

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

May 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	P
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.	P
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	P
STAFF (Non-voting)		
David Spring	Head Start Director	E
Sue Evans	Head Start Deputy Director	P
Leah Borow	Operations Manager	P
STEP BOARD REPRESENTATIVES		
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:** Malena Dunn, made a motion to approve the minutes of April 27, 2017. Amber Wilt seconded the motion. Motion carried.

**V. TRAINING/EXCHANGE:** No Report

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## VI. REPORTS:

- a. **CORRESPONDENCE:** None
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Meeting was held on May 4, 2017 at 10am. The focus of the discussion was the Annual Volunteer Awards Picnic. At the previous Policy Council meeting there had been a suggestions such as a kid's carnival, Treasure Castle, etc. This meeting was used to brainstorm ideas for the picnics in each county. After much discussion about what would work for the preschool age group we landed back on holding the picnics as usual. Leah is looking into dates and locations.
- c. **PERSONNEL COMMITTEE REPORT:** None
- d. **STEP BOARD REPORT:** Amber Wilt reported that there was a budget revision to current year federal grants that was approved. The revision includes \$73,000 for a bus, \$25,000 for a car and \$12,000 for vision screeners. She then gave an update on Round Hills, the flooring is done, the move is scheduled \$188,000 of the \$200,000 budget has been spent. There is an open house in July.
- e. **DIRECTOR'S REPORT:** David reported that the Round Hills classrooms, but the playgrounds will not be complete. There will be fencing and mulch for the playground. There is a grant being submitted to the FCFP for the remainder of the playground funds. Aron Carter asked if the parking lot is going to be repaved and is it going to be safe. David said it is not going to be repaved now, but maybe in the future, it's not as bad as the Reach Road site. David and Sue Evans will be conducting interviews for the Lead Family Advocate positions, there are 4 internal and 7 external interviews. David will let Policy Council know the dates and times of the interviews. There is also a Center-Based Supervisor position open. David is also working on a job description for a Family and Community Coordinator position. This position will work with recruitment and family engagement and will build relationships in the community. Knoebels is scheduled for June 17th, Leah will email out the flyer because it was not received by all members. There was an \$85 million dollar increase in federal Head Start funding, this was unexpected and is good news. David will be out of the office July 24<sup>th</sup>-August 4<sup>th</sup>.

### f. COMMUNITY NEWS & RESOURCE INFORMATION:

Melissa Magargle reported several community activities including: Bicycle Recycle has a good selection of bikes and kids can get free bikes; Homebuyer Gap Program, the city work with homebuyer to get 20% down; MADD is doing a walk, Ryder Park has an Open House on the 21<sup>st</sup>; Weekend yard sales at St. Joseph the Worker and Montgomery; Financial Literacy Classes, sign up through Salvation Army, they match \$100 savings.

**Melissa Magargle moved to approve the reports as read. Heather Strobel seconded the motion. Motion carried.**

## VII. OLD BUSINESS: None

## VIII. NEW BUSINESS:

**Hiring Approval:** Tiffany Rachau for STEP Head Start Substitute Classroom Aide position. Aaron Carter moved to approve the hire. Amber Wilt seconded the motion. Motion carried.

## IX. CENTER COMMITTEE REPORTS: Saint John's and Walnut Street holding Head Start Birthday parties this week to celebrate the 52<sup>nd</sup> year of Head Start.

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

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NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$17.12	\$0	<b>\$17.12</b>
Heather Stroble	\$47.08	\$0	<b>\$47.08</b>
Amber Wilt	\$44.94	\$0	<b>\$44.94</b>
<b>TOTAL</b>	<b>\$109.14</b>	<b>\$0.00</b>	<b>\$109.14</b>

Ken Hoover moved to approve, Melissa Magargle seconded the motion. Motion carried

### **GOOD OF THE ORDER:**

David Spring reported that the Early Learning Team spoke to the County Commissioners and they maybe purchasing Ready Rosie for the entire county.

Dr. Shelly Litz asked about how we do our vision screening and wondered if we were duplicating services. David explained the process and our student turnover during a year. We are only screening Head Start Children and they are being rescreened by the school, but there are many other students in the district that have not been screened, so there is only a small duplication.

**XI. DOOR PRIZE:** 2 winners were drawn.

**XII. MEETING SCHEDULE:**

- a. The next Executive Committee meeting is: Thursday, June 1, 2017 at 10 am.
- b. The next Policy Council meeting is Thursday, June 15, 2017 at 10 am.

**XIII. ADJOURMENT:** Leigh McCarthy adjourned the meeting a 10:57.

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