

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.

Williamsport, PA 17701

10 a.m.

June 30, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:04 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	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	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	E
Melissa Magargle	Family Promise	E
Jacqueline Whiteman	Williamsport Area School Dist.	P
Heather Wood	Lycoming Children and Youth	P
Debra Zinck	Clinton County Women's Center	E
Aron Carter	Jersey Shore State Bank	E
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: Joe Cato made a motion to approve the minutes of May 20, 2014. Motion carried.

V. TRAINING/EXCHANGE: STEP HEAD START BY-LAWS: Dana Karichner, Family Engagement Manager, reviewed updates to Article VI. Membership Section E. and additional grammatical corrections throughout the body of text. The process for voting on the changes to the By-Laws was also reviewed.

VI. REPORTS:

A. CORRESPONDENCE: A thank you card was received from Anne Doerr for her hanging flower basket.

B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT: Joe Cato announced the Executive Committee met June 2, 2014. They set the agenda for today's meeting and discussed ideas for the Annual Policy Council Awards Picnic. An estimated itemized list was shared with Policy Council.

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

D. PERSONNEL COMMITTEE REPORT: Joe Cato announced that the Director Search Committee is in the process of reviewing applications.

E. STEP BOARD REPORT: Joe Cato announced the STEP Board met Monday, March 19, 2014. Items of interest were the River Walk project and the use of Robert's Rules of Order for the Board of Directors.

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

G. COMMUNITY NEWS & RESOURCE INFORMATION: Dana Karichner, Family Engagement Manager, announced that the program has been participating in the Antioch Annual Summer Block Parties Series with positive results.

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

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. PERSONNEL: No Personnel Committee Meetings were held this month.

B. JOB DESCRIPTIONS: Kristine Combs made a motion to approve the Following Job Descriptions: Early Head Start Teacher, Head Start Director, Cafeteria Aide and Cafeteria Aide Substitute. Motion Carried.

C. VOLUNTEER AWARDS PICNIC: Joe Cato made a motion to approve holding the Volunteer awards Picnic on July 18, 2014 at 6 pm at Indian Park and to pay all expenses. Motion carried

D. PARENT COMMITTEE FUNDS: Barb Forshey made a motion to approve the request to purchase supplies for Early Head Start Family Days for approximately \$250. Motion carried.

X. CENTER COMMITTEE REPORTS:

XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Kristine Combs made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Joe Cato	\$16.98	\$19.50	\$36.48
TOTAL	\$16.98	\$19.50	\$36.48

XIII. GOOD OF THE ORDER: None

XIV. DOOR PRIZE: Sharon Spoon won a tote bag.

XV. MEETING SCHEDULE:

- A. The next Executive Committee meeting is Monday, July7, 2014 at 10:00 am.
- B. The next Policy Council meeting is scheduled for Monday, July 28, 2014 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 10:56 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

- 1. May 2014 Treasurer's Report.
- 2. Director's Report.

ALSO DISTRIBUTED DURING THE MEETING:

- 1. Federal Expenditure Report – May 2014.
- 2. State Expenditure Report – May 2014.
- 3. PA Pre-K Counts Expenditure Report – May 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) – May 2014.
- 6. Proposed STEP Head Start By-Laws.
- 7. Volunteer Awards Picnic estimated costs.
- 8. ACF Overview of Findings from the Onsite Federal Monitoring Review dated 5/21/14.
- 9. Job Description: Head Start Director.

10. Job Description: Early Head Start Teacher.
11. Job Description: Cafeteria Aide.
12. Job Description: Substitute Cafeteria Aide.
13. ACF-PI-HS-14-02 Early Head Start Conversion; Funding Reallocation
14. ACF-IM-HS-14-03 Same-Sex Spouse/Marriages; United States V. Windsor DOMA