

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, February 26, 2019 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-18	Oct-18	Dec-18	Jan-19	Feb-19
Chairperson - Tara Overmyer			x		x	x	x
Vice Chairperson - Kimberly Jordan			x	x		x	x
Secretary - Cecelia Huff			x		x		
Brenda Swisher	Board Liaison/CC	Representative	x	x	x		x
La'Kimberly Simmons	Atlanta	Representative					
Chelsie McElwee(10/23/18)	Atlanta	Representative		x			
Tamaithia Sartor(1/22/19)	Atlanta	Representative				x	x
Eveln Benjamin	Atlanta	Alternate			x		
Kimberly Jordan	Bloomburg	Representative	x	x		x	x
Hayley Allums	Bloomburg	Alternate	x	x		x	
Sheran West	D/LS	Representative	x	x			x
Kimber Fair	D/LS	Alternate	x				
Ocie Ellison	Hughes Springs	Representative					
Peggy Peters	Hughes Springs	Alternate		x	x		x
Olivia Woodruff	Linden	Representative	x				
Tara Overmyer	Linden	Alternate		x			
Tara Overmyer(12/4/18)	Linden	Representative			x	x	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	x	
Tim Oleson	New Boston	Alternate	x				
Stacey Armour	Pittsburg	Representative	x	x		x	
Adrianna Smith-Hart	Pittsburg	Alternate					
Cecelia Huff	Texarkana	Representative	x		x		
Trinchelle Morine	Texarkana	Alternate					

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall, Susan Horner, Shelley Mitchell and Kaye Nelms.

1. Call to Order:

The meeting was called to order by Tara Overmyer, Policy Council Chairperson at 9:22 am, February 26, 2019, 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: Tara Overmyer, Tamaithia Sartor, Kimberly Jordan, Brenda Swisher, Peggy Peters and Sheran West

4. Approval of Agenda:

Members reviewed the agenda. Tamaithia Sartor moved to accept the agenda. 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.

5. Approval of Minutes from January 22, 2019:

Sheran West moved to accept the minutes of January 22, 2019 meeting as presented. The motion was seconded by Tamaithia Sartor. 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. Texarkana Head Start – Debra Jackson

None

B. Pittsburg Head Start – Kaye Nelms

Kaye Nelms, Campus Director for Pittsburg Head Start shared a video presentation of the highlights throughout the year at Pittsburg Head Start.

C. Training – Policy Council Question – Bernadette Harris

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.

C. Executive Directors Report

Dan Boyd expressed to the Policy Council Members that if there were trainings that they were interested in to let Bridgette Parton know or the Family Service Worker at their site. He assured them we would do what we could to get someone to come to Policy Council or their Parent Committee to conduct trainings.

8. Committee Reports:

A. Appoint Committee Members None

B. Committee Reports **a. Self-Assessment**

Bernadette Harris reviewed the Self-Assessment Plan.

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 Cost of Living Allowance 1.77% - 06CH7174/05-\$84,465 (Program Funds - \$67,572, None Federal Share - \$16,893)

Bernadette Harris reviewed the Cost of Living Allowance to the members and stated the Financial Committee has already reviewed it in detail. Brenda Swisher moved to approve the Cost of Living Allowance 1.77% - 06CH7174/05-\$84,465 (Program Funds - \$67,572, None Federal Share - \$16,893) 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:

A. Program Goals with Progress

Bernadette Harris reviewed the Program Goals with Progress as presented.

B. Parent Family and Community Engagement Goals with Progress

Bernadette Harris reviewed the Parent Family and Community Engagement with Progress as presented.

11. Audience Comments:

None

12. Executive Session:

Tamaithia Sartor moved for Policy Council to go into Executive Session at 10:15 am. Sheran West seconded the motion.

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

Tamaithia Sartor made a motion to come back into regular session at 10:19 am. Peggy Peters seconded the motion.

13. Required Action from Executive Session:

A motion was made by Tamaithia Sartor 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 Tamaithia Sartor at 10:21 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: