

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, May 6, 2025 at 9:00 am**  
**Head Start Management Building**  
**124 N Main St**  
**Linden, Texas**

| PC Attendance                        | Campus             | Title          | Sep-24 | Oct-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May -25 |
|--------------------------------------|--------------------|----------------|--------|--------|--------|--------|--------|--------|--------|---------|
| <b>Chairperson - Teresa Thompson</b> |                    |                | x      | x      | x      |        | x      | X      |        | X       |
| <b>Vice Chairperson - Vacant</b>     |                    |                | x      |        | x      |        |        | X      |        |         |
| <b>Secretary - Jasmine Collier</b>   |                    |                | x      | x      | x      |        |        |        |        |         |
| Teresa Thompson                      | Morris County      | Representative | x      | x      | x      |        | x      | X      |        | X       |
| Martavius Jones                      | Camp County        | Representative |        | x      |        |        | x      |        |        |         |
| Lauren English                       | Atlanta            | Representative |        |        |        |        | x      |        |        |         |
| VACANT                               | Atlanta            | Alternate      |        |        |        |        |        |        |        |         |
| Heather Lundy                        | Bloomburg          | Representative | x      |        | X      |        |        |        |        |         |
| Makenzie Kidd                        | Bloomburg          | Alternate      |        |        |        |        |        |        |        |         |
| T'yana Rider                         | D/LS               | Representative |        | x      | x      |        | x      | X      |        | X       |
| Makahila Reeves                      | D/LS               | Alternate      |        |        |        |        |        |        |        |         |
| Nellie McKelvy                       | Hughes Springs     | Representative |        |        |        |        |        |        |        |         |
| Jessica Benton (10/22/24)            | Hughes Springs     | Representative |        | x      | x      |        |        |        |        |         |
| Sara Martinez                        | Hughes Springs     | Alternate      |        |        |        |        | X      |        |        |         |
| Skyler Searor (4/22/24)              | Hughes Springs     | Representative |        |        |        |        |        |        |        | X       |
| Tamerra Jackson                      | Hughes Springs EHS | Representative |        |        |        |        |        |        |        |         |
| Suzanne Taber                        | Hughes Springs EHS | Alternate      |        |        |        |        |        |        |        |         |
| Lauren Pace                          | Hughes Springs ISD | Representative |        |        | x      |        |        |        |        |         |
| Lindsey High                         | Hughes Springs ISD | Alternate      |        |        |        |        |        |        |        |         |
| Jasmine Collier                      | Naples             | Representative | x      | x      | x      |        |        |        |        |         |
| Robyn Goins                          | Naples             | Alternate      |        |        |        |        |        |        |        |         |
| Emily Capps                          | New Boston         | Representative | x      |        | x      |        |        | X      |        |         |
| Vacant                               | New Boston         | Alternate      |        |        |        |        |        |        |        |         |
| Vacant                               | New Boston         | Alternate      |        |        |        |        |        |        |        |         |
| Barbara Hill-Pipkens                 | Pittsburg          | Representative |        |        |        |        |        | X      |        | X       |
| David Chustz                         | Pittsburg          | Alternate      |        |        |        |        |        |        |        |         |
| Quaezsha Arnold                      | Texarkana          | Representative |        |        | x      |        |        |        |        |         |
| VACANT                               | Texarkana          | Alternate      |        |        |        |        |        |        |        |         |

**Others in attendance: CSNT Staff:** Bernadette Harris, Bernard Yancey, Susan Horner, Shelley Mitchell, Misty Van Hooser

**1. Call to Order:**

The meeting was called to order by Teresa Thompson, Policy Council Chairperson at 9:07 am, May 6, 2025, in the Head Start Management Building Conference Room.

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

Skyler Searor – Hughes Springs Head Start

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Teresa Thompson, Skyler Searor, Barbara Hill-Pipkins, T'yana Rider

**4. Approval of Agenda:**

Members reviewed the agenda. T'yana Ryder moved to accept the agenda as presented with the amended changes to Action Item D. This motion was seconded by Barbara Pipkins. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

Agenda Approved with following amendment:

D: Discuss and/or Approve Head Start Continuation Grant #06CHA012952/02 changed to:

D. Discuss and/or Approve Head Start Continuation Grant #06CH012925/02:

1. Grant Total \$6,003,329 (\$4,757,017, TTA \$45,638, NFS \$1,200,664, ICP \$588,272)-See Justification Document ISD Partnership

2. Grant Total \$6,003,329 (\$4,757,017, TTA \$45,638, NFS \$1,200,664, ICP \$593,998) – See Justification Document (17) Head Start Preschool slots to (8) EHS slots

a. Discuss and/or Approve Change in Scope Amended Head Start Grant #06CH012925/PY01 converting (17) Head Start Preschool slots to (8) EHS Slots starting in August 1, 2025:

|                                 |            |
|---------------------------------|------------|
| Head start Preschool Enrollment | 465 to 448 |
| Early Head Start Enrollment     | 16 to 24   |

**5. Approval of Minutes from March 25, 2025:**

T'yana Ryder moved to accept the minutes of the Mar. 25, 2025 meeting as presented. The motion was seconded by Skyler Searor. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**6. Presentations:**

NONE

**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, Chief Operating Officer, presented the Chief Executive Officer report.

### **8. Committee Report:**

#### **A. Appoint Committee Members**

##### **1. Executive Committee - Election of Vice Chair –**

Vice Chairperson was opened for nominations. Skyler Searor was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Skyler Searor moved to cease nominations. This motion was seconded by T'yana Ryder. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

#### **9. Action Items:**

##### **A. Discuss and/or Approve School Calendars for 2025-2026 School Year:**

- 1. Atlanta**
- 2. Bloomburg**
- 3. Daingerfield**
- 4. Hughes Springs**
- 5. Pittsburg**
- 6. Texarkana**
- 7. Hughes Springs Early Head Start**

Misty Van Hooser reviewed the School Calendars for 2025-2026 School Year as presented. Barbara Pipkins moved to approve the School Calendars for 2025-2026 School Year items as presented. The motion was seconded by T'yana Ryder. 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 2025-2026**

Misty Van Hooser discussed and reviewed the 2025-2026 Parent Handbook. T'yana Ryder moved to approve the 2025-2026 Parent Handbook as presented. The motion was seconded by Skyler Searor. 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 Strategic Planning Items:**

###### **1. Strategic Plan including Program Goals for 2025-2026**

Bernadette Harris discussed and reviewed the Strategic Plan including Program Goals for 2025-2026. Barbara Pipkins moved to approve the Strategic Plan including Program Goals for 2025-2026 as presented. The motion was seconded by T'yana Ryder. 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 Head Start Continuation Grant #06CH012925/02:**

- 1. Grant Total \$6,003,329 (\$4,757,017, TTA \$45,638, NFS \$1,200,664, ICP \$588,272)-See Justification Document ISD Partnership**
- 2. Grant Total \$6,003,329 (\$4,757,017, TTA \$45,638, NFS \$1,200,664, ICP \$593,998) – See Justification Document (17) Head Start Preschool (8) EHS slots**

**a. Discuss and/or Approve Change in Scope Amended Head Start Grant #06CH012925/PY01 converting (17) Head Start Preschool slots to (8) EHS Slots starting in August 1, 2025:**

|  |                   |
|--|-------------------|
| <b>Head start Preschool Enrollment</b> | <b>465 to 448</b> |
| <b>Early Head Start Enrollment</b>     | <b>16 to 24</b>   |

Bernadette Harris discussed and reviewed Head Start Continuation Grant #06CH012925/02. Mrs. Harris explained both options:  
Option 1 – The Agency would continue to serve 465 HS Preschool children and 16 EHS children in partnership with local school districts.  
Option 2 – The Agency would serve 448 HS Preschool children and 24 Early Head Start children in partnership with local school districts  
(If option 2 is implemented, the Agency would ask that the Policy Council at this time approve for the Agency to submit an amended Grant #06CH012925/01 Application for change of scope to take (17) HS Preschool slots and convert these slots to (8) EHS slots.

T'yana Rider moved to approve both options 1 & 2 for the Head Start Continuation Grant #06CH012925/02 with the approval to submit an amended Grant Application for #06CH012925/01 for change of scope to take (17) HS Preschool slots and convert these slots to (8) EHS slots as presented if option 2 is implemented. The motion was seconded by Skyler Searor. 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 June and July Meeting**

Bernadette Harris Discussed there will be no meeting unless necessary until August 2025. Reports will be emailed for June and July.

**11. Executive Session:**

T'yana Ryder moved for Policy Council to go into Executive Session at 9:40 am. Barbara Pipkins seconded the motion.

**Discuss new hires, terminations, transfers including the Approval of Head Start Director and employee matters of a confidential nature.**

T'yana Ryder made a motion to come back into regular session at 9:45 am. Barbara Pipkins seconded the motion.

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

A motion was made by T'yana Ryder to accept new hires, transfers including the Approval of the Head Start Director, and terminations as presented. The motion was seconded by Barbara Pipkins. 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.

**13. Adjourn:**

A motion to adjourn was made by T'yana Rider at 9:50 am. The motion was seconded by Skyler Searor.

**Minutes Submitted by: Misty Van Hooser**  
**Minutes approved by:**