



First Start Partnerships *for* Children & Families

Policy Council

April 22, 2025

9:00 am

Policy Council Members Present: Ashley Simpson, Jordan Simpson, Carmen Flores

FSP Staff Present: Kim Holtry, Carolyn Clouser, Pam Raynor, Diane Hummel, Jessica Hatch, Jessica Kreigline, Jennifer Mercer

Board Members Present:

I. Welcome: Jennifer welcomed everyone to our Policy Council Meeting at 9:08 am. Jennifer shared a message with the group from our CEO, Annette Searfoss, surrounding the information that was sent out to them on Friday about the potential elimination of Head Start in upcoming year. We are funded through the end of July and we are conducting business as usual. Annette wanted to share that we are ready to fight with love and gratitude. She encouraged the group to take action and to let them know that an advocacy training will take place in the next few weeks. Jessica stated that this could impact funding as soon as August. Jennifer shared a letter that we received from Yasmina Vinci from the National Head Start Association encouraging them to join a National Call to Action Zoom call on Friday April 18, 2005 at 4:00 pm. We would love to hear any ideas you may have for this advocacy work.

II. Old Business:

- 1. Ratify February Minutes:** Jennifer stated that she did receive enough votes through email request to approve the February minutes. Carmen made the motion to approve via email, Bailey seconded the motion via email and at today's meeting the motion passed.
- 2. Ratify February Financial Reports & Credit Card Expenditures:** Jennifer stated that she did receive enough votes through email request to approve the February Financial Reports and Credit Card Expenditures. Carmen made the motion to approve via email, Bailey seconded the motion via email and at today's meeting the motion passed.

3. March Minutes: Due to not having a quorum, the March minutes will be sent out for email vote.
4. March Financial Reports and Credit Card Expenditures: Jessica Kreigline stated that the March financials reflect CACFP numbers. As of March, the state grants should be at 75% and we are at 75.5%. We are running a little higher with our federal grants but overall everything is looking good. We may need to do some revisions. Due to not having a quorum, the March financial reports and credit card statement will be sent out for email vote.
5. Policies and Procedures update: Kim shared that we are currently reviewing the staff handbook and making any recommendations for amendments. We will bring it to Policy Council at our June Meeting for review and approval. We are also working on an operation manual.
6. Bylaws Revisions: Jennifer asked the group if they had any additional recommendations for revisions to the bylaws since our March meeting. Those in attendance did not have any additional recommendations. Due to not having a quorum, the Bylaws will be sent out for email vote.

III. New Business:

1. Annual Fishing Derby: Pam shared that our Annual Fishing Derby will be held on May 17, 2025 from 8:00-10:00 am. She stated that the United Way, ROTC and the Chambersburg Police Department will be sending volunteers. Pam asked the group if they would help by contacting local banks for monetary donations to purchase the prizes, refreshments and fishing rods. We normally give gift cards for groceries, gas, etc as prizes. Also, if anyone would to volunteer the day of the derby please let us know. Pam reviewed the different opportunities to volunteer. Jordan volunteered to monitor and ensure all participants are following the rules of the day. Jennifer will forward information to them via email.
2. Grant Application Approval: Jessica provided the group a copy of the grant application to review. She explained that our grant runs every five years but yearly we need to submit for a continuation. Jessica stated that we are still pursuing NAEYC accreditation. We made a lot of big revisions last year which including consolidation, bring EHS to Chambersburg and classroom times. This year we are basically continuing on doing what we are currently doing. We added information into the grant about the Pyramid Model which provides for social and emotional skills at school and home. This is included in our school readiness goals. On page 29 of the grant we are discuss how we are embedding mental health into our program. We will update our health services advisory to include a mental health professional. We also added money into the annual budget for playground equipment at Lincoln Way Early Learning Center. Due to not having a quorum, the

grant application will be sent out for email vote. Once approved, Bailey will need to sign a letter that will be submitted with the grant packet.

*** The grant application was sent out for email vote and was approved on April 23, 2023 (Carmen Flores made the motion to approve the grant application as presented. Ashley Simpson seconded the motion. The motion passed) ***

3. Annual Budget Approval: The Annual Budget was reviewed at our last meeting but we couldn't vote due to not having a quorum. It was resent out for approval via email vote and approved on April 23, 2025. Carmen Flores made the motion to approve the annual budget as presented. Ashley Simpson seconded the motion. The motion passed.
4. Pyramid Model: Jessica shared an overview of the pyramid model and gave the group some handouts. She will send a link to a YouTube video as well for them to view. She explained that it will take 3-5 years to fully implement. The public schools call it the PBIS model. It is all about building positive relationships with classroom environments and at home. For example, Be Kind (use kind words), Be Responsible, Be Safe (use walking feet). This month we are polling staff to pick 3-5 expectations. Jessica gave the group a handout called Let's Talk Expectations and asked the group to select three items, place their name on it and return to either Jennifer or her.

IV. Directors Report:

- See attached document for directors' report
- Jessica stated that we reported full enrollment for March

V. Member Discussion/Questions/Suggestions: No discussion/questions/suggestions at this time

VI. Adjourn: Meeting was adjourned at 10:07 am

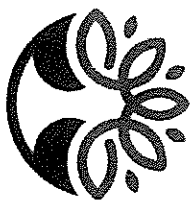


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First Start Partnerships' Policy Council Director's Report

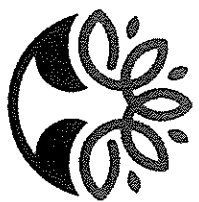
April 2025

Topic	EHS: Jennifer	CELC: Carolyn	LW ELC: Diane
Attendance	As of the end of March: CELC 4- 83% CELC 5- 93%	<i>Attendance started to rebound in March. 4 classrooms were above 85% and all others were 74% or above.</i>	1 classroom achieved their average attendance percentage for March. 5 of the AM classrooms fell short of our average attendance percentage. All 6 PM classrooms fell short of their average attendance percentage. At Lincoln Way we saw another round of intestinal issues go through every classroom impacting the attendance of both children and staff.
Parent Committee Meeting Update	The parent committee meetings have focused on a family event which will be	11 parents attended the March meeting. Discussion has been focused planning a family celebration event to be	March 13: 2 attended April 16: no attendance, going to try a different time of day on April 30.



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	held 5/12/2025 from 10:30-noon.	held May 12th from 10:30-12:00.	
Incident and Accident Information	<p>CELIC 4- 0 incidents/0 accidents</p> <p>CELIC 5- 1 incidents/1 accident r</p> <p>Trend: we have the younger children in CELIC 5 which seems to result in normal incidents and accidents for their age</p>	<p>At CELIC, we continue to see a higher number of incidents compared to other locations. This may be due, in part, to differences in tracking. We have seen a decrease in physically aggressive behavior in most children during the school year. A few children have recently experienced an uptick in aggression, and our teachers are working closely with families, special education director, and administrators to develop behavior strategies.</p>	<p>Accident: The number of accidents remains higher in the PM than the AM.</p> <p>Incident: The numbers of incidents remain evenly distributed across the AM and the PM.</p>
Hiring Updates	No vacancies currently	2 Assistant Teacher vacancies	1 Lead teacher vacancy, seeking qualified applicants to fill the position.
Shining Start Moments	<p>Teaching staff have actively assisted in the NAEYC Program Portfolio completion. All information has been updated.</p> <p>Pam Saum and Vanessa Rhodes have completed TIPTOS observations. The staff</p>	<p><i>The Parent Committee is doing a great job working together to plan a celebration of our families. The event on May 12 will celebrate our children's unique ancestry and honor their cultural traditions through music, food, and art.</i></p>	



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	did well and are using the opportunities for growth in their day to day .		Lincoln Way 6 has been congratulated for having the highest number of child documentation in Teaching Strategies Gold.
Developmental Screening Update (45 days/as needed)	As new children enroll, staff are completing the screenings as required	As new children enroll, staff are completing the screenings as required.	As new children enroll the teaching staff have been completing screenings on time.
Teacher Education Update	1 Home Visitor enrolled in Bachelor Courses	No new updates	<ul style="list-style-type: none"> • 1 enrolled in Master Courses • 1 Associates • 2 Apprenticeship Associates • 2 completing CDA
TSG Outcomes (October, February, May)	N/A- will report in May	Nothing to report in April.	Nothing to report in April
Parent Teacher Conference/Home Visit Updates (November, March and June)	N/A- next report in June	Nothing to report in April.	Nothing to report in April