

**CCDP Head Start
Policy Council Minutes
Date: Tuesday, May 16, 2023
Location: St. Luke's Church, Bloomsburg**

Voting Members Present:

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

Others Present:

Lisa Brelsford Kaitlyn Floyd Sarah Meyer Morgana Miller Faith Rierson Audrey Rogucki Rose Stolz
Cassie Weaver Rebecca White Heather Wolfe

Absent:

*Danielle Howie (P) Amber Frymoyer (P)

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| CR = Community Representative |
| P = Parent |
| * = Excused Absence |

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on May 16th, 2023, at the St. Luke's Church in Bloomsburg, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 10:17am, a quorum was present later in the meeting.

Minutes:

The Minutes from the April 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. Rachel asked voting members to make a motion to accept the minutes as they were presented. A motion was made by Kerri Shaylor, and it was seconded by Twilla Dowell. The April minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The Financial report for the month of April was included in the packet. As part of the financial report, In-Kind balances were also included. Members were given a chance to review the report and asked if there were any questions, there were none. Cassie Weaver did explain to members that the non-federal in-kind amounts collected are lower than other months because the submitted report is the first one of the 2023-2024 fiscal year. We have until March 31st, 2024, to collect all non-federal share funds. Rachel asked voting members to make a motion to accept the financial report with the in-kind numbers as it was presented. A was made by Twilla Dowel and it was seconded by Kerri Shaylor. The Financial report with the in-kind numbers was voted on and approved.

Charge Card/Credit Card

The Charge Card/ Credit Card report for the month of April was included in the packet. Rachel gave members a chance to review the report and asked if anyone had any questions about them, there were none. Rachel asked voting members to make a motion to accept the Charge Card/ Credit Card report as it was presented. A motion was made by Elizabeth Hazzard, and it was seconded by Twilla Dowell. The Charge Card/Credit Card report was voted on and approved.

Parent Fund

The parent fund report was included in the packet. Members were given a chance to review the parent fund. Members were asked if they had any questions about the parent fund report, there were none. Rachel Dawson asked voting members to make a motion to approve the Parent Fund as it was presented. A motion was made by Kerri Shaylor and was seconded by Elizabeth Hazzard. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Kaitlyn Floyd submitted the Personnel Update report. Kaitlyn informed members that her report that was in the packet would be changed later in the day to reflect some minor changes that were made. There were two resignations, one termination where the staff member would not be eligible for re-hire, one career change, and one promotion. For Asondra, her degree would be changed from a master's to Bachelors. Members were asked if they had any questions about the Personnel Update, there were none. Rachel asked voting members to make a motion to approve the Personnel Update with the changes mentioned by Kaitlyn. A motion was made by Twilla Dowell, and it was seconded by Elizabeth Hazzard. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla Dowell noted that the Board meeting was a short one. She noted that Policies 3.14, 5.8, and 5.10 were all approved at the meeting, and they are also to be voted on here at Policy Council.

Health Services Advisory Committee (HSAC)

HSAC met this month, they meet twice during the entire program term. There was a total of five in attendance. Three in person and two on Zoom. There was a representative from AmeriHealth at the meeting and discussed the importance of Medicaid and CHIP required renewals. Those who won't renew will lose their coverage. Only 3% in PA have completed the renewal that this time. There is a meeting scheduled for November 8th, 2023.

New Business

Ratify Approval of the One-Time Grant

Members received all the information about this one-time grant via email and voted to approve the application at that time. We needed to ratify this vote. Members were asked if they had any additional questions or comments about the grant, there were none. Rachel asked for voting members to make a motion to approve. Kerri Shaylor made a motion to accept, and it was seconded by Twilla Dowell. It was voted on and approved.

Infectious & Communicable Disease Policy

Sarah Meyer, Health & Nutrition Manager, discussed this policy. A few months ago, CCDP had to make changes to the COVID Mitigation Policy and because of those changes that were made, this Infectious & Communicable Diseases Policy had to be revised as well. Sarah Meyer had to meet with Debbie Jones who is the Child Care Coordinator at our 5th street center. Between Debbie and Sarah, they were able to make the changes needed to make each of the policies make sense. This Policy was reviewed and approved by the Health Services Advisory Committee and needed to come to Policy Council for approval with the Board being the final approval for this policy. The policy and the changes were included in the packet. Rachel Dawson asked voting members to make a motion to approve the Infectious & Communicable Disease Policy. A motion was made by Elizabeth Hazzard and seconded by Twilla Dowell. The policy was voted on and approved.

Policy Revisions:

Kaitlyn Floyd explained the revisions in the policies that were presented.

3.14 Tobacco/Vape Free Environment:

This policy was revised to include vaping. This had become increasingly popular amongst parents and staff and CCDP wants all persons to know that vaping is considered smoking, therefore it is not allowed in or around the environment with children and other staff. Families will be informed of this change during the enrollment process.

5.8 Donation Bank:

Changes in this policy included some changes in wording to make it clearer to understand to staff.

5.10:

Changes in this policy were the addition of the words "a minimum of..." As the years go on, there may be a shift in the amount of holiday pay a staff member receives, this policy makes it clear to understand that throughout the year, a staff member will be paid at least 10 holidays per year.

Kaitlyn Floyd asked members if they had any questions, there were none. Rachel Dawson asked voting members to make a motion to approve the policy changes as they were presented. A motion to accept all three changes was made by Kerri Shaylor and seconded by Elizabeth Hazzard. They were voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report. Cassie's Spotlight on Success came from Morgana Miller, Assistant Director. Morgana noted that she met with staff at the Benton center who had nothing but great things to say about Liz who is the Family Service Worker there. Liz will be resigning from CCDP at the end of this program term, and she has left a tremendous impact on her families. Morgana quoted staff saying that Liz "goes above and beyond." She has built a trusting support system for the families she has worked with. She has helped families find resources they needed and made the Christmas season special for them. Her coworkers will miss her, but they are grateful for the time she has spent there. Morgana reported that the Renaissance Jamboree did not go as planned. There was an issue with the partnering food truck and no fundraising was possible. Morgana did note that our program was able to connect with some families there and hand out brochures and other items.

Cassie reports that Amber Parr is taking the position of Administrative Assistant. Amber worked as the Health Assistant for CCDP. Jen Johnson's retirement date is today, May 16th. Cassie noted that the door for the Berwick center classroom has been ordered and should be installed soon. The HSSAP and one time grant applications have both been submitted. Cassie asked members if they had any questions about her report or any other information that was discussed, 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. Heather reported that there are two Behavior Support Staff (BSS) positions open. She reported that one of her BSS has recently moved and therefore she was transferred to another center. There are still two positions open, one at 5th street and one at Berwick. Heather and Rebecca White, Disabilities and Education Manager, recently attended the Northeast & Central PA Mental Health & Disabilities cluster on May 5th and both were able to collect valuable information from it. The Health Services Advisory Committee met on May 10th and that went well with all who were in attendance. Heather asked if there were any more questions, there were none. Her report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Rose reports that the 2nd round of home visits is almost complete, they are due at the end of this month. Transitions meetings for W.W. Evans, Beaver Main, and Memorial are scheduled and happening this month. Rose's Outcomes reports were included with her report, and she was happy to report that math and literacy skills have increased significantly since the fall. Rose was very happy with the 90% in math and 86% in literacy which is more than she has seen. 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 report. Berwick center held their day of caring on May 5th. The four parents and three staff spent a few hours cleaning up downtown Berwick. The Active April Challenge went well this year with 28 child participants. Each child received a bag donated from Geisinger and everyone will receive a certificate of participation. Top participants will receive some extra outdoor themed activities including, a bug catching kit, throwing ball, bubble kit and other items. Parents will be receiving appreciation gifts along with certificates as a thank you for being so involved with the program throughout the school year. The Family & Community Partnership Committee met on May 12th, the Family Engagement plan was presented and approved at that meeting, once finalized it will come to Policy Council for approval for the upcoming program term. Lisa asked members if they had any questions about her 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. The report was sent via email and was not included in packet for this meeting. Copies to be provided at following meeting. Current enrollment is at 186 and the cumulative total is 216. 163 were categorically eligible, 15 out of 71 slots for 101%-130% have been used and 8 out of 20 over Income slots. Attendance was at 77.80% for the month of April. This percentage is higher than our March total and is an improvement from previous month through this program term. Our goal is to keep attendance at and/or above 85%. The recruitment fair will be taking place on May 24th at the Bloomsburg Park from 3-5pm. While we are not currently taking applications for the current 22-23 program term, we are actively taking applications for the 23-24 program term. Our class selection process will be taking place next week at the 7th street office. 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 report. Sarah's reports also included screening numbers, immunizations numbers, and insurance information numbers, meal counts and injury report summaries. Her injury reports were organized by where the injury took place and what type of injuries they were. The Infectious Communicable Disease Policy has been approved by members of the Health Services Advisory Committee (HSAC) and is on the agenda today to be approved by Policy Council before going to the Board. Staff from 4 out of 5 locations participated in the Active April challenge. The Wellness Committee recognized staff last week from May 8th-May 12th. During that time, staff received a small appreciation item on each day of the week. Each center received various snack baskets, inspirational saying pouches and note pads, succulents and a bigger ticket item that included an outdoor beach blanket, cooling towel and mesh tote bag. Sarah reports that she attended a Town Hall meeting to speak about a second evacuation site for TPV. Currently, we are waiting for code responses. At the end of this month, staff whose CPR certification expires will be re-trained. Sarah asked members if they had any questions, 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 report. In the Education portion of her report, Rebecca noted that teachers are getting the last home visit of the program year scheduled and completed. Rebecca reports that the Spring outcomes are in, math and literacy are higher than before, she is content with the numbers.

In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 10% or 16 of our center-based children, 19% or 5 of our combination option children and 29% or 7 of our home-based children have an IEP. There are currently 27 referrals out to the IU, and our Family Support Staff (FSS) has of total of 12 referrals program wide, these numbers are lower than last months which means progress is being made, children and families are getting they support they need to succeed. The Early Childhood Conference is taking place this Friday, May 19th, at St. Luke's Church and there are over 100 participants that include our agency and other early childhood agencies in our area. Rebecca asked members if they had any questions about her report, there were none. Her report was included in the packet.

Open Discussion & Answer Period:

None

Parent Group Report: Berwick

Lisa Brelsford shared that the Berwick Parent Group did the day of caring in Berwick. They helped clean up some of the streets in Downtown Berwick.

Closing:

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place which is, Tuesday, June 20th at the Grace Lutheran Church in Berwick at 10:15am.

Rachel asked voting members to make a motion to adjourn the meeting. A motion was made by Kerri Shaylor and seconded by Twilla Dowell. The meeting was adjourned at 10:49am.

Chairperson Signature & Date


Rachel Dawson (May 23, 2023 15:19 EDT)