

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

November 19, 2015

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

**II. ROLL CALL AND INTRODUCTIONS:**

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	E
Tracie Yerger	Preschool Lock Haven	P
Alexandra Brown-Morrow	FireTree	E
Lucrecia Skellenger	Linn St.	E
Robert Bailey	Reach Road	P
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
<b>Honorary Veterans (non-voting)</b>		
Barbara Forshey	EHS CBLH	P
Sharon Spoon	Past Parent	E
<b>COMMUNITY REPRESENTATIVES</b>		
Heather Woodrum	Past Parent	P
Corinne Tagliarina	Lycoming Pre-K 1	P
Paulette Clementoni	Domestic Relations	P
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	E
<b>STEP BOARD REPRESENTATIVES</b>		
Heather Woodrum	LYCOMING COUNTY	<i>See above</i>
Aron Carter	CLINTON COUNTY	<i>See above</i>
<b>STAFF (Non-voting)</b>		
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:** Paulette Clementoni made a motion to approve the minutes of October 29, 2015. Motion carried.

**V. TRAINING/EXCHANGE:** None

**VI. REPORTS:**

**a. CORRESPONDENCE:** None.

**b. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met 11/5/15 to set today's agenda.

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- c. **TREASURER'S REPORT:** October 2015, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month was as follows: 11/13/15: Tammy Swortwood – EHS Home Visitor with 8 votes submitted.
- e. **STEP BOARD REPORT:** Heather Woodrum was unable to attend the November 16<sup>th</sup> STEP Board Meeting.
- f. **DIRECTOR'S REPORT:** attached.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** None

**Tracie Yerger moved to approve the reports as read. Motion carried.**

### VII. OLD BUSINESS:

- a. **ELECTION OF VICE-CHAIRPERSON:** Corinne Tagliarina was nominated and accepted the nomination. Nominations were closed. A vote was cast and Corinne Tagliarina was elected as the Vice-Chairperson for the 2015-2016 Policy Council year.

### VIII. NEW BUSINESS:

- a. **PERSONNEL:** Corinne Tagliarina made a motion to approve the Director's recommendation to hire Sunshine Kustaborder as Family Advocate. Motion carried.
- b. **EHS BUDGET REVISION:** Tracie Yerger made a motion to approve the recommendation to move \$7735 from Classroom Supplies to Classroom Equipment. Motion carried.
- c. **CHILD ABUSE POLICY & PROCEDURE:** Corinne Tagliarina made a motion to approve the updated Reporting Suspected Child Abuse and Neglect Policy as presented. Motion carried.
- d. **PA ONE BOOK:** Tracie Yerger made a motion to approve Policy Council purchasing PA One Books, "Kite Day: A Bear and Mole Story," for 2016 Week of the Young Child for the Federal and EHS funded slots: (360 paperback books at \$2.50 each and 15 Big Books at \$6.75 each for a total of \$1001.25). Motion carried.

### IX. CENTER COMMITTEE REPORTS:

- 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
Heather Woodrum	\$96.60	\$18.00	<b>\$108.60</b>
Tracie Yerger	\$188.60	\$0.00	<b>\$188.60</b>
<b>TOTAL</b>	<b>\$285.20</b>	<b>\$18.00</b>	<b>\$303.20</b>

### XI. GOOD OF THE ORDER:

- XII. **DOOR PRIZE:** Corinne Tagliarina won a water bottle and Robert Bailey won a mug.

### XIII. MEETING SCHEDULE:

- a. The next Executive Committee meeting is: Thursday, December 3, 2015

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- b. The next Policy Council meeting is scheduled for Thursday, December 17, 2015 at 10:00 am.

**XIV. ADJOURNMENT:** Heather Woodrum adjourned the meeting at 11:18 a.m.

Respectfully submitted,

Heather Woodrum  
Chairperson

**ENCLOSURES:**

1. Treasurer's Report
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) – August 2015.
2. Reporting Suspected Child Abuse and Neglect proposed policy, checklists and online reporting instructions.
3. PA One Book cost information.