Introductions and Policy Council Training followed by meeting (see attached for training notes)

Call the meeting to order: Courtney LeBlanc @ 11:30

Role call: Cierra Gossert, Kayla Perez, Courtney LeBlanc, Florinda Thompson, Brittany McDannell, Alaiah Livingston, Staff: Betty Carbo, Linda Butts. Guests, Sara Fritz, Kameryn Socks, Taron Townsend, and Gabby Young

Minutes: Review of minutes. Motion to approve last month's minutes, 1st, Cierra Gossert, 2nd, Brittany McDannell, all approved.

Treasurer Report: Policy Council Budget, Classroom budget request: food for committee meetings. What money was spent on and how much is left. Motion to approve Treasurer Report, 1st, Cierra Gossert, 2nd, Florinda Thompson, all approved.

Committee & Classroom Report:
- Shippensburg Center: Went to apple orchard and made applesauce out of the apples that were picked.
- Newville Center: N/A
- Carlisle Center: Went on a field trip to an apple orchard. Had a fruit salad.
- Shippensburg Home Base: N/A
- Mongul Home Base I Center: Have been doing crafts to help children learn to work together and share.
- Mongul Home Base II Center: N/A
- Carlisle Home Base I Center: N/A
- Carlisle Home Base II Center: Went on a walk picked flowers and leaves, read a story about pumpkins and had a snack.
- Pre-K Counts: Newville pre-k had 3 field trips, went to peters orchard, played food bingo, find the rainbow, picked an apple to eat and picked a pumpkin to take home. Walked down to Newville fire station looked at fire truck and building. Today walking to post office and learning where the mail goes. Also, learning about leaves.

Old Business:
1) One time funding for Playground- received award and playground ordered. It will be put at Ship Center. We would like to pay for a fence for community playground in Newville. Write a grant possibly for fence. Find a connection to help pay for the fence, Newville borough? Safety of children is at concern. The Program specialist is talking with Director about this.

2) Duration-ACTION needed. In new program standards all classrooms need 1,020 hours by 2020. As discussed last month the opportunity to write for one classroom (Newville) to extend hours is available. Grant application was written for Newville Center classroom for duration. Linda discussed of all the budget costs that go into duration. $45,896.61 is the total cost for duration. Members did not have discussion. Motion to approve duration, 1st Kayla Perez, 2nd, Cierra Gossert, all approved.
New Business:
3) Council of Trustees-N/A
4) Tri County Community Action Program representative- Susie Topper-N/A
5) Personnel (hiring's/terminations-) New Driver: Morgan Tracey, Annie Kauffman subbing for Bellaire. Pre-K Teachers: Cheyenne Delp, Nancy Grayson 2, Barbara Parks, from Bellaire, now leaving us. Changes in Teacher in LeTort. Danielle Garcia; lead in LeTort and Angie Wood moves to Pre-K Bellaire. Mary Cruz Austin-Bilingual Para Educator for Bellaire. Kameryn Socks, Home Base Asst. We are looking for a Home Visitor. Home visitors will be filling in for St. Paul 1 until we get a new home visitor. Approval for new hires, 1st Kayla Perez, 2nd, Brittany McDanell, all approved.
6) Discussed changing P.C. by-laws from 3 year term to 5 year term. Will vote next meeting.
7) Trauma workshop for parents – need to rethink how to get parents there that have experienced trauma in their lifetime. Looking to switch to December for Carlisle, spring for Shippensburg.
8) Elections for officers at the next Policy Council Nov. 15th

Motion to approve new business, 1st Florinda Thompson, 2nd, Brittany McDannell, all approved.

Directors Report:
- Enrollment: Sept. 63 Head Start 47 Early Head Start – Go over Directors report. Need to be at least 85% attendance for Head Start. Recruitments always happening to build waitlist. Community assessment always helps on determining the need of the community. This helps us to determine if we have enough space for children in need in the community. Linda will go over break down of grant if anyone would like her to. Looking for a stress relief group for staff. Conducting interviews for openings in program. We have met our disabilities number. Pre-k is now following Head Start with Health Services.
- Attendance Report: 88%
- Program & CACFP Budget Report Head Start reimbursement- explanation of cost allocation.
- Federal Financial Report
- WIC- Dec 13th and Jan. 29

Motion to accept Directors report 1st, Cierra Gossert, 2nd, Brittany McDannell, all approved

Open Discussions

Announcements: Next Meeting November 15, 2018 Thursday- breakfast

Adjourn @ 12:17 p.m.

Officers
Chairperson: Courtney LeBlanc
Vice Chairperson: Rosalynn Coover
Secretary: Kara Weaver,
Co-Secretary: Stephanie McHenry
Treasurer: Alaiah Livingston,
Co-Treasurer: Kiera Ickes
Parliamentarian: Stephanie McHenry
Shippensburg Head Start Policy Council Meeting
Thursday November 29, 2018 10:00 a.m. – 12:00 p.m.
Shippensburg Head Start Administrative Office

Minutes

TRAINING/Information presented by Milton Hershey School—Taron Townsend

Call the meeting to order: Courtney LeBlanc @ 10:25

Role call: Maggie Leysen, Brittany McDannell, Alaiah Livingston, Jesse Rhodes, Courtney LeBlanc, Florinda Thompson, Linda Butts, Betty Carbo and guests Taron Townsend, Erin Best and Jackie Shoemaker.

Minutes: Review of last month’s minutes. Motion to approve last month’s minutes 1st Alaiah Livingston, 2nd, Florinda Thompson, all approved

Treasurer Report: Policy Council Budget, Classroom budget request: food for committee meetings

Committee & Classroom Report:
Shippensburg Center: N/A
Newville Center: Went to Green ridge village last week, Going to library today. They loved going and were asked to come back
Carlisle Center: Talking about different kinds of bread. Making monkey bread and parents are invited to go in tomorrow and try it.
Shippensburg Home Base: N/A
Mongul Home Base I Center: N/A
Mongul Home Base II Center: N/A
Carlisle Home Base I Center: Last socialization made bird feeders with rice waffle and sun butter.
Carlisle Home Base II Center: Same as St. Paul 1
Pre-K Counts: Not doing much at the moment, it’s been too cold. Learning about parts of trees.

Old Business:
1) Trauma workshop for parents rescheduled for Dec. 6th, Dec 13th 9-11 going to see if we can extend the time so that families can come that have children who don’t start school till 9:30
2) PC bylaw- action to approve 3 year term to 5 year term. Motion to approve by-laws, 1st Florinda Thompson, 2nd Jesse Rhodes, all approved.

New Business:
3) Council of Trustees-N/A
4) Tri County Community Action Program representative- Susie Topper-N/A-Looking for a new representative
5) Personnel (hiring’s/terminations-) New Home Early Head Start Visitor: Chevelle Reihart, Head Start classroom assistant Selena Bumbaugh, Pre-K hires: Jennifer Dillon- Para, Sherry Reed- classroom assistant, Laura Souders, Teacher Assistant We are interviewing for a Pre-K teacher. Motion to approve new hires 1st Maggie Leysen, 2nd Courtney LeBlanc, all approved.
6) Request of non-waiver for $55,000.00 Approval of waiver 1st, Courtney LeBlanc, 2nd Maggie Leysen, all approved.
7) Elections for officers – Chair, Courtney LeBlanc, Vice chair, Alaiah Livingston, Secretary, Jesse Rhodes, Treasurer, Brittany McDannell, Co-Treasurer, Alaiah
Livingston, Parliamentarian Maggie Leysen. Motion to approve new officers, 1st Alaiah Livingston, 2nd Florinda Thompson, all approved.

8) Review of committees - Review of committees and members handed in paper of what committees they would like to be on.

9) This Friday is the Carlisle parade - you are welcome to join us.

10) Policy council invited to work on budget with Linda starting next week. Please let her know if you are interested. Linda handed out the current budget for everyone to review.

Motion to approve new business 1st Alaiah Livingston, 2nd Brittany McDannell, all approved.

Directors Report:
- Enrollment: Oct. reported 64 but 63 was the actual number for Head Start, 47 Early Head Start
- Attendance Report: 88%
- Program & CACFP Budget Report - Head Start reimbursement -
- Federal Financial Report
- WIC- Dec 13th and Jan. 22

Open Discussions: Need to bring bread pudding, bacon, ham, casserole for December Policy council. West Shore is the place to go for any dental needs. Sadler is not recommended by Policy council members.

Announcements: Next Meeting December 20, 2018 Thursday holiday breakfast, see open discussion of what has been requested to bring to eat. Health Advisory - starting at 11:30 today. Alaiah Livingston shared some upcoming events

Meeting Adjourned @ 11:30 a.m.

Submitted by
Minutes 12/20/18

Call the meeting to order:  Courtney LeBlanc @10:13

Role call: Courtney LeBlanc, Kala Perez, Brittany McDannell, Maggie Leysen, Florinda Thompson, Alaiah Livingston, Betty Carbo, and Linda Butts

Minutes: Review of last month’s minutes. Correction on WIC date for January. WIC will be here on the 29th not the 22nd. Motion to approve last month’s minutes 1st Alaiah Livingston, 2nd Florinda Thompson, all approved.

Treasurer Report: Policy Council Budget, Classroom budget request: food for committee meetings. No money has been used for any center yet, since last month. Carlisle Center will be using some of their money today for their winter fest on cookie decorations and hot chocolate.

Committee & Classroom Report:
  Shippensburg Center: N/A
  Newville HS Center: N/A
  Carlisle Leort Center: Having Winter fest party today. Will be decorating cookies with parents and drinking hot chocolate.
  Shippensburg Home Base: N/A
  Mongul Home Base I Center: Doing a lot of hands on activities for shapes numbers letters. Working on identifying all of above.
  Mongul Home Base II Center: Same as Mongul 1
  Carlisle St. Paul’s Home Base I Center: Made little pizzas with English muffins, and art work. Socializations can be done in the evenings, since there is not much participation. Do a poll with the families to see if it would work better for parents to come in the evening.
  Carlisle St. Paul’s Home Base II Center: Same as Carlisle St. Paul 1
  Pre-K Counts: Newville is having winter celebration and PJ day today. Doing centers after school for winter fest.

Old Business: NO old business

New Business:

1) Council of Trustees-N/A
2) Personnel (hiring’s/terminations-) No changes since last time, interviewed a teacher for Hamilton, she visited the classroom yesterday, may offer her the position. Looking for an assistant teacher for LeTort, the one interviewed did not pass clearances.
3) Grant Application Process, Budget Committee, for 2017-2018 Head Start grant application. Policy council was provided the grant application budget to look over at the November meeting and asked to provide input. Hand out of comparison for this year 2018-19 current budget and next year 2019-2020 new budget being proposed. Increase in personnell, Fringe, Increase in home base supplies, increase in child budget, increase in family development, increase in payroll and accounting, increase with physicals for staff and clearances, increase in food service, increase in accident insurance, increase in transportation, gas, and
supplies for bus, increase in transportation contract, increase in facility costs.
Motion to approve budget and grant application process. 1st, Florinda Thompson, 2nd Brittany McDannell, all approved.

4) Community Assessment-training-explanation of what community assessment is. Gave the example of the Big Spring school district and how the data shows a larger number of low income families with preschool children in the area but our wait list does not have what the CA says. Director met with Big Spring SD and they would like to work with us on recruitment in their areas. So the community assessment is showing that the kids are there, but need to figure out how to get the word out about our program. We had a focus group last year to find out the community needs and strengths matrix. Hand out to PC of results of Matrix and discussion of updates and changes.

5) Discussion Of Program Options-home-base for Early Head Start, 2 socializations and 90 minute visits, duration of Newville classroom starting in May if approved. Collaboration with Newville Pre-k classroom, possibly get HS classroom in Newville School near Pre-k classroom.

6) Handout on MyCleanSlatePA. Project that is helping Pennsylvanians to seal their first-degree misdemeanors and their simple assault convictions.

7) Handout on getting taxes done free for families that make less than 55,000 a year.

Directors Report:
- Enrollment: Nov. Reported 64 was the actual number for Head Start, 42 Early Head Start—Fully enrolled.
- Attendance Report: 88% Nov. Attendance has been great this year so far!
- Program & CACFP Budget Report Head Start reimbursement—on target for spending budget
- Federal Financial Report
- WIC- Jan. 29th, March 26th.

Motion to approve director’s report, 1st Kayla Perez, 2nd, Alaiah Livingston, all approved.

Open Discussions- Holiday upcoming events shared by Alaiah Livingston. Discussion on Trauma informed care workshop. Most said that they did not like the trauma workshop. They said it was geared toward rape victims and not focusing on other trauma. Did like that they could come to the classroom and talk to children about keeping their bodies safe. Management will make changes with YWCA before the next presentation.

Announcements: Next Meeting January 17, 2018 Thursday

Meeting Adjourned @ 11:07

Officers
Chairperson: Courtney LeBlanc
Vice Chairperson: Alaiah Livingston
Secretary: Jesse Rhodes
Treasurer: Brittney McDannell
Co-Treasurer: Alaiah Livingston
Parliamentarian: Maggie Leysen Brown

Alaiah Fost