

## STEP HEAD START POLICY COUNCIL MINUTES

Head Start Office 2138 Boyd St.

Williamsport, PA 17701

10 a.m.

March 24, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:03 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	P
Tracie Yerger	Preschool Lock Haven	P
Joe Cato	Becht	E
Leanne Applegate	Becht	P
Robin Guillaume	Preschool Home Base (Ly Co)	P
Jonaesha Smith	Preschool Home Base (Ly Co)	E
Jason Meskell	Preschool Home Base (Cl Co)	U
Lisa Carley	Reach Road	E
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	P
<b>ALTERNATE REPRESENTATIVES</b>		
<b>COMMUNITY REPRESENTATIVES</b>		
Clementoni, Paulette	Domestic Relations	E
Tom Heffner	Penn College	E
Vanessa Hunter	Williamsport YWCA	P
Melissa Magargle	Family Promise	E
Jacqueline Whiteman	Williamsport Area School Dist.	E
Heather Wood	Lycoming Children and Youth	P
Debra Zinck	Clinton County Women's Center	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	Head Start Deputy 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:** Kristine Combs made a motion to approve the minutes of February 24 , 2014. Motion carried.

**V. TRAINING/EXCHANGE:**

**COMMUNITY NEEDS ASSESSMENT:** Anne Doerr, Director, explained the purpose of the Community Needs Assessment. The Community Needs Assessment questionnaire was discussed and completed.

**ON-SITE FEDERAL REVIEW:** Anne Doerr announced that the On-Site Federal Review will be held April 13-17, 2014. Input from Policy Council was taken to assist with scheduling the Policy Council Interview, tentatively scheduled for April 15, 2014 at 10 am.

**VI. REPORTS:**

**A. CORRESPONDENCE:** None

**B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Kristine Combs announced the Executive Committee met March 3, 2014. They set the agenda for today's meeting and discussed the PHSA Conference and the upcoming On-Site Federal Review.

**C. TREASURER'S REPORT:** February 2014 as presented.

**D. PERSONNEL COMMITTEE REPORT:** None

**E. STEP BOARD REPORT:** Kristine Combs announced the last meeting was canceled.

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

**G. COMMUNITY NEWS & RESOURCE INFORMATION:** None

**Robin Guillaume moved to approve the reports as read. Motion carried.**

**VII. OLD BUSINESS:**

**VIII. NEW BUSINESS:**

**A. PERSONNEL:** Deb Zinck made a motion to approve the Director's recommendation to hire Lori Bitler, Charlie Robinson and Angela Snook for Classroom Aide and Denise Snyder for Preschool Teacher. Motion carried.

**B. PA HEAD START SUPPLEMENTAL ASSISTANCE PROGRAM:** Robin Guillaume made a motion to approve the continuation of the HSSAP program for the 2014-2015 fiscal year. Motion carried.

**C. PA PRE-K COUNTS PROGRAM:** Barb Forshey made a motion to approve the continuation of the program for the 2014-2015 fiscal year. Motion carried.

**D. PARENT COMMITTEE FUNDS:** Robin Guillaume made a motion to approve the request to purchase supplies for Reach Road Center Base for approximately \$17.50 and Williamsport Home Bases for approximately \$23.09. Motion carried.

**X. CENTER COMMITTEE REPORTS:**

**Robin Guillaume – Hughesville Home Based** – announced that they held a “Cook Off”, as a continuation of what they had learned from the Nutrition Links program, between the Hughesville and Muncy Home Bases. It was very well attended by both mothers and fathers. They are in the process of planning a “Movie Night”.

**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>
Robin Guillaume	\$23.77	\$7.50	<b>\$31.27</b>
<b>TOTAL</b>	\$23.77	\$7.50	<b>\$31.27</b>

**XIII. GOOD OF THE ORDER:**

**XIV. DOOR PRIZE:** Vanessa Hunter and Tracie Yerger each won a Head Start water bottle.

**XV. MEETING SCHEDULE:**

- A. The next Executive Committee meeting is Monday, April 3, 2014 at 10:00 am.
- B. The next Policy Council meeting is scheduled for Monday, April 28, 2014 at 10:00 am.

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

Respectfully submitted,

Sharon Spoon  
Chairperson

**ENCLOSURES:**

- 1. February 2014 Treasurer’s Report.
- 2. Director’s Report.

**ALSO DISTRIBUTED DURING THE MEETING:**

- 1. Federal Expenditure Report – February 2013.
- 2. State Expenditure Report – February 2013.
- 3. PA Pre-K Counts Expenditure Report – February 2013.
- 4. Early Head Start Expenditure Report – February 2013.

5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – February 2013.
6. Community Assessment Survey.
7. Notice of On-Site Monitoring Review letter 3/7/14.
8. NHTSA FY 15 budget proposal announcement letter 3/19/14.
9. ACF-IM-HS-14-02; 3/19/14: Federal Oversight of Five Year Head Start Grants.
10. STEP Early Head Start 2013-2014 School Readiness Plan with Winter Outcomes.
11. STEP Head Start 2013-2014 School Readiness Plan with Winter Outcomes.