

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, May 25, 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	May-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			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			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	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, Misty Van Hooser, Frances Evans, Robbie Hudson, Charlotte Hall and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Whitney Graham, Policy Council Representative, May 25, 2021 at 9:32 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: Whitney Graham, Peggy Peters and Raven Martinez

4. Approval of Agenda:

Members reviewed the agenda. Raven Martinez moved to accept the agenda as presented. 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 April 27, 2021:

Peggy Peters moved to accept the minutes of April 27, 2021 meeting 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.

6. Presentations:

A. Policy Council Question

Moved to the next meeting.

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.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. School Readiness Committee Report

The items were reviewed during the action items.

b. Health Services Advisory Committee Meeting

Misty Van Hooser stated that there was a great turn out, the meeting was held on Zoom and no action was required for a vote.

9. Action Items:

A. Discuss and/or Approve Head Start/Early Head Start Continuation Grant

#06CH011282/03 \$5,244,808 (\$4,195,846 Non Federal Share \$1,048,962)

a. Head Start \$4,949,069 (\$3,959,256 Non-Federal Share - \$989,814)

b. Early Head Start \$295,740 (\$236,592 Non-Federal Share \$59,148)

Bernadette Harris reviewed the Head Start/Early Head Start Continuation Grant as presented. She stated that we had not received the official funding letter and she has worked it up with the COLA amount that has not yet been approved. She asked for permission to submit the grant with or without COLA once the funding letter is sent. Peggy Peters moved to approve the Head Start/Early Head Start Continuation Grant #06CH011282/03 \$5,244,808 (\$4,195,846 Non Federal Share \$1,048,962) 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.

B. Discuss and/or Approve Contracted Teaching Services (School Districts) Manual Grantee 06CH011252/02

Bernadette Harris reviewed the Justification for the Contracted Teaching Services (School Districts) Manual as presented. Peggy Peters moved to approve the Contracted Teaching Services (School Districts) Manual Grantee 06CH011252/02 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 Disposition of Head Start Vehicles Grant#06CH011282/02

Bernadette Harris reviewed the Justification for the Disposition of Head Start Vehicles Grant#06CH011282/02 as presented. Peggy Peters moved to approve Disposition of Head Start Vehicles Grant#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.

D. Discuss and/or Approve 2021-2022 Parent Handbook

Bridgette Parton reviewed the 2021-2022 Parent Handbook as presented. Raven Martinez moved to approve the 2021-2022 Parent Handbook 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.

E. Discuss and/or Program Goals 2021 – 2022

1. Program Goals 2021 – 2022

2. PFCE Goals 2021-2022

3. School Readiness Goals 2021-2022

Bridgette Parton, Misty Van Hooser and Frances Evans reviewed the Program Goals 2021 – 2022 as presented. Raven Martinez moved to approve the Program Goals 2021 – 2022 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.

F. Discuss and/or Approve Nutrition Menus 2021 - 2022

Bridgette Parton reviewed the Nutrition Menus as presented. Raven Martinez moved to approve the Nutrition Menus 2021 - 2022 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.

G. Discuss and/or Approve 2021 – 2022 School Calendars

Misty Van Hooser reviewed the School Calendars for next school year. Raven Martinez moved to approve the 2021 – 2022 School Calendars 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.

H. Discuss and/or Approve School Readiness Committee Action Items

1. Frog Street 2020

2. Move and Learn with Choosy (I am Moving I am Learning)

Frances Evans reviewed the School Readiness Action Items. Raven Martinez moved to approve the School Readiness Committee Action Items 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.

10. Discussion Items:

A. Discuss 2020-2021 School Readiness Performance Data

Bridgette Parton reviewed as presented.

B. Discuss PFCE Goals Progress 2020-2021

Bridgette Parton reviewed as presented.

C. Discuss Program Goals Progress 2020-2021

Bridgette Parton reviewed as presented.

D. Discuss CLASS Data Spring 2020-2021

Bridgette Parton reviewed as presented.

E. Discuss Circle Assessment Wave 3 Data Spring 2020-2021

Bridgette Parton reviewed as presented.

F. Discuss Program Options 2021-2022

Bernadette Harris stated that New Boston will serve seventeen early three year olds next year and Atlanta will serve an additional seventeen three year olds next year due to Partnership changes.

G. Discuss Financial Audit FY 2020

Bernadette Harris stated that the Audit had zero findings.

11. Audience Comments:

None

12. Executive Session:

Raven Martinez moved for Policy Council to go into Executive Session at 10:15 am. Peggy Peters 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 10:18 am. Peggy Peters 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 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 Peggy Peters at 10:20 am. The motion was seconded by Raven Martinez.

Minutes Submitted by: Bridgette Parton

Minutes approved by: