

STEP HEAD START POLICY COUNCIL MINUTES

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

10:07 a.m.

November 16, 2017

I. CALL TO ORDER: Leigh McCarthy, Policy Council Chair, called the meeting to order at 10:07a.m. The meeting began with a tour of Round Hills.

II. ROLL CALL AND INTRODUCTIONS: Patricia Wylie is replacing Shelly Litz at the community representative for Williamsport Area School District.

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Leigh McCarty	Round Hills	P
Kara Smith	St. Johns & EHS CB Ly Co (done 6/17)	E
Malena Dunn	Round Hills	P
Lapree Handy	EHS WHB A & Round Hills	E
Amanda Hassler	Linn 2 (done 6/17)	E
Amber Wilt	Academy	P
Kenneth Hover	RR (past parent)	P
Carmella Johnson	Firetree & EHS WCB	E
Amber Kohler	Academy (past parent)	E
COMMUNITY REPRESENTATIVES (Voting Members)		
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	P
Patricia Wylie	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Community Connections	E
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
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 October 19, 2017. Amber Wilt seconded the motion. Motion carried.

STEP HEAD START POLICY COUNCIL MINUTES

V. **TRAINING/EXCHANGE:** Ruth Schooley came to talk about the Family Pathways Program. She gave an overview of the program and answered questions. The program is a partnership between Penn State and STEP and is currently located at the Round Hills location, but they are considering a second location.

VI. **REPORTS:**

a. **CORRESPONDENCE:** None

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

c. **Treasurer's Report:** Leah went over the Policy Council Budget, with current spending mostly for parent meetings. David went over grant budgets.

d. **PERSONNEL COMMITTEE REPORT:** None

e. **STEP BOARD REPORT:** The board meeting will not be held until Monday, November 20th, so there was no report.

f. **DIRECTOR'S REPORT:**

- David announced his resignation with his last day being December 1, 2017.
- David discussed the hiring process for the Director position and that a Policy Council member will be part of the hiring committee.
- David reported that both the Fall Harvest at the CCCC and the Open House at Round Hills were a big success.
- David talked about the Head Start monitoring that will be taking place. He discussed the CLASS section and that 9 classrooms in Preschool will be assessed. He discussed that programs that fall into lowest 10% are up for reauthorization and will have to re-compete for funding. He told members that monitors will either attend a Policy Council meeting or meet with members. David asked for members who would be willing to meet with monitors. Both Leigh and Melissa volunteered. It was also discussed that either Amber or Aron should also participate since they both sit on the Board of Directors and Policy Council. He explained that it will be a conversation and they will ask about things that are discussed during meetings such as financials, grants, budget revisions, etc. Training will be provided to members at the next meeting.
- David will be doing a Board Training at the next Board meeting, so they are ready for monitoring.

g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Bike Recycle will have \$20 bikes for kids on Dec. 1st, Newberry Xmas Tree Lighting will be Dec 6th near Brodard. West End Christian Church will have Thanksgiving Dinner on Nov. 20th and Xmas Dinner Dec. 18th. West End Christian Church will have Thanksgiving Dinner November 24th, TLC will have an Open House Dec 12th and 13th. Firetree Place will be having an Open House Nov. 20th at 6pm, Family Promise is holding a Wine and Design Martini Glass Holiday Party on Dec 5th from 6:30-9:30.

Melissa Magargle moved to approve the reports as read. Ken Hoover seconded the motion. Motion carried.

VII. **OLD BUSINESS:**

A. **Selection Process Risk Factors:** Donna Flick the ERSEA Specialist came to discuss the selection process. The Policy Council has been reviewing the Voluntary Disclosure for what is included on it and how it is counted in the point system. Donna explained the selection process, how the point system works, how the Voluntary Disclosure form is used and answered questions. Members decided that they wanted her to look to see if there were trends in the Other Category.

STEP HEAD START POLICY COUNCIL MINUTES

VIII. NEW BUSINESS:

- A. **Monitoring Training:** David gave an overview, but training will take place at the next meeting.
- B. **New Hire Approval:** Chelsea Miller-Teacher; Michelle Beggs-Teacher Floater; Denise Hurlbutt, EHS Teacher Assistant Floater; Amanda Hottenstein, Family Advocacy II. Ken Hoover moved to approve. Patty Wylie seconded the motion. Motion carried
- C. **CACFP Finding:** There was a CACFP review on July 11, 2017, which led to a finding in an EHS classroom. The Finding Letter was given to members and Leah explained the corrective action that was taken.

IX. **CENTER COMMITTEE REPORTS:** An overview of meetings was given by Leah. Several names of parents that are interested in becoming Policy Council members have been collected during the Parent Meetings and Leah will be setting up an Orientation in December.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$17.12	\$0	\$17.12
Amber Wilt	\$52.43	\$0	\$52.43
TOTAL	\$69.55	\$0.00	\$69.55

Patty Wylie moved to approve, Ken Hoover seconded the motion. Motion carried

GOOD OF THE ORDER: Members decided to hold no meetings in December.

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

XII. **ADJOURNMENT:** The meeting was adjourned at 11:48 am.

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