



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	January 12, 2022
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Parent Representatives (Voting Members):		Site	Attendance		
Alicia Leathers		LH #4 (CCCC)	E		
Felicia Lore		Cedar and HBA- EHS	P		
Chyanne Parsons		Pine	E		
Michelle Krauser		Firetree	E		
Community Representatives (Voting Members):					
Patti Wylie		WASD	P		
Malena Dunn		Past Parent	P		
Angie Sees		BLaST IU #17	E		
Ruth Love-Schooley		CareerLink	E		
Aron Carter		JSSB	P		
Staff (Non-Voting):					
Carolyn Hawk		Boyd Street	P		
Shannon Cohick		Boyd Street	E		
Denise Baney		Boyd Street	P		
Melissa Edmonds		Boyd Street	P		
Kayla Butters		Boyd Street	P		
Jim Plankenhorn		STEP	P		
Guests (Non-Voting)					
STEP Board Representatives					
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 9:33 am.

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

III. Approval of Minutes: Motion for approval of minutes from December 8, 2021 by Aron Carter , 2nd by Felicia Lore .

IV. Reports

A. Treasurer's Report- we maintain the pattern of underspending for this program year due to not running transportation and not having the amount of staff we have in a typical year. We continue to work with fiscal to look at how we can spend the money in our budget so we don't have to return any of the grant funds. We are considering the equipment and supplies that we currently have and if they can be replaced and/or updated. There are currently no concerns.

B. STEP Board Report- The STEP Board met on 12/20/21. Much of the conversation centered around staffing due to COVID. STEP has taken measures to retain and recruit staff including staff lunches and a monetary bonus to all staff. The recent Vaccine Mandate may have a negative effect on staff in the future. The OSHA Vaccine Mandate was also discussed; STEP is a Federal Contractor so the OSHA Supreme Court Ruling may not have an effect on the agency. STEP Administration Team continues to meet constantly to receive guidance regarding this and the Head Start Vaccine Mandate that is in effect January 31st, 2022.

The Community Needs Assessment has been analyzed with high needs in the areas of housing needs, COVID-19 needs and childcare.

STEP is in the beginning stages of partnering with a Clinton County community agency to expand the services available at the Clinton County Community Center.

The STEP Board will have two vacancies as a long term member is stepping down. The Head Start parent representative is still open as well.

The Head Start Selection Priorities were approved.

C. Director's Report- see old/new business

D. Family and Community Engagement Report- We wrapped up the Mitten Tree Project in the middle of December with a total donation of 368 pairs of mittens, some of which included hats and scarves! 'Thank You' letters were sent to all that donated. During the month of December, children also colored a 'Thank



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You' page for NGA and they were delivered to Becky Pryor to show our appreciation for the warm clothes. As the new year begins, we are beginning to focus on Kindergarten registration for our preschoolers and assisting families in being ready for the transition.

Aron inquired about any summer programming that may be available to Head Start kids as well as the children that remained on the wait list due to staffing and enrollment restrictions. Patti Wylie is interested in helping in any way to prepare both Head Start and non-Head Start children for kindergarten and would be interested in partnering with Head Start if possible.

Approval for the reports as read- Motion for approval by Patti Wylie , 2nd by Malena Dunn .

V. Old Business

A. Operating Under COVID

- **Enrollments-** We maintain the hold on new enrollments in the Center-Based Preschool programs. Both Early Head Start and Preschool Home Based programs and Early Head Start Center Based programs continue to enroll new children. We have over 100 child vacancies currently. The Office of Head Start has remained relaxed on their full enrollment initiative that was to be effective this month. This will continue until the end of the program year; we are expected to be fully enrolled for 22-23 PY.
- **Staffing-** As of this meeting, we have 22 staff vacancies. This has had an effect on the classrooms being able to operate resulting in the closure of classroom, in which students are completely virtual until we can hire staff for those rooms. Due to staff illness and/or quarantine situations we have also had to temporarily close classrooms for periods of time. The feedback we receive from parents indicated that this year has been very difficult – having to find alternate childcare or transportation, putting plans for employment or school on hold and/or trying to complete virtual activities to count for attendance. Since January 3rd have 6 classrooms closed due to quarantine and 11 classrooms were closed due to staffing. The effects the constant closures and inconsistency on staff, child and parent mental wellness was discussed. It is not just our staff, staffing any agency is a nationwide crisis. In our program, we would typically be able to call on our Mental Health Consultant for staff and families, but that role is currently vacant.
- **Transportation-** still halted due to staffing



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- **OHS Masking and Vaccination Rule-** The Office of Head Start has included masking and vaccinations in their Performance Standards. The goes into effect on January 31st, 2022. We are unsure of how this may affect our staffing issues. There are still many unanswered questions, but we continue to look to OHS for any guidance available.
- **Exemptions-** There are certain situations in which an employee may be approved for an exemption. Medical and religious exemption paperwork can be completed and returned to HR to make a determination.

VI. New Business

A. By Law Updates

- **Terms-** Previous by-laws cut off Policy Council members after 5 one year terms. We don't want to limit anyone willing to stay on for an extended period of time; after 5 years they will turn to non-voting member status.
- **Changes/Additions-** removed the task of approving Head Start Personnel Policies, opened membership up to all Head Start children (to include PreK)

B. New member orientation- Scheduled for January 21st at 9:30. Everyone should have received the Zoom link.

C. Parent representative on the STEP board- we are still looking for a parent interested in serving on the STEP Board.

D. Election of members/ PC Chair- Malena has asked to resign as Policy Council Chair.

E. Rename Policy Council- The link for the Survey Monkey poll will be emailed to all members.

F. PBIS Buzz Note Recipients- 12 staff received a total of 19 Buzz Notes in the month of December.

G. Success Stories-

H. Hiring/Resignations- EHS Teacher Assistant- Charles Tyson.

I. Approval for the new hire recommendation- Motion for approval by Aron Carter, 2nd by Patti Wylie.

VII. Trainings:

VIII. Good of the Order:



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IX. Meeting Schedule:

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

X. Adjournment: Meeting adjourned at 10:21 am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes December 8, 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 – December 2021
10. STEP Head Start Policy Council By-Laws
17. Email: Diana Lynch December Buzz Note Recipients
18. Email: Diana Lynch Photo of SK's December Buzz Note
19. Photo: Jordan McCoy December Buzz Note
20. Photo: Olivia Penrod December Buzz Note
21. Email: Julia Shaible New Hire Approval for Charles Tyson