

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, May 28, 2024 9:00 am
Linden Administrative Office
304 East Houston Street
Linden, Texas

| PC Attendance | Campus | Title | Sep-23 | Oct-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 |
|--|--------------------|----------------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------------|------------------------------|
| Chairperson - Martavius Jones | | | x | x | x | x | x | x | x | x | No Meeting - Per Vote | No Meeting - Per Vote |
| Vice Chairperson - Megan Hervey | | | x | x | x | x | | x | | | | |
| Secretary - Cristal Smith | | | x | x | x | | x | x | x | | | |
| Cecelia Huff - Outgoing Chairperson | Bowie County | Representative | x | | | | | | | | | |
| Teresa Thompson (10/24/23) | Morris County | Representative | | x | x | | x | x | x | x | | |
| Evelyn Benjamin | Atlanta | Representative | x | x | | x | x | | | | | |
| Jessica Nansen | Atlanta | Alternate | | | | | | | | | | |
| Megan Hervey | Bloomburg | Representative | x | x | x | x | | | | | | |
| Gina Chambless | Bloomburg | Alternate | | | | | | | | | | |
| Krizia Linwood | D/LS | Representative | x | x | x | | | x | x | x | | |
| Casandra Freeman | D/LS | Alternate | | | | | | | | | | |
| Cristal Smith | Hughes Springs | Representative | x | x | x | | x | | x | | | |
| Brittany Smith | Hughes Springs | Alternate | | | x | | | | | | | |
| Alicia Brown | Hughes Springs EHS | Representative | | | | x | | | | | | |
| | Hughes Springs EHS | Alternate | | | | | | | | | | |
| Ashley Roberts | Naples | Representative | | | | | | | | | | |
| Ashley Tucker | Naples | Alternate | | | | | | | | | | |
| Taylor Adcock | New Boston | Representative | x | x | | x | | | | | | |
| Tammy Wells | New Boston | Alternate | | | | | | | | | | |
| Martavius Jones | Pittsburg | Representative | x | x | x | x | x | | x | x | | |
| David Chustz | Pittsburg | Alternate | | | | | | | | | | |
| Jeremy Booker (10/24/23) | Texarkana | Representative | | x | x | | | x | x | | | |
| Kyndall Edwards (10/24/23) | Texarkana | Alternate | | x | x | | | x | x | | | |

Others in attendance: CSNT Staff: Michelle Morehead (ZOOM), Bernadette Harris, Bridgette Parton, Misty Van Hooser, Frances Evans, Susan Horner, Brenda Cummings, Robbie Hudson, Charlotte Hall (Zoom), Kimberly James-Collins (ZOOM), and Shelley Mitchell (ZOOM).

1. Call to Order:

The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:50 am, May 28, 2024, in the Linden Administrative Office Conference Room.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Martavius Jones, Teresa Thompson, and Krizia Linwood.

4. Approval of Agenda:

Members reviewed the agenda. Krizia Linwood moved to accept the agenda as presented. This motion was seconded by Teresa Thompson. 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 April 23, 2024:

Teresa Thompson moved to accept the minutes of the April 23, 2024 meeting as presented. The motion was seconded by Krizia Linwood. 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

Bernadette Harris asked the members questions about Policy Council's Role in the Head Start Grant Application.

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

Michelle Morehead stated that she attended the Texas Association of Community Action Agencies (TACAA) Conference last week and she learned valuable information. She stated that she taught a session on process mapping and had high attendance.

8. Committee Reports:

A. Appoint Committee Members

None

B. Health Services Advisory Committee Meeting (5/1/2024), ERSEA Committee Meeting (5/2/2024), School Readiness Committee Meeting (5/10/2024) and Strategic Planning Committee Meeting (5/15/2024) - Action Items to follow

Bridgette Parton gave an overview of the committee meetings and stated that there were action items to discuss further for member approval.

9. Action Items:

A. Discuss and/or Approve Head Start/Early Head Start 2.35 %COLA #06CH011282/05 \$109,223/NFS \$27,306 – Total \$136,529

a. Head Start (\$103,161, Non-Federal Share - \$25,790)

b. Early Head Start (\$6,062 Non-Federal Share \$1,516)

Bernadette Harris reviewed the 2.35% COLA as presented. Krizia Linwood moved to approve the Head Start/Early Head Start 2.35 %COLA #06CH011282/05 - \$136,529 as presented. Teresa Thompson 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/Early Head Start Continuation Grant #06CH011282/06 \$6,003,319 (\$4,757,017, \$45,638 T&TA, Non-Federal Share \$1,200,664, In-Direct Cost Pool \$420,680)

Bernadette Harris reviewed the Head Start/Early Head Start Continuation Grant #06CH011282/06 \$6,003,319 as presented including the Transportation Waiver and Cost Allocation Plan Recertification. Teresa Thompson moved to approve the Head Start/Early Head Start Continuation Grant #06CH011282/06 \$6,003,319 as presented including the Transportation Waiver and Cost Allocation Plan Recertification. Krizia Linwood 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 Health Advisory Action Items
a. Devereux Early Childhood Assessment (DECA) – Social and Emotional Screener

Misty Van Hooser reviewed the Health Advisory Action Items as presented. Krizia Linwood moved to approve the Health Advisory Action Items as presented. Teresa Thompson 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 ERSEA Committee Action Items
a. Child Plus Software – Database for Children and Staff information
b. Parent Powered Curriculum – Parenting Curriculum
c. Parent Family and Community Engagement Goals 2024-2025

Misty Van Hooser reviewed the ERSEA Committee Action Items as presented. Krizia Linwood moved to approve the ERSEA Committee Action Items as presented. Teresa Thompson 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 Agency School Readiness Committee Action Items
a. School Readiness Goals 2024-2025
b. Frog Street Curriculum
c. Head Start - Speed Dial 4 – EHS – Ages and Stages Developmental Screener
d. Coaching Companion – CLASS and Coaching Platform

Frances Evans reviewed the Agency School Readiness Committee Action Items as presented. Krizia Linwood moved to approve the Agency School Readiness Committee Action Items as presented. Teresa Thompson 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 Strategic Planning Committee Action Items
a. Strategic Plan including the Program Goals 2024-2025

Bridgette Parton reviewed the Strategic Planning Committee Action Items as presented. Krizia Linwood moved to approve the Strategic Planning Committee Action Items as presented. Teresa Thompson 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 HS/EHS Operating Manuals and Policies

- a. Nutrition**
- b. Education**

Bernadette Harris reviewed the HS/EHS Operating Manuals and Policies as presented. Krizia Linwood moved to approve the HS/EHS Operating Manuals and Policies as presented. Teresa Thompson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

- H. Discuss and/or Approve Personnel Policies and Procedures**
 - a. \$405 Employment Termination**
 - b. #522 Workplace Violence Prevention**
 - c. #705 Policy Clarification – Dress Code**

Charlotte Hall reviewed the Personnel Policies and Procedures as presented. Krizia Linwood moved to approve the Personnel Policies and Procedures as presented. Teresa Thompson 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 2024**

Frances Evans reviewed the CIRCLE Assessment Data Spring 2024 as presented.
- B. Discuss School Readiness Performance Data Spring 2024**

Frances Evans reviewed the School Readiness Performance Data Spring 2024 as presented.
- C. Discuss PFCE Goals Progress Spring 2024**

Misty Van Hooser reviewed the PFCE Goals Progress Spring 2024 as presented.
- D. Discuss Program Goals Progress Spring 2024**

Bridgette Parton reviewed the Program Goals Progress Spring 2024 as presented.
- E. Discuss CLASS Data Spring 2024**

Robbie Hudson and Brenda Cummings reviewed the CLASS Data Spring 2024 as presented.
- F. Discuss June and July Meetings**

The members decided to only have a meeting in June and July if necessary. The next scheduled meeting will be Tuesday, August 27, 2024 and reports will be sent to the members in the months of June and July.

11. Audience Comments:

None

12. Executive Session:

Krizia Linwood moved for Policy Council to go into Executive Session at 10:44 am. Teresa Thompson seconded the motion.

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

Krizia Linwood made a motion to come back into regular session at 10:46 am. Teresa Thompson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Krizia Linwood to accept new hires, transfers, and terminations as presented. The motion was seconded by Teresa Thompson. 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 Krizia Linwood at 10:47 am. The motion was seconded by Teresa Thompson.

Minutes Submitted by: Bridgette Parton

Minutes approved by: