



STEP Head Start Policy Council Minutes

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

B. PreK/HSSAP Under Enrollment Update –We have received verbal approval that there will not be any repercussion for being under enrolled this year. We were able to show them all of the effort to hire staff and recruit children.



STEP Head Start Policy Council Minutes

- C. IM: FY 2023 Head Start Funding Increase** – Consolidation Appropriations Act signed allows for significant funding increase.
- D. OHS COLA/QI Funding Letter-** the above stated Act has included funds for a 5.6 COLA raise for Head Start/Early Head Start staff. The quality improvement funds allocated are to be used to focus on mental wellness for staff, children and families. We are considering creating a full-time position to provide mental health support for staff and families. We have also eliminated two positions: EHS HB Supervisor and the Family and Community Outreach Specialist.

Approval for COLA increase and creation of Mental Health Support Staff –
Cheyanne made a motion, Aron seconded.

- E. Updated policies-** Accident Reporting policy: needs minor formatting change and wording updated. Facility Safety- Lead: no updates suggested. Professional Development Financial Support: no suggestions. Volunteers and Visitors: no suggestions.

Approval for Policies and Procedures- Aron made a motion, Patti seconded.

- F. Meeting times/days-** Survey is completed and will be sent.
- G. PBIS Buzz Note Recipients-** staff continue to recognize each other for being safe, kind and responsible.
- H. PCA Offices-** tabled for new Program Year to be able to focus on grants and learning more about PCA.
- I. Success Stories** – none discussed.
- J. Hiring/Resignations-** Courtney Kaufman- EHS Teacher/HV Floater. Kym Eisenhower- Teacher. Patricia Marshall- EHS HV. Roxanna Morfesis- Substitute Classroom Aide.

Motion to Approve New Hires- Aron made a motion, Adria, Cheyanne seconded.

- K. Other topics-** Our budget was underspent last year; OHS has given us the option to carryover personnel and fringe line items. We are in the process of applying.

Approval to apply- Aron made a motion, Cheyanne seconded.

VII. Trainings: none

VIII. Good of the Order: none

IX. Meeting Schedule:



STEP Head Start Policy Council Minutes

A. Policy Council Meeting: April 12, 2023 at 9:30 am pending survey results.

X. Adjournment: meeting adjourned at 10:21am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes February 14th, 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- January 2023
10. STEP Board Report: Head Start- January 2023
11. STEP Board Report: EHS- January 2023
12. STEP Board Report: PreK- January 2023
13. IM: FY 2023 Head Start Funding Increase
14. Buzz Note Report
15. Policy: Accident Reporting
16. Policy: Facility Safety- Lead
17. Policy: Professional Development Financial Support
18. Policy: Volunteers and Visitors
19. New Hire Approval- Courtney Kaufman
20. New Hire Approval- Kym Eisenhower
21. New Hire Approval- Patricia Marshall
22. New Hire Approval- Roxanna Morfesis