



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	April 13, 2022
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<b>Parent Representatives (Voting Members):</b>		<b>Site</b>	<b>Attendance</b>		
Alicia Leathers		LH #4 (CCCC)	E		
Felicia Lore		Cedar and HBA- EHS	P		
Michelle Krauser		Firetree	E		
<b>Community Representatives (Voting Members):</b>					
Patti Wylie		WASD	P		
Aron Carter		JSSB	P		
Angie Sees		BLaST IU #17	P		
Ruth Love-Schooley		CareerLink	E		
<b>Staff (Non-Voting):</b>					
Carolyn Hawk		Boyd Street	P		
Shannon Cohick		Boyd Street	P		
Denise Baney		Boyd Street	P		
Melissa Edmonds		Boyd Street	P		
Kayla Butters		Boyd Street	P		
Jim Plankenhorn		STEP	P		
<b>Guests (Non-Voting)</b>					
Maggie Merk		Round Hills	P		
Balinda Edmond		Round Hills	P		
Janna Gohl		CCCC	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 Hawk called the meeting to order at 9:39am.

**II. Welcome and Introductions:** We want to welcome all members!

**III. Approval of Minutes:** Motion for approval of minutes from March 9, 2022 by Pattie Wylie, 2<sup>nd</sup> by Angie Sees.

### **IV. Reports**

**A. Treasurer's Report-** Carolyn reports that we are underspent due to staff vacancies and there has been discussion on what our options are. Due to this being the first year of our grant schedule, we are eligible for a carry over of funds. We are looking at the best way to do this that is financially appropriate. We are discussing projects and their approval, with a process and steps involved.

**B. STEP Board Report-** Met on March 21<sup>st</sup>. Approval for Head Start and Early Head Start grant for 2022-2023 program year. We are in the early planning phase of a project in the CCC's undeveloped space to benefit our staff and customers. Recruitment for the Early Learning Pathway is a topic of discussion to help with staffing.

**C. Director's Report-** See old and New Business. Tomorrow (4/14) is our annual staff in-service day being held at Camp Susque as a staff wellness day. There will be scavenger hunt on the way to the location and staff will carpool together to engage in this activity. There will be lunch provided, a project, games, smores, and a good time for all! This will be the first time the entire group has been together since 2019. A job fair was held at the Round Hills Campus on 4/12 with an interview scheduled for a classroom aide candidate. Additional staff recruitment events are being planned for this year.

**D. Family and Community Engagement Report-** We are beginning to phase back into in-person parent meetings and community events. The Family Advocates held a parent committee meeting at the Boyd Street office building on 4/1. Due to the exceptional number of RSVP's, this was held in 3 sessions. The turnout was 26 families (69 total people) across the 3 sessions. Excellent feedback was received, and we look forward to holding more in-person parent committee meetings moving forward. Staff are getting back into community recruitment events as well. Head Start has requested space at the First Friday events in downtown Williamsport from May-September and the kids First Friday event will be in August. Staff also plan to have a recruitment table set up at the Sojourner Truth Ministries Annual Health Fair on May 20<sup>th</sup>.

**Approval for the reports as read-** Motion for approval by Pattie Wylie, 2<sup>nd</sup> by Felicia Lore.



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### V. Old Business

#### A. Operating Under COVID

- **Enrollments-** See report in packet- we currently have 195 vacancies. Family Advocates are working with families who lost transportation, leading to several parents unable to transport. We have been able to transfer children with IEPs in virtual or closed classrooms back to in-person learning in the classroom. Due to staffing issues and capacity, no new children are being enrolled at this time.
- **Staffing-** We are still down in numbers for staff. We are at approximately 30 vacancies across the board with Head Start and Early Head Start. There are many factors that lead to this. It has been discussed how we can “home grow” current staff with our training budget to pay for college classes and credentials.
- **Masking-** We are still required to mask while indoors. Masking outdoors has been lifted. The vaccine mandate is still in place with no changes.

### VI. New Business

**A. By Law Updates/ Rename of Policy Council-** There is an updated copy of the By-Laws in your packet including the new name of “Parent Community Association (PCA)”. This is being approved today by the committee and will go into effect on October 1, as the new year begins. By-Laws show the change that this will cover PreK Counts. The terms of office have also been changed, with an addition to the “honorary member” for those with several years of commitment.

**Approval of By-Law reports- Motion for approval by Aron Carter, 2<sup>nd</sup> by Patti Wylie.**

**B. Parent representative on the STEP board-** Still in need of a parent representative.

#### C. Grant Updates

- **PreK Counts-** Continuation grant was submitted and approved.
- **HSSAP-** Still waiting for the approval.
- **Under-enrollment Status-** There is potential to receive less money than requested due to being under-enrolled (less than 90%). On March 1<sup>st</sup> we were at 67% enrollment.

**D. HS/EHS Grant- Still working on this-** In progress, due May 1.

- **No change to the program this year. Since this is a continuation grant, we need to report on any changes or additions to the program.**
- **Self-assessment-** New this year. We followed the Office of Head Start process and received excellent feedback on all topics discussed. The self-



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assessment was based on 4 areas pertaining to our program (COVID response, Staff Recruitment and Retention, Social-Emotional Foundation in Children, and Family and Community Engagement). Leadership, front-line staff, community members, enrolled parents, and Policy Council members were all a part of this assessment. The feedback is that it ran smoothly, and all sub-committees presented information, ideas, and potential goals for their topic. At the managers meeting this month, leadership will be presenting information and prioritizing goals that needed to be immediately addressed and those that we can incorporate into the work plans for the year.

- **Goals-** The following goals were submitted with our grant last year: First goal was to develop a more formal self-assessment process to gather feedback- accomplished. Another goal was to determine a data collection plan. This is in place and we are moving on to the next step of utilizing it with our program planning. Laurel is working on class observations. Shannon is working on strengthening our coaching model. Janna and Maggie are working on the PBIS with Fidelity- preset meeting will be in May for our CC location. Another goal was to strengthen our community relationships with school districts- we are working well with WASD and Keystone Area. In regards to safety and emergency plans, we are training staff more effectively. We are increasing our family engagement efforts by Family Advocates setting goals with enrolled parents. Spanish materials for our Spanish-speaking families are becoming more readily available and easily accessed. This is all excellent work on goals to share with our grant.

### **Approval to submit HS/EHS grant- Motion for approval by Angie Sees, 2<sup>nd</sup> by Felicia Lore.**

- E. PBIS Buzz Note Recipients-** Janna created a Buzz Note Report to show staff that received a buzz note each month and why it was received. The report also shows the PBIS staff members of the month in each county.
- F. Success Stories-** Parent Committee Meeting on April 1<sup>st</sup> was a huge success. Our intern at the time, Felicia Lore, was a big help as she took this on as her project for her internship.

A grandmother was a participant in a zoom call for evidence-based home visiting. She spoke about how important the home visiting program is and the positive effects it has on her family. She emphasized her positive relationship with her child's current home visitor. Bradford/Tioga County was involved in an effort for us to show support for funding for this program in their county. It was wonderful to hear everyone share about how important the work that home



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visitors do and how it positively impacts relationships and education for the children and families.

- G. Hiring/Resignations-** The packet includes the following potential hires: Wendy Hunter for a EIMH Specialist. Jaqueline Ellsworth for EIMH Manager moving from an EIMH Specialist position. Althea Greene as a teacher assistant for EHS. Margorie Cummings as a substitute teacher for EHS. Cyleigh Tempesco as a substitute teacher for EHS. Olivia as a substitute teacher aide for EHS. Denise is working on a standardized form to present potential new hires rather than copy and paste emails.
- Kayla Butters presented her resignation from Policy Council as she will be resigning from her position as the Family and Community Outreach Specialist for STEP Head Start.

**Motion to accept hires and resignations- Motion for approval from Aron Carter, 2<sup>nd</sup> by Angie Sees.**

**VII. Trainings: PBIS Update-** During the month of March, a Flat Phoebe and Baby Bee activity was done to increase family engagement, increase awareness of PBIS expectations, increase staff engagement, and to remind children to be safe, kind, and responsible at home. A social story which encouraged parents to send photos to phoebe's email was included. We received a lot of photos and even comments from families expressing their enjoyment with the activity!

**VIII. Good of the Order:** Nothing to report.

**IX. Meeting Schedule:**

**A. Policy Council Meeting: May 11, 2022, 9:30am, Zoom Call**

**X. Adjournment:** Meeting adjourned at 10:40 am.

**Enclosures:**

1. Policy Council Agenda
2. Policy Council Minutes February 9, 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



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7. PreK Budget
8. MIECHV Major Budget Categories – Budget to Actual Analysis
9. Enrollment Report
10. STEP Head Start Policy Council By-Laws
11. STEP Head Start Annual Self-Assessment 2021-2022 Final Report
12. STEP Head Start Program Goals 2021
13. March Buzz Note Recipient Report
14. Email: Shannon Cohick presents new hire Wendy Hunter
15. Email: Julie Shaible presents new hire Althea Greene
16. Email: Julie Shaible presents new hire Marjorie Cummings
17. Email: Julie Shaible presents new hire Chyleigh Tempesco
18. Email: Julie Shaible presents new hire Olivia Fessler