

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday, September 22, 2020 9:00 am
Linden Administration Offices
123 Kaufman Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-20
Chairperson - Cecelia Huff			x
Vice Chairperson - Ashley Roberts			x
Secretary - Marsha Luong			x
Brenda Swisher	Board Liaison/CC	Representative	x
Cecelia Huff	Bowie County	Representative	x
Marsha Luong	Atlanta	Representative	x
Audrey Maxie	Atlanta	Alternate	
Anita Sullivan	Bloomburg	Representative	
Courtney Stewart	Bloomburg	Alternate	
Amber White	D/LS	Representative	
Peggy Peters	D/LS	Alternate	
Tanesha Jones	Hughes Springs	Representative	
Matthew Bonaparte	Hughes Springs	Alternate	
Ashley Roberts	Naples	Representative	x
Alvita Moore	Naples	Alternate	
Raven Martinez	New Boston	Representative	x
Karlisha Bland	New Boston	Alternate	
Gisel Garcia	Pittsburg	Representative	
OPEN	Pittsburg	Alternate	
Charmaine Jones	Texarkana	Representative	
Dneishia Bruce	Texarkana	Alternate	

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

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Representative at 9:08 am, September 22, 2020, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Cecelia Huff – Bowie County Representative, Brenda Swisher – Board Liaison, Marsha Luong – Atlanta Representative, Ashley Roberts – Naples Head Start and Raven Martinez – New Boston Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Brenda Swisher, Marsha Luong, Ashley Roberts and Raven Martinez.

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda as presented. This motion was seconded by Ashley Roberts. 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 25, 2020:

Brenda Swisher moved to accept the minutes of August 25, 2020 meeting as presented. The motion was seconded by Marsha Luong. 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. Head Start Policy Council Orientation Training – Bernadette Harris

Bernadette Harris explained the roles & responsibilities with the Policy Council members.

7. Reports:

A. Financial Report

Dan Boyd gave the financial report as presented. He 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 2020-2021 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. Ashley Roberts moved to cease nominations. This motion was seconded by Marsha Luong. 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. Ashley Roberts was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Brenda Swisher moved to cease nominations. This motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Marsha Luong was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Brenda Swisher moved to cease nominations. This motion was seconded by Cecelia Huff. 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. Cecelia Huff 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. Ashley Roberts moved to cease nominations. This motion was seconded by Marsha Luong. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Ashley Roberts moved to approve the elected slate as presented. The motion was seconded by Marsha Luong. 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, Ashley Roberts- Vice Chairperson, Marsha Luong – Secretary and Cecelia Huff- 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 leave the date the 4th Tuesday of the month at 9:00 AM in order to meet prior to the Governing Board. Cecelia Huff 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 8, 2020

Brenda Swisher moved to approve the November and December Meeting date as presented. The motion was seconded by Marsha Luong. 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

Dan Boyd reviewed the CSNT Annual Report as presented. Marsha Luong moved to approve the CSNT Annual Report as presented. The motion was seconded by Raven Martinez. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Policy Council By-Laws

Bridgette Parton reviewed the Policy Council By-Laws as presented. She stated that once the Notice of Award Letter came that the By-Laws would need to be updated to include a seat for the Hughes Springs Early Head Start Parent. Ashley Roberts moved to approve the Policy Council By-Laws with adding the Hughes Springs Early Head Start Parent Seat once the Office of Head Start approved that Grant. The motion was seconded by Marsha Luong. 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. Brenda Swisher
2. Raven Martinez

Community Assessment

1. Brenda Swisher

Finance Committee

1. Marsha Luong

School Readiness Committee

1. Marsha Luong
2. Ashley Roberts

ERSEA Committee

1. Raven Martinez

Strategic Planning Committee

1. Marsha Luong

Health Advisory Committee

1. Ashley Roberts
2. Raven Martinez

Policy Council Liaison

1. Cecelia Huff

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Ashley Roberts moved for Policy Council to go into Executive Session at 10:18 am. Marsha Luong seconded the motion.

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

Marsha Luong made a motion to come back into regular session at 10:30 am.
Ashley Roberts seconded the motion.

13. Required Action from Executive Session:

A motion was made by Ashely Roberts to accept new hires, transfers, and terminations as presented. The motion was seconded by Marsha Luong. 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 Marsha Luong at 10:31 am. The motion was seconded by Ashley Roberts.

Minutes Submitted by: Bridgette Parton

Minutes approved by: