



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	April 12 th , 2023
--------------	---------	-------------------------------

Parent Representatives (Voting Members):	Site	Attendance
Felicia Rindos	Oak, Mulberry, WHBA	P
Adria Eck	Muncy PreK	P
Jenna Neece	Oak	E
Cheyenne Reichelderfer	Spruce 2	P
Al Lamba	HB LHB B, HBLH	E
Community Representatives (Voting Members):		
Patti Wylie	WASD	P
Aron Carter	JSSB	P
Becky Swinehart	BLaST IU #17	E
Ruth Love-Schooley	CareerLink	P
Staff (Non-Voting):		
Carolyn Hawk	Boyd Street	P
Shannon Cohick	Boyd Street	P
Denise Baney	Boyd Street	P
Melissa Edmonds	Round Hills	P
Jim Plankenhorn	STEP	P
Krista Snyder	Boyd Street	R
Guests (Non-Voting)		
STEP Board Representatives		
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 9:31 am.

II. Welcome and Introductions: We have a quorum today and will be able to approve needed items.

III. Approval of Minutes from March 8, 2023. Motion made by Patti, Ruth seconded.

IV. Reports

A. Treasurer's Report- There are no concerns with the budget. All current grants are in line with the projected budget. We continue to meet with fiscal to monitor spending.

B. STEP Board Report – The board approved Cheyenne joining. Head Start's under enrollment status was discussed. More details regarding under enrollment in New Business.

C. Director's Report – see Old/New Business

D. Family and Community Engagement Report – We have new recruitment materials. Materials were hung at various locations throughout Lock Haven and Mill Hall since our wait list for that area isn't very long. We are working with the PA Fish & Game Commission to plan a Fishing Day for Head Start in the next PY. It was mentioned that our recruitment materials should make income guidelines clearer.

Approval to Receive Reports as Read- Aron motioned to approve, Patti seconded.

V. Old Business

A. Operating Under COVID

- Lifting of vaccine requirement: The Supreme Court has ruled that the mandate was unconstitutional and has lifted the requirement nationwide.

VI. New Business

A. HS/EHS Grant Approval

- a. Goals:** Program goals were created by management team; we will focus on specific areas to improve in.
- b. Self-Assessment:** Recently we completed our annual self-assessment with the help of community members and parents. This assessment helped us to create the goals we submitted with our grant.



STEP Head Start Policy Council Minutes

This grant is a continuation grant, so we do not need to worry about re-competing. We update the information specific to this Program Year (PBIS, Family Engagement, Transportation and School Readiness Outcomes. Also included was a Training and Technical Assistance budget and plan that is required.

Approval to accept the HS/EHS Grant- Felicia motioned to approve, Patti seconded.

B. HS/EHS COLA Approval-

C. HS/EHS QI Approval-

Items B & C are grouped together- These are separate grants but included in the continuation grant. The cost-of-living increase in the amount 5.6% is planned for all staff. In order to offer this amount we will need to use the Quality Improvement Grant funds as well. We had previously discussed using these funds to hire a Mental Health Consultant as part of our staff; though we still have that as a goal, we will continue to research how this could be possible for the future.

Approval to accept the HS/EHS COLA Grant- Patti motioned to approve, Adria seconded.

Approval to accept the HS/EHS QI Grant- Cheyanne motioned to approve, Aron seconded.

- D. HS/EHS Carryover Approval-** We would like to apply for Grant Carryover Approval; there was a recent IM that allowed programs to use unspent funds from 21-22 PY in the 22-23 PY. Due to increased staff and fringe benefit amounts, increase of food costs and mileage reimbursement amounts. The amount spent on replacing the windows at Round Hills was removed from the Covid Grant budget and added into the operational budget. Due to hiring new staff, the amount we have spent on clearances has also increased.

Approval for Carryover Application: Patti made a motion, Adria seconded.

- E. PreK Counts Grant Update-** We are currently in the process of writing the PreK Counts Grant which is due at the end of April. This will not need approval from PCA. As part of the grant requirement, community agencies have been reaching out to collaborate with us during this process. The funding allotment has changed slightly; this year they are funding a certain number of slots per county. We plan to ask for the same number of slots that we have this grant cycle.
- F. HSSAP Grant Update-** The grant has been submitted. We are waiting for approval, we do not anticipate there being any problems with approval.



STEP Head Start Policy Council Minutes

- G. HS Under Enrollment Letter-** Currently, 63% of our funded slots are filled; we have received notice that we will be on an under-enrollment plan. Staff and board members will take part in a training and will be tasked to create a plan by May 5th to submit to the Office of Head Start. This plan will need to be approved by PCA. Under-enrollment is a concern that all Head Start programs are facing for various reasons; our enrollment has been affected by our staffing however we are seeing much improvement to that concern. We will have one year on the under-enrollment plan to be fully enrolled, if we are not successful our funding could be decreased; this will also involve being closely monitored and a monthly enrollment report. We will have more information after the training has been completed.
- H. IM: Hurricanes Fiona and Ian Disaster Recovery Funds-** does not apply to our area, however programs are able to apply for additional funding to replace damaged and destroyed property.
- I. IM: HS 23-01 The Role of Head Start Programs in Addressing Lead in Water-** all of our facilities have been tested for lead and any concerns have already been corrected.
- J. Meeting Times/Days-** The survey results indicate that either Wednesdays or Fridays would be the best days. The times agreed upon was 11am-1pm. Since we have not been able to concretely decide on moving the time/day, we will update the calendar invite accordingly if necessary.
- K. PBIS Buzz Note Recipients-** Buzz Note recipients for March are attached.
- L. PCA Offices-** Al has expressed interested in holding the vice chair offices; since he is not in attendance this topic will be tabled until May's meeting.
- M. Staff Appreciation Video-** May 1st-5th will be Staff Appreciation Week, this year's theme will be 'Hall of Fame'. Supervisors were asked to nominate each of their staff for the Hall of Fame. We would like to include PCA members and parents as well. Cheyanne, Adria and Aron volunteered to participate.
- N. Success Stories-** Cheyanne's son won the Fitness Challenge and will be presented with a new bicycle today.
- O. Hiring/Resignations-** Tamara Clay- Information Assistant
- Motion to Approve New Hire-** Patti made a motion, Cheyanne seconded.
- P. Other Topics:** none

VII. Trainings: none

VIII. Good of the Order: none

IX. Meeting Schedule:



STEP Head Start Policy Council Minutes

A. Policy Council Meeting: May 10, 2023 at 9:30 am pending survey results.

X. Adjournment: meeting adjourned at 10:33am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes March 8th 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- March 2023
10. STEP Board Report: Head Start- March 2023
11. STEP Board Report: EHS- March 2023
12. STEP Board Report: PreK- March 2023
13. STEP Head Start Program Goals
14. STEP Head Start Annual Self-Assessment
15. CQI Plan
16. COLA and QI Increase Letter
17. Under Enrollment Letter
18. IM: Hurricanes Fiona and Ian Disaster Relief Funds
19. IM: The Role of Head Start Programs in Addressing Lead in Water
20. Buzz Note Recipients: March
21. New Hire Approval- Tamara Clay