

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

March 17, 2016

I. CALL TO ORDER: Heather Woodrum, Chairperson, called the meeting to order at 10:04 a.m.

II. ROLL CALL AND INTRODUCTIONS:

REPRESENTATIVE	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	P
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	P
Sharon Spoon	Past Parent	E
COMMUNITY REPRESENTATIVES		
Heather Woodrum	Past Parent	P
Corinne Tagliarina	Lycoming Pre-K 1	E
Paulette Clementoni	Domestic Relations	P
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
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: Melissa Magargle made a motion to approve the minutes of February 18, 2016. Motion carried.

V. TRAINING/EXCHANGE:

VI. REPORTS:

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met March 3, 2016. The agenda for today's meeting was set.
- c. **TREASURER'S REPORT:** February 2016, as presented.

STEP HEAD START POLICY COUNCIL MINUTES

- d. PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month were as follows: 2/18/16: Mindy Anderson – Teacher Assistant Floater, with 8 votes; Amanda Shaffer – Early Head Start Home Visitor, with 6 votes; Sally Lomison – Center Base Education Supervisor with 7 votes; and Josh Smith – Information Assistant, with 6 votes.
- e. STEP BOARD REPORT:** Heather Woodrum and Aron Carter announced that the Board took part in the ROMA Training, they reviewed the annual audit, and discussed Raise the Region. The next meeting is scheduled for Monday March 21, 2016.
- f. DIRECTOR'S REPORT:** David Spring, Program Director, gave a verbal report as follows:
- Our Program had the Pre-K program review (PRI). The review went well and everything is in line.
 - Our new Pre-K class at Linn St. Started at the end of February and everything is going well.
 - There will be 12 staff and 2 Policy Council Members attend the PHSA Spring Conference April 6-7, 2016 at the Penn Stater Conference Center in State College.
 - STEP received \$3000 from Raise the Region. That is more than double what has been raised in the past.
 - STEP will be holding a staff picnic on Saturday June 18, 2016 at Knoebles.
 - Our program in-service will be held on Thursday March 24, 2016. There are speakers lined up and the afternoon will be a fun team building activity with guided painting.
 - Our Federal Grant is Due 5/1/16. We have completed the first year of our 5 year grant cycle.
- g. COMMUNITY NEWS & RESOURCE INFORMATION:** Melissa Magargle announced that Family Promise will be holding their 4th annual Car and Box City...Live the Homeless Experience on April 22-23, 2016. Big Brothers, Big Sisters is having Bowl for Kids this weekend on the 19th. www.bbbsnepa.com The Bald Eagle Project is having a free educational session for the Heroin problem on 3/23/16 at 7:00 pm at Community Arts Center. April 30th YWCA is having the Race for Racism, http://www.ywcawilliamsport.org/site/c.7oIDJMPwGiIUF/b.9302975/k.FDB2/Race_Against_Racism.htm

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

VII. OLD BUSINESS:

- a. STAFF PHYSICAL AND TB POLICY:** The revised Staff physical and TB Policy was emailed out to Policy Council members to review and vote on. The was approved on March 10, 2016 with 5 votes.

VIII. NEW BUSINESS:

- a. PERSONNEL:** Aron Carter made a motion to approve the hiring recommendation for Brittany Ottenmiller, for the EHS Teacher position. Motion carried.
- b. CHILD ABUSE POLICY:** Aron Carter made a motion to table approval of the Child Abuse Policy to clarify wording regarding paid or unpaid suspension. Motion carried.

**STEP HEAD START
POLICY COUNCIL MINUTES**

IX. CENTER COMMITTEE REPORTS:

- a. Leigh announced that the Health Care Institute Trainings for parents was held last night for EHS parents in Williamsport and will be held tonight in Clinton County.

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	\$129.60	\$16.50	\$146.10
TOTAL	\$129.60	\$16.50	\$146.10

XI. GOOD OF THE ORDER: None

XII. DOOR PRIZE: Leigh McCarty won a lunch bag and Paulette Clementoni won a water bottle.

XIII. MEETING SCHEDULE:

- a. PHSA Spring Conference: April 607, 2016 at the Penn Stater Conference Center.
- b. The next Executive Committee meeting is: Thursday, March 7, 2016.
- c. The next Policy Council meeting is scheduled for Thursday, April 21, 2016 at 10:00 am.

XIV. ADJOURMENT: Heather Woodrum adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Heather Woodrum
Chairperson

ENCLOSURES:

- 1. Treasurer's Report: February 2016

ALSO DISTRIBUTED DURING THE MEETING:

- 1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – February 2016.
- 2. Federal Expenditure Report – February 2016.
- 3. State Expenditure Report – February 2016.
- 4. PA Pre-K Counts Expenditure Report – February 2016.
- 5. Early Head Start Expenditure Report – February 2016.
- 6. MIECHV Expenditure Report - February 2016.
- 7. Child Abuse and Neglect Policy - proposed