

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, March 22, 2022 9:00 am
Linden Head Start Management Building - ZOOM
124 North Main Street
Linden, Texas

PC Attendance	Campus	Title	Sep-21	Oct-21	Dec-21	Jan-22	Feb-22	Mar-22
Chairperson - Cecelia Huff			x	x		x		x
Vice Chairperson - Destiny Whatley			x					x
Secretary - Brittany Lee			x					
Cecelia Huff	Bowie County	Representative	x	x		x		x
Harmony Roberson	Atlanta	Representative	x	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					x
Dora Doyle	New Boston	Alternate						
Shanequa Harris	Pittsburg	Representative	x	x				x
Deidra Wilkerson	Pittsburg	Alternate						
Kia Hamilton	Texarkana	Representative						
Jessica Martinez	Texarkana	Alternate						

NO Meeting

Meeting rescheduled to 02/08/2022

NO Meeting

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Misty Van Hooser, Charlotte Hall, Rhonda Shirley, Robbie Hudson, Susan Horner, Frances Evans and Wanda Davis

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson, March 22, 2022 at 9:05 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, Shanequa Harris, Destiney Whatley and Harmon Roberson (arrived at 9:17 AM).

4. Approval of Agenda:

Shanequa Harris moved to accept the agenda as presented. This motion was seconded by Destiney Whatley. 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 February 8, 2022:

Destiney Whatley moved to accept the minutes of February 8, 2022 meeting as presented. The motion was seconded by Shanequa Harris. 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 how Policy Council Members are involved with active involvement of parents in Program Operations; how they are responsive to Community and Parent needs; and how they assure we are delivering quality services.

7. Reports:

A. Financial Report

Bridgette Parton gave the Financial Report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

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 2022

Bernadette Harris reviewed the Self-Assessment Results 2022 as presented. Destiney Whatley moved to approve Self-Assessment Results as presented. Shanequa Harris 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 ERSEA Committee Action Items

1. Head Start Selection Criteria

2. Early Head Start Selection Criteria

3. Head Start Health History Form

4. Early Head Start Health History Form

5. Returning Student Form

6. Medical/Dental Home Form

7. Receipt of Handbook Form

Misty Van Hooser reviewed the ERSEA Committee Action Items as presented.

Harmony Roberson moved to approve ERSEA Committee Action Items as presented.

Destiney Whatley 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 Updated Head Start Operating Manuals

- 1. Education Manual**
- 2. Health Manual**
- 3. Nutrition Manual**

Bridgette Parton reviewed the changes. Destiney Whatley moved to approve the Updated Head Start Operating Manuals as presented. Shanequa Harris 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 2021-2022

Bridgette Parton reviewed the Program Goals as presented.

2. Parent, Family and Community Engagement 2021-2022

Bridgette Parton reviewed the PFCE Goals as presented.

3. School Readiness Performance Data 2021 - 2022

Frances Evans reviewed the School Readiness Goals as presented.

B. Discuss CLASS Data Winter 2022

Robbie Hudson reviewed the CLASS Data as presented.

C. Discuss Assessment Data Winter 2022

1. Circle Assessment Head Start

2. Frog Street Assessment Early Head Start

Bridgette Parton reviewed the Assessment Data Winter 2022 as presented.

11. Audience Comments:

None

12. Executive Session:

Shanequa Harris moved for Policy Council to go into Executive Session at 9:49 am. Destiney Whatley seconded the motion.

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

Destiney Whatley made a motion to come back into regular session at 9:52 am. Shanequa Harris seconded the motion.

13. Required Action from Executive Session:

A motion was made by Destiney Whatley to accept new hires, transfers, and terminations as presented. The motion was seconded by Shanequa Harris. 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 Destiney Whatley at 9:52 am. The motion was seconded by Shanequa Harris.

Minutes Submitted by: Bridgette Parton

Minutes approved by: