

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, February 8, 2022 9:00 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-21	Oct-21	Dec-21	Jan-22	
Chairperson - Cecelia Huff			x	x	NO Meeting Meeting rescheduled to 02/08/2022	x	
Vice Chairperson - Destiny Whatley			x				
Secretary - Brittany Lee			x				
Cecelia Huff	Bowie County	Representative	x	x			x
Harmony Roberson	Atlanta	Representative	x	x			x
Whitney Graham	Atlanta	Alternate					
LaToya Jones	Bloomburg	Representative	x	x			x
Heather Lundy	Bloomburg	Alternate					
Brittany Lee	D/LS	Representative	x				
Meagan Monkhouse	D/LS	Alternate					
Payton Wertz	Hughes Springs	Representative	x				
Simone Frazier	Hughes Springs	Alternate					
Catrice Boyd	Hughes Springs	Representative	x	x			
	Hughes Springs	Alternate					
Robyn Goins(10/26/2021)	Naples	Representative		x			
Robyn Goins	Naples	Alternate	x				
Destiney Whatley	New Boston	Representative	x				
Dora Doyle	New Boston	Alternate					
Shanequa Harris	Pittsburg	Representative	x	x			
Deidra Wilkerson	Pittsburg	Alternate					
Kia Hamilton	Texarkana	Representative					
Jessica Martinez	Texarkana	Alternate					

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Michelle Morehead, Susan Horner, Charlotte Hall, Shelley Mitchell, Frances Evans and Robbie Hudson.

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:00 am, February 8, 2022, on the ZOOM Conference.

2. Recognize New Policy Council Members:
None

3. Establishment of Quorum:
Quorum was established with the following Policy Council Members present: Cecelia Huff, Harmony Roberson and Latoya Jones.

4. Approval of Agenda:
Members reviewed the agenda. Latoya Jones moved to accept the agenda. This motion was seconded by Harmony Roberson. The motion was put to a vote with a majority of members voting in favor of by signaling eye. The motion carried.

5. Approval of Minutes from October 26, 2021:

Harmony Roberson moved to accept the minutes of October 26, 2021 meeting as presented. The motion was seconded by Latoya Jones. 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

Bridgette Parton trained the members on the Eligibility Requirements.

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

Michelle Morehead stated that she and Mr. Boyd attended an Energy Summit last week for the CEAP Program.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Health Services Advisory Committee Report

Susan Horner provided information on items discussed at the Committee Meeting.

9. Action Items:

A. Discuss and/or Approve Personnel Policies

1. #704 Absenteeism and Job Abandonment
2. #706 Return of Property
3. #708 Resignation

Bernadette Harris reviewed the Personnel Policies. Harmony Roberson moved to approve the Personnel Policies as presented. Latoya Jones 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 CLASS Fall 2021 Data

Robbie Hudson reviewed the CLASS Fall 2021 Data as presented.

B. Discuss School Readiness Performance Fall 2021 Data

Frances Evans reviewed the School Readiness Performance Fall 2021 Data as presented.

C. Discuss Parent, Family and Community Engagement Goals Fall 2021 Progress

Bridgette Parton reviewed the Parent, Family and Community Engagement Goals Fall 2021 Progress as presented.

D. Discuss Head Start Program Goals Fall 2021 Progress

Bridgette Parton reviewed the Head Start Program Goals Fall 2021 Progress as presented.

E. Discuss Detailed Monitoring Summary of Results Grantee 06CH011282/03

Bernadette Harris reviewed the Detailed Monitoring Summary of Results Grantee 06CH011282/03 as presented.

11. Audience Comments:

None

12. Executive Session:

Harmony Roberson moved for Policy Council to go into Executive Session at 10:00 am. Latoya Jones seconded the motion.

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

Latoya Jones made a motion to come back into regular session at 10:03 am. Harmony Roberson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Latoya Jones to accept new hires, transfers, and terminations as presented. The motion was seconded by Harmony Roberson. 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 Latoya Jones at 10:04 am. The motion was seconded by Harmony Roberson.

Minutes Submitted by: Bridgette Parton

Minutes approved by: