

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Wednesday, September 26, 2018 9:15 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-18
<b>Chairperson – Olivia Woodruff</b>			<b>x</b>
<b>Vice Chairperson - Kimberly Jordan</b>			<b>x</b>
<b>Cecelia Huff</b>			<b>x</b>
Brenda Swisher	Board Liaison/CC	Representative	x
La'Kimberly Simmons	Atlanta	Representative	
Chelsie McElwee	Atlanta	Alternate	
Kimberly Jordan	Bloomburg	Representative	x
Hayley Allums	Bloomburg	Alternate	x
Sheran West	D/LS	Representative	x
Kimber Fair	D/LS	Alternate	x
Ocie Ellison	Hughes Springs	Representative	
Peggy Peters	Hughes Springs	Alternate	
Olivia Woodruff	Linden	Representative	x
Tara Overmyser	Linden	Alternate	
Misha Diaz	Naples	Representative	
Victor Diaz	Naples	Alternate	
Ashley Oleson	New Boston	Representative	x
Tim Oleson	New Boston	Alternate	x
Stacey Armour	Pittsburg	Representative	x
Adrianna Smith-Hart	Pittsburg	Alternate	
Cecelia Huff	Texarkana	Representative	x
Trinchelle Morine	Texarkana	Alternate	

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Susan Horner, Samantha Moores and Robbie Hudson

**1. Call to Order:**

The meeting was called to order by Olivia Woodruff, Policy Council Representative at 9:30 am, September 26, 2018, in the Linden Administrative Conference Room.

## **2. Recognize New Policy Council Members:**

Brenda Swisher – Board Liaison, Kimberly Jordan – Bloomburg Head Start Representative, Sheran West – Daingerfield/Lone Star Head Start, Olivia Woodruff – Linden Head Start Representative, Ashley Oleson – New Boston Head Start Representative, Stacey Armour – Pittsburg Head Start Representative, Cecelia Huff – Texarkana Head Start Representative  
Alternates: Hayley Allums – Bloomburg Alternate, Tim Oleson – New Boston, Kimber Fair – Daingerfield Alternate

## **3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Brenda Swisher, Olivia Woodruff, Kimberly Jordan, Brenda Swisher, Ashley Oleson, Sheran West, Cecelia Huff, and Stacey Armour

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

Members reviewed the agenda. Brenda Swisher moved to accept the agenda. This motion was seconded by Stacey Armour. 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 June 27, 2018:**

Ashley Oleson moved to accept the minutes of June 27, 2018 meeting as presented. The motion was seconded by Sheran West. 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**

Robbie Hudson, Linden Head Start Lead Teacher and Samantha Moores, Linden Head Start Family Service Worker presented a power point presentation to the members. The power point had activities that had already occurred in Linden at the beginning of school. A few activities shown were the Grandparents Breakfast, Donuts with Dad and Muffins with Mom.

### **B. Head Start Policy Council Orientation Training – Bridgette Parton**

The Policy Council members received a notebook that included the roles and responsibilities for Policy Council. Bernadette Harris explained the roles & responsibilities with the Policy Council members.

## **7. Reports:**

### **A. Financial Report**

Dan Boyd gave the financial report as presented. He explained how to read the Finance Report, Credit Card Usage Report and statements.

### **B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

## **C. Executive Directors Report**

None

### **8. Action Items:**

#### **A. Nominations/election of new 2018-2019 Policy Council Officers:**

Policy Council Chairperson was opened for nominations. Olivia Woodruff was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Ashley Oleson moved to cease nominations. This motion was seconded by Sheran West. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

Vice Chairperson was opened for nominations. Kimberly Jordan was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations.

Ashley Oleson moved to cease nominations. This motion was seconded by Stacey Armour. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Secretary was opened for nominations. Cecelia Huff was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Ashley Oleson moved to cease nominations. This motion was seconded by Stacey Armour. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Ashley Oleson moved to approve the elected slate 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.

The following slate is adopted: Olivia Woodruff – Chairperson, Kimberly Jordan - Vice Chairperson and Cecelia Huff - Secretary.

Brenda Swisher moved to approve the formally elected slate as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

#### **C. Set Date and Time for Policy Council Meetings**

The date and time for the Policy Council Meetings was discussed.

Brenda Swisher moved to move the date to the 4<sup>th</sup> Tuesday of the month at 9:15 AM in order to meet prior to the Governing Board.

Stacey Armour seconded the motion. 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 Meeting Date Changes**

**a. November and December – December 4, 2018**

Stacey Armour moved to approve the November and December Meeting date as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**E. Discuss and/or Approve Policy Council By-Laws**

Bridgette Parton discussed the By Laws. Ashley Oleson moved to approve the Policy Council By-Laws with the change of the date to the By-Laws. The motion was seconded by Stacey Armour. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**F. Discuss and/or Approve CSNT Annual Report**

Dan Boyd reviewed the CSNT Annual Report as presented. Ashley Oleson moved to approve the CSNT Annual Report as presented. The motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**G. Discuss and/or Approve Job Descriptions**

Charlotte Hall reviewed the Job Descriptions. Ashley Oleson moved to approve the Job Descriptions as presented. The motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**9. Committee Report:**

**A. Appoint Committee Members**

Olivia Woodruff appointed the following Committee Members

**List of Committee Participants:**

**Self-Assessment**

1. Cecelia Huff
2. Brenda Swisher

**Community Assessment**

1. Ashley Oleson

**Finance Committee**

1. Sheran West

**School Readiness Committee**

1. Ashley Oleson
2. Kimberly Jordan

**ERSEA Committee**

1. Stacey Armour

**Strategic Planning Committee**

1. Brenda Swisher

**Health Advisory Committee**

1. Sheran West

2. Kimberly Jordan

**Policy Council Liaison**

1. Ashley Oleson

**10. Discussion Items:**

None

**11. Audience Comments:**

None

**12. Executive Session:**

Sheran West moved for Policy Council to go into Executive Session at 11:40 am.

Stacey Armour seconded the motion.

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

Ashley Oleson made a motion to come back into regular session at 11:48 am.

Cecelia Huff seconded the motion.

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

A motion was made by Sheran West to accept new hires, transfers, and terminations as presented. The motion was seconded by Stacey Armour. 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 Ashley Oleson at 11:50 am. The motion was seconded by Stacey Armour.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**