

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, October 25, 2022 9:00 am
Linden Community Building
301 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-22	Oct-22
Chairperson - Cecelia Huff			x	x
Vice Chairperson - Martavius Jones			x	
Secretary - Carlos Johnson			x	x
Cecelia Huff	Board Liaison/BC	Representative	x	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	x
Kathrine Smith	D/LS	Representative		
Krista Huffman	D/LS	Alternate		
Chyenne Battensby	Hughes Springs EHS	Representative	x	x
Sonia Abbasi	Hughes Springs EHS	Alternate		
	Naples	Representative		
DeAndria Penelton	Naples	Alternate		
Carlos Johnson	New Boston	Representative	x	x
Vicki Taylor	New Boston	Alternate		
Martavius Jones	Pittsburg	Representative	x	
Tara Petty	Pittsburg	Alternate		x
	Texarkana	Representative		
Ramisha Jeffery	Texarkana	Alternate		

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

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:13 am, October 25, 2022, in the Linden Community Building.

2. Recognize New Policy Council Members:

Megan Hervey – Bloomburg Head Start Alternate
Tara Petty – Pittsburg Head Start Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Chyenne Battensby, Megan Hervey, Carlos Johnson and Tara Petty.

4. Approval of Agenda:

Members reviewed the agenda. Tara Petty moved to accept the agenda. 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. The motion carried.

5. Approval of Minutes from September 27, 2022:

Megan Hervey moved to accept the minutes of September 27, 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. Policy Council Roles and Responsibilities

Bernadette Harris reviewed the Policy Council Roles and Responsibilities with the members.

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

None

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Community Assessment Committee Report

Bernadette Harris reviewed during the Action Items.

9. Action Items:

A. Discuss and/or Approve Head Start Standard Operating Procedures

- a. Administrative Requirements
- b. Disability Services
- c. Education and Child Development
- d. ERSEA Policies
- e. Family and Community Engagement
- f. Financial Requirements
- g. Health Program Services
- h. Human Resources Management
- i. Program Governance
- j. Program Management and Quality Improvement
- k. Program Structure
- l. Protections for the Privacy of Child Records
- m. Transition Services
- n. Transportation

Bridgette Parton reviewed the Head Start Standard Operating Procedures. Carlos Johnson moved to approve the Head Start Standard Operating Procedures as

presented. Chyenne Battensby 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 Head Start Standard Operating Manuals and Forms

- a. **Contracted Teachers**
- b. **Education**
- c. **Emergency Plan**
- d. **Family and Community Engagement**
- e. **Health**
- f. **Mental Health-Disabilities**
- g. **Non-Federal Share**
- h. **Nutrition**
- i. **On-going Monitoring**
- j. **Recruiting and Hiring**
- k. **Staff Development – Training**
- l. **Strategic Plan**

Bridgette Parton reviewed the Head Start Standard Operating Manuals and Forms. Megan Hervey moved to approve the Head Start Standard Operating Manuals and Forms as presented. Carlos Johnson 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 Financial Policies and Procedures including the Financial Code of Conduct

Bridgette Parton reviewed the Financial Policies and Procedures and Financial Code of Conduct. Megan Hervey moved to approve the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Tara Petty. 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 Personnel Policies and Procedures

Charlotte Hall reviewed the Personnel Policies and Procedures as presented including Policy #183, #405 and #701 in detail on the hiring and termination process. Carlos Johnson moved to approve the Personnel Policies and Procedures with Policy #183, #405 and #701 as presented. The motion was seconded by Megan Hervey. 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 Job Descriptions

Charlotte Hall reviewed the Job Descriptions. Tara Petty moved to approve the Job Descriptions as presented. The motion was seconded by Megan Hervey. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/or Approve Updated Volunteer Rates

Bridgette Parton reviewed the Updated Volunteer Rates. Chyenne Battensby moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Tara Petty. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

G. Discuss and/or Approve 2022 Community Assessment Update

Bernadette Harris reviewed the 2022 Community Assessment Update. Carlos Johnson moved to approve the 2022 Community Assessment Update as presented. The motion was seconded by Tara Petty. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

H. Discuss and/or Approve Disability Waiver Grant #06CH011282/04

Bernadette Harris reviewed the Disability Waiver Grant #06CH011282/04. Tara Petty moved to approve applying for the Disability Waiver Grant #06CH011282/04 if necessary as presented. The 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. The motion carried.

I. Discuss and/or Approve November/December Meeting for Wednesday, December 7, 2022

Megan Hervey moved to approve the November/December Meeting for Wednesday, December 7, 2022 at 9:00 AM 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.

10. Discussion Items:

A. Discuss Fall 2022 Circle Assessment Data

Bernadette Harris reviewed the Fall 2022 Circle Assessment Data as presented.

11. Audience Comments:

None

12. Executive Session:

Tara Petty moved for Policy Council to go into Executive Session at 10:11 am. Chyenne Battensby seconded the motion.

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

Chyenne Battensby made a motion to come back into regular session at 10:19 am. Carlos Johnson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Tara Petty to accept new hires, transfers, and terminations as presented. The motion was seconded by Megan Hervey. 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 Carlos Johnson at 10:19 am. The motion was seconded by Chyenne Battensby.

Minutes Submitted by: Bridgette Parton

Minutes approved by: