

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

June 18, 2015

I. CALL TO ORDER: Sharon Spoon, Chairperson, called the meeting to order at 10:00 a.m.

II. ROLL CALL AND INTRODUCTIONS:

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	P
	EHS Home Base	
Barbara Forshey	EHS Center Base	P
Cathy Lapp	Preschool Lock Haven	E
Tracie Yerger	Preschool Lock Haven	P
Donna Matthews	Becht	E
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	E
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	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: Tracie Yerger made a motion to approve the minutes of May 19, 2015. Motion carried.

V. TRAINING/EXCHANGE: FINAL RULE ON ELIGIBILITY: Donna Flick, Enrollment Specialist, presented updates from the Office of Head Start on eligibility for enrollment, as required by the **Federal Register** /Vol. 80, No. 27 /Tuesday, February 10, 2015 /Rules and Regulations.

VI. REPORTS:

a. **CORRESPONDENCE:** None.

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- b. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Sharon Spoon announced that the Executive Committee met via phone & email to set today's agenda.
TREASURER'S REPORT: May 2015 as presented.
- c. PERSONNEL COMMITTEE REPORT:** None
- d. STEP BOARD REPORT:** Joe Cato announced that the STEP Board met on June 15, 2015. The Riverwalk Project, Becht facility report, and new STEP programming for youth was discussed as well as The Cost of living approval of 1.5% and a committee is being formed to seek additional unrestricted funds.
- e. DIRECTOR'S REPORT:** attached.
- f. COMMUNITY NEWS & RESOURCE INFORMATION:** None

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

VII. OLD BUSINESS:

- a. CODE OF CONDUCT:** Joe Cato made a motion to remove from agenda since STEP is in the process of developing/revising an agency wide Code of Conduct. Motion carried.

VIII. NEW BUSINESS:

- a. VOLUNTEER AWARDS PICNIC:** Joe Cato made a motion to schedule the picnic at Indian Park on July 17 or 24 and to purchase food and door prizes as last year. Motion carries.

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
Heather Woodrum	\$27.60	\$0.00	\$27.60
Barb Forshey	\$64.40	\$0.00	\$64.40
Tracie Yerger	\$49.45	\$30.00	\$79.45
TOTAL	\$141.45	\$30.00	\$171.45

XI. GOOD OF THE ORDER:

- XII. DOOR PRIZE:** Barb Forshey won a water bottle and Lucrecia Skellenger won a phone case.

XIII. MEETING SCHEDULE:

- a.** The next Executive Committee meeting is: Thursday, July 2, 2015 at 10:00 am.
- b.** The next Policy Council meeting is scheduled for Thursday, July 16, 2015 at 10:00 am.

- XIV. ADJOURMENT:** Sharon Spoon adjourned the meeting at 10:59 a.m.

Respectfully submitted,

Barb Forshey
Chairperson

ENCLOSURES:

- 1. Treasurer's Report May 2015

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2. Director's Report

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – May 2015.
2. State Expenditure Report – May 2015.
3. PA Pre-K Counts Expenditure Report – May 2015.
4. Early Head Start Expenditure Report – May 2015.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – May 2015.
6. Final Eligibility Rule Training Packet.
7. ACF-PI-HS-15-01: Notice of Proposed Rule Making: Head Start Performance Standards 6/16/15.
8. STEP Head Start 2014 Annual Report.