



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	August 11, 2021
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I. Call to Order: Carolyn Hawk called the meeting to order at 9:35 am.

II. Attendance and Introductions:

Parent Representatives (Voting Members):		Site	Attendance		
Maritza Pena		Cherry (RH)	R		
Malena Dunn		Past Parent	P		
Erica Blair		Muncy PreK	E		
Tracy Shade		LH #1 (CCCC)	E		
Alicia Leathers		LH #4 (CCCC)	E		
Canda Boatman		Past Parent	T		
Community Representatives (Voting Members):					
Patti Wylie		WASD	E		
Angie Sees		BLaST IU #17	P		
Ruth Love-Schooley		CareerLink	P		
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	P		
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: Ruth made a motion to approve June minutes. Aron seconded the motion. Motion carried.

IV. Reports

A. Treasurer's Report- We have about 85% of COVID funding spent, and are still under budget due to COVID. We did not have typical operational costs such as



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transportation, utilities, professional development, etc... We are working with OHS to spend the funds.

B. STEP Board Report- The STEP Board did not meet in July, but will meet Monday August 16th, 2021. Aron will provide an update in September. In regards to the Pathway reports, despite COVID flexibility and enrollment obstacles, Head Start and Early Head Start maintained well over 50% attendance.

C. Director's Report- See Old/New Business.

D. Family and Community Engagement Report – currently helping to cover caseloads and take over Family Advocate Manager position. Working with advocates to complete Family Assessments which will help with program planning for parent events and outreach through the year. The Family Engagement team has done multiple recruitment events throughout the summer to help build the wait list.

Approval for the reports as read. Aron made a motion to approve the reports. Angie seconded. Motion carried.

V. Old Business

A. Operating Under COVID

- **Enrollments-** We are following OCDEL and CC guidance as it changes regularly to plan for the program year. Early Head Start has been in session since 8/1. Our goal is for Federal programs to be fully enrolled by January 2022. PreK and HSSAP should be fully enrolled as soon as possible.

VI. New Business

A. IM: Monitoring- On site reviews will resume in January 2022 for Focus Area 2 and CLASS.

B. IM: Terminology Changes- The new director has made some changes to the terminology that is used by the OHS. Please see IM for specific changes.

C. COVID planning- continue to follow CDC and OCDEL guidelines. Masking is mandatory by all staff when around children indoors regardless of vaccination status. Had to make some changes to how we do transportation (there are restrictions as to how many kids can ride a bus and the seating lay out). We will not be brushing teeth or doing family style meals but can revisit in January. Daily Health Checks will be completed in the classroom, but that is something that have always done. EHS HV are resuming in-home visits (but are encouraged to go outside as much as possible); playgroups are also resuming in person.

D. Building Projects- Continue to work on building projects at the CCCC and RH campuses. These include the RH parking lot and bus loop (A. Carter requested



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pictures), new tile, new windows, EHS playground has poured surface, new waiter touchless water fountains, HVAC filter system, outside learning space at RH.

E. Practice Based Coaching- training completed by Shannon Cohick with members of Family Advocate and EI/MH teams. The teaching staff will also be included once they return. EI/MH will be coaching teaching staff revolving around PBIS, class environments, supporting challenging behaviors, monthly team meetings, goals, observations, resources. Practice-based coaching is a Head Start Performance Standard.

F. Policies/Procedures- item is tabled to give members time to review.

G. Success Stories- Kindergarten Camp. Laurel presented a PowerPoint that showcased the three-week long Kindergarten Camp at RH and the CCCC. This included fine and gross motor activities and lots of outside learning time. Each child received a Kindergarten book and a back pack. There were 40 children enrolled. A. Carter inquired about grants to continue programming like this each summer. R. Love-Schooley offered to do a parent piece.

H. Hiring/Terminations-

Hiring for Family & Community Outreach Specialist- Kayla Butters

Hiring for Family Advocate – Sheila Wadsworth

Resignation for Family Advocate- Jennie Hess

Motion for approval made by Ruth, seconded by Aron.

VII. Trainings: Will resume in the Fall

VIII. Good of the Order:

- We will continue to work with WASD to complete as many Kindergarten Registrations as possible. There are still Head Start children that haven't started their registration or haven't finished completing the process. Angie Sees also volunteered to help if any of the children are currently receiving serviced.
- July Meeting is cancelled.

IX. Meeting Schedule: Next Meeting is September 8th at 9:30 am.

X. Adjournment: Meeting adjourned at 10:39 am.

Enclosures:

1. Policy Council Budget- June 2021



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- 2.** Federal Head Start Budget – June 2021
- 3.** Early Head Start Budget – June 2021
- 4.** HSSAP Budget- June 2021
- 5.** Pre-K Budget – June 2021
- 6.** MIECHV Budget- June 2021
- 7.** Early Learning Pathway Report – May 2021
- 8.** IM: Monitoring
- 9.** IM: Terminology Changes
- 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