

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

February 18, 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	P
Latifah Temple-Henderson	EHS Center Base	P
Vivian Herbert	EHS Center Base	P
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
Heather Woodrum	Policy Council Chairperson	P
<b>Honorary Veterans (non-voting)</b>		
Barbara Forshey	EHS Center Base	E
Sharon Spoon	Past Parent	E
<b>COMMUNITY REPRESENTATIVES</b>		
Heather Woodrum	Past Parent	P
Corinne Tagliarina	Lycoming Pre-K 1	E
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	P
<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

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:** Melissa Magargle made a motion to approve the minutes of January 21, 2016. Motion carried.

**V. TRAINING/EXCHANGE:**

- a) **BOARD CERTIFICATION:** David Spring, Director, discussed the on-line Board Certification. An overview was presented to the STEP Board of Directors at their last meeting. Head Start Representatives and key Board members have been requested to complete the full on-line Board Certification Training.

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**VI. REPORTS:**

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met February 4, 2016. The agenda for today’s meeting was set.
- c. **TREASURER’S REPORT:** January 2016, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month were as follows: 2/11/16: Lacy Morgan – Teacher Assistant Floater; La’Charena Borden – Classroom Aide; Angela Dennis – Teacher Assistant; Pam-Helminiak-Myers – Substitute Classroom Aide; Tiffany Stankiewicz – Preschool Teacher, with 8 votes submitted. Interviews are scheduled for January 24<sup>th</sup> and 26<sup>th</sup> beginning at 9am if anyone is available to attend. It is for the position of Information Assistant.
- e. **STEP BOARD REPORT:** Heather Woodrum and Aron Carter announced that the next Board meeting will be held on Monday February 22, 2016. At the last meeting, they received training on the Board Certification and they discussed the Riverwalk Project.
- f. **DIRECTOR’S REPORT:** David Spring, Program Director, gave a verbal report as follows:
  - There is a possibility of a collaboration with Muncy District with future Pre-K Expansion if funds become available.
  - A feasibility study will be taking place at the former Memorial Baptist church in Newberry as a potential site for classrooms.
  - There has been an increase in legal (PFA’s and custodial issues) with families.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced that March 9<sup>th</sup> to the 10<sup>th</sup> is the annual “Raise the Region” on-line giving event for local non-profits. This year they are breaking down the size of organizations to small and large so that it smaller nonprofits will have more opportunities to receive matching funds.

**Aron Carter moved to approve the reports as read. Motion carried.**

**VII. OLD BUSINESS:**

- a.

**VIII. NEW BUSINESS:**

- a. **PERSONNEL:** Hiring recommendations will be emailed out.
- b. **PHSA SPRING CONFERENCE:** Melissa Magargle made a motion to approve to pay all expenses and send up to 4 Policy Council members to the spring conference. Motion carried.
- c. **STAFF PHYSICAL & TB POLICY:** The policy will be emailed out so that all members will have an opportunity to review and vote on the changes.

**IX. CENTER COMMITTEE REPORTS:**

- a. Meetings are scheduled for February and Health Care Institute Trainings for parents will be held March 16<sup>th</sup> Lycoming County for EHS parents and March 17<sup>th</sup> in Clinton County for all parents.

**X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS: None**

NAME	MILEAGE	CHILD CARE	TOTAL
TOTAL			

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- XI. GOOD OF THE ORDER:** None
- XII. DOOR PRIZE:** Melissa Magargle and Donna Matthews each won a Notebook and pen set.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, March 3, 2016 at 9:00am.
  - b. The next Policy Council meeting is scheduled for Thursday, March 17, 2016 at 10:00 am.
- XIV. ADJOURNMENT:** Heather Woodrum adjourned the meeting at 11:08 a.m.

Respectfully submitted,

Heather Woodrum  
Chairperson

**ENCLOSURES:**

1. Treasurer's Report: December 2015

**ALSO DISTRIBUTED DURING THE MEETING:**

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – January 2016.
2. Federal Expenditure Report – January 2016.
3. State Expenditure Report – January 2016.
4. PA Pre-K Counts Expenditure Report – January 2016.
5. Early Head Start Expenditure Report – January 2016.
6. MIECHV Expenditure Report - January 2016.
7. STEP Head Start Employee Physical Examination and Tuberculous Test Policy: proposed