

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

April 10, 2019

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**I. CALL TO ORDER:** Malena Dunn, Policy Council Vice Chair, called the meeting to order at 10:06 a.m.

**II. ROLL CALL AND INTRODUCTIONS:**

<b>PARENT REPRESENTATIVES: (Voting Members)</b>	<b>SITE</b>	<b>ATTENDANCE</b>
Leigh McCarty	Round Hills	E
Malena Dunn	Round Hills	P
Amber Wilt	Academy	E
Canda Boatman	Spruce	P
Stephan Henderson	Birch/WHB B	E
<b>COMMUNITY REPRESENTATIVES (Voting Members)</b>		
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	E
<b>STAFF and Guests (Non-voting)</b>		
Carolyn Hawk	Head Start Director	P
Melissa Edmonds	Family/Community Engagement	P
Stephanie Shover	Deputy Director	P
<b>STEP BOARD REPRESENTATIVES</b>		
<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 March 13, 2019 meeting were approved (**Patti W., Aron Carter.**)

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### V. TRAINING/EXCHANGE: PHSA Conference - 4/11/2019 - 4/12/2019

### 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 \$4,945.37
- d. **PERSONNEL COMMITTEE REPORT:** Deputy Director, EHS, Health and Home-base has been hired.
- e. **STEP BOARD REPORT:** Aron updated the group on the retirement of CFO – Traci Lowe. There have been significant changes within the fiscal department in terms of turn-over and new hires. Financial audit went well.
- f. **DIRECTOR'S REPORT:**
  - Winding down with preschool program.
  - Sue Evans is retiring; transition planning is taking place.
  - Shannon Cohick has been hired as the new Deputy Director. She has extensive experience and will be a great fit for the team.
  - Two other candidates that were interviewed qualified for the Teacher positions and decided to pursue them. As a result, we hired two teachers.
  - State requirements of MOU for transitions are uploaded in many school systems in our area.
  - Activities for Week of the Young Child were discussed, including Leadership Lycoming readers.
- g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
  - Upcoming events were discussed – Fishing, Family Field trip, Safe Kids Day.
  - End of year picnics are in the planning stages.
  - We had two successful parent events in Clinton County – PBIS Family Night (72 attendees), Springfest (42 attended).
- h. **COMMUNITY NEWS & RESOURCE INFORMATION**
  - Trash2Treasure was discussed, proceeds go to STEP, Inc. Early Learning Endowment.

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

### 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. **Grant for 2019/2020:** Grant was reviewed. We are adding 4 positions in education. Everything else is the same. Grant request anonymously approved. **(Patty W, Aron C)**
- B. **New CFO:** Patty Kiessling is the candidate for new CFO. Her experience and resume were reviewed. Appointment approved by Policy Council **(Aron C, Patty W).**
- C. **OHS Notice of Proposed Rule Making:** Carolyn provided information to the group and asked for input.
- D. **Hirings/Terminations:**
  - Patricia Hutchinson – Classroom Aide
  - Cristy Livermore - Teacher
  - Morgan Yaw - Resigned**Hirings and terminations approved (Patti W, Canda B.)**

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

### X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: (Aron C., Patti W.)

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<b>NAME</b>	<b>MILEAGE</b>	<b>CHILD CARE</b>	<b>TOTAL</b>
Malena Dunn	9.28		<b>9.28</b>
Brooke Bonnes	15.08		<b>15.08</b>
<b>TOTAL</b>			<b>24.36</b>

**XI. DOOR PRIZE:** 2 winners were drawn.

**XII. Good of the Order:**  
None

**XIII. ADJOURNMENT:** The meeting was adjourned at 11:11 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) – March 2019
2. Policy Council Budget Report – March 2019
3. Federal Expenditure Report – March 2019.
4. State Expenditure Report – March 2019.
5. PA Pre-K Counts Expenditure Report – March 2019
6. Early Head Start Expenditure Report – March 2019
7. MIECHV Expenditure Report – March 2019
8. OHS Notice of Proposed Rule Making
9. Trash to Treasure Flyer
10. Safe Kids Day Flyer
11. 2019/2020 Budget Request