

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, March 26, 2024 9:00 am
Head Start Management Building
124 North Main Street
Linden, Texas 75563

PC Attendance	Campus	Title	Sep-23	Oct-23	Dec-23	Jan-24	Feb-24	Mar-24
Chairperson - Martavius Jones			x	x	x	x	x	x
Vice Chairperson - Megan Hervey			x	x	x	x		x
Secretary - Cristal Smith			x	x	x		x	x
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x					
Teresa Thompson (10/24/23)	Morris County	Representative		x	x		x	x
Evelyn Benjamin	Atlanta	Representative	x	x		x	x	
Jessica Nansen	Atlanta	Alternate						
Megan Hervey	Bloomburg	Representative	x	x	x	x		
Gina Chambless	Bloomburg	Alternate						
Krizia Linwood	D/LS	Representative	x	x	x			x
Casandra Freeman	D/LS	Alternate						
Cristal Smith	Hughes Springs	Representative	x	x	x		x	
Brittany Smith	Hughes Springs	Alternate			x			
Alicia Brown	Hughes Springs EHS	Representative				x		
	Hughes Springs EHS	Alternate						
Ashley Roberts	Naples	Representative						
Ashley Tucker	Naples	Alternate						
Taylor Adcock	New Boston	Representative	x	x		x		
Tammy Wells	New Boston	Alternate						
Martavius Jones	Pittsburg	Representative	x	x	x	x	x	
David Chustz	Pittsburg	Alternate						
Jeremy Booker (10/24/23)	Texarkana	Representative		x	x			x
Kyndall Edwards (10/24/23)	Texarkana	Alternate		x	x			x

Others in attendance: CSNT Staff: Michelle Morehead, Bernadette Harris, Bridgette Parton, Misty Van Hooser, Charlotte Hall, and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Teresa Thompson, Policy Council Representative at 9:07 am, March 26, 2024, in the Head Start Management Building Conference Room.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Teresa Thompson, Krizia Linwood and Jeremy Booker.
Alternate Present: Kyndall Edwards

4. Approval of Agenda:

Members reviewed the agenda. Jeremy Booker moved to accept the agenda as presented. This motion was seconded by Krizia Linwood. 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 February 27, 2024:

Jeremy Booker moved to accept the minutes of February 27, 2024 meeting as presented. The motion was seconded by Krizia Linwood. 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. New Boston Head Start – Venus Hornbuckle

Venus Hornbuckle prepared a video presentation for the members to view of New Boston parent involvement activities that have been completed since the beginning of school. Bridgette Parton shared the presentation with the members.

B. Policy Council Question – Bernadette Harris

Bernadette Harris asked the members questions about Self-Assessment and their responsibilities.

7. Reports:

A. Financial Report

Shelley Mitchell gave the Financial Report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Michelle Morehead explained the Bridge Builder event for Cass and Marion counties. The purpose of the meeting is to allow the community members to have a voice in the community. She invited the members to attend.

8. Committee Reports:

A. Appoint Committee Members

None

B. Self-Assessment Committee Meeting

It was discussed during the action item.

9. Action Items:

A. Discuss and/or Approve Self-Assessment Results 2024

Bernadette Harris reviewed the Self-Assessment Results as presented. Jeremy Booker moved to approve the Self-Assessment Results 2024 with the correction to the grammatical error on the last page of the word “site”. Krizia Linwood seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

- B. Discuss and/or Approve Policy Manual Changes**
 - 1. Mental Health Behavior Concern Procedure**
 - 2. Self-Assessment Procedures**
 - 3. iPad Policy**
 - 4. Field Trip Procedures**

Bernadette Harris reviewed each policy change as presented. Jeremy Booker moved to approve the Policy Manual Changes as presented. Krizia Linwood 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 Disposition of Portable AC Units used during COVID Grant#06CH011282/05**

Bernadette Harris reviewed the Disposition of Portable AC Units used during COVID Grant#06CH011282/05 as presented. Jeremy Booker moved to approve the Disposition of Portable AC Units used during COVID Grant#06CH011282/05 as presented. Krizia Linwood seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

- A. Discuss Winter Progress on Head Start Goals**
 - 1. Head Start Program Goals 2023-2024**
 - 2. Parent, Family and Community Engagement 2023-2024**
 - 3. School Readiness Performance Data 2023-2024**

Bridgette Parton reviewed the Head Start Program Goals as presented. Misty Van Hooser reviewed the Parent, Family and Community Engagement Goals as presented. Bernadette Harris reviewed the School Readiness Performance Data as presented.

- B. Discuss Financial Audit**

Michelle Morehead stated that the Financial Audit was presented to the Governing Board last month and there were zero findings.

11. Audience Comments:

None

12. Executive Session:

Jeremy Booker moved for Policy Council to go into Executive Session at 9:50 am. Krizia Linwood seconded the motion.

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

Jeremy Booker made a motion to come back into regular session at 9:53 am. Krizia Linwood seconded the motion.

13. Required Action from Executive Session:

A motion was made by Jeremy Booker to accept new hires, transfers, and terminations as presented. The motion was seconded by Krizia Linwood. 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 Jeremy Booker at 9:54 am. The motion was seconded by Krizia Linwood.

Minutes Submitted by: Bridgette Parton

Minutes approved by: