

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

August 14, 2019

I. CALL TO ORDER: Malena Dunn, Policy Council Vice Chair, called the meeting to order at 10:17a.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	E
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	E
Ruth Love Schooley	Family Pathway Program	P
STAFF and Guests (Non-voting)		
Carolyn Hawk	Head Start Director	P
Melissa Edmonds	Family/Community Engagement	P
Stephanie Shover	Deputy Director	P
Shannon Cohick	Deputy Director	P
STEP BOARD REPRESENTATIVES		
<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: Aron Carter, Ruth-Love Schooley

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:** Changes in fiscal department. Carolyn and Aron are meeting with fiscal to finalize report, waiting till budgets are reconciled.
- d. **PERSONNEL COMMITTEE REPORT:** None
- e. **STEP BOARD REPORT:** Included in packet. Changes within fiscal. Groundbreaking ceremony took place at the Loyalsock center. STEP is looking at traveling board meetings to the various sites.
- f. **DIRECTOR'S REPORT:** Playground at Round Hills is complete; safety checklists are being finalized. The program is looking at different options to pave the parking lot. RVHD Mobile Bus is parked at Round Hills. A month ago, there was a threat made to the agency. The agency has instituted strict safety measures at the main administration sites to ensure safety and security of staff and customers. IM from OHS was included to inform of changes in the DRS system in regard to class scores.
- g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
 - Fishing event was a success. There were 215 people in attendance in both counties. The turnout was good. Families, sponsors, and volunteers were amazing. Very informative for families.
 - Summer screenings are underway this week. It has been successful.
 - We participated in the Antioch Block parties this year, as well at National Day Out.
 - We hosted a teacher from the "Teacher in the Workplace" program and formed a valuable connection to KCSD.
- h. **COMMUNITY NEWS & RESOURCE INFORMATION**
 - The program received information on Dwell, this is a resource for foster and adoptive families in our community.

Approval for the reports as read – Aron Carter, Ruth Love-Schooley

VII. OLD BUSINESS:

- A. **New member orientation:** Orientation is on hold till we get more new members. Exploring different options to improve participation in Policy Council.

VIII. NEW BUSINESS:

- A. Color me Fun Family Run, 9/14/19. Newberry Subs are doing a fundraiser through sandwich sales for the endowment fund.
- B. **Fall Planning:** We will be engaging in program planning for the fall.
- C. **Corrective Action Plan:** We were granted a 90 day extension for the corrective action plan. It is due on 9/17. We have done a lot of work so far; it was based on the Management Systems Wheel. We will be presenting to managers and to Policy Council before submission to OHS.
- D. **Practiced Based Coaching –** We did not renew our contract with the coach. Currently seeking applications for a consultant.
- E. **Hiring:**
 - Tonya Burget – Classroom Aide
 - Kayla Divel - Classroom Aid Floater
 - Kayla Nielson- Classroom Aide Substitute
 - Destiny Mitchell – Classroom Aide
 - Brittany Lopez - Classroom Aide
 - Niha Jaw – Classroom Aide
 - Aysha Moses – Teacher Assistant Floater

**STEP HEAD START
POLICY COUNCIL MINUTES**

Shawna Janusis – Classroom Aide
 Jennifer Pick – Teacher
 Sarah Decker – Teacher Assistant
 Natasha English- Teacher Assistant Floater
 Jennie Hess – Family Advocate
 Jennifer Rice - EIMH Specialist
 Angela Geiswite – EHS Floater
 Tracie Heller- EHS Teacher Assistant Floater
 Cheyenne Snyder- Substitute Classroom Aide
 Salita Peck- Substitute Classroom Aide

Electronic Votes: (July 12, 2019)
 Rebecca Taylor – Home Visitor
 Amanda Weaver – Home Visitor
 Janice Rubin – Center Base Supervisor
 Katie Adams- Classroom Aide Floater
 Gena McGurk- Teacher Assistant
 Kendra Foust- Teacher

CENTER COMMITTEE REPORTS: Reports attached.

IX. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: needs approval

NAME	MILEAGE	CHILD CARE	TOTAL
Malena Dunn	\$18.56		\$18.56
TOTAL			\$18.56

X. DOOR PRIZE: One winner was drawn.

XI. Good of the Order:

Flyer from OHS – Families experiencing homelessness. Our program is doing a good job in recruiting and reporting on our families experiencing homelessness. Aron Carter would like to propose an initiative to provide tax services to low income families. Next meeting -September 11, 2019.

XII. ADJOURNMENT: The meeting was adjourned at 10:39 am.

Respectfully submitted,
 Malena Dunn
 Policy Council Vice 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) – June and July 2019
2. Policy Council Budget Report – July 2019
3. Federal Expenditure Report – July 2019.
4. State Expenditure Report – July 2019.
5. PA Pre-K Counts Expenditure Report – July 2019
6. Early Head Start Expenditure Report – July 2019
7. MIECHV Expenditure Report – July 2019
8. OHS IM, Notice of Proposed Rulemaking
9. Color Me Fun Run flyer
10. 2019-2020 Yearly Guide
11. US Department of Health and Human Services Homelessness flyer