

POLICY COUNCIL MINUTES



STEP Head Start
Clinton County
Community Center

9:30 a.m.

November 13, 2019

WELCOME

I. **Meeting Start:** Malena Dunn, Policy Council Vice Chair, called to order at 9:30am.

II. INTRODUCTIONS:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Malena Dunn	Round Hills	P
Canda Boatman	Spruce	O
COMMUNITY REPRESENTATIVES (Voting Members)		
Patricia Wylie	Williamsport Area School Dist.	P
Aron Carter	Jersey Shore State Bank	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
Jacqui Jamison	Lead FA	P
Tanya Hower	FA	P
Alicia Leathers	Parent	P
Angie Sees	Community Member	P
Maritza Pena	Parent	P
Tracy Shade	Parent	P
STEP BOARD REPRESENTATIVES		
Aron Carter	CLINTON COUNTY	See above

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.

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III. **AGENDA REVIEW:** Introductions were made.

IV. **APPROVAL OF MINUTES:** Approved, (Patty, Aron)

V. **TRAINING/EXCHANGE:** None

VI. **REPORTS:**

a. **CORRESPONDENCE:** None

b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** None

c. **TREASURER'S REPORT:** Report with expenses from September are included in the packet. Fiscal and staff are working on coding correctly, training due to new staff and a new fiscal department. We are meeting regularly to ensure that numbers are reflected correctly, and we are keeping an eye on purchases.

d. **PERSONNEL COMMITTEE REPORT:** None

e. **STEP BOARD REPORT:** Changes were made to last month's volunteer hours volunteer engagement for HS- 400 hours, EHS - 1440

f. **DIRECTOR'S REPORT:** None

g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:** We have a November Parent Meeting Schedule. Family advocates attended a Re-entry Simulation at Lycoming College.

h. **COMMUNITY NEWS & RESOURCE SHARING:** WASD is hosting Parent/Teacher conferences. We are working with Utilities to get Energy Efficient Kits out to families. We are accepting donations for the Mitten Tree.

Approval for the reports as read — (Canda, Patty)

VII. **OLD BUSINESS:**

VIII. **New member orientation:** Orientation will be scheduled shortly

IX. **NEW BUSINESS: Education Endowment:** Raised \$4400 at the Gift Card Bingo. Raised \$110 -Sandwich sale. Board is embarking on a letter writing campaign. Fundraising will take place annually, with Trash to Treasure being an annual event.

X. **Playground:** Will be looking at surface repairs in the Spring at CCCC.

XI. **Corrective Action Plan:** First one was accepted. Waiting on second one that went through without questions and concerns.

XII. New members were voted in: Martiza Pena, Tracy Shade, Angie Sees, (Approved by Aron, Patti)

XIII. Annual report draft was presented, approval will be needed next month when the final draft is presented.

XIV. IMs — Included in packet, related to Kinship Care

XV. Selection priorities were presented. (Approved by Canda, Patti)

XVI. EHS has not been at the Four Mile location due to a water leak. We resumed classes at the HCC and had great attendance.

XVII. We are focusing on initiatives centered around Staff Wellness. Ideas are welcomed for the next meeting.

XVIII. Terminations: Brittany Zelewicz and Jessica Lentz resigned

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CENTER COMMITTEE REPORTS: Reports attached.

XIX. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: Patty, Aron

NAME	MILEAGE	CHILD CARE	TOTAL
Canda Boatman	11		\$6.38
Malena Dunn	62		\$35.96
TOTAL			\$42.34

XX. DOOR PRIZE: Maritza was the winner!!!

XXI. Good of the Order: Thank you all for traveling to Lock Haven!

XXII. ADJOURMENT: 10:44 am

Respectfully submitted,
Malena Dunn
Policy Council Vice Chair

ENCLOSURES:

ALSO DISTRIBUTED DURING THE MEETING

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) — October 2019
2. Policy Council Budget Report — September 2019
3. Federal Expenditure Report — September 2019
4. State Expenditure Report — September 2019
5. PA Pre-K Counts Expenditure Report — September 2019
6. Early Head Start Expenditure Report — September 2019
7. MIECHV Expenditure Report — September 2019
8. IM — Kinship Care
9. Mitten Tree Project Handout