

STEP HEAD START POLICY COUNCIL MINUTES

STEP Head Start Office
2138 Boyd St.
Williamsport, PA 17701

10:00 a.m.

December 17, 2015

I. CALL TO ORDER: Heather Woodrum, Chairperson, called the meeting to order at 10:14 a.m.

II. ROLL CALL AND INTRODUCTIONS:

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	P
Tracie Yerger	Preschool Lock Haven	P
Alexandra Brown-Morrow	FireTree	E
Lucrecia Skellenger	Linn St.	E
Robert Bailey	Reach Road	E
Donna Matthews	Reach Road	P
Chetara Taylor	St. John's	E
Danielle Taylor	St. John's	E
Felicia Renninger	Preschool Home Base (Ly Co)	E
Heather Woodrum	Policy Council Chairperson	P
Honorary Veterans (non-voting)		
Barbara Forshey	EHS CBLH	P
Sharon Spoon	Past Parent	E
COMMUNITY REPRESENTATIVES		
Heather Woodrum	Past Parent	P
Corinne Tagliarina	Lycoming Pre-K 1	P
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	E
Jacqueline Whiteman	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Women's Center	E
Aron Carter	Jersey Shore State Bank	P
STEP BOARD REPRESENTATIVES		
Heather Woodrum	LYCOMING COUNTY	<i>See above</i>
Aron Carter	CLINTON COUNTY	<i>See above</i>
STAFF (Non-voting)		
David Spring	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: Tracie Yerger made a motion to approve the minutes of November 19, 2015. Motion carried.

V. TRAINING/EXCHANGE: 2014-2015 Child Outcomes: Laurel Cowher, Preschool Center Based Manager and Julie Shaible, EHS Infant Toddler Services Manager, explained the process and presented the Child Outcomes from 2014-2015. Members had an opportunity to ask questions about the process and the results. Members were also invited to participate in the upcoming meetings to review the new data from this year's assessments.

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VI. REPORTS:

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee did not meet this month.
- c. **TREASURER'S REPORT:** October 2015 (corrected) and November 2015, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month was as follows: 12/2/15: Sara Sutsko – Teacher Assistant; LaNara Oliver – Classroom Aide and Natasha Day – Substitute Classroom Aide with 7 votes submitted.
- e. **STEP BOARD REPORT:** Heather Woodrum and Aron Carter announced that the December STEP Board Meeting was canceled. January's meeting is scheduled for January 25, 2016.
- f. **DIRECTOR'S REPORT:** attached.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** None

Leigh McCarty moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **PERSONNEL:** Tracie Yerger made a motion to approve the Director's recommendation to Transfer Heather Gormont from Teacher Assistant to Substitute Classroom Aide. Motion carried.
- b. **SELECTION PRIORITIES FOR 2016-2017:** Aron Carter made a motion to approve the Selection Priorities for 2016-2017 as presented. Motion carried.
- c. **ATTENDANCE POLICIES AND PROCEDURES:** Leigh McCarty made a motion to approve both the "Average Daily Attendance -85% (Center Based)" Policy & Procedure and the "Supporting Families to Maintain Consistent Child Attendance" Policy & Procedure as presented. Motion carried.

IX. CENTER COMMITTEE REPORTS:

- a. Corinne announced that Reach Rd held their Parent Event of a "Winter Craft Night" on 12/9/15. It was very well attended. They decided to collect pennies for NGA again as their Community Project.
- b. Leigh announced that EHS HB Williamsport held their Parent Event on 12/14/15 and made winter placemats. It was well attended. They decided to do donations for a shelter as their Community Project.
- c. Tracie announced that a "clothing swap" the Community Project for the CCCC would be held this evening.

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: Corinne Tagliarina made a motion to pay vouchers as read (listed below). Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Barb Forshey	\$75.90	\$0.00	\$75.90
Heather Woodrum	\$55.20	\$0.00	\$55.20
Tracie Yerger	\$47.15	\$0.00	\$47.15
TOTAL	\$178.25	\$0.00	\$178.25

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- XI. GOOD OF THE ORDER:** David Spring announced that the playground was being installed today at FireTree.
- XII. DOOR PRIZE:** Leigh McCarty and Heather Woodrum each won a post it calendar.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, January 7, 2016
 - b. The next Policy Council meeting is scheduled for Thursday, January 21, 2015 at 10:00 am.
- XIV. ADJOURNMENT:** Heather Woodrum adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Heather Woodrum
Chairperson

ENCLOSURES:

- 1. Treasurer's Report
 October 2015 (Corrected)
 November 2015
- 2. Director's Report

ALSO DISTRIBUTED DURING THE MEETING:

- 1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – November 2015.
- 2. Federal Expenditure Report – October & November 2015.
- 3. State Expenditure Report – October & November 2015.
- 4. PA Pre-K Counts Expenditure Report – October & November 2015.
- 5. Early Head Start Expenditure Report – October & November 2015.
- 6. MIECHV Expenditure Report - October & November 2015.
- 7. STEP Head Start Selection Priorities 2016-2017.
- 8. Average Daily Attendance – 85% (Center-based) Policy & Procedure.
- 9. Supporting Families to Maintain Consistent Child Attendance Policy & Procedure.
- 10. Page 1 From PHSA Monthly Update passed around to view.