

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.
Williamsport, PA 17701

10:00 a.m.

April 27, 2017

I. CALL TO ORDER: Leigh McCarthy, Policy Council Chair, called the meeting to order at 10:10a.m.

II. ROLL CALL AND INTRODUCTIONS:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	P
Kara Smith	St. Johns & EHS CB Ly Co	E
Malena Dunn	Montoursville HB	P
Lapree Handy	EHS WHB A & RR 3	E
Amanda Hassler	Linn 2	E
Amber Wilt	Academy	P
Kenneth Hover	RR	E
Carmella Johnson	Firetree & EHS WHB	E
Amber Kohler	Academy	P
COMMUNITY REPRESENTATIVES (Voting Members)		
Paulette Clementoni	Domestic Relations	P
Melissa Magargle	Family Promise	E
Shelley Litz	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Community Connections	E
Aron Carter	Jersey Shore State Bank	E
Sara Gower	Ly Pre-K	E
Barb Forshey	Cl Pre-K	E
Tabetha Mayer	Linn Pre-K	E
Chairperson (vote in case of tie)		
Heather Woodrum-Stroble	Past Parent	E
STAFF (Non-voting)		
David Spring	Head Start Director	E
Sue Evans	Head Start Deputy Director	P
Rachelle Abbott	STEP Chief Operations Officers	P
Leah Borow	Operations Manager	P
STEP BOARD REPRESENTATIVES		
<i>Amber Wilt</i>	<i>LYCOMING COUNTY</i>	<i>See above</i>
<i>Aron Carter</i>	<i>CLINTON COUNTY</i>	<i>See above</i>

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: No new items were added.

IV. APPROVAL OF MINUTES: Malena Dunn, made a motion to approve the minutes of March 16, 2017. Amber Wilt seconded the motion. Motion carried.

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V. TRAINING/EXCHANGE: Amber Wilt, Malena Dunn and Leah Borow all attended the first day of the PHSA conference. Leah attended sessions on Family Engagement, Malena attended sessions on Child Dyslexia and Social Emotional Development. Amber attended sessions on Farm to Early Learning, Growing Healthy Children and Social Emotional Development. Amber also showed everyone a sectioned plate she got from the conference that give you portion sizes.

VI. REPORTS:

- a. **CORRESPONDENCE:** None
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- c. **PERSONNEL COMMITTEE REPORT:** None
- d. **STEP BOARD REPORT:** Amber Wilt reported that the Early Learning Grants were approved. There was a discussion on Health/Wellness and Employee Benefits and a discussion about the transition to Round Hills.
- e. **DIRECTOR'S REPORT:** David Spring was not present at this meeting. Both Deputy Director, Sue Evans and STEP COO, Rachelle Abbott attended the meeting to go over the 2017-2018 grants and budgets with the members. Sue Evans worked through each site and gave information on proposed changes that would be made to slots, program options and classroom relocations. She started with Renovo and moved through the sites in the following order Lock Haven, Jersey Shore, Williamsport, Montoursville, Muncy, Hughesville. Sue explained that they changes were bases on the Community Needs Assessment, the other early learning services other services president in our service area and difficulties filling Home-Based slots over the past few years. Sue also discussed the Program Standards and the shift in classroom hours. Council members asked about the PCHP program and also what their options are if they are currently enrolled in a class that is being affected by the proposed changes. Sue explained the ERSEA process and members were told to discuss their needs with their Family Advocate. Rachelle talked about what is being done to try to keep the PCHP program. Members expressed they wanted to help, Rachelle encourages them to contact their representatives and what that process looks like. Leah gave all members a hard copy of the current representatives, a sample letter and talking points. Sue then went through each of the proposed budgets and pointed out areas of importance. (Each member had hard copies of each budget to review). HSFED: \$3,482,151 – EHS: \$1,779,098 – MIECHV: \$162,500 – HSSAP: 968,103.64 – Pre-K: \$1,020,000.
Paulette Clementoni moved to approve the proposed 2017-2018 Grants and Budgets. Amber Wilt seconded the motion. Motion carried.

f. COMMUNITY NEWS & RESOURCE INFORMATION:

- Sara Gower talked about the Sensory Garden and announced that on Sunday, June 14th they will be holding a Child's Day and the first 50 kids will receive prizes. Sara will bring in a flyer that can be distributed to members and the classrooms.
- Amber Wilt talked about the Summer Alive program that runs from June 12th-August 4th. It's open to kids K-12, if you have a younger child you can attend, but need to stay with your child. All the program and volunteer info can be found at www.summeralive.org
- Sara Gower reported that the child seat information she received from her teacher was outdated. Sue Evans will be looking into the issue and assuring classrooms have current information.

Malena Dunn moved to approve the reports as read. Amber Wilt seconded the motion. Motion carried.

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VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

Job Description: Lead Family Advocate: The job description was reviewed and a vote was taken to approve. Amber Kohler moved to approve the reports as read. Sara Gower seconded the motion. Motion carried.

2017-2018 Policy Council Budget: Sue Evans went over the budget and how it breaks out. Malena Dunn moved to approve the reports as read. Amber Wilt seconded the motion. Motion carried.

Volunteer Recognition Event: Leah presented that she would like to have an event at both Clinton County and Lycoming County and would like it to be inside, so that weather is not a factor. The members proposed ideas including the Treasure Castle and a “Kids Fair” at the CCCC. Ideas will be further discussed at the Executive Committee Meeting and then again at the May Policy Council Meeting.

IX. CENTER COMMITTEE REPORTS: None

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$8.25	\$80.25	\$104.86
Amber Wilt	104.86	\$47.50	\$127.75
TOTAL	\$62.76	\$0.00	\$62.76

Malena Dunn moved to approve, Amber Wilt seconded the motion. Motion carried

GOOD OF THE ORDER: Dr. Shelly Litz from WASD reported that during the Head Start visit to the schools there are usually 20 children at a time, this year one visit had 31 children plus parents and it was too many children all at once. She also suggested that the children should visit the school they are actually going to attend rather than just visiting any of the schools.

XI. DOOR PRIZE: Winners: Sara Gower & Dr. Shelly Litz.

XII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Thursday, May 4, 2017 at 10 am.
- b. The next Policy Council meeting is Thursday, May 18, 2017 at 10 am.

XIII. ADJOURNMENT: Leigh McCarthy adjourned the meeting a 11:30AM.

Respectfully submitted,

Leigh McCarty
Chairperson

ENCLOSURES:

ALSO DISTRIBUTED DURING THE MEETING:

- 1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – March 2017.
- 2. Federal Expenditure Report – March 2017.

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3. State Expenditure Report – March 2017.
4. PA Pre-K Counts Expenditure Report – March 2017.
5. Early Head Start Expenditure Report – March 2017.
6. MIECHV Expenditure Report - March 2017.