

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

February 16, 2017

**I. CALL TO ORDER:** Amber Wilt, Policy Council Member, called the meeting to order at 10:10 a.m.

**II. ROLL CALL AND INTRODUCTIONS:**

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

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 January 5, 2017. Ken Hoover seconded the motion. Motion carried.

**a. TRAINING/EXCHANGE:**

**A.** Cynthia Romero, Head Start Region III Program Specialist gave an overview of her roll with Head Start and what she does for our organization.

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- V. **REPORTS:**
- a. **CORRESPONDENCE:** None
  - b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
  - c. **PERSONNEL COMMITTEE REPORT:** 1/24/17 Kelly Bensinger, EHS Teacher (6 votes), 1/23/17: Melissa Edmonds, Family Advocate- Brooke Miller, Teacher Assistant- Leigh McCarthy, Substitute Classroom Aide-Antonia Bellinger, Substitute Classroom Aide (6 votes)
  - d. **STEP BOARD REPORT:** David Spring said he would report the Board Meeting information during the Director's Report.
  - e. **DIRECTOR'S REPORT:** David Spring, Program Director, gave an update on Round Hills, he is planning the move and staffing. He also mentioned the need to increase transportation is being looked at. He reported that there the classrooms in Keystom Central schools could be a risk due to reorganization. He has also been in talks with the Muncy Schools Superintendent to discuss possible PreK expansion. David gave an overview the of Self-Assessment process and how a list of goals was put together and groups were assigned. He mentioned that he is looking for Policy Council Members to be part of the group, Ken Hoover, Tabitha Mayer, Sara Gower and Shelly Litz all said they have interest in being part of the group. He asked the group to think about job opportunities with Head Start and also let others know if the opportunities. David gave an update on the unattended child report and that we received no penalty. We received a letter today that the PCHP funding has been lost, but possible could be reallocated. David will email Policy Council members talking points, so that they can contact Representatives about reinstating funding.
  - f. **COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced the following information: Kevin Heinz story (suicide survivor) March 28<sup>th</sup> at Penn College, Being Mortal (cancer) Feb 22<sup>nd</sup> at Michael Ross Center, Hepburn Fire Department child seat check March 10<sup>th</sup>, Salvation Army will be holding a financial program on Feb 31<sup>st</sup>, Salvation Army received funding for Assets for Independence Program where you get matched money to buy a home, go to school or start a small business. If you save \$1000 for a home, you get a \$4000 match if you save \$500 for school/business you get a \$4500 match. Also, you could partner with the WATCH program to get further funding for nursing school.  
Sara Gower asked about planning a group outing to Knoebels, It was discussed that the logistics of this would be difficult, but David said that he would looking into it.  
Sara Gower also asked about asking for donations to support parent meetings, etc. David Spring told the group that he encourages this activity and members could approach businesses about donations. The group brainstormed possible businesses including Wies, Wegman's, etc. It was discussed that you just need a letter for most of these donations. Cynthia Romero also encouraged this type of outreach.  
**Deb Zinck moved to approve the reports as read. Paulette Clementoni seconded the motion. Motion carried.**
- VI. **OLD BUSINESS:** Standing Rules/Childcare Reimbursement: The updated policy was handed out.
- VII. **NEW BUSINESS:**
- a. **PERSONNEL:** Substitute Interviews are being set up for March 6<sup>th</sup>, a Family Advocate interview is being set up for next week.
- VIII. **CENTER COMMITTEE REPORTS:** Academy Street, Parent Meeting postponed until March 2<sup>nd</sup>, they will be making lasagna. The Community Center had a clothing swap. Reach Road had a Winter Fest.

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**IX. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:**

<b>NAME</b>	<b>MILEAGE</b>	<b>CHILD CARE</b>	<b>TOTAL</b>
Amber Wilt	\$14.98	\$0.00	<b>\$14.98</b>
<b>TOTAL</b>	<b>\$14.98</b>	<b>\$0.00</b>	<b>\$14.98</b>

Deb Zinck moved to approve, Melissa Magargle seconded the motion. Motion carried

**X. GOOD OF THE ORDER: None**

**XI. DOOR PRIZE:** Sara Gower won a mug; Amber Wilt won a cup

**XII. MEETING SCHEDULE:**

a. The next Executive Committee meeting is: Thursday, March 2, 2017 at 10am.

b. The next Policy Council meeting is Thursday, March 16, 2017 at 10 am.

**XIII. ADJOURNMENT:** Amber Wilt adjourned the meeting at 11:20a.m.

Respectfully submitted,

Leigh McCarty  
Chairperson

**ENCLOSURES:**

1. Treasurer's Report: December 2016.

**ALSO DISTRIBUTED DURING THE MEETING:**

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – January 2017.
2. Federal Expenditure Report – January 2017.
3. State Expenditure Report – January 2017.
4. PA Pre-K Counts Expenditure Report – January 2017.
5. Early Head Start Expenditure Report – January 2017.
6. MIECHV Expenditure Report - January 2017.