

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, October 22, 2019 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-19	Oct-19
Chairperson - Cecelia Huff			x	
Vice Chairperson - Denise Hill			x	
Secretary - Martavius Jones			x	
Brenda Swisher	Board Liaison/CC	Representative	x	x
Cecelia Huff	Bowie County	Representative	x	x
LaTronya Andrews	Atlanta	Representative	x	
LaKetha Steger	Atlanta	Alternate		
Madeline McGill	Bloomburg	Representative	x	
Latoya Jones	Bloomburg	Alternate	x	
Peggy Peters	D/LS	Representative	x	x
Tiandra Lee	D/LS	Alternate		
Maria Bello	Hughes Springs	Representative	x	
Eva Reese	Hughes Springs	Alternate		
LaTrina Castleberry	Linden	Representative		
Maria Castillo	Linden	Alternate	x	x
Denise Hill	Naples	Representative	x	x
Nickie Carrillo	Naples	Alternate		
Candice Mendez	New Boston	Representative	x	x
Madison Cooper	New Boston	Alternate		
Matravius "Lamont" Jones	Pittsburg	Representative	x	
Chandra Sheppard Duffey	Pittsburg	Alternate		
Teresa Davis	Texarkana	Representative	x	
Jessica Chauncy	Texarkana	Alternate		

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Susan Horner, Sarah Wilson, Shelley Mitchell, Samantha Moores and Anntonette Fields

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:22 am, October 22, 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, Candice Mendez, Cecelia Huff, Denise Hill, Peggy Peters, Maria Castillo

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda. This motion was seconded by Denise Hill. 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 September 24, 2019:

Brenda Swisher moved to accept the minutes of September 24, 2019 meeting as presented. The motion was seconded by Denise Hill. 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. Linden Head Start

Samantha Moores, Linden Head Start Family Service Worker and Mrs. Anntonette Fields, Linden Teaching Assistant, did a power point on community helpers. They had a variety of community helpers visit the classrooms to show the children what their occupation was and what they do.

7. Reports:

A. Financial Report

Shelly Mitchell gave the financial report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. Head start had 95% ADA. All the self-assessments finding were completed. She talked about kinship and accounting codes for the HS/EHS Grant and the PIR Data.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

None – Bridgette Parton stated the following meetings were next week:

Community Assessment Meeting is Monday October 28th at 9:00 am

Health Service Advisory Meeting is Thursday October 31st at 12:00 pm

9. Action Items:

A. Discuss and/or Approve Head Start Standard Operating Procedures

- a. **Administrative Requirements**
- b. **Disability Services**
- c. **Education and Child Development**
- d. **ERSEA Policies**
- e. **Family and Community Engagement**
- f. **Financial Requirements**
- g. **Health Program Services**
- h. **Human Resources Management**
- i. **Program Governance**
- j. **Program Management and Quality Improvement**
- k. **Program Structure**
- l. **Protections for the Privacy of Child Records**
- m. **Transition Services**
- n. **Transportation**

Bernadette Harris reviewed the Head Start Standard Operating Procedures. Brenda Swisher moved to approve the Head Start Standard Operating Procedures as presented. Denise Hill seconded the motion. 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 Head Start Standard Operating Manuals and Forms

- a. **Education**
- b. **Family and Community Engagement**
- c. **Mental Health-Disabilities**
- d. **Nutrition**
- e. **On-going Monitoring**
- f. **Staff Development – Training**
- g. **Strategic Plan**

Bernadette Harris reviewed the Head Start Standard Operating Manuals and Forms. Denise Hill moved to approve the Head Start Standard Operating Manuals and Forms as presented. Peggy Peters 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 Financial Policies and Procedures including the Financial Code of Conduct

Dan Boyd and Bernadette Harris reviewed the Financial Policies and Procedures and Financial Code of Conduct. Denise Hill moved to approve the Financial Policies and Procedures including the Financial Code of Conduct 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.

D. Discuss and/or Approve Personnel Policies and Procedures

Dan Boyd and Bridgette Parton reviewed the Personnel Policies and Procedures as presented. Bridgette Parton reviewed Policy #183, #405 and #701 in detail on the hiring and termination process. Denise Hill moved to approve the Personnel Policies and Procedures as presented. The motion was seconded by Candice Mendez. 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 Updated Volunteer Rates

Bernadette Harris and Bridgette Parton reviewed the Updated Volunteer Rates. Denise Hill moved to approve the Updated Volunteer Rates 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 PC By-Laws

Bridgette Parton reviewed and explained the PC By-Laws and nothing has changed. Denise Hill moved to approve the PC By-Laws as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

G. Discuss and/or Approve Head Start Grant 06CH7174/05 moving \$17,920 from the Personnel Line Item to the Equipment Line Item

Bernadette Harris discussed employees who had resigned and using the left over funds from the grant. She discussed the need for the air conditioner units that needed replacing. Denise Hill moved to approve the Head Start Grant 06CH7174/05 moving \$17,920 from the Personnel and Cringe Benefit Line Items to the Equipment Line Item as presented. The motion was seconded by Candice Mendez. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

H. Discuss and/or Approve Job Descriptions

Bridgette Parton discussed and reviewed Job Descriptions. Denise Hill moved to approve the Job Descriptions 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.

10. Discussion Items:

A. Discuss Circle Assessment Wave 1 2019

Bernadette Harris reviewed how the waves work, and reported that everything is where it needs to be. She stated that the Progress Report would be available and at the next meeting in December.

B. Discuss Frog Street Assessment Wave 1 2019

Bernadette Harris reviewed the Frog Street Assessment and, went over how children are assessed.

11. Audience Comments:

None

12. Executive Session:

Denise Hill moved for Policy Council to go into Executive Session at 10:19 am.

Peggy Peters seconded the motion.

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

Denise Hill made a motion to come back into regular session at 10:40 am. Peggy Peters seconded the motion.

13. Required Action from Executive Session:

A motion was made by Denise Hill to accept new hires, transfers, and terminations as presented. The motion was seconded by Candice Mendez. 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 Denise Hill at 10:41 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: