

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

May 19, 2015

I. CALL TO ORDER: Barb Forshey, Co-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	E
Donna Matthews	Becht	P
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	E
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	P
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: Paulette Clementoni made a motion to approve the minutes of April 29, 2015. Motion carried.

V. TRAINING/EXCHANGE:

VI. REPORTS:

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Barb Forshey announced that the Executive Committee met via phone & email to set today's agenda.
- c. **TREASURER'S REPORT:** April 2015 as presented.

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- d. **PERSONNEL COMMITTEE REPORT:** None
- e. **STEP BOARD REPORT:** Aron Carter announced that the STEP Board met on April 20, 2015. The Community Needs Assessment was shared with the Board and the acquisition of Mobil Units to place as classrooms at Penn Vale was discussed.
- f. **DIRECTOR'S REPORT:** Verbal report.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Dana Karichner shared information about the Antioch's Annual Summer Block Parties. We will have tables at several to assist with recruitment.

Paulette Clementoni moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a. Code of Conduct: Tabled until July 18, 2015

VIII. NEW BUSINESS:

- a. **VOLUNTEER AWARDS PICNIC:** Heather Woodrum made a motion to hold and begin planning for the Annual Volunteer Awards Picnic in July. Motion carries.

IX. CENTER COMMITTEE REPORTS: The last Parent Meeting Activities are currently being held with

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: Aron Carter made a motion to approve mileage reimbursement below. Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Heather Woodrum	\$26.45	\$0.00	\$26.45
TOTAL	\$26.45	\$0.00	\$26.45

XI. GOOD OF THE ORDER:

XII. DOOR PRIZE: Barb Forshey won a cup and Aron Carter won a lunch bag.

XIII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Thursday, June 4, 2015 at 10:00 am.
- b. The next Policy Council meeting is scheduled for Thursday, June 18, 2015 at 10:00 am.

XIV. ADJOURMENT: Sharon Spoon adjourned the meeting at 10:52 a.m.

Respectfully submitted,

Barb Forshey
Chairperson

ENCLOSURES:

- 1. Treasurer's Report April 2015

ALSO DISTRIBUTED DURING THE MEETING:

- 1. Federal Expenditure Report - April 2015.
- 2. State Expenditure Report - April 2015.

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