Shippensburg Head Start Policy Council Meeting Minutes
Thursday September 20, 2018 10:00 a.m. – 12:00 p.m.
Shippensburg Head Start Administrative Office

Call the meeting to order: Rosalynn Coover @ 10:24 a.m.

Role call: Rosalynn Coover, Betty Carbo, Dymon James, Maggie Brown, Linda Butts, Erin Best, Kameryn Socks, Alaia Livingstone, Brittany McDannel

Minutes: Review of last month's minutes. Minutes approved by 1st Alaia Livingston 2nd Maggie Brown, all approved.

Treasurer Report: Policy Council Budget, Classroom budget request: food for committee meetings. Need to find ways to spend Carlisle center’s parent funds since there is no space for parents to eat and meet for meeting, possibly do a meeting in the evening or create a snack pack for the parents to take home after the meeting. Motion to approve treasurer report 1st Maggie Brown, 2nd Alaia Livingston, all approved.

Committee & Classroom Report:
  Shippensburg Center: N/A
  Newville Center: N/A
  Carlisle Center: N/A
  Shippensburg Home Base: Chevy had a good first day at socialization.
  Mongul Home Base I Center: N/A
  Mongul Home Base II Center: N/A
  Carlisle Home Base I Center: Parent meeting, elected officers, read fruit book and made fruit salad.
  Carlisle Home Base II Center:
  Pre-K Counts: New teacher is very nice, Jack loves it, lesson about buildings, walked around school to look at building and the structure, kids got to go outside to play for the first time.

Motion to approve Committee & Classroom report. 1st Maggie Brown, 2nd Alaia Livingston, all approved.

Old Business:

1) One time funding for Playground- Got the playground award. Not sure when it will be in. Parents are excited about this. Have not heard back on the federal waiver.

2) Duration- able to apply for one classroom. It will be Newville Head Start. The teachers will be able to work well over the summer. Discussion about the duration grant and what it is. Newville will be 51/2 hour day at 160 days. Waiting on LeTort by 2021 all classrooms will be year round. Vote to approve next meeting on duration.

3) WIC-Very successful and they would like to schedule another one in Oct. and Nov. WIC is pleased. Thanks to the focus group last year we were able to let WIC know that their services are much needed in the Shippensburg Area. October 23 and December 13 will be the next WIC Dates for Shippensburg.

4) Nutrition Program- two meetings well attended. Next week Nutrition links will be here on Tuesday the 25th.

Motion to approve new business, 1st Alaia Livingston, 2nd Maggie Brown, all approved.

New Business:

5) Council of Trustees-N/A

6) Tri County Community Action Program representative- Susie Topper-N/A

7) Personnel (hiring/terminations-) New teacher at Nancy Grayson started but is now leaving due to a better opportunity teaching 5th grade at school district in Chambersburg. Still need a new teacher in Bellaire. Education Coordinators will be running the classroom until we hire a teacher. Also looking at contracting with
Source for Teachers to hire teaching staff. Question about the contract that will be in place for staff missing work.
Annie Kauffman- substituting until we hire another driver.
Melissa Rhoads- Health Assistant
Brooklyn Schmick- Bellaire Para educator
Heather Kauffman-WG Rice Para educator
Rachel Seitz- Ship 2 center Para educator
Christa Siggia- WG Rice- Classroom Asst.
Breanna Harner- Letort Para educator

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

8) Self-Assessment results- Someone from the Council of Trustees needs to come, Policy Council needs a community rep. Great turnout this past year at Policy Council, WIC and Mental Health Services, Franklin Family Services now takes the Access card, Improve data tracking on FPA’s, need to grow in speaking with families of different languages, using an app for this. Parent manual needs updated with new standards, got new buses which is a strength, Playground is a strength. Male involvement will have a committee this year to get this up and going. Motion to approve, 1st Alaiah Livingston, 2nd, Maggie Brown, all approved.

1) Next Policy Council… newly elected will be here. Will take place in the large community room upstairs here at the Spiritual Center.

Directors Report:
- Enrollment: July 28 Head Start 47 Early Head Start
- Attendance Report July 78%
- Program & CACFP Budget Report Head Start reimbursement- lunch was free for June and July
- Federal Financial Report
- Grant for duration still needs to be written, Linda is thinking around 60,000 for costs. We have about 26,000 for playground costs. Parents suggested getting the rubber tan bark but may have chemicals in it. We will see once we start talking with the company. Lacking a bus in Carlisle for Bellaire. Going to have Trauma informed group starting in October, 4 week session. May start in Carlisle since there is interest in that area at the moment. Looking at doing child care. Possibly at the YMCA. Tight with the budgets but not doing bad.
Motion to approve director’s report, 1st Alaiah Livingston, 2nd Maggie Brown, all approved.

Open Discussions: Yesterday was the 10 year farmer’s market anniversary in Carlisle. One guy has a Bee farm and he said that people can come to it or he will come to the classroom. Honey Bee Friendly, LLC honeybeefriendly@gmail.com, 717-686-4341.

Announcements: Next Meeting October 20, 2018 Thursday- breakfast

Meeting Adjourned @ 11:19 a.m.

Officers
Chairperson: Courtney LeBlanc
Vice Chairperson: Rosalynn Coover
Secretary: Kara Weaver,
Co-Secretary: Stephanie McHenry