

**STEP HEAD START POLICY  
COUNCIL MINUTES**



Zoom Meeting

9:30 AM

April 8, 2020

**WELCOME** 😊

**I. Meeting Start:** Malena Dunn, Policy Council Chair, called to order at 9:35 a.m. Carolyn asked to run the meeting in light of the format and abbreviated agenda. No objections from the members.

**II. INTRODUCTIONS:**

<b>PARENT REPRESENTATIVES: (Voting Members)</b>	<b>SITE</b>	<b>ATTENDANCE</b>
Maritza Pena	RH- Cherry	E
Malena Dunn	Past Parent	P
Erica Blair	Muncy Pre-K	E
Tracy Shade	CCCC- CB B2	E
Alicia Leathers	CCCC- LH 2, CB B1, LH 4	E
<b>COMMUNITY REPRESENTATIVES (Voting Members)</b>		
Patti Wylie	WASD	P
Angie Sees	Blast IU	P
Ruth Love - Schooley	Family Pathways — Penn State	P
<b>STAFF and Guests (Non-voting)</b>		
Shannon Cohick	Boyd Street	P
Carolyn Hawk	Boyd Street	P
Stephanie Shover	Boyd Street	E
Laurel Cowher	Round Hills	E
Melissa Edmonds	Boyd Street	P
Jacqui Jamison	Round Hills	E
Nick Felter	Round Hills/Boyd Street	E
<b>STEP BOARD REPRESENTATIVES</b>		
Aron Carter	JSSB	P
Canda Boatman	Past Parent	P

**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. **APPROVAL OF MINUTES:** Patti, Ruth

IV. **TRAINING/EXCHANGE:** None

V. **REPORTS:**

a. **CORRESPONDENCE:** None

b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held

c. **TREASURER'S REPORT:** Report was reviewed by Carolyn. Budget is currently on target; leadership team is working to make sure expenditures are being coded correctly to the right budget line.

d. **PERSONNEL COMMITTEE REPORT:** None

e. **STEP BOARD REPORT:** No new updates.

f. **DIRECTOR'S REPORT:** All Head Start programs are currently closed indefinitely. Office of Head Start's expectations during the closure is that programs will continue to engage families in whatever ways possible. Our staff are doing an amazing job staying in touch through virtual means and phone calls. We continue to use our Facebook page to promote safety practices as well as educational activities. We will continue to work closely with our funders to ensure we are meeting expectations and deadlines established by each. We have been notified this week that there will be additional money available to Head Start programs to provide summer programming for children eligible to attend kindergarten this fall and children with IEPs. Intent to apply is due April 13. We are currently in discussions to determine whether or not this is something we can do. Our concern is having so many grants due at the same time, putting a program together in such a short time period and the obvious of whether or not we will be allowed to be back in group situations. We also have to consider that we will be applying for our competitive grant this fall and will need some lead time to prepare. The good thing about this grant is that it is voluntary and will not be held against you if you don't apply. There is a second pot of money that all programs will receive which is one-time funding for coronavirus response. The amount will be based on our enrollment. We should be receiving funding letters within the next week or two. This grant will be due in May. There is a lot going on right now, with many moving parts. More information to follow once we know more and have a chance to plan. This will definitely be part of our May meeting discussion.

g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:** The fishing event scheduled for June 6 is canceled.

h. **COMMUNITY NEWS & CENTER COMMITTEE REPORTS:** No Center Committee Reports.

**Approval for the reports as read – Aron, Canda**

VI. **OLD BUSINESS:** None

VII. **NEW BUSINESS:**

A. **Grant Funding:** The continuation grant, as indicated on the letter attached from ACF, is due May 1. Since this is the sixth year of our 5-year grant (due to DRS) there are no changes to the program scope or structure. The T/TA portion of the grant will not be changed other than to adjust fees or prices that have increased for trainings and memberships. **Grant approved unanimously Canda/Angie.**

B. **Quality Improvement/COLA:** The QI/COLA grant, as indicated on the letter attached from ACF, is due May 15. The Quality Improvement portion of the grant is being used to decrease class sizes at the Round Hills campus by opening up a new classroom in the space previously used by the Family Pathway Program. We will decrease each classroom by one or two children to make up the new classroom. We will also be adding an additional EIMH staff person to round out our EIMH team. The goal of the QI funds is to support programs addressing the needs of children who've experienced trauma which in turn increases challenging behaviors. We feel that by decreasing classroom sizes and adding a support position that this will tremendously help our children at the Round Hills Campus. The COLA portion of this grant is being used to give all Head Start staff the indicated Cost of Living raise which comes out to approximately 2%. **Grant approved unanimously Malena/Patti.**

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**C. Hiring/Terminations: NONE**

**VIII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: NONE**

<b>NAME</b>	<b>MILEAGE</b>	<b>CHILD CARE</b>	<b>TOTAL</b>
<b>TOTAL</b>			

**IX. Good of the Order: Thank you!**

**X. ADJOURNMENT: 10:20 a.m.**

Respectfully submitted,  
Malena Dunn  
Policy Council Chair

**ENCLOSURES:  
ALSO DISTRIBUTED DURING THE MEETING**

1. Policy Council Budget Report – February 2020
2. Federal Expenditure Report –February 2020
3. State Expenditure Report – February 2020
4. PA Pre-K Counts Expenditure Report – February 2020
5. Early Head Start Expenditure Report – February 2020
6. MIECHV Expenditure Report – February2020
7. ACF grant application letter for continuation grant
8. ACF grant application letter for COLA and QI grant