



STEP Head Start Policy Council Minutes

ZOOM Meeting	12:00 PM	February 14 <sup>th</sup> , 2023
--------------	----------	----------------------------------

<b>Parent Representatives (Voting Members):</b>	<b>Site</b>	<b>Attendance</b>			
Felicia Rindos	Oak, Mulberry, WHBA	P			
Adria Eck	Muncy PreK	P			
Jenna Neece	Oak	P			
Cheyenne Reichelderfer	Spruce 2	P			
<b>Community Representatives (Voting Members):</b>					
Patti Wylie	WASD	E			
Aron Carter	JSSB	E			
Becky Swinehart	BLaST IU #17	P			
Ruth Love-Schooley	CareerLink	P			
<b>Staff (Non-Voting):</b>					
Carolyn Hawk	Boyd Street	P			
Shannon Cohick	Boyd Street	E			
Denise Baney	Boyd Street	P			
Melissa Edmonds	Round Hills	P			
Jim Plankenhorn	STEP	P			
Krista Snyder	Boyd Street	R			
<b>Guests (Non-Voting)</b>					
Donna Flick	Boyd Street	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



## STEP Head Start Policy Council Minutes

### Agenda Review:

**I. Call to Order:** Carolyn called the meeting to order at 12:04 pm.

**II. Welcome and Introductions:** We have a quorum today and will be able to approve needed items.

**III. Approval of Minutes from December 14, 2022 and January 11, 2023.** Motion made by Felicia, Becky seconded.

### IV. Reports

**A. Treasurer's Report-** We continue to work with fiscal and currently have a carry over request for left over grant funds from the previous year to cover the current fringe and staff wage increases. We are close to being over budget, but have monthly meetings to ensure that we are staying on track for the remainder of the year.

**B. STEP Board Report** – Reviewed all program reports; there were no agenda topics directly related to Head Start at the last meeting.

**C. Director's Report** – see New Business

**D. Family and Community Engagement Report** – We had enough donations from the Mitten Tree to send out a second distribution. We have been able to fill some Family Advocate positions; we currently have one more opening. The Family Advocates are completing new applications for any child that remains on the wait list using the 2023 Federal Poverty Guidelines. Carolyn attended a meeting with the Kiwanis Club; the members made Friendship Cards to pass out to our Head Start children.

**Approval to Receive Reports as Read-** Felicia motioned to approve, Jenna seconded.

### V. Old Business

#### A. Operating Under COVID

- **Enrollments-** We continue to enroll new children. FAs continue to do applications for children that are eligible this year and next year.
- **Staffing-** We still have 3 classrooms that are closed compared to 2022 we had 10 closed classrooms. We have a visit scheduled with Lycoming College Early Education classes to recruit staff and have plans to schedule in other local education communities as well.



## STEP Head Start Policy Council Minutes

**B. Parent representative on the STEP board-** We continue to discuss having a parent Board representative. It is a requirement for the board.

**C. By-Law Status-**By-Laws are in the process of being reviewed by the STEP Board. The changes are minor and include PreK Counts parents allowed to vote and that commitment time for members being extended.

**Approval to Receive Reports as Read-** Rebecca motioned to approve, Adria seconded.

### VI. New Business

**A. FA 1 Monitor Review –** We received the report from the FA 1 Monitor Review. There were no areas of concern or non-compliance. Staff report that this review was very casual and seemed more of a conversation than being asked questions. The FA 2 Review will occur in 2 years.

**B. Evidence-Based COVID 19 Mitigation Policy approval –** topics include masking, handwashing, cleaning, protocols and reporting cases; also what each topic looks like during low, medium and high transmission rates.

**C. PreK/HSSAP under-enrollment-** we continue to work with our grant specialist. There is a chance that we will have to send back money due to not having slots filled. The Office of Head Start is starting to monitor data for Federal classrooms. This is not STEP-specific, Head Start programs across the country are having similar difficulties.

**D. OHS Funding Letter-** we received the same funding as we did last program year.

**E. Meeting times/days-** Would we have any members interested in changing the meeting times, days or format? Denise will send a survey.

**F. PHSA Conference-** if any parents would be interested let Carolyn know by 2/24.

**G. PBIS Buzz Note Recipients-** staff continue to recognize each other for being safe, kind and responsible.

**H. PCA Offices-** if anyone is interested in taking an office Head Start staff will support you through the transition

**Motion to Approve New Member-** Jenna made a motion, Adria seconded.

**I. Success Stories –** none discussed.

**J. Hiring/Resignations-** Abigail Burley (Family Advocate II), Kali Farnsworth (EHS HV),  
**Motion to Approve New Hires-** Patti made a Adria, Felicia seconded.

**K. Other topics-** Firetree and CCCC playgroup rooms passed Health & Safety Screenings.

### VII. Trainings: Eligibility Training – Donna Flick

-We have a conversation with parents to determine eligibility.

-Eligibility is based on income, age and risk factors.



## STEP Head Start Policy Council Minutes

-Income-based program; used to determine eligibility. Recently started to accept SNAP as a form of income in addition to SSI and TANF to make families categorically eligible.

-Enrollment Specialist keeps the applications; when we are under review they will ask to see them for accurate documentation.

-Q: What happens if income changes?

-A: Information is taken from the time the application was completed. It will need redone after 2 years in the program but transitioning and returning children's points are weighted so they have priority to come back into the program).

-Q: How often are applications done?

A: For anyone enrolled in the program, they are redone after 2 years (typically transitioning from EHS to HS, and then if they transitioned to HS when they turned 3).

-Reviewed how points are assigned to children and how the age priority differs from EHS to HS.

**VIII. Good of the Order:** Grant approval will need in the next few meetings, having a quorum will be important.

### **IX. Meeting Schedule:**

**A. Policy Council Meeting:** March 8 at 9:30 am.

**X. Adjournment:** meeting adjourned at 1:01 pm.

### **Enclosures:**

1. Policy Council Agenda
2. Policy Council Minutes January 11, 2023.
3. Policy Council Financial Report 2022-2023 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- December 2022
10. STEP Board Report: Head Start- December 2022
11. STEP Board Report: EHS- December 2022
12. STEP Board Report: PreK- December 2022
13. STEP Head Start COVID Mitigation Policy
14. Grant Funding Letter



STEP Head Start Policy Council Minutes

15. PHSA Spring Conference
16. Buzz Note Report
17. New Hire Approval- Abigail Burley
18. New Hire Approval- Kali Farnsworth