

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, February 25, 2020 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20
Chairperson - Cecelia Huff			x		x	x	x
Vice Chairperson - Denise Hill			x				
Secretary - Martavius Jones			x			x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	
Cecelia Huff	Bowie County	Representative	x	x	x	x	x
LaTronya Andrews	Atlanta	Representative	x			x	
LaKetha Steger	Atlanta	Alternate					
Madeline McGill	Bloomburg	Representative	x				
Latoya Jones	Bloomburg	Alternate	x		x	x	x
Peggy Peters	D/LS	Representative	x	x		x	x
Tiandra Lee	D/LS	Alternate					
Maria Bello	Hughes Springs	Representative	x				
Wendy Bolton (2/25/2020)	Hughes Springs	Representative					x
Eva Reese	Hughes Springs	Alternate					
LaTrina Castleberry	Linden	Representative					
Maria Castillo	Linden	Alternate	x	x			
Denise Hill	Naples	Representative	x	x			x
Nickie Carrillo	Naples	Alternate					
Candice Mendez	New Boston	Representative	x	x	x		
Madison Cooper	New Boston	Alternate					
Martavius "Lamont" Jones	Pittsburg	Representative	x			x	x
Chandra Sheppard Duffey	Pittsburg	Alternate					
Teresa Davis	Texarkana	Representative	x				
Jessica Chauncy	Texarkana	Alternate					

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Charlotte Hall, Shelley Mitchell, Sarah Wilson, Frances Evans, Debra Jackson and Charesa Willis
Public: Betty McNeal and Brooklynn McCray

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:33 am, February 25, 2020, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:
Wendy Bolton – Hughes Springs Representative

3. Establishment of Quorum:
Quorum was established with the following Policy Council Members present: Cecelia Huff, Martavius Jones, Denise Hill, Latoya Jones Wendy Bolton and Peggy Peters.

4. Approval of Agenda:
Members reviewed the agenda. Martavius Jones moved to accept the agenda as presented. This motion was seconded by Latoya Jones. 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 January 28, 2020:
Martavius Jones moved to accept the minutes of the January 28, 2020 meeting as presented. The motion was seconded by Latoya Jones. 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. Texarkana Head Start – Debra Jackson
Debra Jackson, Texarkana Head Start, Campus Director presented information on the 7 Habits of Leader in Me. Brooklynn McCray a student in Texarkana presented 7 Habits through words, song a movements.

B. Policy Council Question - Bernadette Harris
Ms. Huff asked the questions “What data is evaluated by the Self-Assessment Teams?” and “What information is learned from completing a Self-Assessment?” The members answered the questions.

7. Reports:
A. Financial Report
Shelley Mitchell gave the 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

a. Appoint Policy Council Liaison

Celia Huff, Policy Council Chairperson appointed Wendy Bolton the Policy Council Liaison.

B. Committee Reports

a. Self-Assessment Committee Meeting:

Bernadette Harris stated the Self-Assessment is an action item and will be reviewed during that time.

9. Action Items:

A. Discuss and/or Approve Self-Assessment Results 2020

Bernadette Harris reviewed the Self-Assessment Results as presented. Martavius Jones approved the Self-Assessment Results 2020 as presented. The motion was seconded by Latoya Jones. 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 Circle Assessment Data Winter 2020

Frances Evans reviewed the Circle Assessment Data Winter 2020 as presented.

B. Discuss Frog Street Assessment Data Winter 2020

Frances Evans reviewed the Frog Street Assessment Data Winter 2020 as presented.

C. Discuss School Readiness Performance Data Winter 2020

Frances Evans reviewed the School Readiness Performance Data Winter 2020 as presented.

D. Discuss Progress on Program Goals 2019-2020

Bridgette Parton discussed the Program Goals as presented.

E. Discuss Progress on Parent, Family and Community Engagement Goals 2019-2020

Bridgette Parton discussed the Parent, Family and Community Engagement Goals as presented.

F. Discuss School District Partnerships

Bernadette Harris explained the House Bill 3 that was put into law in Texas that will cause how we deliver services to be changed a little. She stated as more information is received the members will be notified.

11. Audience Comments:

None

12. Executive Session:

Martavius Jones moved for Policy Council to go into Executive Session at 10:29 am. Latoya Jones 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 10:32 am. Latoya Jones 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 Latoya Jones. 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 10:33 am. The motion was seconded by Latoya Jones.

Minutes Submitted by: Bridgette Parton

Minutes approved by: