



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	February 9, 2022
--------------	---------	------------------

Parent Representatives (Voting Members):		Site	Attendance		
Alicia Leathers	LH #4 (CCCC)		P		
Felicia Lore	Cedar and HBA- EHS		P		
Michelle Krauser	Firetree		P		
Community Representatives (Voting Members):					
Patti Wylie	WASD		P		
Malena Dunn	Past Parent		P		
Angie Sees	BLaST IU #17		P		
Ruth Love-Schooley	CareerLink		P		
Aron Carter	JSSB		P		
Staff (Non-Voting):					
Carolyn Hawk	Boyd Street		P		
Shannon Cohick	Boyd Street		P		
Denise Baney	Boyd Street		P		
Melissa Edmonds	Boyd Street		P		
Kayla Butters	Boyd Street		P		
Jim Plankenhorn	STEP		P		
Guests (Non-Voting)					
Julie Shaible	Boyd Street		P		
Laurel Cowher	Round Hills Campus		P		
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 Hawk called the meeting to order at 9:35 am.

II. Welcome and Introductions: We want to welcome all members!

III. Approval of Minutes: Motion for approval of minutes from January 12, 2021 by Ruth Love-Schooley, 2nd by Alicia Leathers.

IV. Reports

A. Treasurer's Report- Aron inquired about showing a past years' budget report for the meeting. Carolyn will follow-up and include this moving forward. We are currently underspent in budget due to being understaffed. Carolyn will be attending a meeting this month to discuss being proactive with budget spending and will also be discussing how staffing affects the budget. During the times of Covid, there has been grace in our spending. Typically, we would send back the grant money not spent, however, it is preferred that we spend it this year. Our grant year ends July 31st.

B. STEP Board Report- A meeting was held on January 24th which included a discussion about the COVID-19 vaccine requirements and concerns with staffing. The employee satisfaction survey was discussed as a team, as well as transportation with PennDOT.

C. Director's Report- See Old and New Business.

D. Family and Community Engagement Report- As the new year begins, we are beginning to focus on kindergarten registration for our preschoolers and assisting families in being ready for the transition. Letters with their school district's Kindergarten registration and contact information were sent to families of children making the transition this year. We have started to complete applications for the 2022-2023 STEP Head Start program year. Family Advocates continue to hold parent meetings and work on increasing our parent engagement.

Approval for the reports as read- Motion for approval by Felicia Lore, 2nd by Aron Carter.

V. Old Business

A. Operating Under COVID



STEP Head Start Policy Council Minutes

- **Enrollments-** As of February 7th, we have 166 child vacancies. We have been standing around 158 but there have been a few terminations due to virtual learning, transportation, and other various reasons. Early Head Start is continuing with enrollments.
- **Staffing-** A classroom in Lock Haven has been closed for the remainder of the program year. The children in that classroom have been placed into 2 other Lock Haven classrooms that are operating with in-person learning. The plan was approved at both Pre-K and federal levels. As of February 4th, there are 28 open positions across all of STEP Head Start. There have been less applications and interviews for open positions so the STEP board is working on some staff recruitment ideas, prioritizing Head Start. Ruth inquired about STEP linking up with Careerlink for staff recruitment. Carolyn and Jim will follow-up with Ruth.
- **Transportation-** Lycoming County transportation continues to be on hold due to staffing. Clinton County's transportation is running normally.
- **Outcome of OHS Masking and Vaccination Rule-** Two weeks prior to today, there were 40 STEP Head Start staff with an unknown vaccination status. As of February 1st, almost all have updated their status and we lost a total of 2 staff due to the OHS COVID-19 vaccination mandate. Carolyn shared the number of exemptions approved for Head Start staff. Classrooms were virtual from February 1st-4th in case there were unforeseen staffing issues.

VI. New Business

- A. By Law Updates/ Rename of Policy Council-** See attached by-laws. There were 3 options that tied for the renaming of policy council survey. Those 3 options were sent through a recreated survey to narrow it down to the majority vote. The new name will be announced soon.
- B. New member orientation-** The Policy Council Orientation is scheduled for today, February 9, 2022, at 11:30am via zoom.
- C. Parent representative on the STEP board-** Aron shared that we are still seeking a parent representative as a STEP Board member. The meetings are held once a month for 1.5 hours. Please inform Aron of any parents that would like to be on the board.
- D. Election of members-** Chyanne Parsons resigned from Policy Council. Motion to approve by Pattie Wylie, 2nd by Angela Sees.
- E. MIECHV Grant-** See attached. This is for 11 slots in Clinton County. Recompete grant due in March.



STEP Head Start Policy Council Minutes

F. Federal Grant Letter- See attached. The money we receive has not changed from last year. This is due March 1st.

G. IMs:

- **Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies-** We are not under a designation renewal system but it does not apply to us at the moment since we are in compliance.
- **Head Start Transportation Services and Vehicles During the COVID-19 Pandemic-** Masks are worn by staff and children while on the bus. We are using fine mist sanitation and doing all we need to do to remain in compliance.

H. PBIS Buzz Note Recipients- Amanda and Supa would like to recognize Renee Rafter. Janna would like to recognize Anita Hill. Erica would like to recognize Lisa Sellard.

I. Success Stories- Virtual learning for the week of February 1st went very well! Overall, families are understanding of the virtual learning needs and the last minute calls.

J. Hiring/Resignations- Stephanie Straub and Candence Harvey for Family Advocates. Kristi Heller for Head Start Home Visitor.

K. Approval for the new hire recommendation- Motion for approval by Pattie Wylie, 2nd by Felicia Lore.

VII. Trainings: School Readiness Outcomes- Julie Shaible and Laurel Cowher shared a presentation for this training.

VIII. Good of the Order: Denise shared leadership is looking for 25 team members to be a part of the Self-Assessment Team. Personal invites are being sent to the 25 selected by the end of the week. This will host from the end of February until the end of March. It will focus on 4 chosen areas, rather than the entire program, and will report back to OHS with goals for those 4 areas.

IX. Meeting Schedule:

A. Policy Council Meeting: March 9, 2022, 9:30am, Zoom Call

X. Adjournment: Meeting adjourned at 10:40 am.

Enclosures:

1. Policy Council Agenda



STEP Head Start Policy Council Minutes

2. Policy Council Minutes January 12, 2021
3. Policy Council Financial Report 2021-2022 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. Enrollment Report – December 2021
10. STEP Head Start Policy Council By-Laws
11. OHS IM: Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies
12. OHS IM: Head Start Transportation Services and Vehicles During the COVID-19 Pandemic
13. Photo: Erica Black January Buzz Note
14. Photo: Janna Gohl January Buzz Note
15. Photo: Supa Shetler January Buzz Note
16. Photo: Amanda Klein January Buzz Note
17. Email: Melissa Edmonds New Hire Approval for Stephanie Straub
18. Email: Melissa Edmonds New Hire Approval for Candence Harvey
19. Email: Nancy Saiers New Hire Approval for Kristi Heller