

CCDP Head Start Policy Council Minutes

Date: Tuesday, September 19th, 2023

Location: Grace Lutheran Church, Berwick

Voting Members Present:

Rachel Dawson (P) Twilla Dowell (CR) Elizabeth Hazzard (CR) Angelina Hicks-Mangus (P) Kiaya McFadden (P)
Catherine Neeb (P) Kerri Shaylor (CR) Zacharay Zukowski (P)

Others Present:

Lisa Brelsford Danah Hack Morgana Miller Faith Rierson Audrey Rogucki Rose Stolz Cassie Weaver
Rebecca White Heather Wolfe

Absent:

*Kaitlyn Floyd *Amber Frymoyer (P) *Sarah Meyer

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on September 19th, 2023, at the Grace Lutheran Church in Berwick, Rachel Dawson, Chairperson, welcomed members and the meeting was called to order at 9:30am, a quorum was present.

Community Members

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

Confidentiality & Code of Ethics

Lisa Brelsford gave members the explanation of the Confidentiality policy and the Code of Ethics policy. Members were informed that all information shared at Executive Policy Council, Policy Council and Committee Meetings shall remain private. If Policy Council members were to receive any information about a staff member, that information shall remain private. In terms of Code of Ethics, members are expected to conduct themselves in a professional manner as their conduct reflects on Columbia Child Development Program. Lisa asked members if they had any questions about the Confidentiality or Code of Ethics, there were none. Member proceeded to sign both policies and return them for filing.

Bylaws & Binder Training

Each member of Policy Council was presented with a new binder for this year. Included in each binder were the Bylaws as well as other materials. Lisa Brelsford explained the Bylaws to members. She highlighted the changes that were most recently made, and members had a chance to review them. Lisa then gave members the opportunity to go through their binders. She gave them a description of what they all had in there including, Confidentiality and Code of Ethics, sample questions to ask at the meetings, a yearly schedule of meetings, management team contact information, monthly dividers, and their September packet. Members were asked if they had any questions about the binders, there were none.

In Kind Training

Audrey gave a brief description of what In Kind is and what it means for our program. Meetings, homework, in classroom volunteering, donations of items and much more are eligible for in kind dollars for our program. Members were asked if they had any questions about in kind and there were none.

Minutes:

The Minutes from the June 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 Twilla Dowell, and it was seconded by Catherine Neeb. The June minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial Reports with In-Kind

The Financial report for the months of July & August were included in the packet. June was shared later through email to members. As part of the financial reports, In-Kind balances were also included. Cassie Weaver gave a brief explanation to members about what the financial reports are and how to read them. She pointed out the in-kind balances to members for informational purposes. Members were given a chance to review the report and asked if there were any questions, there were none. Rachel asked voting members to make a motion to accept the financial report with the in-kind numbers as they were presented. A motion was made by Angelina Hicks-Mangus, and it was seconded by Kiaya McFadden. The Financial reports with the in-kind numbers were voted on and approved.

Charge Card/Credit Card

The Charge Card/ Credit Card report for the months of July & August were included in the packet. June was shared later through email. Cassie again gave a brief explanation of the report to members and made sure they were aware that this report was a summary; there are full versions available upon request for any members who wish to see it. Members were given 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 Twilla Dowell, and it was seconded by Catherine Neeb. The Charge Card/Credit Card report was voted on and approved.

Parent Fund

The parent fund report was included in the packet. Lisa explained to members what the parent fund was and how the money in those accounts is split between centers. When parent groups meet in October, there will be some changes made to this report that will be viewed at Policy Council. Lisa asked members if they had any questions about the parent fund, 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 Catherine Neeb and was seconded by Angelina Hicks-Mangus. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Kailyn Floyd submitted the Personnel Update report for June through present. There were twenty-four total changes to the update from June through the present. There were fourteen new hires, six resignations, two staff members statuses were changed to regular status, one staff member received her CDA, one staff member whose hours have decreased and one staff who went from a Teacher Assistant to a CO-Teacher. 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. A motion was made by Twilla Dowell, and it was seconded by Catherine Neeb. The Personnel Update was voted on and approved.

CCDP Board Report

Twilla Dowell noted that there was no voting at the September meeting due to not having a quorum.

New Business

Policy Council Officer Explanation & Nominations

Each new Policy Council binder included a Policy Council training packet. In this packet were descriptions of each officer position and what would be expected out of each one. Twilla Dowell explained the Policy Council Liaison position to members, and they were given a chance to review each one and nominate themselves or others for officer positions. Angelina Hicks-Mangus nominated herself for the Secretary position, Kiaya McFadden nominated herself for the position of Vice Chairperson and, Rachel Dawson to continue as Chairperson. Rachel asked voting members to make a motion to approve the nominations and vote them in. A motion was made by Catherine Neeb and seconded by Twilla Dowell. The new Officer positions were voted on and approved.

PIR Report

Cassie Weaver presented the PIR for the 22-23 program year. 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 on a few sections of the PIR.

Our program's cumulative enrollment for the year was 217 and during the year we experienced some low attendance numbers. 151 children were reported chronically absent while being enrolled for the full school year. In the 22-23 program year, many of the reported absences were due to illness between families, staff, and children. Weeks when classrooms were closed / remote, parents were presented with a packet to count for attendance, those who did not complete the packets were counted as absent for attendance.

English was the primary language for 208 of our children and families, 30 families and children were considered dual language learners.

In disabilities, 48 children were referred out and 19 of those children were not diagnosed with a disability after evaluation. 20 families and children experienced homelessness through the year and only 1 of those families acquired housing through the year.

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 22-23 PIR was made by Catherine Neeb and seconded by Angelica Hicks-Mangus. It was approved.

Flexible Instruction Plan

Rose Stolz presented the Flexible Instruction Plan to members. We are required to provide 170 days of instruction which includes 2 emergency closure days at 6 hours a day. Once the 2nd day of closures happens, we will have to operate on this flexible schedule. If we must close due to weather, illness or otherwise, teachers will provide packets for families so that they can work on activities at home. Once packets are complete and children return to school, the packet will be counted in as attendance for the day of the closure. Rose asked members if they had any questions about this Flexible Instruction Plan, there were none. Rachel Dawson asked voting members to make a motion to accept and approve the Flexible Instruction Plan. A motion was made by Kerri Shaylor and seconded by Kiaya McFadden. It was voted on and approved.

Admin & Staff Reports:

Executive Director Report:

Cassie Weaver, CCDP Executive Director, submitted her report for June & July. Her August report was submitted later through email to members and will have paper copies for packets at October meeting. Cassie's report included 2 IMs released by The Office of Head Start IM-HS-23-03 "Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings." This IM as released to provide agencies some guidance on handling direct and indirect costs. Asondra Acor, Fiscal Manager, reached out to Courtney, our auditor, and Danae, our fiscal specialist, to find out what this means for our program.

IM-HS-23-04 "Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients" was included in with Cassie's report. Head Start will have its FA2 and CLASS reviews during the upcoming program term. Although her August report was not in the packet initially, Cassie did note on the Spotlight on Success section of her August report. It came from Rose who noted that a classroom in Berwick was studying exercise and the class read a book on the body and created skeletons. The children in the class used labels for different body parts and organs, the children also helped in creating a gym and created a plan on what needs to be in a gym.

Cassie's August report also included an update on the Berwick and TPV centers. In Berwick, two classrooms are closed. At TPV, one classroom will be dismissing at 11:30 instead of 1:30. Cassie mentioned that Denise, program specialist, will be discussing a new plan for that TPV classroom to make sure it will remain open for the full 5-hour days.

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 reports that 1 child is receiving Intensive Behavioral Support. These services are provided by an outside agency and involve one on one support to children. There is one Behavior Support position open at the 5th street center. Ages & Stages Questionnaires: Social Emotional (ASQ-SE) screenings are being completed. Parents provide information about what they see in the home and teachers provide information about what is being observed at school. The screens are typically completed after the teacher has known the child for at least 30 days. Results of the screens are shared with the families. The program will work with families to meet the individual needs of each child. Observations and/or consultations with the Mental Health Consultant may be requested with the permission of the parent at any time throughout the school year. Safe Crisis Management (SCM) re-certification trainings are being provided to classroom staff and Initial SCM trainings will be provided on October 20th, 2023, and February 2nd, 2024, to new staff. Heather asked if there were any questions, there were none. Her report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. Initial home visits occurred between August 28th and September 5th. The first day of center-based classes was September 6th. Memorandums of Understanding (MOU) were sent out to school districts to outline how we work together. STARS renewal for Berwick is being completed. 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. Family Partnership Agreement data for the 22-23 program year has been completed. These agreements were created at the beginning of the year with families, and they are goals that families said they wanted to work on. Out of 201 families, 193 or 96% of goals were identified. 133 or 69% of the goals were aligned with the Strengths & Outcomes Assessments (SOA). 71 or 37% of goals were completed, 55 or 28% of goals were partially completed, and 67 or 23% of goals were not completed. The policy Council training was offered to interested members on 9/15/23 at the Grace Lutheran Church. Due to low attendance, the training was canceled, and the training items were discussed during the regular Policy Council meeting. CCDP has purchased an app called "FormConnect." This app allows Family Service Workers to complete more forms electronically and we have been receiving great feedback. Other forms have been added for teachers to use. We hope to continue the use of this app in the years to come. 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. Faith reports that the 5th street classroom was fully enrolled until 7/17/23. There was one child who dropped, and the slot was not filled because the last day for those children was 8/18/23. Family Service Workers have been working on orientations and they are working on calling families who have submitted pre apps to complete applications. We have a new Enrollment Coordinator who will assist with recruitment throughout the 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 report. She was not at this meeting, but her report was included in the packet for members to review. Her report included covered June through August, it also included injury report summaries for the summer months as well as meal counts. It was noted that Sarah's next report would include screening numbers. Her report 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, initial home visits have been completed and using the new FormConnect app is going well. In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 9% or 11 of our center-based children, 15% or 4 of our combination option children and 8% or 2 of our home-based children have an IEP. There are currently 11 referrals out to the IU. Our Family Support Staff (FSS) program will be starting the week of September 25th. 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:

Parent group reports were included in the packet. Lisa Brelsford explained that each month, we would highlight a report from a different center.

Closing:

Rachel Dawson thanked members for their participation and gave a reminder about the next meeting that would be taking place on Tuesday, October 17th, 2023, at the Grace Lutheran Church in Berwick at 9:30am. Rachel asked voting members to make a motion to adjourn the meeting. A motion was made by Catherine Neeb and seconded by Zachary Zukowski. The meeting was adjourned at 11:05am

Chairperson Signature & Date



Rachel Dawson (Sep 26, 2023 09:55 EDT)