



STEP Head Start Policy Council Minutes

ZOOM Meeting	9:30 AM	January 10, 2024
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Parent Representatives (Voting Members):	Site	Attendance			
Felicia Rindos	WHB A, Mulberry, Willow	P			
Rasheeda Nixon	Oak	R			
Keionnah Strothers	WCB C	E			
Janet Roy	Redwood	E			
Community Representatives (Voting Members):					
Patti Wylie	WASD	P			
Aron Carter	JSSB	P			
Becky Swinehart	BLaST IU #17	P			
Ruth Love-Schooley	CareerLink	E			
Adria Eck	Former Muncy PreK	P			
Staff (Non-Voting):					
Carolyn Hawk	Boyd Street	P			
Shannon Cohick	Boyd Street	P			
Denise Baney	Boyd Street	R			
Melissa Edmonds	Round Hills	P			
Erica Blake	Boyd Street	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 called the meeting to order at 9:33 am.

II. Welcome and Introductions: We welcome Erica Blake as the new Deputy Director of Operations and Engagement. She will be attending meetings regularly.

III. Approval of Minutes from September 13th and November 8th, 2023. Motion made by Felicia, Becky seconded.

IV. Reports

A. Treasurer's Report- Nothing new to note; we are aware that it does still look as if we are over budget, however we plan to apply for another carryover grant. This will allow unspent funds from the last Program Year to be applied during this year. Unspent funds are a result of operating during Covid; we plan to continue to carryover over until we catch up.

B. STEP Board Report – Aron reported that the current 23-24 vision data was shared. The board members appreciated hearing these stories to understand the impact STEP Head Start makes on the community. All STEP Stars that were dedicated in December were Head Start staff members. Americorps is planning activities for week of January 15, 2023 to celebrate Dr. Martin Luther King Jr.

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

D. Family and Community Engagement Report – The Mitten Tree is wrapped up for the year; we have been lucky to have had quite a lot of mittens donated over the years and are looking to share with other agencies if there is a need. National Giving Alliance (NGA) sweatsuits and coats have all been distributed, over 300 items were given to families residing in Williamsport. We continue to offer parent meetings, complete applications and registrations.

Approval to Receive Reports as Read- Patti made a motion; Felicia seconded.

V. Old Business

A. PCA Offices

B. Meeting Schedule and Format

C. New Member Orientation

Items A, B, C- parent participation is needed in order to make any decisions on the above mentioned items. Will table for February meeting.

VI. New Business



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- A. Enrollment and staffing-** We currently have 100% of EHS slots filled and 97% of Head Start slots filled. We remain on our Under Enrollment Plan but are meeting all expectations. Our current goal is to continue to maintain this enrollment.

We do have some staff vacancies but we are at the highest rate of positions filled since Covid. Current openings include Teacher Assistant, Classroom Aide, Education Supervisor.

- B. Transportation Update-** PA State Law requires buses to be inspected twice a year. Our buses went to be inspected over our holiday break; we were quoted a price of around \$30,000 to repair three buses. The agency decided to get a second opinion which was far less and the buses were moved to various other garages. In the meantime, we did have to cancel transportation to Round Hills classes until the work could be completed. All buses were up and running as of 1/10/24.

- C. Notice of Proposed Rule Making-** The Office of Head Start has recently proposed updates to the Head Start Program Performance Standards. In order for changes to be officially made to these, programs and individuals have the opportunity to provide feedback (comment phase)- the proposal is currently in this stage. The proposed standards focus primarily on staff wages, staff/child wellness, family engagement staff caseloads and initiatives. Though the majority of feedback to the proposed changes is positive, The Office of Head Start cannot guarantee any funding increases to support these changes.

- D. HSSAP Monitoring Protocols-** As stated earlier, we are meeting enrollment requirements- this includes our HSSAP funded classes. We will not be required to return grant funds.

- E. Policies and Procedures**

Approval for Policies and Procedures- Aron made a motion, Patti seconded.

- F. Annual Report –** STEP released the Annual Report for all the program.

- G. Buzz Notes-** included in your packet

- H. Success Stories-** none at this time

- I. Hiring/Resignations-** Madison Snyder (EIMH Specialist), Paige Koziy (EIMH Specialist)

Approval for Hiring/Resignations: Felicia made a motion, Becky seconded.

- J. Other Topics-** none at this time

VII. Trainings: none at this time



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VIII. Good of the Order: Carolyn will send the Dream Week schedule and OHS webinars that describe the proposed changes.

IX. Meeting Schedule:

A. Policy Council Meeting: February 14th, 2024 via Zoom (potential for in-person)

X. Adjournment: meeting adjourned at 10:16 am.

Enclosures:

1. Policy Council Agenda
2. Policy Council Minutes Sept 13th and November 8th, 2023.
3. Policy Council Financial Report 2023-2024 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. Early Learning Pathway Report- November 2023
10. STEP Board Report: Head Start- November 2023
11. STEP Board Report: EHS- November 2023
12. STEP Board Report: PreK- November 2023
13. IM: Notice of Proposed Rulemaking
14. IM: Enrollment Monitoring Protocols
15. Buzz Note Recipients: November and December 2023
16. Policy Council Hiring Approval: Madison Snyder and Paige Koziy
17. Policies & Procedures: Accident Reporting, Planning, Supporting Families to Maintain Consistent Center-Based Attendance, Weather Related Program Closures and Delays