

STEP HEAD START POLICY COUNCIL MINUTES

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

10:00 a.m.

October 27, 2016

I. CALL TO ORDER: Heather Woodrum-Stroble, Chairperson, called the meeting to order at 10:03 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 | E |
| Donna Matthews | Reach Road | R |
| 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 | R |
| Paulette Clementoni | Domestic Relations | E |
| Melissa Magargle | Family Promise | P |
| Shelley Litz | 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-Stroble | Past Parent | P |
| HONORARY VETERANS (non-voting) | | |
| Barbara Forshey | EHS Center Base | P |
| 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 | | |
| <i>Heather Woodrum</i> | <i>LYCOMING COUNTY</i> | <i>See above</i> |
| <i>Aron Carter</i> | <i>CLINTON COUNTY</i> | <i>See above</i> |

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: Deb Zinck made a motion to approve the minutes of September 15, 2016 and addendum. Motion carried.

V. TRAINING/EXCHANGE: David Spring

A. 2017-2018 Selection Priorities: David Spring reviewed the proposed 2017-

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2018 selection priorities and explained their purpose.

B. Performance Standards: David Spring shared the newly released Performance Standards with the timeline for implementation.

VI. REPORTS:

- a. CORRESPONDENCE:**
- b. EXECUTIVE/MEMBERSHIP COMMITTEE REPORT:** The Executive Committee met with Leah Borow on 9/1/16 to review the agenda for today's meeting, the 2016 Orientation and the ECE Summit.
- c. TREASURER'S REPORT:** September 2016, as presented.
- d. PERSONNEL COMMITTEE REPORT:** The following individuals were approved via email on 9/19/16 with 7 votes: Christy Turner - Home Visitor; on 9/29/16 with 8 votes: Sierra Myers - EHS Teacher Assistant and Emily Thomas - EHS Teacher Assistant; on 10/12/16 with 6 votes: Renee Duck - EHS Home Visitor, Farrah Stafford - EHS Home Visitor; and Pat Carta - Classroom Aide Substitute.
- e. STEP BOARD REPORT:** Aron Carter attended the STEP Board Meeting and reported that the purchase of Round Hills was still in the process with a closing date expected by the end of the calendar year. Also discussed was the STEP Progressive Dinner and car raffle.
- f. DIRECTOR'S REPORT:** Attached
- g. COMMUNITY NEWS & RESOURCE INFORMATION:** Aron Carter announced that the Salvation Army received a grant to provide financial literacy training in conjunction with Jersey Shore State Bank.

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

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

- a. PERSONNEL:** Deb Zinck made a motion to approve Haley Hafner as a Classroom Aide and Ashley Askey as EHS Teacher Assistant. Motion carried.
- b. JOD DESCRIPTIONS:** Paulette Clementoni made a motion to approve the Behavior Specialist job description and the revised EHS Teacher job description. Motion carried.
- c. PAST PARENT AND COMMUNITY REPRESENTATIVES RECOMMENDATIONS OF 2015-2016 TO 2016-2017 POLICY COUNCIL:** Leigh McCarty made a motion to approve the continued representation of Heather Woodrum-Stroble as past parent and representation from Jersey Shore State Bank, Lycoming County Domestic Relations, Family Promise, Williamsport Area School District, Clinton County Community Connections and PA Pre-K Counts. Motion carried.
- d. 2017-2018 SELECTION PRIORITIES:** Paulette Clementoni made a motion to approve the 2017-2018 Selection Priorities as presented. Motion carried.

IX. CENTER COMMITTEE REPORTS:

X. APPROVAL TO PAY MILEAGE AND CHILD CARE VOUCHERS:

| NAME | MILEAGE | CHILD CARE | TOTAL |
|---------------|---------|------------|----------|
| Leigh McCarty | \$60.48 | \$90.00 | \$150.48 |

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TOTAL | \$60.48 | \$90.00 | \$150.48

XI. GOOD OF THE ORDER: None

XII. DOOR PRIZE: Drawn after orientation.

XIII. MEETING SCHEDULE:

- a. Policy Council Orientation: Thursday, October 27, 2016 11a-2p
- b. The next Executive Committee meeting is: Thursday, November 3, 2016.
- c. The next Policy Council meeting is scheduled for Thursday, November 12, 2016 at 9:30 am.

XIV. ADJOURNMENT: Heather Woodrum adjourned the meeting at 11:26 a.m.

Respectfully submitted,

Heather Woodrum-Stroble
Chairperson

ENCLOSURES:

1. Treasurer's Report: September 2016.
2. Director's Report: October 2016.

ALSO DISTRIBUTED DURING THE MEETING:

1. STEP Early Learning Pathway Board Reports (Head Start, PA Pre-K Counts, Early Head Start) – September 2016.
2. Federal Expenditure Report – September 2016.
3. State Expenditure Report – September 2016.
4. PA Pre-K Counts Expenditure Report – September 2016.
5. Early Head Start Expenditure Report – September 2016.
6. MIECHV Expenditure Report - September 2016.
7. 2017-2018 Selection Priorities.
8. Behavior Specialist Job Description.
9. EHS Teacher Job Description.