

COLUMBIA CHILD DEVELOPMENT PROGRAM  
Bloomsburg PA 17815  
November 7, 2023

MEMBERS PRESENT

Ashley Mensch  
Lynne Pabst  
Johan van der Jagt

Oren Helbok  
Danielle Howie

Twillia Dowell  
Olivia Oden

OTHERS PRESENT

Cassie Weaver  
Debbie Jones

Asondra Acor  
Morgana Miller

Amber Parr  
Faith Rierson

MEMBERS ABSENT (\* indicates excused)

\*Adelaide Benson  
\*Joan Mosier

\*Betsy Rubio  
\* Matt McCollin

\* Toni Bell  
\* Christy Roberson

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:31 PM via zoom.

GUESTS - None present.

CONSENT AGENDA

Johan moved to approve the Consent Agenda. The motion was seconded by Lynne, voted on and unanimously approved.

TREASURER'S REPORT – The financial summary report was provided in the packet.

FISCAL OFFICER'S REPORT

Asondra reported that Child Care and Head Start are both halfway through their budget year as of September. Child Care is reporting an overall deficit of \$66,237. This is 100% of the yearly budgeted deficit. This is partially due to the excess expense, personnel costs, maintenance expenditures, and IT services that have been utilized extra already this year. The Summer Camp subsidy numbers are not the finalized on this report, however Asondra said that they are done and will be on the October report. There was roughly a surplus of \$16,000, which was more than projected.

She reported that Head Start is roughly six months into their budget year and have only utilized 42% of their budgeted expenses. A large contributing factor for this is low staff.

HSSAP is about 3 months into their budget year and have only utilized about 18% of their expenses.

The EITC funds are expected to run out in January. Usually, we receive a donation from the bank in March, however there may be a lapse where we will not have the money to be able to offer this. The family that is currently using the EITC funds has already been notified of this possibility.

Asondra thanked the board members for getting back to us so quickly on approving the proposal for Purdy Insurance. The medical/dental/vision insurance is being worked on, a meeting is scheduled with Pat from Power Kunkle on November 16<sup>th</sup> to review the preliminary quotes.

The Audit paperwork is now completed. Recently Courtney reached out and requested more information and that has all been turned in. Courtney said that the audit is complete on her end, we are just waiting for the draft. Asondra hopes to have that by the end of this week.

Asondra stated that she is at a standstill with getting more information on if we can purchase the Weis gift cards using gift cards like we have in the past. We do still have enough gift cards to get through the next few months.

Work has started on the 2024-2025 Head Start budget. A combined meeting is scheduled for November 9<sup>th</sup> to work on it with the Budget and Planning and Budget and Finance committees.

Darlene is the new Accounts Payable Bookkeeper and she has started working. She is doing a great job and has already learned a lot from both Asondra and Dawn.

## ADMINISTRATIVE REPORTS:

### AGENCY

Cassie reviewed her report. The format has been updated and new information is included. This report will keep the important information that was already on it but will now highlight information from the other Head Start Manager's reports to focus on items that need closer attention. Morgana will go over the last page of the report highlighting goals.

The Spotlight of Success is from Faith and focuses on Deb. She is a dedicated Family Service Worker and is amazing. She has been with our program for 27 years.

The monies for the one-time grant funds have already come in. Cassie and Sarah completed a walkthrough at all the centers with Mike from NGS Films and Graphics. They just received the final quote today and need to review it. The quote is close to the \$43,000 that was allocated. Cassie and Sarah did not feel as confident with the company who submitted the previous quote. They felt much better after talking with Mike and his company.

The Town Park Village classroom that was operating at partial days opened to full days as of 10/16 with Tina taking the lead. Cassie observed the classroom with Denise and said that Tina was doing great.

Denise was here to complete a regular site visit with our program. She was positive with everything that she was able to observe. In one classroom, everything that could go wrong, did go wrong. Denise said that the staff handled it perfectly and said it was fantastic to see.

Cassie also thanked all the board members that were able to attend the virtual meeting with Denise and from everything that she heard, that went well also.

Cassie reviewed the open staff positions. We currently have ten and one-half positions open. The half of a position is due to a long-time staff member that is currently only able to work a partial day due to personal reasons. They are trying to either hire someone to fill the other half of her day or an entire day. If her position can get filled with someone who can work the entire day, they will be able to use her as a substitute.

The Child Care enrollment numbers were previously included in Debbie's report but are now part of the Agency report.

There are currently no mental health referrals for IBHS, previously called TSS, and we have none anticipated because of the behavior supports that we already have in place.

Parent Groups had their first meeting in September. Bloomsburg is struggling with attendance. Cassie has already seen the October numbers and they had no participation. Lisa has sent out a survey to see what would encourage them to attend, for example: different times, days, activities, etc.

ERSE numbers show our current enrollment at 83%, mostly due to the two classrooms that are closed in Berwick. The Average Daily Attendance was better than all of last year.

Rose's reports show how many home visits were completed in September. Rebecca reported on how many of the home visits were completed in the locally designed option and home-based classrooms.

Currently, 10% of our students have an IEP. This is our end of the year goal. We also have 14 referrals that are pending but that number will probably go up.

The final section includes the meal counts, injury reports, and health screenings that need completed. Certain screenings like dental exams, have not been completed yet.

Morganna gave an update on the goals that are now included in the Agency Report from Cassie. She stated that Child Care started utilizing Creative Curriculum in the infant and toddler classrooms to help provide more learning opportunities and resources.

Head Start will have a program goal and a measurable objective each month. We have three program goals and seven objectives. This month's highlighted objective is by 2024 to have 80% of the family partnership agreements to align with the services needed. At the end of last year, we reported 68.91%. The numbers have improved from the previous year and shows that the strategies that we are utilizing are working. The strategies we are using are listed in the Agency report.

There will also be a school readiness goal listed in the report each month. The goal highlighted will vary from month to month. We have eight goals, and the time frame for us to complete the goals range from 2020-2025. This shows different strategies that we are using to get children ready for school.

## HEAD START

Faith reviewed her policy council report. She highlighted the enrollment breakdown. The numbers are low, mostly due to the classrooms that are closed. To help fill those positions quickly, they have been moving children that were accepted into one of the closed classrooms into any currently open classroom slot, instead of pulling children that are on the waitlist. The families in the closed classrooms are still being offered family services, like TreeFest. As Cassie stated earlier, the average daily attendance is much higher than last year. Recruiting is still ongoing for this year and there are openings in Bloomsburg with no waitlist. There is one opening at Town Park Village and a few openings in the home-based program. The McBride Memorial Library is holding a parent workshop in November and Faith will be going with the Enrollment Bookkeeper to present on our program and interact with some parents.

Ashley shared that Jen Bankes will be contacting Head Start again to set up a dental screening day at Jingle Hall with a mobile dental unit again this year.

## CHILD CARE

Debbie highlighted a few things that are in her report. She shared that two of the open positions in the HSSAP classroom have been filled and that will show on the next report. One of the staff will work 8:30-4:30 and the other will work 9:15-5:15. This will help quite a bit in the evenings, hopefully both

will be able to start next week. She is still looking to hire two more employees, one for school age and one floater.

She applied for a \$6,000 grant and will know about it in early December. The Community Aid bin will be back again, the money from the donations will go into the fundraiser account.

Debbie discussed the incident that is in her report at length. On September 5th two children were left inside during a fire drill. When the Debbie was completing the roll call outside, a staff member realized that she was missing a child and she immediately went back in. She originally thought that one was missing but when she was inside, she found a second child that was unaccounted for. She found one child still asleep and another child sitting in the library area. The incident was self-reported to DHS. DHS came out and viewed the video footage of the entire incident. One staff member was also out of ratio. One classroom has a nap room and the other a no nap room. The children were going back after the nap into the other classroom. The one classroom had more children than they should have, and one child was seen by video tape in the hallway when the fire alarm went off. One child was unaccounted for in the hallway and one staff member walked past the child that was still sleeping and walked out with the other children. We received numerous violations. As a result, we had to create a plan of correction and we have already started to implement new supervision and fire drill policies and procedures. They have already been reported and approved by DHS. All fire drills need to be reported to DHS through February 2024. We have already submitted one fire drill and the next will be done soon. All staff are required to attend a three-hour supervisory training. Debbie has already met with Dana, our Stars coach, to talk through the process. Dana has already talked to the trainer and the trainer will contact Debbie to set up the training. Children will no longer be moving between classrooms. Ashley asked what the focus of the supervisory training will be. Debbie stated that it will focus on supervision and ratio. While Debbie was speaking with Dana, they discussed the specifics of the incident and then the trainer will cover how to make sure that does not happen again. They also have a copy of our supervision policy and will cover that as well as specific scenarios. Cassie also stated that it has been unclear if we will be retaining our certificate of compliance. Cindy stated that we had to complete the plan of correction to retain it but there were no guarantees that would happen.

## COMMITTEE REPORTS:

### EXECUTIVE

Ashley shared that the Executive committee met on 10/12 and the minutes are in the packet. Many of the board members met with Denise on 10/25. Ashley thanked them for joining that meeting and felt like that discussion went well and that they were able to answer the questions.

Oren asked Asondra if she was able to get any clarification on if the insurance will allow board members to obtain their clearances every five years instead of three years. Asondra said she does not have an update yet. The reason that this is being investigated is because clearances don't expire for five years instead of the three years that is required due to our insurance and the board members are not employed by CCDP. They are trying to help the board members out because it does take a significant amount of time.

BUDGET AND FINANCE – No report but a meeting is scheduled.

### PERSONNEL

Twillia made a motion to approve the Personnel Status Update that was included in the board packet. The motion was seconded by Oren, was voted on, and approved unanimously.

Twilla made a motion to approve the changes to Policies 1.02, 3.2, 3.20, 5.10, 7.1, and 7.2. The motion was seconded by Johan, was voted on, and approved unanimously.

NOMINATING – No report.

DEVELOPMENT - No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report but will be starting when Betsy returns.

#### CURRICULUM AND RESOURCES

The minutes were included in the packet. Johan stated that most of the changes to the Cultural Recognition Policy were grammatical. Johan made a motion to accept the changes to the Cultural Recognition Policy. The motion was seconded by Olivia, was voted on, and approved unanimously.

#### BYLAWS

The Emeritus board position policy was presented in the board packet to be voted on in December. Johan found a spelling error to be corrected prior to next meeting when it will be voted on.

#### AD HOC BUILDING

Ashley shared that they met last month. There was a possibility of a grant to attempt to move all the Bloomsburg children and offices into one building and out of the flood zone. Matt Hess realized that CCDP does not qualify for the grant, but he is still going to look for resources to help. This is something that CCDP would still like to be able to do but it is hard to find a large enough property that is still within walking distance of Bloomsburg Memorial School.

#### HEAD START POLICY COUNCIL LIAISON

The minutes are in the board packet. Twilla shared that all the policies that were presented for updates were passed.

SUSQUEHANNA VALLEY UNITED WAY LIAISON – No report.

UNFINISHED BUSINESS - Nothing to report.

#### NEW BUSINESS

The 2023-2024 Annual report was presented. Twilla made a motion to approve the annual report. The motion was seconded by Danielle, was voted on, and approved unanimously.

The Head Start Recruitment Plan was presented. Oren made a motion to approve the recruitment plan. The motion was seconded by Twilla, was voted on, and approved unanimously.

The Selection and Enrollment Plan was presented. Danielle made a motion to approve the Selection and Enrollment Plan. The motion was seconded by Johan, was voted on, and approved unanimously.

Faith presented the Eligibility Requirements Training for this program year to the board. She presented on the process for completing an application, the eligibility requirements, and the selection criteria.

Ashley stated that The Family Center is trying to help transitioning families with being able to organize their paperwork and important documents to help with registering for different programs and services. Danielle suggested having families make folders for Christmas to be able to store the paperwork in.

ANNOUNCEMENTS

ADJOURNMENT

Oren made the motion to adjourn the meeting. The motion was seconded by Danielle, voted on, and unanimously approved. The meeting was adjourned at 6:33 PM.

*Ashley Mensch*  
[Ashley Mensch \(Dec 18, 2023 13:15 EST\)](#)  
Board Signature

Dec 18, 2023  
Date

# Minutes November 7, 2023

Final Audit Report

2023-12-18

Created:	2023-12-18
By:	Amber Parr (admin@ccdppa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXpqGBvA9MG2I-ZpjoZBPRST0KWLyLSQw

## "Minutes November 7, 2023" History

-  Document created by Amber Parr (admin@ccdppa.org)  
2023-12-18 - 6:09:03 PM GMT
-  Document emailed to amensch@columbiapa.org for signature  
2023-12-18 - 6:09:30 PM GMT
-  Email viewed by amensch@columbiapa.org  
2023-12-18 - 6:15:06 PM GMT
-  Signer amensch@columbiapa.org entered name at signing as Ashley Mensch  
2023-12-18 - 6:15:32 PM GMT
-  Document e-signed by Ashley Mensch (amensch@columbiapa.org)  
Signature Date: 2023-12-18 - 6:15:34 PM GMT - Time Source: server
-  Agreement completed.  
2023-12-18 - 6:15:34 PM GMT