

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

February 26, 2015

I. CALL TO ORDER: Sharon Spoon, Chairperson, called the meeting to order at 10:08 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	E
	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	E
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	E
Jacqueline Whiteman	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Women's Center	E
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: Paulette Clementoni made a motion to approve the minutes of January 15, 2014. Motion carried.

V. TRAINING/EXCHANGE: SELF-ASSESSMENT: Dana Karichner reviewed the Program Governance Key Indicator #2 – Roles, Responsibilities, and Training questions with Policy Council as part of the Self-Assessment.

STEP HEAD START POLICY COUNCIL MINUTES

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 and discussed the possibility of changing the dates of the Policy Council Meetings.
- c. **TREASURER'S REPORT:** January 2015 as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Heather Woodrum announced that she attended interviews for Classroom Aide Substitutes on January 15, 2015.
- e. **STEP BOARD REPORT:** None.
- f. **DIRECTOR'S REPORT:** As read (attached).
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** The Williamsport YMCA will be having a Women's Day on Saturday February 28, 2015.

Heather Woodrum moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **PERSONNEL:** Heather Woodrum made a motion to approve the Director's recommendation to hire the following: Teacher Assistant: Angela Snook; Classroom Aides: Lacey Laylon, Kristina Lucas, Opal Guy, & Cynthia Rogers; Substitute Classroom Aides: Staci Holter, Mandy McMahon, & Chantal Huffman; Family Advocate: Mia Vuoloco-Barzona, Tiffany Davis, Mary Wettlaufer for current openings and Amanda Shaffer and Alicia Welch if openings occur in the near future. Motion carried.
- b. **JOB DESCRIPTION:** Joe Cato made a motion to approve the Center Based Manager as presented. Motion carried.
- c. **POLICY COUNCIL MEETING DATES:** Paulette Clementoni made a motion to move the regular Policy Council meetings to the 3rd Thursday of each month. Motion carried

IX. CENTER COMMITTEE REPORTS: Reach Road Parent Meeting is scheduled for 3/4/15 and Hughesville's was held 2/25/15.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: None

NAME	MILEAGE	CHILD CARE	TOTAL
TOTAL			

XI. GOOD OF THE ORDER: The Lycoming County Self-Assessment Parent Panel will be held immediately following today's Policy Council meeting. The Clinton County Self-Assessment Parent Panel will be held Monday March 2, 2015 at 12 noon at the Clinton County Community Center.

XII. DOOR PRIZE: Vanessa Hunter won a cup and Joe Cato won a flash light.

STEP HEAD START POLICY COUNCIL MINUTES

XIII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Monday, March 2, 2015 at 10:00 am.
- b. The next Policy Council meeting is scheduled for Thursday, March 19, 2015 at 10:00 am.

XIV. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:17 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. Treasurer's Report January 2015
2. Directors Report

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – January 2015.
2. State Expenditure Report – January 2015.
3. PA Pre-K Counts Expenditure Report – January 2015.
4. Early Head Start Expenditure Report – January 2015.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – January 2015.
6. Job Description: Center Based Manager
7. STEP Early Learning Staff Recruitment & Retention Plan