

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, April 23, 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	Mar-19	Apr-19
Chairperson - Tara Overmyer			x		x	x	x	x	x
Vice Chairperson - Kimberly Jordan			x	x		x	x		
Secretary - Cecelia Huff			x		x			x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	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		x
Evelyn 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	x	x
Kimber Fair	D/LS	Alternate	x						
Ocie Ellison	Hughes Springs	Representative							
Peggy Peters	Hughes Springs	Alternate		x	x		x	x	x
Olivia Woodruff	Linden	Representative	x						
Tara Overmyer	Linden	Alternate		x					
Tara Overmyer(12/4/18)	Linden	Representative			x	x	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		x	
Tim Oleson	New Boston	Alternate	x						
Stacey Armour	Pittsburg	Representative	x	x		x		x	x
Adrianna Smith-Hart	Pittsburg	Alternate							
Cecelia Huff	Texarkana	Representative	x		x			x	x
Trinchelle Morine	Texarkana	Alternate							

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall, Shelley Mitchell, Susan Horner, Catherine Early, Patricia Richardson, Alisha Oliver and Venus Hornbuckle.

1. Call to Order:

The meeting was called to order by Tara Overmyer, Policy Council Chairperson at 9:19 am, April 23, 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, Brenda Swisher, Peggy Peters, Cecelia Huff, Stacey Armour and Tamaithia Sartor
Sheran West Arrived at 9:22am

4. Approval of Agenda:

Members reviewed the agenda. Tamaithia Sartor moved to accept the agenda with placing presentations after reports. 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 March 26, 2019:

Tamaithia Sartor moved to accept the minutes of March 26, 2019 meeting as presented. The motion was seconded by Brenda Swisher. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

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 appreciated the Members for Volunteer Appreciation Month with a gift from the Program.

C. Executive Directors Report

None

6. Presentations:

A. New Boston Head Start – Venus Hornbuckle

Venus Hornbuckle, Campus Director for New Boston Head Start shared a PowerPoint presentation on a science project that the New Boston Campus did. Mrs. Shaw videoed her class while the experiment took place. The experiments included ice on a string, colored flowers, egg experiment and volcanoes. The children's reactions and expressions were shown.

B. Atlanta Head Start – Catherine Early

Catherine Early, Campus Director/Family Service Worker presented a poster Board with the Core Values. Alisha Oliver and Patricia Richardson assisted in the presentation. They took pictures of the children demonstrating each core value.

C. Training – Policy Council Question – Bernadette Harris

The members were asked the question "What is the Annual Audit?" The members answered the question.

8. Committee Reports:

A. Appoint Committee Members

Bridgette Parton notified the members of the upcoming committee meetings.

Strategic Planning Committee Meeting – April 26, 2019

School Readiness Meeting - May 8, 2019

ERSEA Committee Meeting - pending

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 2019 Self- Assessment Report

Bernadette Harris reviewed the 2019 Self-Assessment Report. Cecelia Huff moved to approve 2019 Self-Assessment Report as presented. The motion was seconded by Tamaithia Sartor. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

B. Discuss and/or Approve 2019-2020 Calendars

Bridgette Parton reviewed the calendar analysis. Tamaithia Sartor moved to approve 2019-2020 Calendars with adding New Boston work days. 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.

C. Discuss and/or Approve 2019 Financial Audit

Bernadette Harris explained there were zero findings for the 2019 Audit. Tamaithia Sartor moved to approve 2019 Financial Audit as presented. The motion was seconded by Sheran West. 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 Disposition of Two Head Start Buses

Tamaithia Sartor moved to approve Disposition of Two Head Start Buses as presented. The motion was seconded by Sheran West. 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 2019-2020 USDA/CACFP Contract

Cecelia Huff moved to approve 2019-2020 USDA/CACFP Contract 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.

F. Discuss and/or Approve 2019-2020 Nutrition Menus

Susan Horner reviewed the Nutrition Menus. Tamaithia Sartor moved to approve 2019-2020 Nutrition Menus as presented. The motion was seconded by Sheran West. 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. CLASS Spring Data 2019

Michele Rowe reviewed CLASS Spring Data 2019 as presented.

11. Audience Comments:

None

12. Executive Session:

Cecelia Huff moved for Policy Council to go into Executive Session at 10:48 am.
Tamaithia Sartor 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 10:57 am.
Tamaithia Sartor seconded the motion.

13. Required Action from Executive Session:

A motion was made by Brenda Swisher to accept new hires, transfers, and terminations, and the FSW credential increase to base pay as presented. The motion was seconded by Tamaithia Sartor. 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 10:58 am. The motion was seconded by Cecelia Huff.

Minutes Submitted by: Bridgette Parton

Minutes approved by: