

**Policy Council**

April 19, 2022

10:00 am

254 E King Street Chambersburg, PA

Policy Council Members Present: Frankie Jordor, Holly Dockery, Lindsay Weaver

FSP Staff Present: Diane Hummel, Annette Searfoss, Jennifer Mercer, Jessica Kreigline, Jill Newcomer

1. **Welcome**

Holly welcomed everyone to the meeting and called the meeting to order at 10:04 am.

1. **Old Business**
2. **February Minutes:** Lindsay made the motion to approve the February Minutes, Frankie seconded the motion. Motion passed
3. **February and March Financials and Credit Card Expenditures:** Jessica Kreigline explained the state vs federal line items in the budget. The Policy Council is looking to see if we are spending according to plan and if not why. Also making sure we spend 100%. All state grants are submitted. We are on target with spending. We still have $379,000 in COVID funds to send by 3/21/2023. Jessica explained that CACFP will be submitted next month due to not being able to request reimbursement for February or March. Frankie made the motion to approve February and March Financials and Credit Card Expenditures, Lindsay seconded the motion. Motion passed.
4. **Governance Training:** Diane stated that previously the group decided to complete the Governance Training individually but she understands there has been some issues getting it to work. She offered to complete the training as a group either in person or via Zoom. Diane will send a Doodle Poll out to the group to see what works best for them. Question was asked that if the training is held in person could child care be provided
5. **Volunteers In Classrooms:** This is an added agenda item. Volunteers will be allowed back in the classroom starting 4/19/2022 with appropriate guidelines. We need to follow vaccination status or test result status and clearances must be up to date. This information can be sent to Diane and then a discussion with the classroom teacher surrounding what opportunities are available. Frankie made a motion to add this item to the agenda and Lindsay seconded the motion. Motion passed
6. **Ratifying email vote from 4/5/2022:**  Policy Council voted via email on 4/5/2022 to the COVID 19- Policy Change which allowed for optional masking of children and staff and allowing volunteers back into the classrooms. Lindsay made the motion to ratify the email vote and Frankie seconded the motion. Motion passed.
7. **New Business**
8. **22-23 EHS/HS Grant:** Annette shared that there are no big decisions or changes to this application. The Executive Summary and Budget were provided to the Policy Council. In September we will begin the Strategic Planning. Annette shared that we did not have any compliance issues during the Monitoring Visit. April 28th will be the Consortium Meeting via Zoom where the feedback from the interviews that were conducted will be shared. We are working towards full NAEYC Accreditation by 7/31/2024. Annette shared the February Mid-Year Update with Policy Council. We are at the Integration stage of the change process. Our organization structure will change slighting due the COO position. The COO will oversee all child focused services. We will have Northern and Southern Director that will oversee all HS/EHS/Pre-K Services. We will also pilot 2 classrooms at the ELC. Motion was made by Frankie to approve Jessica Hatch as the HS/EHS director of Record, Lindsay seconded the motion. Motion passed. Annette will email the strategic plan 2018-2023 model/pyramid to Policy Council. Jessica Kreigline shared that there will be a 12-13% increase in fringe due to insurance changes. There will be a reduction in supply costs and audit costs. There will also be a reduction in contract for transportation due to using the van and car to transport families when needed. We will also use COVID funds to purchase a 15-passenger van. The biggest jump will be n maintenance due to cleaning services being moved to this line item. 3% increase in rent. We will be adding substitutes and marketing support sue to the communications team and building. 3% fixed cost for utilities, decrease in travel and liabilities. Non-Federal Share will include PDO, Apprenticeship, Family Center and HSSAP grants. Frankie made the motion to approve the 2022-2023 EHS/HS Grant Application. Lindsay seconded the motion. Motion passed. Diane shared that we received word from the Office of Head Start that there will be a 2.8% COLA for all staff members and Quality Improvement funding for Staff that can be used toward salaries.
9. **FSP Flier Distribution:** Communications Director is working on a new flyer to distribute and she has asked if the Policy Council would have any input as to where to hang the flyers within the community. Suggestions included: libraries, doctors offices, dentist offices, grocery stores, laundry mats, churches, gas stations, food pantries, social security offices, WIC, Diaper Depot, schools, post offices, ask grocery stores and pharmacies to put in their bags at checkout. Diane will send a request out asking any Policy Council Members who would like to help distribute the flyers to let her know.
10. **Adjournment**

Frankie made the motion to table the remainder of the agenda until next meeting (Fall/Winter Child Data, IEP Discussion and Director’s Report) due to time, Holly seconded the motion. Motion passed

**Next Meeting: Monday, May 16 10:00-11:00 am**