

STEP HEAD START POLICY COUNCIL MINUTES

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

10:10 a.m.

February 15, 2018

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:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Leigh McCarty	Round Hills	E
Malena Dunn	Round Hills	P
Amber Wilt	Academy	E
Canda Boatman	Spruce	E
Stephan Henderson	Birch/WHB B	P
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	E
Heather Woodrum-Stroble	Past Parent	E
Kenneth Hoover	Past Parent	E
STAFF (Non-voting)		
Carolyn Hawk	Head Start Director	P
Sue Evans	Head Start Deputy Director	P
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: Minutes were approved via email on 2/23/18 due to not having a quorum at the meeting. (Aron C., Ken H., Patty W., Deb Z., Malena D., Amber W.)

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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:** Leah gave an overview of financials.
- d. **PERSONNEL COMMITTEE REPORT:** No Report
- e. **STEP BOARD REPORT:** No report given
- f. **DIRECTOR'S REPORT:**
 - Carolyn Hawk reported that we have received the application instructions for the Head Start grant and it's in the works. She also announced that we will not be holding In-service this year. Carolyn also stated that at this point the Federal Review will take place in either April or May.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Malena passed around the Camp Susque Summer Booklet. Kindergarten registration is kicking off in March and Family Advocates are available to help anyone who needs it.

No approval for the reports as read. There was not a quorum present.

VII. **OLD BUSINESS:**

- A. **Vote of Officers:** Officers were nominated via a survey and we will utilize another survey to vote for the officers.

VIII. **NEW BUSINESS:**

- A. **Scholarship Application:** Reviewed a PHSA scholarship application for a past child who's graduating high school. The application will be submitted.
- B. **Self-Assessment:** Completing the report for this year's assessment.
- C. **School Readiness:** Reviewed the updated School Readiness category labels
- D. **Grantee Reporting Requirement Policy:** Handed out and reviewed the policy
- E. **Ready Rosie:** Handed out the Flyer and talked about this exciting opportunity being offered in Lycoming County.
- F. **Monitoring:** Gave out handouts and reviewed a training video for the upcoming federal review.
- G. **PHSA Conference:** Gave out the dates of the 2018 conference, this year is being held in Seven Springs.
- H. **Meeting Time:** A survey sent last month determined the meetings will be moved to the 2nd Wednesday of the month. Another survey will be sent to determine the meeting start time.

IX. **CENTER COMMITTEE REPORTS:** Academy Street held a meeting.

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

NAME	MILEAGE	CHILD CARE	TOTAL
Melana Dunn	\$8.72	\$0	\$8.72
TOTAL	\$8.72	\$0.00	\$8.72

Approved via email on 2/23/18 due to not having a quorum at the meeting. (Aron C., Ken H., Patty W., Deb Z., Malena D., Amber W.)

GOOD OF THE ORDER:

- XI. **DOOR PRIZE:** 2 winners were drawn.
- XII. **ADJOURNMENT:** The meeting was adjourned at 11:25 am.

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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) – January 2018.
2. Federal Expenditure Report – January 2018.
3. State Expenditure Report – January 2018.
4. PA Pre-K Counts Expenditure Report – January 2018.
5. Early Head Start Expenditure Report – January 2018.
6. MIECHV Expenditure Report - January 2018.

All reports were also emailed.