



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:35 AM	April 3, 2024
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<b>Parent Representatives (Voting Members):</b>		<b>Site</b>	<b>Attendance</b>		
Felicia Rindos		WHB A, Mulberry, Willow	E		
Rasheeda Nixon		Oak	R		
Keionnah Strothers		WCB C	E		
Janet Roy		Redwood	P		
<b>Community Representatives (Voting Members):</b>					
Patti Wylie		WASD	P		
Aron Carter		JSSB	P		
Becky Swinehart		BLaST IU #17	E		
Ruth Love-Schooley		CareerLink	P		
Adria Eck		Former Muncy PreK	E		
Catherah Martin		WHB B	P		
<b>Staff (Non-Voting):</b>					
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		
<b>Guests (Non-Voting)</b>					
Jim Plankenhorn		STEP	P		
Donna Flick		Boyd Street	P		
Christa McHenry		Birch	E		
<b>STEP Board Representatives</b>					
Aron Carter		See Above			
Key:	P= Present	E= Excused absence	U= Unexcused absence	T= Notice of Termination	R= Resigned



## STEP Head Start Policy Council Minutes

### Agenda Review:

**I. Call to Order:** Carolyn called the meeting to order at 9:35 am.

**II. Welcome and Introductions:** Catherah is joining us as a potential new member.

**III. Approval of Minutes from February 14 & March 13.** Patti made a motion to approve; Ruth seconded.

### IV. Reports

**A. Treasurer's Report-** There is no treasurer's report to review today due to moving the meeting to an earlier date.

**B. STEP Board Report** – The Carryover Grant request was approved by the Board. We reviewed the need to have a member of the Parent Community Association on the Board. The Board was recently audited, and the lack of a member was the only deficit.

**C. Director's Report** – Please see New Business

**D. Family and Community Engagement Report** – We are working to plan events focused on the children transitioning to kindergarten. There will one event for each Clinton County and Lycoming County. We continue to complete applications, registrations for children returning next year and are planning to attend community events throughout the summer.

**Approval to Receive Reports as Read-** Aron made a motion; Patti seconded.

### 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.

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

### VI. New Business

**A. Enrollment and staffing-** At the time of the meeting, we are 99% enrolled. We were able to report that we were fully enrolled in the month of March. Currently the openings are in the home-based program option in Renovo and Lock Haven.



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- a. **Enrollment Policy-** We recently updated our policy regarding enrolling children. We formerly operated under a 30 day timeline to select, complete registration, initial home visit and have the child attend. We felt like shortening the timeline to 20 days would benefit the program and help meet the Full Enrollment Initiative requirements.

**Approval to update Enrollment Policy-** Patti made a motion to approve, Ruth seconded.

- B. **OHS Grant Approval-** the following items are included in this month's packet. We discussed in more detail the T/TA Plan, specifically item 4L (reflective support); we contact both a mental health and nutrition consultant to provide support to our staff in these areas. Mental Wellness for staff will be reported on in the future as well.

- a. **Narrative**
- b. **Self-Assessment Final Report**
- c. **Program Goals**
- d. **T/TA Plan**

**Approval of OHS Grant-** Patti made a motion to approve; Aron seconded.

- C. **Buzz Notes-** will be included in May's packet

- D. **New PCA Member-** Catherah Martin, EHS Home Base parent.

**Approval of new member-** Aron made a motion to approve; Patti seconded.

- E. **Success Stories-** none at this time

- F. **Hiring/Resignations-** Alyssa Kinley- substitute

**Approval for Hiring/Resignations:** Patti made a motion to approve, Ruth seconded.

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

**VII. Trainings:** Donna Flick presented the annual training on Eligibility, Recruitment, Selection, Enrollment and Attendance.

**VIII. Good of the Order:** none at this time

**IX. Meeting Schedule:**

- A. **Policy Council Meeting:** May 15th, 2024 via Zoom.



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**X. Adjournment:** meeting adjourned at 10:17 am.

**Enclosures:**

1. Policy Council Agenda
2. Policy Council Minutes March 13, 2024.
3. Policy & Procedure: Enrollment
4. Office of Head Start Grant Letter
5. Office of Head Start Grant Application
6. STEP Head Start Annual Self-Assessment- Final Report
7. CQI Plan
8. STEP Head Start Program Goals- Grant Cycle beginning 2021
9. STEP Head Start Training and Technical Assistance Plan
10. New Hire: Alyssa Kinley