

CCDP Head Start

Policy Council Minutes

Date: Tuesday, January 18th, 2022

Location: Via Zoom

Voting Members Present:

Twilla Dowell (CR) Elizabeth Hazzard (CR) Erin Leach (CR) Kari Temple (P) Jenny Waters (P) Jessica Helwig (P)

Others Present:

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

Absent:

Sarah Broyan (P) *Danielle Howie (P) Catherine Marengo (P) *Kerri Shaylor (CR) Dylan Shultz (P) * Rebecca White

CR = Community Representative

P = Parent

* = Excused Absence

Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on January 18th, 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 December 2021 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 December 2021 minutes as they were presented. A motion to accept the December minutes was made by Erin Leach and was seconded by Twilla Dowell. The December 2021 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 December 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 December 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 December Financial report as it was presented. A motion to accept the financial report was made by Erin Leach and seconded by Twilla Dowell. Martin asked for voting members to make a motion to approve the December Charge Card / Credit Card report as it was presented. A motion to accept the report was made by Liz Hazzard and seconded by Twilla Dowell. Both the Financial Report and the December 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 Erin Leach and seconded by Liz Hazzard. 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 asked attendees if they had any questions about her report and there were none. 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 Twilla Dowell and seconded by Erin Leach. 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 December Board meeting. She notes that the Retirement Plan for staff is ready to go.

New Business

Training on Self-Assessment

Cassie Weaver discussed the Self-Assessment Training. She explained to members that information will begin to be collected soon. The data from this assessment will be used in the fall when the annual grant application is due. Cassie asked members if they had any questions about this assessment. There were none. No vote was needed for this item.

Admin & Staff Reports:

Administrator Report:

Cassie Weaver, CCDP Administrator, submitted her report. Cassie noted that CCDP is still hiring across the agency. She noted that Center Based classrooms are still operating on a rotating schedule through February. Cassie's Spotlight on Success came from Lisa Brelsford, Head Start Family Engagement Manager, who says that the Positive Solutions for Families was a major success this year. Parents who completed the program expressed their gratitude and have noticed a positive change in their children. Cassie asked attendees if they had any questions about Cassie's report and 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 she now has one Behavior Support Staff (BSS) position available at the Berwick Center. Between this month and next month teachers will be reviewing each child's Ages & Stages- Social Emotional (ASQ-SE) that were done in the fall. There is an in person Safe Crisis Management (SCM) training on February 18th. Heather asked members if there were any questions about her report and there were none. 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 due on January 31st. Parent Teacher conferences will be scheduled for February. Transitions lists are being sent to school districts with the listing of our children going off to kindergarten. 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 the Benton Parent Group met on December 21st with two attendees. Heather Wolfe was the guest speaker and spoke about the benefits of a visual schedule for children. Parent Groups at all the centers will resume in February. Positive Solutions for Families (PSF) was a success. Parents who completed the program have said that they see a change with their children at home when they implement the skills they learned in PSF. Lisa asked members if they had any questions and there were none.

Family Services Report:

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. Faith reports that we have filled 199 out of the 203 slots we have. We have used 12 out of 20 over income slots for this program term and 17 out of 71 slots for families who are 101%-130% over the poverty level. Attendance numbers were down for the month of December due to both children and staff being ill or being unable to log onto the zoom meetings for the remote weeks. Faith reports that we are actively recruiting children for our program and developing waiting lists for income eligible families. 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 meal counts were lower for the month of December because of the rotating in person/remote schedule for center-based classrooms. The Health Assistant continues to update child health assessments. Families were provided with some healthy eating recipes to use at home especially when they are home for the remote weeks. 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 noted that Berwick Home-Based teacher will be starting soon. In the meantime, Faith Rierson will be checking in on those families. 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 IEP'S. There are currently 24 referrals out to the IU. Our Berwick center currently has 8 referrals for the Family Support Staff (FSS) program and Bloomsburg has 5 and Benton has 3 referrals and 1 is on the waiting list. 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:

None

Parent Group Report: Berwick

Lisa Brelsford, Family Engagement Manager, presented the Parent Group report for Berwick. The group discussed the possibility of having a yoga night but decided to re-visit that plan in the spring.

Closing:

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

CCDP Head Start Chairman Signature & Date



Martin L Parr (Jan 25, 2022 15:27 EST)