

CCDP Head Start
POLICY COUNCIL MINUTES
Tuesday, March 16th, 2021

Voting Members Present:

Elizabeth Hazzard (CR) Kerri Shaylor (CR) Erin Leach (CR) Catisha Pinnock
Catherine Marengo Renee Engo

Others Present:

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

Absent:

*Kelly Carnevale *Twillia Dowell (CR) Greg Niznek Mary Broyan

(*) denotes excused absence

(CR) - Community Representative

WELCOME

The regular meeting of the CCDP Head Start Policy Council was held on March 16th, 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 February 2021 minutes and asked if there were any changes to be made. There were no changes. A motion to accept the February minutes was made by Erin Leach and was seconded by Catherine Marengo. They were voted on and approved.

Treasurer's Reports:

Financial Cash & Credit Report

The February Credit Card report was included in the Financial Report for this meeting. Martin Parr read the In-Kind amounts and balances to date. Martin was happy to announce that we have collected all In-Kind for the fiscal year and thanked members for helping to make that possible. A motion to approve the report was made by Renee Engo and seconded by Catherine Marengo. 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 Renee Engo and seconded by Erin Leach. 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 Renee Engo and seconded by Catherine Marengo. It was voted on and approved.

CCDP BOARD & ADMINISTRATIVE REPORTS

CCDP Board Liaison Report:

STAFF REPORTS:

Administrator:

Cassie Weaver submitted her report. The Spotlight on Success from her report was from Sarah Meyer. Sarah has been making efforts to get families educated on children's dental screens even through the pandemic. Cassie noted that the Giant Supermarket A+ has ended and CCDP is currently looking at Weis Markets for a similar program. Cassie's report came with Program Information (PI) from the OHS which she explained to members was about the COLA for the new fiscal year. Cassie's report along with the PI was included in the packet.

Mental Health Manager:

Heather Wolfe submitted her report. Heather reported that she is looking for a new Behavior Support Staff person. PBIS Module 1 & 2 trainings were cancelled due to snow and illness and have been rescheduled for March 2021. Heather gave an update about the PBIS all staff meetings, the focus this year is on self-regulation skills. Her report was included in the packet.

Education Manager:

Rose Stolz submitted her report. Rose reported on the Winter Outcomes. There has been growth in all areas of development. The most growth was shown in the physical, language, and cognitive areas. We will continue to work to strengthen the social emotional, literacy, and math areas. Her report was included in the packet.

Family Engagement Manager:

Lisa Brelsford submitted her report. Lisa spoke about a new challenge that she and Sarah Meyer are working on with families. The challenge is about encouraging families to get active together and eat more fruits and vegetables. Sarah and Lisa will provide families with weekly tracking sheets so families can track what activities they are doing and what healthy fruits/vegetables they are eating. That information will be sent out soon to families. Lisa also reported the good turnout at the Positive Solution for Families. 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. Mary informed members that there is a recruitment flyer in the packet and told members to feel free to print that flyer and distribute to anyone looking to enroll for the next term. Her report was included in the packet.

Health/Nutrition Manager:

Sarah Meyer submitted her report. Sarah informed members that AmeriHealth Caritas will be giving the 5th Street a garden grant for this year. Sarah reminded members that last year at this time was

when the program was about to kick off but then COVID hit and centers were shut down. This year, the program will be going on and the purchase of a garden box will be coming from that Garden Grant Project. Sarah's report along with the screening numbers was included in the packet.

Education and Disabilities Manager:

Rebecca White submitted her report. Rebecca reported that transition meetings are being scheduled and parents are steadily receiving their appointment letters. Home visitors are allowed to do one in home, in person visit a day with children. 18% 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 Benton

Renee Engo reported on the Benton Parent Group. She reported that the group spoke about healthy eating on a budget and financial planning. Next month, the group will be doing some gardening. The Parent Group report was included in the packet.

OPEN DISCUSSION/QUESTIONS:

Cassie Weaver read a thank you card from one of our staff members, Brandy Switzer. She thanked members of Policy Council and Cassie for the approval of the Hardship Payment that staff received.

NEW BUSINESS:

Self-Assessment

Cassie Weaver submitted the annual Self-Assessment. There were a lot of responses from this Self-Assessment and Cassie thanked members of Policy Council and all others that answered the Self-Assessment questions and sending them in to review. Cassie highlighted some points from the assessment. Communication was a strength on this assessment. Many people appreciated the communication between parents and staff and making sure that information was getting out in a timely manner. Collaboration with other agencies was another strength that Cassie highlighted. Making sure families are connected with the resources around the area is important to the families we serve. Cassie noted that an area of improvement that came out this year was family involvement. With COVID this year, lots of activities were done virtually and not in person. As time goes on and restrictions are lifted, we can get those activities again. A motion to approve the Self-Assessment was made by Catisha Pinnock and seconded by Elizabeth Hazzard. It was voted on and approved.

CLOSING:

Chairperson, Martin Parr had to excuse himself from the meeting due to technical difficulties. Erin Leach, Vice Chairperson took over the closing of the meeting.

Next PC Meeting:

The next Policy Council is scheduled for April 20th via Zoom at 10:15am.

Adjournment:

Vice Chairperson Erin Leach closed the meeting at 10:55 am. A motion to adjourn the meeting was made by Catisha Pinnock, no second vote was needed. It was voted on and approved.



Martin L Parr (Apr 7, 2021 12:51 EDT)

Policy Council Signature

Apr 7, 2021

Date