

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday March 22, 2017 9:15am
Linden Administrative Offices
304 East Houston
Linden, Texas

PC Attendance	Campus	Title	Sep-16	Oct-16	Dec-16	Jan-17	Feb-17	Mar-17
Chairperson - April Bennett			x	x	x	x		x
Vice Chairperson - Mary Cook			x	x	x	x	x	x
Secretary - Ashley Davenport			x	x	x		x	
Charles Snowden	Board Liaison	Representative	x	x				
Brenda Swisher	Board Liaison/CC	Representative					x	x
Susie Cash(Non-Voting as of 12/9/15)	Policy Council Board Liaison	Representative						
April Bennett	Morris County	Representative	x	x	x	x		x
Amber Kimbriel (12/7/16)	Atlanta Head Start	Representative			x		x	x
Randie Hall	Atlanta Head Start	Representative						
Megan Bonner	Atlanta Head Start	Alternate						
Mary Cook	Bloomburg	Representative	x	x	x		x	x
Sherrie Sullivan	Bloomburg	Alternate						
Charkita Smith	D/LS	Representative	x					
Jennifer Baxter(10/26/16)	D/LS	Representative		x		x		
Shantrel Hall	D/LS	Alternate						
Sarah Sims	Hughes Springs	Representative	x	x	x		x	
Missy Harp	Hughes Springs	Alternate						
Jessica Shellman	Linden	Representative	x	x	x			
Ashley Davenport	Linden	Representative						
Tiffany Williams	Linden	Alternate						
Jessica Hill	Naples	Representative	x	x		x	x	x
Monica Buford	Naples	Alternate						
Alicia Ward	New Boston	Representative	x	x				
Monica Garcia(2/22/17)	New Boston	Representative	x			x	x	x
Summer Forte	New Boston	Alternate	x	x			x	
Meagan Howard	Pittsburg	Representative		x				
Liliana Hernandez	Pittsburg	Alternate					x	
Schetovia Curry(10-12-16)	Texarkana	Representative						
OPEN	Texarkana	Alternate						

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Shelley Mitchell, Charlotte Hall, Susan Horner, Misty Barron, Kennessa Pratt, Michele Rowe, Frances Evans, Natash White, Pamela Nunley, Elizabeth Patterson, Shiandra Kemp and Hughes Springs Classroom 132HS2.

1. Call to Order: The meeting was called to order by April Bennett, Policy Council Chairperson at 9:16 am March 22, 2017 in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members: None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Jessica Hill, April Bennett, Mary Cook, Amber Kimbriel and Monica Garcia. Brenda Swisher came in at 9:26 am.

4. Approval of Agenda:

Members reviewed the agenda. Bridgette Grandmaison asked the members to approve the agenda with the correct spelling of combining on Action Item 9C. Mary Cook moved to accept the agenda with the changes. The motion was seconded by Amber Kimbriel. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from February 22, 2017:

Mary Cook moved to approve the minutes of the February 22, 2017 meeting as presented. The motion was seconded by Amber Kimbriel. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Daingerfield/Hughes Springs Head Start – Natash White

Natash White, Daingerfield/Hughes Springs Head Start Campus Director, introduced the four year old classroom 132HS2 to the members. The children acted out the book *Click, Clack – Surprise*. The children also sang the song “Tooty Ta”.

7. Reports:

A. Financial Report – Shelley Mitchell

Shelley Mitchell gave the Financial Report as presented.

B. Head Start Director Report – Bernadette Harris

Bernadette Harris gave the Head Start Director report as presented.

C. Executive Directors Report

Mr. Boyd encouraged the members to attend the Poverty Simulation on July 26, 2017. He explained grants that the agency had applied for to help Veterans in the counties CSNT serves.

8. Committee Report:

A. Appoint Committee Members

None

2016-2017 List of Committees

Self-Assessment

Jessica Shellman– Policy Council
Jessica Hill– Policy Council
Donna Early – Governing Board
Oteria McDaniel – Governing Board

Community Assessment

Mary Cook– Policy Council
Oteria McDaniel – Governing Board
April Bennett– Governing Board

Finance Committee

Jennifer Baxter - Policy Council
Donna Early – Governing Board
Kim Cook– Governing Board
Brant Allen – Governing Board

School Readiness Committee

Ashley Davenport - Policy Council
Sarah Sims – Policy Council
Judge Munkres– Governing Board
Oteria McDaniel – Governing Board
Donna Early – Governing Board
Kellie Burns - Governing Board
Brenda Swisher – Governing Board

ERSEA Committee

Mary Cook - Policy Council
Kim Cook – Governing Board
Oteria McDaniel – Governing Board
April Bennett – Governing Board

Strategic Planning Committee

Meagan Howard– Policy Council
Ross Hyde– Governing Board
Oteria McDaniel – Governing Board

Health Advisory Committee

Jennifer Baxter– Policy Council
Sarah Sims- Policy Council
Ross Hyde – Governing Board
Donna Early – Governing Board
Oteria McDaniel – Governing Board

9. Action Items:

A. Discuss and/ or Approve ERSEA Forms

a. Disclosure of Confidential Information Form

Misty Barron, Family Service Specialist, reviewed the new forms as presented. Mary Cook moved to approve the ERSEA forms as presented. The motion was seconded by Amber Kimbriel. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Disability Forms

a. Child Find Form

b. Special Services Checklist

Shirley Baker, Disability/Mental Health Specialist, reviewed the Forms as presented. She asked the members to approve the change on the child Find Form to state Child Find instead of Child Plus. Mary Cook moved to approve the Disability Forms with the change to the Child Find Form. The motion was seconded by Amber Kimbriel. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

C. Discuss and/or Approve Combining the April and May Policy Council Meeting

Bridgette Grandmaison and Bernadette Harris asked the members if no urgent business arises to have the next meeting on May 24, 2017. Mary Cook moved to approve having the next meeting on May 24, 2017. The motion was seconded by Monica Garcia. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss Circle Assessment Data Wave 2 - 2017

Frances Evans, Education Specialist reviewed the Circle Assessment Data Wave 2 as presented.

B. Discuss School Readiness Data Performance 2016-2017

Frances Evans reviewed the school readiness data performance as presented.

C. Discuss CSNT Head Start Program Goals Wave 2

Bridgette Grandmaison reviewed the Head Start Program Goals as presented.

11. Audience Comments:

None

12. Executive Session:

Mary Cook moved for Policy Council to go into Executive Session at 10:22 am. Amber Kimbriel seconded the motion.

Discuss new hires, terminations, transfers and employee matters of a confidential nature.

Mary Cook moved to come back into regular session at 10:23 am. Amber Kimbriel seconded the motion.

13. Required Action from Executive Session:

A motion was made by Mary Cook to accept new hires, transfers, and terminations as presented. The motion was seconded by Monica Garcia. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Mary Cook at 10:29 am. The motion was seconded by Amber Kimbriel.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by: