

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

March 19, 2015

I. CALL TO ORDER: Sharon Spoon, Chairperson, called the meeting to order at 10:01 a.m.

II. ROLL CALL AND INTRODUCTIONS:

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	P
	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	P
Sharon Spoon	Policy Council Chairperson	P
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Joe Cato	Past Parent	E
Paulette Clementoni	Domestic Relations	E
Vanessa Hunter	Williamsport YWCA	P
Melissa Magargle	Family Promise	P
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: Vanessa Hunter made a motion to approve the minutes of February 26, 2015. Motion carried.

V. TRAINING/EXCHANGE:

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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 and discussed the possibility of changing the dates of the Policy Council Meetings.
- c. **TREASURER'S REPORT:** February 2015 as presented.
- d. **PERSONNEL COMMITTEE REPORT:** No members were available to attend interviews during this past month.
- e. **STEP BOARD REPORT:** Aron Carter announced that the STEP Board met on 3/16/15. There are changes to the Board membership and they are currently recruiting additional Board members. The Community Needs Assessment was also discussed.
- f. **DIRECTOR'S REPORT:** As read (attached).
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** The YWCA will be holding a "Cuisine & a Cause" Tasting event on Sunday 3/22/15. It will be held from 1-4 and the cost is \$ or 1 or 495 for a couple. Family Promise will be holding the car/box event on 4/17/15 beginning at 5 pm and going all night. They will also be holding their 5 year anniversary celebration on 5/20/15 with an Open House and an Art Auction from 5-7 pm. More information can be found at familypromiselycoming.org. Jackson Elementary will be holding a Basket Raffle on 4/9/15 at 5:30pm.

Vanessa Hunter moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **PERSONNEL:** Lucrecia Skellenger made a motion to approve the Director's recommendation to hire the following: Teacher Assistant: Lisa Sellard; Classroom Aides: Natasha English, Samantha Goliash, and Shauna Noble; Substitute Classroom Aides: Danielle Andrews and Kayla Diehl. Motion carried.
- b. **PHSA SPRING CONFERENCE:** Vanessa Hunter made a motion to approve sending Heather Woodrum to PHSA April 8-9, 2015 and pay all required expenses. Motion carried.
- c. **POLICY COUNCIL MEETING DATES:** Due to the Grant being due April 30, 2015, Melissa made a motion to move the April meeting date to the 4th Thursday of the month. It was discussed that the date may still need to be moved closer to the end of the month if the grant and budgets are not completed by the 23rd. Motion carried

IX. CENTER COMMITTEE REPORTS: Hughsville Home based made homemade dog treats and took them on a field trip to the SPCA. Reach Road Spring Fair was held on March 4, 2015 and the Clinton County Community Center meeting is scheduled for March 26, 2015.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
Heather Woodrum	\$32.20	\$0.00	\$32.20
TOTAL	\$32.20	\$0.00	\$32.20

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- XI. GOOD OF THE ORDER:** None
- XII. DOOR PRIZE:** Leigh McCarty won a notepad and Vanessa Hunter won a water bottle.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, April 2, 2015 at 10:00 am.
 - b. The next Policy Council meeting is scheduled for Thursday, April 23, 2015 at 10:00 am.
- XIV. ADJOURNMENT:** Sharon Spoon adjourned the meeting at 10:45 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

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

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – February 2015.
2. State Expenditure Report – February 2015.
3. PA Pre-K Counts Expenditure Report – February 2015.
4. Early Head Start Expenditure Report – February 2015.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – February 2015.