

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

October 29, 2015

**I. CALL TO ORDER:** Sharon Spoon, Chairperson, called the meeting to order at 10:15 a.m.

**II. ROLL CALL AND INTRODUCTIONS:**

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	P
Tracie Yerger	Preschool Lock Haven	E
Alexandra Brown-Morrow	FireTree	E
Lucrecia Skellenger	Linn St.	P
Robert Bailey	Reach Road	P
Donna Matthews	Reach Road	E
Chetara Taylor	St. John's	E
Danielle Taylor	St. John's	E
Felicia Renninger	Preschool Home Base (Ly Co)	E
Sharon Spoon	Policy Council Chairperson	P
<b>Honorary Veterans (non-voting)</b>		
Barbara Forshey	EHS CBLH	E
Sharon Spoon	Past Parent	P
<b>COMMUNITY REPRESENTATIVES</b>		
Heather Woodrum	Past Parent	P
Corinne Tagliarina	Lycoming Pre-K 1	P
Paulette Clementoni	Domestic Relations	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	P
<b>STEP BOARD REPRESENTATIVES</b>		
Heather Woodrum	LYCOMING COUNTY	<i>See above</i>
Aron Carter	CLINTON COUNTY	<i>See above</i>
<b>STAFF (Non-voting)</b>		
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:** Heather Woodrum made a motion to approve the minutes of September 17, 2015. Motion carried.

**V. TRAINING/EXCHANGE:**

**A. NGA: Becky Pryor:** Becky Pryor, NGA/Head Start Coordinator, presented information about the local Newberry Branch of NGA (Needlework Guild of America) which provides new garments to low income children/families in the Williamsport area. Sharon Spoon, Policy Council Chairperson, then presented the Branch with a \$200 donation from the Community Project that several Head Start sites completed last school year.

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- B. POLICY COUNCIL OFFICERS & THEIR DUTIES:** Sharon Spoon, Chairperson, and Dana Karichner, Family Engagement Manager reviewed the Policy Council Officer Duties and the election process.

### **VI. REPORTS:**

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met 10/7/15 to set today's agenda, discuss the upcoming program year, and begin planning for the Policy Council Orientation which was held 10/22/15. They also review the Policy Council Checklist for the Grant and discussed Policy Council funds to be managed through the STEP Fiscal Office.
- c. **TREASURER'S REPORT:** September 2015, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month were as follows: 9/23/15: Jaime Fryer – Teacher/Home Visitor Floater and Shadet Warren – Classroom Aide with 8 votes submitted. 10/22/15: Casey Ruble – EHS Teacher; Melanie Thomas and Tomika Washington – EHS Teacher Assistants with 5 votes submitted. Interviews are scheduled for 11/5/15 beginning at 8:30 am at the Clinton County Community Center for EHS Home Visitor.
- e. **STEP BOARD REPORT:** Heather Woodrum and Aron Carter reported that the STEP Board met on October 19, 2015 and presented the Annual Awards during a reception. Sue Evans, Head Start Deputy Director was honored as STEP's Employee of the Year. The Board then held their meeting and reviewed the PA Budget Impasse information and unrestricted funds.
- f. **DIRECTOR'S REPORT:** David Spring gave a verbal report to the Policy Council.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced that on 10/23/15 the Family Promise "Warming the Community" event gave out over 400 blankets, coats and gloves. The "Point in Time" count of homeless individuals was held and numbers are as follows: 120 adults and 38 children in shelters and 12 adults and 5 children unsheltered in Lycoming County. The United Churches Food Pantry is seeking to hire a part time employee. David Spring announced that STEP Head Start and the Senior Center at the Clinton County Community Center will be hosting an Intergenerational Fall Harvest on October 27, 2015.

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

### **VII. OLD BUSINESS:**

- a.

### **VIII. NEW BUSINESS:**

- a. **PERSONNEL:** None
- b. **PAST PARENT AND COMMUNITY REPRESENTATIVES RECOMMENDATIONS OF 2014-2015 POLICY COUNCIL TO THE 2015-2016 POLICY COUNCIL:** Melissa Magargle made a motion to recommend Aron Carter, Paulette Clementoni, Melissa Magargle, Jacqueline Whiteman, and Debra Zinck, current Community Representatives, and Heather Woodrum (past parent) to the 2015-2016 Policy Council as Community Representatives and Barb Forshey, a current parent and

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Sharon Spoon, past parent, whose 3 year lifetime terms will be up, to continue to serve as an Honorary Veteran to the 2015-2016 Policy Council. Motion carried.

**c. ELECTION OF POLICY COUNCIL OFFICERS:**

**The floor was opened for nominations for Chairperson.**

Heather Woodrum was nominated. Nominations were closed. Lucrecia Skellenger was instructed to cast a single vote. Heather Woodrum was elected Chairperson for the 2015-2016 Policy Council year.

**The floor was opened for nominations for Vice-Chairperson.**

No nominations were received. Election for Vice-Chairperson was tabled to the next meeting.

**The floor was opened for nominations for Secretary.**

Leigh McCarty was nominated. Nominations were closed. Lucrecia Skellenger was instructed to cast a single vote. Leigh McCarty was elected Secretary for the 2015-2016 Policy Council year.

**The floor was opened for nominations for Treasurer.**

Aron Carter was nominated. Nominations were closed. Lucrecia Skellenger was instructed to cast a single vote. Aron Carter was elected Treasurer for the 2015-2016 Policy Council year.

**IX. CENTER COMMITTEE REPORTS:**

- Corinne Tagiarina and Robert Bailey announced that the Reach Rd Parent meeting was held on October 20<sup>th</sup>. The group chose to collect hygiene items for NGA as their Community Project and to hold a winter craft night as their next meeting in December.
- Lucrecia Skellenger announced that the Parent Group from Linn St met on October 27<sup>th</sup> and have planned to do a winter craft as their next meeting in December.
- Leigh McCarty announced that the EHS Parent Group met October 5<sup>th</sup> and they will be meeting again in December.
- Dana Karichner announced that the EHS in Clinton County met October 5<sup>th</sup> and has chosen Nutrition as the topic of their next meeting in December. And Preschool in Clinton County met on October 8<sup>th</sup>. They are planning to hold a "Clothing Swap" in December and would like to do a First Aide/CPR class for parents at the Community Center. The Home Base Parent Meeting are being held during Family Days this year with the parents from the group planning special topics and events for those times.

**X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: Aron Carter made a motion to pay vouchers as read (listed below). Motion carried.**

NAME	MILEAGE	CHILD CARE	TOTAL
Heather Woodrum	\$151.80	\$0.00	\$151.80
<b>TOTAL</b>	<b>\$151.80</b>	<b>\$0.00</b>	<b>\$151.80</b>

**XI. GOOD OF THE ORDER:**

Dana Karichner announced that the Health, Family and Community Partnership Advisory Committee would be meeting on Thursday November 5<sup>th</sup> from 10-12 and that the Penn State Healthy Bodies Project will be hosting a Nutrition Video Night at the Head Start Office on Thursday November 5<sup>th</sup> from 5:30-6:30. Parents are encouraged to RSVP as space is limited.

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**XII. DOOR PRIZE:** Sharon Spoon won a \$10 gift card to Sweet Frog.

**XIII. MEETING SCHEDULE:**

- a. The next Executive Committee meeting is: Thursday, November 5, 2015 after the Advisory Committee Meeting.
- b. The next Policy Council meeting is scheduled for Thursday, November 19, 2015 at 10:00 am.

**XIV. ADJOURNMENT:** Sharon Spoon adjourned the meeting at 11:47 a.m.

Respectfully submitted,

Sharon Spoon  
Chairperson

**ENCLOSURES:**

1. Treasurer's Report

**ALSO DISTRIBUTED DURING THE MEETING:**

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – August 2015.
2. Health, Family and Community Partnership Advisory Committee Meeting Announcement.
3. Federal Expenditure Report – August & September 2015.
4. State Expenditure Report – August & September 2015.
5. PA Pre-K Counts Expenditure Report – August & September 2015.
6. Early Head Start Expenditure Report – August & September 2015.
7. MIECHV Expenditure Report – August & September 2015.