

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

April 4, 2018

I. CALL TO ORDER: Heather Stroble, Policy Council Chair, called the meeting to order at 10:08a.m.

II. ROLL CALL AND INTRODUCTIONS:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Leigh McCarty	Round Hills	E
Malena Dunn	Round Hills	P
Amber Wilt	Academy	P
Canda Boatman	Spruce	P
Stephan Henderson	Birch/WHB B	E
COMMUNITY REPRESENTATIVES (Voting Members)		
Paulette Clementoni	Domestic Relations	E
Patricia Wylie	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Community Connections	E
Aron Carter	Jersey Shore State Bank	P
Heather Woodrum-Stroble	Past Parent	P
Kenneth Hoover	Past Parent	E
STAFF (Non-voting)		
Carolyn Hawk	Head Start Director	P
Sue Evans	Head Start Deputy Director	E
Leah Borow	Operations Manager	P
Melissa Edmonds		E
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: Minutes were approved (Patty W, Malena D.)

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V. **TRAINING/EXCHANGE:** None

VI. **REPORTS:**

- a. **CORRESPONDENCE:** None
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- c. **Treasurer's Report:** Aron reviewed the financial report. No significant changes from last month. The fiscal department is working on the 2018-2019 budget which should be completed by April 13. We will email to the Policy Council for review and electronic vote since this meeting was moved to an earlier date.
- d. **PERSONNEL COMMITTEE REPORT:** The Classroom Aide at Firetree, has returned to her position after leaving for one day. She was not happy with her new job and wanted to return to Head Start.
- e. **STEP BOARD REPORT:** Terry Roller is retiring at the end of April. The Community Needs Assessment is in progress and we are looking for more participation from our parents and program partners. Focus groups will be scheduled in May to gather more information on specific topics related to the needs assessment.
- f. **DIRECTOR'S REPORT:**
 - Carolyn Hawk shared that the Federal Review will take place the week of April 23. We will be having both our CLASS review and Focus 2 review. The schedule for the week was reviewed as well as the need for Policy Council members to be available to talk to the review team on April 25 at 10am.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Patty shared that Ready Rosie is being used by our parents. Kindergarten registration numbers are ahead of last year. Amber shared that there is a Summer Program, Summer Live, held each year in Montgomery for kindergarten through 12th grade which includes meals, outdoor play, music, crafts, gardening and lots of fun activities. Younger children can participate with a parent.

Approval for the reports as read. (Amber W./Canda B.)

VII. **OLD BUSINESS:** None

VIII. **NEW BUSINESS:**

- A. **Self- Assessment:** Reviewed updated self-assessment updates for 2016-2017
- B. **May Event:** Early Head Start in doing an event in both Clinton and Lycoming Counties. Head Start will be planning 3 separate events, 2 in Lycoming and 1 in Clinton which will include fun activities for the children and a meal.
- C. **Grant Update/grant approval:** the fiscal department will have budget numbers ready for the grant by April 13. An email will be sent to the policy council with the budgets for review. There will be no changes to the grant this year. We are looking at a program year to build upon what we have and make our program strong. This vote was done via email (C. Boatman, H. Stroble, A Carter, D. Zinck, P. Wylie, K. Hoover)
- D. **Potential opportunity with Hope Enterprises/CDC:** Hope has approached us to use their CDC building on West Fourth Street for Head Start programming. Since we are not adding slots or programs this year we are looking at moving our program from Walnut Street to CDC. The rent would be half the cost and we would have space for offices and to house an on-site family advocate and supervisor. We are in preliminary stages of talks so we will keep the group updated as we know more.
- E. **PBIS Position:** We will be adding a PBIS position to encompass Lycoming County. Currently we are operating a pilot PBIS program in Clinton County only. The position has been posted and we will begin interviewing in the next few weeks.
- F. **Federal Review Expectations/Schedule:** Carolyn reviewed this in her director report.
- G. **Hirings/Terminations:** None to report.

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IX. CENTER COMMITTEE REPORTS: No reports received.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$8.72	\$0	\$8.72
Canda Boatman	\$8.72	\$0	\$8.72
Amber Wilt	\$52.32	\$0	\$52.32
Heather Stroble	\$33.79	\$9	\$33.79
TOTAL	\$103.55	\$0.00	\$103.5

GOOD OF THE ORDER:

XI. DOOR PRIZE: 2 winners were drawn.

XII. ADJOURNMENT: The meeting was adjourned at 11:06 am.

Respectfully submitted,

Heather
Stroble
Chairperson

ENCLOSURES:

ALSO DISTRIBUTED DURING THE MEETING

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – March 2018.
2. Federal Expenditure Report – March 2018.
3. State Expenditure Report – March 2018.
4. PA Pre-K Counts Expenditure Report – March 2018.
5. Early Head Start Expenditure Report – March 2018.
6. MIECHV Expenditure Report March 2018.

All reports were also emailed.