

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

September 17, 2015

**I. CALL TO ORDER:** Heather Woodrum, Acting-Chairperson, called the meeting to order at 10:06 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	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	E
Sharon Spoon	Policy Council Chairperson	E
<b>ALTERNATE REPRESENTATIVES</b>		
<b>COMMUNITY REPRESENTATIVES</b>		
Paulette Clementoni	Domestic Relations	P
Vanessa Hunter	Williamsport YWCA	R
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
<b>STEP BOARD REPRESENTATIVES</b>		
<i>Heather Woodrum</i>	<i>LYCOMING COUNTY</i>	<i>See above</i>
<i>Aron Carter</i>	<i>CLINTON COUNTY</i>	<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:** Melissa Magargle made a motion to approve the minutes of August 26, 2015. Motion carried.

**V. TRAINING/EXCHANGE: NONE**

**STEP HEAD START  
POLICY COUNCIL MINUTES**

**VI. REPORTS:**

- a. **CORRESPONDENCE:** Received an email resignation from Vanessa Hunter due to her schedule. Received a letter from Susquehanna Bank that they will be merging with BB&T beginning in October.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met 9/1/15 to set today's agenda, discuss the upcoming program year, and begin planning for the Policy Council Orientation which will be held 10/22/15.
- c. **TREASURER'S REPORT:**
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month were as follows: 8/31/15: Carrie Campbell and Melissa Edmonds - EHS Home Visitors, Jennifer Platt - EHS Teacher/Home Visitor Floater, Jamie Fryer and Angela Dennis - PS Teacher Assistant Floaters, Kendra Domino - PS Teacher, Kamara Keeth and Eboni Jeter - PS Classroom Aides with 11 votes submitted. 9/3/15: Anna Dershem - PA Classroom Aide with 6 votes submitted.
- e. **STEP BOARD REPORT:** Aron Carter reported that the STEP Board will be meeting on Monday September 21, 2015 and that the STEP Annual Meeting has been canceled due to the State Budget Impasse. The Board has been communicating via email and conversations to keep up-to-date on the State Budget Impasse and its impact on our agency.
- f. **DIRECTOR'S REPORT:** Attached.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced that on 10/23/15 from 2-5pm Family Promise will be hosting a "Warming the Community". They will be giving out blankets, coats and gloves. It will be first come/first serve. Family Promise has a "Clothing Closet" for individuals who are in need of professional clothing for interviews or professional jobs. They will also be participating in the upcoming countywide "Point in Time" count of homeless individuals in our county.

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

**VII. OLD BUSINESS:**

- a.

**VIII. NEW BUSINESS:**

- a. **Personnel:** Aron Carter made a motion to approve the hiring recommendation of Stacey Lee and Michael Bruning: EHS Teachers. Motion carried.
- b. **PAST PARENT AND COMMUNITY REPRESENTATIVES RECOMMENDATIONS OF 2014-2015 POLICY COUNCIL TO THE 2015-2016 POLICY COUNCIL:** Donna Matthews made a motion to recommend Aron Carter, Paulette Clementoni, Melissa Magargle, Jacqueline Whiteman, and Debra Zinck, current Community Representatives, to the 2015-2016 Policy Council and Barb Forshey, a current parent whose 3 year lifetime term will be up, to continue to serve as an Honorary Veteran to the 2015-2016 Policy Council. Motion carried. Aron Carter abstained from the vote.

**IX. CENTER COMMITTEE REPORTS:** Initial Parent Meetings will begin the last week of September.

**X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: None**

NAME	MILEAGE	CHILD CARE	TOTAL
------	---------	------------	-------

**STEP HEAD START  
POLICY COUNCIL MINUTES**

---

<b>TOTAL</b>		
--------------	--	--

**XI. GOOD OF THE ORDER:**

**XII. DOOR PRIZE:** Aron Carter won a flashlight and Donna Matthews won a coffee mug.

**XIII. MEETING SCHEDULE:**

- a. The next Executive Committee meeting is: Thursday, October 1, 2015 at 10:00 am.
- b. Policy Council Orientation is scheduled for Thursday October 22, 2015 from 10-12.
- c. The next Policy Council meeting is scheduled for Thursday, October 29, 2015 at 10:00 am.

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

Respectfully submitted,

Heather Woodrum  
Acting-Chairperson

**ENCLOSURES:**

- 1. Director'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.