

**STEP HEAD START POLICY
COUNCIL MINUTES**



STEP Round Hills Campus
136 Grimesville Road
Williamsport, PA 17701

9:30 a.m.

December 11, 2019

WELCOME

I. **Meeting Start:** Malena Dunn, Policy Council Vice Chair, called to order at 9:34 a.m.

II. **INTRODUCTIONS:**

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Maritza Pena	RH- Cherry	P
Marlena Dunn	Past Parent	P
Erica Blair	Muncy Pre-K	P
Tracy Shade	EHS - CCCC	E
COMMUNITY REPRESENTATIVES (Voting Members)		
Patti Wylie	WASD	P
Angie Sees	Blast IU	P
Ruth Love - Schooley	Family Pathways — Penn State	E
STAFF and Guests (Non-voting)		
Shannon Cohick	Boyd Street	P
Carolyn Hawk	Boyd Street	P
Janna Gohl	CCCC	P
Stephanie Shover	Boyd Street	P
Melissa Edmonds	Boyd Street	P
Jacqui Jamison	Round Hills	P
STEP BOARD REPRESENTATIVES		
Aron Carter	JSSB	E
Canda Boatman	Past Parent	E

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:** Patti, Maritza

V. **TRAINING/EXCHANGE:** None

VI. **REPORTS:**

a. **CORRESPONDENCE:** None

b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held

c. **TREASURER'S REPORT:** Report was reviewed by Carolyn; no significant changes were made to the budget.

d. **PERSONNEL COMMITTEE REPORT:** None

e. **STEP BOARD REPORT:** We are fully enrolled. The board was presented with our enrollment numbers. The Selection Priorities will be presented to the board for approval at the next meeting.

f. **DIRECTOR'S REPORT:** Penn College will no longer offer the ECE degree to students next fall. This will affect our staff recruitment efforts. LHU is looking at reinstating the program which will be very helpful.

g. **FAMILY AND COMMUNITY ENGAGEMENT REPORT:** Last month was the first Fresh Express distribution, tomorrow will be at Clinton County. We welcome ideas on how to effectively distribute. Family advocates and Melissa Edmonds will be helping with the Salvation Army Toy Distribution. January 21st is the EHS Winter Fest. Positive Solutions training is on the schedule for Lycoming and Clinton County. We are looking to utilize community venues for a high turnout. We are still collecting mittens for the mitten tree project; we will be distributing soon. We are looking for engagement ideas for Renovo and Muncy.

h. **PBIS Presentation:** Janna Gohl (PBIS Specialist) gave a general overview. The group was excited to hear that PBIS is being used at home. The purpose of PBIS is prevention and promotion. Janna showed a video highlighting the pyramid model. Success stories were shared and discussed.

i. **COMMUNITY NEWS & RESOURCE SHARING:** ARW and the Salvation are engaging in holiday outreach initiatives.

Approval for the reports as read — Angie, Patti

VII. **OLD BUSINESS:**

A. New member orientation: Will be scheduled soon, please be prepared for two hours.

B. Endowment: Last count showed \$22000.

C. CAP Updates: No news on second plan. It has moved to the next level. We should hear news in a week or so.

D. Four Mile: Not back yet, floor has been replaced. Painting today. The owner wanted additional touch-ups to be done. We will be doing a 2nd air quality test.

VIII. **NEW BUSINESS:** Erica was voted in (Angie, Patti). Annual Report was presented.

A. Information Memo — Included in packets, forwarded to fiscal.

B. Hiring: Brittany Lopez (Classroom Aide), Mya Harris (Informational Assistant) — Approved by Maritza, Patti

IX. **CENTER COMMITTEE REPORTS:** Clinton County did a craft day. Parents took the lead for this activity. More activities are coming up.

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X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Marlena Dunn	11.60		11.60
Maritza Pena	6.40		6.40
Erica Blair	24.36		24.36
TOTAL			42.36

XI. DOOR PRIZE: Patti won 😊

XII. Good of the Order: Thank you!

XIII. ADJOURMENT: 10:40 a.m.

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 – October 2019
3. Federal Expenditure Report – October 2019
4. State Expenditure Report – October 2019
5. PA Pre-K Counts Expenditure Report – October 2019
6. Early Head Start Expenditure Report – October 2019
7. MIECHV Expenditure Report – October 2019
8. STEP Early Learning Pathway Report – November 2019
9. PBIS Pyramid Model Handout
10. IM – Accounting and Reporting Capital Leases
11. Annual Report