

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday November 1, 2017 9:15am
Linden Administrative Offices
304 East Houston
Linden, Texas**

PC Attendance	Campus	Title	Sep-17	Nov-17
Chairperson - Tamaitha Sartor			x	x
Vice Chairperson - Olivia Woodruff			x	x
Secretary - Stacy Guerrero			x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x
April Bennett	Morris County	Representative		
Tamaitha Sartor	Atlanta Head Start	Representative	x	x
Amber Kimbriel	Atlanta Head Start	Alternate		
Courtney Crow	Bloomburg	Representative		x
Kimberly Jordan	Bloomburg	Alternate		
Stacy Guerrero	D/LS	Representative	x	x
Shayla Peters	D/LS	Alternate		
Tia Goodwin	Hughes Springs	Representative	x	
Peggy Peters	Hughes Springs	Alternate		
Olivia Woodruff	Linden	Representative	x	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	x
Dwight White	Pittsburg	Alternate		
Daniela Salazar	Texarkana	Representative	x	x
Gwendolyn "Brandy" Ross	Texarkana	Alternate		

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Shelley Mitchell, Charlotte Hall, Susan Horner, Wanda Davis, Frances Evans and Felicia Williams

Parent: Victoria Horner

1. Call to Order: The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:27 am November 1, 2017 in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members: Courtney Crow – Bloomburg Parent Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Olivia woodruff, Courtney Crow, Liliana Hernandez, Brenda Swisher, Tamaithia Sartor, Stacy Guererro and Daniela Salazar

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda 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.

5. Approval of Minutes from September 27, 2017:

Courtney Crow moved to approve the minutes of the September 27, 2017 meeting as presented. The 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.

6. Presentations:

A. Naples Head Start

Felicia Williams, Campus Director/Family Service Worker, showed a presentation of the Naples Head Start teaching children how to stay healthy.

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. IM 17-01 and IM-17-02 were reviewed.

C. Executive Directors Report

None

8. Committee Report:

A. Appoint Committee Members

None

2017-2018 List of Committees

Self-Assessment

Liliana Hernandez– Policy Council
Tia Goodwin– Policy Council
Donna Early – Governing Board
Gus Gustafson– Governing Board

Community Assessment

Olivia Woodruff– Policy Council
Gus Gustafson – Governing Board
April Bennett– Governing Board

Finance Committee

April Bennett - Policy Council
Donna Early – Governing Board
Kim Cook– Governing Board
Brant Allen – Governing Board

School Readiness Committee

Daniela Salazar - Policy Council
Tia Goodwin – Policy Council
Judge Munkres– Governing Board
Gus Gustafson – Governing Board
Donna Early – Governing Board

Raegan Lee - Governing Board
Brenda Swisher – Governing Board

ERSEA Committee

Tia Goodwin - Policy Council
Kim Cook – Governing Board
Gus Gustafson – Governing Board
April Bennett – Governing Board

Strategic Planning Committee

Jessica Wilson– Policy Council
Ross Hyde– Governing Board
Gus Gustafson – Governing Board

Health Advisory Committee

Olivia Woodruff– Policy Council
Liliana Hernandez- Policy Council
Ross Hyde – Governing Board
Donna Early – Governing Board
Brant Allen– Governing Board

- Tamaithia Sartor – Policy Council Chairperson is invited to serve on all committees

9. Action Items:

A. Discuss and/ or Approve Changes to Policies in handbook:

- 103 – Equal Opportunity**
- 112 – Confidentiality/Non-Disclosure**
- 301 – Employee Benefits**
- 325 - Freshbenies Program**
- 526 - Cell Phone Usage**
- 588 – Social Media**
- 601- Medical Leave**
- 602-Family Leave**
- 603-Leave of Absence**

Dan Boyd and Charlotte Hall reviewed the changes. Stacy Guerrero moved to approve the Changes to Policies in handbook as presented. The motion was seconded by Brenda Swisher. 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 to Remove Policy

- 386 – Agency Employees Absence Leave**
- 399 – Agency Employees Sick Leave/PTO/*Floating Holidays from handbook**

Charlotte Hall explained the policies were no longer relevant. Brenda Swisher moved to approve the removal of the policies as presented. The motion was seconded by Stacy Guerrero. 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 change to the quote threshold from \$25 - \$50, becomes a change to the Agency Finance Manual

Brenda Swisher moved to approve change to the quote threshold from \$25 - \$50, becomes a change to the Agency Finance Manual as presented. The motion was seconded by Stacy Guerrero. 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 the following:

a. Personnel Policies and Procedures

b. CSNT Job Descriptions

c. Financial Policies and Procedures including the Financial Code of Conduct

Courtney Crow moved to approve the Personnel Policies and Procedures, CSNT Job Descriptions and the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Stacy Guerrero. 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 06CH7174/03 Budget Amendment \$300 – Van #803 Disposition

Olivia Woodruff moved to approve the 06CH7174/03 Budget Amendment \$300 – Van #803 Disposition as presented. The motion was seconded by Daniela Salazar. 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 2018 Community Assessment Update

Courtney Crow moved to approve the 2018 Community Assessment Update as presented. The motion was seconded by Stacy Guerrero. 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 Volunteer Updates

Courtney Crow moved to approve Volunteer Updates as presented. The motion was seconded by Olivia Woodruff. 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 Wage Payment and Deduction Authorization Agreement

Olivia Woodruff moved to approve the Wage Payment and Deduction Authorization Agreement as presented. The motion was seconded by Stacy Guerrero. 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 Wave 1 CIRCLE Assessment Fall 2017 Data

Frances Evans reviewed the Wave 1 CIRCLE Assessment Fall 2017 Data as presented.

B. Discuss BOY Frog Street Assessment Fall 2017 Data

Frances Evans reviewed the BOY Frog Street Assessment Fall 2017 Data as presented.

C. Discuss School Readiness Performance Data – Circle Assessment

Frances Evans reviewed the Circle Assessment School Readiness Performance Data as presented.

D. Discuss School Readiness Performance Data – Frog Street

Frances Evans reviewed the Frog Street Assessment School Readiness Performance Data as presented.

11. Audience Comments:

None

12. Executive Session:

Olivia Woodruff moved for Policy Council to go into Executive Session at 10:39 am. Courtney Crow seconded the motion.

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

Courtney Crow moved to come back into regular session at 10:59 am. Stacy Guerrero seconded the motion.

13. Required Action from Executive Session:

A motion was made by Stacy Guerrero to accept new hires, transfers, and terminations as presented. The motion was seconded by Courtney Crow. 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 Courtney Crow at 11:01 am. The motion was seconded by Stacy Guerrero.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by: