

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, September 23, 2025 9:00 am
Head Start Management Building
304 East Houston
Linden, Texas**

Others in attendance: CSNT Staff:

1. Call to Order:

The meeting was called to order by Teresa Thompson Policy Council
Morris County Representative - Chairperson at 9:01 am, September 23, 2025, in
the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

1. Wendy Acevedo
2. Sheyenne Baker
3. Cody Meadows
4. Barbara Pipkins
5. Abigail Rodriguez

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present:

yes

4. Approval of Agenda:

A motion was made by Barbara Pipkins to accept the agenda. This motion was seconded by Abigail Rodriguez. 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 June 24, 2025:

Barbara Pipins _____ made a motion to accept the minutes of June 24, 2025 meeting as presented. The motion was seconded by Cody Meadows _____ 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. Head Start Policy Council Orientation/History of Head Start Training

Misty Van Hooser

See attachment document

We currently have only a Morris County Representative. If you are aware of someone who may be interested in serving as a community representative, please inform your Family Empowerment Advocate at your campus.
No questions

In-kind contributions consist of 80% from federal government and 20% from parents and community volunteers. Examples of in-kind includes parents attending parent meetings, community volunteers such as firefighters, retired teachers reading to the children, and nurses assisting with height and weight measurements. If in-kind contributions are do not meet required levels a waiver is requested from the federal government.

7. Reports:

A. Financial Report

Michelle Morehead - COO:

Michelle indicated that, at this time ,our funding for Head Start and Early Head Start is going well. Head Start has some funds that need to be allocated before the end of the grant year 2025. We will begin utilizing some of these funds for necessary items for Head Start and Early Head Start and is expected to have some remaining funds.

B. Head Start Report

See attachment document

We are proud to report full enrollment, with 465 Head Start and 16 early Head Start. A new campus has opened in Pittsburg two classrooms for four year olds. Additionally ,Texarkana has a new campus each of the classroom are themed-- Farmers Market, Igloo and Ocean , among others. As of September 23, 2025 our attendance stands at 93%.

C. Executive Directors Report

See attachment document

If you or someone you know need assistance through one of our programs, please reach out to your Family Empowerment Advocate. If you are in need of food and are unable to visit the food bank, a representative from the program can arrange to deliver food to your residence. Some of the programs in the attachment are scheduled for the near future while others are planned for a later dates.

8. Action Items:

A. Nominations/Elections of New 2025-2026 Policy Council Officers

Policy Council Chairperson -

See attachment document

Policy Council Vice Chairperson –

See attachment document

Policy Council Secretary –

See attachment document

Policy Council Liaison -

See attachment document

Barbara Pipkins moved to approve the above slate as presented. The motion was seconded by Cody Meadows. The motion was put into a vote with the majority of members in favor of by signaling aye. The motion carried.

B. Set Date/Time for Policy Council Meetings

Sheyenne Baker moved to approve the above the time/date for Policy Council Meetings as presented. The motion was seconded by Barbara Pipkins. The motion was put into a vote with the majority of members in favor of by signaling aye. The motion carried.

C. Discuss and/or Approve Policy Council By-Laws

Barbara Pipkins moved to approve Policy Council By-Laws as presented. The motion was seconded by Cody Meadows. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve 2025 CSNT Annual Report

Cody Meadows moved to approve the 2025 Annual Report as presented. The motion was seconded by Sheyenne Baker. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Self-Assessment

1. Sheyenne Baker
2. Wendy Acevedo

Community Assessment

1. Sheyenne Baker

Finance Committee

1. Larn English

School Readiness Committee

1. Sheyenne Baker
2. Barbara Pipkins
3. Cody Meadows

ERSEA Committee

1. Barbara Pepkins

Strategic Planning Committee

1. Wendy Acevedo
2. Sheyenne Baker

Health Advisory Committee

1. Wendy Acevedo
2. Sheyenne Baker

Policy Council Liaison

1. Sheyenne Baker

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Heather Humphries H.R. Report: See attachment document

Since Michelle Morehead joined the agency, the turnover rate has decreased from 36% to 18.5 year to date. Please note that the term "termination" does not necessary indicate that an employee was dismissed. In June 2025, we underwent restructuring at our HSMB building. Some staff retired, some were transferred to campuses, and others took employment outside the agency. When a new hire complete a background check form if he/she have resided in a different state, the process due to the need for additional information usually take longer. Occasionally, staff members may receive other job offers while their background checks are still pending.

Barbara Pipkins moved for Policy Council to go into Executive Session at 9:55. Sheyenne Baker seconded the motion.
Discuss new hires, terminations, transfers and employee matters of a confidential nature.

Wendy Acevedo moved to come back into regular session at

10:05 am. Sheyenne Baker seconded the motion.

13. Required Action from Executive Session:

A motion was made by Cody Meadows to accept new hires, transfers, 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.

14. Adjourn:

A motion to adjourn was made by Barbara Perkins at 10:15 am. The motion was seconded by Cody Meadows.

Minutes Submitted by: Misty Van Hooser

Minutes approved by:

Nominations/Election 2024-2025
Policy Council Officers

Chairperson was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Chairperson. The floor was asked **three times** if there were other nominations for Chairperson.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

Vice Chairperson was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Vice Chairperson. The floor was asked **three times** if there were other nominations for Vice Chairperson.

_____ moved to cease nominations. This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Secretary was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Secretary. The floor was asked **three times** if there were other nominations for Secretary.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye. —

Policy Council Liaison was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Policy Council Liaison. The floor was asked **three times** if there were other nominations for Policy Council Liaison.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Policy Council Committee Members

Self – Assessment

1. _____

2. _____

Community Assessment

1. _____

Finance Committee

1. _____

School Readiness Committee

1. _____

2. _____

ERSEA

1. _____

Strategic Planning

1. _____

Health Advisory

1. _____

2. _____

Nominations/Election 2024-2025
Policy Council Officers

The following slate was adopted:

Chairperson: _____

Vice Chairperson: _____

Secretary: _____

Policy Council Liaison: _____

_____ made a motion to approve the elected slate as presented.
The motion was seconded by _____. The motion was put
to a vote with a majority of members voting in favor by signaling aye. The motion
carried.