

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, October 27, 2020 9:00 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20
<b>Chairperson - Cecelia Huff</b>			x	x
<b>Vice Chairperson - Ashley Roberts</b>			x	
<b>Secretary - Marsha Luong</b>			x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x
Cecelia Huff	Bowie County	Representative	x	x
Marsha Luong	Atlanta	Representative	x	x
Audrey Maxie	Atlanta	Alternate		
Anita Sullivan	Bloomburg	Representative		x
Courtney Stewart	Bloomburg	Alternate		
Amber White	D/LS	Representative		
Peggy Peters	D/LS	Alternate		
Tanesha Jones	Hughes Springs	Representative		
Matthew Bonaparte	Hughes Springs	Alternate		
Ashley Roberts	Naples	Representative	x	
Alvita Moore	Naples	Alternate		
Raven Martinez	New Boston	Representative	x	x
Karlisha Bland	New Boston	Alternate		
Gisel Garcia	Pittsburg	Representative		x
OPEN	Pittsburg	Alternate		
Charmaine Jones	Texarkana	Representative		
Dneishia Bruce	Texarkana	Alternate		

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Charlotte Hall, and Shelley Mitchell

**1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:07 am, October 27, 2020, in the Linden Administrative Conference Room.

**2. Recognize New Policy Council Members:**  
Gisel Garcia – Pittsburg Head Start Representative

**3. Establishment of Quorum:**  
Quorum was established with the following Policy Council Members present: Brenda Swisher, Cecelia Huff, Marsha Luong, Anita Sullivan, Raven Martinez and Gisel Garcia  
Marsha Luong left at 9:22 am

**4. Approval of Agenda:**

Members reviewed the agenda. Marsha Luong moved to accept the agenda. This motion was seconded by Anita Sullivan. 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 22, 2020:**

Marsha Luong moved to accept the minutes of September 22, 2020 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.

**6. Presentations:**

**A. Policy Council Question**

Bernadette Harris reviewed that Head Start Facts – What is the Head Start Community Assessment to the members.

**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. She stated that Head Start is under enrolled.

**C. Executive Directors Report**

None

**8. Committee Reports:**

**A. Appoint Committee Members**

**B. Committee Report**

a. Community Assessment Committee Report

Bernadette Harris reviewed during the Action Items.

**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 and Bridgette Parton reviewed the Head Start Standard Operating Procedures. Brenda Swisher moved to approve the Head Start Standard Operating Procedures as presented. Anita Sullivan 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**

Bridgette Parton reviewed the Head Start Standard Operating Manuals and Forms. Anita Sullivan moved to approve the Head Start Standard Operating Manuals and Forms as presented. Raven Martinez 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**

Bernadette Harris reviewed the Financial Policies and Procedures and Financial Code of Conduct. Brenda Swisher moved to approve the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Anita Sullivan. 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**

- a. **#520 Remote Work (Formerly known as Telecommuting)**
- b. **#601 Medical Leave**
- c. **#602 Family Medical Leave**

Charlotte Hall reviewed the Personnel Policies and Procedures including the updated policies #520, #601 and #602 as presented. She stated there was a typo on the Agenda and the Policy Change is #520 instead of #502. Bernadette Harris and Charlotte Hall reviewed Policy #183, #405 and #701 in detail on the hiring and termination process. Anita Sullivan moved to approve the Personnel Policies and Procedures as presented. The motion was seconded by Raven Martinez. 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 Job Descriptions**

- a. **Mental Health Advocate**
- b. **Family Service Coordinator**
- c. **Content Area Assistant**
- d. **Head Start Project Coordinator**

Charlotte Hall reviewed the Job Descriptions. Anita Sullivan moved to approve the Job Descriptions as presented. The motion was seconded by Raven Martinez. 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 Updated Volunteer Rates**

Bernadette Harris reviewed the Updated Volunteer Rates. Raven Martinez moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Anita Sullivan. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**G. Discuss and/or Approve 2021 Community Assessment Update**

Bernadette Harris reviewed the 2021 Community Assessment Update. Anita Sullivan moved to approve the 2021 Community Assessment Update as presented. The motion was seconded by Raven Martinez. 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:**

None

**11. Audience Comments:**

None

**12. Executive Session:**

Brenda Swisher moved for Policy Council to go into Executive Session at 9:49 am. Raven Martinez seconded the motion.

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

Raven Martinez made a motion to come back into regular session at 9:53 am. Anita Sullivan 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 Anita Sullivan. 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 Raven Martinez at 9:55 am. The motion was seconded by Anita Sullivan.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**