

COLUMBIA CHILD DEVELOPMENT PROGRAM
Bloomsburg PA 17815

Board meeting
July 7, 2020

MEMBERS PRESENT

Adelaide Benson	Christine Luschas
Toni Bell	Ashley Mensch
Sylvia Costa	Joan Mosier
Christine Curley	Lynne Pabst
Twilla Dowell	Johan van der Jagt
Oren Helbok	

OTHERS PRESENT

Debbie Jones	Dorothy Starr	Cassie Weaver
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MEMBERS ABSENT

(* indicates excused)

*Jeff Arnold	Bernie Landers	Lisa Makara	*Matt McCollin	*Tina Welch
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CALL TO ORDER

The regular meeting of the Columbia Child Development Program Board of Directors was called to order by the President, Ashley Mensch, at 5:31 p.m. by way of Zoom and phone.

CONSENT AGENDA

Toni moved to approve the consent agenda, Adelaide seconded the motion, and the board approved unanimously. The consent agenda included: the president's report, June board meeting minutes, board member absentee report, vice president's report, treasurer's report, credit card report, Policy Council minutes, Berwick United Way agreement, and the Head Start 2019-2020 self-assessment.

FISCAL OFFICER'S REPORT

Dorothy said that Child Care showed a deficit at the end of May; many expenses and much income have not yet gotten booked, including anything for the summer school-age program. Head Start has its three-month budget "year" under way, to end June 30th; Dorothy and the staff will close out the year and start the new budget year on July 1st. The Head Start Supplemental Assistance Program (HSSAP) year will also end on June 30th; Dorothy and the staff will make adjustments to balance that budget. We have EITC funds in the bank, ready to get applied to Child Care children. Dorothy continues to work with First Columbia Bank to confirm the terms of the Payroll Protection Program.

Ashley offered her congratulations to the entire staff for their work on the successful Head Start recompetition grant.

ADMINISTRATIVE REPORTS

AGENCY

Cassie said that she looks forward to the "positive changes with the new Head Start grant; we just have to get through this transition time." We await approval from OCDEL (the Office of Child Development and Early Learning, a joint office of the Pennsylvania Departments of Education and Human Services), which oversees HSSAP, to change our HSSAP grant to reflect the new Head Start

grant. In her Spotlight on Success, Cassie gave a shout-out to the staff; she feels “very grateful to them” for all of their work through this very challenging time. The new guidance from OHS re transportation does not have immediate bearing for us, since we no longer supply transportation to any Head Start children (as we had done in Sullivan County); it will, however, when we ever do field trips with Head Start children. We will use our Central Susquehanna Community Foundation Disaster relief grant to buy PPE for our staff and for technology upgrades.

HEAD START

We do not usually have a July meeting, so we did not have any Head Start manager to give an update.

CHILD CARE

Ashley asked about enrollment, now that we have started charging by our regular fee schedule. Cassie said that we have more children in July than in June, and Debbie said that she will have numbers for us at the next meeting; some of the reasons for withdrawals appear in her report. We did lose at least some children who will go to kindergarten in the fall: They left when we closed in March and did not come back. Some parents also have fears of COVID. Debbie said that health screenings at the door in the mornings have gone smoothly, with parents arriving at staggered times, not all at once. For new parents interested in bringing their children to CCDP, Debbie now does “virtual tours” from out in the parking lot.

One of our new employees has started after waiting for quite some time to get her clearances from New York State; we have openings for two part-time positions in the infant room and one cook-aide.

Our summer camp will not have any field trips or trips to a swimming pool, but Debbie has arranged for many special presentations to come in every Wednesday; they include Rand Whipple, the butterfly farm, the Children’s Museum, the Funny Farm, a Zumba instructor, some snakes, and possibly Lake Tobias Wildlife Park and the Women’s Center. She also has extra outdoor activities planned.

Both our OCDEL inspection and NAEYC re-certification remain on hold.

Adelaide offered her congratulations to Debbie for doing her best with the campers.

COMMITTEE REPORTS

EXECUTIVE – Ashley said that the time of the meetings has changed. At next month’s board meeting we will vote on renewing terms for trustees, board members, and executive committee members. For now, we will not allow ANY visitors in the building, including board members; since we do not allow parents in, this just makes consistent sense. The Bloomsburg Codes Office says that the building looks good; Cassie says that they plan to visit us annually, and that the relationship between CCDP and Codes seems sound now. Debbie said that she and the staff appreciate the new window screens, especially now that we need more fresh air. Cassie said that because the Berwick Area United Way application takes about as much time as the HSSAP application and brings us in a LOT less support, we will probably stop applying.

BUDGET AND FINANCE – No report.

PERSONNEL

Twillia moved to approve the Personnel Status Update for Child Care, Toni seconded the motion, and the board unanimously approved.

NOMINATING – No report.

DEVELOPMENT – No report.

FACILITIES – No report.

STRATEGIC PLANNING – No report.

CURRICULUM AND RESOURCES – Lynne said that the committee met on June 8th to approve the curriculum for the coming year

BYLAWS – No report.

HEAD START POLICY COUNCIL LIAISON – Nothing more than the minutes.

UNITED WAY OF COLUMBIA & MONTOUR COUNTIES LIAISON – No report.

UNFINISHED BUSINESS

Twilla moved and Adelaide seconded approval of the salary scale for the coming year; Cassie reminded the board that Head Start salaries changed as a result of the new grant, and this vote would ratify those changes. The board approved unanimously.

NEW BUSINESS

Ashley said that the board needs to approve for members of the executive committee to digitally sign a resolution from the Pennsylvania Department of Education that will in turn allow the Administrator to digitally sign for PDE grants. Oren moved allowing members of the executive committee to sign the resolution, Sylvia seconded, and this passed unanimously.

Now that we have our new Honda Fit, we can dispose of the Chevy Aveo; Jen Johnson had the idea to donate it to the United Way's Revolving Car Loan program, and Adrienne at the United Way said that she would like it to go to the Gathouse for use by their residents. It has a nominal book value. Toni moved donating the Aveo to the United Way for use at the Gathouse, Adelaide seconded, and this passed unanimously.

With the new Head Start grant, we will add a classroom in Berwick, and this means an addendum to our lease with Marr Development, owner of the building, for the additional space. Toni moved and Twilla seconded approval of the lease addendum, and this passed unanimously.

ANNOUNCEMENTS – The next meeting, on August 4th, will again take place virtually.

ADJOURNMENT

Oren moved to adjourn the meeting, Sylvia seconded the motion, and the board adjourned at 6:10 p.m. The next Board of Directors meeting will be held at 5:30 p.m. August 4th, 2020, by way of Zoom and phone, with the log-in/call-in information to go out with the board packet.

Board Signature

14 JULY '20

Date