

BRADFORD-TIOGA HEAD START INC.

POLICY COUNCIL

Blossburg, Pennsylvania

CHAIRPERSON: Carrie Spencer

DATE: 3/20/2018

CALL TO ORDER: 10:00

GUESTS:

ATTENDANCE:

PARENT REPRESENTATIVES							
A	Ashley Barnwell	P	Deanna Beech	P	Courtney Bonniger	A	Brandy Buchhloz
A	Brittani Calvario	P	Colleen Campbell	P	Katie Chapman	P	Danielle Ciarlo
P	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							
P	John Coole	P	Meagan Hutcheson	A	Jennifer Ingerick	A	Danielle Irwin
P	Machelle Suttle	A	William Winder				

P = Present A=Absent

TOPIC	CONCLUSION/RECOMMENDATION	ACTION/RESPONSIBILITY FOLLOW UP
CALL TO ORDER	Carrie Spencer called the meeting to order at 10:00 a.m. Roll Call was completed by Danielle Ciarlo Members reviewed the agenda. A motion to approve the agenda was made by Courtney Bonniger seconded by Colleen Campbell	CALL TO ORDER AGENDA APPROVED
MINUTES	The February 2018 minutes were reviewed for any changes or corrections. A motion to approve the minutes was made by Rebecca Walter, seconded by Deanna Beech	MINUTES APPROVED
REPORTS/TRAINING		
EXECUTIVE DIRECTOR'S REPORT	Jody Thomas reviewed the Executive Director Report with members, from the format projected. A motion to approve was made by Deanna Beech, seconded by Amber Mitchell	APPROVED
CENTER PARENT COMMITTEES	Parent Committee Reports were read by: -Amanda Furher – EHS Parent -Danielle Ciarlo – Wellsboro -Katie Chapman – East Smithfield	INFORMATION
TRAINING	-Tanya Chapel provided a Child Abuse/Mandated Reporting Training	TRAINING PROVIDED
FINANCIAL REPORT	Robin Knapp reviewed the Financial report and credit card report. A motion to accept was made by Rebecca Walter, seconded by Amanda Furher	ACCEPTED
HEALTH ADVISORY	Lori Fessler discussed information that will be shared at the upcoming April meeting. Lori explained that Policy Council	INFORMATION

	will begin at 9:30 on April 17, 2018, to provide enough time for the Health Services Advisory Meeting	
PHSA BOARD REPORT	Carrie Spencer shared information and asked staff to share the email with members about the upcoming Parent February Monthly Parent Call	INFORMATION
COMMUNITY REPORT	Megan Hutcheson – provided information about KARE, Inc.	INFORMATION
BUSINESS		
OLD BUSINESS	No Old Business	
NEW BUSINESS	Lori Fessler discussed the status of the Rome 2 and East Smithfield 2 Playgrounds. Pictures were displayed of each site	INFORMATION
	Robin Knapp and Wendy Swingle reviewed the self-assessment interview questions with Policy Council members. Members did an excellent job answering all questions and providing an explanation for each	INFORMATION
	Jody Thomas reviewed the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)/Nutrition Coordinator Job Description. A motion to approve the minutes was made by Courtney Bonniger, seconded by Rebecca Walter	APPROVED
PERSONNEL		
NEW HIRES/ 90 DAY APPROVALS/ TERMINATIONS/ RESIGNATIONS/ JOB OPENINGS	Wendy Swingle reviewed the new hires, 90 day approvals, and terminations/resignations chart and information on each person/position, from the format projected. A motion to approve terminations/ resignations/ 90 days and mentors was made by Courtney Bonniger, seconded by Rebecca Walter	APPROVED
MENTORS	Jennifer Monahan Tessa Kirk	APPROVED
OTHER		
ANNOUNCEMENTS	No Announcements	
NEXT MTG. DATE	April 17, 2018 @ 9:30	INFORMATION
ADJOURNMENT	A motion to adjourn was made by Amanda Furher and seconded by Danielle Ciarlo Adjournment at 11:35pm	APPROVED

Danielle Ciarlo took minutes