

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

CHAIRPERSON: Amber Mitchell
CALL TO ORDER: 10:30AM
ATTENDANCE:

DATE: 11/20/2018
GUESTS:

PARENT REPRESENTATIVES							
x	Courtney Bonniger		Sydney Fenton	x	Amber Mitchell	x	Casey Roupp
x	Jill Brown	x	Jessica Folta	x	Judith Moon		Carrie Spencer
	Colleen Campbell				Cristal O'dell	x	Melody VanVleck
	Julisa Colter		Geri Kennedy	x	Jenna Peterson	x	Nicole Watkins
x	Susan Driscoll	x	Suzette Marty-Neal		Ashley Richlin		
COMMUNITY REPRESENTATIVES							
x	John Coole		Meagan Hutcheson		Jennifer Ingerick	x	Melissa Farenish
	Machelle Suttle		Michele Regalbuto				

x = Present

TOPIC	CONCLUSION/RECOMMENDATION	ACTION/RESPONSIBILITY FOLLOW UP
CALL TO ORDER	Amber Mitchell called the meeting to order at 10:00 a.m. Roll Call was completed Members reviewed the November 20th agenda. A motion to approve the agenda was made by Melody VanVleck, seconded by Casey Roupp	CALL TO ORDER AGENDA APPROVED
Minutes	The October 16, 2018 meeting minutes were reviewed for any changes or corrections. A motion to approve the minutes was made by Jenna Peterson, seconded by Jessica Folta	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 Jessica Folta, seconded by Casey Roupp	APPROVED
Center Parent Committees	Parent Committee Reports were read by: -Jenna Peterson-ES 1&2 -Amber Mitchell- Mansfield	INFORMATION
REPORTS / TRAINING		
Fiscal Training	Robin Knapp provided an Audit/Credit Card/Financial 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	ACCEPTED

	projected. A motion to accept was made by Jenna Peterson, seconded by Melody VanVleck	
Audit Review	Robin Knapp reviewed the most recent audit report	INFORMATION
Health Advisory	Lori Fessler gave an overview of Health Advisory and explained the next meeting will be December 18 immediately following Policy Council	INFORMATION
BUSINESS		
Old Business	None	INFORMATION
New Business	<p>The Following Policies and Procedures and job descriptions were reviewed:</p> <ul style="list-style-type: none"> • FIN 180-Donations • TRN 130-Training & PDR • HR 310-Clearances • CAR 110-Volunteer • HR 220-Leave of Absence • HTH 155-Use of Program Funds • Teacher Aide • Fiscal Manager • Health Coordinator <p>A motion to approve the policies and procedures made by Sydney Fenton, seconded by Jessica Folta.</p> <p>Jody Thomas reviewed the new Information Memorandum sent by the Office of Head Start.</p> <p>Jody Thomas reviewed the Duration Grant Request. A motion to approve was made by Susan Driscoll, seconded by Casey Roupp.</p> <p>Glenn Trick reviewed the 2017-18 Program Information Report.</p> <p>Kim Sexauer reviewed the 2017-18 Child/School Readiness Outcomes.</p>	<p>APPROVED</p> <p>APPROVED</p> <p>INFORMATION</p> <p>APPROVED</p> <p>INFORMATION</p> <p>INFORMATION</p>
PERSONNEL		
New Hires, 90 Day Approvals, Terms/Resignations, Mentors, Job Openings	Glenn Trick reviewed the new hires, 90 day approvals, terminations and resignations, mentors and job openings. A motion to approve new hires was made by Casey Roupp, seconded by Jenna Peterson	APPROVED
OTHER		
Announcements	None	
Next Mtg. Date	December 18, 2018	INFORMATION
Adjournment	A motion to adjourn was made by Casey Roupp and seconded by Jenna Peterson at 12:01pm	APPROVED

Courtney Bonniger took minutes