



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	November 9, 2022
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Parent Representatives (Voting Members):		Site	Attendance		
Felicia Rindos		Oak, WHBA	E		
Community Representatives (Voting Members):					
Patti Wylie		WASD	E		
Aron Carter		JSSB	P		
Becky Swinehart		BLaST IU #17	E		
Ruth Love-Schooley		CareerLink	E		
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)					
Adria Eck		Muncy Pre-K	P		
Jenna Neece		Oak	E		
Cheyenne Reichelderfer		Spruce 2	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 9:36am

II. Welcome and Introductions: No quorum to approve new members; Carolyn will send an electronic vote to approve new members.

III. Approval of Minutes from October 12, 2022- No quorum to approve October minutes; tabled for December.

IV. Reports

A. Treasurer's Report – It is early in the fiscal year so there have not been any updates since the last report.

B. STEP Board Report – No board report included in packet due to the meeting schedule however it was held. Aron reported what was shared. Each meeting the Pathways share 'Items of Importance and Success Stories"; this month Head Start reported on our vision screenings. So far 305 children, of those 72 children were referred for a further evaluation. 30 of those children received glasses or are doing patch therapy, 16 are being monitored, 25 have upcoming appointments and one child went to their appointment and passed for the doctor. Aron also sits on the board for North Central Sight Services and noted that vision screening requirements tend to lessen as children get older and the agency is working to increase availability of vision screenings to children after kindergarten. The STEP Starts report was given which included 8 Head Start staff members for the month of October. We are still in need of Head Start representative for the STEP Board.

C. Director's Report – We have continued to hire staff. All but five classrooms have plans to reopen. The increase in hiring is credited to the recent wage increase and the onboarding of the STEP Recruitment and Retention Specialist who is making connections within the community. We have hired 3 male teachers and a Mental Health Consultant. Mental Health observations should begin this month. We are still not fully enrolled due to not having staff on board yet, but we are able to add children as we add staff. Both Federal and State program specialists are in support of this process because we are hiring and training with staff and child health and safety as a priority. We will have to be go on 'under enrollment plans', these are required for funding, however most every program in country is this issue. Aron inquired about the Federal Review; Carolyn explained that we are due for the Focus Area 1 review this year. They will send a 45-day notice in which we have not received yet.



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D. Family and Community Engagement Report – Parent Meetings will be held this month; Round Hills and Walnut classroom are having Family Game Days this week and next week. We have submitted children's sizes for sweat suits and coats to NGA for pick up on Monday November 11/14/22. All children enrolled in classes/home base in the Williamsport area will receive an item from the agency. We have also sent out invitations to the community to participate in our annual Mitten Tree. All enrolled children and siblings (as items are available) will also receive an item from our Mitten Tree donations.

Approval to Receive Reports as Read- No quorum to approve October reports; tabled for December.

V. Old Business

A. Operating Under COVID

- **Enrollments-** We have talked about previously.
- **Staffing-** Keeping staff healthy continues to be a priority; we have had more staff with positive cases. We no longer close classrooms who have had COVID exposures.

B. Parent representative on the STEP board- We continue to discuss having a parent Board representative. It is a requirement for the board. We recently conducted the Parent Community Association orientation for 3 new members.

VI. New Business

- A. Pre-K/HSSA Under Enrollment** – Our Program Specialist is aware of our strategy. We continue to have monthly meetings to keep her up to date of the status of enrollment.
- B. PBIS Buzz Note Recipients** – all staff continue to do a great job being safe, kind and responsible.
- C. Policies and Procedures-** last round is tentatively set to be included in next month's PCA packet to vote on.
- D. IM: Fiscal Year 2023 Monitoring Process for Head Start and Early Head Start** – OHS conducting Focus Area 1 & 2 and CLASS reviews.
- E. IM: Enrollment Reductions and Conversion of Head Start Slots to Early HS Slots-** OHS has introduced the process to transfer Head Start slots to Early Head Start; this will require approval from OHS. Programs also have the option to reduce the number of slots. As we continue to face a staffing crisis at Head Start, so does Early Childhood Education in general so we cannot guarantee that we would ever be fully enrolled. Leadership meets with fiscal next month to discuss this in regard to our program. Also noted was that the PreK grant is up for a recompet next year; PreK also comes with additional requirements compared to a Head



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Start classroom. A discussion was held among the group that went into more detail about EHS and Head Start as well as Center Based and Home Based program options.

- F. New member orientation-** Thank you to the members that attended the orientation yesterday.
- G. Success Stories-** not discussed
- H. Hiring/Resignations –** no additional topics

VII. Trainings: No additional trainings this month

VIII. Good of the Order: No additional notes

IX. Meeting Schedule:

- A. Policy Council Meeting:** December 14, 2022 at 9:30am, Zoom Call

X. Adjournment: meeting adjourned at 10:15

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes October 12, 2022
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. Buzz Note Recipients – October 2022
10. IM: 2023 Monitoring Process for Head Start and Early Head Start Recipients
11. IM: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots