

STEP HEAD START POLICY COUNCIL MINUTES

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

10:10 a.m.

September 21, 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	P
Kenneth Hover	RR	E
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.	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	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 August 17,2017. Deb Zinck seconded the motion. Motion carried.

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V. TRAINING/EXCHANGE: The Annual PHSA Early Child Education Summit was full before the sessions were announced that is why the opportunity to attend was not announced to the Policy Council. David Spring will be doing a training with the Policy Council to get them ready for the federal review.

VI. REPORTS:

a. CORRESPONDENCE: None

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

c. Treasurer's Report: The Head Start financials were requested, but not received prior to the meeting, so could not be reviewed. The financials will be emailed with the minutes to all members. Leah went over the Policy Council Budget. David stated that we are seeking approval to purchase a divider for the large gross motor room at Round Hills.

d. PERSONNEL COMMITTEE REPORT:

Approved 9/1/17: Teacher, Amy Bower; Teacher Assistant Floater, Amanda Houtz; Classroom Aide, Donna Myers; Classroom Aide, Shyann Mincer (Melissa Magargle, Malena Dunn, Ken Hoover, Leigh McCarty, Aron Carter, Heather Stroble, Shelly Litz)

e. STEP BOARD REPORT: Amber Wilt reported that a new grant was submitted to maintain CCIS.

f. DIRECTOR'S REPORT:

- Federal Head Start Grant has been approved. The total for that award is \$5,313,090, \$3,511,885 for Preschool Head Start and \$1,801,205 for Early Head Start.
- All classes have started and as of Tuesday there were only 8 slots open, although children had been selected for those slots.
- The Adult Literacy Program is set to begin at Round Hills within the next couple of weeks. It is being provided by Penn State and is funded by a three-year grant to provide adult education in conjunction with comprehensive parenting education. It's 2 days a week and currently there are 3 parents interested.
- David has been working with Carrie, an AmeriCorp volunteer, and Lycoming College to coordinate efforts possibly revamp our recruitment materials to include pamphlets, flyers, postcards, the website, and recruitment videos.
- Anticipated federal review this year. There was a webinar for monitoring last week. The new monitoring is not every year of the 5 year grant cycle. It will be more conversation and less checklist focused.
- Activities....Round Hills open house 10/30. Mobile Dentist 10/18-10/20. Fall Harvest 10/25.

g. COMMUNITY NEWS & RESOURCE INFORMATION: Melissa Magargle reported that the American Rescue Workers will be opening their Christmas requests on Nov 1st. Favors Forward has a new director and they are doing Adopt a Family for the Holidays.

Heather Stroble moved to approve the reports as read. Amber Wilt seconded the motion. Motion carried.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

Hiring Approvals: The following applicants were approved for hire: Emmalyn Bennett, EHS Teacher Assistant; Marilyn Williams, Classroom Aide Substitute, Amber Day, Cafeteria Aide

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Annual Report: Annual Reports were handed out to the Policy Council Members.

IX. CENTER COMMITTEE REPORTS: None

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$13.91	\$0	\$13.91
Amber Wilt	\$32.10	\$0	\$32.10
TOTAL	\$46.01	\$0.00	\$46.01

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 11:12 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) – August 2017.
2. Federal Expenditure Report –August 2017 to be sent via email.
3. State Expenditure Report – August 2017 to be sent via email.
4. PA Pre-K Counts Expenditure Report – August 2017 to be sent via email.
5. Early Head Start Expenditure Report – August 2017 to be sent via email.
6. MIECHV Expenditure Report - August 2017 to be sent via email.