

First Start Partnerships for Children and Families
Policy Council Meeting
August 26, 2019
5:30 pm

Members in Attendance: Holly Dockery, Ora McPherson, Christopher Neidig, Jennifer Neidig, Danyell Hanks, April Tiedeman

Staff in Attendance: Heather Diehl, Jessica Kreigline, Melisa Ostrowski, Annette Searfoss

I. Call meeting to order: Holly Dockery called the meeting to order at 6:09 pm.

II. Old Business

- a. May Minutes:** Ora McPherson made a motion to approve the May minutes. Jennifer Neidig seconded the motion and it passed unanimously.
- b. Review of Grant Awards:** Annette Searfoss shared the approval of a third staff member in each Head Start classroom. Those third staff members will be called Classroom Support Staff (CSS). All bus drivers were offered a CSS position. Additionally, we were awarded an additional 30 slots from Head Start Supplemental Assistance Program (HSSAP) which allows us to offer full day support (7am-5pm) to all 60 families at the St Johns location. And, additional funds are available to hire an Early Childhood Mental Health Consultant (ECMHC) specific to the St Johns location. There are plans to hire a second ECMHC for the other Head Start hubs as well. Jennifer Neidig inquired about an ECMHC specific to home based which will be considered in the future.
- c. June/July Budget Review:** Jessica Kreigline discussed the spend down for both months. She explained that June was normal with no variations and that July had significant spend down due to needing to get the budgets near zero. She also explained that our unrestricted funds have risen from 26,000 in 2018 to 40,000 presently. Jennifer Neidig made a motion to approve the June/July Budgets. Ora McPherson seconded the motion and it passed unanimously.

III. Director's Report:

- a. Organization Re-Structure:** Annette discussed the split of our organization into three branches: PreK, Head Start, Early Head Start.
- b. Community Hubs:** Annette Searfoss shared that there are four community hubs: Trinity which includes Meadow Creek will have a Healthy Start focus this year where we partner with Wellspan, LifePoint will continue to have the Integrated Arts program with CVSM, St Johns will have the Head Start WORKS (Working Opportunities resulting in Kindergarten Success) focus this year where we help families with job training and employment opportunities, and Faith which includes Greencastle and Mt Vernon will have an Early Start focus this year. And, each community hub there is an Education Coordinator.
- c. Enrollment:** Heather Diehl shared that we expect to be fully enrolled by the first day of school but there are a few openings that have not been confirmed yet. Those openings are at Trinity (3 slots), LifePoint (3 slots), and one slot in Greencastle.
- d. Transportation:** Heather Diehl shared that a transportation committee was established over the summer. The results of the committee were that FSP would provide transportation to/from a Head Start location if the family was homeless or utilizing WIN. Any other concern could be discussed on a case by case basis.
- e. Program Information Report (PIR):** Annette Searfoss shared that the results of this report will be shared at next month's meeting.

IV. New Business:

- a. **Engaging Families:** Holly Dockery discussed with the group ways to engage families. Some suggestions included: placing flyers in the community, social media postings, via our website. The group decided that a flyer needed to be created that would attract incoming and current families. Both Ora McPherson and Jennifer Neidig indicated an interest in helping with the flyer. Annette Searfoss said she would draft a flyer and send it to the Policy Council to review, alter, and then approve. Also, the group discussed participation at the Parent Committee Meetings. The group shared that there should be food and an interactive activity. And, the teachers need to be excited about these events.
- b. **Parent Activities Fund:** Jessica Kreigline shared that there is \$7,000 for Head Start and \$1,500 for Early Head Start for the Policy Council to decide how/where/what those funds will be allocated to/for. She also shared that the HSSAP funds will be shared at a later date. Some suggestions for the funding included food for meetings, printing costs, and clearances. Several council members mentioned that classrooms tend to save their funds for the end of year event such as a classroom graduation. Annette Searfoss shared that in the future we could write that cost into our operations budget.
- c. **Meeting Schedule:** Annette Searfoss shared with the group that the Board Meetings have been moved to the third Wednesday of each month. It was proposed that the Policy Council meet on the third Monday of each month. The council members were in agreement to that change.

V. **Adjournment:** Holly adjourned the meeting at 7:27 pm.

VI. **Next meeting: September 16, 2019**