

STEP HEAD START POLICY COUNCIL MINUTES

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

10:10 a.m.

August 18, 2017

- I. CALL TO ORDER:** Leigh McCarthy, Policy Council Chair, called the meeting to order at 10:05a.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	E
Kenneth Hover	RR	P
Carmella Johnson	Firetree & EHS WHB	E
Amber Kohler	Academy	E
COMMUNITY REPRESENTATIVES (Voting Members)		
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	P
Shelley Litz	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Community Connections	P
Aron Carter	Jersey Shore State Bank	P
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	P
Sue Evans	Head Start Deputy Director	E
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:** Melissa Magargle, made a motion to approve the minutes of June 15,2017. Malena Dunn seconded the motion. Motion carried.
- V. TRAINING/EXCHANGE:** No Report

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VI. REPORTS:

a. **CORRESPONDENCE:** None

b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.

c. **Treasurer's Report:** Leah Borow explained that the budget was completed from the past grant year.

d. **PERSONNEL COMMITTEE REPORT:**

Approved 7/7/17: Christy Turner, Early Head Start Home Visitor; Kelly Hill, Center-Based Supervisor; Danielle Bradley, Early Intervention & Mental Health Manager position(Heather Stroble, Deb Zinck, Melissa Magargle, Malena Dunn, Amber Wilt, Ken Hoover)

Approved 7/19/17: Kelly Bensinger, Preschool Center-Based Teacher; Justine Leicht, Teacher Assistant; Amber Day, Substitute Classroom Aide; Stephanie Stamile, Early Intervention & Mental Health Specialist; Janice Rubin, Early Intervention & Mental Health Specialist; Maryam Ali, Early Intervention & Mental Health Specialist (Aron Carter, Dr. Shelly Litz, Heather Stroble, Melissa Magargle, Malena Dunn, Amber Wilt)

Approved 8/2/17: Erica Heeman, Preschool Center-Based; Jessica Renniger, Preschool Center-Based Teacher; Stephanie Kreps, Teacher Assistant Floater; Sierra Young-Bey, Classroom Aide (Leigh McCarty, Malena Dunn, Ken Hoover, Aron Carter, Melissa Magargle, Heather Stroble, Amber Wilt, Tabetha Mayer, Deb Zinck, Dr. Shelly Litz)

Approved 8/7/17: Amanda Houtz, Classroom Aide; Melissa Metzger, EHS Home Visitor; Marilyn Williams, Cafeteria Aide; Todd Paulhamus, Cafeteria Aide (Heather Stroble, Leigh McCarty, Malena Dunn, Melissa Magargle, Aron Carter, Deb Zinck, Ken Hoover, Tabetha Mayer)

e. **STEP BOARD REPORT:** Aaron Carter explained that there was no meeting on July in the last meeting they talked about the progress at Round Hills. The next Meeting is Monday, August 21, 2017.

f. **DIRECTOR'S REPORT:** David Spring reported the State Supplemental Grant in the amount of \$968,104 has been approved to serve 94 child slots. The notice of award for the was received just minutes before this meeting. The total for that award is \$5,313,090, \$3,511,885 for Preschool Head Start and \$1,801,205 for Early Head Start. Preschool HS classes are set to begin in Renovo, Jersey Shore and Muncy next Wednesday. Preschool HS classes are set to begin at the Clinton County Community Center, Round Hills, Walnut Street and Firetree Place in two weeks beginning on August 30th. Preschool HS Home-Base visits are set to begin the last week in August. Round Hills is still a work in progress but is coming together nicely. David attended the UCLA Fellows Program and it was incredibly informative. The program gave him lots of new ideas including looking at new ways to use Data and even looking to hire an outside company to compile data. He's considering a Management Improvement Plan that will help define staff roles and hoping to kick off a comprehensive marketing plan. David explained the Adult Literacy Grant and that the program will be taking place at Round Hills. He also talked about how we will be partnering with the Central PA Food Bank to pilot the Backpack program at the new Round Hills site. David also reported that we have just signed at 3 year lease with Firetree Place and that the rent will stay level over those 3 years.

g. **COMMUNITY NEWS & RESOURCE INFORMATION:** None

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Heather Melissa Magargle moved to approve the reports as read. Aron Carter seconded the motion. Motion carried.

VII. OLD BUSINESS: None

Head Start Facility Guidance: The Office of Head Start issued updated Facility Guidance, the full guidance was distributed to member. There were no significant changes just small updates

2017/2018 Budget: The Policy Council Budget for the 2017/2018 grant year was distributed and explained.

Hiring Approvals: The following applicants were approved for hire: Tiffany Deremer, Teacher; Melissa Martin, Classroom Aide; Amanda Klein, EHS Teacher; Kirsten Frank, EHS Teacher; Melissa Edmonds, Family/Community Outreach Specialist. A

VIII. NEW BUSINESS:

IX. CENTER COMMITTEE REPORTS: None

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$8.56	\$0	\$8.56
TOTAL	\$8.56	\$0.00	\$8.56

Aron Carter moved to approve, Melissa Magargle seconded the motion. Motion carried

GOOD OF THE ORDER:

XI. DOOR PRIZE: 2 winners were drawn.

XII. ADJOURMENT: The meeting was adjourned at 11:20am.

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) – June and July 2017.
2. Federal Expenditure Report –July 2017.
3. State Expenditure Report – July 2017.
4. PA Pre-K Counts Expenditure Report – July 2017.
5. Early Head Start Expenditure Report – July 2017.
6. MIECHV Expenditure Report - July 2017.