

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

January 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	P
Latifah Temple-Henderson	EHS Center Base	P
Tracie Yerger	Preschool Lock Haven	E
Alexandra Brown-Morrow	FireTree	E
Lucrecia Skellenger	Linn St.	R
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 Center Base	E
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	P
Jacqueline Whiteman	Williamsport Area School Dist.	E
Debra Zinck	Clinton County Women's Center	P
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: Corinne Tagliarina made a motion to approve the minutes of December 17, 2015. Motion carried.

V. TRAINING/EXCHANGE:

a) **SELF-ASSESSMENT:** David Spring, Director, explained the Self-Assessment process for this program year and how it is different from past years. Management staff are reviewing the Monitoring Protocol as a team then developing areas for improvement. Policy Council

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members and members from the community will then be invited to participate in small groups to develop goals, steps and timelines for areas that have been identified.

- b) **PAPBS:** Janna Gohl, Early Intervention and Mental Health Specialist, presented information about our programs Positive Behavior Intervention and Support (PBIS) and the link to the school districts PBS programs. She passed out and explained our PBIS brochure, the Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children, and our Positive Behavior Interventions & Supports Program-Wide Expectations flyer.

VI. REPORTS:

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met January 7, 2016. The agenda for today's meeting was set.
- c. **TREASURER'S REPORT:** December 2015, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** The personnel Committee did not meet this month.
- e. **STEP BOARD REPORT:** Heather Woodrum and Aron Carter announced that the December STEP Board Meeting is scheduled for January 25, 2016.
- f. **DIRECTOR'S REPORT:** attached.
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Aron Carter announced that he and his daughter participated in the annual MLK Peace Walk in Williamsport then helped serve breakfast and lunch at the Sojourner Truth Ministries. Deb Zinck announced that the Clinton County Women's Center received a STOP Grant.

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

VII. OLD BUSINESS:

- a.

VIII. NEW BUSINESS:

- a. **PERSONNEL:** NONE
- b. **2016 NGA REGISTRATION:** Aron Carter made a motion to approve the payment of the registration fee of \$50 to participate with the Newberry Branch of NGA for 2016. Motion carried.
- c. **PHSA SPRING CONFERENCE:** Will be held April 6-7, 2016 at the Penn Stater in State College, PA. The cost of the full conference is \$225 and the daily cost is \$185. The hotel rate is \$99/night + tax. Registration will open February 8th and hotel reservations need to be made by March 7th. Heather Woodrum and Corinne Tagliarina expressed interest in attending. A vote will be held at the February meeting.

IX. CENTER COMMITTEE REPORTS:

- a. Meetings are scheduled for the months of January and early February.

- 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	\$51.84	\$0.00	\$51.84
TOTAL	\$51.84	\$0.00	\$51.84

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- XI. GOOD OF THE ORDER:** David Spring announced that we are working on program recruitment and Melissa Magargle announced that this year, funds raised at Mardi Gras will be donated to Family Promise.
- XII. DOOR PRIZE:** Corinne Tagliarina won a mug and Latifah Temple-Henderson won a cup.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, February 4, 2016 at 9:00am.
 - b. Health, Family and Community Partnership Advisory Committee Meeting: Thursday February 4, 2016 10:am-12:00pm.
 - c. The next Policy Council meeting is scheduled for Thursday, February 18, 2016 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: December 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) – December 2015.
2. Federal Expenditure Report – December 2015.
3. State Expenditure Report – December 2015.
4. PA Pre-K Counts Expenditure Report – December 2015.
5. Early Head Start Expenditure Report – December 2015.
6. MIECHV Expenditure Report - December 2015.
7. Head Start Governance Responsibilities.
8. PBIS Brochure.
9. Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children.
10. PBIS Flyer.
11. Center-Based Preschool Calendar.