

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, June 13, 2023 10:00 am
Zoom

<https://us06web.zoom.us/j/83285155869?pwd=am0wR0hTYUJybUovM1M2Y0dMN2hyZz09>

Meeting ID: 832 8515 5869

Passcode: 672295

Linden, Texas

PC Attendance	Campus	Title	Sep-22	Oct-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	#####	Jun-23	
Chairperson - Cecelia Huff			x	x	x	x	x	x	NO QUORUM	NO QUORUM	x	
Vice Chairperson - Martavius Jones			x			x	x	x			x	
Secretary - Carlos Johnson			x	x	x		x	x			x	
Cecelia Huff	Board Liaison/BC	Representative	x	x	x	x	x	x			x	x
Sheran West	Morris County	Representative	x		x			x				
Mary Hurd	Atlanta	Representative	x									
La'Kimya Pinson	Atlanta	Alternate										
Marissa Jones	Bloomburg	Representative	x									
Megan Hervey 3/28/23-Rep	Bloomburg	Alternate	x	x	x	x	x	x				x
Kathrine Smith	D/LS	Representative										
Krista Huffman	D/LS	Alternate										
Chyenne Battensby	Hughes Springs EHS	Representative	x	x	x			x				x
Sonia Abbasi	Hughes Springs EHS	Alternate										
	Naples	Representative										
	Naples	Alternate										
Carlos Johnson	New Boston	Representative	x	x	x		x	x				x
Vicki Taylor	New Boston	Alternate										
Martavius Jones	Pittsburg	Representative	x			x	x	x				
Tara Petty	Pittsburg	Alternate		x								
	Texarkana	Representative										
Ramisha Jeffery	Texarkana	Alternate										

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Michelle Morehead, Misty Van Hooser, Charlotte Hall, Susan Horner, Frances Evans and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, June 13, 2023 at 10:18 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, Chyenne Battensby, Carlos Johnson and Megan Hervey. Chyenne Battensby left at 10:57 AM

4. Approval of Agenda:

Members reviewed the agenda. Carlos Johnson moved to accept the agenda as presented. 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. The motion carried.

5. Approval of Minutes from March 28, 2023:

Carlos Johnson moved to accept the minutes of March 28, 2023 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:

None

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. She also presented the Office of Head Start CLASS Pilot Report.

C. Executive Directors Report

Michelle Morehead, Deputy Executive Director, reported that there was a retirement party held for Dan Boyd on Friday, June 9, 2023. She stated that Dan Boyd will officially retire on July 5th and on July 6th she will become the Interim Executive Director.

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

A. Discuss and/or Approve School Calendars 2023-2024

- 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**

Misty Van Hooser reviewed the calendars as presented. Bridgette Parton stated that New Boston Head Start came later, but it was added to the calendars. Carlos Johnson moved to approve the School Calendars for 2023 – 2024 including New Boston Head Start 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 Parent Handbook 2023 - 2024

Misty Van Hooser reviewed the Parent Handbook 2023 – 2024 as presented. Megan Hervey moved to approve the Parent Handbook 2023 - 2024 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 Nutrition Menus 2023-2024

Susan Horner reviewed the Nutrition Menus 2023-2024 as presented. Carlos Johnson moved to approve Nutrition Menus 2023-2024 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.

D. Discuss and/or Approve USDA/CACFP Contract

Susan Horner asked the members permission to apply for the USDA/CACFP Contract. Carlos Johnson moved to approve applying for the USDA/CACFP Contract as presented. Megan Hervey 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 Head Start/Early Head Start Continuation Grant

#06CH011282/05 \$5,866,791 (\$4,647,794, \$45,638 T&TA, Non-Federal Share \$1,173,359)

a. Head Start \$5,537,783 (\$4,389,845, \$40,381 T&TA, Non-Federal Share - \$1,107,557)

b. Early Head Start \$329,008 (\$257,949, \$5,257 T&TA, Non-Federal Share \$65,802)

Bernadette Harris reviewed the Head Start/Early Head Start Continuation Grant as presented. She stated that we had not received the official funding letter and she has worked it up with the COLA amount that has not yet been approved. She asked for permission to submit the grant with or without COLA once the funding letter is sent. Carlos Johnson moved to approve the Head Start/Early Head Start Continuation Grant #06CH011282/05 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.

F. Discuss and/or Approve School Readiness Goals

a. School Readiness Goals 2023-2024

b. Parent Family and Community Engagement Goals 2023-2024

c. Program Goals 2023-2024

Frances Evans reviewed the 2023 – 2024 School Readiness Goals as presented. Misty Van Hooser reviewed the Parent Family and Community Engagement goals 2023-2024 as presented. Bridgette Parton reviewed the Program Goals 2023-2024 as presented. Carlos Johnson moved to approve the School Readiness Goals 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.

G. Discuss and/or Approve Update to Home Visit Procedure in all HS/EHS Operating Manuals and Policies

Bernadette Harris reviewed the Home Visit Procedure Update as presented. Megan Hervey moved to approve the Update to the Home Visit Procedure in all HS/EHS Operating Manuals and Policies 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.

10. Discussion Items:

A. Discuss CIRCLE Assessment Data Spring 2023

Bridgette Parton reviewed as presented.

B. Discuss School Readiness Performance Data Spring 2023

Frances Evans reviewed as presented.

C. Discuss PFCE Goals Progress Spring 2023

Misty Van Hooser reviewed as presented.

D. Discuss Program Goals Progress Spring 2023

Bridgette Parton reviewed as presented.

E. Discuss CLASS Data Spring 2023

Bridgette Parton reviewed as presented.

F. Discuss June and July Meetings

The Members discussed having June and July Meetings. The meeting today was to review Program Information due to no quorum in April and May. It was decided that the members would like to have a June 27, 2023 meeting on Zoom to help with attendance. The members decided not to have a July meeting unless necessary and would prefer Zoom if there needed to be a meeting.

11. Audience Comments:

None

12. Executive Session:

Carlos Johnson moved for Policy Council to go into Executive Session at 11:15 am. Megan Hervey seconded the motion.

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

Carlos Johnson made a motion to come back into regular session at 11:18 am. Megan Hervey seconded the motion.

13. Required Action from Executive Session:

A motion was made by Carlos Johnson 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 Megan Hervey at 11:18 am. The motion was seconded by Carlos Johnson.

Minutes Submitted by: Bridgette Parton

Minutes approved by: