

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, December 12, 2023 9:00 am**  
**Shepherd's Pasture Retreat and Conference Center**  
**5645 US-59**  
**Jefferson, Texas 75657**

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

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Crew Dykes, Charlotte Hall, Misty Van Hooser, Susan Horner, Frances Evans, and Kaye Nelms. Zoom Participants – Michelle Morehead and Shelley Mitchell

**1. Call to Order:**

The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:24 am, December 12, 2023, in the Shepherd's Pasture Retreat and Conference Center.

**2. Recognize New Policy Council Members:**

Brittany Smith – Hughes Springs Alternate

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Martavius Jones, Megan Hervey, Teresa Thompson, Jeremy Booker, Krizia Linwood, and Cristal Smith

Alternates Present: Kyndall Edwards and Brittany Smith

**4. Approval of Agenda:**

Members reviewed the agenda. Cristal Smith moved to accept the agenda as presented. This motion was seconded by Jeremy Booker. 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 October 24, 2023:**

Megan Hervey moved to accept the minutes of October 24, 2023 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. Pittsburg Head Start**

Kaye Nelms, Campus Director at Pittsburg Head Start, presented a PowerPoint presentation to the members. The presentation included activities that have occurred at the Campus since the beginning of school.

**B. Overview of Detailed Monitoring**

Bernadette Harris reviewed the questions with the members that would be asked at the next Policy Council meeting.

**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 stated that a new program is starting in January for Youth Empowerment and Veteran's Warriors. The Transitional Housing has one tenant and we are trying to expand to Marion County.

**8. Committee Reports:**

**A. Appoint Committee Members**

None

**9. Action Items:**

**A. Discuss and/or Approve PFCE Parent Meeting Policy Change**

Misty Van Hooser stated that the change made it more flexible for parents to vote on how many meetings and when the meetings would occur for their campus. Megan Hervey moved to approve the PFCE Parent Meeting Policy Change as presented. Jeremy Booker 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 Head Start/Early Head Start Data**

**1. Discuss School Readiness Performance Fall 2023 Data**

Frances Evans reviewed the School Readiness Performance Fall 2023 Data as presented.

2. **Discuss Parent, Family and Community Engagement Fall 2023 Progress**  
Misty Van Hooser reviewed the Parent, Family and Community Engagement Fall 2023 Progress as presented.
3. **Discuss Fall 2023 CLASS Data**  
Bernadette Harris reviewed the CLASS data as presented.
4. **Discuss Program Goals Fall 2023**  
Bridgette Parton reviewed the Program Goals Fall 2023 Data as presented.

11. **Audience Comments:**  
**None**

12. **Executive Session:**

Jeremy Booker moved for Policy Council to go into Executive Session at 10:11 am. Krizia Linwood seconded the motion.

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

Cristal Smith made a motion to come back into regular session at 10:14 am. Krizia Linwood seconded the motion.

13. **Required Action from Executive Session:**

A motion was made by Cristal Smith to accept new hires, transfers, and terminations as presented. The motion was seconded by Jeremy Booker. 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 10:15 am. The motion was seconded by Cristal Smith.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**