



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	January 11, 2023
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Parent Representatives (Voting Members):	Site	Attendance			
Felicia Rindos	Oak, Mulberry, WHBA	E			
Adria Eck		P			
Jenna Neece		E			
Cheyenne Reichelderfer		E			
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	P			
Denise Baney	Boyd Street	P			
Melissa Edmonds	Round Hills	P			
Jim Plankenhorn	STEP	P			
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 9:38am

II. Welcome and Introductions: We do not have a quorum today and will be unable to approve needed items. Carolyn will send electronic vote for certain items.

III. Approval of Minutes from December 14, 2022. Tabled for February meeting.

IV. Reports

A. Treasurer's Report- Aron inquired about the amount of money listed in the PCA budget; not much has been used. Carolyn explained that more will be used in the future. The Pennsylvania Head Start Association conference is scheduled and we typically send parents that are interested in attending; this budget will pay for their attendance, travel and hotel. It was agreed that the current budget available still has many moving parts, and then when we receive the mid-year financial report there would be more meaningful information.

B. STEP Board Report – The Board approved the Selection Priorities for the 23-24 Program Year. They also approved the PCA By-Laws with minor improvements made. Human Resources gave an update on recruitment and retention across the agency. Also noted- Americorps is celebrating Dream Week next week.

C. Director's Report – See below.

D. Family and Community Engagement Report – The Mitten Tree has concluded; we received so many donations that we may do a second distribution if needed. Ready Rosie participation has increased. We have received the resignation of a Family Advocate. We continue to try to offer parent meetings across all program options.

Approval to Receive Reports as Read- tabled for February's meeting.

V. Old Business

A. Operating Under COVID

- **Enrollments-** continue to increase weekly
- **Staffing-** We have been able to open another new classroom (Firetree) and have plans to reopen 3 more as staff are onboarded.

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 have been reviewed and approved by the STEP Board. They suggested minor changes regarding some of the language to the



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'Honorary Member Status' section. This will be sent via electronic vote to PCA members.

VI. New Business

- A. FA 1 Monitor Review** – Was completed Monday January 9th and Tuesday January 10th. All staff feel like it went very well. The reviewer asked questions about every area of the program, including Human Resources and Fiscal. We will receive a report in 45-60 days with feedback. Jim took a moment to thank Head Start staff for providing a quality service. One of our greatest strengths is being part of a Community Action Agency. We have multiple supports in all areas and able to meet multiple needs within the agency. We will have the FA 2 in 2 years, which will be in person.
- B. IM: Supplementary Information on Establishing an Evidence-Based COVID 19 Mitigation Policy** – We have been given permission to remove the masking mandate; the vaccine mandate is still under review. The abovementioned policy needs to be completed by March 7. The plan should include procedures during each low, medium and high transmission rates, it must be evidence-based and approved by our Health Advisory. Monitoring this policy will begin in late spring/early summer.
- C. PreK/HSSAP under enrollment-** We may need to send money back on behalf of the state funded classrooms. The determination will be made based on our status at the end of the month. The Office of Head Start will look at our Federal classes and funding at the end of January.
- D. PBIS Buzz Note Recipients-** 92 Buzz Notes were received in December.
- E. PCA Offices-** due to attendance, we will discuss this at the next meeting.
- F. Success Stories-** not discussed
- G. Hiring/Resignations** – Jennifer Biddinger- Teacher, Kelsey Johnson- TA, Marissa Killinger- Teacher, Deanna Roat- CB Supervisor, Makala Flottesmesch- Family Advocate, Gabrielle Bohner- Teacher, Janeda Molino- TA
Motion to Approve New Hires- will be sent electronically
- H. Other topics-** none discussed

VII. Trainings: Due to attendance, the ERSEA training scheduled for today will be completed at the February meeting. Donna briefly discussed what was questioned at the FA 1 monitoring including: how and who determines eligibility, what happens if fraudulent information is given, how collect income and other documentation, the selection priorities and risk factors.

VIII. Good of the Order: No additional notes



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IX. Meeting Schedule:

A. Policy Council Meeting: February 8th, 2023

X. Adjournment: meeting adjourned at 10:07

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes December 14th, 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. Policy Council By-Laws
10. IM: Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy.
11. Buzz Note Recipients – December 2022
12. Selection Priorities 2023-2024
13. New Hire Approval- Jennifer Biddinger
14. New Hire Approval- Kelsey Johnson
15. New Hire Approval- Marissa Killinger
16. New Hire Approval- Deanna Roat
17. New Hire Approval- Makala Flottesmesch
18. New Hire Approval- Gabrielle Bohner
19. New Hire Approval- Janeda Molino