



## STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	June 9, 2021
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**I. Call to Order:** Carolyn Hawk called the meeting to order at 9:32 am.

### II. Attendance and Introductions:

Parent Representatives (Voting Members):		Site	Attendance		
Maritza Pena		Cherry (RH)	R		
Malena Dunn		Past Parent	P		
Erica Blair		Muncy PreK	E		
Tracy Shade		LH #1 (CCCC)	E		
Alicia Leathers		LH #4 (CCCC)	E		
Canda Boatman		Past Parent	T		
Community Representatives (Voting Members):					
Patti Wylie		WASD	P		
Angie Sees		BLaST IU #17	P		
Ruth Love-Schooley		CareerLink	E		
Aron Carter		JSSB	P		
Staff (Non-Voting):					
Carolyn Hawk		Boyd Street	P		
Shannon Cohick		Boyd Street	E		
Denise Baney		Boyd Street	P		
Melissa Edmonds		Boyd Street	P		
Staff and Parent Guests (Non-Voting)					
Jim Plankenhorn		STEP	P		
STEP Board Representatives					
Aron Carter		See above			
Canda Boatman		See above			
Key:	P= Present	E= Excused absence	U= Unexcused absence	T= Notice of Termination	R= Resigned

**Agenda Review:** No new items were added.

**III. Approval of Minutes:** Patti made a motion to approve May minutes. Angie seconded the motion. Motion carried.

### IV. Reports



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**A. Treasurer's Report-** There is an excess of money yet to be spent; this is due to not offering transportation this year, so we did not spend what was budgeted. Working with fiscal to continue to spend down 2020-2021 funds.

**B. STEP Board Report-** The STEP Board approved COVID grants #2 and #3. There are Board positions open; the chairman of the board recently stepped down. Though he is staying on the board, his position will need filled. May was Community Action Month and STEP celebrated it's 55<sup>th</sup> anniversary. There was all-staff call held to recognize each department and staff were treated to an ice cream social.

**C. Director's Report-** We have many open positions that we are in the process of advertising and hiring for. There has been a pattern of interviewees not showing up for scheduled interviews within STEP. Head Start's Kindergarten Camp starts next week and will run for 3 weeks in June.

**D. Family and Community Engagement Report** – Parent events are remaining virtual for the time being and are being planned that way. Working on an event calendar for parents that will have all meeting and parent information in one place for parents to have easy access to program information. We have partnered with the library for another parent meeting in June 28<sup>th</sup>; EHS only. They typically have a park end of year celebration, but it will be held virtually instead.

**Approval for the reports as read. Patti made a motion to approve the reports. Angie seconded. Motion carried.**

## V. Old Business

### A. Operating Under COVID

- **Enrollments-** we are planning to go back to full enrollment, full classes and a full schedule in the fall. The Office of Head Start is giving programs until January to achieve full enrollment, our program goal is by October. If not full by January, OHS will support programs with T/TA and an 'Enrollment Plan' to get programs to full enrollment.

## VI. New Business

**A. IM: ERSEA-** As stated above, OHS is expecting programs to provide services in-person as health conditions allow and to follow CDC guidelines. STEP has recently revised its masking policy for fully vaccinated staff; but masks will be worn around children and in building where children are present.

**B. COVID Grant Planning-** COVID Grants have been approved by the Board. There is a possibility that our MIECHV grant will be expanded as well.



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Grant #1- almost all spent- purchases include: PPE, bus, bus sanitation systems, new bus seats, classroom supplies and HVAC system.

Grants #2 and #3- intended purchases include: program and outside enhancements, shade, paving projects, resurfacing playgrounds, walking path and pavilion at RH, new equipment at CCCC, tile at RH.

**C. Lead Testing-** We recently received a grant to have lead testing done at Round Hills and the CCCC. All tests came back negative, with the exception of the water fountain the gross motor/kitchen area at RH. This water fountain has also sat unused for over a year due to COVID and it is believed that is what caused the test to come back positive. The water fountain will be replaced before being used again.

**D. Williamsport Fire Department Walk Through-** The Fire Department completed a walk-through of Round Hills. This familiarized them with the building and our procedures in the case of an emergency. They did not have any concerns. We will be placing a box with a key to the building outside, in the case there is an emergency after hours and they will need to access the building.

**E. Success Stories-** will continue in the fall.

**F. Hiring/Terminations-** none at this time.

**VII. Trainings:** Will resume in the Fall

**VIII. Good of the Order:**

- We will continue to work with WASD to complete as many Kindergarten Registrations as possible. There are still Head Start children that haven't started their registration or haven't finished completing the process. Angie Sees also volunteered to help if any of the children are currently receiving serviced.
- July Meeting is cancelled.

**IX. Meeting Schedule: Next Meeting is August 11<sup>th</sup> at 9:30 am.**

**X. Adjournment:** Meeting adjourned at 10:22 am.

**Enclosures:**

1. Policy Council Budget- April 2021
2. Federal Head Start Budget – April 2021
3. Early Head Start Budget – April 2021
4. HSSAP Budget- April 2021
5. Pre-K Budget – April 2021



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6. MIECHV Budget- April 2021
7. Early Learning Pathway Report – April 2021
8. IM: ERSEA