

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

March 13, 2019

I. CALL TO ORDER: Carolyn Hawk, STEP Head Start Director, called the meeting to order at 10:10 a.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	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.	P
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	E
Janna Gohl	PBIS	E
Stephanie Shover	Deputy Director	P
Brooke Bonnes		P
Matt Bonnes		P
STEP BOARD REPRESENTATIVES		
<i>Aron Carter</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: NHTSA "Homelessness and Head Start" video was shown.

IV. APPROVAL OF MINUTES: Minutes of the December 12, 2018 meeting were approved (**Patti W. Aron C.**)

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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. Policy Council has a balance of \$5,043.07.
- d. **PERSONNEL COMMITTEE REPORT:** No updates
- e. **STEP BOARD REPORT:** Board reports were reviewed. Eligibility training was well-received.
- f. **DIRECTOR'S REPORT:**
 - In the process of hiring Deputy Director. Interviews are done and decision will be made shortly;
 - Working on grant, updates will be provided in next month's meeting.
- g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
 - Safe Kids is partnering with SETP Head Start for an event on May 4th at the Riverwalk.
 - Joint event with the PA Fish and Boat Commission was discussed.
 - Melissa has included recipe cards along with the Fresh Express produce.
 - The end of year picnic planning is underway.
 - Positive Solutions is a training that is being offered to families in Lycoming and Clinton County.
- h. **COMMUNITY NEWS & RESOURCE INFORMATION**
 - The Salvation Army is hosting a financial literacy program through JSSB. Aron Carter has the details.
 - Patti Wylie discussed kindergarten registration at the Williamsport School District and how the district can help overcoming barriers to register a child.
 - Safe Kids is providing helmets and car seats to families.
 - AmeriHealth helps pay for GED exams and classes.
 - Aron Carter discussed looking into an initiative to help Head Start families with their Tax Returns.

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

VII. OLD BUSINESS:

- A. **New member orientation:** Orientation has been postponed until we have a group of new parents/community members to attend. Hopefully this will happen in January.
- B. **Weather Policy:** The final draft of the Weather Policy was reviewed and approved.

VIII. NEW BUSINESS:

- A. **Annual Self- Assessment:** The self-assessment has been completed and discussed with Policy Council. **(Canda B., Aron C.)**
- B. **PHSA Conference:** Information regarding the PHSA Conference was distributed. Carolyn encouraged members to sign-up. STEP Head Start will pay the fees for members if they choose to attend the conference.
- C. **OHS Information Memorandum re:** General Disaster Recovery Flexibilities: Information shared with the Policy Council members. Fortunately, at this time it does not pertain to our program.
- D. **Hirings/Terminations:**
 1. Hirings:
 - Kara King: Classroom Aide
 - Michelle Harstead: Teacher Assistant
 - Lindsay Zimmerman West: Classroom Aide Substitute
 - Kaylee Bacon: Classroom Aide

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- 2. Tasha Tressler, Classroom Aide
- 3. Terminations
 - Amanda Haag,
 - Lisa Brelsford

Hirings and terminations approved (Patti W, Canda B.)

- 4. Hiring Approval by Electronic Vote, January 9, 2019
 - Erica Blake: Center-based Supervisor
 - Carol Warner: Classroom Aide

(Patti W., Heather S., Malena D., Canda B., Aron C.)

- 5. Hiring Approval by Electronic Vote, March 28, 2019
 - Shannon Cohick: Deputy Director of Health, Early and Home Base
 - Jennifer Pick: Teacher Assistant
 - Miranda Kurzejewski: Teacher
 - Deanna Furman: Teacher

(Patti W., Deb Z., Malena D., Heather S., Aron C.)

IX. CENTER COMMITTEE REPORTS: No reports received.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: None submitted

NAME	MILEAGE	CHILD CARE	TOTAL

XI. DOOR PRIZE: 2 winners were drawn.

XII. Good of the Order:

- We were glad to have Bonnes family present at our meeting.
- Russ Kimora, a long-time supporter of STEP and past board president, recently passed away.

XIII. ADJOURMENT: The meeting was adjourned at 11:20 am.

Respectfully submitted,

Carolyn Hawk

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ENLOSURES:

ALSO DISTRIBUTED DURING THE MEETING

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – December – February 2019
2. Policy Council Budget Report – December - February 2019
3. Federal Expenditure Report – December – February 2019
4. State Expenditure Report – December – February 2019
5. PA Pre-K Counts Expenditure Report – December – February 2019
6. Early Head Start Expenditure Report – December – February 2019
7. MIECHV Expenditure Report – December – February 2019
8. COPA Report was shared
9. Final Self- Assessment Report
10. Weather Policy