

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, May 28, 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	May-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	x
La'Kimberly Simmons	Atlanta	Representative								
Chelsie McElwee(10/23/18)	Atlanta	Representative		x						
Tamaithia Sartor(1/22/19)	Atlanta	Representative				x	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	x	x	
Kimber Fair	D/LS	Alternate	x							
Ocie Ellison	Hughes Springs	Representative								
Peggy Peters	Hughes Springs	Alternate		x	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		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: Bernadette Harris, Bridgette Parton, Charlotte Hall, Shelley Mitchell, Susan Horner, Frances Evans, Misty Van Hooser, Natash White, Rachel Sprague-Moreno and Bobbie Summers.

1. Call to Order:

The meeting was called to order by Peggy Peters, Policy Council Representative at 9:28 am, May 28, 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: Brenda Swisher, Peggy Peters and Ashley Oleson

4. Approval of Agenda:

Members reviewed the agenda. Ashley Oleson moved to accept the agenda with placing presentations after reports. This 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.

5. Approval of Minutes from April 23, 2019:

Brenda Swisher moved to accept the minutes of April 23, 2019 meeting 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.

6. Presentations:

A. Hughes Springs Head Start – Natash White

Natash White, Campus Director for Daingerfield/Hughes Springs Head Start, presented a power point presentation on the importance of having children in Head Start. She presented data to the members to show that Head Start is a foundation that children need to build their success.

B. Training – Policy Council Question – Bernadette Harris

The members were asked the question “Is Policy Council responsible for approving the Head Start Grant?” The members answered the question. They were also asked “What are you approving with the Head Start Grant?” The members answered the question.

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

None

8. Committee Reports:

A. Appoint Committee Members

None

B. Committee Meeting Reports

a. Health Services Advisory

Mr. Lee Gill with Region 8 Education Service Center was the speaker on Active Shooter preparedness.

b. School Readiness

Frances Evans stated that it went well and the Independent School Districts participated. She also stated that Bridgette Parton presented an overview of Head Start.

c. ERSEA

Misty Van Hooser stated that the meeting went well and there are action items to discuss.

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 2019-2020 Campus Operating Manual

Ashley Oleson moved to approve 2019-2020 Campus Operating Manual as presented. The motion was seconded by Brenda Swisher. 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 Strategic Plan

Bridgette Parton reviewed the 2019 Strategic Plan. Brenda Swisher moved to approve the 2019 Strategic Plan 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.

C. Discuss and/or Approve School Readiness Committee Meeting Action Items

- a. School Readiness Goals 2019-2020**
- b. Curriculum**
- c. Developmental Screener**
- d. Progress Monitoring System**
- e. Classroom Observation Tool**
- f. Coaching Action Plan Form**
- g. Coaching Agreement Form**

Frances Evans reviewed the School Readiness Meeting Action Items. Brenda Swisher moved to approve School Readiness Committee Meeting Action Items 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.

D. Discuss and/or Approve Health Services Advisory Committee Meeting Action Items

- a. CSNT Physical Form**
- b. Health History Form**
- c. Missing Information Form**
- d. Medical-Dental Home Form**
- e. Lead Exposure Questionnaire**
- f. TB Questionnaire**
- g. Health Services Policies and Procedures Updates**

Rhonda Shirley reviewed the Health Services Advisory Committee Meeting Action Items. Brenda Swisher moved to approve Health Services Advisory Committee Meeting Action Items with changing the Health Request Form Title to Missing Information Form. 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 ERSEA Committee Meeting Action Items**
 - a. Selection Criteria**
 - b. Child Database Tracking System**
 - c. Parent Curriculum**
 - d. PFCE Goals 2019-2020**
 - e. Social/Emotional Screener**

Misty Van Hooser reviewed the ERSEA Committee Meeting Action Items. Brenda Swisher moved to approve ERSEA Committee Meeting Action Items with a change on the PFCE Goals to state “on and off the Campus” in one of the goals. 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.

- F. Discuss and/or Approve Personnel Policy #309 Bereavement**

Charlotte Hall reviewed the Personnel Policy. Ashley Oleson moved to approve Personnel Policy #309 Bereavement as presented. The motion was seconded by Brenda Swisher. 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 2018-2019 Circle Assessment Wave 3 Data**

Frances Evans reviewed the data as presented.

- B. Discuss 2018-2019 Frog Street Wave 3 Data**

Frances Evans reviewed the data as presented.

- C. Discuss 2018-2019 School Readiness Performance Data**

Frances Evans reviewed the data as presented.

- D. Discuss PFCE Goals Progress 2018-2019**

Misty Van Hooser reviewed the data as presented.

- E. Discuss Program Goals Progress 2018-2019**

Bridgette Parton reviewed the data as presented.

11. Audience Comments:

None

12. Executive Session:

Ashley Oleson moved for Policy Council to go into Executive Session at 10:55 am.
Brenda Swisher 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 10:56 am.
Ashley Oleson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Ashley Oleson to accept new hires, transfers, and terminations as presented. The motion was seconded by Brenda Swisher. 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 10:57 am. The motion was seconded by Brenda Swisher.

Minutes Submitted by: Bridgette Parton

Minutes approved by: