

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday, September 27, 2017 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-17
Chairperson - Tamaithia Sartor			x
Vice Chairperson - Olivia Woodruff			x
Secretary - Stacy Guerrero			x
Brenda Swisher	Board Liaison/CC	Representative	x
April Bennett	Morris County	Representative	
Tamaithia Sartor	Atlanta Head Start	Representative	x
Amber Kimbriel	Atlanta Head Start	Alternate	
Courtney Crow	Bloomburg	Representative	
Heather Baker	Bloomburg	Alternate	
Stacy Guerrero	D/LS	Representative	x
Shayla Peters	D/LS	Alternate	
Tia Goodwin	Hughes Springs	Representative	x
Peggy Peters	Hughes Springs	Alternate	
Olivia Woodruff	Linden	Representative	x
Dawn Hansche	Linden	Alternate	
Whitney Williams	Naples	Representative	
Kassi Croley	Naples	Alternate	
Jessica Wilson	New Boston	Representative	x
Sondra Lyon	New Boston	Alternate	
Liliana Hernandez	Pittsburg	Representative	x
Dwight White	Pittsburg	Alternate	
Daniela Salazar	Texarkana	Representative	x
Gwendolyn "Brandy" Ross	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Grandmaison, Charlotte Hall, Shelley Mitchell, Candie Harris and Teresa Endsley

1. Call to Order:

The meeting was called to order by Brenda Swisher, Board Liaison at 9:17 am, September 27, 2017, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Tamaithia Sartor – Atlanta Head Start Representative, Stacy Guerrero – Daingerfield/Lone Star Head Start, Tia Goodwin – Hughes Springs, Olivia

Woodruff – Linden Head Start Representative, Jessica Wilson – New Boston Head Start Representative, Liliana Hernandez – Pittsburg Head Start Representative, Daniels Salazar – Texarkana Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Brenda Swisher, Stacy Guerrero, Tia Goodwin, Jessica Wilson, Olivia Woodruff, Liliana Hernandez, and Tamaithia Sartor
Daniela Salazar arrived at 9:21 am

4. Approval of Agenda:

Members reviewed the agenda. Tamaithia Sartor moved to accept the agenda with adding Non-Federal Share 8l. This motion was seconded by Liliana Hernandez. 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 June 28, 2017:

Olivia Woodruff moved to accept the minutes of June 28, 2017 meeting as presented. The motion was seconded by Tamaithia Sartor. 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. Bloomburg Pre-K Academy Head Start – Candie Harris

Candie Harris, Bloomburg Head Start Campus Director/Family Service Worker, introduced Teresa Endsley, Teacher at Bloomburg Pre-K Academy. She showed a power point presentation on Safety in Pre-K. The presentation included activities that the children did at the Campus to incorporate safety.

B. Head Start Policy Council Orientation Training – Bridgette Grandmaison

The Policy Council members received a notebook that included the roles and responsibilities for Policy Council. Bridgette Grandmaison explained the roles & responsibilities with the Policy Council members.

7. Reports:

A. Financial Report

Shelley Mitchell gave the financial report as presented. Shelley Mitchell and Bernadette Harris explained how to read the Finance Report, Credit Card Usage Report and statements.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. She explained each line item and how to read the report.

C. Executive Directors Report

None

8. Action Items:

A. Discuss and/or Approve Morris County Community Representative

Olivia Woodruff moved to approve April Bennett as the Morris County Community Representative as presented. The motion was seconded by Tamaithia Sartor. The motion was put to a vote with the majority of members in favor of by signaling aye. The motion carried.

B. Nominations/election of new 2017-2018 Policy Council Officers:

Policy Council Chairperson was opened for nominations. Tamaithia Sartor was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Tia Goodwin moved to cease nominations. This motion was seconded by Jessica Wilson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried. Vice Chairperson was opened for nominations. Olivia Woodruff was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Daniela Salazar moved to cease nominations. This motion was seconded by Liliana Hernandez. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Stacy Guerrero was nominated for Secretary. The floor was asked three times if there were any nominations for Secretary. There were no more nominations. Tamaithia Sartor moved to cease nominations. This motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The following slate is adopted: Tamaithia Sartor - Chairperson. Olivia Woodruff - Vice Chairperson. Stacy Guerrero - Secretary. Daniela Salazar moved to approve the elected slate as presented. The motion was seconded by Tia Goodwin. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

C. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Tamaithia Sartor moved to keep the date as the 4th Wednesday of the month at 9:15 AM as a consensus. Stacy Guerrero seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

D. Discuss and/or Approve Meeting Date Changes

a. October Meeting – November 1, 2017

b. November and December – December 6, 2017

Jessica Wilson moved to approve the changes to the meeting dates as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Policy Council by Laws

Bridgette Grandmaison discussed the By Laws. Tamaithia Sartor moved to approve the Policy Council by Laws as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/or Approve CSNT Annual Report

Bernadette Harris reviewed the CSNT Annual Report as presented. Tamaithia Sartor moved to approve the CSNT Annual Report as presented. The motion was seconded by Tia Goodwin. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

G. Discuss and/or Approve Personnel Policy #391 Holidays

Charlotte Hall reviewed the Personnel Policy #391 Holidays as presented. Tamaithia Sartor moved to approve the Personnel Policy #391 Holidays as presented. The motion was seconded by Daniela Salazar. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

H. Discuss and/or Approve Head Start Standard Operating Procedures

- a. Administrative Requirements**
- b. Disability Services**
- c. Education and Child Development**
- d. ERSEA Policies**
- e. Family and Community Engagement**
- f. Financial Requirements**
- g. Health Program Services**
- h. Human Resources Management**
- i. Program Governance**
- j. Program Management and Quality Improvement**
- k. Program Structure**
- l. Protections for the Privacy of Child Records**
- m. Transition Services**
- n. Transportation**

Bernadette Harris reviewed the Head Start Operating Procedures as presented. Olivia Woodruff moved to approve the Head Start Operating Procedures as presented. The motion was seconded by Tamaithia Sartor. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

I. Discuss and/or Approve Head Start Standard Operating Manuals

- a. Education**
- b. Family and Community Engagement**
- c. Health**
- d. Mental Health-Disabilities**
- e. Nutrition**
- f. On-going Monitoring**
- g. Staff Development – Training**
- h. Strategic Plan**
- i. Non-Federal Share**

Bernadette Harris reviewed the Head Start Standard Operating Manuals as presented. Tamaithia Sartor moved to approve the Head Start Standard Operating Manuals as presented. The motion was seconded by Tia Goodwin. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

J. Discuss and/or Approve Head Start Operating Forms (handouts at the meeting)

Bernadette Harris reviewed the Head Start Operating Forms as presented. Tamaithia Sartor moved to approve the Head Start Operating Forms as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Brenda Swisher appointed the following Committee Members

List of Committee Participants:

Self-Assessment

1. Liliana Hernandez
2. Tia Goodwin

Community Assessment

1. Olivia Woodruff

Finance Committee

1. April Bennett

School Readiness Committee

1. Daniela Hernandez
2. Tia Goodwin

ERSEA Committee

1. Tia Goodwin

Strategic Planning Committee

1. Jessica Wilson
- Health Advisory Committee**
1. Olivia Woodruff
 2. Liliana Hernandez

10. Discussion Items:

A. Discuss 2017-2018 Nutrition Menu Changes

Bridgette Grandmaison reviewed the menu changes as presented.

11. Audience Comments:

None

12. Executive Session:

Daniela Salazar moved for Policy Council to go into Executive Session at 10:54 am.
Tamaithia Sartor seconded the motion.

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

Tamaithia Sartor made a motion to come back into regular session at 10:59 am.
Liliana Hernandez seconded the motion.

13. Required Action from Executive Session:

A motion was made by Liliana Hernandez to accept new hires, transfers, and terminations as presented. The motion was seconded by Tamaithia Sartor. 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 Tamaithia Sartor at 11:00 am. The motion was seconded by Daniela Salazar.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by: