

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, April 27, 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	Apr-21
Chairperson - Cecelia Huff			x	x	x	x	No Meeting due to Inclement Weather	x	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	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			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				x
Karlisha Bland	New Boston	Alternate							
Gisel Garcia	Pittsburg	Representative		x				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, Michelle Morehead, Sarah Wilson, Misty Van Hooser, Charlotte Hall and Shelley Mitchell

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson, April 27, 2021 at 9:07 am, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:
None

3. Establishment of Quorum:
Quorum was established with the following Policy Council Members present: Cecelia Huff, Gisel Garcia and Anita Sullivan. Raven Martinez came on at 9:13 am.

4. Approval of Agenda:
Members reviewed the agenda. Anita Sullivan moved to accept the agenda as presented. This motion was seconded by Gisel Garcia. 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 March 23, 2021:

Gisel Garcia moved to accept the minutes of March 23, 2021 meeting as presented. The 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.

6. Presentations:

A. Policy Council Question

Bernadette Harris asked the members questions about ERSEA. She then explained to the members what ERSEA 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 the Agency is keeping the COVID precautions in place until May 30, 2021. He also explained the other Programs in the Agency. He introduced Michelle Morehead the new Deputy Executive Director.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. ERSEA Committee Report

Misty Van Hooser stated she would review it during the action items.

9. Action Items:

A. Discuss and/or Approve Head Start HVAC Replacement – Pittsburg Campus Move \$8,000 from Personnel and Fringe to Equipment Grantee 06CH011282/02

Bernadette Harris reviewed the Justification for the HVAC Replacement as presented. Gisel Garcia moved to approve the Head Start HVAC Replacement – Pittsburg Campus Move \$8,000 from Personnel and Fringe to Equipment Grantee 06CH011282/02. 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.

B. Discuss and/or Approve Head Start Partnership Teacher Contract Move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02

Bernadette Harris reviewed the Justification for the Partnership Teacher Contract as presented. Anita Sullivan moved to approve the Head Start Partnership Teacher Contract Move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02 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 Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials

Bernadette Harris reviewed the Justification for the Early Head Start Lead Teacher Credential Policy as presented. Anita Sullivan moved to approve Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials 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.

D. Discuss and/or Approve ERSEA Action Items

- 1. Early Head Start Selection Criteria 2021-2022**
- 2. Head Start Selection Criteria 2021-2022**
- 3. Disability/Mental Health File Checklist**
- 4. Disability Child Find Form**
- 5. Disability/Mental Health Parent Observation Child Find Form**
- 6. Disability Data Intervention Form**
- 7. Mental Health Campus Intervention Team Information Form**
- 8. Mental Health Child Find Form**
- 9. Head Start Transportation Consent Form**

Misty Van Hooser reviewed the form changes from the ERSEA Committee Meeting as presented. Gisel Garcia moved to approve the ERSEA Action Items 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.

E. Discuss and/or Approve CLASS Action Forms

- 1. Early Head Start Infant**
- 2. Early Head Start Toddler**

Bridgette Parton reviewed the CLASS Action Forms as presented. Anita Sullivan moved to approve the CLASS Action 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.

F. Discuss and/or Approve 2021-2022 USDA/CACFP Contract

Bernadette Harris stated that this is permission to proceed with obtaining the USDA/CACFP Contract for next school year. Anita Sullivan moved to approve 2021-2022 USDA/CACFP Contract 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.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Anita Sullivan 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 9:52 am. Gisel Garcia seconded the motion.

13. Required Action from Executive Session:

A motion was made by Gisel Garcia 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 Raven Martinez at 9:53 am. The motion was seconded by Gisel Garcia.

Minutes Submitted by: Bridgette Parton

Minutes approved by: