

Seton Hill Child Services, Inc.

Policy Council Meeting Agenda

Wednesday December 3rd, 2014

1. Call to Order, Roll Call, Establish Quorum

▪No Quorum was established. Meeting was called at 7:50pm. Parent Crystal P, Anastashia J, Dana T, Community Reps: Demetra C, Shana Orlic, and Josh W. Staff members: Elisa Brady, Tawanna Swab, Angela Cianciotti, T/A Letty S.
Absent: New Ken Parent: Jamie Chemelli

2. Review of Minutes

- Crystal asked members to review the minutes
- Demetra motioned and Dana seconded to accept the minutes

3. Director's/Program Reports

4. Enrollment Report

▪Elisa reviewed the enrollment, attendance and waiting list reports and discussed percentages. As of 12/1/2014 decreased number of slots to 139. Head Start slots fully enrolled at 139 . Early Head Start enrolled fully at 32 and Pre K Counts fully at 66. Discussed percentages and attendance for Sept, October and November. Monthly attendance needs to be at 85% or more. Need increase in Jeannette and New Kensington centers. Reviewed recruiting retention for November. Discussion on parent involvement and ways parents and teacher engage and form relationships.

New Hires/Terminations

- Reviewed New Hires/Terminations for October 1st-November 21st

Center Updates

- Reviewed all Center Summaries for October and November.

SHCS Board of Directors' Report from Board representative

- Elisa reported that Misty was unable to attend meeting due to being ill and did not have any new information to be reported.

5. Westmoreland Community Action EHS Report

- Enrollment is fully enrolled with 64 families on the waiting list. Parent Meetings were held on October 6th in the morning and the evening. 6 parents, 6 children and 3 siblings attended the morning meeting and 7 parents and 5 children attended the evening. The topic pertained to dental health with emphasis on brushing. Policy Council Representatives were elected and a Parent Chairperson were also

elected. Home visits that occurred were reviewed on the report. Physicals are at 95% and dentals at 64%.

6. Old Business

- No Old Business

7. New Business

Review of IM 14-06 – helping children and families experiencing domestic/intimate partner violence

- Crystal asked members to review new IM

No news yet on the EHS CC partnership grant

- Angela reported to members that no news has been given on EHS CC partnership grant

Review the day of the week to hold the Parent Policy Council Meetings

- Members discussed a new date due to conflict between Family Nights at Irwin Center for parent Dana T who is on Parent Policy Council. Members decided on having the meetings on the 2nd Weds of the month.

8. Financial Reports

- Head Start Financial Statement

Tawna reviewed the HS financial statement for October. Admin amount is under the 15% and we are at 12.99%. We are still currently under Non Federal Share for HS but have been making a tremendous increase this month. Demetra asked about the Penn State Ext charges and was explained that this is for the Keystone Star Trainings required for teachers and staff.

- Early Head Start Financial Statement

2 months into the Grant Period. Admin at 11.1%, doing well with these expenses. Spending on target and no new concerns.

- Early Head Start In-kind Report /Head Start In-kind Report

Dana, Crystal, Anastashia, Demetra, Josh and Shannon discussed with Angela about the In-Kind amount increase and how much we are still behind. Discussed and reviewed how much time is parents in the centers, contributions and at home activities.

- Credit Card Expenditures

Tawanna went over the credit card expenditures. Members reviewed statements.

- CACFP report

Due to having more in service days we served more meals which ended up having allowing us more reimbursements for October. November will be a lot lower due to days not being in service.

- Meal Counts

Report shows # of meals and the amount we get from CACFP to buy the food and the food service salaries.

- EHS FFR Report

- Report done on a Calendar Quarter for Early Head Start. Reviewed how much money is requested from the previous grant year and how much from this year's grant in this report. Tawanna explained we were in the negative 33,000 but this is a good thing because you never want to spend more than you requested.

9. Adjournment- Crystal called meeting adjourned until at 8:59pm.

The Policy Council and Board of Directors had a combined training on Head Start/Early Head Start governing body and policy council roles and responsibilities. This training was conducted by Colette Sandzimier, Grantee Specialist Region III Head Start T/TA Network.

NEXT meeting: Wed January 14th at 6PM