

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday March 28, 2018 9:15am
Linden Administrative Offices
304 East Houston
Linden, Texas**

PC Attendance	Campus	Title	Sep-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Chairperson - Tamaithia Sartor			x	x	x	x	x	x
Vice Chairperson - Olivia Woodruff			x	x	x		x	x
Secretary - Stacy Guerrero			x	x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	x	
April Bennett	Morris County	Representative			x	x		x
Tamaithia Sartor	Atlanta Head Start	Representative	x	x	x	x	x	x
Amber Kimbriel	Atlanta Head Start	Alternate						
Courtney Crow	Bloomburg	Representative		x	x			
Kimberly Jordan	Bloomburg	Alternate				x		x
Stacy Guerrero	D/LS	Representative	x	x	x	x	x	x
Shayla Peters	D/LS	Alternate						
Tia Goodwin	Hughes Springs	Representative	x		x			
Peggy Peters	Hughes Springs	Alternate				x		
Olivia Woodruff	Linden	Representative	x	x	x		x	x
Dawn Hansche	Linden	Alternate						
Whitney Williams	Naples	Representative						
Kassi Croley	Naples	Alternate						
Jessica Wilson	New Boston	Representative	x		x	x	x	x
Sondra Lyon	New Boston	Alternate						
Liliana Hernandez	Pittsburg	Representative	x	x	x	x		
Martavius Jones	Pittsburg	Representative						
Dwight White	Pittsburg	Alternate						
Daniela Salazar	Texarkana	Representative	x	x	x	x		
Gwendolyn "Brandy" Ross	Texarkana	Alternate						

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Charlotte Hall, Susan Horner, Catherine Early, Angela Thompson and Erin Coats
Public: Victoria Horner, Margarita Campos and Cathy Snow

1. **Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:17 am March 28, 2018 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 Wilson, April Bennett, Tamaithia Sartor, Kimberly Jordan, Stacy Guererro and Olivia Woodruff

4. Approval of Agenda:

Members reviewed the agenda. April Bennett 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 February 28, 2018:

April Bennett moved to approve the minutes of the February 28, 2018 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. Atlanta Head Start

Catherine Early, Atlanta Head Start, Family Service Worker/Campus Director gave a presentation on The Many Faces of Head Start. Three Atlanta parents spoke about the impact Head Start has had on their families.

B. Training

None

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

Dan Boyd stated that he taught the National Certified Roma Implementer Phase II Session last week and two employees from CSNT attended Bridgette Grandmaison and Holly Gardner. He stated this will benefit the Agency enabling the programs to work together instead of in silos. He also discussed the Tenant Based Rental Assistance Program and the Payee Program with the members.

8. Committee Report:

A. Appoint Committee Members

Replace Liliana Hernandez with Martavius Jones on the Self-Assessment Committee and the Health Advisory Committee.

2017-2018 List of Committees

Self-Assessment

Martavius Jones– 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
Martavius Jones - 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 TSR! Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-Item

April Bennet moved to approve the TSR! Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-Item as presented. The motion was seconded by Stacy Guerrero. 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 Sale of Used Head Start Classroom Furniture Stored at the Texarkana Depot (All funds obtained will be placed into the Classroom Supplies Line-Item in the PY04 Head Start Budget)

Jessica Wilson moved to approve the Sale of Used Head Start Classroom Furniture Stored at the Texarkana Depot (All funds obtained will be placed into the Classroom Supplies Line-Item in the PY04 Head Start Budget) as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

C. Discuss and/ or Approve Cost Allocation

Dan Boyd reviewed the Cost Allocation Plan. April Bennett moved to approve the Cost Allocation with the correction to the percentage totals. The motion was seconded by Stacy Guerrero. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

April Bennett moved for Policy Council to go into Executive Session at 10:04 am. Stacy Guerrero seconded the motion.

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

April Bennett made a motion to come back into regular session at 10:10 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 Jessica Wilson. 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 April Bennett at 10:11 am. The motion was seconded by Stacy Guerrero.

Minutes Submitted by: Bridgette Grandmison

Minutes approved by: