



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	May 10 <sup>th</sup> , 2023
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<b>Parent Representatives (Voting Members):</b>	<b>Site</b>	<b>Attendance</b>
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
<b>Community Representatives (Voting Members):</b>		
Patti Wylie	WASD	P
Aron Carter	JSSB	P
Becky Swinehart	BLaST IU #17	P
Ruth Love-Schooley	CareerLink	P
<b>Staff (Non-Voting):</b>		
Carolyn Hawk	Boyd Street	P
Shannon Cohick	Boyd Street	E
Denise Baney	Boyd Street	P
Melissa Edmonds	Round Hills	P
Jim Plankenhorn	STEP	P
Krista Snyder	Boyd Street	R
<b>Guests (Non-Voting)</b>		
Laurel Cowher	Round Hills	P
Julie Shaible	Boyd Street	P
<b>STEP Board Representatives</b>		
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 9:31 am.

**II. Welcome and Introductions:** We have a quorum today and will be able to approve needed items.

**III. Approval of Minutes from April 12, 2023.** Motion made by Patti, Cheyanne seconded.

### **IV. Reports**

**A. Treasurer's Report-** We are breaking even with our projected budget within Early Head Start. We still have a little bit left in the HSSAP and Head Start budgets. Across the board, the budget seems to be falling in place with no concerns. We are still working on sending the request to the Office of Head Start to carry funds over from the 21-22 PY.

**B. STEP Board Report** – The board approved our request to apply to carry over funds, as well as the Head Start, Early Head Start, HSSAP and PreK grants. Our Full Enrollment Initiative (FEI) and Under Enrollment Plan were discussed. River Valley Health and Dental are working to complete their space at the Clinton County Community Center (CCCC). The winner of this year's Fitness Challenge was Cheyanne's son; he received a bike and a helmet. The board reviewed the STEP Stars for the month with several Head Start identified.

**Approval to accept the Under Enrollment Plan-** Aron made a motion; Patti seconded.

**C. Director's Report** – Carolyn would like to extend an additional thank you to the members that participated in the Staff Appreciation Video. The playground at the CCCC is in the process of being upgraded with a poured surface (it is currently mulch).

**D. Family and Community Engagement Report** – The FE team are starting to attend the summer's community events to recruit families in both Lycoming and Clinton Counties. We need to be fully enrolled by the Fall of 2023.

**Approval to Receive Reports as Read-** Becky motioned to approve, Patti seconded.

**V. Old Business-** Nothing to report.



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### VI. New Business

- A. HS/EHS Grant Approval-** the grant has been submitted; have not heard any updates; to be expected in June/July.
- B. HS/EHS COLA/QI-** the grant has been submitted.
- C. HS/EHS Carryover Update-** the request has been submitted; we are adding more information that was requested and re-submitting.
- D. PreK Counts Grant Update-** the grant has been submitted; it is dependent on the PA State Budget being passed.
- E. HS Under-Enrollment Plan-** PCA has approved the plan; it has been submitted to OHS. BLaST and WASD requested recruitment materials to give to the families they serve.
- F. June Meeting-** We would like to have the June meeting in person. We will send an RSVP for availability.
- G. PBIS Buzz Note Recipients-** the list of staff that received Buzz Notes in May is attached.
- H. PCA Offices-** We would like to fill the PCA offices in preparation for the next program year.
- I. Success Stories-** none to note
- J. Hiring/Resignations-** Danielle Schmouder- Preschool Teacher, Kiefer Mason- Substitute Classroom Aide

**Approval for New Hires-** Cheyanne made a motion, Patti seconded.

- K. Other Topics-** Round Hills is closed to children at the moment due to plumbing/sewer issues. The affected classrooms are using them as FIP days.

**VII. Trainings:** Laurel Cowher and Julie Shaible presented the School Readiness Outcomes for Preschool and Early Head Start. Our School Readiness Goals are based off of checkpoints using the Teaching Strategies Gold Curriculum. The data helps the program plan parent opportunities, the teachers with lesson planning and set goals for children based on their needs. The checkpoints are looked at throughout the school year; improvements have been made in all areas.

**VIII. Good of the Order:** none

### IX. Meeting Schedule:

- A. Policy Council Meeting:** June 14th at 9:30; please look for information regarding meeting in person.



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

**Enclosures:**

1. Policy Council Agenda
2. Policy Council Minutes April 12<sup>th</sup>, 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- April 2023
10. STEP Board Report: Head Start- April 2023
11. STEP Board Report: EHS- April 2023
12. STEP Board Report: PreK- April 2023
13. Under Enrollment Plan
14. Buzz Note Recipients: April
15. New Hire Approval- Danielle Schmouder and Kiefer Mason