

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

April 29, 2015

I. CALL TO ORDER: Sharon Spoon, Chairperson, called the meeting to order at 10:01 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		
Joe Cato	Past Parent	P
Paulette Clementoni	Domestic Relations	P
Vanessa Hunter	Williamsport YWCA	P
Melissa Magargle	Family Promise	P
Jacqueline Whiteman	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Women's Center	P
Aron Carter	Jersey Shore State Bank	E
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: Joe Cato made a motion to approve the minutes of March 19, 2015. Motion carried.

V. TRAINING/EXCHANGE: GRANT APPLICATIONS: David Spring, Program Director, explained the grant application process for the Federal 5 year Grant, the Head Start Supplemental Assistance Program Grant, the Maternal Infant Early Childhood Home Visiting Grant and the PA Pre-K Counts Grant.

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VI. REPORTS:

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Sharon Spoon announced that the Executive Committee met via phone & email to set today's agenda.
- c. **TREASURER'S REPORT:** March 2015 as presented.
- d. **PERSONNEL COMMITTEE REPORT:** No members were available to attend interviews during this past month.
- e. **STEP BOARD REPORT:** Joe Cato announced that the STEP Board met on 4/20/15. The Board reviewed the ROMA Training and discussed facility concerns regarding the Becht Site.
- f. **DIRECTOR'S REPORT:** Verbal report.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Joe Cato announced that Firetree has a lot of community events and activities going on currently. Melissa Magargle announced that the Family Promise car/box event on 4/17/15 went well and about 30 individuals participated.

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

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **PERSONNEL:**
 - i. **HIRING:** Lucrecia Skellenger made a motion to approve the Director's recommendation to hire the following: Teacher: Amy Barth and Teacher Assistant: Shauna Noble. Motion carried.
 - ii. **JOB DESCRIPTIONS: JOB DESCRIPTIONS/RECLASSIFICATIONS:** Joe Cato made a motion to approve the following Job Descriptions/Reclassifications: Cafeteria Aide, EHS Teacher Assistant, EHS Teacher, EHS Infant Toddler Services Manager, EHS Infant Toddler Services Supervisor, EHS Early Intervention & Mental Health Lead Specialist, EHS Home Based Manager, Classroom Aide, Teacher Assistant, Family Advocate I, Family Advocate II, Family Engagement Manager, Home Based Manager, Early Intervention & Mental Health Manager, Parent Child Home Program Home Visitor, Parent Child Home Visitor Supervisor. Motion carried.
- b. **POLICY COUNCIL BUDGET 2015-2016:** Lucrecia Skellenger made a motion to approve the 2015-2016 Policy Council budget as presented. Motion carried.
- c. **SELF-ASSESSMENT:** Melissa Magargle made a motion to approve the Self-Assessment report as presented. Motion carried.
- d. **5 YEAR FEDERAL GRANT APPLICATION 2015-2016:** Heather Woodrum made a motion to approve submission of the 5 Year Federal Grant Application including budgets and work plans in the amounts of: Preschool \$3,533,823 and Early Head Start: \$1,635,762. Motion carried.
- e. **HEAD START SUPPLEMENTAL ASSISTANCE PROGRAM (HSSAP) GRANT APPLICATION 2015-2016:** Heather Woodrum made a motion to approve submission of the HSSAP Grant in the amount of \$ 923,132. Motion carried.

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- f. MATERNAL INFANT EARLY CHILDHOOD HOME VISITATION (MIECHV) REFUNDING GRANT APPLICATION 2015-2016:** Lucrecia Skellenger made a motion to approve the submission of the MIECHV Grant application in the amount of \$162,500. Motion carried.
- g. STRETEGIC PLAN:** Lucrecia Skellenger made a motion to approve the Strategic plan as presented. Motion carried.
- h. CODE OF CONDUCT:** This action item was tabled until next meeting to include additional items from the discussion.
- i. MAY POLICY COUNCIL MEETING DATE:** Heather Woodrum made a motion to hold the next Policy Council meeting on May 19, 2015 at 10 am. Motion carried.

IX. CENTER COMMITTEE REPORTS: Last Parent Committee Meetings are scheduled for the month of May.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Joe Cato	\$25.80	\$24.00	\$49.80
Heather Woodrum	\$133.40	\$0.00	\$133.40
Tracie Yerger	\$49.50	\$0.00	\$49.50
TOTAL	\$208.70	\$24.00	\$232.70

XI. GOOD OF THE ORDER: A copy of the Selection Priorities, updated to reflect the Final Rule on Eligibility is available as a handout today and next month's training will be on the Final Eligibility Rule.

XII. DOOR PRIZE: Melissa Margargle won a lunch bag.

XIII. MEETING SCHEDULE:

- a.** The next Executive Committee meeting is: Thursday, May 7, 2015 at 10:00 am.
- b.** The next Policy Council meeting is scheduled for Thursday, May 19, 2015 at 10:00 am.

XIV. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:53 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. Treasurer's Report March 2015

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – March 2015.
2. State Expenditure Report – March 2015.
3. PA Pre-K Counts Expenditure Report – March 2015.
4. Early Head Start Expenditure Report – March 2015.

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5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – March 2015.
6. 2015-2016 Policy Council Budget
7. Self-Assessment 2014-2015 Final Report
8. 2015-2020 Strategic Plan
9. 2015-2016 Selection Priorities
10. 2015-2016 Proposed Federal Preschool & Early Head Start Budgets
11. 2015-2016 HSSAP Funding Amount
12. Code of Conduct
13. Organizational Chart
14. Cafeteria Aide
15. EHS Teacher Assistant
16. EHS Teacher
17. EHS Infant Toddler Services Manager
18. EHS Infant Toddler Services Supervisor
19. EHS Early Intervention & Mental Health Lead Specialist
20. EHS Home Based Manager
21. Classroom Aide
22. Teacher Assistant
23. Family Advocate I
24. Family Advocate II
25. Family Engagement Manager
26. Home Based Manager
27. Parent Child Home Program Home Visitor
28. Parent Child Home Program Supervisor