

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

July 17 2015

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	E
	EHS Home Base	
Barbara Forshey	EHS Center Base	P
Cathy Lapp	Preschool Lock Haven	E
Tracie Yerger	Preschool Lock Haven	E
Donna Matthews	Becht	P
Heather Woodrum	Preschool Home Base (Ly Co)	E
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	E
Paulette Clementoni	Domestic Relations	P
Vanessa Hunter	Williamsport YWCA	E
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		
Joseph Cato	LYCOMING COUNTY	<i>See above</i>
Aron Carter	CLINTON COUNTY	<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 June 18, 2015. Motion carried.

V. TRAINING/EXCHANGE: NONE

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: June 2015 as presented.

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- d. **PERSONNEL COMMITTEE REPORT:** Heather participated in interviews.
- e. **STEP BOARD REPORT:** No report.
- f. **DIRECTOR'S REPORT:** attached.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** "Fun in the Sun Day" will be held Saturday August 8, 2015 at Brandon Park from 10-2.

Lucrecia Skellenger moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a. **Policy Council Funds:** Barb Forshey made a motion to pay for the remainder of the EHS Family Days in both counties and to use the remainder of the funds to purchase parent activity/event supplies. Motion carried.

VIII. NEW BUSINESS:

- a. **Personnel:** Lucrecia Skellenger made a motion to approve the hiring recommendation of Jennifer Monahan, Center Base Supervisor. Motion carried.

IX. CENTER COMMITTEE REPORTS:

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

NAME	MILEAGE	CHILD CARE	TOTAL
TOTAL	\$	\$	\$

XI. GOOD OF THE ORDER:

- XII. **DOOR PRIZE:** Lucrecia Skellenger won a post-it note center and Sharon Spoon won a bag.

XIII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Thursday, August 6, 2015 at 10:00 am.
- b. The next Policy Council meeting is scheduled for Thursday, August 20, 2015 at 10:00 am.

- XIV. **ADJOURNMENT:** Sharon Spoon adjourned the meeting at 10:52 a.m.

Respectfully submitted,

Barb Forshey
Chairperson

ENCLOSURES:

- 1. Treasurer's Report June 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.