

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

July 28, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:09 a.m.

II. Roll Call and Introductions:

REPRESENTATIVE	SITE	ATTENDANCE
Vacant	EHS Home Base	
Vacant	EHS Home Base	
Barbara Forshey	EHS Center Base	P
Kristine Combs	Preschool Lock Haven	E
Tracie Yerger	Preschool Lock Haven	P
Joe Cato	Becht	E
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
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Clementoni, Paulette	Domestic Relations	E
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	P
STEP BOARD REPRESENTATIVES		
<i>Joseph Cato</i>	<i>LYCOMING COUNTY</i>	<i>See above</i>
<i>Kristine Combs</i>	<i>CLINTON COUNTY</i>	<i>See above</i>
STAFF (Non-voting)		
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: Barb Forshey made a motion to approve the minutes of June 30, 2014. Motion carried.

V. TRAINING/EXCHANGE: PROMOTING HEALTHY DEVELOPMENT STUDY FINDINGS: Sue Evans presented a Power Point presentation of the Promoting Healthy Development research findings that our Early Head Start participated in with Penn State University, Prevention Research Center. Discussion was held regarding the link between obesity and economic status.

VI. REPORTS:

A. CORRESPONDENCE: None

B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT: Sharon Spoon announced the Executive Committee met July 1, 2014. They set the agenda for today's meeting, review the STEP Head Start By-Laws, and finished preparations for the Annual Policy Council Awards Picnic.

C. TREASURER'S REPORT: June 2014 as presented.

D. PERSONNEL COMMITTEE REPORT: Barb Forshey announced that she participated in EHS Teacher interviews.

E. STEP BOARD REPORT: Joe Cato announced the STEP Board has not met since the last Policy Council meeting. The next meeting is scheduled for August.

F. DIRECTOR'S REPORT: As read. (attached)

G. COMMUNITY NEWS & RESOURCE INFORMATION: Dana Karichner announced that the last Antioch Annual Summer Block Party will be held August 6, 2014. Staff would also be participating in a Carnival Night at the Ross Library this evening. Melissa Magargle announced that the Kids First Friday would be held August 1, 2014 in the city of Williamsport and that the Little League World Series parade will be held on August 13, 2014 with the games beginning on the 14th. Barb Forshey announced that the Clinton County Fair would be held August 2 to 9, 2014.

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 which were presented at last month's meeting. Motion carried. Discussion was also held regarding an agency-wide change from Robert's Rules of Order to a different parliamentary authority which should be finalized by next month's meeting.

VIII. NEW BUSINESS:

A. PERSONNEL: Melissa made a motion to approve the Interim Director's recommendation to hire Katie Shpakavsky – EHS Teacher; Sharon Seybold – Substitute Classroom Aide; Bonnie Burget – Classroom Aide. Motion carried.

B. JOB DESCRIPTIONS: Kristine Combs made a motion to approve the Following Job Descriptions: Head Start Teacher, Head Start Teacher/Home Visitor Floater,

Head Start Teacher Assistant, Head Start Classroom Aide, and Parent-Child Home Program Home Visitor. Motion Carried.

C. CHANGE OF MEETING DATE FOR AUGUST: Tracie Yerger made a motion to hold the August meeting on August 14, 2014 at 10 am due to Pre-Service being scheduled for August 25, 2014. Motion carried

D. POLICY COUNCIL FUNDS: Tracie Yerger made a motion to purchase a table cover, blank books, parent binders for preschool Home Base, and gift packs with the remaining 2013-2014 Policy Council funds. Motion carried.

X. CENTER COMMITTEE REPORTS: Barb Forshey announced that the EHS Family Day was held on July 25, 2014. The children and families had many activities to choose from and lunch was provided. 72 families and children participated.

XII. 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
Barb Forshey	\$155.20	\$0.00	\$155.20
Tracie Yerger	\$83.42	\$0.00	\$83.42
TOTAL	\$238.62	\$0.00	\$238.62

XIII. GOOD OF THE ORDER: None

XIV. DOOR PRIZE: Tracie Yerger won a tote bag and Melissa Magargle won 4 tickets to the Community Theater League.

XV. MEETING SCHEDULE:

A. The next Executive Committee meeting is Monday, August 5, 2014 at 10:00 am.

B. The next Policy Council meeting is scheduled for Thursday, August 14 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. June 2014 Treasurer's Report.
2. Director's Report.

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – June 2014.
2. State Expenditure Report – June 2014.
3. PA Pre-K Counts Expenditure Report – June 2014.
4. Early Head Start Expenditure Report – May 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – June 2014.
6. Proposed STEP Head Start By-Laws.
7. Job Description: Head Start Teacher.
8. Job Description: Head Start Teacher/Home Visitor Floater.
9. Job Description: Teacher Assistant.
10. Job Description: Head Start Classroom Aide.
11. Job Description: Parent-Child Home Program Home Visitor
12. PHSA Monthly Update May 2014
13. PA Department of Education letter regarding the CACFP Review dated 7/2/14.