

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

January 5, 2017

**I. CALL TO ORDER:** Leigh McCarty, Acting Chairperson, called the meeting to order at 10:05 a.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	P
Malena Dunn	Montv. HB	P
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	E
COMMUNITY REPRESENTATIVES (Voting Members)		
Paulette Clementoni	Domestic Relations	P
Melissa Magargle	Family Promise	P
Shelley Litz	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Community Connections	E
Aron Carter	Jersey Shore State Bank	P
Sara Gower	Ly Pre-K	P
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
Dana Karichner	Family Engagement Manager	P
Leah Borow	Operations Manager	P
STEP BOARD REPRESENTATIVES		
	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 at this time.

**IV. APPROVAL OF MINUTES:** Paulette Clementoni made a motion to approve the minutes of November 17, 2016. Motion carried.

**a. TRAINING/EXCHANGE:**

**A. Self-Assessment:** David Spring, Program Director explained what Self-Assessment is and explained that we will be looking at our program and how it aligns

## **STEP HEAD START POLICY COUNCIL MINUTES**

with the new Performance Standards. We will be doing a lot of work around policies and procedures and Police Council will be involved in many aspects including but not limited to community focus groups, parent focus groups, sub committees to assist with looking at the various components of the program and updating and developing provide policies and procedures.

### **V. REPORTS:**

- a. **CORRESPONDENCE:** Policy Council received a Thank You card from Becky Pryor and the Newberry branch of NGA for the donation they received from the group last month.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met December 1, 2016. The group discussed ways to encourage more parents to be actively involved with Policy Council. Two small orientations were scheduled for December 16<sup>th</sup> at Reach Road and December 21, 2017 in Clinton County. The Executive Committee made the decision to move the December meeting from December 15, 2016 to January 5, 2017 due to the holidays. The agenda for today's meeting was also set.
- c. **TREASURER'S REPORT:** November 2016, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** The following individuals were approved via email on 12/9/16 with 6 votes: Angela Weikle – Classroom Aide and Kelly Long – Teacher Assistant Floater; and on 12/23/16 with 5 votes: Margaret Seyler – Teacher.
- e. **STEP BOARD REPORT:** Aron Carter announced that the December STEP Board meeting was rescheduled. He also announced that the closing for Round Hills was last Thursday December 29, 2016 and that the Penn Vale EHS Class moved to the corner of Northway Rd and 4 Mile Dr. and they will be having an open house this Friday January 6, 2017 from 1-3pm.
- f. **DIRECTOR'S REPORT:** David Spring, Program Director, announced that the EHS Penn Vale site would be moving over winter break to the old Radio station/childcare on Four Mile Drive. The contract was signed for the new notification system and should be in place within the next few weeks. Also, the Self-Assessment process will be starting soon and will include involvement from the Policy Council. He also announced that a new STEP Board Representative from Policy Council needs to be elected.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Aron Carter announced the annual MLK Day walk and day of volunteering will be held on 1/16/17. More information can be found on the Lycoming College website.

**Melissa Magargle moved to approve the reports as read. Motion carried.**

### **VI. OLD BUSINESS:**

#### **a. ELECTION OF CHAIRPERSON/VICE CHAIRPERSON:**

1. **CHAIRPERSON:** Leigh McCarty and Barb Forshey were nominated for Chairperson at last month's meeting but were not present to accept the nominations. Both accepted the nomination. The floor was opened for additional nominations and none were made. Ballots were cast and Leigh McCarty was elected Chairperson.
2. **VICE CHAIRPERSON:** Heather Woodrum-Stroble, Leigh McCarty and Barb Forshey were nominated for the office of Vice Chairperson at last month's meeting. Leigh and Barb were not present to accept the nomination. Leigh was elected Chairperson so her name was removed from the ballot. The floor was opened for additional nominations and none were made. Ballots were cast and the result was a tie. A motion

# STEP HEAD START POLICY COUNCIL MINUTES

was made Melissa Magargle to email out to members that were not present and have them vote individually via email. Motion carried.

## VII. NEW BUSINESS:

- a. **PERSONNEL:** Amber Wilt made a motion to approve Amanda Hinkal for the position of Classroom Aide. Motion carried.
- b. **NGA REGISTRATION:** Aron Carter made a motion to approve paying the \$50 registration fee for our program to participate with the Newberry Branch of the NGA. Motion carried.
- c. **STANDING RULES:** Melissa Magargle made a motion to updating the council representation based on current funded enrollment, to look into increasing the reimbursement rate for child care expenses, changing the wording in #3 to state that meetings will be held each month unless otherwise designated by the Executive Committee or Policy Council, and to change the wording in #4 to state "The starting date for all Policy Council members shall be recorded and a record of attendance kept so that we can be sure to follow the federal rule that no one may serve on Council for more than a total of five years. Motion carried.
- d. **BY-LAWS:** Aron Carter made a motion to update the Policy Council By-Laws to reflect the new Performance Standards and the updated Standing Rule. Motion carried.

## VIII. CENTER COMMITTEE REPORTS:

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

NAME	MILEAGE	CHILD CARE	TOTAL
Malena Dunn	\$8.64	\$0.00	<b>\$8.64</b>
Amber Wilt	\$14.98	\$0.00	<b>\$14.98</b>
<b>TOTAL</b>	<b>\$23.62</b>	<b>\$0.00</b>	<b>\$23.62</b>

### X. GOOD OF THE ORDER: None

### XI. DOOR PRIZE: Kenneth Hover and Leigh McCarty each won a coffee mug.

### XII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Thursday, January 12, 2017 at 10am.
- b. The next Policy Council meeting is Thursday, January 19, 2017 at 10 am.

### XIII. ADJOURMENT: Heather Woodrum adjourned the meeting at 11:30a.m.

Respectfully submitted,

Leigh McCarty  
Chairperson

### ENCLOSURES:

1. Treasurer's Report: November 2016.

### ALSO DISTRIBUTED DURING THE MEETING:

## **STEP HEAD START POLICY COUNCIL MINUTES**

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – November 2016.
2. Federal Expenditure Report – November 2016.
3. State Expenditure Report – November 2016.
4. PA Pre-K Counts Expenditure Report – November 2016.
5. Early Head Start Expenditure Report – November 2016.
6. MIECHV Expenditure Report - November 2016.
7. EHS Open House flyer.