

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

November 24, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:07 a.m.

II. Roll Call and Introductions:

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	E
	EHS Home Base	
Barbara Forshey	EHS Center Base	E
Cathy Lapp	Preschool Lock Haven	E
Tracie Yerger	Preschool Lock Haven	P
	Becht	
Heather Woodrum	Preschool Home Base (Ly Co)	P
Susan Stine	Preschool Home Base (Ly Co)	E
	Preschool Home Base (Cl Co)	
	Reach Road	
Lucrecia Skellenger	Saint John's	P
Sharon Spoon	Policy Council Chairperson	P
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Cato, Joe	Past Parent	P
Clementoni, Paulette	Domestic Relations	E
Vanessa Hunter	Williamsport YWCA	E
Melissa Magargle	Family Promise	E
Jacqueline Whiteman	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Women's Center	E
Aron Carter	Jersey Shore State Bank	P
STEP BOARD REPRESENTATIVES		
<i>Joseph Cato</i>	<i>LYCOMING COUNTY</i>	<i>See above</i>
<i>Aron Carter</i>	<i>CLINTON COUNTY</i>	<i>See above</i>
STAFF (Non-voting)		
David Spring	Head Start Director	P
Dana Karichner	Family Engagement Manager	P
Julie Brennan	STEP Chief Communications Officer	P

KEY P = present E = excused absence U = unexcused absence T = notice of termination R = resigned

III. AGENDA REVIEW: No new items were added at this time.

IV. APPROVAL OF MINUTES: Tracie Yerger made a motion to approve the minutes of October 27, 2014. Motion carried.

V. TRAINING/EXCHANGE: SELFIE ACTIVITY – SHARON SPOON: Sharon Spoon shared a selfie photo activity with the group that she had learned from the ECE Summit.

VI. REPORTS:

A. CORRESPONDENCE: None.

B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT: Joe Cato announced that the Executive Committee met on November 17, 2014 to set the agenda for today's meeting. The group also discussed the Policy Council's checking account currently with Susquehanna Bank and what the options would be to have STEP fiscal handle the Policy Council Funds.

C. TREASURER'S REPORT: October 2014 as presented.

D. PERSONNEL COMMITTEE REPORT: Joe Cato and Tracie Yerger announced that they attended some interviews since the last meeting.

E. STEP BOARD REPORT: Aron Carter announced that the STEP Board did not meet during the month of November.

F. DIRECTOR'S REPORT: As read. (attached)

G. COMMUNITY NEWS & RESOURCE INFORMATION: Joe Cato announced the former Campbell St. Center is open and had their open house. The Community Arts Center will be holding a free movie day showing the movie "Frozen" on 12/13/14.

Joe Cato moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

A.

VIII. NEW BUSINESS:

A. PERSONNEL:

a. **Hiring:** Joe Cato made a motion to approve the Director's recommendation to hire the following: Teacher Assistant – Jamie Fryer & Lee Ann Buchanon; Classroom Aide – Angelia Smith & Thelma Pearson; Teacher – Emily Edkin & Alicia Council. Motion Carried.

b. **Terminations:** Lucrecia Skellinger made a motion to approve the Director's recommendation to terminate the following: Teacher – Jennifer Sweet; and Classroom Aide – Erika Rowland. Motion carried.

B. STANDING RULES: Joe Cato made a motion to approve the Standing Rules as presented. Motion Carried.

C. POLICY COUNCIL CHECKING ACCOUNT: Tracie Yerger made a motion to approve the closing of the Policy Council checking account at Susquehanna Bank and transfer funds to be maintained by STEP Fiscal. Motion carried.

D. DECEMBER MEETING DATE: Joe Cato made a motion to move the December meeting date and combine with January to be held January 12, 2015 at 10 am. Motion carried.

X. CENTER COMMITTEE REPORTS:

XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Lucrecia Skellinger made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Joe Cato	76.63	6.00	82.63
TOTAL	76.63	6	82.63

XIII. GOOD OF THE ORDER: Dana Karichner announced that the Education and Mental Health Advisory Committee would be meeting on Tuesday December 16, 2014 from 1-3pm.

XIV. DOOR PRIZE: Sharon Spoon won a notebook and Joe Cato won a cup.

XV. MEETING SCHEDULE:

- A. The next Executive Committee meeting is: date TBD at 10:00 am.
- B. The next Policy Council meeting is scheduled for Monday, January 12, 2015 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. October 2014 Treasurer's Report
2. Director's Report.
3. ECE Summit Reports

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – October 2014.
2. State Expenditure Report – October 2014.
3. PA Pre-K Counts Expenditure Report – October 2014.
4. Early Head Start Expenditure Report – October 2014.

5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – October 2014.
6. Policy Council Standing Rules Proposed.
7. STEP Early Learning updated child count.