

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, September 27, 2022 9:00 am
Linden Administration Offices
301 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-22
Chairperson - Cecelia Huff			x
Vice Chairperson - Martavius Jones			x
Secretary - Carlos Johnson			x
Cecelia Huff	Board Liaison/BC	Representative	x
Sheran West	Morris County	Representative	x
Mary Hurd	Atlanta	Representative	x
La'Kimya Pinson	Atlanta	Alternate	
Marissa Jones	Bloomburg	Representative	x
Megan Hervey	Bloomburg	Alternate	x
Kathrine Smith	D/LS	Representative	
Krista Huffman	D/LS	Alternate	
Chyenne Battensby	Hughes Springs EHS	Representative	x
Sonia Abbasi	Hughes Springs EHS	Alternate	
	Naples	Representative	
DeAndria Penelton	Naples	Alternate	
Carlos Johnson	New Boston	Representative	x
Vicki Taylor	New Boston	Alternate	
Martavius Jones	Pittsburg	Representative	x
Tara Petty	Pittsburg	Alternate	
	Texarkana	Representative	
Ramisha Jeffery	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Crew Dykes, Susan Horner, Charlotte Hall, Candie Harris and Alisha Oliver

Alternates: Megan Hervey

Public: Justin Battensby

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Representative at 9:18 am, September 27, 2022, in the Linden Community Building.

2. Recognize New Policy Council Members:

Cecelia Huff – Bowie County Representative, Mary Hurd – Atlanta Head Start Representative, Marissa Jones – Bloomburg Head Start Representative, Chyenne Battensby – Hughes Springs Early Head Start Representative, Carlos Johnson – New Boston Head Start Representative, Martavius Jones – Pittsburg Head Start Representative, and Sheran West – Morris County Community Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Mary Hurd, Marissa Jones, Chyenne Battensby, Carlos Johnson, and Martavius Jones.
Sheran West arrived at 9:23 AM.

4. Approval of Agenda:

Members reviewed the agenda. Carlos Johnson moved to accept the agenda as presented. This motion was seconded by Mary Hurd. 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 August 23, 2022:

Martavius Jones moved to accept the minutes of August 23, 2022 meeting as presented. The motion was seconded by Chyenne Battensby. 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. Head Start Policy Council Orientation Training – Bernadette Harris

Bernadette Harris explained the roles and responsibilities with the Policy Council members. She shared with the members the history of Head Start and Early Head Start.

7. Reports:

A. Financial Report

Dan Boyd gave the financial report as presented. He explained how to read the Finance Report, Credit Card Usage Report and statements.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Action Items:

A. Nominations/election of new 2022-2023 Policy Council Officers:

Policy Council Chairperson was opened for nominations. Cecelia Huff was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Martavius Jones moved to cease nominations. This motion was seconded by Marissa Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried. Vice Chairperson was opened for nominations. Martavius Jones was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Chyenne Battensby moved to cease nominations. This motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Carlos Johnson was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Martavius Jones moved to cease nominations. This motion was seconded by Chyenne Battensby. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Policy Council Liaison was opened for nominations. Cecelia Huff was nominated for Policy Council Liaison. The floor was asked three times if there were other nominations for Policy Council Liaison. There were no more nominations. Martavius Jones moved to cease nominations. This motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Marissa Jones moved to approve the elected slate as presented. The motion was seconded by Martavius Jones. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried. The following slate is adopted: Cecelia Huff – Chairperson, Martavius Jones - Vice Chairperson, Carlos Johnson – Secretary and Cecelia Huff- Policy Council Liaison.

B. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Chyenne Battensby moved to leave the date the 4th Tuesday of the month at 9:00 AM. Sheran West 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 Policy Council By-Laws

Bridgette Parton reviewed the Policy Council By-Laws as presented. Martavius Jones moved to approve the Policy Council By-Laws as presented. The motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve the continued use of the 10% De Minimis Indirect Cost Rate

Dan Boyd reviewed the continued use of the 10% De Minimis Indirect Cost Rate as presented. Martavius Jones moved to approve the continued use of the 10% De Minimis Indirect Cost Rate as presented. The motion was seconded by Carlos

Johnson. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Personnel Policy 705 Dress Code – Tattoo Addendum

Dan Boyd reviewed the Personnel Policy 705 Dress Code – Tattoo Addendum as presented. Marissa Jones moved to approve the Personnel Policy 705 Dress Code – Tattoo Addendum as presented. The motion was seconded by Sheran West. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Cecelia Huff appointed the following Committee Members

List of Committee Participants:

Self-Assessment

1. Mary Hurd
2. Marissa Jones

Community Assessment

1. Martavius Jones

Finance Committee

1. Carlos Johnson

School Readiness Committee

1. Mary Hurd
2. Chyenne Battensby

ERSEA Committee

1. Martavius Jones

Strategic Planning Committee

1. Chyenne Battensby

Health Advisory Committee

1. Mary Hurd
2. Martavius Jones
3. Sheran West

Cecelia Huff will serve on all Committee's as the Policy Council Chairperson.

10. Discussion Items:

A. Discuss Naples and New Boston Calendar Changes

Bridgette Parton reviewed the changes as presented.

11. Audience Comments:

None

12. Executive Session:

Martavius Jones moved for Policy Council to go into Executive Session at 10:45 am.
Sheran West seconded the motion.

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

Martavius Jones made a motion to come back into regular session at 10:59 am.
Carlos Johnson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Martavius Jones to accept new hires, transfers, and terminations as presented. The motion was seconded by Chyenne Battensby. 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 Sheran West at 11:00 am. The motion was seconded by Mary Hurd.

Minutes Submitted by: Bridgette Parton

Minutes approved by: