

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

April 21, 2016

**I. CALL TO ORDER:** Heather Woodrum, Chairperson, called the meeting to order at 10:05 a.m.

**II. ROLL CALL AND INTRODUCTIONS:**

REPRESENTATIVE	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	E
Latifah Temple-Henderson	EHS Center Base	P
Vivian Herbert	EHS Center Base	E
Tracie Yerger	Preschool Lock Haven	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 Center Base	E
<b>COMMUNITY REPRESENTATIVES</b>		
Heather Woodrum	Past Parent	P
Corinne Tagliarina	Lycoming Pre-K 1	P
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	P
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	See above
Aron Carter	CLINTON COUNTY	See above
<b>STAFF (Non-voting)</b>		
David Spring	Head Start Director	P
Dana Karichner	Family Engagement Manager	P
Leah Borow	Operations 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:** Latifah Temple-Henderson made a motion to approve the minutes of March 17, 2016. Motion carried.

**V. TRAINING/EXCHANGE: GRANT APPLICATIONS:** David Spring, Program Director, reviewed the grants that are due.

**VI. REPORTS:**

**a. CORRESPONDENCE:** None.

**b. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met April 7, 2016 at PHSA. The agenda for today's meeting was set.

## **STEP HEAD START POLICY COUNCIL MINUTES**

- c. **TREASURER'S REPORT:** March 2016, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month were as follows: Amber Ingraham – Teacher Assistant with 10 votes.
- e. **STEP BOARD REPORT:** Aron Carter was not in attendance at the Policy Council meeting and Heather was not able to attend the STEP Board meeting that was held on April 18, 2016 at the Clinton County Community Center.
- f. **DIRECTOR'S REPORT:** David Spring, Program Director, gave a verbal report as follows:
  - STEP Inc. will be holding several activities in conjunction with the agency's 50<sup>th</sup> anniversary. The STEP Staff Knoebel's Birthday Party Picnic will be held on June 18<sup>th</sup>. A car raffle will be held to help establish an endowment fund for the agency. Being raffled is a 1966 Ford Mustang. Tickets will be \$20 each and 3500 tickets will be sold. More information about this will be available soon. A "Pack-the-Park" night will be held on July 8<sup>th</sup> at the BB&T Ballpark at Historic Bowman Field. Additional activities will also be announced.
  - We continue to look for building/classroom space in the Loyalsock area.
  - We are looking to move Family Advocates to the building sites as a step to provide even more comprehensive services to families and as a way to include the Family Advocates as part of the team.
  - Policy Council facilitation will be transitioning to the Operations Manager over the next several months to allow the Family Engagement Manager to dedicate more time to direct supervision of the Family Advocates.
  - STEP is looking at updating some of the Personnel Policies.
  - Conversations have been held with WASD regarding Pre-K Counts classrooms within their district buildings. These conversations are in an early stage.
  - Some classroom locations will be switched for next year based on budgets.
  - The program has applied to participate in the Annual Little League World Series Grand Slam Parade to be held in August. We will form a planning/design committee of staff and parents to begin the preparations.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** A flyer was shared with "Reclaiming Dinner for Families" which will be held at the Lycoming County Salvation Army in collaboration with Penn State Nutrition links. Classes begin 5/31/16 from 5-7 and run for five weeks. Melissa Magargle announced that the Family Promise Box/Car City fundraiser for this weekend has been canceled by their Board.

**Corinne Tagliarina moved to approve the reports as read. Motion carried.**

### **VII. OLD BUSINESS:**

- a. **CHILD ABUSE POLICY:** Corinne Tagliarina made a motion to approve the revision of the STEP Head Start Child Abuse Policy. Motion carried.

### **VIII. NEW BUSINESS:**

- a. **PERSONNEL:** Melissa Magargle made a motion to approve the hiring recommendation for Angela Weikle, as a Substitute Classroom Aide. Motion carried.
- b. **POLICY COUNCIL BUDGET 2016-2017:** Corinne Tagliarina made a motion to approve the 2016-2017 Policy Council budget as presented. Motion carried.
- c. **GRANT APPLICATIONS 2016-2017:** Corinne Tagliarina made a motion to approve the submission of the following grant applications including budgets and work plans: Federal Preschool and EHS Continuation Grant, PA Head Start Supplemental Assistance Program (HSSAP) Grant, and the Maternal Infant Early Childhood Home Visitation (Miechv) Grant. Motion carried.

**STEP HEAD START  
POLICY COUNCIL MINUTES**

- d. JOB DESCRIPTIONS: JOB DESCRIPTIONS/RECLASSIFICATION:** Corinne Tagliarina made a motion to approve the Substitute Classroom Aide Job Description as reclassified. Motion carried.

**IX. CENTER COMMITTEE REPORTS:**

- a.** All sites are beginning to plan their end of the year activities.

- X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:** Aron Carter made a motion to approve the mileage and childcare as presented. Motion carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Heather Woodrum	\$81.00	\$68.25	<b>\$149.25</b>
Corinne Tagliarina	\$69.66	\$0.00	<b>\$69.66</b>
<b>TOTAL</b>	<b>\$150.66</b>	<b>\$68.25</b>	<b>\$218.91</b>

- XI. GOOD OF THE ORDER:** Dana Karichner, Family Engagement Manager, asked Policy Council members to look over and provide feedback on this year's Parent Satisfaction Survey.

- XII. DOOR PRIZE:** Donna Matthews and Latifah Temple-Henderson each won a Scholastic post-it-note book.

**XIII. MEETING SCHEDULE:**

- a.** The next Executive Committee meeting is: Thursday, May 5, 2016.  
**b.** The next Policy Council meeting is scheduled for Thursday, May 19, 2016 at 10:00 am.

- XIV. ADJOURMENT:** Heather Woodrum adjourned the meeting at 11:31 a.m.

Respectfully submitted,

Heather Woodrum  
Chairperson

**ENCLOSURES:**

1. Treasurer's Report: March 2016

**ALSO DISTRIBUTED DURING THE MEETING:**

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – March 2016.
2. Federal Expenditure Report – March 2016.
3. State Expenditure Report – March 2016.
4. PA Pre-K Counts Expenditure Report – March 2016.
5. Early Head Start Expenditure Report – March 2016.
6. MIECHV Expenditure Report - March 2016.
7. Child Abuse and Neglect Policy – proposed.
8. Job Description: Substitute Classroom Aide.
9. 2016-2017 Proposed Policy Council Budget.
10. 2016-2017 proposed Head Start Federal Budget.
11. 2016-2017 proposed Early Head Start Budget.
12. 2016-2017 proposed Head Start Supplemental Budget.

**STEP HEAD START  
POLICY COUNCIL MINUTES**

13. 2016-2017 proposed Pre-K Budget.
14. 2016-2017 proposed MIECHV Budget.
15. Salvation Army Reclaiming Dinner Flyer