

CCDP Head Start  
**POLICY COUNCIL MINUTES**  
Tuesday, February 16<sup>th</sup>, 2021

**Voting Members Present:**

Twilla Dowell (CR) Elizabeth Hazzard (CR) Catisha Pinnock Catherine Marengo Greg Niznek

**Others Present:**

Cassie Weaver Lisa Brelsford Vanessa Troup Heather Wolfe Mary Millham Rebecca White  
Rose Stolz Sarah Meyer Martin Parr Audrey Ruiz

**Absent:**

Mary Broyan Erin Leach (CR) \*Renee Engo \*Kelly Carnevale \* Kerri Shaylor (CR)

(\*) denotes excused absence

(CR) - Community Representative

**WELCOME**

The regular meeting of the CCDP Head Start Policy Council was held on February 16<sup>th</sup>, 2021 via Zoom video chat. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was present.

**REPORTS FROM POLICY COUNCIL OFFICERS:**

**Approval of the Minutes:**

Chairperson Martin Parr gave everyone the chance to review the January 2021 minutes and asked if there were any corrections to be made. There were no changes to be made. A motion to accept the January minutes was made by Greg Niznek and was seconded by Elizabeth Hazzard. They were voted on and approved.

**Treasurer's Reports:**

**Financial Cash & Credit Report**

The January credit card report were included in the financial report for this meeting. Martin Parr read the in-kind amounts and balances to date. A motion to approve the report was made by Catherine Marengo and seconded by Twilla Dowel. It was voted on and approved.

**Parent Fund:**

The Parent Fund report was submitted for members to review. Martin Parr read the balances to date. The report was included in the packet. A motion to approve the Parent Fund report was made by Catherine Marengo and seconded by Greg Niznek It was voted on and approved.

## **COMMITTEE REPORTS:**

### **Personnel**

Vanessa Troup submitted her Personnel Status Update report, it was included in the packet. A motion to approve the Personnel Status Updates was made by Greg Niznek and seconded by Twilla Dowell. It was voted on and approved.

## **CCDP BOARD & ADMINISTRATIVE REPORTS**

### **CCDP Board Liaison Report:**

Twilla Dowell noted that the new classroom in Berwick is ready for in class sessions. The theme for summer camp this year is "Around the World."

## **STAFF REPORTS:**

### **Administrator:**

Cassie Weaver submitted her report. She noted that the new classroom in Berwick is complete and ready for in classroom learning. Today Berwick Head Start classes were virtual so hopefully the classroom is in use later this week. CCDP is working on filling positions across the agency. Cassie informed members that the installation of cameras at some of the centers have been held back not only due to COVID but because of bad weather also. Cassie's report was included in the packet.

### **Mental Health Manager:**

Heather Wolfe submitted her report. Heather noted that teachers and families have been reviewing the Ages & Stages – Social Emotional (ASQ-SE) screens that were done in the fall. A Behavior Support Staff (BSS) was hired yesterday, February 15<sup>th</sup>, and all BSS positions have been filled. Heather noted that the self-assessments are out; the information received will help our agency identify new ways to improve services to families. Her report was included in the packet.

### **Education Manager:**

Rose Stolz submitted her report. Rose noted that GOLD is coming in and soon parents will be contacted to set up parent teacher conferences. Transition meetings have been scheduled and letters are being sent out to families. Millville is the only school we are waiting for to schedule a date. Her report was included in the packet.

### **Family Engagement Manager:**

Lisa Brelsford submitted her report. Lisa noted that the Bloomsburg Parent Group meeting was cancelled due to weather. Many surveys have been sent out for the self-assessment and she is waiting for the replies. Her report was included in the packet.

### **Family Services Manager:**

Mary Millham submitted her report. Mary was happy to report that we are fully enrolled. We are actively recruiting for our next program term. Maria Di Lorenzo will be working on helping our agency gain more social media presence. Mary reported that the backpack program with Agape is going very well. Berwick has been able to get increased food items and work is being done to try to provide more food for other families as well. Her report was included in the packet.

**Health/Nutrition Manager:**

Sarah Meyer submitted her report. Meal numbers were back up for the past month. Virtual dental lessons were scheduled for February, but Berwick’s has been pushed back a few weeks due to weather. Sarah’s report along with the screening numbers was included in the packet.

**Education and Disabilities Manager:**

Rebecca White submitted her report. Rebecca noted that all teachers are currently working on GOLD and then parent teacher conferences can be scheduled. Berwick’s virtual play café day was a success, 10 out of 12 families joined. 17% of children we serve have IEP’s and there are 15 referrals that are pending for the IU. Her report was included in the packet.

**PARENT GROUP REPORT BLOOMSBURG**

Lisa Brelsford reported on Berwick this month. Three parents joined in on the virtual meeting. They had Jen Billig from the Hand in Hand resource center in Columbia County as a guest speaker. Jen talked about the different uses and benefits of essential oils. Parents will be getting oils for them to take home. The Parent Group report was included in the packet.

**OPEN DISCUSSION/QUESTIONS:**

None

**NEW BUSINESS:**

**Parent Fund Budget Proposal**

Lisa Brelsford submitted her budget for parent fund for the 2021-2022 program term. This proposal is the same as last years where each center is receiving \$5 per child along with base funds. The total dollar amounts are included in the proposal with the packet. A motion to approve the Parent Fund Budget Proposal was made by Greg Niznek and seconded by Twilla Dowell. It was voted on and approved.

**Ratify Vote on Hardship Payment**

Cassie Weaver explained to members that although they have voted via email to distribute these payments, they needed to ratify this vote in person. Martin Parr abstained from this vote. A motion to approve the hardship payment was made by Greg Niznek and seconded by Twilla Dowell. It was voted on and approved.

**CLOSING:**

**Next PC Meeting:**

The next Policy Council is scheduled for March 16<sup>th</sup> via Zoom at 10:15am.

**Adjournment:**

Chairperson Martin Parr closed the meeting at 10:50 am. A motion to adjourn the meeting was made by Greg Niznek and seconded by Twilla Dowell. It was voted on and approved.

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Policy Council Signature

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Date