

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

September 22, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:03 a.m.

II. Roll Call and Introductions:

REPRESENTATIVE	SITE	ATTENDANCE
Vacant	EHS Home Base	
Vacant	EHS Home Base	
Barbara Forshey	EHS Center Base	P
Vacant	Preschool Lock Haven	
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
Vacant	Linn Combination	
Sharon Spoon	Policy Council Chairperson	P
ALTERNATE REPRESENTATIVES		
COMMUNITY REPRESENTATIVES		
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	P
Aron Carter	Jersey Shore State Bank	E
STEP BOARD REPRESENTATIVES		
<i>Joseph Cato</i>	<i>LYCOMING COUNTY</i>	<i>See above</i>
<i>Aron Carter</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:** Joe Cato made a motion to approve the minutes of August 14, 2014. Motion carried.
- V. EXECUTIVE SESSION: HEAD START HIRING: JIM PLANKENHORN, STEP CHIEF OPERATIONS OFFICER/PRESIDENT & CEO DESIGNATE AND JOHN KONIECZNY, CHIEF HUMAN RESOURCES OFFICER:** Jim and John met with Policy Council without Head Start Staff present to review the Head Start Director hiring process and recommendations.
- V. TRAINING/EXCHANGE: 2013-2014 SCHOOL READINESS OUTCOMES:** Shahnaz Mondanipour, Child Development Director and Julie Shaible, Infant Toddler Services Manager reviewed the year end School Readiness Outcomes for the 2013-2014 school year.

VI. REPORTS:

- A. CORRESPONDENCE:** None.
- B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Barb Forshey announced that the Executive Committee met on September 8, 2014 to set the agenda for today's meeting.
- C. TREASURER'S REPORT:** August 2014 as presented.
- D. PERSONNEL COMMITTEE REPORT:** None.
- E. STEP BOARD REPORT:** Joe Cato announced that he was unable to attend this month's STEP Board meeting.
- F. DIRECTOR'S REPORT:** As read. (attached)
- G. COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced that Lycoming County participated in a homeless count on 8/26/14. The count for this night was 46 adults and 19 children who were homeless.

Vanessa Hunter moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

A.

VIII. NEW BUSINESS:

A. PERSONNEL:

- a. **HEAD START DIRECTOR:** Melissa Magargle made a motion to approve the Search Committee's recommendation (with the Regional Office's approval) to hire David Spring as Head Start Director. Motion carried.
- b. **REGULAR HEAD START STAFF:** Melissa Magargle made a motion to approve the Interim Director's recommendation to hire Rachel Homan – Early Head Start Home-Based Manager; and Larissa Wadsworth & Shannon Stebbins – Classroom Aides. Motion carried.
- B. JOB DESCRIPTIONS:** Barb Forshey made a motion to approve the Following Job Descriptions: Early Head Start Teacher Assistant and Early Head Start Infant & Toddler Services Supervisor. Motion Carried.

- C. PAST PARENT AND COMMUNITY REPRESENTATIVES RECOMMENDATIONS OF 2013-2014 POLICY COUNCIL TO THE 2014-2015 POLICY COUNCIL:** Barb Forshey made a motion to approve Joe Cato to continue to serve as a Past Parent to the 2014-2015 Policy Council. Motion carried. Barb Forshey made a motion to recommend Paulette Clementoni, Vanessa Hunter, Melissa Magargle, Jacqueline Whiteman, Debra Zinck and Aron Carter, current Community Representatives, to the 2014-2015 Policy Council. Motion carried.
- D. MINDFUL HARVEST PILOT:** Vanessa Hunter made a motion to have Policy Council financially support the Mindful Harvest Pilot in the amount of \$300 dollars. Motion carried.
- E. ECE SUMMIT: NOVEMBER 10-12, 2014:** Melissa Magargle made a motion to send up to 6 Policy Council Members, and pay all expenses, to the ECE Summit in November. Motion carried.
- F. REQUEST TO PAY FOR LUNCH FOR THE POLICY COUNCIL ORIENTATION:** Joe Cato made a motion to order and pay for lunch for the Policy Council Orientation on October 20, 2014. Motion carried.

X. CENTER COMMITTEE REPORTS:

XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Barb Forshey made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Tracie Yerger	\$41.71	\$0.00	\$41.71
TOTAL	\$41.71	\$0.00	\$41.71

XIII. GOOD OF THE ORDER: None

XIV. DOOR PRIZE: Leigh McCarty won a water bottle and Vanessa Hunter won a tote bag.

XV. MEETING SCHEDULE:

- A. The next Executive Committee meeting is Monday, October 6, 2014 at 10:00 am.
- B. Policy Council Orientation is Monday, October 20, 2014 10am-1pm.
- C. The next Policy Council meeting is scheduled for Monday, October 27, 2014 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

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

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – August 2014.
2. State Expenditure Report – August 2014.
3. PA Pre-K Counts Expenditure Report – August 2014.
4. Early Head Start Expenditure Report – August 2014.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – August 2014.
6. Letter from ACF Regional Office regarding the hiring of the Head Start Director: 9/10/14
7. 2013-2014 School Readiness Outcomes for Early Head Start and Preschool.
8. Job Description: Early Head Start (EHS) Infant Toddler Services Supervisor.
9. Job Description: Early Head Start (EHS) Teacher Assistant.
10. Program Instruction: ACF-PI-HS-14-03, Electronic Grant Applications and Program Communications 8/18/14.
11. Information Memorandum: ACF-IM-HS-14-04, Bus Transportation and Safety 8/25/14.
12. Mindful Harvest: Agreement to Provide Nutrition Workshops 9/16/14.