

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, March 23, 2021 9:00 am
Linden Head Start Management Building - ZOOM
124 North Main Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20	Jan-21	Feb-21	Mar-21
Chairperson - Cecelia Huff			x	x	x	x	No Meeting due to Inclement Weather	x
Vice Chairperson - Ashley Roberts			x					
Secretary - Marsha Luong			x	x				
Brenda Swisher	Board Liaison/CC	Representative	x	x				
Cecelia Huff	Bowie County	Representative	x	x	x	x		x
Marsha Luong	Atlanta	Representative	x	x				
Whitney Graham(03/23/21)	Atlanta	Representative						x
Audrey Maxie	Atlanta	Alternate			x			
Anita Sullivan	Bloomburg	Representative		x		x		
Courtney Stewart	Bloomburg	Alternate						
Amber White	D/LS	Representative						
Peggy Peters	D/LS	Alternate			x	x		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				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, Misty Van Hooser, Charlotte Hall and Shelley Mitchell

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson, March 23, 2021 at 9:10 am, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:
Whitney Graham – Atlanta Representative

3. Establishment of Quorum:
Quorum was established with the following Policy Council Members present: Cecelia Huff, Gisel Garcia, Whitney Graham and Peggy Peters.

4. Approval of Agenda:

Members reviewed the agenda. Whitney Graham moved to accept the agenda with changing the word “update” to “updated” for Action Item 9B. 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 January 26, 2021:

Whitney Graham moved to accept the minutes of January 26, 2021 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. Policy Council Question

Bernadette Harris asked the members questions about Self-Assessment. She then explained to the members what Self-Assessment is according to the Head Start Performance Standards.

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 there have been funds allocated to Early Childhood in Washington, but he is unsure how much will be allocated to Head Start.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Self-Assessment Committee Report

Bernadette Harris stated she would review it during the action items.

9. Action Items:

A. Discuss and/or Approve Self-Assessment Results

Bernadette Harris reviewed the Self-Assessment Results as presented. She stated that the Program Goal Progress in the report will be updated to match the Program Goal Progress presented in the discussion items. Peggy Peters moved to approve Self-Assessment Results with the updated Program Goal progress. Whitney Graham 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 Updated Cost Allocation Plan

Bernadette Harris reviewed the Updated Cost Allocation Plan as presented. Peggy Peters moved to approve Updated Cost Allocation Plan as presented. Whitney Graham 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 1.22% COLA Grant#06CH011282/02 Early Head Start \$2,788 & Head Start \$47,234

Bernadette Harris reviewed the 1.22% COLA Grant#06CH011282/02 Early Head Start \$2,788 & Head Start \$47,234 as presented. She stated that \$603 from the EHS Personnel Budget will be used with the EHS COLA funding to raise the Base Rate for the current Early Head Start Teachers with a CDA/working on a degree. Peggy Peters moved to approve 1.22% COLA Grant#06CH011282/02 Early Head Start \$2,788 & Head Start \$47,234 as presented. Whitney Graham seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss Progress on Head Start Goals

1. Head Start Program Goals 2020-2021

Bridgette Parton reviewed the Program Goals as presented.

2. Parent, Family and Community Engagement 2020-2021

Misty Van Hooser reviewed the PFCE Goals as presented.

3. School Readiness Performance Data

Bridgette Parton reviewed the School Readiness Goals as presented.

B. Discuss CLASS Data Winter 2021

Bridgette Parton reviewed the CLASS Data as presented.

C. Discuss Detailed Monitoring Results 2021

Bernadette Harris reviewed the Detailed Monitoring Results as presented.

11. Audience Comments:

None

12. Executive Session:

Peggy Peters moved for Policy Council to go into Executive Session at 10:09 am. Gisel Garcia seconded the motion.

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

Peggy Peters made a motion to come back into regular session at 10:12 am. Gisel Garcia seconded the motion.

13. Required Action from Executive Session:

A motion was made by Peggy Peters to accept new hires, transfers, and terminations as presented. The motion was seconded by Gisel Garcia. 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 10:13 am. The motion was seconded by Gisel Garcia.

Minutes Submitted by: Bridgette Parton

Minutes approved by: