



## STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	September 8, 2021
--------------	---------	-------------------

**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)			
Malena Dunn		Past Parent	P		
Erica Blair		Muncy PreK			
Tracy Shade		LH #1 (CCCC)			
Alicia Leathers		LH #4 (CCCC)	P		
Canda Boatman		Past Parent			
Community Representatives (Voting Members):					
Patti Wylie		WASD			
Angie Sees		BLaST IU #17			
Ruth Love-Schooley		CareerLink			
Aron Carter		JSSB	P		
Staff (Non-Voting):					
Carolyn Hawk		Boyd Street	P		
Shannon Cohick		Boyd Street	P		
Denise Baney		Boyd Street	P		
Melissa Edmonds		Boyd Street			
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:** No quorum.

### IV. Reports

**A. Treasurer's Report**-we are 9% under budget. We have leftover in our budgets and will have no penalties as we are aware. We are under budget due to virtual programming. The HSSAP fiscal year started July 1.



## STEP Head Start Policy Council Minutes

**B. STEP Board Report-** The Strategic Plan progress is 58/58 compliance in COPUS. The Strategic Plan will be part of the orientation next year for Policy Council. We are organized to appropriately meet the standards. The Flexible Instruction Plan for STEP Head Start was approved; this is a requirement for PreK Counts. Want to find funding to allow Kindergarten Camp to be a recurring activity offered. Next year we can use COVID funding, but we will need to find it in the operational budget moving forward from there. Board Reports are not in packets because they are not yet so will receive 2 sets next month.

**C. Director's Report-** EHS is back in session since the beginning of August; Preschool went back on August 23. We had to shut down one day due to a positive COVID case. This is challenging, but we are moving forward. Staff are resigning and out sick as well, but we are doing our best to keep it going. We are combining a classroom due to a staff resignation and not having the ability to fill the staff position quick enough (it takes a good month to get someone in place). We need at least 2 staff per classroom and it is a juggling act each day to do this. We are handling it one day at a time to keep kids safe. We are mandating masking (since the beginning) and parents are starting to express their concerns over not wanting to mask. Parents are quoting senate bill 846 which isn't passed yet and does not apply to early education, only school age public education. Parents feel it is political and not a health concern. May need a statement from STEP Admin to write to parents about our masking policies. Carolyn does parking lot duty each day at RH and most adults (and children!) are being amazing about wearing masks. We have to do what we need to do to keep kids safe and if masking if that, we will do just that. Our funders need us to mask. Aron asked what to do if a parent is adamant about not wearing a mask, what do we do? Doctor's note for medical reason to not wear a mask is okay. We are not confrontational with a parent. Parents have a choice – if they don't wear a mask, they can go on the wait list for our program. We do not require wear masks outside and we do take mask breaks for the needs of the children. Jim supports getting communication out to parents to reiterate the direction of masking. Jim asked if we don't take a family because they won't mask, what options do we give family? Virtual is not an acceptable option per OHS. Teachers can't be responsible for virtual and in person instruction.

**D. Family and Community Engagement Report** – Melissa is officially out on maternity and Kayla started on Tuesday last week. She is out on vacation this week, so we are excited for her to begin back next week. She will be working on our PBIS Fall Fest Kickoff event with Janna, our PBIS Specialist. We are participating in recruitment events all summer long and a drive through baby shower tomorrow. Kayla will be joining our Policy Council team.



## STEP Head Start Policy Council Minutes

**Approval for the reports as read - No quorum.**

### V. Old Business

#### A. Operating Under COVID

- **Enrollments**- 107 vacant slots and 465 enrolled slots. We are putting a temporary hold on filling slots until we have more staff. The children's behaviors are difficult to handle when you do not have 3 staff assigned to a classroom and right now we only have 2 staff per classroom. We are combining a class at RH because of lack of staff and that will give us one empty classroom and time to make an appropriate new hire. We are constantly holding interviews, or trying to hold interviews, but it is a challenge. We have 32% of our enrolled children with diagnosis at this time and are still looking for a Mental Health Consultant to hire.
- **Masks**- See above sections for more details.

### VI. New Business

**A. Policies and Procedures**- In packets again, but no quorum to approve. No questions were presented. Tabled for next month.

**B. Governance Certification**- Jim and Carolyn went through to complete together. Plan to meet with Program Specialist as well for feedback. Please look to make sure you agree with the placed check marks and provide feedback. We need support and extra work in Parent Committees upon review. This appears to be our weakest area for improvement. Parent Committees work to help classrooms and then feeds into Policy Council. It will help us to create larger groups of people to support our program.

**C. By Law Updates**- No change. Policy Council must approve personnel policies, but Head Start policies are not different from STEP policies.

**D. Parent representative on the board**- Continue to work through that once Melissa returns from maternity, we will have more information.

**E. Success Stories**- Shannon shared seeing how great it is to see the kids back in EHS. All staff received a Dunkin Donuts gift card as a thank you for their hard work. Staff have appreciated the recognition. It is great to see everyone on the team bind together and help where needed to make the operation flow.

**F. Hiring/Terminations**- We will do an electronic vote for: 2 information assistants, for Hope CDC and Boyd St, Stacey Yaw and Patricia Leidhecker.

**No quorum for motion for approval.**

**VII. Trainings:** Resuming this fall. Most are virtual.



## STEP Head Start Policy Council Minutes

### **VIII. Good of the Order:**

- N/A.

### **IX. Meeting Schedule: Next Meeting is October 13 at 9:30 am.**

### **X. Adjournment:** Meeting adjourned at 10:25am.

### **Enclosures:**

1. Policy Council Agenda
2. Policy Council Minutes August 11, 2021
3. Policy Council Financial Report 2021-2022 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. Enrollment Report – September 2021
10. Policy & Procedure: Employee Physical Exam and TB testing
11. Policy & Procedure: Professional Development
12. Policy & Procedure: Definitions- Early Head Start and Head Start
13. Policy & Procedure: Curriculum- Preschool
14. Policy & Procedure: Family Involvement in Home Visits
15. Policy & Procedure: Volunteer Time Documentation
16. Policy & Procedure: Child Abuse & Neglect
17. Policy & Procedure: Policy Council
18. Policy & Procedure: Performance Appraisal
19. Policy & Procedure: Code of Conduct
20. Policy & Procedure: Practice-Based Coaching
21. Policy & Procedure: Adult Meals
22. Policy & Procedure: Meal Attendance Documentation
23. Policy & Procedure: Menu Availability
24. Policy & Procedure: Behavior Incident Reports
25. Governance, Leadership, and Oversight Capacity Screener
26. Policy Council By-Laws