

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

March 23, 2017

**I. CALL TO ORDER:** Leigh McCarthy, Policy Council Chair, called the meeting to order at 10:07 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	E
Malena Dunn	Montoursville 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	P
Amber Kohler	Academy	P
COMMUNITY REPRESENTATIVES (Voting Members)		
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	E
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	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
Dana Karichner	Family Engagement Manager	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:** Deb Zinck, made a motion to approve the minutes of February 16, 2017. Malena Dunn seconded the motion. Motion carried.

**V. TRAINING/EXCHANGE:** None

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### VI. REPORTS:

- a. **CORRESPONDENCE:** None
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- c. **PERSONNEL COMMITTEE REPORT:** On 3/16/17 the following staff were approved for hire through email; Kelsey Hoffman- Classroom Aide; Tabettha Mayer- Classroom Aide; Sarah Young- Classroom Aide Substitute; Ashley Yothers- Classroom Aide Substitute; Tisha Smeal- Classroom Aide Substitute; Tyanna Young- Classroom Aide Substitute; Amanda Weaver - Teacher; Angela Rothfuss-Family Advocate; Kristina Travis-Family Advocate (5 votes)
- d. **STEP BOARD REPORT:** Amber Wilt reported that the space at CCCC is going to be converted into 2 levels. Amber was instructed by David Spring not to report any more of the Board Meeting info with Dana Karichner and Leah Borow present.
- e. **DIRECTOR'S REPORT:** David Spring, Program Director, gave an update on Round Hills, they have pulled up flooring, removed the stage and created storage. If carpet was good it is being cleaning and left in place, bad carpeting is being replaced by tile and will continue to be replaced by tile as it needs replaced. David is working on quotes and date for moving. He cannot make a plan until he has the dates from the mover. He has asked for a budget revision to purchase a bus, vision spot screeners and a vehicle for the CCCC. David said that he would give the rest of his report at the end of the meeting. Both Dana Karichner and Leah Borow were asked to leave the meeting around 11am, so he could speak privately with the council. No briefing was given to Leah Borow, so that part of the meeting cannot be reflected in these minutes.
- f. **COMMUNITY NEWS & RESOURCE INFORMATION:** Leah reminded the council that the PHSA Conference is April 19<sup>th</sup> & 20<sup>th</sup> and if they are interested in attending to let her know right away. A few members expressed interest in attending. This caused discussion to move the April meeting date and it was decided that it would be moved to the 27<sup>th</sup> of April.
- g. **Amber Wilt moved to approve the reports as read. Ken Hoover seconded the motion. Motion carried.**

### VII. OLD BUSINESS: None

### VIII. NEW BUSINESS:

**PERSONNEL:** The following staff names were brought to the meeting for approval for hire Kirsten Frank-Early Head Start Teacher Assistant; Brenda Geyer-Teacher Assistant; Sarah Young- Classroom Aide. Amber Wilt moved to approve, Deb Zinck seconded the motion. Motion carried

### IX. CENTER COMMITTEE REPORTS: Montoursville Parent Meeting was held March 21<sup>st</sup>, they tie died. Reach Road Parent Meeting will be held March 28<sup>th</sup> from 4-5:30pm.

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

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$7.12	\$0.00	<b>\$7.12</b>
Amber Wilt	\$55.64	\$0.00	<b>\$55.64</b>
<b>TOTAL</b>	<b>\$62.76</b>	<b>\$0.00</b>	<b>\$62.76</b>

Malena Dunn moved to approve, Ken Hoover seconded the motion. Motion carried

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- XI. GOOD OF THE ORDER:** Head Start In-Service will be held on Friday, March 31<sup>st</sup>, 2017. It is an all-day training on Becoming a Trauma Informed Agency.
- XII. DOOR PRIZE:** No prize
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, April 6<sup>th</sup>, 2017 at 10 am.
  - b. The next Policy Council meeting is Thursday, April 27<sup>th</sup>, 2017 at 10 am.
- XIV. ADJOURNMENT:** Leigh McCarthy adjourned the meeting a 12pm.

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

A meeting was held with Policy Council following adjournment. Head Start staff was excused from the meeting and the Director discussed anticipated changes to the program for the upcoming 17/18 year. The conversion narrative to be placed in the HSES Grant was read verbatim. It explained the closing of 4.5 home-base classes, the movement of a Pre-K class from Lock Haven to Muncy, and the creation of a center-base class in Jersey Shore. There were numerous questions and discussions that ensued, with Policy Council understanding the need for the anticipated changes.

Additionally, the Director shared the staff ramifications of the changes. Although this was troubling to some Policy Council members, they understand the reasoning for the changes and the need to move forward.