

STEP HEAD START POLICY COUNCIL MINUTES

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

10:08 a.m.

January 18, 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	P
Canda Boatman	Spruce	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	P
Heather Woodrum-Stroble	Past Parent	P
Keneth 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: Melissa Magargle, made a motion to approve the minutes of November 16, 2017. Amber Wilt seconded the motion. Motion carried

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V. TRAINING/EXCHANGE:

- Danielle Bradley, EIMH Manager, came and talked about the Mental Health Advisory Committee and invited members to attend the meeting on Tuesday, January 30th. Malena Dunn plans to attend the meeting.
- Sue Evans, Deputy Director, came and presented the school readiness outcomes from the following year and went over the fall baseline data for the current school year.

VI. REPORTS:

- a. **CORRESPONDENCE:** None
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- c. **Treasurer's Report:** Aron Carter went over the financials. He requested a year to date from the prior year be added to our reports.
- d. **PERSONNEL COMMITTEE REPORT:** On 12/20/17, 3 staff were approved for hire: 1 Classroom Aide, 1 Teacher Assistant and 1 Center-Based Supervisor. (K. Hoover, H. Stoble, M. Dunn, A. Carter, M. Magargle, D. Zinck, P. Wylie)
- e. **STEP BOARD REPORT:** The board has had 3 resignations and they are looking for 3 new people to sit on the Board.
- f. **DIRECTOR'S REPORT:**
 - Carolyn Hawk introduced herself as the new Head Start Director. This is only her third day and she has a packed training schedule. She talked about how she will be taking the lead on Policy Council and this transition will take place over the next few months.
 - Rachele Abbott introduced the new Head Start management structure that includes 3 Deputy Directors and the Director. She also went over the Organizational Charts for both Head Start and STEP.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Firetree Place has lots of programming for children and adults going on, it's only \$10 a year to be a member, check out their website or Facebook page for full details. Firetree Place will also be giving away new boys and girls clothing on Jan 21st at noon. There will be a job fair at the Holiday Inn on Feb. 8th. 211 is now taking referrals and UMPC will be a walk-in site. Point in Time Homeless Count for Lycoming County will be taking place on Feb. 24th, if you know where any homeless folks can be found please call 211 to let them know.

Melissa Magargle moved to approve the reports as read. Malena Dunn seconded the motion. Motion carried.

VII. OLD BUSINESS:

- A. **Selection Process Risk Factors:** Members asked that Donna Flick, ERSEA Specialist, list the top things stated in the other Other Category over the past year. That data was collected and the members reviewed and added 2 new choices to the Voluntary disclosure form.

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VIII. NEW BUSINESS:

- A. Ann Linehan Letter:** The letter was reviewed and Head Start Managers will be working on a list of reportable incidents.
- B. New Hire Approval:** 2 new staff were approved for hire: 1 Classroom Aide, 1 Teacher. Melissa Magargle moved to approve. Malena Dunn seconded the motion. Motion carried
- C. Selection Priorities:** Each year the Selection Priorities need to be reviewed and approved. Melissa Magargle moved to approve. Malena Dunn seconded the motion. Motion carried
- D. # of Hours a PC Member can Substitute:** The new selection priorities state that a number of hours must be set that a Policy Council Member can work as a Substitute and still remain on the Policy Council. It was decided that this would be 20 hours per week. Melissa Magargle moved to approve. Malena Dunn seconded the motion. Motion carried
- E. Update Policies:** Both the Impass Policy and the Confidentiality Policies needed to be updated to meet the new Head Start Standards. The updated policies were reviewed.
- F. Vote of Officers:** It was decided that the annual election of officers would be done via an internet survey. The survey will be completed prior to the next meeting.
- G. Winterfest: Jan 23rd from 4:30-6:30pm** We are going to be recruiting for PC at this event and H. Strobel volunteered to help.

IX. CENTER COMMITTEE REPORTS: No Report

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

Heather Strobel moved to approve, Amber Wilt seconded the motion. Motion carried

GOOD OF THE ORDER: Amber brought up a concern about the playground at the Academy Street Site. Carolyn will be looking into this concern and will report back with her findings.

XI. DOOR PRIZE: 2 winners were drawn.

XII. ADJOURNMENT: The meeting was adjourned at 11:50 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) – December 2017.
2. Federal Expenditure Report – December 2017.

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