

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

October 9, 2019

- I. **CALL TO ORDER:** Malena Dunn, Policy Council Chairwoman, called the meeting to order at 9:25am.

II. **ROLL CALL AND INTRODUCTIONS:**

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Malena Dunn	Round Hills	P
Canda Boatman	Spruce	P
<b>COMMUNITY REPRESENTATIVES (Voting Members)</b>		
Patricia Wylie	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Community Connections	E
Aron Carter	Jersey Shore State Bank	P
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
Shannon Cohick	Deputy Director	P
Laurel Cowher	Deputy Director	P
Julie Shaible	Early Ed. Manager	P
Erica Blair	Parent	P
Angie Sees	Community Member	P
Maritza Pena	Parent	P
Amanda Davenport	Parent	P
Connie Baney	Parent	P
Alicia Leathers	Parent	P
Tracy Shade	Parent	P
<b>STEP BOARD REPRESENTATIVES</b>		
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. Introductions were done – Round Table. We were excited by the visitors and parents/guardians that showed interest in the meeting.

- IV. **APPROVAL OF MINUTES:** Aron C., Patty W.

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

VI. **REPORTS:**

- a. **CORRESPONDENCE:** None

## **STEP HEAD START POLICY COUNCIL MINUTES**

- b. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** No meeting was held.
- c. TREASURER'S REPORT:** We have a good report. Reports are attached. We are on target on where we need to be.
- d. PERSONNEL COMMITTEE REPORT:** None
- e. STEP BOARD REPORT:** Our Correct Action Plan was presented to the board. It is due on 10/17/2019. Board is very supportive of our program. STEP is in the process of possibly a VITA program. Aron will be presenting a plan to the board in November. This will be highly beneficial to Head Start families. There is an issue with a shortage of volunteers, but the program is worth exploring. Aron C. also gave a testimonial about Head Start and the impact on his own life.
- f. DIRECTOR'S REPORT:** The air conditioning at Round Hills will be worked on this week, as well as the water lines. The First Community Foundation will be attending the Fall Festival, we will host a ribbon-cutting for the new playground. The program is fully enrolled, we also have a healthy waitlist. We have amazing staff, management and leadership who are diligently working for our families.
- g. FAMILY AND COMMUNITY ENGAGEMENT REPORT:**
  - Fall Festival – we have 159 people attending at CCCC, we have around 500 RSVPs for Lycoming County.
  - Parent committee meetings were successful. We had 8 attend in CC and 46 attend in LC. Parents enjoyed the topic – cooking healthy recipes on a budget. We are partnering with the Food Bank on 10/28/19 for our parent meeting for EHS parents.
- h. COMMUNITY NEWS & RESOURCE INFORMATION**
  - Salvation Army is starting the holiday drives. Melissa will provide more information closer to the time.
  - LIHEAP starts soon.
  - ARW has a basket sign-up.

**Approval for the reports as read – Patty W., Canda B.**

### **VII. OLD BUSINESS:**

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

### **IX. NEW BUSINESS:**

- A. Gift Card Bingo** at the CCCC. Proceeds will benefit STEP Early Pathway. Please see flyer attached. Money will be invested in the Early Learning Endowment Fund. We are also working on a sandwich sale with Newberry Sub Shop.
- B. Corrective Action Plan:** Actively working on the action plan regarding active supervision of children. We will be ready for submission on 10/17/19. We had a staff incident in March where a child was left unsupervised. Our corrective action plan addresses how we fixed the issue and how we will avoid it in the future. Staff has been extremely dedicated. We are in constant communication with T/TA and the board.
- C. Practiced Based Coaching** – Carolyn explained that having a coach is a program requirement. The consultant last year didn't work out. We put out an ad and didn't get qualified applicants apply. We have a person on staff – Jaime Fryer. Jaime has the perfect skill set and is taking on a small case load. Having someone on staff makes the most sense to us.
- D. School Readiness Goals** – The School Readiness Goals were presented by Laurel Cowher and Julie Shaible. Our program is charges with getting kids and families ready for school. These must be in alignment with the standards – Learning Outcomes Framework. We assess children through play. Goals were presented:  
Social-Emotional – Goal 1  
EHS – 99%  
Preschool – 92%

## STEP HEAD START POLICY COUNCIL MINUTES

Physical – Goal 2

EHS – 99%

Preschool – 95%

Language and Literacy – Goal 3

EHS – 96%

Preschool – 88%

Parent Maritza offered to help with translation – Spanish.

Approached to Learning - Goal 4

EHS – 99%

Preschool – 92%

Cognitive and General Knowledge – Goal 5

EHS – 97%

Preschool – 85%

Why do we measure these goals: Lesson planning, goals for children, training for staff, learning environment needs and parent opportunities.

Why do we collect outcomes – Children and families are prepared and excited for a lifetime of learning.

Teachers have ongoing training and recertification. 25 hours per program year. We develop an extensive calendar for the program year. Teachers Aides are required to get their CDA.

- E. Health and Safety Screeners** – These are done annually. We examine areas to make sure they are safe and clean. We ensure policies and procedures related to equipment is in order. We look at active supervision. We conduct background checks on new staff. We examine our transportation policies and procedures. Everything is in compliance.
- F. Returned Policy Council Members** – Patty Wylie was approved as a returning Policy Council Member. Approved by Aron C. and Canda B.
- G. Hiring:** Brenna Tripp – EHS Teacher Assistant, Ashley Askey – EHS Teacher, Janeda Milano – Teacher Assistant, Kara King – Teacher Assistant Floater, Lindsay Zimmerman-West – Teacher Assistant, Tatanya James – Classroom Aide, Abriel Rakeshaw – Classroom Aide, Linda Lockcuff- Classroom Aide Floater

Approved by Patty W. Aron C.

**CENTER COMMITTEE REPORTS:** See report from Family and Community Outreach Specialist

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

NAME	MILEAGE	CHILD CARE	TOTAL
Maritza Pena	\$8.24		<b>\$8.24</b>
Erica Blair	\$23.78		<b>\$23.78</b>
Marlena Dunn	\$10.44		<b>\$10.44</b>
Connie Baney	\$34.80		<b>\$34.80</b>
Tracy Shade	\$27.84		<b>\$27.84</b>

**STEP HEAD START  
POLICY COUNCIL MINUTES**

Amanda Davenport	\$5.34		\$5.34
------------------	--------	--	--------

**Total Mileage: \$110.44**

- XI. DOOR PRIZE:** One winner was drawn
- XII. Good of the Order:** Thank you all for coming!
- XIII. ADJOURMENT:** The meeting was adjourned at 10:31am.

Respectfully submitted,  
Malena Dunn  
Policy Council Vice Chair

**ENCLOSURES:**

**ALSO DISTRIBUTED DURING THE MEETING:**

1. Policy Council Budget Report – August 2019
2. Federal Expenditure Report – August 2019.
3. State Expenditure Report – August 2019.
4. PA Pre-K Counts Expenditure Report – August 2019
5. Early Head Start Expenditure Report – August 2019
6. MIECHV Expenditure Report –August 2019
7. Gift Card Bingo flyer