

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, August 23, 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	May-22	Jun-22	Jul-22	Aug-22			
Chairperson - Cecelia Huff			x	x	NO Meeting	x	NO Meeting	x	x	x	x	NO Meeting	x			
Vice Chairperson - Destiny Whatley			x						x	x	x					
Secretary - Brittany Lee			x													
Cecelia Huff	Bowie County	Representative	x	x				x		x	x		x	x		X
Harmony Roberson	Atlanta	Representative	x	x				x		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													
Destiny Whatley	New Boston	Representative	x							x	x		x			
Dora Doyle	New Boston	Alternate														
Shanequa Harris	Pittsburg	Representative	x	x				x	x		x		x			
Deidra Wilkerson	Pittsburg	Alternate														
Kia Hamilton	Texarkana	Representative											x			
Jessica Martinez	Texarkana	Alternate														

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Michelle Morehead, Dan Boyd, Charlotte Hall and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, August 23, 2022 at 9:11 am, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:

Kia Hamilton – Texarkana Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Harmony Roberson and Kia Hamilton. Shanequa Harris joined the meeting at 9:23 AM

4. Approval of Agenda:

Members reviewed the agenda. Harmony Roberson moved to accept the agenda as presented. This motion was seconded by Kia Hamilton. 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 June 28, 2022:

Harmony Roberson moved to accept the minutes of June 28, 2022 meeting as presented. The motion was seconded by Kia Hamilton. 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 Review Question

Bernadette Harris reviewed the Federal Review process with the members.

7. Reports:

A. Financial Report

Shelley 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 encouraged the members to be involved in the parent committees at their sites. He stated that week after next he would be traveling to New York for the National Community Action Partnership Conference. He also stated that there is an interim Office of Head Start Director.

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

A. Discuss and/or Approve Personnel Policy Organization Description

Dan Boyd reviewed the Personnel Policy Organization Description as presented. Shanequa Harris moved to approve the Personnel Policy Organization Description as presented. Harmony Roberson 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 Personnel Policy 705 Dress Code - Addendum

Dan Boyd reviewed the Tattoo Policy Addendum for Personnel Policy 705 as presented. Harmony Roberson moved to approve the Personnel Policy 705 Dress Code - Addendum 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.

C. Discuss and/or Approve Personnel Policy 708 Resignation

Dan Boyd reviewed the Personnel Policy 708 Resignation as presented. Shanequa Harris moved to approve the Personnel Policy 708 Resignation as presented. Kia Hamilton 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 Policy 716 Disciplinary Process

Dan Boyd reviewed the Policy 716 Disciplinary Process as presented. Shanequa Harris moved to approve the Policy 716 Disciplinary Process as presented. Harmony Roberson 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 CSNT Annual Report FYE2021

Dan Boyd reviewed the CSNT Annual Report FYE2021 as presented. Harmony Roberson moved to approve the CSNT Annual Report FYE2021 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 Final PIR Head Start and Early Head Start 2021 – 2022

Bernadette Harris reviewed the Final PIR Head Start and Early Head Start 2021 – 2022 as presented.

11. Audience Comments:

None

12. Executive Session:

Shanequa Harris moved for Policy Council to go into Executive Session at 9:46 am. Harmony Roberson 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 9:50 am. Kia Hamilton 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 Kia Hamilton. 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 Shanequa Harris at 9:51 am. The motion was seconded by Harmony Roberson.

Minutes Submitted by: Bridgette Parton

Minutes approved by: