

STEP HEAD START POLICY  
COUNCIL MINUTES



ZOOM Meeting

9:32 a.m.

February 10, 2021

## WELCOME

I. **Meeting Start:** Carolyn Hawk called the meeting to order at 9:40am

II. **INTRODUCTIONS:**

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Maritza Pena	RH- Cherry	E
Malena Dunn	Past Parent	P
Erica Blair	Muncy Pre-K	E
Tracy Shade	EHS - CCCC	E
Alicia Leathers	EHS-CCCC	E
<b>COMMUNITY REPRESENTATIVES (Voting Members)</b>		
Patti Wylie	WASD	P
Angie Sees	Blast IU	P
Ruth Love - Schooley	Family Pathways — Penn State	E
<b>STAFF and Guests (Non-voting)</b>		
Shannon Cohick	Boyd Street	P
Carolyn Hawk	Boyd Street	P
Melissa Edmonds	Boyd Street	P
Jacqui Jamison	Round Hills	E
<b>STEP BOARD REPRESENTATIVES</b>		
Aron Carter	JSSB	P
Canda Boatman	Past Parent	E

**KEY P =**  
**present**

**E = excused**  
**absence**

**U = unexcused**  
**absence**

**T = notice of**  
**termination**

**R =**  
**resigned**

\*\*\*Four or more voting members constitutes a quorum per Policy Council By-Laws.

III. **AGENDA REVIEW:** Welcome and introductions. We had 4 guests in attendance this month: Nancy Saiers,

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Amanda Klein, Donna Flick and Jim Plankenhorn.

### IV. APPROVAL OF MINUTES: Aron, Patti

### V. TRAINING/EXCHANGE: None

### VI. REPORTS:

- a. **TREASURER'S REPORT:** No numbers that stand out as being concerning. We have spent about 50% of our budget and we are about halfway through the year. We continue to have lower numbers due to lower enrollment. We still have COVID grant money to be spent. All quarterlies are submitted and approved.
- b. **STEP BOARD REPORT:** Financials, outcomes and success stories are reviewed at each meeting. CSBG Work Plan was reviewed, CSBG Risk Assessment, 2021 Community Needs Assessment- results of these are important because we use them to plan programming and partnerships to ensure that needs are met. Social Justice Task Force continues to meet. The STEP Head Stat and STEP Annual Report were reviewed.
- c. **DIRECTOR'S REPORT:** Discussed below.
- d. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:** Continue to work with Angie to assist with families meeting family needs regarding food. Will be working with Lynn Landon to provide information on the ETAP program that STEP provides. Working with Denise and FAs to ensure goals, referrals, Family Assessments are completed and entered.

Approval for the reports as read — Patti, Angie

### VII. OLD BUSINESS:

#### a. Operating Under COVID

- **Building Closures-** classrooms are still operating virtually; staff are coming into classrooms/office spaces one day a week.
- **Virtual Programming-** all program options are still operating under virtual models. These look different for each program; they typically will touch base individually, offer a group session and do contactless drop offs of learning materials.
- **Virtual Learning —** We continue to meet virtually. Home Visitors and teachers are completing assessments and preparing for Kindergarten Transition meetings.
- **Health and Safety Guide-** we continue to adjust the guide according to new guidelines as they are released.
- **Food Service-** we started offering transportation for meal service this week; we served 52 families.
- **Transportation-** bus drivers are coming back to help with meal service delivery.

### VIII. NEW BUSINESS:

a. **Kindergarten transition meetings-** making connections with the families to ensure they have the information they need to complete registrations. Carolyn is working with KCSD to potentially plan a Kindergarten event for those families.

b. **Returning to classroom instruction-** looking to return to a hybrid schedule; tentatively beginning March 15<sup>th</sup>. We will need to work out transportation and meals; talk with families to see what model they would like to choose. No minimum number of children are required in a classroom. EHS HB will continue to be virtual; CB will be 5 days a week but only going half days.

\***WASD-** has been face to face for a few weeks now and it is running smoothly. Trying to minimize contact and crossing paths. Patti offered some insight on why WASD chooses remote learning days on 'snow days'- it provides continuity for students that participate. Expectations are different based on grade/age. Some families have chosen to stay remote; school looks at attendance, participation and success and if they are in the correct

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learning environment. Head Start also does remote learning on snow days

**c. Coaching-** Coaching is a requirement for Head Start. Stephanie Stamile will take on the role of coach for EHS. EI/MH Specialists will take on the roles in preschool. Each month, specialist works with classroom and completes a PBIS training. They then work together to implement training topics in the classroom and virtually based in individual classroom needs. Using COPA to track.

**d. Grant funding letter** — over \$5 million in Federal Grant funds for 8/21-7/22; have not received PreK, MCHIEV or HSSAP yet, but should be soon. We are in the first year of a five year grant cycle. Already starting to work on the grant due 5/1/21.

**e. OHS leadership change-** Director of Head Start (Dr. Bergeron) has stepped down; there is no replacement yet. She was a great leader and advocate for the program.

**f. Staff Inservice-** Barbara Orr will be presenting in April. The topics are Taking Care of Yourself as a Helper and Agency Healings.

**g. STARS reciprocity letter-** STARS program through OCDEL states that we meet requirements to be a Star 4 program.

**h. Success Stories-** CB teacher Amanda Klein and HB Home Visitor Nancy Saiers presented a PP presentation showcasing some of the activities that EHS has done over the course of virtual programming.

**i. Hirings/Terminations-** EI/MH Manager — Margaret Merk.

**approved by Patti and Aron**

**j. ERSEA Training PowerPoint** — Systematic approach to selecting our children according to HS Priority Guidelines. Have to serve all income eligible families before being able to move forward with selecting families who are over 100% Poverty Guidelines. When doing the application, we show them where they fall within the poverty guidelines so they have an idea of where they may be on the Wait List. Will also give information regarding other preschool programs if they fall beyond the income guidelines and we will not be able to serve. Recruitment cards come from parents and other agencies; given to FA to complete the application over the phone. We just started using Jot Forms so that we can get paperwork signed. FAs send applications to Donna who checks and verifies information. When classrooms/HB have openings applications are taken to leadership to approve selected child, registration completed and then teacher completes Initial Home Visit. Spots are to be filled within 30 days of an opening occurring.

**IX. Good of the Order:** Shannon explained that we are doing contactless drop offs with EHS materials. Patti noted that kindergarten registration was down this year. Next meeting- will be determined if December meeting will be necessary.

**X. ADJOURNMENT:** 10:30

Respectfully submitted,  
Melissa Edmonds

**ENCLOSURES:**

**ALSO DISTRIBUTED DURING THE MEETING**

- 1. Policy Council Budget Report — December 2020**
- 2. Federal Expenditure Report — December 2020**
- 3. State Expenditure Report — December 2020**
- 4. PA Pre-K Counts Expenditure Report — December 2020**
- 5. Early Head Start Expenditure Report — December 2020**

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- 6. MIECHV Expenditure Report –December 2020**
- 7. Grant Funding Letter**
- 8. Staff Inservice Training Topic Descriptions**
- 9. STARS Reciprocity Letter**