

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, October 22, 2024 9:00 am**  
**Linden Administration Offices**  
**304 East Houston Street**  
**Linden, Texas**

PC Attendance	Campus	Title	Sep-24	Oct-24
<b>Chairperson - Teresa Thompson</b>			<b>x</b>	<b>x</b>
<b>Vice Chairperson - Emily Capps</b>			<b>x</b>	
<b>Secretary - Jasmine Collier</b>			<b>x</b>	<b>x</b>
Teresa Thompson	Morris County	Representative	x	x
Martavius Jones	Camp County	Representative		x
VACANT	Atlanta	Representative		
VACANT	Atlanta	Alternate		
Heather Lundy	Bloomburg	Representative	x	
Makenzie Kidd	Bloomburg	Alternate		
T'yana Rider	D/LS	Representative		x
Makahila Reeves	D/LS	Alternate		
Nellie McKelvy	Hughes Springs	Representative		
Jessica Benton (10/22/24)	Hughes Springs	Representative		x
Tamerra Jackson	Hughes Springs EHS	Representative		
Suzanne Taber	Hughes Springs EHS	Alternate		
Lauren Pace	Hughes Springs ISD	Representative		
Lindsey High	Hughes Springs ISD	Alternate		
Jasmine Collier	Naples	Representative	x	x
Robyn Goins	Naples	Alternate		
Emily Capps	New Boston	Representative	x	
Crystal Nabors	New Boston	Alternate		
Cherie Hooks	New Boston	Alternate		
Rebecca Thompson	Pittsburg	Representative		
David Chustz	Pittsburg	Alternate		
Quaezsha Arnold	Texarkana	Representative		
VACANT	Texarkana	Alternate		

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Bernard Yancey, Susan Horner, Jim Howard, Shelley Mitchell, Sarah Anzualda, Frances Evans, Robbie Hudson, and Brenda Cummings

**1. Call to Order:**

The meeting was called to order by Teresa Thompson, Policy Council Chairperson at 9:03 am, October 22, 2024, in the Linden Administrative Conference Room.

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

Martavius Jones – Pittsburg Head Start Camp County Representative,  
Jessica Benton – Hughes Springs Head Start Representative  
T'yana Rider –Daingerfield Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present:  
Teresa Thompson, Martavius Jones, Jasmine Collier, Jessica Benton, and  
T'yana Rider

**4. Approval of Agenda:**

Members reviewed the agenda. Martavius Jones moved to accept the agenda as presented. This motion was seconded by Jasmine Collier. 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 September 24, 2024:**

Martavius Jones moved to accept the minutes of September 24, 2024 meeting as presented. The motion was seconded by Jasmine Collier. 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. Robert's Rules of Order Training – Bernadette Harris**

Moved to the next 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**

None

**8. Committee Report:**

**A. Appoint Committee Members**

Teresa Thompson appointed the following Committee Members

## **List of Committee Participants:**

### **Self-Assessment**

1. Martavius Jones
2. Jessica Benton

### **Finance Committee**

1. Martavius Jones

### **School Readiness Committee**

1. T'wana Rider
2. Jessica Benton

### **ERSEA Committee**

1. Martavius Jones

### **Strategic Planning Committee**

1. Jasmine Collier

### **Health and Mental Health Advisory Committee**

1. Jessica Benton
2. Martavius Jones

## **B. Committee Report**

### **a. Community Assessment Committee Report**

**Bernadette Harris explained the Community Assessment Committee met and reviewed data, a report is on the action item list to approve.**

***Teresa Thompson will serve on all Committee's as the Policy Council Chairperson.***

## **9. Action Items:**

### **A. Discuss and/or Approve Head Start Operating Procedures**

Bernadette Harris reviewed the procedures and asked that we continue to use the Head Start Operating Procedures in the past. If any changes occur, they will be brought back before them. As of now the only changes will be minor wording to align with the new Head Start Program Performance Standards such as Head Start Preschool and grant recipient. Martavius Jones moved to approve the Head Start Operating Procedures as presented. The motion was seconded by Jasmine Collier. 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 the Head Start Operating Manuals and Forms**

Bernadette Harris reviewed the procedures and asked that we continue to use the Head Start Operating Manuals and Forms in the past. If any major changes occur, they will be brought back before them. As of now the only changes will be minor wording to align with the new Head Start Program Performance Standards such as Head Start Preschool and grant recipient and title changes. Martavius Jones moved Head Start Operating Manuals and Forms as presented. Jasmine Collier 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 Financial Policies and Procedures including the Financial Code of Conduct including petty cash expenditure update**

Shelley Mitchell reviewed the Financial Policies and Procedures including the Financial Code of Conduct including the \$100 increase for procurement instead of the petty cash expenditure as presented. Martavius Jones moved to approve the Financial Policies and Procedures including the \$100 procurement update as presented. The motion was seconded by Jasmine Collier. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**D. Discuss and/or Approve Personnel Policies and Procedures**

Bernadette Harris reviewed the Personnel Policies and Procedures including specific policies #183, #405, and #701 as presented. Jasmine Collier moved to approve the Personnel Policies and Procedures as presented. The motion was seconded by Martavius Jones. 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 Job Descriptions**

Bernadette Harris reviewed the Job Descriptions as presented. Jasmine Collier moved to approve the Job Descriptions as presented. The motion was seconded by T'yana Rider. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**F. Discuss and/or Approve Updated Volunteer Rates**

Bernadette Harris reviewed the updated volunteer rates as presented. Jasmine Collier moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Martavius Jones. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**G. Discuss and/or Approve 2025 Community Assessment Update**

Bernadette Harris reviewed the 2025 Community Assessment Update as presented. Jasmine Collier moved to approve the 2025 Community Assessment Update as presented. The motion was seconded by T'yana Rider. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**H. Discuss and/or Approve updated PC By-Laws**

Bernadette Harris reviewed the updated PC By-Laws as presented. Jasmine Collier moved to approve the updated PC By-Laws as presented. The motion was seconded by T'yana Rider. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**10. Discussion Items:**

**A. Discuss Fall 2024 Circle Assessment Data**

Frances Evans reviewed the Fall 2024 Circle Assessment Data as presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Martavius Jones moved for Policy Council to go into Executive Session at 9:54 am.  
Jasmine Collier seconded the motion.

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

Martavius Jones made a motion to come back into regular session at 9:59 am.  
T'yana Rider seconded the motion.

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

A motion was made by Martavius Jones to accept new hires, transfers, and terminations as presented. The motion was seconded by Jasmine Collier. 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 Jessica Benton at 10:00 am. The motion was seconded by T'yana Rider.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**