

**CHILD ADVOCATES OF BLAIR COUNTY, INC.**  
**Board of Directors' Annual Meeting**  
**Tuesday September 25, 2018 4:30 p.m.**

**\*\*Before Board Meeting – Erica Peterson(Planning & Development Specialist) –  
Self Assessment/Annual Report\*\***

1. Call to Order
2. Approval of Minutes
3. CABC/Head Start Report
  - Executive Committee Report
  - Director's Report (On Web)
    - Program Information
    - BOD Member – Glenna Zeak resignation
    - Grants
    - Personnel
    - Items on Radar
  - Policy Council
  - CABC Program Reports (On Web)
  - BCHS Manager Reports (On Web)
4. Federal/State/Local Communication
  - Federal Grant Approval
  - COLA
  - EHS Conversion Slots
5. Fiscal/HR Report
  - Financial Report
  - Head Start Governance Report (USDA, Credit Card Purchases, Non Federal Share)
  - Contracts Report
6. Action Items
  - Federal Head Start Grant
  - Revised Handbook
  - Child Supervision and Transitions Procedure
  - Job Descriptions –
    - CDE Behavioral Coach
    - Administrative Division Assistant
    - Human Resources Specialist
    - CDE Supervisor
    - Teacher
    - Teacher Assistant
    - CSS
    - CDE Manager
  - Audit Report
  - Playground Installation
  - Head Start Grant (*Dan Must Sign Letter*)
    - Five Year Goal Plan
    - T & TA Plan
    - Self Assessment
    - Budget
7. Announcements
  - Next Policy Council Meeting October 16, 2018 @5:00 PM
  - Next Executive Board Meeting October 23, 2018
  - Next Board Meeting November 27, 2018 @ 5:00 PM
8. Adjournment

**\*Policy Council Reps are: Candace McQuillen, Rachel Wilt, and Erica Mowery(Alternate)**