

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

August 18, 2016

I. CALL TO ORDER: Heather Woodrum, Chairperson, called the meeting to order at 10:08 a.m.

II. ROLL CALL AND INTRODUCTIONS:

PARENT REPRESENTATIVES: (Voting Members)	SITE	ATTENDANCE
Leigh McCarty	EHS Home Base	P
Latifah Temple-Henderson	EHS Center Base	E
Vivian Herbert	EHS Center Base	E
Tracie Yerger	Preschool Lock Haven	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
COMMUNITY REPRESENTATIVES (Voting Members)		
Corinne Tagliarina	Lycoming Pre-K 1	R
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	P
Shelley Litz	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Women's Center	P
Aron Carter	Jersey Shore State Bank	P
Chairperson (vote in case of tie)		
Heather Woodrum	Past Parent	P
HONORARY VETERANS (non-voting)		
Barbara Forshey	EHS Center Base	E
STAFF (Non-voting)		
David Spring	Head Start Director	P
Sue Evans	Head Start Deputy Director	E
Dana Karichner	Family Engagement Manager	P
Leah Borow	Operations Manager	P
STEP BOARD REPRESENTATIVES		
Heather Woodrum	LYCOMING COUNTY	See above
Aron Carter	CLINTON COUNTY	See above

KEY P = present E = excused absence U = unexcused absence T = notice of termination R = resigned

Four or more voting members constitutes a quorum per Policy Council By-Laws.

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 June 23, 2016. Motion carried.

V. TRAINING/EXCHANGE: SELF-ASSESSMENT QUALITY IMPROVEMENT PLAN: The date for the Early Childhood Education Summit was shared: October 17-19, 2016

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VI. REPORTS:

- a. **CORRESPONDENCE:** An email was received from Williamsport Area School District indicating that Dr. Shelley Litz would be replacing Jacqueline Whiteman as the representative from WASD.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met August 4, 2016. The agenda for today's meeting was set.
- c. **TREASURER'S REPORT:** June & July 2016, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** The following individuals were approved via email on 7/8/16 with 8 votes: Cassandra Fay and on 7/29/16 with 6 votes: Lisa Robbins-Teacher; Robin Evans-Teacher; Jessica Kuzio-Teacher Assistant; Ashley Hickock-Teacher Assistant; Ann Trout-Teacher Assistant; Mary VanEmon-Teacher Assistant; Michelle Beggs-Teacher Assistant; Rashida Johnson-Classroom Aide; Jennifer Walker-Classroom Aide; Cheyenne McDermont- Subistute Classroom Aide; Dee Probst-Substitute Classroom Aide.
- e. **STEP BOARD REPORT:** Aron Carter announced that he attended the STEP Board meeting that was held on August 15, 2016. He informed Policy Council that AmeriCorp did a presentation and that STEP was looking into a property acquisition for possible Head Start Classrooms.
- f. **DIRECTOR'S REPORT:** David Spring, Director, announced that the fiscal closeouts for 2015-2016 were currently happening; all grants have been approved; STEP has signed a sales agreement for the former Round Hills Elementary school but the purchase has not been finalized; He will be attending a zoning meeting for the potential PennVale relocation property on Sheridan St in Loyalsock; and that Heathers term as STEP Board Representative will be coming to an end this December. .
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Aron Carter announced that he was working with the Salvation Army to provide Financial Literacy workshops.

Melissa Magargle moved to approve the reports as read. Motion carried.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

- a. **PERSONNEL:**
 - i. Melissa Magargle made a motion to approve the Director's recommendation to hire the following: Lori Tempesco-Teacher Assistant Floater; Staci Holter-Classroom Aide; Lori Bitler-Teacher Assistant; and Dee Probst-Classroom Aide. Motion carried.
 - ii. Job Description: The Home Visitor job description was tabled until the September meeting.

IX. CENTER COMMITTEE REPORTS:

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

NAME	MILEAGE	CHILD CARE	TOTAL
TOTAL			

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- XI. GOOD OF THE ORDER: None**
- XII. DOOR PRIZE:** Donna Matthews won a coffee mug.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, September 1, 2016.
 - b. The next Policy Council meeting is scheduled for Thursday, September 15, 2016 at 10:00 am.
- XIV. ADJOURNMENT:** Heather Woodrum adjourned the meeting at 11:06 a.m.

Respectfully submitted,

Heather Woodrum
Chairperson

ENCLOSURES:

1. Treasurer's Report: June & July 2016

ALSO DISTRIBUTED DURING THE MEETING:

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – June & July 2016.
2. Federal Expenditure Report – June & July 2016.
3. State Expenditure Report – June & July 2016.
4. PA Pre-K Counts Expenditure Report – June & July 2016.
5. Early Head Start Expenditure Report – June & July 2016.
6. MIECHV Expenditure Report - June & July 2016.
7. Home Visitor Job Description.
8. Positive Behavior Intervention and Supports (PBIS) Operational Policy & Procedure.