

## STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office 2138 Boyd St.

Williamsport, PA 17701

10 a.m.

April 28, 2014

I. Call to Order: Joseph Cato, Vice-Chairperson, called the meeting to order at 10:05 a.m.

### II. Roll Call and Introductions:

<b>REPRESENTATIVE</b>	<b>SITE</b>	<b>ATTENDANCE</b>
Vacant	EHS Home Base	
Vacant	EHS Home Base	
Barbara Forshey	EHS Center Base	E
Kristine Combs	Preschool Lock Haven	P
Tracie Yerger	Preschool Lock Haven	P
Joe Cato	Becht	P
Leanne Applegate	Becht	E
Robin Guillaume	Preschool Home Base (Ly Co)	E
Jonaesha Smith	Preschool Home Base (Ly Co)	U
Jason Meskell	Preschool Home Base (Cl Co)	U
Lisa Carley	Reach Road	R
Leigh McCarty	Reach Road	P
Katie Klingborg	Saint John's	U
Brittani McQuade	Saint John's	U
Vacant	Linn Combination	
Sharon Spoon	Policy Council Chairperson	E
<b>ALTERNATE REPRESENTATIVES</b>		
<b>COMMUNITY REPRESENTATIVES</b>		
Clementoni, Paulette	Domestic Relations	P
Tom Heffner	Penn College	R
Vanessa Hunter	Williamsport YWCA	P
Melissa Magargle	Family Promise	P
Jacqueline Whiteman	Williamsport Area School Dist.	E
Heather Wood	Lycoming Children and Youth	E
Debra Zinck	Clinton County Women's Center	P
Aron Carter	Jersey Shore State Bank	P
<b>STEP BOARD REPRESENTATIVES</b>		
<i>Joseph Cato</i>	<i>LYCOMING COUNTY</i>	<i>See above</i>
<i>Kristine Combs</i>	<i>CLINTON COUNTY</i>	<i>See above</i>
<b>STAFF (Non-voting)</b>		
Anne Doerr	Head Start Director	P
Sue Evans	Early 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:** Deb Zinck made a motion to approve the minutes of March 24 , 2014. Motion carried.
- V. TRAINING/EXCHANGE: FEDERAL GRANT APPLICATIONS & SEQUESTRATION RESTORATION:** Sue Evans, Early Head Start Director, explained the Refunding Grant Application process for the Federal Grants, our approved 30 day extension from ACF and discussed the program plans for Sequestration Restoration. (Details are in the Director's Report)

**VI. REPORTS:**

- A. CORRESPONDENCE:** None
- B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Kristine Combs announced the Executive Committee met April 7, 2014. They set the agenda for today's meeting and discussed ideas from the PHSA Conference and the upcoming On-Site Federal Review.
- C. TREASURER'S REPORT:** March 2014 as presented.
- D. PERSONNEL COMMITTEE REPORT:** None
- E. STEP BOARD REPORT:** Kristine Combs announced the last meeting was canceled.
- F. PHSA REPORTS:** Joe Cato, Kristine Combs and Deb Zinck shared information they learned from PHSA with the Policy Council.
- G. DIRECTOR'S REPORT:** As read. (attached)
- H. COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced that Family Promise has found a new location and will be holding an Open House on May 14, 2014 from 3-6 p.m. at 635 Hepburn Street Williamsport.

**Deb Zinck moved to approve the reports as read. Motion carried.**

**VII. OLD BUSINESS:**

**VIII. NEW BUSINESS:**

- A. PERSONNEL:** Vanessa Hunter made a motion to approve the Director's recommendation to hire Robyn Dobos, Victoria Laubscher and Cheryl Miller for Substitute Classroom Aide and Charlie Robinson for Family Advocate. Motion carried.
- B. COMMUNITY REPRESENTATIVE:** This item was tabled due to not having enough current parents present for the meeting.
- C. POLICY COUNCIL BUDGET 2014-2015:** Deb Zinck made a motion to table this item until next month. Motion carried.
- D. SELF-ASSESSMENT:** Paulette Clementoni made a motion to table this item until next month. Motion carried.
- E. FEDERAL REFUNDING APPLICATION 2014-2015:** Kristine Combs made a motion to table this item until next month. Motion carried.

- F. MATERNAL INFANT EARLY CHILDHOOD HOME VISITATION (MIECHV) REFUNDING GRANT APPLICATION 2014-2015:** Vanessa Hunter made a motion to approve the submission of the MIECHV Refunding Grant Application in the amount of \$178,500 in the same location and same program design as the 13-14 program year. Motion carried.
- G. PA HEAD START SUPPLEMENTAL ASSISTANCE PROGRAM (HSSAP) REFUNDING GRANT APPLICATION 2014-2015:** Melissa Magargle made a motion to approve the submission of the HSSAP Refunding Grant Application in the amount of \$923,132 in the same locations and in the same program design as the 13-14 program year. Motion carried.
- H. PA PRE-K COUNTS REFUNDING GRANT APPLICATION 2014-2015:** Kristine Combs made a motion to approve the submission of the PA Pre-K Counts Refunding Grant Application in the amount of \$651,660 in the same locations and in the same program design as in the 13-14 program year. Motion carried.
- I. MAY POLICY COUNCIL DATE:** Deb Zinck made a motion to move the May Policy Council meeting to Tuesday May 20, 2014 at 10:00 a.m., due to the Memorial Holiday on the regular scheduled day. Motion carried.
- J. PARENT COMMITTEE FUNDS:** Kristine Combs made a motion to approve the request to purchase supplies for Becht, Linn Combo, CCCC, St. John's, Hughesville and EHS Lycoming County for approximately \$515. Motion carried.

**X. CENTER COMMITTEE REPORTS:**

**XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:**

Vanessa Hunter made a motion to pay vouchers as read (listed below). Motion carried.

<b>NAME</b>	<b>MILEAGE</b>	<b>CHILD CARE</b>	<b>TOTAL</b>
Joe Cato	\$29.40	\$6.00	<b>\$35.40</b>
Tracie Yerger	\$ 125.13	\$9.00	<b>\$134.13</b>
<b>TOTAL</b>	\$154.53	\$15.00	<b>\$169.53</b>

**XIII. GOOD OF THE ORDER:** Kristine Combs presented Anne Doerr with a hanging basket and card from Policy Council for her 32 years of service as the STEP, Inc. Head Start Director.

**XIV. DOOR PRIZE:** Deb Zinck & Melissa Magargle each won a Head Start water bottle.

**XV. MEETING SCHEDULE:**

- A.** The next Executive Committee meeting is Monday, May 5, 2014 at 10:00 am.
- B.** The next Policy Council meeting is scheduled for Monday, May 20, 2014 at 10:00 am.

**XVI. ADJOURNMENT:** Joe Cato adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Joe Cato  
Vice-Chairperson

**ENCLOSURES:**

1. March 2014 Treasurer's Report.
2. Director's Report.
3. PHSA Reports

**ALSO DISTRIBUTED DURING THE MEETING:**

1. Federal Expenditure Report – March 2014.
2. State Expenditure Report – March 2014.
3. PA Pre-K Counts Expenditure Report – March 2014.
4. Early Head Start Expenditure Report – March 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – March 2014.
6. ACF Letter dated 3/28/14 for Federal Refunding Grant Application.
7. ACF Letter received 4/23/14 granting a 30 day extension of Federal Refunding Grant Application due date.
8. HSSAP Budget for 2014-2015.
9. Head Start Living its Legacy article from the Lock Haven Express 4/4/14
10. Disability Dolls article from the Lock Haven Express 4/1/14.
11. Week of the Young Child Preschool activities list.
12. Week of the Young Child EHS activities list.