

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

CHAIRPERSON: Jessica Romaine
CALL TO ORDER: 9:53 a.m.
ATTENDANCE:

DATE: April 4, 2017
GUESTS:

PARENT REPRESENTATIVES			
Colleen Campbell ✓	Susan Perry ✓	Alyssa Goodwin	Felicia Godines ✓
Hellen Parthemer	Cassie Twist	Danielle Porter ✓	Matthias Golliver ✓
Courtney Herron		Jessica Chiow Romaine ✓	Britanie Fogelsonger ✓
	Erin Zawostowski	Deanna Beech ✓	Ashley Barnwell ✓
Danielle Ciarlo ✓	Taneisha Redman		
Amanda Fuhrer ✓	Casey Roupp ✓	Alicia Miller	Carrie Spencer ✓
COMMUNITY REPRESENTATIVES			
Meagan Hutcheson ✓	Machelle Suttile	Jim Farrer	Jennifer Ingerick
Danielle Irwin	William Winder		

✓ = Present

TOPIC	CONCLUSION/RECOMMENDATION	ACTION/RESPONSIBILITY FOLLOW UP
Call to Order	Jessica Romaine called the meeting to order at 9:53 a.m. Roll Call was completed Members reviewed the agenda. A motion to approve the agenda made by Danielle Ciarlo, seconded by Deanna Beech.	CALL TO ORDER INFORMATION AGENDA APPROVED
Minutes	The March 2017 minutes were sent to members via email to review for any changes or corrections. A motion to approve the minutes was made by Deanna Beech, seconded by Britanie Fogelsonger.	MINUTES APPROVED
REPORTS		
Executive Director's Report	Jody Thomas reviewed the Executive Director Report with members, from the format projected. A motion to approve was made by Britanie Fogelsonger, seconded by Danielle Ciarlo.	APPROVED
Center Parent Committees	The following Parent Committee reports were read: Early Head Start read by Carrie Spencer, Wellsboro Head Start read by Danielle Ciarlo and Mansfield 2 Head Start read by	INFORMATION

	Britanie Fogelsonger.	
TRAINING		TRAINING
Financial Report/Credit Card Report	Robin Knapp reviewed the federal and state financial reports along with the credit card report from the format projected. A motion to accept was made by Deanna Beech, seconded Ashley Barnwell.	ACCEPTED
Community Representatives Report	Meagan Hutcheson shared a pamphlet, as well as information about the services and community supports that are offered by KARE Inc.	INFORMATION
BUSINESS		
Old Business	A reminder that the May 2 nd Policy council meeting has been changed to April 27 th . Carrie Spencer has submitted the required information to be placed on the ballot for PHSA Board elections. Carrie would serve as a parent representative on the PHSA Board.	INFORMATION INFORMATION
New Business	Tanya Chapel and Glenn Trick provided a Mandated Reporting/ Suspected Child Abuse Training to Policy Council Members. A reminder that the Health Services Advisory Committee will meet immediately after Policy Council today. Please plan to attend. The Following Policies and Procedures were reviewed: <ul style="list-style-type: none"> • Paid Time Off- reviewed by Lori Fessler • EHS Attendance- reviewed by Tanya Chapel • Center Based Attendance- Reviewed by Tanya Chapel • No Fault Absence – reviewed by Wendy Swingle • Standards of Conduct- reviewed by Robin Knapp • Training/ College Coursework- reviewed by Kim Sexauer • Leave of Absence- reviewed by Wendy Swingle • Conflict of Interest- reviewed by Robin Knapp • Tobacco Free- reviewed by Lori Fessler A motion to approve the policies and procedures made by Danielle Porter, seconded by Danielle Ciarlo. Wendy Swingle reviewed the Program Options. A motion to approve made by Matthias Golliver, seconded by Britanie Fogelsonger. Jody Thomas reviewed that there may be a need for Policy Council meetings over the summer. There will be no June or July meeting. Information about an August meeting will be	TRAINING INFORMATION APPROVED APPROVED APPROVED

	<p>shared via email to members. A motion to approve summer meetings schedule made by Mathias Golliver, seconded by Casey Roupp.</p> <p>Jody Thomas reviewed the results of the 2017 CLASS monitoring visit.</p> <p>Kim Sexauer reviewed the Head Start Supplemental Assistance Program Grant Application; a motion to approve made by Danielle Porter, seconded by Danielle Ciarlo</p>	<p>INFORMATION</p> <p>APPROVED</p>
PERSONNEL		
New Hires	There were no new hires.	
90 Day Approval	<p>There following staff were reviewed for 90 day approval:</p> <ul style="list-style-type: none"> • Dorthie Graham- Canton Lunch Aide • Aryn Richards- Athens 3 Classroom Aide/ Bus monitor <p>A motion to approve 90-day staff was made by Matthias Golliver, seconded by Deanna Beech.</p>	APPROVED
Terminations/ Resignations	None	
Mentors	None	
Job Openings	Tioga County Substitute Aide	INFORMATION
OTHER		
Announcements	None	
Next Mtg. Date	April 27, 2017	INFORMATION
Adjournment	<p>A motion to adjourn was made by Casey Roupp and seconded by Matthias Golliver</p> <p>Adjournment at 11:20 am</p>	APPROVED

Carrie Spencer took minutes