

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

May 20, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:00 a.m.

II. Roll Call and Introductions:

REPRESENTATIVE	SITE	ATTENDANCE
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)	E
Jason Meskell	Preschool Home Base (Cl Co)	U
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
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
Clementoni, Paulette	Domestic Relations	E
Vanessa Hunter	Williamsport YWCA	E
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
David Spring	Operations 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:** Tracie Yerger made a motion to approve the minutes of April 28, 2014. Motion carried.
- V. EXECUTIVE SESSION:** Jim Plankenhorn, Chief Operations Officer, STEP, Inc., met with Policy Council members only to discuss Policy Council participation on the search committee for the hiring of a new Head Start Director.
- VI. TRAINING/EXCHANGE:**
- A. PRESCHOOL HEAD START 2014-2015 BUDGET:** Reviewed FY 2014 funding amounts from OHS and the proposed 2014-2015 budget and answered questions relating to the changes.
- B. EARLY HEAD START 2014-2015 BUDGET:** Looked at the FY 2014 funding amount from OHS and the proposed budget and answered questions relating to the proposed changes and about the slot conversion from preschool to Early Head Start and how it is reflected within both budgets
- VI. REPORTS:**
- A. CORRESPONDENCE:** None
- B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Joe Cato announced the Executive Committee met May 5, 2014. They set the agenda for today's meeting and discussed ideas for the Annual Policy Council Awards Picnic.
- C. TREASURER'S REPORT:** April 2014 as presented.
- D. BUDGET COMMITTEE REPORT:** The proposed Policy Council Parent Activity Fund Budget for 2014-2015 was presented.
- E. PERSONNEL COMMITTEE REPORT:** None
- F. STEP BOARD REPORT:** Joe Cato announced the STEP Board met Monday, March 19, 2014. The Board approved the STEP Head Start Selection Priorities and the Federal Head Start Refunding Grant applications. Other items of interest were conversion of STEP vans to natural gas through funding from PennDot, the Aging By-Laws, and the River Walk project.
- G. DIRECTOR'S REPORT:** As read. (attached)
- H. COMMUNITY NEWS & RESOURCE INFORMATION:** Family Promise Open House was held on May 14, 2014. The office and living areas are beautiful and they had a wonderful turnout.

Joe Cato moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- A. COMMUNITY REPRESENTATIVE:** Tracie Yerger made a motion to approve representation on the Policy Council by Jersey Shore Start Bank. Motion carries
- B. POLICY COUNCIL BUDGET 2014-2015:** Joe Cato made a motion to approve the Policy Council Parent Activity Fund Budget for 2014-2015 as presented. Motion carried.
- C. SELF-ASSESSMENT:** Joe Cato made a motion to approve the STEP Head Start Self-Assessment Report as presented. Motion carried.
- D. FEDERAL REFUNDING APPLICATIONS 2014-2015:**
 - a. FEDERAL BUDGET 2014-2015:** Tracie Yerger made a motion to approve the Federal Budget for 2014-2015 in the amount of \$3,791,432 as presented. Motion carried.
 - b. FEDERAL WORK PLANS 2014-2015:** Robin Guillaume made a motion to approve the Federal Work Plans as presented in the Director's Report. Motion carried.
 - c. EARLY HEAD START BUDGET 2014-2015:** Joe Cato made a motion to approve the Early Head Start Budget for 2014-2015 in the amount of \$1,378,153 as presented. Motion carried.
 - d. EARLY HEAD START WORK PLANS 2014-2015:** Tracie Yerger made a motion to approve the Early Head Start Work Plans as presented in the Director's Report. Motion carried.

VIII. NEW BUSINESS:

- A. PERSONNEL:** Joe Cato made a motion to approve the Director's recommendation to hire Jennifer Palmeter, for Early Head Start Home-Based Supervisor. Motion carried.
- B. SEQUESTRATION RESTORATION PLAN:** Melissa Magargle made a motion to approve the Sequestration Restoration Plan as presented in the Director's Report. Motion Carried.
- C. EARLY HEAD START CONVERSION:** Robin Guillaume made a motion to approve the conversion of enrollment slots from preschool Head Start children to Early Head Start children and funds in the amount of \$79,675, as presented in the Director's Report. Motion carried.
- D. VOLUNTEER AWARDS PICNIC:** Robin Guillaume made a motion to move forward with the planning of this year's Volunteer Awards Picnic to be held in July. Motion carried.
- E. PARENT COMMITTEE FUNDS:** Melissa Magargle made a motion to approve the request to purchase supplies for Reach Road, Lock Haven, and Muncy for approximately \$730. Motion carried.

X. CENTER COMMITTEE REPORTS:

- o **Becht:** Each class is having an end of the year picnic. Thus far, they have been well attended.
- o **Hughesville:** Went to Treasure Castle Play Land for their fieldtrip for winning the Fitness Challenge. They are also having their last Parent Meeting on Thursday, May 22, 2014.

- **CCCC:** Last Parent Meeting was held May 6, 2014. They made homemade lotions, body scrubs, and detergents. Attendance was low with only 4 parents attending.
- **Reach Road:** Will be holding end of the year picnics beginning later this week.
- **EHS Lycoming County:** The group made homemade dog treats and held a penny drive for the SPCA. A family presented the treats and a \$10 gift card to the SPCA. STEP Head Start received a thank you letter from the SPCA which was read to Policy Council.

XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Joe Cato made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Joe Cato	\$11.64	\$7.50	\$19.14
Tracie Yerger	\$ 41.71	\$0.00	\$41.71
Robin Guillaume	\$ 24.25	\$ 7.50	\$ 31.75
TOTAL	\$77.60	\$15.00	\$92.60

XIII. GOOD OF THE ORDER: Sue Evans spoke about the importance of recruitment by parents, staff, and community members for the 2014-2015 program year. Brochures and flyers were given to those in attendance to distribute in their community.

XIV. DOOR PRIZE: Aron Carter & Sharon Spoon each won a Head Start water bottle.

XV. MEETING SCHEDULE:

- A.** The next Executive Committee meeting is Monday, June 2, 2014 at 10:00 am.
- B.** The next Policy Council meeting is scheduled for Monday, June 23, 2014 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

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

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – April 2014.
2. State Expenditure Report – April 2014.
3. PA Pre-K Counts Expenditure Report – April 2014.
4. Early Head Start Expenditure Report – April 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – April 2014.
6. Office of Head Start (OHS) Fiscal Year 2014 Funding Amounts for 03CH2753
Lycoming/Clinton County Commission
7. 2014-2015 Proposed Head Start Preschool Budget.
8. 2014-2015 Proposed Early Head Start Budget.
9. 2014-2015 Proposed Policy Council Parent Activity Fund Budget.
10. STEP Head Start Annual Self-Assessment 2013-2014 Final Report.