

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday December 6, 2017 9:15am
Linden Administrative Offices
304 East Houston
Linden, Texas**

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

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Charlotte Hall, Susan Horner, Kennessa Pratt, Shirley Baker, Debra Jackson and Venus Hornbuckle
Parent: Victoria Horner

1. **Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:18 am December 6, 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: April Bennett, Tia Goodwin, Jessica Wilson, Olivia Woodruff, Courtney Crow, Liliana Hernandez, Brenda Swisher, Tamaithia Sartor, Stacy Guerrero and Daniela Salazar

4. Approval of Agenda:

Members reviewed the agenda. April Bennett moved to accept the agenda as presented. The motion was seconded by Tia Goodwin. 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 November 1, 2017:

April Bennett moved to approve the minutes of the November 1, 2017 meeting as presented. The motion was seconded by Stacy Guerrero. 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. Texarkana Head Start

Debra Jackson, Campus Director, attempted to show a presentation, but there were technical difficulties. She will bring the presentation next month.

B. Detailed On-going Monitoring Questions

Shirley Baker and Venus Hornbuckle asked the members questions.

7. Reports:

A. Financial Report – Shelley Mitchell

Dan Boyd 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

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

B. Health Services Advisory Committee Report

Bernadette Harris stated the items would be reviewed during the actions items.

C. ERSEA Committee Report

Bernadette Harris stated there were not any action items to come before the members.
The committee reviewed the new policies.

9. Action Items:

**A. Discuss and/ or Approve Recommendations from the Health Services
Advisory Committee Meeting**

- a. Medical/Dental Home Form Update**
- b. CSNT Physical Form**
- c. TB Questionnaire**
- d. Lead Exposure Questionnaire**

Bernadette Harris reviewed the changes. Brenda Swisher moved to approve the Recommendations from the Health Services Advisory Committee Meeting 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.

10. Discussion Items:

A. Discuss CLASS Fall 2017 Data

Bernadette Harris reviewed the CLASS Fall 2017 Data as presented.

11. Audience Comments:

None

12. Executive Session:

None

13. Required Action from Executive Session:

None

14. Adjourn:

A motion to adjourn was made by April Bennett at 10:25 am. The motion was seconded by Jessica Wilson.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by: