

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815
March 7, 2023

MEMBERS PRESENT

Oren Helbok	Ashley Mensch	Olivia Oden
Johan van der Jagt	Toni Bell	Joan Mosier
Matt McCollin	Lynne Pabst	Danielle Howie
Christine Luschas	Betsy Rubio	

OTHERS PRESENT

Cassie Weaver	Jen Johnson	Heather Wolfe
Debbie Jones	Asondra Acor	

MEMBERS ABSENT (* indicates excused)

*Adelaide Benson	*Christy Roberson	* Twilla Dowell
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The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:36 p.m. via zoom conference. Ashley welcomed new members.

CONSENT AGENDA

Toni moved to approve the consent agenda. The motion was seconded by Johan, voted on and unanimously approved. The consent agenda included: president's report, February minutes, Vice President's report, credit card report, Policy Council minutes and Secretary's report.

TREASURER'S REPORT – No report.

FISCAL OFFICER'S REPORT

Asondra went over the treasurer's summary for February. She noted Child Care/Summer School Age is showing a loss of \$142,132. Head Start and HSSAP are a little behind in spending. She noted the OCDEL grant did not cover \$12,987.31 for retention bonuses for Child Care. This was taken out of the board reserve. The Head Start continuation grant and change in scope have been approved.

ADMINISTRATIVE REPORTS:

AGENCY

Cassie went over her report highlighting the Spotlight on Success from Heather who wrote about Missy Kishbaugh and Brianna Keefe who earned their CDA's in March. Although we have not received anything official from Head Start, Cassie said she received word that the vaccine mandate has been halted for now. She will notify staff that the policy has been paused. The last statement in the Mandatory Vaccine Policy states the mandate is subject to change from OHS so the policy itself will not need to be revised. Cassie is hoping this will help with hiring. A Program Information Report regarding programs impacted by Hurricanes Fiona and Ian was included in the packet but is not applicable to us. Also included in the packet was an Information Memorandum addressing lead in water. She noted Jen Johnson coordinated the testing of water through a state program in all our centers two years ago. Cassie noted she is happy we received our change in scope. Federally funded classrooms will have 13 children (instead of 17) beginning in the fall.

Oren reported on the Renaissance Fair noting the Development Committee decided it was an opportunity for our program to get ourselves out into the community. We are partnering with Real Taste 570. He encouraged members to sign up for at least a one hour-time slot. The event is April 29 from 10-5. Morgana will send out a signup form.

HEAD START

Heather's report was included in the packet. She explained the different behaviors children are experiencing and noted it has been a challenging year for staff with trying to meet these needs. She highlighted several things the program is doing to support the staff. Heather said the feedback from staff has been that they feel very supported. Discussion followed.

CHILD CARE

Debbie went over her report noting that a lead teacher has been hired in the Head Start classroom and she is hoping to have a BSS to help with behaviors. A cook aide and an assistant for the infant room has been hired as well. She noted the only position that needs to be filled is an assistant for school age. Debbie noted that several Head Start staff will be working for Child Care this summer. The pool being open or not was discussed. Toni noted it should be open Memorial weekend. Debbie noted two Board members have volunteered to read for the Week of the Young Child. Debbie noted we received our NAEYC recertification. Scores were: 95% infant/toddler, 86% preschool, and 89% Head Start at TPV.

An inspection will take place at TPV sometime in June for summer camp.

COMMITTEE REPORTS:

EXECUTIVE

Minutes from the March 9 meeting were in the packet. Ashley noted since the meeting fell two days after the Board meeting there was not a lot to discuss. She did note that Jen Johnson will be retiring May 16 and she will be missed.

BUDGET AND FINANCE

The proposed budget for Head Start and Child Care were included in the packet. Asondra went over the COLA and Quality Improvement budget proposal for Head Start. She noted we have been allocated \$159,174 and are required to give a 5.6% COLA increase. CCDP is proposing an 8.5% COLA increase effective April 1, 2023. Toni moved to approve the 2023-2024 Head Start budget narrative as presented with a cost-of-living increase of 8.5%. The motion was seconded by Oren, voted on and unanimously approved.

Asondra went over the updated Child Care budget noting the projected increase in income for Child Care is \$39,746 and includes an 8.5% cost of living increase effective April 1, 2023. Oren moved to approve the 2023-2024 Child Care budget narrative as presented. The motion was seconded by Toni, voted on and unanimously approved.

Asondra went over the salary scales. She noted the salaries were increased 7%. Johan moved to approve the CCDP salary scales as presented effective April 1, 2023. The motion was seconded by Betsy, voted on and unanimously approved. Asondra noted that she and Cassie are happy to see the lowest hourly rate above \$10.00.

PERSONNEL

Toni moved to approve the Personnel status Update as presented. Olivia seconded the motion. The motion was voted on and unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – No report.

BYLAWS – No report.

AD HOC BUILDING – No report.

HEAD START POLICY COUNCIL LIAISON

Danielle reported parents and children have started participating in the physical activity challenge and continuing with Celebrations of Learning in the classrooms where parents come in to see what the children are learning and share activities. The next parent activity will be a floral arrangement class at Votech. She noted that as a parent she has noticed an increase in communication and pleasantries from staff.

SUSQUEHANNA VALLEY UNITED WAY LIAISON - No report.

UNFINISHED BUSINESS – None.

NEW BUSINESS

The proposed 12-month holiday schedule for 2024 was included in the packet. Cassie explained that in the past 12-month employees received ten paid holidays. Since parents pay for holidays now and 9-month Head Start staff receive sixteen paid holidays, and in trying to be a little more equitable, eleven is being proposed. She also noted the total number of days we can be reimbursed for subsidy for being closed is 15 days. She noted we are always looking for ways to better support our staff. Ashley asked if we got reimbursed for subsidy when we close half days for training. Debbie replied she believes if we are open for five hours, we get reimbursed. Matt moved to approve the 12-month holiday schedule for 2024. The motion was seconded by Betsy, voted on and unanimously approved.

The 2022-2023 self-assessment was included in the packet. Cassie pointed out the overall strengths and areas of needed improvement. There were no questions. Oren moved to approve the 2022-2023 Self-Assessment. The motion was seconded by Toni, voted on and unanimously approved.

ANNOUNCEMENTS – None.

ADJOURNMENT

Toni moved and Christine seconded to adjourn the meeting. The meeting ended at 6:33 pm. The next Board of Directors meeting will be held at 5:30 p.m. May 2, 2023, via Zoom and phone.

Ashley Mensch
Ashley Mensch (Apr 14, 2023 15:39 EDT)
Board Signature

Apr 14, 2023
Date

Minutes March 7 2023

Final Audit Report

2023-04-14

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