

**Policy Council**

May 16, 2022

10:00 am

254 E King Street Chambersburg, PA

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

FSP Staff Present: Diane Hummel, Jennifer Mercer, Jessica Kreigline,

1. **Welcome**

Holly welcomed everyone to the meeting and called the meeting to order at 10:03 am.

1. **Old Business**
2. **April Minutes Minutes:** Frankie made the motion to approve the April Minutes, Holly seconded the motion. Motion passed
3. **April Financials and Credit Card Expenditures:** Jessica Kreigline explained that there was an issue discovered in March with CACFP, this has now been rectified and reimbursement claims have been submitted. We have not received bills from our Food Service Vendor for March or April, this why this line item is low. No longer required to complete quarterly reporting for cash transactions. Everything is on target, 72% spending currently. We have to spend COVID money by March 2023. Frankie made the motion to approve April Financials and Credit Card Expenditures, Holly seconded the motion. Motion passed.
4. **IEP Discussion:** Diane asked if this agenda item could be moved to the end of the agenda, it will be covered during the Directors Report. All Policy Council Members agreed. The information surrounding IEP’s was covered in the Power Point presentation of the Fall/Winter Data.
5. **New Business**
6. **Policy Council Members/Officers 2022-2023:** Diane stated that the majority of the current Policy Council Members will have their children moving on to Kindergarten. We would like to establish our president before the end of this year and then have our committees meet and get established with the hopes of then having our officers nominated and approved. Lindsay stated that she would like to be considered for nomination for Presidency. Holly suggested we send an email to other members to see if they have any suggestions. Diane said she would do that and we can take nominations via email, vote via email and then ratify at our next meeting.
7. **Staff Handbook Revisions:** Policy Council was given a copy of the Staff Handbook and a summary sheet of the suggested revisions prior to the meeting. Diane stated that we review the Staff Handbook every year. She stated that the 2 additions to the Handbook included adding Juneteenth as a Holiday and including unborn child in Bereavement leave. The remaining items are edits for clarification and Diane reviewed those with Policy Council. Lindsay made the motion to approve the Staff Handbook with the Revisions, Frankie seconded the motion. Motion passed
8. **COLA & QI Budget/Application:** Jessica Kreigline stated that we received notice on April 20th from the Office of Head Start of the 2.28% increase in wages and benefits for staff. Jessica explained that we opted to do a 3% increase and what is left will be used towards benefits and insurance. We will use the QI funding to provide additional training and pay for staff to attend this training. Lindsay made the motion to approve COLA and QI budget as presented, Frankie seconded the motion. Motion passed.
9. **Meeting Schedule for 2022-2023:** Diane stated that she sent an email out to Policy Council asking for their preference for next years meeting schedule and the answers were all over (some wanted to keep it the same, some wanted it later in the day). Lindsay stated that Tuesdays work best for her and she prefers to keep it 10-11 however if it has to be in the evening she would not be available on Thursdays. Frankie proposed that at least for August we keep it on Monday August 15th from 10-11 and then we can look at it when new members join. Lindsay made motion to approve Frankie’s proposal, Frankie seconded the motion. Motion passed.
10. **Fall/Winter Data:** Diane shared a power point presentation showing the 21-22 EHS/HS Child Data for the Fall and Winter. Current enrollment for EHS (center based and home based) is at 62/72. Diane stated that they have identified a candidate for a 2nd interview for the Home Base 2 open position. The HS current enrollment is at 241/279. There is a total of 7 EHS children who currently have IFSP’s and a total of 31 HS children who currently have IEP’s. We then reviewed EHS Child Growth from fall to winter 21-22 based on Assessment Calculations from QI Network for At or Above Expectations by Domain. There was an increase in all developmental areas (cognitive, language, literacy, mathematics, physical, social emotional, science/technology, social studies and the art). We also reviewed HS Child Growth from fall to winter 21-22 based on Assessment Calculations from QI Network for At or Above Expectations by Domain. There was an increase in cognitive, language, literacy, mathematics, physical, social emotional and the arts. Science/Technology remained about the same and there was a slight decrease in social studies. Jennifer Hawbecker gave an overview to Policy Council of how a child qualifies for and IFSP- the parent calls Early Intervention and they do an intake. They are then scheduled for an evaluation (a Service Coordinator and 1 person from the evaluation team- they use the Battelle Developmental Inventory). There are 3 ways to be eligible for the Infant/Toddler Program: 25% delay in one of the developmental areas, Diagnosis (born with physical disability, genetic diagnosis, etc), Informed Clinical Opinion. The Infant/Toddler program also provides social work services. To qualify for the Preschool Program and evaluation is also completed. 25% delay in 1 area, diagnosis and there must also be an education
11. **Director’s Report:** Diane stated that this is covered in the Fall/Winter Data Presentation.
12. **Member Discussion/Questions/Suggestions:** The members did not have any additional items for discussion/questions/suggestions.
13. **Adjournment**

Frankie made the motion to adjourn at 11:02 am.

**Next Meeting: Monday, June 13, 2022 10:00-11:00 am**