



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	November 10, 2021
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I. Call to Order: Carolyn Hawk called the meeting to order at 9:35 am.

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

Parent Representatives (Voting Members):	Site	Attendance			
Alicia Leathers	LH #4 (CCCC)	P			
Community Representatives (Voting Members):					
Patti Wylie	WASD	P			
Malena Dunn	Past Parent	P			
Angie Sees	BLaST IU #17	E			
Ruth Love-Schooley	CareerLink	E			
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	E			
Kayla Butters	Boyd Street	P			
Jim Plankenhorn	STEP	E			
Guests (Non-Voting)					
Felicia Lore	Cedar and HB A	P			
Melissa Venuto	EHS HBLH	P			
Chyanne Parsons	Pine	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:

III. Approval of Minutes: Quorum to approve October 13 minutes. Motion by Alicia Leathers, 2nd by Patti Wylie.

IV. Reports

A. Treasurer's Report- Aron reports 3 months have passed, and we continue to be underspent on budget due to staffing. We are currently down 31 positions for Head Start. Nothing else to report.

B. STEP Board Report- Aron reports there was a meeting held on October 18th and was pleased with a success story that was shared. The EIMH team at Round Hills created a social story for a child refusing to get on the bus. Due to his refusal, his attendance was low. The staff discretely took pictures of the child doing various activities and created social story about him including reasons to get on the bus and incorporating PBIS expectations. The child was excited to watch the story about himself! He was also given a sensory pad to use on bus rides to make him feel safe. Now, he no longer needs that sensory pad and enjoys riding the bus! Aron would like to recognize the staff involved in this success story! Nothing else to report.

C. Director's Report- Policy Council meetings will continue to be held via zoom for the year ending in September 22'. Zoom links have been sent out for the year. New members will continue to receive the zoom links. Please see below under Old Business and New Business for a continued Director's Report.

D. Family and Community Engagement Report- Kayla reports that the PBIS Fall Fest was held virtually and was an enjoyable success with our children, parents, and families. Thank you letters were sent to community agencies, for their involvement in our event. Thank you to all staff who participated! We are currently collecting Mittens for our Mitten Tree Project. There are donation boxes located at Lincoln Street, Boyd Street, and the Clinton County Community Center. Donations will be accepted through December 15th. A question was asked about donating used items. Carolyn explained that old items can be donated to classrooms to keep for emergency need, however the Mitten Tree Project only accepts new items. Family Advocates have scheduled Parent Committee Meetings and all classrooms will hold one during the month of November. The meetings will be held via zoom and zoom links are being sent to the parents.

Approval for the reports as read- Motion for approval by Alicia Leathers, 2nd by Patti Wylie.



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V. Old Business

A. Operating Under COVID

- **Enrollments-** We are currently on hold for enrolling new children due to staffing issues. We currently have 150 open slots for enrollment. Aron asked if there is any guidance from Head Start office. Carolyn spoke to this sharing that they would still like to have full enrollment by January, however, there is a process in motion of extended flexibility due to staffing across the country for Head Start programs.
- **Staffing-** There was a question about what the staffing issues are that we are seeing right now. Carolyn spoke to this sharing that we currently have 25 open teaching positions (teachers, aides, assistants) and 6 support staff positions (home visitors, family advocates, information assistants). There are various factors that play a role in our staffing issues as well as across the country. A job fair was held on November 8th to schedule interviews. We are also involved in other job fairs, Careerlink, and advertisements. There was a question about the qualifications for a Head Start teacher's aide and Carolyn responded with a high school diploma requirement.
- **Vaccine Mandate-** OSHA put out a mandate for employers with more than 100 employees requiring all to be vaccinated. Step does have more than 100 employees, with a majority being in Head Start. We are currently still waiting on a mandate for Head Start staff. There is a staffing concern that will follow this mandate as we may lose employees. A decision is expected to be ruled out in December with a mandate in January. Currently have nothing else to report. Patti reports that the school district is faced with similar challenges as Head Start.
- **Transportation-** Transportation for Round Hills is currently on hold and expected to be running again on December 8th. More information will follow in time leading to that date.

B. Annual Report- The annual report for last year is completed and has been shared. Carolyn shares that she is very proud to have this accomplished through all efforts of staff.

VI. New Business

- A. Policies and Procedures-** Policies and procedures have been updated throughout the year and submitted for approval. Motioned by Aron Carter, 2nd by Alicia Leathers. Denise reports that the majority of the updates were



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grammatical or a combination of policies. There is one new policy- The Data Management Plan Policy.

B. By Law Updates

- **Pre K Parents-** The Pre-K Counts classes are not under federal standards for Policy Council, however, there is a motion to include these parents. Aron Carter motioned for approval, 2nd by Malena Dunn.
- **Personnel Policies-** Policy Council approves to remove this from current by laws as a function of Policy Council.
- **Terms-** Members are approved to be voted onto Policy Council for one to five years, however, there is a motion to change this term to be more inclusive. Aron suggests tabling this until next month in an effort to speak to Jim first. Carolyn will come back with a draft following a discussion with Jim. Tabled to next month.

C. Parent representative on the board- We currently have Alicia Leathers as a parent representative. Chyanne Parsons and Felicia Lore would like to be voted on as parent representatives.

D. Election of members- There is a motion to vote Chyanne Parsons and Felicia Lore as parent representatives. Aron Carter motioned and Alicia Leathers provided a 2nd.

E. Rename Policy Council- There is an option to rename Policy Council as it may sound too stern and formal to parents. Think about options and report back next month.

F. Success Stories- Please see above in the STEP Board Report for the first success story. Carolyn would like to add another success story presented through a social story created for a child. A child at Round Hills was refusing to allow staff to change his pull-up and it was taking multiple staff several minutes and hours to accomplish it. The EIMH staff created a social story for him that included his favorite person- Michael Jackson. The story included PBIS expectations with Michael Jackson having his pull-up changed and ended with a walk to and from the bathroom doing the thriller dance. With this incorporated into his changing time, the child is now allowing staff to change his pull-up. Great job, staff!

G. Hiring/Terminations- Natalie Hardy has applied for an EHS Home Visitor position. Approval for hire granted.

VII. Trainings:

- A.** Will resume in January.

VIII. Good of the Order: Nothing to report.



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IX. Meeting Schedule:

A. Next Meeting is December 8, 2021, 9:30am, Zoom Call

X. Adjournment: Meeting adjourned at 10:33am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes August 11, 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 – September 2021
10. Policy & Procedure: Employee Physical Exam and TB testing
11. Policy & Procedure: Professional Development
12. Policy & Procedure: Definitions- Early Head Start and Head Start
13. Policy & Procedure: Curriculum- Preschool
14. Policy & Procedure: Family Involvement in Home Visits
15. Policy & Procedure: Volunteer Time Documentation
16. Policy & Procedure: Child Abuse & Neglect
17. Policy & Procedure: Policy Council
18. Policy & Procedure: Performance Appraisal
19. Policy & Procedure: Code of Conduct
20. Policy & Procedure: Practice-Based Coaching
21. Policy & Procedure: Adult Meals
22. Policy & Procedure: Meal Attendance Documentation
23. Policy & Procedure: Menu Availability
24. Policy & Procedure: Behavior Incident Reports
25. Governance, Leadership, and Oversight Capacity Screener
26. Policy Council By-Laws