

STEP HEAD START POLICY COUNCIL MINUTES

Head Start Office 2138 Boyd St.

Williamsport, PA 17701

10 a.m.

January 27, 2014

I. Call to Order: Sharon Spoon, Chairperson, called the meeting to order at 10:01 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	E
Joe Cato	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)	E
Lisa Carley	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		Alternate representatives have no voting power unless the regular representative is not in attendance.
COMMUNITY REPRESENTATIVES		
Clementoni, Paulette	Domestic Relations	E
Tom Heffner	Penn College	E
Vanessa Hunter	Williamsport YWCA	E
Melissa Magargle	Family Promise	E
Jacqueline Whiteman	Williamsport Area School Dist.	P
Heather Wood	Lycoming Children and Youth	E
Debra Zinck	Clinton County Women's Center	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)		
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:** Robin Guillaume made a motion to approve the minutes of December 16, 2013 with a correction to Anne Doerr's title as Head Start Director. Motion carried.
- V. TRAINING/EXCHANGE: SELF-ASSESSMENT:** Anne Doerr and Sue Evans reviewed the Program Planning chart and the group reviewed, discussed and answered questions from the 2014 Monitoring Protocol.

VI. REPORTS:

- A. CORRESPONDENCE:** The program received information for the PHSA Scholarships. Applications are due to PHSA by February 25, 2014.
- B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** Kristine Combs announced the Executive Committee met January 6, 2014. They also set the agenda for today's meeting and discussed Self-Assessment.
- C. TREASURER'S REPORT:** December 2013 as presented.
- D. PERSONNEL COMMITTEE REPORT:** Tracie Yerger attended interviews this past month.
- E. STEP BOARD REPORT:** Kristine Combs and Joe Cato both attended the December 16, 2013 meeting. A meeting was not held in January 2014. They announced that the Head Start Strategic Plan was approved, officers were elected for the Board, and that STEP's participation in the Brodart Neighborhood Improvement Partnership was discussed.
- F. DIRECTOR'S REPORT:** As read. (attached)
- G. COMMUNITY NEWS & RESOURCE INFORMATION:** None

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

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

- A. PERSONNEL:** Robin Guillaume made a motion to approve the Director's recommendation to hire Holly Kuhn as Early Head Start Home Visitor; Tara Blagman and Debra Hiller as Classroom Aides; Barbara Forshey as Substitute Classroom Aide; and Erica Kuzio as Preschool Teacher. Motion carried.
- B. COOKING MATTERS:** Joe Cato made a motion to approve the submission of two Mini-Grants to NHSA for "Cooking Matters at the Store" at \$150 each. Motion carried.
- C. PHSA SCHOLARSHIP:** Robin Guillaume made a motion to authorize the Executive Committee to approve eligible applications for timely submission to PHSA. Motion carried.

D. PARENT COMMITTEE FUNDS: Joe Cato made a motion to approve the purchase of two jewelry making kits at approximately \$20 each for the Jersey Shore and Lock Haven Home Base groups. Motion carried.

X. CENTER COMMITTEE REPORTS:

Joe Cato – Becht – announced they currently planning an activity.

Barb Forshey – CCCC – announced that their meeting is this week on New Year's Resolutions

Sharon Spoon – Reach Road – announced that they sent letters to soldiers.

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
Robin Guillaume	\$0.00	\$8.25	\$13.10
TOTAL	\$0.00	\$8.25	\$13.10

XIII. GOOD OF THE ORDER:

XIV. DOOR PRIZE: Sharon Spoon won a lunch bag and Jackie Whiteman won a tote bag.

XV. MEETING SCHEDULE:

A. The next Executive Committee meeting is Monday, February 3, 2014 at 10:00 am.

B. The next Policy Council meeting is scheduled for Monday February 24, 2014 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:20 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

1. December 2013 Treasurer's Report.
2. Director's Report.

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – December 2013.
2. State Expenditure Report – December 2013.
3. PA Pre-K Counts Expenditure Report – December 2013.
4. Early Head Start Expenditure Report – December 2013.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – December 2013.
6. Program Planning for Continuous Quality Improvement.
7. Program Governance questions from 2014 Monitoring Protocol.
8. Self-Assessment Summary sheet.
9. PHSA Scholarship announcement Letter 1/23/14.
10. Cooking Matters Information sheet.
11. Standing Rules – approved 12/16/13.