

STEP HEAD START POLICY COUNCIL MINUTES

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

10:06 a.m.

October 17, 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	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	E
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
Patricia Wylie	Williamsport Area School Dist.	E
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	P
STAFF (Non-voting)		
David Spring	Head Start Director	P
Sue Evans	Head Start Deputy Director	E
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: Melissa Magargle, made a motion to approve the minutes of September 21, 2017. Heather Stroble seconded the motion. Motion carried.

V. TRAINING/EXCHANGE: None

STEP HEAD START POLICY COUNCIL MINUTES

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. We are ahead of where we should be in spending, so will be looking at future needs.
- d. **PERSONNEL COMMITTEE REPORT:**
Approved 10/2/17: Family Advocate: Mari Rowley, Judy McMullen & Danielle Bies; Cafeteria Aide Substitute: Leahia Atkisson & Megan Ireland (Melissa Magargle, Malena Dunn, Ken Hoover, Tabetha Mayer, Aron Carter, Heather Stroble, Amber Wilt)

Approved 10/5/17: Teacher, Tia Cole's; Classroom Aide, Kimberly Entz; Classroom Aide Substitute, Wendy Weaver; Teacher or Teacher Assistant Floater, Ashley Sherwood; Information Assistant, Linda Thompson (Melissa Magargle, Patty Wylie, Ken Hoover, Tabetha Mayer, Aron Carter, Heather Stroble, Amber Wilt, Deb Zinck)
- e. **STEP BOARD REPORT:** A Board Meeting was held, there was nobody present at this meeting that could report and minutes were not available at the time of meeting.
- f. **DIRECTOR'S REPORT:**
 - Mobile Dentist is taking place at Round Hills this Wednesday, Thursday and Friday. Minimal transportation makes the process a lot easier due to taking place at the Round Hills location.
 - The Fall Harvest will be taking place at the Clinton County Community Center on October 25th. It's a real nice event that allows you to see the CCCC.
 - The Round Hills Open House/Fall Harvest will be taking place on October 30th. There will be lots of activities including 400 pumpkins for decorating.
 - October 25th the FCFP will be visiting the Round Hills facility as part of our grant application for the playground
 - We will be monitored this year. Next Policy Council we will be reviewing Policy Council's monitoring responsibilities and deciding who may want to participate in that monitoring when it is scheduled. David will start monitoring training at the next meeting.
 - I have requested the assistance of a Grantee Specialist for our Family Engagement activities.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Salvation Army's Xmas registration is Nov. 9, 16, and 30 from 9a-12p; Nov 14, 21, 28 & Dec 5th from 9-12. You will need SS card, Photo ID and proof of income. American Rescue Workers Xmas sign up Nov 2nd. Family Promise has the following events: Box City Nov 3rd&4th, Auction (Fight to End Homelessness) Nov 4th, Blanket and Coat Give Away Oct 27th (Anyone who cannot be served name will be given to the United Way for their coat event). Mummers Parade on 10/21. Halloween at the Arena on 28th. Trunk or Treat at Baptist Church on route 87 Oct 30th. Mall Trick or Treat Oct 30th.
Melissa Magargle moved to approve the reports as read. Heather Stroble seconded the motion. Motion carried.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

Selection Risk Factors: There is a list of risk factors that are used as part of the selection process, these are a voluntary disclosure that Family Advocates go over with families while

STEP HEAD START POLICY COUNCIL MINUTES

completing a registration. These risk factors have not been reviewed in several years, so we started to look at the list and brainstorm ideas of what should be removed/added. This list will be reviewed by the full Policy Council, Family Advocates and Managers over the next month. All the feedback will be brought back to Policy Council to finalize an updated list.

- IX. CENTER COMMITTEE REPORTS:** Lots of Parent Meetings have been taking place, Leah should be receiving minutes from these meetings and will report them at the next meeting.

Date	Classroom
16-Oct	Bamboo/Willow
17-Oct	Cherry/Maple
24-Oct	Renovo HB/CB
24-Oct	EHS Home-Bases
25-Oct	Birch/Mulberry
26-Oct	Academy/Muncy
31-Oct	Spruce 1&2
1-Nov	Cedar/Aspen
2-Nov	Oak/Almond

- X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:**

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$8.56	\$0	\$8.56
Heather Stroble	\$52.43	\$0	\$52.43
TOTAL	\$60.99	\$0.00	\$60.99

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

GOOD OF THE ORDER:

- XI. DOOR PRIZE:** 2 winners were drawn.
- XII. ADJOURNMENT:** The meeting was adjourned at 11:26 am.

Respectfully submitted,

Leigh McCarty
Chairperson

ENCLOSURES:

ALSO DISTRIBUTED DURING THE MEETING:

- STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – September 2017.

**STEP HEAD START
POLICY COUNCIL MINUTES**

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