

# STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

May 19, 2016

**I. CALL TO ORDER:** Heather Woodrum, Chairperson, called the meeting to order at 10:00 a.m.

**II. ROLL CALL AND INTRODUCTIONS:**

<b>PARENT REPRESENTATIVES: (Voting Members)</b>	<b>SITE</b>	<b>ATTENDANCE</b>
Leigh McCarty	EHS Home Base	P
Latifah Temple-Henderson	EHS Center Base	P
Vivian Herbert	EHS Center Base	E
Tracie Yerger	Preschool Lock Haven	E
Robert Bailey	Reach Road	P
Donna Matthews	Reach Road	E
Chetara Taylor	St. John's	E
Danielle Taylor	St. John's	E
Felicia Renninger	Preschool Home Base (Ly Co)	E
<b>COMMUNITY REPRESENTATIVES (Voting Members)</b>		
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	E
Chairperson (vote in case of tie)		
Heather Woodrum	Past Parent	P
<b>HONORARY VETERANS (non-voting)</b>		
Barbara Forshey	EHS Center Base	E
<b>STAFF (Non-voting)</b>		
David Spring	Head Start Director	E
Sue Evans	Head Start Deputy Director	P
Dana Karichner	Family Engagement Manager	P
Leah Borow	Operations Manager	E
<b>STEP BOARD REPRESENTATIVES</b>		
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

**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 April 21, 2016. Motion carried.

**V. TRAINING/EXCHANGE: GRANT APPLICATIONS:**

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**VI. REPORTS:**

- a. **CORRESPONDENCE:** None.
- b. **EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee communicated through email. The agenda for today's meeting was set.
- c. **TREASURER'S REPORT:** April 2016, as presented.
- d. **PERSONNEL COMMITTEE REPORT:** Personnel approved via email this past month were as follows: 4/29/16: Michelle Beggs - Teacher Assistant Floater, Judith Horn - Classroom Aide & Kandice Confer - Classroom Aide with 6 votes and 5/13/16: Mindi Bush - Information Assistant with 9 votes.
- 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 May 16, 2016.
- f. **DIRECTOR'S REPORT:** As read (attached)
- g. **COMMUNITY NEWS & RESOURCE INFORMATION:** Heather Woodrum, Latifah Temple-Henderson and Leigh McCarty volunteered planning committee for the STEP Head Start float/theme for the Little League World Series Grand Slam Parade. Information will also be shared on the Parent Interest Survey.

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

**VII. OLD BUSINESS:**

**VIII. NEW BUSINESS:**

- a. **PERSONNEL:** Melissa Magargle made a motion to approve the transfer request for Patricia Carta from Teacher Assistant to Substitute Classroom Aide. Motion carried.
- b. **FEDERAL APPLICATION 2016-2017 SUPPLEMENTAL BUDGET WITH COLA:** Corinne Tagliarina made a motion to approve the submission of the supplemental federal grant application for Preschool Head Start and Early Head Start to include the 1.8 percent COLA as instructed in ACF-PI-HS-16-03 dated April 27, 2016. Motion carried.
- c. **VOLUNTEER AWARDS PICNIC:** Melissa Magargle made a motion to approve the planning of the Annual Volunteer Picnic and to pay fees for pavilion rental. Motion carried.
- d. **CERTIFICATION POLICY:** Melissa Magargle made a motion to approve the Background Clearance Policy as presented. Motion carried.

**IX. CENTER COMMITTEE REPORTS:**

- a. Reach Road has a picnic scheduled for May 25<sup>th</sup>, about 250 have RSVP'd, St. John's is scheduled for June 1<sup>st</sup>, and CCCC Preschool is scheduled for June 16<sup>th</sup>.

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

NAME	MILEAGE	CHILD CARE	TOTAL
<b>TOTAL</b>			

## **STEP HEAD START POLICY COUNCIL MINUTES**

- XI. GOOD OF THE ORDER:** Outcomes for 2015-2016 for the Vision Spot Screener were shared.
- XII. DOOR PRIZE:** Corinne Tagliarina won a cup and Melissa Magargle won a water bottle.
- XIII. MEETING SCHEDULE:**
- a. The next Executive Committee meeting is: Thursday, June 2, 2016.
  - b. The next Policy Council meeting is scheduled for Thursday, June 16, 2016 at 10:00 am.
- XIV. ADJOURNMENT:** Heather Woodrum adjourned the meeting at 10:45 a.m.

Respectfully submitted,

Heather Woodrum  
Chairperson

**ENCLOSURES:**

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

**ALSO DISTRIBUTED DURING THE MEETING:**

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – April 2016.
  2. Federal Expenditure Report – April 2016.
  3. State Expenditure Report – April 2016.
  4. PA Pre-K Counts Expenditure Report – April 2016.
  5. Early Head Start Expenditure Report – April 2016.
  6. MIECHV Expenditure Report - April 2016.
  7. Clearance Policy – proposed.
  8. 2015-2016 Self-Assessment Report.
  9. ACF-PI-HS-16-02 Supplemental Funds Available to Extend Duration 4/25/16.
  10. ACF-PI-HS-16-03 Head Start Funding Increase 4/27/16
  11. 2016-2017 proposed Supplemental Head Start Federal Budget.
  12. 2016-2017 proposed Supplemental Early Head Start Budget.
  13. 2015-2016 Spot Screener Outcomes.
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