

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday, September 24, 2019 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-19
Chairperson - Cecelia Huff			x
Vice Chairperson - Denise Hill			x
Secretary - Martavius Jones			x
Brenda Swisher	Board Liaison/CC	Representative	x
Cecelia Huff	Bowie County	Representative	x
LaTronya Andrews	Atlanta	Representative	x
LaKetha Steger	Atlanta	Alternate	
Madeline McGill	Bloomburg	Representative	x
Latoya Jones	Bloomburg	Alternate	x
Peggy Peters	D/LS	Representative	x
Tiandra Lee	D/LS	Alternate	
Maria Bello	Hughes Springs	Representative	x
Eva Reese	Hughes Springs	Alternate	
LaTrina Castleberry	Linden	Representative	
Maria Castillo	Linden	Alternate	x
Denise Hill	Naples	Representative	x
Nickie Carrillo	Naples	Alternate	
Candice Mendez	New Boston	Representative	x
Madison Cooper	New Boston	Alternate	
Matravius "Lamont" Jones	Pittsburg	Representative	x
Chandra Sheppard Duffey	Pittsburg	Alternate	
Teresa Davis	Texarkana	Representative	x
Jessica Chauncy	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Susan Horner, Sarah Wilson, Natash White, Pamela Nunley and Shiandra Kemp

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Representative at 9:30 am, September 24, 2019, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Cecelia Huff – Bowie County Representative, Brenda Swisher – Board Liaison, LaTronya Andrews – Atlanta Representative, Madeline Jones – Bloomburg Head Start Representative, Peggy Peters – Daingerfield/Lone Star Head Start, Maria Bello – Hughes Springs Head Start, Maria Castillo – Linden Head Start Alternate, Denise Hill – Naples Head Start, Candice Mendez – New Boston Head Start Representative, Martavius Jones – Pittsburg Head Start Representative, Teresa Davis – Texarkana Head Start Representative

Alternates: LaToya Jones – Bloomburg Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Brenda Swisher, LaTronya Andrews, Madeline McGill, Peggy Peters, Maria Bello, Maria Castillo, Denise Hill, Candice Mendez, Martavius Jones and Teresa Davis

LaTonya Andrews left at 10:29 am, Maria Bello left at 11:14 am, and Maria Castillo left at 11:14 am

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda. This motion was seconded by Peggy Peters. 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 27, 2019:

Martavius Jones moved to accept the minutes of August 27, 2019 meeting as presented. The motion was seconded by Denise Hill. 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. Daingerfield/Hughes Springs Head Start – Natash White

Natash White, Hughes Springs/Daingerfield Head Start Campus Director presented a power point presentation to the members. The power point had presentations from each classroom. Each classroom presented a lesson as follows; Classroom 131 sang a song, classroom 111 presented a play showing language development, classroom 133 presented the children learning math skills and classroom 132 did an ice cube science experiment.

B. Head Start Policy Council Orientation Training – Bridgette Parton

The Policy Council members received a notebook that included the roles and responsibilities for Policy Council. Bridgette Parton explained the roles & responsibilities with the Policy Council members.

7. Reports:

A. Financial Report

Bernadette Harris gave the financial report as presented. She 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 2019-2020 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 Peggy Peters. 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. Denise Hill was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Martavius Jones moved to cease nominations. This motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Martavius Jones was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Denise Hill moved to cease nominations. This motion was seconded by Teresa Davis. 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. Denise Hill 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. Brenda Swisher moved to cease nominations. This motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Brenda Swisher moved to approve the elected slate as presented. The motion was seconded by Peggy Peters. 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, Denise Hill- Vice Chairperson, Martavius Jones – Secretary and Denise Hill- Policy Council Liaison.

B. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Brenda Swisher moved to move the date to the 4th Tuesday of the month at 9:15 AM in order to meet prior to the Governing Board. Denise Hill 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 Meeting Date Changes

a. November and December – December 3, 2019

Brenda Swisher moved to approve the November and December Meeting date as presented. The motion was seconded by Martavius Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve CSNT Annual Report

Bernadette Harris reviewed the CSNT Annual Report as presented. Brenda Swisher moved to approve the CSNT Annual Report as presented. The motion was seconded by Denise Hill. 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. Cecelia Huff
2. Denise Hill

Community Assessment

1. Martavius Jones

Finance Committee

1. Martavius Jones

School Readiness Committee

1. Brenda Swisher
2. Denise Hill

ERSEA Committee

1. Madeline McGill

Strategic Planning Committee

1. Peggy Peters

Health Advisory Committee

1. Madeline McGill
2. Cecelia Huff

Policy Council Liaison

1. Denise Hill

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Brenda Swisher moved for Policy Council to go into Executive Session at 11:28 am.
Martavius Jones seconded the motion.

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

Brenda Swisher made a motion to come back into regular session at 11:36 am.
Peggy Peters seconded the motion.

13. Required Action from Executive Session:

A motion was made by Brenda Swisher to accept new hires, transfers, and terminations as presented except the added person. The motion was seconded by Denis Hill. 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 Martavius Jones at 11:37 am. The motion was seconded by Denise Hill.

Minutes Submitted by: Bridgette Parton/Sarah Wilson

Minutes approved by: