

# CCDP Head Start

## Policy Council Minutes

Date: Tuesday, October 18<sup>th</sup>, 2022

Location: St Luke's Church, Bloomsburg

### Voting Members Present:

Rachel Dawson (P) Twilla Dowell (CR) Amber Frymoyer (P) Elizabeth Hazzard (CR) Margaret Landon (P) Jade Ross (P) Kerri Shaylor (CR) Jacquelyn Smith (P)

### Others Present:

Lisa Brelsford Sarah Meyer Morgana Miller Martin Parr Tania Raja Audrey Rogucki Ashley Kennedy  
Christina Meikrantz Kaleb Reeve (P) Rose Stolz

### Absent:

\*Brielle Carry (P) Ashley Cornelius (P) Brionna Davis(P) \*Danielle Howie (P) \*Kai-Ellen Long (P) Tamika Price (P)  
\*Faith Rierson \*Kaitlyn Stover (P) \*Rebecca White \*Heather Wolfe \*Cassie Weaver  
\*Emily Welliver (P)

CR = Community Representative
P = Parent
* = Excused Absence

### Welcome:

The monthly meeting of the CCDP Head Start Policy Council was held on October 18<sup>th</sup>, 2022, at St. Luke's Church in Bloomsburg. This is the first meeting of the new program term, and we are welcoming new members. The meeting was called to order at 10:20 am, a quorum was present. Martin Parr, Chairperson, introduced himself to new members and informed them that this would be his last meeting as he has met his maximum allowed years of service on Policy Council of 5 years.

### Ice Breaker:

Lisa Brelsford did an ice breaker with all attendees. She brought in a die cube with different colors on it. Each person rolled the die to land on a color. Each color had a question associated with it and the person would answer that question. Jade Ross, parent, was on a zoom call for this meeting and she had a chance to participate by choosing any color and answering the associated question also.

### Confidentiality Discussion:

Martin Parr went over the Confidentiality and Code of Ethics paperwork with attendees. He explained the importance of keeping all items discussed in Policy Council confidential and how to conduct oneself during and outside of Policy Council meetings as to not share any items with staff members or any other person outside the agency. There were no questions about this.

### Community Members:

Lisa Brelsford, Family Engagement Manager, explained that our meeting had two community members that were continuing Policy Council and needed to be voted in for another year. The members were Kerri Shaylor and Elizabeth Hazzard. Martin Parr asked members to make a motion to accept the community members. A motion to accept the community members on Policy Council for the 22-23 program year was made by Amber Frymoyer. It was seconded by Twilla Dowell. It was voted on and approved.

### Approval of Minutes:

The Minutes from the August and September meetings were included in the packet. Chairperson, Martin Parr discussed with members the reasons why the August minutes included in the packet were not already approved. A quorum must be present to vote on any items and for the last two meetings, we have not met that quorum. Martin gave members a chance to review the minutes and asked if there were any changes to be made, there were none. Martin asked voting members to make a motion to approve the August and September minutes as they were presented. A motion to accept the August and September minutes was made by Margaret Landon and it was seconded by Amber Frymoyer. They 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 months of August & September were included in the packet. As part of the financial report, In-Kind balances were also included. Martin gave members a brief overview of what the financial reports include and highlighted the importance of the In-Kind numbers. Martin read off the remaining balances of the in-kind report. He gave members a chance to review the reports and asked if there were any questions, there were none. Martin asked voting members to make a motion to approve the financial reports as they were presented. A motion to accept the August and September financial reports was made by Amber Frymoyer and seconded by Margaret Landon. They were voted on and approved.

### **Parent Fund**

The parent fund report was included in the packet. Martin gave members an overview of the parent fund report and what information it should include. Lisa Brelsford further explained that Parent Group meetings have just started for the program term so items have not yet been purchased but funding has been appropriated and by next month, there should be some movement with the parent fund balances. Balances in this report were to date. Martin Parr gave members a chance to review the parent fund report and asked if there were any questions, 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 as presented was made by Amber Frymoyer and seconded by Jacquelyn Smith. It was voted on and approved.

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## **Committee Reports:**

### **Personnel Update**

Tania Raja, Human Resources Coordinator, submitted the Personnel Update report to date. Tania commented about a few of the statuses in her report for staff that started and then resigned very shortly after their start date. Tania asked members if they had any questions about her report, there were none. Martin asked for voting members to make a motion to accept the personnel update. A motion to accept the Personnel Update report was made by Amber Frymoyer and seconded by Jacquelyn Smith. It was voted on and approved.

### **CCDP Board Report**

Twilla Dowell shared notes from the Board meeting. She notes that the School Readiness Plan has been approved by the Board and the Board By-Laws have been revised.

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## **New Business**

### **Ratify August Meeting items**

The agenda from the August meeting was included in this packet for new members to get an idea of what items needed to be ratified. Martin Parr explained to members that these items were voted in via email and were technically approved via email but still needed to be ratified. New members reviewed the agenda and were asked if they had any questions about any information that was included, there were none. Martin Parr asked for voting members to make a motion to ratify the August meeting items. A motion to approve the items was made by Twilla Dowell and seconded Margaret Landon. They were voted on, ratified, and approved.

### **22-23 Policy Council Calendar**

The calendar was included in the packet. Amber Frymoyer, parent, had questions about the addresses of the locations we were scheduled to be at. Audrey explained to her that she would include directions with the monthly email sent out to members to RSVP for the meeting. Martin asked if members had any more questions about the calendar, there were none. Martin asked for voting members to make a motion to approve the 22-23 Policy Council calendar. A motion to accept the calendar was made by Amber Frymoyer and seconded by Margaret Landon. It was voted on and approved.

## **21-22 PIR**

Martin gave members a brief overview of the PIR. Morgana Miller, Assistant Director, highlighted for members the enrollment part of the PIR and explained briefly what the PIR is used for. Elizabeth Hazzard, Community Member asked a question about the PIR under the enrollment portion. She asked if our program would still enroll children that are over income or over the poverty guidelines. It was explained to her and other members that our program keeps a waiting list. Income eligible families are top priority but if a program option or any other factors occur where a family does not want to be or can't be enrolled then the waiting list with 130% or over income families is reviewed and offered a spot. More details about the enrollment eligibility and criteria are included in Faith Rierson's Family Services report and more details about this process will be on the next month's agenda. Members were asked if they had any more questions about the PIR, there were none. Martin asked for voting members to make a motion to accept the 21-22 PIR as it was presented. A motion to accept the PIR report was made by Amber Frymoyer and seconded by Twill Dowell. It was voted on and approved.

## **Policy Council Officer Explanation**

Policy Council Officer explanations were included in the packet. Martin Parr went through each officer position and discussed the duties they would carry. Including the Chairperson position, Vice Chair, Secretary and Treasurer are all open now. There is a member that currently holds the position of Liaison to the Board, but depending on nominations, we will find out if she will be continuing in that position. Members were asked if they had any questions about the Officer positions. Rachel Dawson was interested in the Chairperson position and Jade Ross who was on Zoom also expressed interest in the Vice Chairperson position as well as the Liaison to the Board. Kai-Ellen Long who was absent for this meeting did express interest in the secretary and treasurer position at the Policy Council training on October 14<sup>th</sup>. Kaitlyn Stover expressed interest in the Secretary position.

## **Nomination of Officers**

Rachel Dawson and Jade Ross nominated themselves for the position of Chairperson. Jade Ross also nominated herself for the position of Liaison to the Board which is currently held by Danielle Howie who was absent from this meeting. Because there was no nomination for the position of Vice-Chairperson, Jade decided to take on that role and not nominate herself for Chairperson. The Officer Positions of Chairperson and Vice-Chairperson were the only nominations that could be voted on at this meeting, so Martin Parr asked members to make a motion to accept Rachel Dawson as the new Chairperson and Jade Ross as the Vice-Chairperson. A motion to accept was made by Margaret Landon and seconded by Twilla Dowell. They were voted on and approved.

## **Fiscal Training**

Asondra Acor, CCDP Fiscal Manager, submitted her Fiscal Training report and it was included in the packet. Asondra introduced herself to members and gave a brief overview of her duties at CCDP. Asondra explained her report to members which included information about her 4 staff members that fall under the fiscal umbrella including the Fiscal Assistant, two Bookkeepers, and the Human Resources Coordinator. Asondra's report included information on CCDP funding sources for both Head Start and Child Care and the Board of Directors fiscal responsibilities to the agency. Asondra was able to better explain to attending members the financial reports that are presented to Policy Council every month. She was able to explain the In-Kind amounts in a clearer way for members to understand. She invited members who have not already signed up to please sign up for the Budget & Planning Committee. Asondra informed members that our agency undergoes a financial audit every year to make sure that all finances are correct. She asked members if they had any questions about her department or about her training, there were none. No vote was necessary.

## **Admin & Staff Reports:**

### **Executive Director Report:**

Cassie Weaver, CCDP Executive Director, submitted her report which included two Information Memorandums (IM). In Cassie's absence, Morgana Miller, CCDP Assistant Director, highlighted some items in her report. The first IM includes information on how to retain staff throughout Head Start one which included reducing the number of enrolled children. There will be more discussion about this IM in the future. The second IM included information on reporting child health and safety incidents. This IM was intended to clarify the reporting of any events that would include anything from child abuse to reporting to the Department of Health. The IM outlines what are reportable items and who would be responsible for reporting the incidents of illnesses. Morgana noted that Head Start had applied and received a Healthy Workplace grant from the Community Giving Foundation (CGF) and this grant will be used to fund wellness and teambuilding activities at an all-staff Professional Development Day on November 11<sup>th</sup> at Rohrbach's farm. Morgana asked members if they had any questions about Cassie's report, there were none. Cassie's report along with the two IM's were 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 her report was included in the packet. There are currently two Behavior Support Staff positions open, one in Berwick and one at Town Park Village. Social Emotional (ASQ-SE) screenings are currently being completed on every child in the program. Families complete the screen based on what their experience is with their child in the home. Teachers will complete the screens based on what they observe in the classroom. Our program will work closely with families to meet any individual child's needs that are identified through this screening process. Initial SCM trainings will be provided for all new staff on November 7, 2022. Heather's report was included in the packet.

### **Education Report:**

Rose Stolz, CCDP Head Start Education Manager, submitted her report. NAEYC Validation Visit will occur sometime between June 10 and December 10<sup>th</sup> for 5<sup>th</sup> Street and TPV. We have been assigned a Validator who will set up a 15-day window. TPV playground tiles were repaired but some have come up after the rain and is causing a tripping hazard. We are working with the landlord to get this fixed. We are checking with the landlords of Berwick and TPV to be sure we have Carbon Monoxide Detectors. Celebrations of Learning are starting to be scheduled. The first Parent Teacher Conferences will begin to be scheduled in mid to late October. They need to be completed by November 23, 2022. Rose asked members if they had any questions, there were none. Rose's report was included in the packet.

### **Family Engagement Report:**

Lisa Brelsford, CCDP Head Start Family Engagement Manager, submitted her report. The Policy Council training on October 14<sup>th</sup> went well with four new parents attending. Berwick, Bloomsburg, and Benton had their Parent Group meetings. Parents elected their chairperson as well as voted in Policy Council Parent Representatives. After each All Staff PBIS meeting, we are sending home a PBIS Family Flyer that contains the same information staff are getting at the meetings, but it's personalized to our families. The most recent flyer focused on the benefits of drinking water for both the parents and the children as well as tips to drink more water. Individual and family water trackers were sent home for families to use to track their water intake. A Mandated Reporter training for interested parents, potential substitutes, new staff, and Board Members is being held on Wednesday, November 2<sup>nd</sup> from 9 AM – 12 PM at St. Luke's Church in Bloomsburg. Parents from all centers will be invited to attend. The Fall Positive Solutions for Families sessions will begin on Thursday, November 3<sup>rd</sup> and run through December 15<sup>th</sup>, all meetings will be on a Thursday. The meeting will be held at the Community Giving Foundation in Berwick. A light lunch and childcare will be provided for each session. Lisa asked if anyone had any questions about here report, there were none. Lisa's report was included in the packet.

### **Family Services Report:**

Faith Rierson, CCDP Head Start Family Service Manager, submitted her report. In her absence, Morgana Miller commented on her report. Faith's report has the breakdown of enrollment by income for members who wanted to see that information. Faith's reports shows that enrollment is at 199. 175 are categorically eligible, 17 out of 71 slots for 101%-130% have been used and 7 out of 20 over Income slots. Faith's reports states that Family Service Workers are still taking applications to create a waiting list. Berwick, Benton, and 5<sup>th</sup> street centers are fully enrolled, but there are a few openings at the Town Park Village location. There were no questions. Her report was included in the packet.

### **Health & Nutrition Report:**

Sarah Meyer, CCDP Health & Nutrition Manager, submitted her report. Sarah's report included meal counts for the month of September and an overview of injury reports received for safety. Central Susquehanna Sight Services Vision Screenings have been completed. 160 children were seen and there were 42 referrals sent out. All health screens including dentals are due at the end of the week which is the 45-day requirement. Sarah's report also included an updated screening chart and the numbers for the program term were reviewed. Sarah asked members if they had any questions about her report, there were none. Her report was included in the packet.

### **Education & Disabilities Report:**

Rebecca White, CCDP Head Start Education & Disabilities Manager, submitted her report. Rose Stolz gave a brief overview in Rebecca's absence. In the disabilities portion, Rebecca's report includes the number and percentages of children in the program with IEP's. 10% or 15 of our center-based children, 15% or 4 of our combination option children and 17% or 4 of our home-based children have an IEP. There are currently 33 referrals out to the IU, and our Family Support Staff (FSS) has 9 referrals. In the Education portion of her report, the ASQ-3's have been completed for Combination Option and Home-Based. Play Cafés are going well for the Home-Based children. The kitchen cabinets at the Benton center are finished. Rebecca's report was included in the packet.

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### **Open Discussion & Answer Period:**

Lisa Brelsford informed members of a new attendance ticket incentive available to them. For each Policy Council meeting that they attend, they will receive a ticket. Lisa will keep track of the ticket count and each quarter the member can choose to redeem that ticket for one of the items listed on the flyer. Members have the option to save up tickets to get a bigger ticket item. The flyer about attendance tickets was included in the packet. There were no questions.

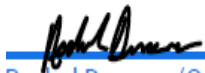
### **Parent Group Report: Benton**

Lisa Brelsford reported for the Benton Center's Parent group. She reported that the group voted in Co-Chairs. The group discussed Policy Council and their Parent Group budget. They also discussed ideas for upcoming meetings.

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### **Closing:**

On the agenda, there was an error on the date for the next meeting which was brought to attention and members were informed of the correct date. Martin Parr thanked members for their participation. For the last time in his five years of service to Policy Council, Martin Parr asked voting members to make a motion to adjourn the meeting. A motion to adjourn the meeting was made by Margaret Landon and it was seconded by Jacquelyn Smith. The meeting was adjourned at 12:00pm. The next meeting will be taking place on Tuesday, November 15<sup>th</sup>, 2022 @ Grace Lutheran Church in Berwick at 10:15am.



Rachel Dawson (Oct 24, 2022 11:31 EDT)

Chairperson Signature & Date