

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

September 11, 2019

- I. **CALL TO ORDER:** Malena Dunn, Policy Council Vice Chair, called the meeting to order at 10:08a.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.	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	P
Stephanie Shover	Deputy Director	P
Shannon Cohick	Deputy Director	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.

- III. **AGENDA REVIEW:** No new items were added.

- IV. **APPROVAL OF MINUTES:** Canda Boatman, Ruth Love-Schooley

- V. **TRAINING/EXCHANGE:** None

VI. **REPORTS:**

- CORRESPONDENCE:** None
- EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- TREASURER'S REPORT:** Aron and Carolyn met with the fiscal department. We will get final numbers monthly so it will always be a month behind.
- PERSONNEL COMMITTEE REPORT:** None
- STEP BOARD REPORT:** Included in packet. The STEP board is meeting with a consultant to go over compensation and benefits for all employees. Amber has stepped down from the STEP board, Aron was asked to recruit a candidate from Policy Council. STEP board is confident in the Director with the Corrective Action Plan.

STEP HEAD START POLICY COUNCIL MINUTES

- f. DIRECTOR'S REPORT:** The program is fully enrolled; we have a good waitlist. The new standardized bus stops are going well. We have new systems in place for the school year that are going well. Carolyn addressed the board's question about attendance. The end of the year has lower attendance. Family advocates work with families if they see trends. We are talking with the transportation department about contracting out transportation.
- g. FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
 - Fall Festival will take place on 10/10 and 10/2
 - Parent committee meetings are planned for 9/26, 9/27, 10/28
- h. COMMUNITY NEWS & RESOURCE INFORMATION**
 - Family Pathways has a new mom
 - Family Pathways will be hosting a family night at Firetree Place
 - Financial literacy classes are being held at the Salvation Army

Approval for the reports as read – Canda Boatman, Ruth Love-Schooley

VII. OLD BUSINESS:

VIII. New member orientation: Orientation is on hold till we get more new members

IX. 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. Corrective Action Plan:** Due on 9/17. The leadership team is still working on the plan, the goal is to have it completed by the end of the week. The plan will be presented to the board on 9/16. We are only to submit what is in place. We looked at our program through a resource based on the Systems Management Wheel and the Five Whys. We looked at onboarding staff, support staff and volunteers. We revamped the process. We looked at our policies and procedures, incident management process, and supervision guidelines (reviewed monthly). Active supervision and universal responsibility will be reviewed at every program area meeting. We put together a training calendar for the year, an observation checklist and are working on a PBIS Matrix for staff. We conducted Implicit Bias Training and using PBIS modules for monthly trainings. We posted the Code of Conduct in strategic places at the sites as a visual reminder. We also put in place staff mental wellness initiatives – Wellness fairs, Brain Breaks, etc. the MH Consultant is available to staff. We also have a Hot Button Activity to help staff recognize their triggers. EHS starts their meetings with a Mindful Minute. Staff and volunteers will be trained, and interview questions will be around the Culture of Safety. WE updated our handbooks and orientation packets. If plan is not approved there would be further consequences.
- C. Practiced Based Coaching** – Still looking for a coach. We are looking to use a current staff in the interim.
- D. Early Education Summit** – If anyone is interested in going, let Carolyn know.
- E. Officers** – Following elections were made : Marlana Dunn (President) Approved by Aron and Canda. Aron (Treasurer). Canda (Vice President) - Approved by Patty and Aron. Canda – Board representative, Approved by Patty and Aron.
- F. PIR** – The PIR was reviewed. Some highlights – 26 Children in EHS considered homeless. 144 Children in EHS were up to date on scheduled age appropriate preventative care, from 12 at the beginning of the year. 167 of enrolled children in EHS had dental care. We are seeing an increase in parents with an advance/baccalaureate degree. For HS, we had 30 children considered homeless. At HS we transported 256 children. HS- 386 children are up to date on preventative primary health care. 105 children were identified as having an IEP.
- G. Hiring:** Tiffany Rachau – Family Advocate, Robin Bingham – Family Advocate (Aron, Patty)

STEP HEAD START POLICY COUNCIL MINUTES

CENTER COMMITTEE REPORTS: Reports attached.

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

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

XI. DOOR PRIZE: Calendars given

XII. Good of the Order:

XIII. ADJOURMENT: The meeting was adjourned at 11:00 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) – August 2019
2. Policy Council Budget Report – August 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. Schedule for Policy Council