

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

October 10, 2018

I. CALL TO ORDER: Heather Stroble, Policy Council Chair, called the meeting to order at 10:04a.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	E
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 and Guests (Non-voting)		
Carolyn Hawk	Head Start Director	P
Melissa Edmonds	Family/Community Engagement	P
Ruth Love Schooley	Family Pathway Program	P
Alicia Johnson	Parent	P
Allison Reeder	Parent	P
Patricia Hutchinson	Parent	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 of the September 12, 2018 meeting were approved (Malena D, Aron C.)

STEP HEAD START POLICY COUNCIL MINUTES

V. TRAINING/EXCHANGE: None

VI. REPORTS:

- a. **CORRESPONDENCE:** None
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- c. **TREASURER'S REPORT:** No significant changes from last month with the program just getting started. Carolyn presented a new format for reporting. The Policy Council would like to see a format that is easier to read and understand. Aron will work with Carolyn to create and will present at the November meeting.
- d. **PERSONNEL COMMITTEE REPORT:** No report.
- e. **STEP BOARD REPORT:** No report. Aron and Amber were unable to attend last board meeting.
- f. **DIRECTOR'S REPORT:**
 - Nothing reported under Director's Report. Carolyn shared information under the Old and New Business categories.
- g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
 - Fall festivals at Round Hills is planned for October 11. There will be games and activities for children and their families. There will also be community agencies in attendance offering information about their services and programs.
 - Melissa is working with the PA Fish Commission to plan a fishing trip for Head Start families as an end of year event. Each family would receive a rod and tackle box. Food and transportation would be provided. Looking at holding the event at Rose Valley Lake. Melissa has spoken to folks representing the gas companies in our area and there is interest in them sponsoring the event and paying for all the costs.
- h. **COMMUNITY NEWS & RESOURCE INFORMATION**
 - No information to share.

Approval for the reports as read. (Aron C, Amber W.).

VII. OLD BUSINESS:

- A. **By Law Update:** Carolyn presented an updated set of By Laws for Policy Council approval. The format was changed for easier reading and understanding. An electronic voting option was added for times when an approval was needed outside of regular meeting times. By Laws were unanimously approved. **(Aron C., Amber W.)**

VIII. NEW BUSINESS:

- A. **Update on Family Pathway Program:** Ruth Love Schooley shared that there are state and federal dollars to provide adult education for people 16 years of age and older to work on their GED and workforce development skills. Ruth is working with Head Start to offer education pieces, specifically under the Head Start umbrella in both Lycoming and Clinton Counties. She is working with all staff to recruit parents to participate in the program. She currently has 7 parents in the program with a goal of 30.
- B. **Vote of current Policy Council members:** Because of this being a transition year with a new director, Carolyn recommended that all current members stay on for a one-year term. This will provide an opportunity to grow the Policy Council and make necessary updates to processes and structure. **(Patti W., Amber W.)**
- C. **New Member Orientation in November:** Typically, we have held a new member orientation in October. Carolyn would like to have interested parents attend the October meeting then if they are interested in joining have the orientation in November. **(Amber W., Malena D.)**
- D. **School Readiness Goals:** Laurel Cowher and Julie Shaible presented the School Readiness Goals for 2017. Data is collected in the Fall, Winter and Spring on each child.

**STEP HEAD START
POLICY COUNCIL MINUTES**

It is observation based related to what the child has accomplished and what the child is still working on. The goals are as follows:

1. Social emotion
2. Physical
3. Language and literacy
4. Approaches to learning
5. Cognitive and general knowledge

The framework to plan for children and their families is based on lesson planning, goals for children, training for staff, learning environments and parent opportunities.

- E. Health and Safety Screeners:** Health and safety screeners were completed in all of the Head Start facilities. There were no issues found. Once approved by Policy Council, Carolyn will submit a certification signed by the Policy Council Chair and the STEP Board President to the Office of Head Start. **(Aron C., Amber W.)**
- F. PIR:** Carolyn shared the PIR's that were submitted to Office of Head Start.
- G. Hirings/Terminations:**
- Bernadette Fuentes, Family Advocate
 - Melissa Metzger, Preschool Home Base Supervisor
 - Stephanie Shover, Deputy Director Operations and Family Engagement
 - Kim Patterson is retiring as the Preschool Home Base Supervisor

Hirings and terminations approved (Malena D., Patti W.)

IX. CENTER COMMITTEE REPORTS: No reports received.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: (Malena D., Patti W.)

NAME	MILEAGE	CHILD CARE	TOTAL
Malena Dunn	\$8.72	\$0	\$8.72
Patricia Hutchinson	\$3.27	\$0	\$3.27
Amber Wilt	\$14.17	\$0	\$14.17
Heather Stroble	\$26.16	\$0	\$26.16
Alicia Janson	\$14.17	\$0	\$14.17
TOTAL	\$66.49	\$0	\$66.49

XI. DOOR PRIZE: 2 winners were drawn.

XII. Good of the Order: There will be an open house at the Hope's Children's Campus on October 29, 2-4pm. Please join us and tour our new facility.

XIII. ADJOURNMENT: The meeting was adjourned at 11:15 am.

Respectfully submitted,
Heather Stroble
Policy Council Chair

STEP HEAD START POLICY COUNCIL MINUTES

ENCLOSURES:

ALSO DISTRIBUTED DURING THE MEETING

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – September 2018.
2. Policy Council Budget Report – September 2018
3. Federal Expenditure Report – September 2018.
4. State Expenditure Report – September 2018.
5. PA Pre-K Counts Expenditure Report – September 2018.
6. Early Head Start Expenditure Report – September 2018.
7. MIECHV Expenditure Report September 2018.
8. Policy Council By Laws
9. Family Pathway flyer