

**CCDP Head Start  
Policy Council Minutes  
Date: Tuesday, February 21<sup>st</sup>, 2023  
Location: St. Luke's Church, Bloomsburg**

**Voting Members Present:**

Rachel Dawson (P) Twilla Dowell (CR) Elizabeth Hazzard (CR) Jackie Smith (P)

**Others Present:**

Kaitlyn Floyd Sarah Meyer Morgana Miller Faith Rierson Audrey Rogucki Rose Stolz Heather Wolfe

**Absent:**

\*Lisa Brelsford Ashley Cornelius (P) Amber Frymoyer (P) \*Danielle Howie (P) Margaret Landon (P)  
\*Kerri Shaylor (CR) \*Cassie Weaver \*Rebecca White

CR = Community Representative
P = Parent
* = Excused Absence

**Welcome:**

The monthly meeting of the CCDP Head Start Policy Council was held on February 21<sup>st</sup>, at St. Luke's Church in Bloomsburg. Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 10:20 am, a quorum was not present, and this meeting was run as an informational one. Members were informed that any voting would happen through email for items on the agenda.

**Minutes:**

The Minutes from the December meeting were included in the packet. Chairperson Rachel Dawson asked members to review the minutes and asked if there were any changes to be made. Members did not have any changes. Rachel asked members if there were any questions about the minutes, there were none. Minutes will be voted on via email.

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**Reports from Policy Council Officers**

**Treasurer's Reports:**

**Financial Reports with In-Kind**

The Financial report for the months of December and January were included in the packet. As part of the financial report, In-Kind balances were also included. The reports show that all in kind funds have been collected for the 22-23 fiscal year. Members were given a chance to review the report and asked if there were any questions, there were none. This will be voted on via email.

**Charge Card/Credit Card**

The Charge Card/ Credit Card report for the months of December and January were included in the packet. Rachel gave members a chance to review and asked if anyone had any questions about them, there were none. D This will be voted on via email.

**Parent Fund**

The parent fund report was included in the packet. Rachel read the balances of each center and members were given a chance to review the parent fund. There were no questions about this report and no vote. This will be voted on via email.

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**Committee Reports:**

**Personnel Update**

The Personnel Update report was submitted. Morgana Miller, Assistant Director informed members that there were some more changes to this update that would be submitted with next month's update. There was one termination, three resignations, one reassignment and several new hires. Morgana asked members if they had any questions about the update, there were none and there was no vote. This will be voted on via email.

**CCDP Board Report**

Twilla Dowell shared that CCDP is expecting approximately a 5.4% COLA increase in Head Start funding. The bid was approved for the Berwick center to receive new doors and screens.

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## New Business

### Policy Revisions

#### **3.19- Unlawful Activities:**

This policy was included in the packet, it will be retired, and the information will be added in with Policy 11.1, Reasons for Disciplinary action. This Policy will be voted on via email.

#### **3.2-Mandatory Vaccinations:**

This policy was included in the packet. There was a change to this policy stating that new hires need to have their exemption or vaccination prior to employment. This policy will be voted on through email.

#### **3.22- Purchasing / Disbursement Agency Wide:**

This policy was included in the packet. The Administrator title was changed to the new title of Executive Director in the policy. Some language was edited to reflect how purchase orders are accessed and where to send them once they are completed by the buyer. This Policy will be voted on through email.

#### **6.0- Attendance:**

This policy was included in the packet. This is a newly created policy that addresses attendance matters. This policy will be voted on via email.

#### **6.2- Leave Authorizations for Other Reasons:**

This policy was included in the packet. There was an edit to this policy which gives staff members the option to use unpaid time off with a supervisor's approval instead of having to exhaust all paid time off. This policy will be voted on via email.

#### **11.1- Reasons for Disciplinary Actions:**

This policy was included in the packet. There were a few language changes to this policy and the addition of the text from the 3.19 (Unlawful Activities) policy. This policy will be voted on via email.

### Parent Fund Budget

The budget for the 23-24 Parent Fund was included in the packet and members had a chance to look it over. Audrey explained to members how the parent fund works and how the money is split between each center. Every year the Head Start and HSSAP budget allocate money for the Parent Fund. Each Parent Group receives a base fund of \$338 plus \$5 per child in each center, the total amount being \$2,030. Berwick with 114 children will receive \$909, Bloomsburg with 63 children will receive \$653, and Benton with 26 children will receive \$468. Members were asked if they had any questions or comments about the budget, there were none. The Parent Fund Budget will be voted on via email.

### COVID Mitigation Policy

Sarah Meyer presented this policy. She explained to members that the Office of Head Start announced its removal of the masking mandate that was put into effect in January of 2022. The Office of Head Start is now requiring all Head Start programs to create and implement an evidence based COVID Mitigation Policy by March 7<sup>th</sup>, 2023. CCDP looked at the current Infectious Communicable Disease Policy as a way to encompass the new COVID Mitigation Policy. The Policy Council most recently approved the Infectious Communicable Disease Policy on 8/18/2022. The updates are highlighted for you within the document. Members were asked if they had any questions about this policy, there were none. This policy will be voted on via email.

### Training on Self-Assessment

Morgana Miller gave the training on the Self-Assessment. Throughout the month of February, our program will collect information from different component areas in the form of file reviews, observations, surveys, etc. The purpose of the Self-Assessment is for us as an agency to find out what we are doing well and what areas we need to improve in. Each component area will work with staff and Policy Council members to collect information for us examine each area. Once that information is collected, reports will be developed for each area. Education/Disability, ERSEA, Family Engagement, Fiscal, Governance/Administration, Health/ Mental Health and Recordkeeping are all the areas where reports will be developed. Once each group has created their reports, they will be submitted to the Executive Director who will create a summary report. This report will highlight all the areas in which our program shows strengths and areas where we can improve. Once the Executive Director has this report finalized, it will be presented to Policy Council, CCDP Board, and this report will be submitted with our grant application in December. Morgana asked members if they had any questions about the Self- Assessment, there were none.

## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her reports for December and January. In Cassie's absence, Morgana Miller was able to give summaries about these reports. In her December report, Cassie's Spotlight on Success was about Positive Solutions for Families. It is a 6-week program that teaches parents how to encourage positive behavior, how to understand challenging behaviors and how to implement expectations and routines in the home with their children. The Community Giving Foundation has allowed our agency to use their conference room to have these weekly sessions and we are grateful for that. When the 6 weeks are over, participating families will receive a book basket that included materials to continue using the skills they have learned throughout the 6-week course. Also included in Cassie's December report was a workforce retention payment for \$2000 to all agency staff which would be disbursed in February. This payment is made possible for select staff with funding from OCDEL's workforce grant. The CCDP board chose to use funds from a number of other sources, including what was received from the American Rescue Plan (emergency COVID funding), Head Start and Head Start Supplemental Assistance Program annual appropriations, and CCDP's reserves, to ensure that all CCDP employees in good standing will receive the same dollar amount.

In her January report, Cassie's Spotlight on Success was about Lisa Agramonte, Enrollment Coordinator. Lisa has been working with our agency for 13 years and in August of 2022 she was chosen for the position of Enrollment Coordinator in order to assist with the enrollments in Child Care and Head Start. Lisa has learned how to navigate her way through the Brightwheel system for childcare and has taken the time to train Debbie Jones on the waiting list feature in the program. Cassie's January report included an IM that was released on January 6<sup>th</sup>, 2023. The IM was about the COVID Mitigation Policy which our program has already created and will go out to be voted on via email.

Cassie's reports along with the IM was included in the packet.

### **Mental Health Report:**

Heather Wolfe, CCDP Head Start Mental Health Manager, submitted her reports for January and February. For January, Heather reported that there was a Behavior Support Staff (BSS) position open for Town Park Village. The Safe Crisis Management (SCM) training for newly hired staff would take place on January 27<sup>th</sup>, 2023. Re-screens being completed for social emotional as needed. The Mental Health Consultant is still available to provide any support and consultation to children, families and staff based on concern and need.

For February, Heather reports that there are three BSS positions open. One at 5<sup>th</sup> street, one at Town Park Village and one at the Berwick center. Heather reports that she is working on the grant request to the Community Giving Foundation for funding 2 BSS positions for Berwick. The grant, if approved, would also include funding for Positive Solutions for Families parent sessions and Family Support Staff services for Berwick families. Heather also reports that the annual self-assessment is underway. This process will help to identify ways to improve services to families and children. Heather asked members if they had any questions, there were none. Her report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her reports for January and February. For January, Rose reported that GOLD #2 was due on January 31<sup>st</sup> and parent teacher conferences were being scheduled. Transitions lists were sent to the school districts and Kindergarten registration information would be shared with families as soon as dates and times were available.

For February, Rose reports that the second parent teacher conferences were almost complete. We are still waiting for the results from the NAEYC validation visit and we are in the process of completing the STARS renewal. One candidate took the CDA test and the second staff members I scheduled for February. Three candidates submitted their CDA applications and four are working on the trainings. Transitions meetings have been scheduled for Berwick. March 17<sup>th</sup> will be for Salem and March 24<sup>th</sup> will be for West Berwick. Bloomsburg transitions meeting will be taking place in May. Rose asked members if they had any questions, there were none. Rose's report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her reports for January and February. Lisa was absent for this meeting but both reports were included. For January, Lisa reported that the Berwick Parent Group rescheduled their December meeting to January, Benton and Bloomsburg did not meet in January. Lisa reported that 6 families completed the 6-week Positive Solutions for Families sessions, and they all received their book baskets. She reported that Family Service Workers were starting their mid-year check with families on their progress with goals the had set earlier in the year.

For February, Lisa reported that Sarah Meyer and Geisinger attended all the Parent Groups in February to give Oral Health presentations to parents. Information on oral health was sent home with families after the meetings. Lisa reported that the self-assessment survey was sent out and she had received 20 responses so far. A Positive Solutions session in the spring has been scheduled for March 1<sup>st</sup> from 9:30-11:30am, sessions will be held in Bloomsburg. There were no questions about Lisa's reports. They were included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her reports for January and February. For January Faith reported that enrollment was at 194 and the cumulative total was 210 served. 172 were categorically eligible, 15 out of 71 slots for 101%-130% have been used and 7 out of 20 over Income slots.

For February, enrollment is at 196 and the cumulative total was 214. 174 were categorically eligible, 15 out of 71 slots for 101%-130% have been used and 7 out of 20 over Income slots.

Faith reports that Family Service Workers are still taking applications to create a waiting list. We are actively taking in applications for the 23-24 program year. Faith asked members if they had any questions, there were none. Her report was included in the packet.

### **Health & Nutrition Report:**

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her reports for January and February Sarah's reports also included screening numbers, immunizations numbers, and insurance information numbers, meal counts and injury report summaries. For January, Sarah reported that she worked on the COVID Mitigation Policy which is waiting to be approved by Policy Council members. Sarah noted that she was coordinating the State Trooper walk through of centers that were not seen yet.

For February, Sarah reported that since February is oral Health Month, she and some Geisinger staff visited Parent Groups to do presentations on oral health as well as all classrooms. There is an Oral Health poster contest that is happening also, there will be one winner from each classroom including home-based children. Sarah asked members if they had any questions about her reports. There were none. Her report with screening numbers was included in the packet.

### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her reports for January and February. Rebecca was absent for this meeting, but her reports were both included. For January, in the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 10% or 15 of our center-based children, 15% or 4 of our combination option children and 21% or 5 of our home-based children have an IEP. There are currently 41 referrals out to the IU, and our Family Support Staff (FSS) has of total of 16 referrals program wide. In the Education portion of her report for January, Rebecca reports that Winter GOLD assessments were being worked on. The Home-based class in Berwick showed some lower numbers for home visits numbers because of illness and holidays.

For February, in the disabilities portion, Rebecca reported that 10% or 15 of our center-based children, 15% or 4 of our combination option children and 25% or 6 of our home-based children have an IEP. There are currently 40 referrals out to the IU, and our Family Support Staff (FSS) has of total of 16 referrals program wide. In the Education portion of her report for February, Rebecca reported that Parent Teacher conferences for 5<sup>th</sup> street were completed and in Benton, conferences were scheduled during the home visits. Rebecca reported that the Early Childhood Conference will be taking place on Friday, May 19<sup>th</sup>, 2023, at the St Luke's Church in Bloomsburg. There were no questions about her report. Rebecca's report was included in the packet.

### **Open Discussion & Answer Period:**

None

### **Parent Group Report: Benton**


The Parent Group report was included in the packet.

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### **Closing:**

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place which is, Tuesday, March 21<sup>st</sup>, 2022 @ Grace Lutheran Church in Berwick at 10:15am.

Chairperson Signature & Date

  
Rachel Dawson (Feb 27, 2023 10:49 EST)