



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:00 AM	March 10, 2021
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I. Call to Order: Shannon Cohick called the meeting to order at 9:36

II. Attendance and Introductions:

Parent Representatives (Voting Members):		Site	Attendance		
Maritza Pena		Cherry (RH)	E		
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	E		
Community Representatives (Voting Members):					
Patti Wylie		WASD	P		
Angie Sees		BLaST IU #17	P		
Ruth Love-Schooley		CareerLink	E		
Aron Carter		JSSB	E		
Staff (Non-Voting):					
Carolyn Hawk		Boyd Street	E		
Shannon Cohick		Boyd Street	P		
Denise Baney		Boyd Street	P		
Melissa Edmonds		Boyd Street	P		
Staff and Parent Guests (Non-Voting)					
Janna Gohl		CCCC	P		
Brittany Maldonado		Maple	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. A quorum was not present. Items requiring immediate approval will be sent electronically, other items tabled until April meeting both indicated as such.

III. Approval of Minutes: tabled until April

IV. Reports



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A. Treasurer's Report- report was send separately from agenda. Continue to work with fiscal to monitor spending.

B. STEP Board Report- please encourage all families, staff and other community members to complete STEP's Community Needs Assessment. This will help plan programming in the future. There is one available for each county as well as an option for community members and those that work in the community.

C. Director's Report- will be covered in agenda items below

D. Family and Community Engagement Report – Parent Meetings are being scheduled for the upcoming months; will be done program wide in a virtual format. Continue to work with food service. Head Start building tour available to teachers to use and on ClassDojo for parents. Beginning to plan Fall Fest/PBIS Kickoff for Fall of 2021.

Approval for the reports as read. No quorum present, will be reviewed at next meeting.

V. Old Business

A. Operating Under COVID

- **Building Closures-** staff are in buildings 2-3 days a week on a staggered schedule to allow for social distancing.
- **Virtual Programming-** we will continue virtual programming for those children that parents have chosen to continue to do so. All preschool children will continue to have 3 days a week of virtual programming; all Home Based programs will continue with virtual programming through the end of the year.
- **Food Service-** This was the last week of bulk deliveries. Will be changing delivery schedule to Wednesdays when children return to face-to-face instruction. Meals will be delivered to children who remain virtual and those in the Home Based programs. TEFAP items will continue to be available on an as needed basis and once a month at Round Hills and the CCCC.
- **Transportation-** bus drivers have been helping with meal delivery. Tentative start date to resume child transportation services is April; we will continue to monitor and adjust plan as needed.
- **Enrollments-** Currently have 358 out of 572 children enrolled program wide (62%) and continue to enroll new children. For 21-22 program year we are anticipating that 100 of those children will have transitioned to kindergarten, but 71 transition from EHS to HS.



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VI. New Business

A. Returning to Classroom Instruction

- In person instruction is scheduled to resume for Preschool Center Based and EHS Center Based classes on Monday March 15th. Parents can choose to remain completely virtual or send their children to the classroom. Preschool CB will be in session 2 days a week with a maximum of 9 children at a time. When the classroom has more than 9 children they will add an additional 2 days in the classroom for those children. EHS CB will resume 5 days a week with reduced daily hours.

B. Grant Preparation

- MIECHV grant is due in September. MIECHV funds 11 of our Home Based families in Clinton County. In addition to MIECHV, we are continuing to work on grants due in May that will begin the next 5 year grant cycle.

C. Self-Assessment: Success/Challenges

- A self-assessment is used to evaluate the program's strengths and accomplishments over the previous year. The last assessment was sent to staff to look over and make suggestions and recommend additions and changes. After receiving staff feedback, all the adaptations that the program made to complete virtual services were added. We also removed the use of CPI as a behavioral intervention.

D. Program Instruction: Funding Increase

- We will be receiving additional COVID funding.

E. Change in Structure: FA Manager

- Family Advocate structure was formerly 7 Family Advocates and 2 Lead Advocates that report to the Deputy Director. There were adjustments made to the structure of this and we now have 9 Family Advocates and 1 Family Advocate Manager (new position).

F. Success Stories: PBIS

- Janna Gohl (PBIS Specialist) shared a PowerPoint presentation highlighting some of the PBIS Initiatives over the past year. These include:
 - The purpose of PBIS is to prevent challenging behavior.
 - PBIS applies to everyone
 - Use a team approach to determine needs of child with challenging behavior
 - Teachers have resources to share with families to prepare children to return to the classroom
 - PBIS includes an acknowledgment system for children and for staff
 - STEP Website resources: beehive, library, schedule and matrix



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G. Hirings/Terminations: Will be sent electronically to voting members

VII. Trainings: Will resume in April

VIII. Good of the Order:

Patti Wylie- Kindergarten Registration at WASD is this month. They will not be completing screenings with children prior to enrollment.

Angie Sees- worries that the number of referrals will increase dramatically once children return and teachers spend more time with children.

IX. Meeting Schedule: Next Meeting is April 14th, 2021 at 9:30 am.

- IMPORTANT! We will be approving the 2021/2022 grant

X. Adjournment: Meeting adjourned at 10:45 am.