

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

CHAIRPERSON: Carrie Spencer  
CALL TO ORDER: 9:59  
ATTENDANCE:

DATE: 11/21/2017  
GUESTS:

<b>PARENT REPRESENTATIVES</b>							
x	Ashley Barnwell	x	Deanna Beech	x	Courtney Bonniger	x	Brandy Buchhloz
x	Brittani Calvario	x	Colleen Campbell		Katie Chapman	x	Danielle Ciarlo
x	Amanda Fuhrer	x	Felicia Godines	x	Jennifer Jackson		Tessa Midwood
x	Amber Mitchell	x	Susan Perry	x	Taneisha Redman	x	Carrie Spencer
	April Swain	x	Melody VanVleck	x	Rebecca Walter		
<b>COMMUNITY REPRESENTATIVES</b>							
x	John Coole		Meagan Hutcheson	x	Jennifer Ingerick	x	Danielle Irwin
	Machelle Suttle		William Winder				

x = Present

<b>TOPIC</b>	<b>CONCLUSION/RECOMMENDATION</b>	<b>ACTION/RESPONSIBILITY FOLLOW UP</b>
CALL to Order	Carrie Spencer called the meeting to order at 9:59 a.m.  Roll Call was completed  Members reviewed the agenda. A motion to approve the agenda was made by Brittani Calvario seconded by Rebecca Walter.	CALL TO ORDER   AGENDA APPROVED
Minutes	The October 2017 minutes were reviewed for any changes or corrections. A motion to approve the minutes was made by Felicia Godines, seconded by Amber Mitchell	MINUTES APPROVED
<b>REPORTS/ TRAINING</b>		
Executive Director's Report	Jody Thomas reviewed the Executive Director Report with members, from the format projected. A motion to approve was made by Brittani Calvario, seconded by Amanda Fuhrer.	APPROVED
Center Parent Committees	Parent Committee Reports were read by: -Brittani Calvario- Elkland 2 -Courtney Bonniger- Elkland 1 -Carrie Spencer- Athens 3	INFORMATION
Financial Report/Credit Card Report	Jody Thomas reviewed the federal and state financial reports along with the credit card report from the format projected. A motion to accept was made by Rebecca Walter, seconded by Taneisha Redman.	ACCEPTED

Community Representatives Report	There was no Community Representative Report Given.	INFORMATION
PHSA Board Report	Carrie Spencer gave an overview of PHSA and topics covered at the PHSA Board Meetings.	INFORMATION
Community Assessment Training	Kim Sexauer gave a review of the Community Assessment updates. A motion to accept was made by Ashley Barnwell, seconded by Courtney Bonniger.	APPROVED
Health Advisory	Lori Fessler gave an overview of what Health Advisory is and explained meetings will take place in December and April.	INFORMATION
<b>BUSINESS</b>		
Old Business	Wendy Swingle reviewed the question regarding substitutes. According to the Policy Council By- Laws, staff employed by BTHS solely as substitutes are allowed to serve on Policy Council.	INFORMATION
New Business	<p>The Following Policies and Procedures were reviewed:</p> <ul style="list-style-type: none"> <li>• SADM 260- Mentor Process</li> <li>• HR 135- Employee Wellness</li> <li>• SOC 110- ERSEA/Outreach</li> <li>• HR 245- Nursing Mothers</li> <li>• Fixed Asset</li> <li>• Contractor Transportation</li> <li>• Staff Qualifications</li> </ul> <p>A motion to approve the policies and procedures made by Felicia Godines, seconded by Rebecca Walter.</p> <p>Wendy Swingle reviewed the 2016-17 PIR and the 2016-17 Program Information Post Card. A motion to approve was made by Courtney Bonniger and was seconded by Ashley Barnwell.</p> <p>Kim Sexauer reviewed the School Readiness Plan. A motion to approve was made by Rebecca Walter, seconded by Melody VanVleck.</p> <p>Tanya Chapel reviewed the PFCE Plan. A motion to approve was made by Brittani Calvario, seconded by Taneisha R.</p>	<p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p> <p>APPROVED</p>
<b>PERSONNEL</b>		
New Hires	Glenn Trick reviewed the new hires chart and information on each new hire. A motion to approve new hires was made by Amanda Fuhrer, seconded by Rebecca Walter.	APPROVED

90 Day Approval	Glenn Trick reviewed the 90-day hires chart and information on each 90-day hire. A motion to approve 90-day hires was made by Amanda Fuhrer, seconded by Rebecca Walter.	APPROVED
Terminations/ Resignations	Glenn Trick reviewed the terminations/resignations chart and information on each termination/resignation. A motion to approve terminations/resignations was made by Amanda Fuhrer, seconded by Rebecca Walter	APPROVED
Mentors	None	
Job Openings	Towanda Area Lunch Aide Rome Teacher Aide Tioga County Sub Aide Tioga County Sub Bus Driver	INFORMATION
<b>OTHER</b>		
Other	A discussion took place regarding the use of Messaging Apps for use by Staff to communicate with parents.	INFORMATION
Announcements	No Announcements.	INFORMATION
Next Mtg. Date	December 19, 2017	INFORMATION
Adjournment	A motion to adjourn was made by Ashley Barnwell and seconded by Rebecca Walter.  Adjournment at 12:15pm	APPROVED

*Danielle Ciarlo took minutes*