

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, December 4, 2018 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-18	Oct-18	Dec-18
Chairperson - Tara Overmyer			x		x
Vice Chairperson - Kimberly Jordan			x	x	
Secretary - Cecelia Huff			x		x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x
La'Kimberly Simmons	Atlanta	Representative			
Chelsie McElwee(10/23/18)	Atlanta	Representative		x	
Evelyn Benjamin	Atlanta	Alternate			x
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	x
Olivia Woodruff	Linden	Representative	x		
Tara Overmyer	Linden	Alternate		x	
Tara Overmyer(12/4/18)	Linden	Representative			x
Heather Hoffman (12/4/18)	Linden	Alternate			
Misha Diaz	Naples	Representative			
Sara Finley(10/23/18)	Naples	Representative		x	x
Victor Diaz	Naples	Alternate			
Ashley Oleson	New Boston	Representative	x		x
Tim Oleson	New Boston	Alternate	x		
Stacey Armour	Pittsburg	Representative	x	x	
Adrianna Smith-Hart	Pittsburg	Alternate			
Cecelia Huff	Texarkana	Representative	x		x
Trinchelle Morine	Texarkana	Alternate			

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Shelley Mitchell, Misty Van Hooser, Frances Evans and Catherine Early

1. Call to Order:

The meeting was called to order by Brenda Swisher, Governing Board Liaison to the Policy Council at 9:17 am, December 4, 2018, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Evelyn Benjamin – Atlanta Head Start Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Brenda Swisher, Peggy Peters, Tara Overmyer, Cecelia Huff, Sara Finley and Evelyn Benjamin

Ashley Oleson arrived at 9:27 am

4. Approval of Agenda:

Members reviewed the agenda. Tara Overmyer moved to accept the agenda. This 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.

5. Approval of Minutes from October 23, 2018:

Tara Overmyer moved to accept the minutes of October 23, 2018 meeting as presented. The motion was seconded by Sara Finley. 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. Naples Head Start – Felicia Williams

None

B. Eligibility Final Rule Training – Misty Van Hooser

Misty Van Hooser trained the members on the eligibility requirements for Head Start.

7. Reports:

A. Financial Report

Shelley Mitchell gave the financial report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. She also reviewed questions from the monitoring protocol.

C. Executive Directors Report

Dan Boyd discussed other Program's the Agency provides. He explained each program and how they would benefit the parents.

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. Nominate/Elect Policy Council Chairperson

Policy Council Chairperson was opened for nominations. Tara Overmyer was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Evelyn Benjamin moved to cease nominations. This 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. Ashley Oleson moved to approve the formally elected slate as presented. The motion was seconded by Sara Finley. 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 2019 Community Assessment

Bernadette Harris reviewed the 2019 Community Assessment. Tara Overmyer moved to approve the 2019 Community Assessment as presented. Sara Finley 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 Update Subpart J**
Bernadette Harris reviewed. Tara Overmyer moved to approve the Update to Subpart J as presented. The motion was seconded by Sara Finley. 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 Update Training Manual**
Bernadette Harris reviewed. Tara Overmyer moved to approve the Update to the Training Manual with a change on #2 to state Curriculum Director. The motion was seconded by Ashley Oleson. 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 Disability Waiver Request Grant# 06CH7174/05**
Tara Overmyer moved to approve the Disability Waiver Request Grant# 06CH7174/05 as presented. The motion was seconded by Sara Finley. 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 Personnel Policies**
a. #301
b. #325
Charlotte Hall reviewed and stated that Health Joy replaced Freshbennies. Tara Overmyer moved to approve the Personnel Policies 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.
- G. Discuss and/or Approve Updated Dispute/Impasse Resolution to the Policy Council By Laws**
Dan Boyd reviewed and stated that a clearer definition of disinterested parties was added. Tara Overmyer moved to approve the Updated Dispute/Impasse Resolution to the Policy Council By Laws as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

10. Discussion Items:

- A. Discuss Frog Street Assessment Fall 2018 Data**
Frances Evans reviewed the data a presented.
- B. Discuss Circle Assessment Fall 2018 Data**
Frances Evans reviewed the data a presented.
- C. Discuss School Readiness Performance Fall 2018 Data**
Frances Evans reviewed the data a presented.

D. Discuss CLASS Fall 2018 Data

Bernadette Harris reviewed the data a presented.

11. Audience Comments:

None

12. Executive Session:

Ashley Oleson moved for Policy Council to go into Executive Session at 10:24 am.

Tara Overmyer seconded the motion.

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

Evelyn Benjamin made a motion to come back into regular session at 10:29 am.

Tara Overmyer seconded the motion.

13. Required Action from Executive Session:

A motion was made by Evelyn Benjamin to accept new hires, transfers, and terminations as presented. The motion was seconded by Peggy Peters. 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 10:30 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: