

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

June 23, 2016

I. CALL TO ORDER: Heather Woodrum, Chairperson, called the meeting to order at 10:00 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	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
COMMUNITY REPRESENTATIVES (Voting Members)		
Corinne Tagliarina	Lycoming Pre-K 1	P
Paulette Clementoni	Domestic Relations	E
Melissa Magargle	Family Promise	P
Shelley Litz	Williamsport Area School Dist.	P
Debra Zinck	Clinton County Women's Center	P
Aron Carter	Jersey Shore State Bank	E
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: Corrine Tagliarina made a motion to approve the minutes of May 19, 2016. Motion carried.

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V. **TRAINING/EXCHANGE: SELF-ASSESSMENT QUALITY IMPROVEMENT PLAN:** David shared information about results of the program Self-Assessment and the Quality Improvement plan that has been developed.

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 June 2, 2016. The agenda for today's meeting was set.
- c. **TREASURER'S REPORT:** May 2016, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** None
- 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 June 20, 2016.
- f. **DIRECTOR'S REPORT:** As read (attached)
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Heather Woodrum, announced that STEP would be holding a "Pack the Park" night at the Williamsport Crosscutters game on July 8, 2016 with Fireworks afterwards. It was announced that our application to participate in the Little League Grand Slam Parade was not approved due to the large number of participants.

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

VII. **OLD BUSINESS:**

VIII. **NEW BUSINESS:**

- a. **PERSONNEL:** None
- b. **VOLUNTEER AWARDS PICNIC:** Corinne Tagliarina made a motion to approve reserving the large pavilion at Indian Park on July 22, 2016 for the Annual Volunteer Picnic and to order the cold buffet from Tony's Deli and have it delivered. Motion carried.
- c. **POLICY COUNCIL FUNDS:** Deb Zinck made a motion to approve the purchase of age appropriate educational family games to be used during parent meetings, activities, and events and parent meeting supplies that are in need of replacement (Cricut & materials). Motion carried

IX. **CENTER COMMITTEE REPORTS:**

- a. End of year activities were held for all preschool sites and EHS Family Days are scheduled for July 18th in Clinton County and July 19th in Lycoming County.

X. **APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:** Corinne Tagliarina made a motion to approve the payment of mileage and childcare noted below. Motion Carried.

NAME	MILEAGE	CHILD CARE	TOTAL
Leigh McCarty	201.96	0.00	201.96
Heather Woodrum	139.32	9.00	148.32
TOTAL	341.28	9.00	350.28

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- XI. GOOD OF THE ORDER: None**
- XII. DOOR PRIZE:** Corinne Tagliarina and Heather Woodrum each won a cup.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, July 7, 2016.
 - b. The next Policy Council meeting is scheduled for Thursday, July 21, 2016 at 10:00 am.
- XIV. ADJOURMENT:** Heather Woodrum adjourned the meeting at 10:35 a.m.

Respectfully submitted,

Heather Woodrum
Chairperson

ENCLOSURES:

1. Treasurer's Report: May 2016
2. Director's Report: June 2016

ALSO DISTRIBUTED DURING THE MEETING:

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – May 2016.
2. Federal Expenditure Report – May 2016.
3. State Expenditure Report – May 2016.
4. PA Pre-K Counts Expenditure Report – May 2016.
5. Early Head Start Expenditure Report – May 2016.
6. MIECHV Expenditure Report - May 2016.