

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, December 8, 2020 9:00 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20
<b>Chairperson - Cecelia Huff</b>			x	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	x
Marsha Luong	Atlanta	Representative	x	x	
Audrey Maxie	Atlanta	Alternate			x
Anita Sullivan	Bloomburg	Representative		x	
Courtney Stewart	Bloomburg	Alternate			
Amber White	D/LS	Representative			
Peggy Peters	D/LS	Alternate			x
Tanesha Jones	Hughes Springs	Representative			
Matthew Bonaparte	Hughes Springs	Alternate			
Ashley Roberts	Naples	Representative	x		x
Alvita Moore	Naples	Alternate			
Raven Martinez	New Boston	Representative	x	x	x
Karlisha Bland	New Boston	Alternate			
Gisel Garcia	Pittsburg	Representative		x	
Jessica Butler 12-8-2020	Pittsburg	Alternate			x
Charmaine Jones	Texarkana	Representative			
Dneishia Bruce	Texarkana	Alternate			

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser, Frances Evans, Kwantesia Jacobs and Robbie Hudson.

**1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:02 am, December 8, 2020, on the Zoom Virtual Call.

**2. Recognize New Policy Council Members:**

Jessica Butler – Pittsburg Head Start Alternate  
Audrey Maxie – Atlanta Head Start Alternate

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Audrey Maxie, Ashley Roberts, Raven Martinez and Jessica Butler.  
Peggy Peters joined at 9:10 am

#### **4. Approval of Agenda:**

Members reviewed the agenda. Ashley Roberts moved to accept the agenda with removing the word “update” from the approval of the Disability Waiver Request. This 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.

#### **5. Approval of Minutes from October 27, 2020:**

Raven Martinez moved to accept the minutes of October 27, 2020 meeting as presented. The motion was seconded by Ashley Roberts. 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. Eligibility Final Rule Training**

Misty Van Hooser trained the members on the Eligibility Final Rule Training.

##### **B. 2021 Detailed Monitoring Questions**

Kwantesia Jacobs asked the members questions on their roles and responsibilities.

#### **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.

##### **C. Executive Directors Report**

Dan Boyd stated that staff were preparing for the start of Early Head Start.

#### **8. Committee Reports:**

##### **A. Appoint Committee Members**

##### **B. Committee Report**

###### **a. Health Services Advisory Committee Report**

Misty Van Hooser reviewed Health Services Advisory Committee and ERSEA Committee Meetings.

#### **9. Action Items:**

##### **A. Discuss and/or Approve ERSEA Operating Procedures – COVID-19**

Misty Van Hooser reviewed the ERSEA Operating Procedures – COVID-19. Ashley Roberts moved to approve the ERSEA Operating Procedures – COVID-19 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.

##### **B. Discuss and/or Approve Head Start Standard Operating Procedures - EHS Revision**

Bernadette Harris reviewed the Head Start Standard Operating Procedures - EHS Revision. Ashley Roberts moved to approve the Head Start Standard Operating Procedures - EHS Revision 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 Head Start Standard Operating Manuals - EHS Revision**  
Bernadette Harris reviewed the Head Start Standard Operating Manuals - EHS Revision. Ashley Roberts moved to approve the Head Start Standard Operating Manuals - EHS Revision 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 Health Services Advisory Action Items**

1. Physical Form
2. Head Start Enrollment Health History Form
3. Early Head Start Health History Form
4. Daily/Weekly/Monthly Duties
5. Asthma Action Plan for Home and School
6. Child Care Diabetes Medical Management Plan
7. Seizure Action Plan

Misty Van Hooser reviewed the Health Services Advisory Action Items. Ashley Roberts moved to approve the Health Services Advisory Action Items 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 Personnel Policy and Procedure Recruitment/Pre-Employment Requirements #183**

Charlotte Hall reviewed Policy#183. Ashley Roberts moved to approve the Personnel Policy and Procedure Recruitment/Pre-Employment Requirements #183 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 TB Survey Form #206**

Charlotte Hall reviewed the TB Survey Form #206. Raven Martinez moved to approve the TB Survey Form #206 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.

**G. Discuss and/or Approve Disability Waiver Request Grant#06CH011282/02 – 2020-2021 School Year**

Bernadette Harris reviewed the Disability Waiver Request Grant#06CH011282/02 – 2020-2021 School Year. Ashley Roberts moved to approve the Disability Waiver Request Grant#06CH011282/02 – 2020 - 2021 School Year 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:**

**A. Discuss Circle Assessment Wave 1 Fall 2020 Data**

Frances Evans reviewed the Circle Assessment Wave 1 Fall 2020 Data as presented.

**B. Discuss CLASS Fall 2020 Data**

Robbie Hudson reviewed the CLASS Fall 2020 Data as presented.

**C. Discuss Data School Readiness Performance Fall 2020 Data**

Frances Evans reviewed the School Readiness Performance Fall 2020 Data as presented.

- D. Discuss Parent, Family and Community Engagement Goals Fall 2020 Progress**  
Misty Van Hooser reviewed the Parent, Family and Community Engagement Goals Fall 2020 Progress as presented.
- E. Discuss Head Start Program Goals Fall 2020 Progress**  
Bridgette Parton reviewed the Program Goals Fall 2020 Progress as presented.

**11. Audience Comments:**

Ashley Roberts, PC Member asked about the status on an awning and the driveway for the Naples Head Start. Bernadette Harris stated that we would contact the Campus Director for the update.

**12. Executive Session:**

Ashley Roberts moved for Policy Council to go into Executive Session at 10:19 am. Raven Martinez seconded the motion.

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

Ashley Roberts made a motion to come back into regular session at 10:22 am. Raven Martinez seconded the motion.

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

A motion was made by Ashley Roberts to accept new hires, transfers, and terminations as presented. The motion was seconded by Raven Martinez. 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 Roberts at 10:23 am. The motion was seconded by Raven Martinez.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**