

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, August 27, 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	Jun-19	Jul-19	Aug-19	
<b>Chairperson - Tara Overmyer</b>			x		x	x	x	x	x		x	<b>No Meeting</b>		
<b>Vice Chairperson - Kimberly Jordan</b>			x	x		x	x							
<b>Secretary - Cecelia Huff</b>			x		x			x	x		x			
Brenda Swisher	Board Liaison/CC	Representative	x	x	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					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	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		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	x			
Tim Oleson	New Boston	Alternate	x											
Stacey Armour	Pittsburg	Representative	x	x		x		x	x		x			
Adrianna Smith-Hart	Pittsburg	Alternate												
Cecelia Huff	Texarkana	Representative	x		x			x	x		x			X
Trinchelle Morine	Texarkana	Alternate												

**Others in attendance: CSNT Staff:** Bridgette Parton, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser and Rachel Sprague-Moreno.

**1. Call to Order:**

The meeting was called to order by Tamaithia Sartor, Policy Council Representative at 9:25 am, August 27, 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 Tamaithia Sartor. Cecelia Huff came in at 9:30 AM

**4. Approval of Agenda:**

Members reviewed the agenda. Brenda Swisher moved to accept the agenda as presented. 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 June 25, 2019:**

Brenda Swisher moved to accept the minutes of June 25, 2019 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. Training – Bernadette Harris**

None

**7. Reports:**

**A. Financial Report**

Shelley Mitchell gave the financial report as presented.

**B. Head Start Report**

Bridgette Parton 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 adding \$1,000.00 into the Head Start Grant #06CH7174/05 budget line item vehicle repairs from the sale of two Head Start buses**

Brenda Swisher moved to approve adding \$1,000.00 into the Head Start Grant #06CH7174/05 budget line item vehicle repairs from the sale of two Head Start buses 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:**

Cecelia Huff moved for Policy Council to go into Executive Session at 9:31 am.  
Peggy Peters 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 9:38 am.  
Peggy Peters seconded the motion.

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

A motion was made by Brenda Swisher 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 Peggy Peters at 9:40 am. The motion was seconded by Cecelia Huff.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**