

**Policy Council**

August 15, 2022

10:00 am

254 E King Street Chambersburg, PA

Policy Council Members Present: Lillian Menedez, Hadrina Ceballos

Board Members Present: Tod Kline

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

1. **Welcome**

Amy welcomed everyone to the meeting and called the meeting to order at 10:02 am.

1. **Introductions:**

Due to new members participating in today’s Policy Council meeting, we went around and introduced ourselves to one another. Ana explained that she would provide translation in Spanish

1. **Old Business**
2. **August Minutes:** Amy reviewed the August minutes with the group. She explained that moving forward we will have the minutes translated into Spanish as well as the agenda. An email will be sent to policy council members for a vote to approve, due to the new families just attending their first minute and they were not comfortable voting.
3. **June/July Financials and Credit Card Expenditures:** Jessica Kreigline reviewed the finances for August. She stated that our preliminary audit was completed on 8/29/2022 and our final audit is scheduled for October. Jessica stated that meeting will be scheduled in October to review the budgets and make any necessary revisions. Jessica stated that there is not a lot of activity since we just started the school year. Ideally, we should be at 8% and we are currently at 6%. Jessica also explained that our liability insurance came out the beginning of the year and our Child Plus and Teaching Strategies Gold subscription have to be paid up front. Tod Kline made a motion to approve the August Financials and Credit Card Expenditures as presented. The remainder of the Policy Council will receive an email requesting their vote.
4. **New Business**
5. **First Day Highlights:** Jessica Hatch, COO, created a first day highlights video for Policy Council and Board of Directors. This video was shared.
6. **Policy Council Nominations for Open Positions:** Amy stated that the Vice-President, Secretary, Board Liaison and Parent Committee Liaison positions are currently open and we are looking for nominations to fill these positions. Amy asked Lillian and Hadrina to consider if they would be interested in filling any of these roles and if so to let Ana know.
7. **Meeting Day and Time:** The Policy Council currently meets on the 3rd Monday of each month from 10:00-11:00 am. If a holiday falls on this Monday then the meetings are held on Tuesday. Amy explained that we want to make sure our meeting time works for everyone and if we need to consider changing it. Lillian and Hadrina stated that the current day and time is fine with them.
8. **Conflict of Interest/ Code of Ethical Conduct/Confidentiality:** It was explained that these 3 forms are reviewed and signed one time per year, usually at the beginning of the school year. Jennifer stated that we are working to have these forms translated to Spanish and we will have them for the next meeting and we can get them signed then.
9. **Director’s Report:** Amy stated we are 2 ½ weeks into the new school year and our enrollment numbers continue to go up. Amy stated that Pam and Steph are continuing to process applications to ensure we are reaching full enrollment. She reviewed the following enrollment percentages:

* Faith- 90% enrolled
* Life Point- 60% enrolled
* Trinity- 85% enrolled
* St. John’s- 60% enrolled
* Chambersburg Early Learning Center- 90% enrolled
* Early Head Start- 100% enrolled

1. **Member Discussion/Questions/Suggestions:** There were no questions or suggestions presented by the members in attendance.
2. **Adjournment**

Meeting was adjourned at 10:45 am

**Next Meeting: Monday, October 17, 2022 10:00-11:00 am**