

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, February 27, 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	
Vice Chairperson - Megan Hervey			x	x	x	x		
Secretary - Cristal Smith			x	x	x		x	
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x					
Teresa Thompson (10/24/23)	Morris County	Representative		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			
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			
Kyndall Edwards (10/24/23)	Texarkana	Alternate		x	x			

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

1. Call to Order:

The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:07 am, February 27, 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: Martavius Jones, Teresa Thompson, Cristal Smith and Evelyn Benjamin.

4. Approval of Agenda:

Members reviewed the agenda. Cristal Smith moved to accept the agenda as presented. This motion was seconded by Evelyn Benjamin. 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 January 23, 2024:

Evelyn Benjamin moved to accept the minutes of January 23, 2024 meeting as presented. The motion was seconded by Cristal Smith. 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. Hughes Springs Head Start/Early Head Start – Carlin Johnson

Carlin Johnson prepared a PowerPoint presentation for the members to view of Hughes Springs staff and activities that have been done since the beginning of school. Bridgette Parton shared the presentation with the members.

B. Policy Council Question – Bernadette Harris

The question will be next month.

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

None

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

A. Discuss and/or Approve Disability Waiver Grant #06CH011282/05

Bernadette Harris reviewed the disability waiver as presented. Cristal Smith moved to approve the Disability Waiver Grant #06CH011282/05 request as presented. Evelyn Benjamin 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 Personnel Policies and Procedures

- 1. Confidentiality/Non-Disclosure #112**
- 2. Recruitment #183**
- 3. Professional Development #184**
- 4. Employee Assistance Program #324**
- 5. Parental Leave for School Visits #328**
- 6. Administrative Leave #384**

Charlotte Hall reviewed each personnel policy change as presented. Teresa Thompson moved to approve the Personnel Policies and Procedures as presented. Cristal Smith 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 Detailed Monitoring Summary of Results Grantee #06CH011282/05**
Bernadette Harris reviewed as presented.

- B. Discuss Winter 2024 Circle Assessment Data**
Bridgette Parton reviewed as presented.

- C. Discuss Winter 2024 CLASS Data**
Bridgette Parton reviewed as presented.

11. Audience Comments:

None

12. Executive Session:

Cristal Smith moved for Policy Council to go into Executive Session at 9:52 am. Evelyn Benjamin seconded the motion.

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

Teresa Thompson made a motion to come back into regular session at 9:54 am. Evelyn Benjamin 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 Teresa Thompson. 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 Cristal Smith at 9:55 am. The motion was seconded by Teresa Thompson.

Minutes Submitted by: Bridgette Parton

Minutes approved by: