

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

October 27, 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	P
	EHS Home Base	
Barbara Forshey	EHS Center Base	P
Cathy Lapp	Preschool Lock Haven	E
Tracie Yerger	Preschool Lock Haven	P
Joe Cato	Becht	P
	Preschool Home Base (Ly Co)	
	Preschool Home Base (Cl Co)	
	Reach Road	
Lucrecia Skellenger	Saint John's	P
Sharon Spoon	Policy Council Chairperson	P
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Clementoni, Paulette	Domestic Relations	E
Vanessa Hunter	Williamsport YWCA	E
Melissa Magargle	Family Promise	E
Jacqueline Whiteman	Williamsport Area School Dist.	E
Heather Wood	Lycoming Children and Youth	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

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:** Barb Forshey made a motion to approve the minutes of September 22, 2014. Motion carried.

V. TRAINING/EXCHANGE: POLICY COUNCIL OFFICERS & THEIR DUTIES: Dana Karichner, Family Engagement Manager, reviewed the duties of Policy Council Officers and the election process.

VI. REPORTS:

A. CORRESPONDENCE: None.

B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT: Barb Forshey announced that the Executive Committee met on October 6, 2014 to prepare for the Policy Council Orientation, register for the ECE Summit and set the agenda for today's meeting.

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

D. PERSONNEL COMMITTEE REPORT: Joe Cato announced that he attended ½ day of interviews in October.

E. STEP BOARD REPORT: Aron Carter announced that the STEP Annual Meeting was held on October 23, 2014 at the Genetti in Williamsport. Individuals and businesses were presented with STEP Mission Awards and employees with 5, 10, 15, 20, 25, 30 & 35 years of service were also honored

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

G. COMMUNITY NEWS & RESOURCE INFORMATION: Joe Cato announced the the former Campbel St. Center would be having a Ribbon Cutting and Open House on November 7, 2014.

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

VII. OLD BUSINESS:

A.

VIII. NEW BUSINESS:

A. PERSONNEL: Aron Carter made a motion to approve the Director's recommendation to hire the following: Jessica Welch-Hetzel – Teacher Assistant; Erica Rowland & Tasha Tressler – Classroom Aide; Tiffany Stankiewicz & Jennifer Sweet – Teacher; Clara Wright & Sue Stackhouse – Classroom Aide Substitute; Renee Batts – Early Head Start Teacher Assistant; Ursula Peterson – Early Head Start Teacher; and Kathy Cowher – Infant and Toddler Supervisor. Motion Carried.

B. JOB DESCRIPTIONS: Joe Cato made a motion to approve the Following Job Descriptions: Early Head Start Early Intervention & Mental Health Specialist, Early Head Start Infant & Toddler Services Supervisor, Early Head Start Home Visitor, Classroom Aide Substitute, Deputy Director, and Operations Manager. Motion Carried.

C. PAST PARENT AND COMMUNITY REPRESENTATIVES RECOMMENDATIONS OF 2013-2014 POLICY COUNCIL TO THE 2014-2015 POLICY COUNCIL: Lucrecia Skellenger made a motion to approve Joe Cato to continue to serve as a Past Parent to the 2014-2015 Policy Council and Paulette Clementoni, Vanessa Hunter, Melissa Magargle, Jacqueline Whiteman, Debra Zinck

and Aron Carter, current Community Representatives, to the 2014-2015 Policy Council. Motion carried.

D. ELECTIONS OF OFFICERS:

Barb Forshey opened the floor for nominations for Chairperson.

Sharon Spoon was nominated. Nominations were closed. Ballots were cast. Sharon Spoon was elected Chairperson for the 2014-2015 Policy Council year.

The floor was opened for nominations for Vice-Chairperson.

Barb Forshey was nominated. Nominations were closed. Barb Forshey was instructed to cast a single vote. Barb Forshey was elected Vice-Chairperson for the 2014-2015 Policy Council year.

The floor was opened for nominations for Secretary.

Tracie Yerger was nominated. Nominations were closed. Barb Forshey was instructed to cast a single vote. Tracie Yerger was elected Secretary for the 2014-2015 Policy Council year.

The floor was opened for nominations for Treasurer.

Lucrecia Skellenger and Aron Carter were nominated. Nominations were closed. Ballots were cast. Aron Carter was elected Treasurer and Lucrecia Skellenger Assistant Treasurer for the 2014-2015 Policy Council year.

E. STEP HEAD START ORGANIZATIONAL CHART: Barb Forshey made a motion to approve the Organizational chart as presented. Motion carried.

F. STEP HEAD START SELECTION PRIORITIES: Lucrecia Skellenger made a motion to approve the Selection Priorities as presented. Motion carried.

X. CENTER COMMITTEE REPORTS:

XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Aron Carter made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Tracie Yerger	\$83.42	\$0.00	\$83.42
Joe Cato	\$29.10	\$0.00	\$29.10
Barb Forshey	\$58.20	\$0.00	\$58.20
TOTAL	\$170.72	\$0.00	\$170.72

XIII. GOOD OF THE ORDER: None

XIV. DOOR PRIZE: Leigh McCarty won a coffee mug and Aron Carter won a water bottle.

XV. MEETING SCHEDULE:

- A.** The next Executive Committee meeting is Monday, November 17, 2014 at 10:00 am.
- B.** The next Policy Council meeting is scheduled for Monday, November 24, 2014 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:33 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. September 2014 Treasurer's Report
2. Director's Report.

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – September 2014.
2. State Expenditure Report – September 2014.
3. PA Pre-K Counts Expenditure Report – September 2014.
4. Early Head Start Expenditure Report – September 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – September 2014.
6. Duties and Responsibilities of Policy Council Officers
7. STEP Head Start Organizational Chart, Proposed.
8. Pre-K Counts Expansion award letter from OCDEL.
9. STEP Head Start Selection Priorities 2015-2016.
10. Job Description: Early Head Start (EHS) Early Intervention & Mental Health Specialist.
11. Job Description: Early Head Start (EHS) Home Visitor.
12. Job Description: Substitute Classroom Aide.
13. Job Description: Head Start Deputy Director.
14. Job Description: Operations Manager
15. 2013-2014 PIR Performance Indicator Report
16. Wellness Fair Flyer.
17. Health, Family, and Community Partnership Advisory Committee Meeting Invitation..