

STEP HEAD START POLICY COUNCIL MINUTES

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

10:09 a.m.

March 14, 2018

I. CALL TO ORDER: Heather Stroble, Policy Council Chair, called the meeting to order at 10:09a.m.

II. ROLL CALL AND INTRODUCTIONS:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Leigh McCarty	Round Hills	E
Malena Dunn	Round Hills	E
Amber Wilt	Academy	P
Canda Boatman	Spruce	P
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	P
Heather Woodrum-Stroble	Past Parent	P
Kenneth Hoover	Past Parent	P
STAFF (Non-voting)		
Carolyn Hawk	Head Start Director	P
Sue Evans	Head Start Deputy Director	E
Leah Borow	Head Start Deputy Director	P
Melissa Edmonds		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 = E = excused U = unexcused T = notice of R =

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 (Ken H., Patty 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. Aaron shared there were minor findings on the audit but where agency related and not specific to Head Start.
- d. **PERSONNEL COMMITTEE REPORT:** No Report
- e. **STEP BOARD REPORT:** No report given
- 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. Staff are busy preparing for both. The review team will want to speak to policy council representatives during this week. Once we have more details we will let policy council know..
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Kindergarten registration is kicking off in March and Family Advocates are available to help anyone who needs it.

Approval for the reports as read. (Patti W./Ken H.)

VII. **OLD BUSINESS:**

- A. **Vote of Officers:** The following members will serve as officers:
 Heather Woodrum-Stroble-Chair
 Malena Dunn-Vice Chair
 Vacant-Secretary

VIII. **NEW BUSINESS:**

- A. **Code of Conduct:** Reviewed updated Code of Conduct policy. Added "Staff will not intentionally violate federal & program eligibility determination regulations or enroll ineligible participants". (Ken H./Amber W.).
- B. **Hirings/Terminations:.**
 - Hirings: Classroom Aide, JM(Patty W./Stephan H.), EHS Teacher Assistant Floater, CH(Stephan H./Amber W.), EHS Substitute, RM(Ken H./Stephan H.)
 - Terminations: 2 Classroom Aides, 1 Family Advocate, 1 Family Advocate Lead, 1 EHS Home Visitor
- C. **Annual Report:** Reviewed the 2017 Head Start Annual Report.
- D. **PHSA Conference:** The conference will be held at Seven Springs Resort this year April 11 & 12. If interested in attending, please let Leah Borow know.

IX. **CENTER COMMITTEE REPORTS:** No reports received.

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

NAM	MILEAGE	CHILD	TOTA
Heather Stroble	\$47.96	\$0	\$47.9
Amber Wilt	\$28.34	\$0	\$28.3
TOTAL	\$76.30	\$0.00	\$76.3

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GOOD OF THE ORDER:

- **Policy Council members would like staff names added to the organizational chart.** This will make conversations about personnel easier to follow.
- **Amber W.** shared that the parent events at Academy Street have been amazing. Parents have been participating in crafts and food experiences.

- XI. DOOR PRIZE:** 2 winners were drawn.
- XII. ADJOURMENT:** The meeting was adjourned at 10:50 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) – February 2018.
2. Federal Expenditure Report – February 2018.
3. State Expenditure Report – February 2018.
4. PA Pre-K Counts Expenditure Report – February 2018.
5. Early Head Start Expenditure Report – February 2018.
6. MIECHV Expenditure Report - February 2018.

All reports were also emailed.