

**Policy Council**

October 17, 2022

10:00 am

254 E King Street Chambersburg, PA

Policy Council Members Present: Lillian Menedez, Hadrina Ceballos, Lindsay Weaver, Ivonne Aplicano, Sandi Miller

FSP Staff Present: Jennifer Mercer, Amy Newell, Carolyn Clouser, Ana Herrera

1. **Welcome**

Lindsay welcomed everyone to the meeting and called the meeting to order at 10:05 am.

1. **Old Business**
2. **September Minutes:** Lindsay made the motion to approve the September meeting minutes. Lillian seconded the motion. Motion passed.
3. **September Financials and Credit Card Expenditures:** Jennifer shared an update from the Finance Department. The preliminary audit was completed on 8/29/2022 and the final audit is scheduled for the week of 10/26/2022. Directors Meetings will be scheduled for mid-October to discuss any rebudget requests/revisions and then those will be submitted by the beginning of November. We pay for some services on an annual basis which is causing the supply line contracted services, liability insurance items to be over budget across the board. We will keep a close eye but possibly rebudget in November. The following reports have been completed: HSSAP and FMPK Cash Transaction Quarterly Report and Quarterly Expenditure Report. Overall, we are running about as expected. AT this point we would expect State funds to be around 25% and Federal to be around 16.66%. Overall state funds are at 21.5% and Federal budgets are at 15.8%. At this time the only one that is running more than 5% below expectation is HSSAP which is running at 15.2%. Lindsay made a motion to approve the September Financials and Credit Card Expenditures as presented. Hadrina seconded the motion. Motion passed.
4. **Policy Council Nominations for Open Positions:** Amy shared that the following positions are open: secretary, vice president, board liaison, parent committee liaison and treasurer. Sandi asked for clarification on the responsibilities of the parent committee liaison. Jennifer explained this position as it is outlined in the bylaws. At this time none of the participants in today’s meeting were interested in the openings.
5. **Conflict of Interest, Confidentiality, NAEYC Statement of Commitment:** Jennifer shared with group that we sign these 3 documents every year and gave a brief overview. Lillian, Hadrina and Ivonne will take the documents home and review them and then return once they are signed. Jennifer asked Lindsay and Sandi if they would like to received them via email to sign off on through Adobe. They asked if the forms could be brought to Family Day at Country Creek and they would sign them at this event.
6. **New Business**
7. **Ratification of Email Vote for August Minutes and Financials:** Jennifer shared that the August Minutes were sent out via email for a vote. Holly made a motion to accept the August Minutes via email. Lindsay seconded the motion. Motion passed.
8. **Program Self-Assessment:** Amy shared that every year we complete our annual program self-assessment that is required through the Office of Head Start. We evaluate our compliance with the Head Start Standards. If we are not in compliance then we have to have a plan in place to move into compliance. This year we will use the NAEYC standards as our self-assessment. On November 16 we will hold the Self-Assessment meeting via Zoom. Lindsay will represent the Policy Council at this meeting.
9. **Stories from the Field:** Carolyn shared that Healthy Franklin County is having a Health Summit this Thursday and we submitted two success stories that will be shared at this meeting.
10. Julie Pepo a Family Advocate in Waynesboro worked with a single mother and her daughter who was homeless. The mother gained employment, obtained medical and dental care for herself and daughter. Julie worked with the family to arrange transportation for the mother to attend a job fair. The family is now living on their own and the daughter started kindergarten this year.
11. Ana shared that she is the Family Advocate at Trinity and she noticed that families were not using the best car seats or following the safety practices for them. She learned that this was due to communication, language and the understanding of our car seat laws. Ana worked with the Chambersburg Borough Police and Fire Department to host a car seat training event that included officers and fire department members who speak Spanish. Ana shared that 25 families attended this event and interacted with the police and fire department. They explained the car seat laws and allowed the children to explore the fire trucks. Information was presented in both English and Spanish. They also explained to the parents the lender program where for $10 they get a brand-new car seat and when the child outgrows it they take it back and receive $5 back.
12. **Parent Committee Funds:** Amy shared that each classroom gets a small pocket of money to use within their classroom at the parent committee’s discretion. Amy stated that she was uncertain exactly how much each classroom receives. Lindsay stated that last year she thought is was a little over $100.
13. **Governance Training:** Amy stated that she would like to defer this topic for next meeting or via email since she does not know the details surrounding it.
14. **Director’s Report:** Amy shared the following staffing vacancies:

* Northern Region (Chambersburg, Upper Path Valley)

1 Lead Teacher-Life Point

4 Assistant Teachers- Meadow Creek, Life Point, St. John’s

1 Program Coordinator

1 Home Visitor

\*\*\*at least 3 people on deck that we are moving through the interview process

* Southern Region (Waynesboro, Greencastle, Tuscarora)

1 Lead Teacher-Greencastle

6 Assistants Teachers- 2 offers have been made

1 Program Coordinator

Amy shared the enrollment numbers per location:

* Pre- K:

Buchanan- fully enrolled

Chambers- fully enrolled

Early Learning Center- majority fully enrolled

New Franklin- 61%

Upper Path Valley- 94%

Greencastle- 98%

Tuscarora- fully enrolled

Waynesboro- as a whole 80% enrolled

* Head Start:

Waynesboro- 90%

Meadow Creek- 100%

Life Point- 75%

Trinity- 98%

St. John’s- 70%

\*\*\*all extended day classrooms are at 100% enrollment

* Early Head Start Classrooms are fully enrolled
* Early Head Start Home Based- 80%

1. **Member Discussion/Questions/Suggestions:** Jennifer shared the details for the upcoming Family Day at Country Creek. It will be held on November 2, 2002 from 3-6 pm with November 3, 2022 being the rain date. Please RSVP to your classroom teachers on or before October 19, 2022.
2. **Adjournment**

Meeting was adjourned at 11:00 am

**Next Meeting: Monday, November 21, 2022 10:00-11:00 am**