

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday April 25, 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	Apr-18
Chairperson - Tamaithia Sartor			x	x	x	x	x	x	x
Vice Chairperson - Olivia Woodruff			x	x	x		x	x	
Secretary - Stacy Guerrero			x	x	x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	x		x
April Bennett	Morris County	Representative			x	x		x	x
Tamaithia Sartor	Atlanta Head Start	Representative	x	x	x	x	x	x	x
Amber Kimbriel	Atlanta Head Start	Alternate							
Courtney Crow	Bloomburg	Representative		x	x				
Kimberly Jordan	Bloomburg	Alternate				x		x	x
Stacy Guerrero	D/LS	Representative	x	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	x
Sondra Lyon	New Boston	Alternate							
Liliana Hernandez	Pittsburg	Representative	x	x	x	x			
Martavius Jones	Pittsburg	Representative							x
Dwight White	Pittsburg	Alternate							
Daniela Salazar	Texarkana	Representative	x	x	x	x			x
Gwendolyn "Brandy" Ross	Texarkana	Alternate							

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser, Wanda Davis, Natash White, Shiandra Kemp, Christina Horner, Becky Laffey and Daingerfield HS1 Children

1. Call to Order: The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:14 am April 25, 2018 in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members
Martavius Jones – Pittsburg Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Jessica Wilson, April Bennett, Brenda Swisher, Tamaithia Sartor, Kimberly Jordan, Martavius Jones, Stacy Guerrero and Daniela Salazar

Tamaithia Sartor left at 10:30 AM and Stacy Guerrero assumed the Chairperson position at 10:30 am on Acton Item 9A

4. Approval of Agenda:

Members reviewed the agenda. April Bennett moved to accept the agenda with moving the Hughes Springs/Daingerfield presentation after the meeting was called to order.

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.

5. Approval of Minutes from March 28, 2018:

April Bennett moved to approve the minutes of the March 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. Hughes Springs/Daingerfield Head Start

Natash White, Hughes Springs/Daingerfield Head Start, Campus Director introduced the Daingerfield Head Start children and staff for a presentation. The children performed Pete the Cat – Button Song, the Farmer and the Dell Song and a play with the Three Little Pigs.

B. Training

Bernadette Harris trained the members on roles and responsibilities.

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

Dan Boyd explained to the members the history on the word kids. He also invited all the members to attend the poverty simulation training on May 31, 2018 or June 1, 2018. He also appreciated the members for volunteering. The members were given a CSNT band and a pedometer.

8. Committee Report:

A. Appoint Committee Members

None

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 2018 Self-Assessment Report

Martavius Jones moved to approve the 2018 Self-Assessment Report as presented. The motion was seconded by Jessica Wilson. 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 \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000

Brenda Swisher moved to table the approval \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000 to next month because the receipt amount was incorrect. 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 ERSEA Committee Meeting Recommendations

- a. **Selection Criteria**
- b. **Medical/Dental Home**
- c. **Receipt of Handbook**
- d. **Family Partnership Profile**
- e. **Family Outcomes**

Misty Van Hooser reviewed the ERSEA forms. Martavius Jones moved to approve the ERSEA Committee Meeting Recommendations as presented. The motion was seconded by Daniela Salazar. 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:

Martavius Jones asked about caps and gowns. Bernadette Harris, Misty Van Hooser and Bridgette Grandmaison stated they would talk to the Campus Staff and have them get back with him.

12. Executive Session:

Martavius Jones moved for Policy Council to go into Executive Session at 11:04 am. Daniela Salazar seconded the motion.

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

Brenda Swisher made a motion to come back into regular session at 11:19 am. Martavius Jones seconded the motion.

13. Required Action from Executive Session:

A motion was made by Brenda Swisher to accept new hires, transfers, and terminations as presented. The motion was seconded by April Bennett. 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 Jessica Wilson at 11:21 am. The motion was seconded by Martavius Jones.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by: