

**STEP HEAD START POLICY
COUNCIL MINUTES**



ZOOM Meeting

9:30 a.m.

January 13, 2021

WELCOME

I. Meeting Start: Carolyn Hawk called the meeting to order at 9:37am

II. INTRODUCTIONS:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Maritza Pena	RH- Cherry	E
Malena Dunn	Past Parent	P
Erica Blair	Muncy Pre-K	E
Tracy Shade	EHS - CCCC	E
Alicia Leathers	EHS-CCCC	P
COMMUNITY REPRESENTATIVES (Voting Members)		
Patti Wylie	WASD	P
Angie Sees	Blast IU	P
Ruth Love - Schooley	Family Pathways — Penn State	E
STAFF and Guests (Non-voting)		
Shannon Cohick	Boyd Street	E
Carolyn Hawk	Boyd Street	P
Melissa Edmonds	Boyd Street	P
Jacqui Jamison	Round Hills	E
STEP BOARD REPRESENTATIVES		
Aron Carter	JSSB	E
Canda Boatman	Past Parent	E
GUESTS		
Denise Snyder	Teacher at Pine Classroom	

KEY **P = present** **E = excused absence** **U = unexcused absence** **T = notice of termination** **R = resigned**

***Four or more voting members constitutes a quorum per Policy Council By-Laws.

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III. **AGENDA REVIEW:** Welcome and introductions

IV. **APPROVAL OF MINUTES:** Alicia, Angie

V. **REPORTS:**

- a. **TREASURER'S REPORT:** According to the current budget, we are underspent. The fiscal team and leadership are monitoring spending closely. Looking to OHS for guidance if there is any surplus at the end of the fiscal year. No concerns with anything pertaining to fiscal.
- b. **STEP BOARD REPORT:** Our enrollment numbers are still below the funded slots, however with Federal center-based classes that is acceptable. We are working to fill slots in PreK and HSSAP classes as per their regulations. We have children on the waitlist in most areas, but have ran into some difficulty filling these spots due to family situations (parent needs program for childcare, parent not able to meet virtual programming requirements, etc. . .) Waitlist numbers are down compared to typical years due to not being able to be out in the community at events and parents not wanting to enroll children with the pandemic's uncertainties. Even with the leeway given by OHS, our Home Based classes are at full enrollment for both Preschool and Early Head Start caseloads. We currently have about 250 children enrolled.
- c. **DIRECTOR'S REPORT:** The staff continue to do an excellent job given their current situations. They are engaging families and children and have been able to complete many of their observations and assessments despite not being face to face. In some cases, observations have been more thorough because parents are able to catch skills at all times of the day and provide feedback to teachers. Virtual programming's success is largely due to this family support within the program. Staff Appreciation Day was held on December 24th- all staff had a paid day off.
- d. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:** The Mitten Tree has concluded- we received over 1000 items from the community. Every enrolled child and their siblings (if applicable) received a pair of mittens, and as items were available a hat or scarf as well. The items donated this year will be used for next year's distribution. The TEFAP program from the Food Bank and the meal distribution has been going very well. We average about 20 families a week who come to the distribution site. We are working on a plan to offer delivery to families who report that transportation is an issue but they would still like to receive meals. In addition to the regular distribution days, EHS has the ability to offer food boxes to their families and has been taking advantage of this. Continuing to use Class Dojo to post resources and information for parents as it is received.

Approval for the reports as read — Patti, Alicia

VI. **OLD BUSINESS:**

a. **Operating under COVID**

- **Building closures-** Leadership team is meeting regularly to review guidance from area school districts, Office of Head Start, OCDEL, transmission rates and staff health to decide when/if we should re-open classrooms for face-to-face learning.
- **Virtual Learning-** We continue to meet family's needs via virtual programming; it is going well as stated above.
- **Health & Safety Guide-** This document is everchanging as new guidelines and recommendations are made by the CDC and other agencies. We will continue to keep this updated and follow the recommendations as needed.
- **Food Service-** Recent survey given to families to evaluate food/nutrition needs. Many families are being

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served by school districts meal services; a majority of families also receive WIC and/or Food Stamps. We are trying to increase meals that we serve, we are hoping the delivery option will do so.

- **Transportation-** We have purchased sanitation systems that will spray the buses down between runs. They are currently being installed.

VII. NEW BUSINESS:

- **Classroom Instruction-** Denise reports that she is really enjoying virtual programming and, though she was unsure at the beginning it has really been a positive experience. She's done a lot of fun activities with the kids and parents and has been able to record videos for her students to watch over and over. Since a lot of our children are going to kindergarten next year, it is beneficial to the children to have virtual learning experience as a kindergarten readiness skill. Patti and Denise discussed how assessments are being completed.
- **OHS Enrollment Reporting —** We have a new program specialist that has been assigned to us to work with. There is a new OHS reporting system for enrollment and attendance. The training has been completed by staff; when able to look at other Head Start's enrollment, our program has similar numbers.
- **Success Stories-** Denise prepared one of her recorded lessons/circle time but was unable to screen share during the meeting. She explained in detail some of the activities that she has done and has really enjoyed working with the parents. The virtual format has really helped parents understand that Head Start is here to help parents become more confident in their role as their child's most important teacher.
- **Hirings/Terminations-** Danielle Bradley has submitted her resignation. Interviews will be held this month.

VIII. Trainings:

A. History of Head Start- due to time constraints the History of Head Start video will be emailed to members to watch. We will be implementing a monthly training topic as members are required to complete a Policy Council Training.

IX. Good of the order- none

X. Meeting schedule: Next meeting is February 10, 2021 at 9:30

XI. Adjournment: The meeting was adjourned at 11:10

Respectfully submitted,
Melissa Edmonds

ENCLOSURES:

ALSO DISTRIBUTED DURING THE MEETING

1. Policy Council Budget Report — November 2020
2. Federal Expenditure Report — November 2020
3. State Expenditure Report — November 2020
4. PA Pre-K Counts Expenditure Report — November 2020

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- 5. Early Head Start Expenditure Report – November 2020**
- 6. MIECHV Expenditure Report –November 2020**
- 7. Pathway Report- November 2020**