

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, April 23, 2024 9:00 am
Linden Administrative Office
304 East Houston Street
Linden, Texas 75563

PC Attendance	Campus	Title	Sep-23	Oct-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Chairperson - Martavius Jones			x	x	x	x	x	x	x
Vice Chairperson - Megan Hervey			x	x	x	x		x	
Secretary - Cristal Smith			x	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	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	x
Casandra Freeman	D/LS	Alternate							
Cristal Smith	Hughes Springs	Representative	x	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		x
David Chustz	Pittsburg	Alternate							
Jeremy Booker (10/24/23)	Texarkana	Representative		x	x			x	x
Kyndall Edwards (10/24/23)	Texarkana	Alternate		x	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 Martavius Jones, Policy Council Chairperson at 9:02 am, April 23, 2024, in the Linden Administrative Office 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, Krizia Linwood, Cristal Smith and Jeremy Booker.
Alternate Present: Kyndall Edwards

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 March 26, 2024:

Jeremy Booker moved to accept the minutes of March 26, 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. Policy Council Question – Bernadette Harris

Bernadette Harris asked the members questions about Policy Council's Role in Head Start Planning and Evaluation.

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 last week there was an audit for the Community Services Division with Texas Department of Housing and Community Affairs (TDHCA).

8. Committee Reports:

A. Appoint Committee Members

Cristal Smith was appointed to Health Advisory. The Health Advisory Committee Meeting will be held at the Linden Garden Club Center at Noon on Wednesday May 1, 2024. The ERSEA Committee Meeting will be held at the Head Start Management Building at 2 PM on Thursday, May 2, 2024.

9. Action Items:

A. Discuss and/or Approve CSNT School Calendars 2024-2025

1. Atlanta Head Start
2. Bloomburg Head Start
3. Daingerfield Head Start
4. Hughes Springs Early Head Start
5. Hughes Springs Head Start
6. Naples Head Start
7. New Boston Head Start
8. Pittsburg Head Start
9. Texarkana Head Start

Misty Van Hooser reviewed the CSNT School Calendars 2024-2025 as presented. Krizia Linwood moved to approve the CSNT School Calendars 2024-2025 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.

B. Discuss and/or Approve Parent Handbook 2024 – 2025

Misty Van Hooser reviewed the Parent Handbook changes as presented. Cristal Smith moved to approve the Parent Handbook 2024 – 2025 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 Nutrition Menus 2024-2025

Bridgette Parton reviewed the Nutrition Menus 2024-2025 as presented. Krizia Linwood moved to approve the Nutrition Menus 2024-2025 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.

D. Discuss and/or Approve Pursuing the USDA/CACFP Contract for 2024-2025

Bernadette Harris requested that the members approve for the Program to pursue the USDA/CACFP Contract for 2024-2025 as presented. Cristal Smith moved to approve Pursuing the USDA/CACFP Contract for 2024-2025 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.

E. Discuss and/or Approve Selection Criteria 2024-2025

1. Head Start

2. Early Head Start including ages

Misty Van Hooser reviewed the Selection Criteria 2024-2025 as presented. Teresa Thompson moved to approve the Selection Criteria 2024-2025 including ages 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:

None

11. Audience Comments:

Misty Van Hooser presented the Policy Council Members with Volunteer Appreciation Gifts.

12. Executive Session:

Cristal Smith moved for Policy Council to go into Executive Session at 9:28 am. Jeremy Booker seconded the motion.

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

Krizia Linwood made a motion to come back into regular session at 9:30 am. Jeremy Booker seconded the motion.

13. Required Action from Executive Session:

A motion was made by Teresa Thompson 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 Krizia Linwood at 9:31 am. The motion was seconded by Cristal Smith.

Minutes Submitted by: Bridgette Parton

Minutes approved by: