

CCDP Head Start

Policy Council Minutes

Date: Tuesday, February 15th, 2022

Location: Via Zoom

Voting Members Present:

Twillia Dowell (CR) Frances Eddy (P) Elizabeth Hazzard (CR) Danielle Howie (P) Erin Leach (CR) Kerri Shaylor (CR) Jenny Waters (P)

Others Present:

Lisa Brelsford Sarah Meyer Martin Parr Faith Rierson Audrey Ruiz Rose Stolz Vanessa Troup Cassie Weaver Rebecca White

Absent:

*Sarah Broyan (P) *Jessica Helwig (P) *Catherine Marengo (P) *Kari Temple (P) *Heather Wolfe

CR = Community Representative
P = Parent
* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on February 15th, 2022, via Zoom. Chairperson Martin Parr called the meeting to order at 10:15am. A quorum was present.

Approval of Minutes:

Chairperson Martin Parr gave everyone the chance to review the January 2022 minutes and asked if anyone wanted to make any changes. Members reviewed the minutes and there were no changes to be made. Martin asked for voting members to make a motion to accept the January 2022 minutes as they were presented. A motion to accept the January minutes was made by Kerri Shaylor and was seconded by Erin Leach. The January 2022 minutes were voted on and approved.

Reports from Policy Council Officers

Treasurer's Reports:

Financial & Charge Card/Credit Card

The Financial Report & Charge Card/Credit Card report for the month of January were included in this packet. As part of the financial report, In-Kind balances are included. Chairperson Martin Parr read the In-Kind balances as of January 31st. Martin asked if any attendees had questions about the report and there were none. Martin asked for voting members to make a motion to accept the January Financial report as it was presented. A motion to accept the financial report was made by Erin Leach and seconded by Kerri Shaylor. Martin asked for voting members to make a motion to approve the January Charge Card / Credit Card report as it was presented. A motion to accept the report was made by Liz Hazzard and seconded by Jenny Waters. Both the Financial Report and the January Charge Card / Credit card reports were voted on and approved.

Parent Fund

The Parent Fund report was shared with members. Balances were read by Chairperson Martin Parr; all balances in this report were to date. He asked attendees if they had any questions about the report and there were none. Martin asked voting members to make a motion to accept the Parent Fund report as it was presented. A motion to accept the Parent Fund was made by Frances Eddy and seconded by Jenny Waters. The Parent Fund was voted on and approved.

Committee Reports:

Personnel Update

Vanessa Troup, Human Resources Coordinator, submitted the Personnel Update report to date. Vanessa explained to members what certain terms under the status change meant. No more questions to note. Chairperson, Martin Parr asked voting members to make a motion to accept the Personnel Update as it was presented. A motion to accept the Personnel Update was made by Erin Leach and seconded by Elizabeth Hazzard. The Personnel Update was voted on and approved as presented.

CCDP Board Report

Twilla Dowell, CCDP Board Liaison to Policy Council, highlighted points from the Board meeting. She notes that Child Care will be adjusting their hours of operation and that a new heating system is being looked at for 5th street building.

New Business

Secretary Vote

Frances Eddy, parent and new Policy Council member nominated herself for the position of secretary. Frances will begin in her new role at the next meeting. Martin Parr asked voting members to make a motion to accept Frances in the position of the new secretary. A motion was made by Kerri Shaylor and seconded by Jenny Waters. It was voted on and approved.

Parent Fund Proposal/Approval

Lisa Brelsford submitted the 2022-2023 Parent Fund budget proposal. Martin gave a quick explanation of how the funds would work for the next year. There was a question about Berwick's base funding amount being a little different than the rest of the centers and Lisa Brelsford explained the difference. Members were asked if they had any more questions about the proposal, there were none. Martin Parr asked voting members to make a motion to approve the Parent Fund proposal. A motion was made by Twilla Dowell and seconded by Danielle Howie. It was voted on and approved.

Old Business

Hardship Payment

Cassie Weaver announced to members that although this item was not on the original agenda for this meeting. The hardship payments which had been voted on in October would be added today for a vote. One payment of \$1000 was distributed to staff in December and another payment for the same amount would be distributed in March. Two changes to this payment were proposed. The first change is that instead of the funds coming from ARPA monies, this payment would be coming out of Head Start funds. The second proposed change is that the amount be changed from \$1000 to \$1500. Cassie asked members if they had any questions about this change, there were none. Martin Parr announced that he would abstain from this vote but asked voting members to make a motion to approve the two changes that were presented. A motion to approve the hardship payment change was made by Erin Leach and was seconded by Twilla Dowell. It was voted on and approved.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. There was a Program Instruction (PI) included with her report. This PI was for programs such as ours that receive competition grant monies. The PI included information about the CLASS reviews that have not taken place in person and on site due to the pandemic. Cassie reported that Child Care staff have been working very long hours and it was decided that they will be open from 6:30am-5:30pm. Cassie asked attendees if they had any questions about any of the information that was submitted, 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 was absent for this meeting, but some highlights of this report are the self-assessment which has gone out to families and the upcoming Safe Crisis Management (SCM) training will be taking place on Friday, February 18th. Heather's report was included in the packet.

Education Report:

Rose Stolz, CCDP Head Start Education Manager, submitted her report. She reports that the Flexible Instruction Plan (FIP) is still in place with center-based classrooms in person one week and remote the next. GOLD is done and parent teacher conferences are being scheduled. Kindergarten transition meetings are being scheduled in person for now. Rose asked if anyone had any questions and there were none. Rose's report was included in the packet.

Family Engagement Report:

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her packet. Lisa reports that all Parent Groups did meet, and they were centered on oral health. Lisa reports that this year the self-assessment that went out this year was a little bit different than the ones that have gone out in previous years. Lisa reports that she has received 22 responses so far. The Active April Challenge is happening again this year and will include all of CCDP, not just parents and children. Lisa asked members if they had any questions and 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 we have filled 198 out of the 203 slots we have. We have used 12 out of 20 over income slots for this program term and 19 out of 71 slots for families who are 101%-130% over the poverty level. Attendance numbers were down for the month of January due to both children and staff being ill or being unable to log onto the zoom meetings for the remote weeks. Faith reports that Family Service Workers are contacting families to check in about completing packets and/or technology needs. Faith reports that we are actively recruiting children for the current program term, and we are now taking in applications for the 2022-2023 program term as well. Faith asked members if they had any questions and there were none. Faith's report was included in the packet.

Health & Nutrition Report:

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah noted that there was bit of a difference in the breakfast and lunch numbers primarily due to two-hour delays for the month of January. The Health Assistant continues to update child health assessments. Sarah is working with Lisa Brelsford with planning the Active April challenge. Transportation procedures and forms are being updated and will be presented to staff soon. Sarah asked members if they had any questions, there were none. Sarah's report along 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, Rebecca informed members that the HSSAP classroom at 5th street is remote and that the Teaching Strategies GOLD (TSG) is completed for that classroom; TSG has also been completed for the Benton classrooms and the Bloomsburg Home-Based class. Rebecca noted that the Berwick Home-Based teacher has started, and the Winter TSG is pending. In the disabilities portion of her report, Rebecca noted that 12% of our center-based children, 13% of our combination option children and 4% of home-based children have an IEP. There are currently 26 referrals out to the IU, and our Family Support Staff (FSS) currently has 15 referrals. Rebecca asked members if they had any questions about her report and there were none. Rebecca's report was included in the packet.

Open Discussion & Answer Period:

Martin Parr gave members a chance to ask questions and / or comment on anything that was discussed at this meeting or in general. Danielle Howie, policy council member and parent commented on the self-assessments that were being sent out to families that have different roles in the agency. She asked if it was possible to give clearer instruction on what forms to fill out because of the different service areas in the agency. Cassie Weaver thanked Danielle for her input and said that she will work on that for the next self-assessment.

Parent Group Report: Benton

Lisa Brelsford, Family Engagement Manager, presented the Parent Group report for Benton. The group had their meeting on Monday and had Sarah Meyer as a guest speak about Oral Health and gave recipes for healthy eating. The group decided that they wanted to give each child a planter pot decorating kit in March and discussed possibly have the Master Gardeners as guests for April. The Parent Group report for Benton, Berwick, and Bloomsburg were included in the packet.

Closing:

Martin Parr thanked members for their attendance and announced that our next meeting would be taking place on Tuesday, March 15th, 2022 @ 10:15am, via Zoom. Martin asked voting members to make a motion to adjourn this meeting. Twilla Dowell made a motion to adjourn the meeting and it was seconded by Erin Leach. It was voted on and approved.

CCDP Head Start Chairman Signature & Date



Martin L Parr (Feb 16, 2022 13:48 EST)