

## 1/24/23 Policy Council Meeting Minutes

### Attendance:

**Members:** Krystyna Roberts, Sierra Muise, Fawn Haskins, Natale Monroe

**Staff:** Ashley Courcelle, Shannon Stockwell, Tricia Salvarezza, Amber Mahoney, Jodie Dommaschk, Emily Fagle, Shelley Smith, Brittany Bogardus, Dorothy Jones

### **9:10 - Meeting called to order**

Introductions

**\*Awaiting December Minutes that were taken by the board\***

### Program Reports and Updates:

#### **Finance Report as of 12/31/22 - Emily**

- Underspent on the year 3 Budget – roughly \$670,000 underspent
  - CARES Act and American Rescue Plan (ARP) funding ends permanently on 3/31/23- a lot of these funds were used to revamp playground equipment, there is 31,000 left. Emily and Shannon will meet to disburse these funds. Trish and Shannon will create the spend down report.
  - ARP (American Rescue Plan) Fund– expires 3/1/23-ongoing costs purchased with these fund totals \$65,000, leaving 29,000 left to spend. There is not a concern at this time for spending these funds.
- Monitoring cameras for the classrooms
  - An incident occurred at River Street center that justified the need for monitoring cameras in our classrooms. Purchasing and installing these cameras will use a significant amount of our underspent grant.
- \$4.75 million budget which includes 20% in-kind match (\$1.2 million) that HS/EHS is expected to raise – wavier was completed for in-kind match, motion requested to approve the wavier

Motion to Approve Waiver

1<sup>st</sup>: Fawn

2<sup>nd</sup>: Natale

Number of Members in Favor: 3

- Currently in need of a policy council treasurer
  - Krystyna recommended Natale for the position, Natale is going to consider it.
  - Krystyna has requested to meet with Emily to review how to complete the treasurer's report.
  - Natale, Emily, and Krystyna are going to meet to review the work necessary for the position.
- Change of scope budget adjustments
  - SUI rate increasing two percent
  - Supplies budget increasing ten percent due to inflation
  - Food services supplies (pans, materials that are not food but used to make the food) approximately 10,000 savings
  - Supplies budget decreased 5,000 dollars.
  - Other expenses for Maintenance, employee wellness, and appreciation being accounted for
  - Wage scale proposed increases: Assistant Teacher 10%, Home Visitor 10% increase, Lead Teachers (both head start and early head start) 40,000 which is a 35% increase for head start lead teachers and 14% increase for early head start teachers, Home-Based Coordinator and Education Coordinators will increase 10% as the supervisors of the staff receiving increases.

**Motion to Approve Program Reports:**

1<sup>st</sup>: Fawn

2<sup>nd</sup>: Natale

Number of Members in Favor: 3

**Grant Narrative and Change in Scope Application – Tricia**

- LEAP will also submit a Change in Scope application
  - LEAP has been consistently under-enrolled for the past several years
  - Currently 50% enrollment is required – usually 93% enrollment is required
    - Most schools in the county are providing UPK for 4-year-olds
    - Community Needs Assessment has expressed the need for center-based or daycare so families can work.
  - If enrollment is low for 6 months or more, they will put the program on an enrollment plan
- Change of Scope
  - Head Start needs to meet required enrollment.
  - More Early Head Start Center Based classes are needed
  - Proposing to convert all the 1/2-day classes into full-day classes
  - Changing some Head Start classrooms into Early Head Start classrooms
  - That will reduce slots from 341 to 217
  - Head Start center-based slots reducing from 198 to 108
  - Early head start center-based slots increasing from 40 to 64 slots
  - River Street center: 3 early head start classrooms, 2 head start classrooms
  - Cambridge center will remain the same: 1 Early head start classroom, 1 head start classroom
  - Granville will convert their ½ day classroom to a full-day head start classroom.
  - Dix Avenue Center: Will convert half day to full day and transition two head start rooms to early head start: 2 early head start classroom, 1 head start classroom
  - Whitehall: 2 early head start classrooms, 1 head start classroom
  - Reducing Home Base slots to 10 slots for Head Start and 35 slots for Early Head Start – This reduction will provide more support to staff. Reducing Home Based from ten home visitors to four full-time home visitors.
  - With the change of scope, every staff member will keep their job, some vacant positions were cut from the budget: dix avenue assistant cook, home-based manager, RN, Granville center coordinator (position was combined with F/A), 6 home visitors; equaling 10 eliminated positions.
  - In the change of scope a second education coordinator was added as well as a LPN.

**Motion to Approve Change of Scope:**

1<sup>st</sup>: Fawn

2<sup>nd</sup>: Natale

Number of Members in Favor: 3

**Director's Report – Shannon**

- Provided program updates
- Class assessment will not be this program year, most likely next year.
- Mask Mandate
  - LEAP has dropped the mask mandate while in the green zone, while in the orange and the red zone masks will have to be worn by staff and children above 2 years old.
  - A letter explaining the mask updates has been distributed to all families in the program.

- Shelley will check our county and surrounding counties' level every Friday morning and the information will be given to transportation staff and Center Coordinators to update a sheet on the front door indicating which zone the county is in.
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- Lead levels in our water
  - Lead Levels were tested in every faucet in every center, two centers came back with some positives; Dix Avenue and Whitehall. The county has determined the faucets themselves were the issue and they have been replaced. Lead levels will be re-tested to confirm it has been taken care of.
- Transportation
  - Leonard busing will replace any buses while down for maintenance, therefore bus routes should be uninterrupted in the event a bus is sent to the garage.
- Handyman for Cambridge
  - All projects have been completed in the Cambridge center.
- Current Center-Based Openings
  - Granville PM and Cambridge Head Start Classrooms are the only classes with openings.
  - Working on recruitment for those centers.
  - Working to recruit teaching staff for unopened classrooms.
- Technology
  - Admin internet issues resolved by StoredTech
  - StoredTech would like to wait until there is a large virtual meeting at River Street for them to diagnose the internet issues there.
- Self- Assessment
  - Evaluate programs' progress with staff from all departments and centers within focus groups that consist of policy council members, family representatives (committee reps), Board Members, and Staff.
  - The focus groups will review reports, data, community needs assessment, policies and procedures, performance standards, etc. After reviewing the data the groups will create action plans to address the needs and present their findings to the other focus groups.
  - The self-assessment meeting will be held on March 20<sup>th</sup>, focus area leaders will meet on February 29<sup>th</sup> to determine the topics.

Motion to Approve Director's Report & COVID-19 mitigation policy:

1<sup>st</sup>: Krystyna

2<sup>nd</sup>: Sierra

Number of Members in Favor: 4

### **Old Business**

- Giving Boxes
  - Boy scouts have Cambridge's box done, they are working on a delivery plan to Cambridge center.
  - Shelley is going to look into a donation box at LEAP Broadway offices, Emily mentioned putting the box upstairs so there will be more individuals seeing it.
  - Determining the placement of a giving box at Granville center, the box must be within the office space that LEAP utilizes from the school.
  - Working on finishing the Dix Avenue and Granville center boxes.
- Parent Committees
  - Staff members are working to recruit new policy council members and create parent committees

within each center and program option.

- Ashley will work with Krys to develop a parent survey.
- In need of Dix Avenue PC representative, a second River Street representative, and two Home-Based representatives.
- Policy council information will go out to all families in centers and HB that need reps.
- Name Badges
  - Shelley is going to look into the county name badge option and work with Zac to come up with some ideas.
- Wage increase for learning a new language
  - The executive leadership team will come together to discuss the possibility of a wage increase or incentive check given to staff who acquire a new language or certification to enhance their abilities in the agency.

### **New Business**

- Confidentiality
  - Shelley reviewed the importance of policy council information remaining with the members and staff involved so the information can be rolled out to staff and families appropriately.
- Head Start Summer Program
  - The executive leadership team will discuss further and bring this topic to the agenda in a few months.
  - Trish proposed head start expansion options for funding and fee for service program option. Each option has some challenges with funding, daycare licensing, and documentation.
- Agenda for February: Meeting at Admin
  - Selection criteria- updated with ERSEA committee, bringing for approval and presentation
  - Parent field trip

Meeting Adjourned at 11:21am