

## STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office  
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

August 14, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:04 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	P
Kristine Combs	Preschool Lock Haven	R
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)	E
Jason Meskell	Preschool Home Base (Cl Co)	U
Leigh McCarty	Reach Road	E
Katie Klingborg	Saint John's	U
Vacant	Linn Combination	
Sharon Spoon	Policy Council Chairperson	P
<b>ALTERNATE REPRESENTATIVES</b>		
<b>COMMUNITY REPRESENTATIVES</b>		
Clementoni, Paulette	Domestic Relations	P
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	E
Aron Carter	Jersey Shore State Bank	E
<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>		
Sue Evans	Interim 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:** Joe Cato made a motion to approve the minutes of July 28, 2014. Motion carried. Joe Cato made a motion to add the Name of Maryam Ali as being approved for the Position of Family Advocate to the minutes of April 28, 2014. Motion carried.
- V. TRAINING/EXCHANGE: ROSENBERG'S RULES OF ORDER:** Dana Karichner, Family Engagement Manager, reviewed two information pages about Rosenberg's Rules of Order. STEP Inc., as an agency, will now follow Rosenberg's Rules of Order instead of Robert's Rules of Order.
- VI. REPORTS:**
- A. CORRESPONDENCE:** Dana Karichner announced that she received a phone call from Kristine Combs resigning from Policy Council and the STEP Board of Director's due to relocating to Atlanta, Georgia.
  - B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Joe Cato announced the Executive Committee met August 4, 2014. They set the agenda for today's meeting, reviewed Rosenberg's Rules of Order, and discussed the open seat for the STEP Board of Director's.
  - C. TREASURER'S REPORT:** Will be reviewed next month.
  - D. PERSONNEL COMMITTEE REPORT:** Barb Forshey announced that she and Tracie Yerger participated in interviews for Teacher, Teacher Assistant, and Classroom Aide.
  - E. STEP BOARD REPORT:** Joe Cato announced the STEP Board will be meeting this evening.
  - F. DIRECTOR'S REPORT:** As read. (attached)
  - G. COMMUNITY NEWS & RESOURCE INFORMATION:** Little League World Series games begin today.

**Tracie Yerger moved to approve the reports as read. Motion carried.**

**VII. OLD BUSINESS:**

- A. POLICY COUNCIL BY-LAWS:** Vanessa Hunter made a motion to approve the changes to the By-Laws to use Rosenberg's Rules of Order which had been discussed and presented at last month's meeting. Motion carried.

**VIII. NEW BUSINESS:**

- A. PERSONNEL:** Melissa Magargle made a motion to approve the Interim Director's recommendation to hire Nicole Monoski – Cafeteria Aide; Janelle Sheesley, Maria Williams, and Elisha Hertwig – Head Start Teachers; Melissa Edmonds – Teacher Home Visitor Floater; Kathy Dowling, Heather Gormont and Kelsa Mackenzie – Teacher Assistants; and Christina Prokop, Maria Vidal-Huertas, and Rachel Eckley – Classroom Aides. Motion carried.
- B. JOB DESCRIPTIONS:** Barb Forshey made a motion to approve the Following Job Description: Early Head Start Home-Based Manager. Motion Carried.

- C. STEP BOARD REPRESENTATIVE:** Barb Forshey nominated Aron Carter to serve on the STEP Board of Director's as the representative of Clinton County to replace Kristine Combs. Vanessa Hunter made a motion to approve the nomination of Aron Carter to serve as the Clinton County Policy Council Representative for the STEP Board of Director's. Motion carried
- D. FEDERAL GRANT BUDGET REVISION:** Melissa Magargle made a motion to table until the next meeting. Motion carried.
- E. PA PRE-K COUNTS:** Melissa Magargle made a motion to approve the grant application for \$70,380 for 18 part-day, center-based PA Pre-K Counts slots at our Becht site to increase the hours to six (6) hours a day for 180 days. Motion carried.
- F. REQUEST 2014-2015 FEDERAL (PRESCHOOL & EARLY) PARENT ACTIVITY FUNDS:** Joe Cato made a motion to request Federal Parent Activity Funds for Preschool in the amount of \$5955 (397 funded slots x \$15 per slot) and for Early in the amount of \$1500 (100 funded slots x \$15 per slot). Motion carried.
- G. REQUEST 2014-2015 STATE PARENT ACTIVITY FUNDS:** Joe Cato made a motion to request State Parent Activity Funds in the amount of \$1440 (96 funded slots x \$15 per slot). Motion carried.
- H. REQUEST 2014-2015 MIECHV PARENT ACTIVITY FUNDS:** Vanessa Hunter made a motion to request MIECHV Parent Activity Funds in the amount of \$225 (15 funded slots x \$15). Motion carried.

**X. CENTER COMMITTEE REPORTS:**

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

Joe Cato 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>
Barb Forshey	\$124.16	\$48.00	<b>\$172.16</b>
Tracie Yerger	\$133.42	\$30.00	<b>\$163.42</b>
Joe Cato	\$19.40	\$16.50	<b>\$35.90</b>
<b>TOTAL</b>	\$276.98	\$94.50	<b>\$371.48</b>

**XIII. GOOD OF THE ORDER:** None

**XIV. DOOR PRIZE:** Vanessa Hunter and Sharon Spoon each won a water bottle.

**XV. MEETING SCHEDULE:**

- A.** The next Executive Committee meeting is Monday, September 8, 2014 at 10:00 am.
- B.** The next Policy Council meeting is scheduled for Monday, September 22, 2014 at 10:00 am.

**XVI. ADJOURNMENT:** Sharon Spoon adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Sharon Spoon  
Chairperson

**ENCLOSURES:**

1. Director's Report.

**ALSO DISTRIBUTED DURING THE MEETING:**

1. Federal Expenditure Report – July 2014.
2. State Expenditure Report – July 2014.
3. PA Pre-K Counts Expenditure Report – July 2014.
4. Early Head Start Expenditure Report – July 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – July 2014.
6. Rosenberg's Rules of Order at a Glance
7. Simple Parliamentary Procedures Cheat Sheet
8. Proposed STEP Head Start By-Laws.
9. Job Description: Early Head Start Home-Based Manager.
10. Dept. of Health & Human Services Notice of Award received 7/31/14