



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	March 13, 2024
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Parent Representatives (Voting Members):	Site	Attendance			
Felicia Rindos	WHB A, Mulberry, Willow	E			
Rasheeda Nixon	Oak	R			
Keionnah Strothers	WCB C	E			
Janet Roy	Redwood	E			
Community Representatives (Voting Members):					
Patti Wylie	WASD	P			
Aron Carter	JSSB	P			
Becky Swinehart	BLaST IU #17	E			
Ruth Love-Schooley	CareerLink	E			
Adria Eck	Former Muncy PreK	E			
Staff (Non-Voting):					
Carolyn Hawk	Boyd Street	P			
Shannon Cohick	Boyd Street	P			
Denise Baney	Boyd Street	R			
Melissa Edmonds	Round Hills	P			
Erica Blake	Boyd Street	P			
Guests (Non-Voting)					
Jim Plankenhorn	STEP	P			
Donna Flick	Boyd Street	P			
Christa McHenry	Birch	P			
STEP Board Representatives					
Aron Carter	See Above				
Key:	P= Present	E= Excused absence	U= Unexcused absence	T= Notice of Termination	R= Resigned



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Agenda Review:

I. Call to Order: Carolyn called the meeting to order at 9:33 am.

II. Welcome and Introductions: Christa is joining as a guest today, she is a parent with a child in the Birch classroom at Round Hills.

III. Approval of Minutes from January 10, 2024. There is no quorum to approve minutes.

IV. Reports

A. Treasurer's Report- The employee fringe and benefits budget is still overspent; there has been an increase in healthcare costs which has had an impact on the amount we anticipated to spend. We continue to meet with fiscal monthly. We are submitting our request to use Carryover Funds after the STEP Board approves the request, they meet Monday March 18, 2024. This will balance the budget a great deal.

B. STEP Board Report – The STEP Board meeting was held on February 26th. Head Start topics discussed include: Average Daily Attendance for both Preschool and Early Head Start classrooms, Flat Phoebe & Baby Bee PBIS Initiatives and Toothbrushing. The STEP Board is still in need of a Head Start representative from Policy Council, there is an upcoming audit where this will most likely be discussed. The Community Needs Assessment is in the process of being completed.

C. Director's Report – Please see New Business

D. Family and Community Engagement Report – The annual Fitness Challenge has concluded; this encourages healthy activities and eating habits in the winter months when that can be a challenge. Our Stuffed Animal Bingo was a success in Lycoming County; we continue to struggle with parent participation in Clinton County. We have begun the process of updating applications from the waitlist to remain eligible for the 24-25 Program Year. We are starting to attend community events and are planning pop up events throughout the summer in addition to events planned by community agencies.

Approval to Receive Reports as Read- There is no quorum to approve reports

V. Old Business

A. PCA Offices – we continue to recruit new members, will address offices when we have more parents that are voted on and able to attend regularly.

B. Meeting Schedule and Format – until we have a larger group, we will continue to meet via Zoom.



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C. New Member Orientation- tabled until more parents are able to join.

VI. New Business

A. Enrollment and staffing- We are maintaining the average needed in order to meet the Full Enrollment Initiative plan. There is a group of staff that are meeting regularly to ensure that we are doing all we can to recruit new children, enroll children in a timely manner and have begun taking a look at the reasons children are terminating in order.

B. Carryover Request- Carolyn will send out the request to be approved electronically. Feedback from other Head Start programs indicate that this is a simple process and we do not anticipate any issues.

Electronic vote March 14, 2024. Approved.

C. Self-Assessment- We are wrapping up the Self-Assessment process. We have our last large group meeting on Friday, March 15th and then begin writing the summary for all of the areas.

D. Upcoming Grant Approvals- Various grants will be due starting next month. We will need Parent Community Association approval before submitting.

E. Appreciation Event- We would like to have an event at the end of the preschool program year to show our appreciation to all the staff. We will include all staff from all sites and centers. We have created a committee to help plan this event, we will need approval from Parent Community Association. We would like to extend the invite to PCA members.

F. Buzz Note Challenge- We encourage staff to give Buzz Notes all year, but we have created a Buzz Note Challenge; the staff member that gives the most Buzz Notes will be able to have lunch with Carolyn and Aron.

G. Buzz Notes- included in your packet

H. Success Stories- none at this time

I. Hiring/Resignations- Jamie Lomison

Approval for Hiring/Resignations: no quorum to approve reports.

Electronic vote March 14, 2024. Approved.

J. Other Topics- none at this time

VII. Trainings: Donna was scheduled to provide her annual ERSEA training; we will reschedule when we have more participants.

VIII. Good of the Order: none at this time

IX. Meeting Schedule:



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A. Policy Council Meeting: April 3rd, 2024 via Zoom.

X. Adjournment: meeting adjourned at 9:58 am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes February 24, 2024.
3. Policy Council Financial Report 2023-2024 Fiscal Year
4. Head Start – FAA Major Budget Categories – Budget to Actual Analysis
5. Early Head Start – FAA Major Budget Categories – Budget to Actual Analysis
6. Head Start Supplemental Budget
7. PreK Budget
8. MIECHV Major Budget Categories – Budget to Actual Analysis
9. Early Learning Pathway Report- February 2024
10. STEP Board Report: Head Start- February 2024
11. STEP Board Report: EHS- February 2024
12. STEP Board Report: PreK- February 2024
13. Buzz Note Recipients: February 2024
14. New hire: Jamie Lomison
15. Carryover Narrative draft