

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

January 15, 2015

I. CALL TO ORDER: Sharon Spoon, Chairperson, called the meeting to order at 10:04 a.m.

II. ROLL CALL AND INTRODUCTIONS:

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	E
	EHS Home Base	
Barbara Forshey	EHS Center Base	P
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	E
Sharon Spoon	Policy Council Chairperson	P
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Joe Cato	Past Parent	E
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	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: Tracie Yerger made a motion to approve the minutes of November 24, 2014. Motion carried.

V. TRAINING/EXCHANGE: Dana Karichner discussed the Needlework Guild of America (NGA) which has provided children in the Williamsport area new sweat suits, winter coats or shoes each year. The cost for groups to register for participation is \$50 annually.

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VI. REPORTS:

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Barb Forshey announced that the Executive Committee met and discussed NGA, Pre-K 4 PA, Head Start Graduation and set the agenda for today's meeting.
- c. **TREASURER'S REPORT:** November – December 2014 as presented.
- d. **PERSONNEL COMMITTEE REPORT:** None.
- e. **STEP BOARD REPORT:** None.
- f. **DIRECTOR'S REPORT:** David Spring gave a verbal report.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** The group discussed the new Child Abuse Laws/Mandated Reporter, Connection with Child Advocate Center - CCWC

Barb Forshey moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **PERSONNEL:** Melissa Magargle made a motion to approve the Director's recommendation to hire the following: Leah Borow: Operations Manager and Juliana Jaglowski: Substitute Classroom Aide. Motion carried.
- b. **NGA:** Tracie Yerger made a motion to pay STEP for the \$50 annual registration fee for NGA. Motion carried
- c. **POLICY COUNCIL SUPPORT FOR PRE-K FOR PA:** Tracie Yerger made a motion to approve STEP Head Policy Council support for Pre-K for PA. Motion carried.

IX. CENTER COMMITTEE REPORTS: CCCC and Reach Road Parent Meetings were held. The group discussed timing of meetings and sending out reminders to help increase parent participation.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Barb Forshey 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
TOTAL	83.42	0.00	83.42

XI. GOOD OF THE ORDER: None.

XII. DOOR PRIZE: Sharon Spoon won a coffee mug.

XIII. 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, February 23, 2015 at 10:00 am.

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XIV. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. November & December 2014 Treasurer's Report

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – November & December 2014.
2. State Expenditure Report – November & December 2014.
3. PA Pre-K Counts Expenditure Report – November & December 2014.
4. Early Head Start Expenditure Report – November & December 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – November & December 2014.
6. Self-Assessment Opening Meeting Announcement