



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	December 14, 2022
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Parent Representatives (Voting Members):	Site	Attendance			
Felicia Rindos	Oak, Mulberry, WHBA	E			
Adria Eck					
Jenna Neece		P			
Cheyenne Reichelderfer		P			
Community Representatives (Voting Members):					
Patti Wylie	WASD	P			
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	E			
Denise Baney	Boyd Street	P			
Melissa Edmonds	Round Hills	P			
Jim Plankenhorn	STEP	E			
Krista Snyder	Boyd Street	R			
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 9:33am

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

III. Approval of Minutes from October 12, 2022 and November 9, 2022. Motion made by Aron, Patti seconded.

IV. Reports

A. Treasurer's Report- We continue to have monthly monitoring meetings with fiscal. We are starting to see that we are overspending in the EHS/HS budget due to wage increases, however the budget is still in a manageable state. We may potentially be able to carry over from last year so we were underspent last fiscal year. Covid and lack of staff resulted in extra money so last year we were able to spend freely, this year's budget is a little tighter than we had grown accustomed to but we are able to ensure that all classrooms have everything they need.

B. STEP Board Report – We continue to look for a PCA member to represent Head Start on the STEP Board. The board looked at the decrease in attendance for Head Start and Prek from October to November. The month of November had a lot of absences (both staff and children) due to sickness. If illness is not the cause of an extended absence; attendance plans are in place for those families. Aron questioned at what point would we terminate a family due to attendance. Donna explained the steps that we have in place if a family is having a hard time with attendance. From daily contact, to home visits to letters being sent to home- it may take up to one month of a family not engaging in the program to be terminated. Aron reported that seven staff earned a STEP Star in the month of November.

C. Director's Report – Annual report was attached to the PCA Packet email. More to be discussed in Old/New Business.

D. Family and Community Engagement Report – NGA items and mittens were distributed to all enrolled and pre-enrolled families. They have kindly offered to continue to provide items for any families that enroll through January. The Mitten Tree will be done in December. We were able to get over \$700.00 of in-kind from November's Parent Meetings, the next ones will be in January.

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

V. Old Business



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A. Operating Under COVID

- **Enrollments-** We are up 102 enrollments from the beginning of the year. Staff continue to be hired and classrooms are opening.
- **Staffing-** Continuing to report positive cases to the Dept. of Health. There are more positive cases for adults/staff than there are children.

B. Parent representative on the STEP board- We continue to discuss having a parent Board representative. It is a requirement for the board.

C. By-Law Status-By-Laws are in the process of being reviewed by the STEP Board. The changes are minor and include PreK Counts parents allowed to vote and that commitment time for members being extended.

VI. New Business

- A. FA 1 Monitor Review –** We received notice that our review will be from 1/9/23-1/11/23. This is done through conversations with staff from different service areas. We will not need any community or PCA members for this, however when we participate in the FA2 Monitor Review we will.
- B. PBIS Buzz Note Recipients –** staff and families have been added to the Buzz Note Recipient Report.
- C. Policies and Procedures-** Policies and procedures have been updated. We have four yet to update and approve.
Approval to accept Policies and Procedures- Aron made a motion, Jenna seconded.
- D. PCA Offices-** We would like to initiate PCA members holding offices. Aron is currently the treasurer; however we are looking for a member to take over as chair and run the meeting.
- E. Selection Criteria-** A child's age, family income and any risk factors establish the number of points assigned to each child's application. The Community Assessment determines the risk factors to chose from. Families experiencing homelessness and foster children are categorically eligible, meaning they receive the most amount of points and are given the highest priority. If a family receives SNAP, TANF or SSI they are also considered categorically eligible, in this case, any additional wages or income is not needed to determine eligibility. For Head Start, if a child is four years old before the September 1st cutoff, they will receive age priority and in Early Head Start age priority is given to infant zero to one year old. To be considered income eligible (not using TANF, SNAP or SSI) a family must be under 100% of the Federal Poverty Level, these guidelines are updated annually and will be released in January 2023. Our standards state that 10% of slots must be filled by children who have an identified disability, each year STEP Head Start surpasses this requirement.



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Approval of 2023-2024 Selection Criteria- Patti made a motion, Jenna seconded.

F. Success Stories- not discussed

G. Hiring/Resignations – Nicole Smulligan- Family Advocate II and Cody Reynolds- Classroom Aide.

Motion to Approve New Hires- Patti made a motion, Jenna seconded.

H. Other topics- none discussed

VII. Trainings: No additional trainings this month

VIII. Good of the Order: No additional notes

IX. Meeting Schedule:

A. Policy Council Meeting: Tentative date (due to FA 1 Review) January 11th at 9:30

X. Adjournment: meeting adjourned at 10:03

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes November 9, 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. Early Learning Pathway Report- November 2022
10. STEP Board Report: Head Start- November 2022
11. STEP Board Report: EHS- November 2022
12. STEP Board Report: PreK- November 2022
13. Letter of Notification for FA 1 Monitor Review and schedule
14. Buzz Note Recipients – November 2022
15. Selection Priorities 2023-2024
16. New Hire Approval- Nicole Smulligan
17. New Hire Approval- Cody Reynolds
18. PCA By-Laws Draft
19. STEP Head Start Annual Report
20. Updated Policies for Approval