why Head Start couldn't hold any fundraisers. Most of our families are already living at or below the federal poverty level, we couldn't ask them to spend their own money on our program.

Asondra asked members if they had any other questions about the information she provided, there were none. The training report was included in the packet and no vote was needed.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her reports for June-August.

Cassie's Spotlight on Success for June/July was from Debbie Jones. There is a child who has made great progress in one of the preschool rooms. Inspections occurred at TPV and 5th Street. Debbie is working with the STARS coordinator to ensure the STARS add-on is reinstated as soon as possible. Cassie submitted a capital item request to the Town of Bloomsburg to replace the air conditioning system at the 5th Street center. Cassie noted that there was an Information Memorandum titled, "Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients." It explained how monitoring will take place next year. CCDP should not be reviewed in the next year. Cassie & Sarah continue to work with Tavon on a Corrective Action Plan for the Noncompliance after the FA2 monitoring review.

Cassie's Spotlight on Success for August was from Rose Stolz. In the past few years, we have enrolled more children and families whose home language is Spanish.

Head Start had the opportunity to hire a Teacher and several Assistant Teachers whose first language is Spanish.

These teachers speak both English and Spanish in the classroom. This allows for more accurate assessment of children's skills and families can get information about their child in their native language. We have gotten positive feedback from parents.

The Change in Scope application was resubmitted in August. There was a Program Instruction included with Cassie's report titled, "Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming" which was released. It summarizes the changes to the Head Start Program Performance Standards. A Healthy Workplace Grant was submitted in August.

For June/July, Morgana Slodysko reviewed the Program Goals & School Readiness Goals. The measurable Program Goal was that 75% of enrolled children who were experiencing homelessness would obtain housing.

Program representatives have been participating in the Columbia County Human Services coalition and the Homeless Task Force. Family Service Workers have referred families to local organizations and have connected them with resources.

The School Readiness Goal was that 75% of all children would develop a positive image to form cooperative relationships with peers and adults as measured by Teaching Strategies GOLD. In Spring 2024, 94% of enrolled children met or exceeded this goal.

The measurable Program Goal for August was that, by 2024, 80% of all Family Partnership Agreement (FPA) goals will align with services needed data as identified by the family. At the end of the 2023-2024 school year, 71.8% of Family Partnership Agreement goals were aligned. 85 out of 166 family goals focused on family well-being and 28 goals focused on families as learners. The lowest number of goals lies in the category of families as advocates and leaders. This is a tough goal when your family's needs aren't met.

The School Readiness Goal for August was that children would demonstrate the desire to learn and develop an interest in a variety of topics and activities. Current prop boxes have been used by staff. Managers worked with teachers to identify further prop box topics. There were no questions about Cassie or Morgana's report, it was included in the packet.

Mental Health Report:

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her report for June-August.

Heather noted that the information in her report was reflective of eight classrooms in session the first week in June and just one classroom over the summer.

Heather's report includes the number of children who receive Behavioral Support Services. At this time, there are no children in our program receiving this support. These services are provided by outside agencies and involve one-on-one support to children who need a more intensive level of support in the classroom concerning their behaviors.

Heather's report included *Program Behavioral Updates* which cover the number of children who are currently receiving support for challenging /unsafe behaviors. There were 6 reported in June, 2 reported in July, and 2 reported in August. 18 BIRs were completed and recorded between June and August. There were 25 injuries from June to August due to behavioral incidents, these injury numbers included both children and staff. One child was using a frequency chart instead of a BIR in June. This chart is used for children who display higher frequent behaviors which we have already collected data on through the use of the BIRs.

Heather reported that Grace Penman, one of our MH Consultants, provided training to our staff during Pre-Service on how to support families in crisis. CMSU informed our program that we will be receiving the same amount of funding as last year. This money will be used to fund a Behavior Support Staff position in Bloomsburg and Positive Solutions for

Families information and resources for our Bloomsburg families. The Family Support Staff services will continue to be offered to families this year with Head Start funds.

Ages & Stages Social Emotional (ASQ-SE) screenings are being completed on every child enrolled in the program. Families complete the screen based on what their experience is with their child in the home. After the first 30 days of school, teachers will complete the screens based on what they observe in the classroom. Results will be shared with families. After screens are completed, our program will work with families to meet any needs that are identified through this screening process. With parent/guardian permission, an observation and/or consultation with our Mental Health Consultant can be requested at any time throughout the year to request additional strategies, resources, and recommendations to meet children's needs.

Heather reported that there is a full-year Behavior Support Staff position available for the 5th Street Center classroom. There was a question from a member about what the minimum requirement of the position entailed, the question was answered; at least one year of classroom experience is required.

There were no more questions about Heather's report, it was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report for June-August. End-of-year celebrations were held in June. A Memorandum of Understanding has been sent to schools, this outlines the way we will work together. The Education procedure manual was updated for staff. Berwick School District has received the updated radiologic plan. The School Readiness Plan and the five-year action plan are being updated. The first day for children was on September 4th, 2024. STARS renewal paperwork for Berwick is being completed. There were no questions about Rose's report. It was included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report for June-August. Family Service Workers met with families to complete the Family Strengths and Needs Outcome Assessment.

Once that is completed, they work with the family to create a goal that the family can work towards during the year. The Family Service Workers provide resources if necessary and check in with the family on their progress throughout the year.

Positive Solutions for Families (PSF) will be conducted differently this year. Sessions will be held at the start of the monthly Parent Group meetings at each center. Family Service Workers will go over the curriculum and highlight the resources that families can use at home. September is the 1st session. If families are interested in a more individualized approach to the curriculum, they can participate in the Family Support Program which uses the same curriculum but is done in a one-on-one setting with the parents in the home. A Family Service Worker will be completing the curriculum with the family. There were no questions about Lisa's reports, it was included in the packet.

Family Services Report:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report for June-August.

There was only one classroom open over the summer months at 5th Street. The average daily attendance for June was 77%, July was 78.29%, and August was 80.77%

Family Service Workers have been scheduling applications for the 2024-2025 program year with our updated selection criteria. We are working with our community partners to receive referrals as well. There were no questions about Faith's report, it was included in the packet.

Health Report:

Sarah Meyer, Director of Health & Staff Development, submitted her report for June-August. There were 319 breakfasts, and 674 lunches served. The injury report summary was included. Class selection was held in June, this helps place children in classrooms. Sarah noted that she is working with Cassie and Tavon on a Corrective Action Plan for Noncompliance after the FA2 monitoring review. Sarah's report included information on tasks that were taken on during the summer months. There were no questions about Sarah's report, it was included in the packet.

Education & Disabilities Report:

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report for June-August.

In the education portion of her report, Rebecca noted that the teachers were doing initial home visits in August before the children attending.

In the disabilities portion of the report for June, Rebecca noted that 17% or 22 of our center-based children, 12% or 3 of our combination option children, and 21% or 5 of our home-based children had an IEP. There were 2 referrals out to the IU that are pending, the referrals were made in January.

In July and August 5th Street had 1 child with an IEP and there were still 2 pending referrals for the IU.

There were no questions about Rebecca's report, and it was included in the packet.

Parent Group Report

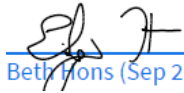
Lisa Brelsford gave a brief overview of the parent group reports. Benton did not have any parents attend, Berwick had 6, and Bloomsburg had 4 in attendance.

Closing:

Rachel Dawson thanked members for participating today, she also thanked staff for having her on the Council. Rachel gave a final reminder about the next meeting which will take place on Tuesday, October 15th@9:30am at the Grace Lutheran Church in Berwick.

Rachel asked for a motion to end the meeting. The motion was made by Angela Ulrich and it was seconded by Amanda Henrie. The meeting was adjourned at 11:32 am.

Chairperson Signature & Date



Beth Wions (Sep 26, 2024 11:13 EDT)