

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, April 26, 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	Apr-22		
Chairperson - Cecelia Huff			x	x	NO Meeting	x	NO Meeting	x	x		
Vice Chairperson - Destiny Whatley			x						x	x	
Secretary - Brittany Lee			x								
Cecelia Huff	Bowie County	Representative	x	x				x		x	x
Harmony Roberson	Atlanta	Representative	x	x				x		x	x
Whitney Graham	Atlanta	Alternate									
LaToya Jones	Bloomburg	Representative	x	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							x
Robyn Goins	Naples	Alternate	x								
Destiney Whatley	New Boston	Representative	x							x	x
Dora Doyle	New Boston	Alternate									
Shanequa Harris	Pittsburg	Representative	x	x				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, Charlotte Hall, Susan Horner, Shelley Mitchell and Felicia Williams

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson, March 22, 2022 at 9:00 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, Latoya Jones, Robyn Goins and Harmon Roberson (arrived at 9:33 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 March 22, 2022:

Shanequa Harris moved to accept the minutes of March 22, 2022 meeting as presented. The 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.

6. Presentations:

A. Policy Council Question

Bernadette Harris asked the members questions about how Policy Council Members participate in Head Start Planning and Evaluation.

7. Reports:

A. Financial Report

Shelley Mitchell and Bernadette Harris 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

None

9. Action Items:

A. Discuss and/or Approve Recruiting and Hiring Operating Manual

Bernadette Harris reviewed the Recruiting and Hiring Operating Manual as presented. Destiney Whatley moved to approve the Recruiting and Hiring Operating Manual 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.

B. Discuss and/or Approve School Calendars 2022-2023

- 1. Atlanta Head Start**
- 2. Bloomburg Head Start**
- 3. Daingerfield Head Start**
- 4. Hughes Springs Head Start**
- 5. Naples Head Start**
- 6. Pittsburg Head Start**
- 7. Texarkana Head Start**
- 8. Hughes Springs Early Head Start**

Bridgette Parton reviewed the School Calendars as presented. She stated the end date at the bottom of the Hughes Springs Early Head Start Calendar should say June 1 instead of June 7. Shanequa Harris moved to approve School Calendars 2022-2023 with the change to the Hughes Springs Early Head Start Calendar. 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 2.28% COLA Grant #06CH011282/03 \$94,624 Early Head Start \$5,274 & Head Start \$89,350

Bernadette Harris reviewed the 2.28% COLA as presented. Shanequa Harris moved to approve the 2.28% COLA Grant #06CH011282/03 \$94,624 Early Head Start \$5,274 & Head Start \$89,350 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.

D. Discuss and/or Approve Quality Funds Grant #06CH011282/03 \$25,472 Early Head Start \$1,272 & Head Start \$24,200

Bernadette Harris reviewed the Quality Funds as presented. She stated the Quality Funds would be used to increase staff salaries for staff retention. Destiney Whatley moved to approve the Quality Funds Grant #06CH011282/03 \$25,472 Early Head Start \$1,272 & Head Start \$24,200 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.

E. Discuss and/or Approve USDA/CACFP Contract

Susan Horner reviewed the USDA/CACFP Contract approval as presented. Shanequa Harris moved to approve to continue to pursue the USDA/CACFP Contract 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.

10. Discussion Items:

A. Discuss CLASS Spring Data 2022

Bridgette Parton reviewed the CLASS Data as presented.

11. Audience Comments:

None

12. Executive Session:

Destiney Whatley moved for Policy Council to go into Executive Session at 9:35 am.

Shanequa Harris seconded the motion.

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

Shanequa Harris made a motion to come back into regular session at 9:38 am. Destiney Whatley seconded the motion.

13. Required Action from Executive Session:

A motion was made by Shanequa Harris to accept new hires, transfers, and terminations as presented. The motion was seconded by Destiney Whatley. 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 9:39 am. The motion was seconded by Shanequa Harris.

Minutes Submitted by: Bridgette Parton

Minutes approved by: