



First Start Partnerships for Children & Families

Policy Council

May 18, 2026

9:00 am – 10:00 am

871 Stanley Ave, Chambersburg

Committee Purpose (per FSP Policy Council Bylaws):

The FSP Policy Council is “responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual community wide strategic planning and needs assessment and self-assessment.” [HSPPS 642 (c) (2) (A)]

The FSP Policy Council is also responsible for upholding the program mission statement: We partner with our families, schools, and communities to ensure each child arrives ready for Kindergarten.

- I. **Welcome:** Bailey Price called the meeting to order at 9:15 am.

II. Old Business

1. April Meeting Minutes: Brittany Neff made a motion to approve the April meeting minutes. Ashley seconded the motion, and it passed unanimously.
2. March Financial Reports & Credit Card Expenditures: Amy Pinkerton provided the summary report from Jessica Kreigline about the March financial reports. Brittany made a motion to approve the March financial reports, and Ashley seconded the motion. The motion passed unanimously.
3. Positive Solutions for Families (Workshop): Erica Nemzek shared a brief overview of the topics and goals of the Positive Solutions for Families workshops, noting that there are seven sessions in the series. She also shared the data from the survey that was sent to all families in the program, noting that a total of 29 families responded. The Policy Council members agreed that Saturday, May 30th from 9:00-11:00 am would be the best time to offer the first session. They also discussed giving a Giant gift card to families who participate in all seven sessions and suggested entering families into a raffle drawing for a small Sheetz gift card at each individual session. Erica noted that the next steps would be to send out invitations and create a timeline for all seven sessions.

III. New Business

1. **Staffing Updates:** Jessica Hatch shared that there is only one new hire, Kim Burnett, scheduled to start on May 18th. Brittany made a motion to approve the hiring of Kim Burnett and Ashley seconded the motion. The motion passed unanimously.
2. **Audit Report:** Jessica Kreigline provided a recording that was played during the meeting outlining the audit process and results. She noted that the audit was

considered “clean” with an unmodified opinion. The recording and supporting documents are attached.

3. **Self-Assessment and Program Improvement Plan:** Jessica Hatch shared that a program self-assessment and improvement plan is required annually by the Office of Head Start. She noted that this year, there were essentially two self-assessments which included the results from the NAEYC external validators and the work that was done to prepare for the FA2 monitoring from OHS. Jessica explained that when completing the self-assessment for the FA2 monitoring plan, some areas for improvement were identified and put into a Program Improvement Plan (PIP). *See attached PIP.

IV. Hub Happenings: Carolyn Clouser reported that CELC morning classrooms end in two weeks, and that a majority of the afternoon classrooms will go through the end of June. She noted that attendance was good in April for both the AM and PM classrooms. Carolyn also shared that two external Mental Health consultants are coming into classrooms with safety concerns to provide additional support to teachers and families.

V. Parent Committee Report Out: No reports due to time constraints

VI. Member Discussion/Questions/Suggestions: None

VII. Adjourn: Bailey adjourned the meeting at 10:12 am.

Attendance: Sherrie Carr, Carolyn Clouser, Jessica Hatch, Brittany Neff, Erica Nemzek, Melisa Ostrowski, Amy Pinkerton, Bailey Price, Ashley Simpson