



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	October 12, 2022
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<b>Parent Representatives (Voting Members):</b>		<b>Site</b>	<b>Attendance</b>		
Felicia Rindos		Oak, WHBA	P		
<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	P		
<b>Guests (Non-Voting)</b>					
Adria Eck		Muncy Pre-K	P		
Jenna Neece		Oak	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 9:33am

**II. Welcome and Introductions:** Denise had everyone present introduce themselves, tell how they were involved with Head Start, and their favorite color.

**III. Approval of Minutes from July 13, 2022, September 14, 2022-** Patti Wylie motioned to approve minutes, second by Felicia Rindos.

### IV. Reports

**A. Treasurer's Report** – Not many new updates, passed to Carolyn. Carolyn said we are where we need to be at the moment with no concerns. We did introduce the salary and wage study program. Jim stated that it has impacted 91 different staff at STEP. They are excited to move forward with that across the agency. We hope that our funders continue to see the value of wage increases and continue to fund it. We will be working with our Grant Specialist to help to fund wage increases with left over funds from last year.

**B. STEP Board Report** - The Board met on September 19. The average attendance at Head Start was 77%. We were approved for 357 Head start spots and 149 filled, we were approved for 156 spots for Pre K counts and 80 are filled. Identified 3 Head Start Employees as STEP Star recipients in September. STEP hired a Recruitment and Retention Specialist (Hannah) to help with challenges filling opening positions. We aren't just losing staff to school districts anymore. Hannah has done a lot of work as recruitment and retention specialist in a very short period of time and we are already seeing some results from that.

**C. Director's Report** – We have been hiring teachers steadily and will be able to open 4 more classrooms in the coming months. We are at 89% enrolled in Early Head Start and 49% in preschool. Our Program Specialist (who Carolyn checks in with monthly) has been on board with all that we are doing, she is very happy we are able to add classrooms and staff. We are feeling cautiously optimistic that we will be in better shape. We still may have to go on an Enrollment Plan, but if we can get to 50% enrollment, we will probably not have a corrective action. Transportation is back up in running in both counties. Lycoming County is up for about 2 weeks now and Clinton County has been running since day one. Aron asked where our current attendance is so far (336 enrolled, 235 vacant spots), and was told it was 78%.

**D. Family and Community Engagement Report** – Krista explained that we just finished a week of PBIS Fall Fest done in each classroom and received positive



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reviews from families and teachers. We have started work on NGA and Mitten Tree already. Parent workshops will be starting again. Krista has the first one planned for the end of October. Melissa asked parents that were present if they would share how they felt about PBIS Fall Fest. Felicia attended and said enjoyed it- particularly being in the classroom and able to do things hands on again. The only thing she didn't like was the masking. Jenna went with Miela and enjoyed the time in the classroom and the activities she got to do with Miela. This was Adria's first year with a PBIS Fall Fest. She thought it was really nice to see the other students her daughter talks about and to speak to the teachers a little more.

**Approval to Receive Reports as Read-** Felicia motioned to approve reports, second by Patti.

### V. Old Business

#### A. Operating Under COVID

- **Enrollments-** We have talked about previously.
- **Staffing-** We have talked about this previously.
- **Masking-** OHS emailed and said policy will be removed sometime soon, but we have not been given a date yet. We have been told that for monitoring visits, they will not be monitoring masking.
- We do not intend to close classrooms for COVID any longer.

**B. Parent representative on the STEP board-** Still looking for a parent representative. Carolyn explained what the STEP Board is and what the parent who sits on the Board would do. Jim said it is an opportunity for you as a parent to help guide the agency, bringing information from Parent Community Association to the Board, and help guide decisions being made by the Board. They would join the other 14 members for a Board meeting monthly. He explained it's a laid-back environment. Aron added that it is not a heavy burden/is an easy position and it's a good opportunity to learn more about the STEP agency as a whole and other community agencies. Ruth pointed out that it is a great resume builder.

### VI. New Business

- A. Grant Updates –** All grants have been approved - got all that we asked for and an increase in Pre-K Counts and HSSAP grants. New recompetete grant after the first of the year for Pre-K counts. Next month we will be meeting with fiscal and admin about what we want our program to look like so that we are meeting community needs, staffing needs, and we are applying appropriately for grants.



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- B. Focus Area 1 Review** – Scheduled for a review this year from OHS. Focus 1 happens the second year of five-year grant cycle. We do not yet know when it is going to happen, it could be anytime from November 28<sup>th</sup> through the end of the program year, and we will be notified in advance. Managers have been preparing for the virtual review, have already done a round robin type of practice session. They may ask for a participant from Parent Community Association, Carolyn will reach out if we do.
- C. PBIS Buzz Note Recipients**- Carolyn explained what buzz notes are and how the list has gotten bigger for this month!
- D. Policies and Procedures**- Aron motioned to approve, Becky second
- E. Health and Safety Screeners**- It is a checklist done for each site. We have no major concerns with any of our buildings, but there is some painting that needs to be done at Firetree Place. We will be opening that location again in the next month and a half. Some fire extinguishers were out of date, but that has been resolved (it was a timing issue). There was an ant problem at 4 Mile and that was taken care of because we have Ulrich come monthly.
- F. IM: Reporting Child Health and Safety Incidents** – Overview of when we are supposed to make reports to OHS. Must report injuries, discipline that happens, improper release of a child to someone not on emergency form. There is a webinar everyone is signed up for as a refresher on this tomorrow (10/13), but Carolyn feels like we are in very good shape with this. Aron asked about an ALICE trainer. Jim and Carolyn said they were trying to get someone to come in this fall to do the training again. Aron also asked how updated our training was and discussed a yearly video training they participate in. Jim and Carolyn said they needed to check into the specifics, but Carolyn stated these are things constantly talked about throughout the year at various meetings.
- G. Next Steps for Membership**- Carolyn offered to vote in Jenna Neece and Adria Eck to Parent Community Association. Aron motioned to approve membership, Becky second.
- H. AL Resignation** – Had a job change and is moving.
- I. Success Stories**- Approval of hiring a Family Advocate and are getting ready to make another job offer. The Family Advocate teams has been sending out post cards with motivational sayings on them at random to families- they have gotten a lot of text messages thanking them and it has been nice to have the communication outside of the typical paperwork conversations.
- J. Hiring/Resignations**- Amy McHugh-Teacher, Jennifer Kramer-Classroom Aide, Bethany Baughman-Teacher, Susan Mayer-EHS Home Visitor Lycoming County, Brad McCormick-Teacher, Naomi Cross-Classroom Aide Floater, Laura Kale-Family Advocate, Melissa McDermot-Mental Health Consultant. Aron motioned to approve, Felicia second
- K. Other Topics**- No additional topics



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**VII. Trainings:** No trainings this month, Janna will be coming in to discuss PBIS and we will need an ERSEA training for Selection Priorities soon.

**VIII. Good of the Order:** No additional notes

**IX. Meeting Schedule:**

**A. Policy Council Meeting:** November 9, 2022, 9:30am, Zoom Call

**X. Adjournment:** Becky Motioned to adjourn, Ruth second. Meeting adjourned at 10:28am.

**Enclosures:**

1. Policy Council Agenda
2. Policy Council Minutes September 14, 2022
3. Policy Council Minutes July 13, 2022.
4. Policy Council Financial Report 2022-2023 Fiscal Year
5. Head Start – FAA Major Budget Categories – Budget to Actual Analysis
6. Early Head Start – FAA Major Budget Categories – Budget to Actual Analysis
7. Head Start Supplemental Budget
8. PreK Budget
9. MIECHV Major Budget Categories – Budget to Actual Analysis
10. Early Learning Pathway Report- September 2022
11. STEP Board Report: Head Start
12. STEP Board Report: Early Head Start
13. STEP Board Report: Pre-K Counts
14. Buzz Note Recipients – September, 2022
15. IM: OHS Reporting Child Health and Safety Incidents
16. IM: OHS Strategies to Stabilize the Head Start Work Force
17. IM: OHS Guidance for Use of Funds Appropriated in the ARP Act of 2021
18. Documentation of Policy Council Hiring Approval: Amy McHugh, Jennifer Kramer, Bethany Baughman, Susan Mayer, Brad McCormick, and Naomi Cross  
Laura Kale, Melissa McDermot- Mental Health Consultant