

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, October 23, 2018 9:15 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

| PC Attendance                             | Campus           | Title          | Sep-18 | Oct-18 |
|-------------------------------------------|------------------|----------------|--------|--------|
| <b>Chairperson - Vacant</b>               |                  |                | x      |        |
| <b>Vice Chairperson - Kimberly Jordan</b> |                  |                | x      | x      |
| <b>Secretary - Cecelia Huff</b>           |                  |                | x      |        |
| Brenda Swisher                            | Board Liaison/CC | Representative | x      | x      |
| La'Kimberly Simmons                       | Atlanta          | Representative |        |        |
| Chelsie McElwee(10/23/18)                 | Atlanta          | Representative |        | x      |
| Evelyn Benjamin                           | Atlanta          | Alternate      |        |        |
| Kimberly Jordan                           | Bloomburg        | Representative | x      | x      |
| Hayley Allums                             | Bloomburg        | Alternate      | x      | x      |
| Sheran West                               | D/LS             | Representative | x      | x      |
| Kimber Fair                               | D/LS             | Alternate      | x      |        |
| Ocie Ellison                              | Hughes Springs   | Representative |        |        |
| Peggy Peters                              | Hughes Springs   | Alternate      |        | x      |
| Olivia Woodruff                           | Linden           | Representative | x      |        |
| Tara Overmyer                             | Linden           | Alternate      |        | x      |
| Misha Diaz                                | Naples           | Representative |        |        |
| Sara Finley(10/23/18)                     | Naples           | Representative |        | x      |
| Victor Diaz                               | Naples           | Alternate      |        |        |
| Ashley Oleson                             | New Boston       | Representative | x      |        |
| Tim Oleson                                | New Boston       | Alternate      | x      |        |
| Stacey Armour                             | Pittsburg        | Representative | x      | 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, Candie Harris and Teresa Endsley

**1. Call to Order:**

The meeting was called to order by Kimberly Jordan, Policy Council Vice Chairperson at 9:25 am, October 23, 2018, in the Linden Administrative Conference Room.

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

Chelsie McElwee – Atlanta Representative; Peggy Peters – Hughes Springs – Alternate; Sara Finley – Naples – Representative; Tara Overmyer – Linden Alternate

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Brenda Swisher, Chelsie McElwee, Kimberly Jordan, Sheran West, Peggy Peters, Tara Overmyer, Sara Finley 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 September 26, 2018:**

Stacey Armour moved to accept the minutes of September 26, 2018 meeting as presented. The motion was seconded by Peggy Peters. 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. Bloomberg Pre-K Academy Head Start – Candie Harris**

Candie Harris, Bloomberg Pre-K Academy Head Start, Campus Director/Family Service Worker introduced Mrs. Teresa Endsley. She is the Teacher for Bloomberg. She presented a power point presentation to the members. The power point was titled “Our Pre-K World”. It revealed a day at Bloomberg Pre-K.

**7. Reports:**

**A. Financial Report**

Dan Boyd gave the financial report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

None

**8. Committee Reports:**

**A. Appoint Committee Members**

None

**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

**9. Action Items:****A. Discuss and/or Approve Head Start Standard Operating Procedures**

- a. Administrative Requirements
- b. Disability Services
- c. Education and Child Development
- d. ERSEA Policies
- e. Family and Community Engagement
- f. Financial Requirements
- g. Health Program Services
- h. Human Resources Management
- i. Program Governance
- j. Program Management and Quality Improvement
- k. Program Structure
- l. Protections for the Privacy of Child Records
- m. Transition Services
- n. Transportation

Bernadette Harris reviewed the Head Start Standard Operating Procedures. Chelsie McElwee moved to approve the Head Start Standard Operating Procedures as presented. Sheran West seconded the motion. 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 Head Start Standard Operating Manuals and Forms**

- a. Education
- b. Family and Community Engagement

- c. **Mental Health-Disabilities**
- d. **Nutrition**
- e. **On-going Monitoring**
- f. **Staff Development – Training**
- g. **Strategic Plan**

Bernadette Harris reviewed the Head Start Standard Operating Manuals and Forms. Tara Overmyer moved to approve the Head Start Standard Operating Manuals and Forms as presented. Peggy Peters seconded the motion. 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 Financial Policies and Procedures including the Financial Code of Conduct**

Dan Boyd reviewed. Brenda Swisher moved to approve the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Chelsie McElwee. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**D. Discuss and/or Approve Personnel Policies and Procedures**

Dan Boyd and Charlotte Hall reviewed the Personnel Policies and Procedures as presented. Dan Boyd reviewed Policy #183 and #701 in detail on the hiring and termination process. Brenda Swisher moved to approve the Personnel Policies and Procedures as presented. The motion was seconded by Chelsie McElwee. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**E. Discuss and/or Approve Updated Volunteer Rates**

Bernadette Harris and Bridgette Parton reviewed. Chelsie McElwee moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**10. Discussion Items:**

None

**11. Audience Comments:**

None

**12. Executive Session:**

Chelsie McElwee moved for Policy Council to go into Executive Session at 10:31 am. Tara Overmyer 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 10:38 am.  
Sara Finley seconded the motion.

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

A motion was made by Chelsie McElwee to accept new hires, transfers, and terminations as presented. The motion was seconded by Sheran West. 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 Tara Overmyer at 10:40 am. The motion was seconded by Sheran West.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**