

## Policy Council and Head Start Committee Join Meeting

Minutes

3/19/2021

### Attendance

**Policy council Members:** Diane Coughlin, Sara Anoe, Linda Sliva, Tammy DeLorme

**Staff Present:** Amy Jordan, Jenna Middleton, Traci Ross, Tricia Salvarezza, Chrissy Daignault

Meeting has Quorum with 4 members present.

9:45 Meeting Called to Order by Sara Anoe

### February Minutes

- **Sara called for approval, 1<sup>st</sup> Diane 2<sup>nd</sup> Linda, all in favor**

### Self Assessment

- Self-Assessment event was held on February 10<sup>th</sup> Tricia reviewed the groups/committees (School readiness, ERSEA, PCFE, Program Management & Quality Improvement, Staff retention & recruitment Health & Safety, Fiscal) and what each group identified as strengths and area of need for the program.
- When Tricia finalizes report, she will provide to BOD and PC for review and will need to be considered for approval at a future meeting

### Eligibility Criteria Points

- Amy reviewed point system, shared her screen with group
- Amy reviewed the different point criteria groups (foster care, homeless, public assistance, income, foster care/kinship, disability, pregnant woman, transitioning EHS to HS, teen parent, parental status, incarcerated parent, age, lack of employment due to COVID, reliable childcare, primary language, transportation, parent education, other referral, drug or alcohol dependency, UPK/Special programming, 1<sup>st</sup> time parent, chronic/terminal ill child or parent)
- **Sara called for motion to approve eligibility criteria 1<sup>st</sup> Linda, 2<sup>nd</sup> Diane, all in favor**

### Sick Leave Policy Update

- Reviewed by Tricia
- Policy was updated to coincide with new NYS law, all staff are now eligible for sick leave
- Removed the requirement for a doctor's note the day before or after a holiday as the law states we cannot restrict use of sick time
- Sara called for motion to approve policy, 1<sup>st</sup> Linda, 2<sup>nd</sup> Diane, All in favor

### Fiscal Report

- Traci Ross reviewed in Emily Fagle's absence
- Traci shared screen
- We are completing the 1<sup>st</sup> year of a 5 year grant cycle

- Budget shows deficit due to lack of in-kind, have submit waiver request, Emily reviewed this application during February's PC meeting
- Reviewed PC bank account

### **Program Reports**

- Tricia reviewed and provided updates
- Returned to in-person programming, we are increasing numbers in classroom, still following all established protocols and working with Public health to monitor illness
- New Funding available (COLA for staff pay increases, consolidated appropriations act will be earmarked for COVID relief expenses, American Rescue Plan)
  - Possible Summer Program for children with IEPs, children who are learning English and those children going to Kindergarten in Fall 2021 with the consolidated appropriations act funding
- STEP parent curriculum being rolled out
- ADK Trust grant for financial literacy parent training

### **Fiscal & Program Reports: Sara called for motion to approve reports, 1<sup>st</sup> Linda, 2<sup>nd</sup> Diane, all in favor**

Traci shared COLA notification letter (1.22% increase) and COLA application budget summary

- Tricia will draft letter and Sara will be asked to sign
- Sara expressed that the purchase of a bus/bus lease and increasing the 2 position's wages to be more in line with the market value seems the most logical way to use the funding
- At April 5<sup>th</sup> board meeting, joint PC and BOD approval for COLA application will be sought

11:16 Sara called motion to adjourn meeting, 1<sup>st</sup> Linda; 2<sup>nd</sup> Diane, all in favor

### **Next Meeting: April 16<sup>th</sup> 2021 at 9:30**

Minutes submitted by,  
Jenna Middleton