

BRADFORD-TIOGA HEAD START INC.
POLICY COUNCIL
Blossburg, Pennsylvania

CHAIRPERSON: Carrie Spencer
CALL TO ORDER: 9:58
ATTENDANCE:

DATE: 5/15/2018
GUESTS:

PARENT REPRESENTATIVES							
P	Ashley Barnwell	P	Deanna Beech	P	Courtney Bonniger	A	Brandy Buchhloz
A	Brittani Calvario	P	Colleen Campbell			P	Danielle Ciarlo
A	Amanda Fuhrer	A	Felicia Godines	A	Jennifer Jackson	A	Tessa Midwood
P	Amber Mitchell	A	Susan Perry			P	Carrie Spencer
A	April Swain	A	Melody VanVleck	P	Rebecca Walter		
COMMUNITY REPRESENTATIVES							
A	John Coole	P	Meagan Hutcheson	A	Jennifer Ingerick	P	Danielle Irwin
P	Machelle Suttle						

P = Present A=Absent

TOPIC	CONCLUSION/RECOMMENDATION	ACTION/ RESPONSIBILITY FOLLOW UP
CALL TO ORDER	Carrie Spencer called the meeting to order at 9:58 a.m. Roll Call was completed by Danielle Ciarlo Members reviewed the agenda. A motion to approve the agenda was made by Rebecca Walter seconded by Courtney Bonniger	CALL TO ORDER AGENDA APPROVED
MINUTES	The April 2018 minutes were reviewed for any changes or corrections. A motion to approve the minutes was made by Deanna Beech, seconded by Colleen Campbell	MINUTES APPROVED
REPORTS/TRAINING		
EXECUTIVE DIRECTOR'S REPORT	Wendy Swingle reviewed the Executive Director Report with members and passed out a copy of the report. A motion to approve was made by Rebecca Walter, seconded by Courtney Bonniger	APPROVED
CENTER PARENT COMMITTEES	Parent Committee Reports were read by: -Rebecca Walter – Early Head Start -Danielle Ciarlo – Wellsboro -Deanna Beech – Troy 1	INFORMATION
FINANCIAL REPORT	Robin Knapp reviewed the Financial report and credit card report. A motion to accept was made by Amber Mitchell, seconded by Ashley Barnwell	ACCEPTED
PHSA BOARD REPORT	Carrie Spencer shared information on her upcoming PHSA conference in June.	INFORMATION

BUSINESS		
OLD BUSINESS	No Old Business	
NEW BUSINESS	Glenn Trick reviewed 2018-19 Policy Council meeting dates. A motion to approve was made by Rebecca Walter, seconded by Amber Mitchell	APPROVED
	Glenn Trick reviewed Policy Council Bylaws and recommended no changes. A motion to approve was made by Deanna Beech, seconded by Rebecca Walter	APPROVED
	Wendy Swingle reviewed Practice Based Coaching updates	INFORMATION
	Wendy Swingle reviewed Winter Data	INFORMATION
	Robin Knapp reviewed the HSSAP Grant Approval. A motion to approve was made by Ashley Barnwell, seconded by Danielle Ciarlo	APPROVED
	Wendy Swingle reviewed the 2017-18 Self Assessment Plan. A motion to approve was made by Deanna Beech, seconded by Amber Mitchell	APPROVED
	Robin Knapp, Wendy Swingle, Lori Fessler and Tanya Chapel reviewed the following Policies & Procedures: CADM 160-Non English Speaking Family Assistance; CADM 170-DLL; FIN 130-Credit Card; FIN 140-Mail Process; HR 110-PTO, Holiday, Sick; HTH Child Exclusion; IT 100-Information Technology; IT 150-Photo& Videotaping. A motion to approve was made by Deanna Beech, seconded by Rebecca Walter	APPROVED
PERSONNEL		
NEW HIRES/ 90 DAY APPROVALS/ TERMINATIONS/ RESIGNATIONS/ JOB OPENINGS	Glenn Trick reviewed the new hires, 90 day approvals, and terminations/resignations chart and information on each person/position. A motion to approve terminations/resignations/ 90 days and mentors was made by Deanna Beech, seconded by Rebecca Walter	APPROVED
OTHER		
ANNOUNCEMENTS	No Announcements	
NEXT MTG. DATE	October 16, 2018 @ 10:00	INFORMATION
ADJOURNMENT	A motion to adjourn was made by Danielle Ciarlo, seconded by Colleen Campbell Adjournment at 11:24pm	APPROVED

Danielle Ciarlo took minutes