

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

September 12, 2018

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**I. CALL TO ORDER:** Heather Stroble, Policy Council Chair, called the meeting to order at 10:13a.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.	E
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
	Operations Manager	E
Melissa Edmonds	Family/Community Engagement	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 August 8, 2018 meeting were approved (**Malena D, Canda B.**)

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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:** No significant changes from last month.
- 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:**
  - We have moved our information assistants to different locations to ensure coverage where needed. Josh has been moved to Round Hills, Mendi is staying at Boyd Street, and Linda has moved to Hope's Children's Campus. This provides better front desk/phone coverage for each location.
  - We have been working with parents at Round Hills to use the parking lot in a safe manner. Our housing staff painted lines and arrows to limit the traffic flow to one way. We have been taking turns monitoring during drop off and pick up times to make sure parents are following the new patterns. So far it has been very effective.
  - With all of the mold issues being experienced in our surrounding school districts we did have Round Hills tested and all the results were negative for high mold levels and the building was deemed safe for children and adults.
  - The Deputy Director of Operations is still open. We will be collecting resumes until a suitable candidate is identified.
- g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
  - Melissa shared pictures from the end of the year and a note from a mom expressing her thanks and appreciation for an amazing Pre-K Program.
  - Fall festivals are coming up. 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. We will be purchasing pumpkins for the children and would like to use Policy Council money to buy. An amount not to exceed \$500 was approved. **(Aron C., Canda B.)**
  - We will not be doing the backpack program this year but will be participating in the Fresh Express program. This will allow all of our children to participate. Melissa conducted a survey with parents to see if they would be interested in the program and she had a very positive response.
- h. **COMMUNITY NEWS & RESOURCE INFORMATION**
  - No information to share.

**Approval for the reports as read. (Aron C, Canda B.).**

### VII. OLD BUSINESS:

- A. **Early Childhood Education Summit:** Heather and Amber will be attending as Policy Council members. We will also have staff attending.
- B. **Health and Safety grants:** We were informed by our grants specialist that are grants will not be funded. She was very disappointed because our region was not granted a lot of money.
- C. **Remind App:** We have been using the Remind app for Policy Council members the week before meetings. We would like to take a break and start over once new members come on board. After discussion, the group agreed to restart in November.

### VIII. NEW BUSINESS:

- A. **By Law Update:** Carolyn will be working on updating the Policy Council by-laws, so they include electronic voting and will also be looking at making them easier to

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understand and read.

- B. STEPS to Enrollment:** Because the enrollment process can be confusing for parents to understand, Head Start staff put together a flow chart of all the steps the parents will need to go through to enroll their child. Flyer was shared with the group.
- C. Board composition:** We will be looking at the make-up of the board as new parents come on. We need to start looking at terms and term limits as well as representation from as many of our programs as possible.
- D. October Orientation:** Typically, we have held a new member orientation in October. Carolyn would like to have interested parents attend in October then if they are interested in joining have the orientation in November. We will continue to discuss to determine the best timing for new members.
- E. Hirings/Terminations:**
  - Tammy Coover, Classroom Aide
  - Kylee Letterman, Classroom Aide
  - Tonya Burget, Classroom Aide
  - Cassandra Emert, Classroom Aide
  - Termination: Nicole Monoski

**Hirings and terminations approved (Canda B., Aron C.)**

**Hirings/Terminations approved by electronic vote on September 27, 2018:**

**(Malena D., Patti W., Aron C., Canda B., Amber W., Ken H., Deb Z.)**

- Jessica Major, Cafeteria Aide
- Lisa Umstead, Classroom/Kitchen Substitute
- Julie Bieber, Teacher
- Courtney Kaufman, Teacher

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

**X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: (Leigh M., Deb Aron C.)**

NAME	MILEAGE	CHILD CARE	TOTAL
Malena Dunn	\$8.72	\$0	<b>\$8.72</b>
Canda Boatman	\$0	\$0	<b>\$0</b>
Amber Wilt	\$15.26	\$0	<b>\$15.26</b>
Heather Stroble	\$25.07	\$0	<b>\$25.07</b>
Ken Hoover	\$0		<b>\$0</b>
<b>TOTAL</b>	\$49.05	\$0	<b>\$49.05</b>

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## GOOD OF THE ORDER:

- XI. **DOOR PRIZE:** 2 winners were drawn.
- XII. **ADJOURNMENT:** The meeting was adjourned at 10:59 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) – August 2018.
2. Policy Council Budget Report – August 2018
3. Federal Expenditure Report – August 2018.
4. State Expenditure Report – August 2018.
5. PA Pre-K Counts Expenditure Report – August 2018.
6. Early Head Start Expenditure Report – August 2018.
7. MIECHV Expenditure Report August 2018.
8. STEPS to Enrollment flyer