

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

August 26, 2015

I. CALL TO ORDER: Heather Woodrum, Acting-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
Donna Matthews	Becht	P
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	E
Sharon Spoon	Policy Council Chairperson	E
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Joe Cato	Past Parent	R
Paulette Clementoni	Domestic Relations	E
Vanessa Hunter	Williamsport YWCA	E
Melissa Magargle	Family Promise	P
Jacqueline Whiteman	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Women's Center	P
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: Aron Carter made a motion to approve the minutes of July 16, 2015. Motion carried.

V. TRAINING/EXCHANGE: NONE

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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:** July 2015 as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Heather participated in interviews. Personnel approved via email this past month were as follows: Teresa Moyer and Wendy Lucas: EHS Home Visitor with 7 votes submitted.
- e. **STEP BOARD REPORT:** Aron Carter reported that the STEP Board met on Monday 24, 2015. Items discussed included the PA State Budget Impasse and its effects on our agency, the Agencies Line of Credit, and the Strategic Plan.
- f. **DIRECTOR'S REPORT:** Attached.
- g. **VOLUNTEER AWARDS PICNIC:** Tracie Yerger announced that the picnic was held on July 17, 2015.
- h. **COMMUNITY NEWS & RESOURCE INFORMATION:** None

Aron Carter moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **Personnel:**
 - i. Melissa Magargle made a motion to approve the hiring recommendation of Angela Burfield: EHS Health Specialist. Motion carried.
 - ii. Aron Carter made a motion to approve the termination of Maria Vidal-Huertas: Classroom Aide. Motion Carried.
- b. **STEP BOARD REPRESENTATIVE:** Nominations were taken to fill the Lycoming County seat on the STEP Board of Representatives. Heather Woodrum was nominated. Deb Zinck made a motion to elect Heather Woodrum as the Lycoming County STEP Board Representative. Motion carried.
- c. **REQUEST 2015-2016 FEDERAL (PRESCHOOL & EARLY) PARENT ACTIVITY FUNDS:** Heather Woodrum made a motion to request the 2015-2016 Federal Parent Activity Funds in the amount of \$ 5130 (342 funded slots x \$15 per slot) and for EHS in the amount of \$1620 (108 funded slots x \$15 per slot). Motion carried.

IX. CENTER COMMITTEE REPORTS:

- X. **APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:** Aron Carter made a motion to approve mileage reimbursement below. Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Heather Woodrum	\$27.60	\$0.00	\$27.60
TOTAL	\$27.60	\$0.00	\$27.60

XI. GOOD OF THE ORDER:

- XII. **DOOR PRIZE:** Deb Zinck won a lunch bag.

XIII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Thursday, September 3, 2015 at 10:00 am.

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- b.** The next Policy Council meeting is scheduled for Thursday, September 17, 2015 at 10:00 am.

XIV. ADJOURNMENT: Sharon Spoon adjourned the meeting at 10:49 a.m.

Respectfully submitted,

Heather Woodrum
Acting-Chairperson

ENCLOSURES:

- 1. Treasurer's Report July 2015
- 2. Director's Report

ALSO DISTRIBUTED DURING THE MEETING:

- 1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – June 2015.