

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, August 25, 2020 9:00 am
Linden Administrative Kaufman Offices
123 Kaufman
Linden, Texas
In Person and Zoom**

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	
Chairperson - Cecelia Huff			x		x	x	x	x	x	x	x	No Meeting	x	
Vice Chairperson - Denise Hill			x											
Secretary - Martavius Jones			x			x	x		x	x	x			
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x					x			
Cecelia Huff	Bowie County	Representative	x	x	x	x	x	x	x	x	x			X
LaTronya Andrews	Atlanta	Representative	x			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	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	x	x			x
Matravius "Lamont" Jones	Pittsburg	Representative	x			x	x		x	x	x			
Chandra Sheppard Duffey	Pittsburg	Alternate												
Teresa Davis	Texarkana	Representative	x											
Jessica Chauncy	Texarkana	Alternate												

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:36 am, August 25, 2020, at 123 Kaufman and on a Zoom call due to COVID-19.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Peggy Peters and Madison Cooper.

4. Approval of Agenda:

Members reviewed the agenda. Madison Cooper moved to accept the agenda as presented. 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 June 23, 2020:

Madison Cooper moved to accept the minutes of the June 23, 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:

None

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

None

9. Action Items:

- A. Discuss and/or Approve Updated Head Start/Early Head Start Conversion Grant #06CH011282/01 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457)**
- a. Prorated Head Start \$831,305 (\$665,044 Non-Federal Share - \$166,261)**
- b. Prorated Early Head Start \$68,474 (\$68,474 Non-Federal Share \$17,119)**

Bernadette Harris explained the update. Madison Cooper moved to approve the Updated Head Start/Early Head Start Conversion Grant #06CH011282/01 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457) 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 Updated Head Start/Early Head Start Continuation Grant #06CH011282/02 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457)

a. Head Start \$4,890,026 (\$3,912,021 Non-Federal Share - \$978,005)

b. Early Head Start \$292,255 (\$233,804 Non-Federal Share \$58,451)

Bernadette Harris explained the updated Continuation Grant. Madison Cooper approved the Updated Head Start/Early Head Start Continuation Grant #06CH011282/02 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457) 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 Early Head Start Expansion Grant 2021-2022 \$1,138,209 (\$1,138,209 Non Federal Share \$284,552)

Bernadette Harris explained the Early Head Start Expansion. Madison Cooper approved the Early Head Start Expansion Grant 2021-2022 \$1,138,209 (\$1,138,209 Non Federal Share \$284,552) 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 Remote Learning Plan

Bernadette Harris explained the Remote Learning Plan. Madison Cooper approved the Remote Learning Plan 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 Updated Policies and Procedure – Emergency Statement

Bernadette Harris explained the Updated Policies and Procedure – Emergency Statement. Madison Cooper approved the Updated Policies and Procedure – Emergency Statement 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.

F. Discuss and/or Approve Daily, Weekly, Monthly Duties Form

Bridgette Parton explained the Daily Weekly Monthly Duties Form. Madison Cooper approved the Daily Weekly Monthly Duties Form 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:

A. Discuss 2020-2021 School Readiness Goals

Bridgette Parton stated that we will not use Frog Street Assessment this year; therefore the goals associated with Frog Street were removed.

B. Discuss Calendar Changes 2020-2021

Bridgette Parton stated that three sites changed their start date to August 17, 2020. All sites added COVID-19 Make-up days to the month of June.

11. Audience Comments:

None

12. Executive Session:

Madison Cooper made a motion to go into Executive Session at 9:28 am. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

Madison Cooper made a motion to return to regular session at 9:34 am. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

13. Required Action from Executive Session:

Madison Cooper moved to accept, new hires, transfers and terminations as presented. Peggy Peters seconded the motion. 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 Madison Cooper at 9:35 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: