

STEP HEAD START POLICY COUNCIL MINUTES

Head Start Office 2138 Boyd St.

Williamsport, PA 17701

10 a.m.

February 24, 2014

I. Call to Order: Joe Cato, Vice-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	E
Kristine Combs	Preschool Lock Haven	E
Tracie Yerger	Preschool Lock Haven	E
Joe Cato	Becht	P
Robin Guillaume	Preschool Home Base (Ly Co)	E
Jonaesha Smith	Preschool Home Base (Ly Co)	E
Jason Meskell	Preschool Home Base (Cl Co)	E
Lisa Carley	Reach Road	E
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	P
Tom Heffner	Penn College	E
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
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
Rachael Homan	EHS Home Visitor	P

III. AGENDA REVIEW: No new items were added at this time.

IV. APPROVAL OF MINUTES: Deb Zinck made a motion to approve the minutes of January 27, 2014. Motion carried.

V. TRAINING/EXCHANGE:

FEDERAL BUDGET UPDATES: Anne Doerr reviewed ACF-IM-HS-14-01 regarding Fiscal Year Head Start funding increase to restore funding from sequestration and a cost of living adjustment for programs. Discussion was held around what will best meet our community's needs.

STEP EARLY HEAD START CURRICULUM: Rachael Homan reviewed the STEP Early Head Start curriculum which includes changes from the program's inception.

VI. REPORTS:

A. CORRESPONDENCE: None

B. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT: Sharon Spoon announced the Executive Committee met February 3, 2014. They set the agenda for today's meeting and discussed Self-Assessment and the upcoming On-Site Federal Review.

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

D. PERSONNEL COMMITTEE REPORT: None

E. STEP BOARD REPORT: Jo Cato announced that the STEP Board did not meet in January and the February meeting is scheduled for tonight, February 24, 2014

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

G. COMMUNITY NEWS & RESOURCE INFORMATION: None

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

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. PERSONNEL: Joe Cato made a motion to approve the Director's recommendation to hire Melissa Venuto, Cafeteria Aide Substitute & Classroom Aide Substitute; Erin Bissman and Megan Aungst, Classroom Aide Substitutes. Motion carried.

B. SELECTION PRIORITIES 2014-2015: Melissa Magargle made a motion to approve the 2014-2015 Selection Priorities as presented. Motion carried.

C. STEP EARLY HEAD START CURRICULUM: Joe Cato made a motion to approve the STEP Early Head Start Curriculum as presented. Motion carried.

D. PHSA SPRING CONFERENCE APRIL 1-2, 2014: Joe Cato made a motion to pay all expenses and send up to 8 members to the PHSA Spring Conference. Motion carried.

E. PARENT COMMITTEE FUNDS: Melissa Magargle made a motion to approve the purchase of home organizational items from Dollar Tree for approximately \$10 for Lock Haven Center Based. Motion carried.

X. CENTER COMMITTEE REPORTS:

Joe Cato – Becht – announced that the Becht 2 classroom had a field trip to Pizza Hut.
Sharon Spoon – Reach Road – announced that they recently made gingerbread houses and they were planning to do activities around the Olympics and that parents are coming in to help make snacks.

XII. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

Vanessa Hunter made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Joe Cato	\$15.04	\$0.00	\$15.04
TOTAL	\$15.04	\$0.00	\$15.04

XIII. GOOD OF THE ORDER:

Dana Karichner announced that the Education and Mental Health Services Advisory Meeting is scheduled for Thursday March 27, 2014 from 1-3 and flyers are available today.

Anne Doerr announced the 2014 Monitoring Protocol question responses from last month's meeting are available for everyone today.

XIV. DOOR PRIZE: Deb Zinck won a travel coffee mug and Sharon Spoon won a water bottle.

XV. MEETING SCHEDULE:

- A.** The next Executive Committee meeting is Monday, March 3, 2014 at 10:00 am.
- B.** The next Policy Council meeting is scheduled for Monday, March 24, 2014 at 10:00 am.

XVI. ADJOURNMENT: Sharon Spoon adjourned the meeting at 11:28 a.m.

Respectfully submitted,

Sharon Spoon
Chairperson

ENCLOSURES:

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

ALSO DISTRIBUTED DURING THE MEETING:

1. Federal Expenditure Report – January 2013.
2. State Expenditure Report – January 2013.
3. PA Pre-K Counts Expenditure Report – January 2013.
4. Early Head Start Expenditure Report – January 2013.
5. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – January 2013.
6. STEP Early Head Start Curriculum.
7. STEP Head Start Selection Priorities 2014-2015.
8. ACF-IM-HS-14-01 1/9/14: 2013 Head Start Audit Supplement (revised).
9. ACF-IM-HS-14-01 2/10/14: FY 2014 Head Start Funding Increase.
10. 2014 Monitoring Protocol Policy Council Question & Answers
11. STEP Head Start Education & Mental Health Services Advisory Committee announcement.