

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Thursday, April 30, 2020 9:30 am
Linden Administration Offices
304 East Houston Street
Linden, Texas
Conference Call**

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Chairperson - Cecelia Huff			x		x	x	x	x	x
Vice Chairperson - Denise Hill			x						
Secretary - Martavius Jones			x			x	x		x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x			
Cecelia Huff	Bowie County	Representative	x	x	x	x	x	x	x
LaTronya Andrews	Atlanta	Representative	x			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	x	x
Tiandra Lee	D/LS	Alternate							
Maria Bello	Hughes Springs	Representative	x						
Wendy Bolton (2/25/2020)	Hughes Springs	Representative					x	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							x
Matravius "Lamont" Jones	Pittsburg	Representative	x			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, Venus Hornbuckle, Misty Van Hooser and Susan Horner.

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:31 am, April 30, 2020, on a Conference Call due to COVID-19.

2. Recognize New Policy Council Members:

Madison Cooper – New Boston Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Martavius Jones, Peggy Peters and Madison Cooper (came in at 9:40 am).

4. Approval of Agenda:

Members reviewed the agenda. Martavius Jones moved to accept the agenda with changing the date from April 28, 2020 to April 30, 2020 due to not making quorum on April 28, 2020. 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 March 24, 2020:

Martavius Jones moved to accept the minutes of the March 24, 2020 meeting as presented. The 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.

6. Presentations:

A. Policy Council Question - Bernadette Harris

None

7. Reports:

A. Financial Report

Bernadette Harris and Shelley Mitchell gave the report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. She also reported that the Community Services side of our Agency was accepting applications to help assist with Utility Assistance, Veterans Program and more if anyone was affected by COVID-19. The website to apply online is csnthelp.org.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

None

B. Committee Reports

None

9. Action Items:

- A. Discuss and/or Approve Head Start to Early Head Start Conversion Grant #06CH011282/01 – Prorated EHS \$218,461/HS\$1,958,097**
Bernadette Harris reviewed the Grant proposal as presented. Martavius Jones approved the Head Start to Early Head Start Conversion Grant #06CH011282/01 – Prorated EHS \$218,461/HS\$1,958,097 as presented. The 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.
- B. Discuss and/or Approve Playground Disposition Form for Head Start Grant #06CH011282/01 \$12,057.19**
Bernadette Harris reviewed the playground disposition as presented. Martavius Jones approved the Playground Disposition Form for Head Start Grant #06CH011282/01 \$12,057.19 as presented. The 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.
- C. Discuss and/or Approve Texarkana Independent School District Memorandum of Understanding Changes 2020 - 2021 School Year**
Bernadette Harris reviewed the changes as presented. Martavius Jones approved the Texarkana Independent School District Memorandum of Understanding Changes 2020 - 2021 School Year as presented. The 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.
- D. Discuss and/or Approve 2020 - 2021 USDA/CACFP Contract**
Martavius Jones approved to proceed with the 2020 - 2021 USDA/CACFP Contract as presented. The 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.
- E. Discuss and/or Approve 2020 - 2021 Nutrition Menus for CACFP Campuses**
Bridgette Parton reviewed the menus as presented. Martavius Jones approved the 2020 - 2021 Nutrition Menus for CACFP Campuses with the correction of the year at the top of the menu to read 2020-2021. The 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.

F. Discuss and/or Approve 2020 – 2021 Selection Criteria for Head Start and Early Head Start

Misty Van Hooser reviewed the Selection Criteria as presented. Martavius Jones approved the 2020 – 2021 Selection Criteria for Head Start and Early Head Start as presented. The 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.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Martavius Jones moved for Policy Council to go into Executive Session at 9:57 am.

Peggy Peters 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 9:59 am.

Peggy Peters 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 Peggy Peters. 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 10:00 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: