

**Policy Council**

August 15, 2022

10:00 am

254 E King Street Chambersburg, PA

Policy Council Members Present: Frankie Jordor, Angela Dinish

Board Members Present: Jennifer Hawbecker

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

1. **Welcome**

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

1. **Introductions:**

Due to a new member participating in today’s Policy Council meeting, we went around and introduced ourselves to one another.

1. **Old Business**
2. **June Minutes:** Diane stated that the minutes were emailed out prior to the meeting. Angela made a motion to approve the June minutes. Frankie seconded the motion. Diane will email the remainder of Policy Council for their vote.
3. **June/July Financials and Credit Card Expenditures:** Jessica Kreigline stated that there is not a lot going on with the financial states. June- PreK spend down and close outs and July- HS and Early Head Start spend down and close outs. Both ended with a 0 balance. We did exceed our non-federal share of funding. In July we did receive an increase to $10,000/child for PreK Counts. We also received an increase in HSSAP’s cost per child but we did receive a decrease in the number of slots (75 slots from 80). The expenses for PreK are a little higher due to staff bonuses. A question was asked by Frankie if transportation was returning due to seeing the buses. It was explained that the buses were repainted and will be used for fieldtrips. Jessica stated that we do have $15,000 allotted in the budget for contracted services to provide transportation on an as needed basis. We also have a van and a car to bring kids to school. Parents just need to let their FA know there is a need. Frankie made a motion to approve the June and July Financials and Credit Card Expenditures. Angela seconded the motion. Diane will email the remainder of the Policy Council for their vote.
4. **Ratification FSP Fiscal Policy:** Frankie and Angela voted in person during our last meeting. Holly voted via email to approve. Angela made a motion to approve the ratification of FSP Fiscal Policy and Frankie seconded the motion. Motion passes.
5. **Ratification of Policy Council By-Laws Vote:** Frankie and Angela voted in person during our last meeting. Holly voted via email to approve. Angela made a motion to approve the ratification of FSP Fiscal Policy and Frankie seconded the motion. Motion passes.
6. **New Business**
7. **Organizational Structure Highlights:** Last spring the COO position was approved. The COO will be the direct supervisor of Human Resources, Finance and all child programs including the data manager and family services director. Diane will be the Director of the Northern Region (Chambersburg and Upper Path Valley) and Amy will be the Director of the Southern Region (Tuscarora, Greencastle, Waynesboro). The Family Center Director will be adding a Family Center Assistant. The Building Assistant Teachers are the former CSS staff. We hired 2 Early Childhood Mental Heath Coaches to support teachers and families and they are still working through their training. We are also adding maintenance specialists. We hired a customer relations specialist who is bilingual and will be answering the main line. The health coordinator will have a health specialist.
8. **The Family Center Highlights:** Nicole Nicholson is the director of The Family Center which is located at the ELC. The Family Center offers parent trainings, parent café, new parent classes and infant massage. They are also looking at Vitality Café which is wellness of the caretaker. The Family Center is building a community of practice and care. You do not have to be a part of our programs to participate in the Family Center. The Family Center provides services to children up to the age of 8.
9. **The Bloom Center Highlights:** Working with other Early Childhood Programs throughout the county. We will launch this year and next year with the continued focus of every child ready for kindergarten as well as providing high quality training and professional development. 5 of 9 Early Childhood Programs are willing to participate.
10. **NAEYC Accreditation Update:** Amy reported that we are still plugging away. The next 3 days are staff optional days for the teachers to help with NAEYC and to complete make and takes that will assist them with accreditation. They are also having a training.
11. **Recruitment of PC Members at PCM:** Our next Policy Council Meeting is scheduled for September 19 and we would like to boost attendance of Policy Council Members who have children in our program. 51% of members have to be parents and the other 49% can be community members. Diane asked Frankie and Angela is they would consider doing a video or some sort of testimonial as to what Policy Council has meant to them and their experiences. Both agreed to having a picture of them and a written testimonial.
12. **Director’s Report:** Diane shared that we are having an All Staff Meeting on Friday. Our enrollment numbers are going up. EHS Home Visitors have 2 slots available but Center Based is currently full. Children return on 9/1/2022
13. **Member Discussion/Questions/Suggestions:** Jennifer shared with the group that we would like to do another fall event for families. Asked the Policy Council if they would like to do the Country Creek event again or if they had other suggestions. Jennifer asked them to think about it for next meeting so we can begin planning. Jennifer also shared a message from Annette with group, letting them know they will be receiving an email later this week to update them on the Impact! Grants and facility planning
14. **Adjournment**

Meeting was adjourned at 11:20 am

**Next Meeting: Monday, September 19, 2022 10:00-11:00 am**