



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	November 8, 2023
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Parent Representatives (Voting Members):	Site	Attendance			
Felicia Rindos	WHB A, Mulberry, Willow	E			
Rasheeda Nixon	Oak	E			
Keionnah Strothers	WCB C	E			
Janet Roy	Redwood	P			
Community Representatives (Voting Members):					
Patti Wylie	WASD	E			
Aron Carter	JSSB	P			
Becky Swinehart	BLaST IU #17	E			
Ruth Love-Schooley	CareerLink	E			
Adria Eck	Former Muncy PreK	P			
Staff (Non-Voting):					
Carolyn Hawk	Boyd Street	P			
Shannon Cohick	Boyd Street	P			
Denise Baney	Boyd Street	P			
Melissa Edmonds	Round Hills	P			
Guests (Non-Voting)					
Donna Flick	Boyd Street	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 9:45 am.

II. Welcome and Introductions: Janet and Aron were able to join in person today, Adria is attending virtually. We do not have a quorum; this will be an informational meeting.

III. Approval of Minutes from September 13th, 2023. Tabled for December meeting.

IV. Reports

A. Treasurer's Report- The curriculum budget is higher than anticipated due to large purchases at the beginning of the school year. We are slightly over budget, but it is not a concern. Leadership and Fiscal staff are closely monitoring.

B. STEP Board Report – April Woodton received a STEP Star. Head Start's Flexible Instruction Plan (FIP) was approved. Also approved was the PreK/HSSAP Emergency Instructional Plan. The potential government shutdown and its impact was discussed; our grant funds are already approved and allocated. The only impact our program would see is that our Program Specialist would be furloughed.

C. Director's Report – The program is operating smoothly as we continue to enroll children and onboard new staff. We currently have 32 child openings.

D. Family and Community Engagement Report – We are currently accepting donations for The Mitten Tree. We are partnering with NGA to provide children in Williamsport classes with a coat or sweatsuit. Our parent meetings will begin in November. We recently attend the Lock Haven Halloween parade in effort to recruit more children in the area. PBIS Kickoff/Fall Fest celebrations were held in Lock Haven, Williamsport, Jersey Shore and Renovo.

Approval to Receive Reports as Read- quorum needed in order to approve reports.

V. Old Business

A. PCA Offices- Currently in need of all offices with the exception of Treasurer. Will continue to discuss at December's meeting.

B. Meeting Schedule and Format- We will continue to offer a hybrid model. We may try to schedule the meeting at Round Hills to make it easier for parents to participate.

VI. New Business



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- A. Enrollment and staffing-** we continue to enroll children, having only 32 child openings. We are onboarding new staff every two weeks.
- B. New Members-** New members were voted in electronically.
- C. New Member Orientation-** We will reach out to new members to schedule an orientation.
- D. Health & Safety Screeners-** Only area of concern is at our 4 Mile location; there are wet spots in the ceiling that we are monitoring for further issues.
- E. Selection Priorities-** approval needed to update Selection Priorities. The following updates were recommended:
 - a.** We currently use the school district's age cutoff of being 3 years old before September 1st of the program year. The Head Start Performance Standards allow the program to choose the district cutoff or allow 'late 3s' into the program for 2+ years. It is being recommended that we opt for the latter and allow children into preschool after their 3rd birthday. This would allow us to serve more children in the preschool program, rather than waiting until the fall to be selected.
 - b.** Disability Statement: 10% of our funded enrollment must be children with identified disabilities; this takes priority over selecting children from families whose incomes are above 100% of the Federal Poverty Guideline. The group discussed the current statistics; we have 88 children that are currently identified as having a disability, though this number will increase as the year continues and families are completing evaluation appointments.
- F. Policies and Procedures-** tabled until we have a quorum
- G. Annual Report –** STEP released its Annual Report for all the programs. There is a copy in your packet.
- H. Buzz Notes-** included in your packet
- I. Success Stories-** none at this time
- J. Hiring/Resignations-** Courtney Oldweiler (Teacher Floater), Kristi Heller (Teacher), Jessica Fischer (CA), Tammy Phillips (CA Floater), Nichole Hill (Caf. Aide), Patricia Marshall (EIMH). Denise Baney, current Deputy Director of Operations and Engagement has resigned effective 11/24/23.

Approval for Hiring/Resignations: vote will be sent electronically

- K. Other Topics-** none at this time

VII. Trainings: Shannon Cohick- Practice Based Coaching (PBC)

PBC is utilized by the teaching staff, Family Advocate, Early Intervention and Mental Health Team and the Education Supervisor to support teachers to lead to



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positive outcomes. Through the use of collaborative partnerships, shared goals/action planning, focused observations and reflection and feedback the teams are able to work together to supply the classroom staff with strategies to continuously improve their teaching methods to engage children and improve school readiness and social emotional outcomes.

VIII. Good of the Order: nothing at this time

IX. Meeting Schedule:

A. Policy Council Meeting: December 13th, Zoom and in-person at Round Hills.

X. Adjournment: meeting adjourned at 11:00 am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes Sept 13th, 2023.
3. Policy Council Financial Report 2022-2023 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- September 2023
10. STEP Board Report: Head Start- September 2023
11. STEP Board Report: EHS- September 2023
12. STEP Board Report: PreK- September 2023
13. STEP Head Start Selection Priorities
14. Policy- Accident Reporting
15. Policy- Planning
16. Policy- Supporting Families to Maintain Consistent Center-based Attendance
17. Policy- Weather Related Program Closures and Delays
18. Buzz Note Recipients: September 2023
19. New Hire Approval- Courtney Oldweiler (Teacher Floater), Kristi Heller (Teacher), Jessica Fischer (CA), Tammy Phillips (CA Floater), Nichole Hill (Caf. Aide), Patricia Marshall (EIMH).
20. Buzz Note Recipients: October 2023