

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Wednesday May 30, 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	May-18
<b>Chairperson - Tamaithia Sartor</b>			x	x	x	x	x	x	x	x
<b>Vice Chairperson - Olivia Woodruff</b>			x	x	x		x	x		x
<b>Secretary - Stacy Guerrero</b>			x	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	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	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		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	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, Frances Evans, Carlin Johnson, Elisha Johnson, Trish Burton, Anntonette Fields, and Robbie Hudson  
**Parent:** Victoria Horner

**1. Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:15 am May 30, 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: Tamaithia Sartor, Olivia woodruff Stacy Guerrero and Daniela Salazar  
*Daniela Salazar came in at 9:17 am*

### **4. Approval of Agenda:**

Members reviewed the agenda. Olivia Woodruff moved to accept the agenda 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.

### **5. Approval of Minutes from April 25, 2018:**

April Bennett moved to approve the minutes of the April 25, 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. Linden Head Start**

Carlin Johnson, Linden Head Start, Campus Director/Family Service Worker introduced the Linden Head Start staff for a presentation. The staff completed a team building exercise on communication. Carlin shared a presentation that included pictures of the process.

#### **B. Training**

Tamaithia Sartor asked the Policy Council members a question about fiscal audits. The members answered the question.

### **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**

None

### **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

### **B. Committee Reports**

#### **a. Health Services Advisory**

Misty Van Hooser gave an overview of the meeting.

#### **b. School Readiness**

Bridgette Grandmaison gave an overview of the meeting.

### **9. Action Items:**

#### **A. Discuss and/ or Approve Head Start Cost of Living Allowance (COLA) Grant#06CH7174/04**

Olivia Woodruff moved to approve the Head Start Cost of Living Allowance (COLA) Grant#06CH7174/04 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 \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000**

Stacy Guerrero moved to approve \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000 as presented. 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 Discuss and/or Approve 2018-2019 Calendars**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>a. Atlanta Head Start</b>        | <b>f. Naples Head Start</b>     |
| <b>b. Bloomburg Head Start</b>      | <b>g. New Boston Head Start</b> |
| <b>c. Daingerfield Head Start</b>   | <b>h. Pittsburg Head Start</b>  |
| <b>d. Hughes Springs Head Start</b> | <b>i. Texarkana Head Start</b>  |
| <b>e. Linden Head Start</b>         |                                 |

Misty Van Hooser reviewed the 2018-2019 Calendars. Stacy Guerrero moved to approve the 2018-2019 Calendars 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.

**D. Discuss and/or Approve 2018 - 2019 USDA/CACFP Contract**

Olivia Woodruff moved to approve the 2018 - 2019 USDA/CACFP Contract 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.

**E. Discuss and/or Approve 2018 - 2019 Nutrition Menus**

Stacy Guerrero moved to approve the 2018-2019 Nutrition Menus 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.

**F. Discuss and/or Approve Updated 2016 Annual Report**

Olivia Woodruff moved to approve the Updated 2016 Annual Report 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.

**G. Discuss and/or Approve 2018-2019 Campus Operating Manual**

Olivia Woodruff moved to approve the 2018-2019 Campus Operating Manual with the knowledge that the updated immunizations and WIC guidelines will be added once they are available. 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:**

**A. Discuss 2017-2018 Circle Assessment Wave 3 Data**

Bernadette Harris reviewed the 2017-2018 Circle Assessment Wave 3 Data as presented.

**B. Discuss 2017-2018 Frog Street Wave 3 Data**

Bernadette Harris reviewed the 2017-2018 Frog Street Wave 3 Data as presented.

**C. Discuss CLASS Spring 2018 Data**

Bernadette Harris reviewed the CLASS Spring 2018 Data as presented.

**D. Discuss 2017-2018 Circle Assessment School Readiness Performance Data**

Frances Evans reviewed the 2017-2018 Circle Assessment School Readiness Performance Data as presented.

**E. Discuss 2017-2018 Frog Street School Readiness Performance Data**

Frances Evans reviewed the 2017-2018 Frog Street School Readiness Performance Data as presented.

**F. Discuss Financial Audit**

Bridgette Grandmaison and Bernadette Harris stated that there was a Fiscal Audit this year and there were no findings.

**11. Audience Comments:**

None

**12. Executive Session:**

Olivia Woodruff moved for Policy Council to go into Executive Session at 10:25 am. Daniela Salazar seconded the motion.

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

Olivia Woodruff made a motion to come back into regular session at 10:29 am. Daniela Salazar seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Olivia Woodruff to accept new hires, transfers, and terminations as presented. The motion was seconded by Stacy Guerrero. 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 Stacy Guerrero at 10:30 am. The motion was seconded by Daniela Salazar.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**