

First Start Partnerships for Children and Families
Policy Council Meeting
Minutes
Monday, October 7, 2019
5:30 – 7:30 pm

Members in Attendance: Holly Dockery, Chris Neidig, Jenn Neidig, Ora McPherson, Kay Szabo, Shyla Gee, Danyell Hanks, April Tiedemann, Renee Kennedy, Lori Santiago, Daniel Santiago

Staff members in attendance: Deidra Weaver, Heather Diehl, Nicole Nicholson, Jess Kreigline

- I. **Welcome:** Holly Dockery called the meeting to order at 6:03 pm and introductions were done.

- II. **Old Business**
 - A. September minutes: The minutes for September were reviewed. Jennifer Neidig made a motion to approve the minutes. Ora McPherson seconded the motion. The motion passes unanimously.
 - B. September Financial Reports and Credit Card Expenditures: Jess Kreigline shared that due to the earlier date of the meeting the Financial Report and Credit Card Expenditures will be emailed out October 11th and an electronic vote will be needed.
 - C. Engaging Families in Parent Committees and Policy Council: Holly shared that we need more parent engagement and more opinions. She suggested that teachers be notified of the next meeting so they can send it out on Remind. The parents discussed how the Parent Committee Meetings went. Some parents felt the meeting wasn't as informative as they had hoped. They were looking for guidance on what they can do to help and serve. It was explained that the Parent Committee officers are the middle men between Parent Committees and Policy Council. Parent Committee Officers reach out to other parents to gather their ideas, wants, needs and bring them to Policy Council. The Parent Committee President will lead the discussion each month at the Parent Committee Meeting. The Vice President would be the backup if the President can't attend. The Secretary will oversee the minutes to ensure meetings are documented. The Treasurer will oversee the Parent Committee Funds. It was shared that each classroom was given 250 dollars for the year. These funds can be used however the Parent Committee decides whether it is extra activities for the children, snacks at parent meetings, or field trips. The Policy Council has requested that 125 of those funds be spent by January 1st. The teachers know how to request that money so items can be bought. The Policy Council shared that if the Parent Committee wants to do something in particular they can request additional funds from the Policy Council. In the event that a parent wants to volunteer and is having trouble getting clearances, the Policy Council will make sure they can get them. The Policy

Council requested the contact numbers for the Ed Coordinators. Jennifer mentioned that it would be helpful if there were more outings for Home Based Families to help parents find common ground and build a sense of community. Home Based parents are encouraged to share their ideas with their home visitor.

III. Director's Report

Heather Diehl

- A. Staffing – Heather Diehl shared that FSP has seven vacancies. FSP is in need of 2 Lead Teachers one at Life Point and one at Mount Vernon Terrace, 2 Assistant Teachers one at Trinity and one at St. Johns, and 3 Classroom Support Staff at Life Point, Trinity, and St. Johns. EHS is fully staffed.
- B. Enrollment – Heather Diehl shared that for September both HS & EHS are fully enrolled. She shared the wait list. For the month of September, Family Advocates have completed 74 Home visits which are separate from the initial visit.
- C. Transportation – Heather Diehl shared that some families have had issues getting their children to school because we no longer have transportation. In light of that, FSP has secured a van service with Heck-Myers to transport 8 students (7 from Trinity, and 1 from Life Point) Heck Myers said that they would be interested in purchasing another van if this need increases. Ora suggested putting up a sign up sheet of individuals who would be interested/willing to help with carpooling. Danyell disclosed that there is one parent who is walking to Meadow Creek. Rene shared that one parent was very upset that transportation went away at St. Johns. She shared that those parents may be open to carpooling. Heck Myers will begin van transportation on October 15th.

IV. New Business

- A. Officers: Holly announced that next month the Policy Council will be voting on new officers which would be the President, Vice President, Treasurer, Secretary, and PC Liaison. Holly shared that descriptions on the positions will be emailed out
- B. Field Trips: In Past FSP have done a pumpkin patch field trip. Meadow Creek has gotten a donation of pumpkins to do the pumpkin patch in the classroom. They will also be walking to the Chambersburg Beauty School to tour the salon and get haircuts. Lori asked with transportation being an issue – how would field trips be handled? Some ideas where to have events brought to the classroom for families to participate. It was requested if the two buses that FSP is keeping can be used for field trips. Or if individuals with CDL's be able to volunteer to drive the buses for field trips. This will be checked on and reported back to the Policy Council.
- C. Family Newsletter: The need for a Family Newsletter was expressed. This would be created by parents for parents. It would be a resource for parents with local things to do, resources, job openings, and community events. It was suggested that a survey be used to collect needs anonymously and a box be provided so those needs can be met anonymously. Lori and Kay

volunteered to work on the Newsletter. It can be emailed out to teachers for all classrooms to print out.

- D. Back Pack Program: The need for a weekend Back Pack Program was expressed where kids could get snacks sent home for the weekend. Shyla shared that she would be willing to talk to Grocery Outlet for donations of items for the back packs. It was suggested that kids could participate in packing the back packs to teach them about giving back. FSP's Tax Exemption certificate was requested so that parents could go out to get donations. This procedure will be discussed and approved by Policy Council.
- E. Donation Station: The need for a donation station at each hub was expressed. It would have a table for community sharing.

Jennifer shared that they are not sure what is going to happen, they may have to move out of state. She shared that it has been an honor and a pleasure serving with the Policy Council.

Adjourn: Holly Dockery adjourned the meeting at 7:35 pm.

Next Meeting: 5:30 pm, Monday, November 18, 2019 at Life Point Church