

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Wednesday June 28, 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	Apr-17	May-17	Jun-17
<b>Chairperson - April Bennett</b>			x	x	x	x		x	<b>NO MEETING - COMBINED APRIL AND MAY</b>		
<b>Vice Chairperson - Mary Cook</b>			x	x	x	x	x	x		X	
<b>Secretary - Ashley Davenport</b>			x	x	x		x				
Charles Snowden	Board Liaison	Representative	x	x							
Brenda Swisher	Board Liaison/CC	Representative					x	x		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			x
Randie Hall	Atlanta Head Start	Representative									
Megan Bonner	Atlanta Head Start	Alternate									
Mary Cook	Bloomburg	Representative	x	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				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		X		
Schetovia Curry(10-12-16)	Texarkana	Representative									
OPEN	Texarkana	Alternate									

**Others in attendance: CSNT Staff:** Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Shelley Mitchell and Charlotte Hall

- 1. Call to Order:** The meeting was called to order by Brenda Swisher, Policy Council Board Liaison at 9:46 am June 28, 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: Brenda Swisher, Sarah Sims and Amber Kimbriel

**4. Approval of Agenda:**

Members reviewed the agenda. Sarah Sims moved to accept the agenda 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.

**5. Approval of Minutes from May 24, 2017:**

Amber Kimbriel moved to approve the minutes of the May 24, 2017 meeting as presented. The motion was seconded by Sarah Sims. 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. Training**

None

**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**

None

**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 Head Start Cost Of Living Allowance (COLA) Grant #06CH7174/03 – Total Amount \$46,051(\$36,841 funds and \$9,210 Non-Federal Share)**

Sarah Sims moved to approve the Head Start Cost Of Living Allowance (COLA) Grant #06CH7174/03 – Total Amount \$46,051(\$36,841 funds and \$9,210 Non-Federal Share) 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 Head Start Non-Competing Continuation Grant #06CH7174/04 – Total Amount \$4,707,230 (\$3,765,784 funds and \$941,446 Non-Federal Share)**

Bernadette Harris discussed the grant. She stated that the Transportation Wavier is included in the Grant. Sarah Sims moved to approve the Head Start Non-Competing Continuation Grant #06CH7174/04 – Total Amount \$4,707,230 (\$3,765,784 funds and \$941,446 Non-Federal Share) as presented. 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 Policy #512 Business Travel Expenses**

Sarah Sims moved to approve Policy #512 Business Travel Expenses. 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.

### **D. Discuss and/or Approve Financial Audit**

Amber Kimbriel moved to approve the Financial Audit as presented. The motion was seconded by Sarah Sims. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

### **E. Discuss and/or Approve 2017-2018 Campus Operating Manual**

Sarah Sims moved to approve the 2017-2018 Campus Operating Manual as presented. 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.

**F. Discuss and/ or Approve Head Start Policies and Procedures aligned with the 2016 HSPPS**

Sarah Sims moved to approve the Head Start Policies and Procedures aligned with the 2016 HSPPS as presented. 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.

**G. Discuss and/or Approve Updated School Readiness Goals 2017-2018**

Sarah Sims moved to approve Updated School Readiness Goals 2017-2018 as presented. 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.

**H. Discuss and/or Approve not having a July Meeting**

Sarah Sims moved to approve not having a July Meeting as presented. 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.

**10. Discussion Items:**

**A. Discuss 2016-2017 Final PIR**

Bernadette Harris reviewed the 2016-2017 Final PIR as presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Amber Kimbriel moved for Policy Council to go into Executive Session at 10:08 am. Sarah Sims seconded the motion.

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

Sarah Sims moved to come back into regular session at 10:10 am. Amber Kimbriel seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Sarah Sims to accept new hires, transfers, and terminations as presented. The motion was seconded by Amber Kimbriel. 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 Sarah Sims at 10:11 am. The motion was seconded by Amber Kimbriel.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**