

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, October 28, 2025 9:00 am
Head Start Management Building 124 N Main Street
Linden, Texas

Agenda/Minutes

Invocation: Teresa Thompson

Others in Attendance: CSNT Staff

Berny Harris, Patricia Richardson, Susan Horner, Sandy McNeil, Susan Horner, Samantha Hughes, Heather Humphries, Amy Perales

1.Call to Order: The meeting was called to order by **Teresa Thompson**, Chairperson, representing Morris County, at **9:02 a.m.** on October 28, 2025, in the Head Start Administrative Building Conference Room.

2.Recognize Policy Council Members: New

- 1.Rebekah Rivera
- 2.April Wilson
- 3.Lauren Pace

3.Establish a quorum: YES

Quorum was established with the Policy Council Members Present
Rebekah Rivera, April Wilson, Lauren Pace, Teresa Thompson, Barbara Pipkins,
Cody Meadows

4.Approval of Agenda:

A motion was made by Lauren Pace to accept the agenda. This motion was seconded by April Wilson. Th 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 for September 23, 2025

Barbara Pipkins made a motion to accept the minutes of September 23, 2025 meeting as presented. The motion was seconded by Rebekah Rivera. The motion was put to a vote with majority of members voting in favor of by signaling aye. The motion carried.

6. Presentation Power Point

A. Atlanta Head Start: Sandy McNeil and Samantha Hughes

7. Reports:

A. Financial report: Bernie Yancy (not present) Michelle Morehead-- **See Attachment Document**

B. Head Start Director Report: Misty Van Hooser – See Attachment Document

a. Head Start/Early Head Start Report October 2025

Question was asked can the Review Team come at any time, Misty said yes

b. Head Start/Early Head Start PIR October 2025

C. Chief Executive Officer Report: Michelle Morehead -- See Attachment Document

If shut down last more than 30 days we will send out letters to the parents.

8. Committee Reports: N/A

A. Appoint Committee Member(s) N/A

B. Committee Report: N/A

a. Community Assessment Committee Report

Berny Harris spoke about the Community Assessment Committee meeting.

9. Action Items: All standards were presented via PowerPoint. Some could have been over 50 pages to print; however, there were no significant changes, little updates, title update. Misty was very informative about the standard changes and explained each one as she went through them.

A. Discuss and/or Approve Head Start Standard Operating Procedures

A motion was made by April Wilson to approve the Head Start Standard Operating Procedures.

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

B. Discuss and /or Approve Head Start Standard Operating Manuals and form

A motion was made by Lauren Pace to approve the Head Start Standard Operating Manuals and form. This motion was seconded by April Wilson. Th

motion was put to a vote with a majority of members voting in favor of 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

A motion was made by Rebekah Rivera to approve the Financial Policies and Procedures including the financial Code of Conduct including petty cash expenditure update

This motion was seconded by Barbara Pipkins. Th 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 Personnel Policies and Procedures

A motion was made by Barbara Pipkins to approve the Personnel Policies and Procedures.

This 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.

- E. Discuss and/or Approve Job Descriptions

A motion was made by April Wilson to approve Job Descriptions

This motion was seconded by Lauren Pace.

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

- F. Discuss and/or Approve Updated Volunteers rates

A motion was made by April Wilson to approve Updated Volunteers rates.

This motion was seconded by Wendy Acevedo.

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

- G. Discuss and/or Approve 2025 Community Assessment Updates

A motion was made by Lauren Pace to approve 2025 Community Assessment Updates

This motion was seconded by April Wilson.

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

10.Discussion Items

A. None

11. Audience Comments

December 9, 2025 next meeting

PC alternates would like to know as soon as possible if rep. can't make it and the they have to attend PC meeting.

12. Executive Session: Begin Time 9:58 End Time 10:05a.m.

April Wilson moved for Policy Council to go into Executive Session at time 9:58a.m., Barbara Pipkins seconded the motion.

A. Personnel: See Attachment Documents

Heather Humphries explained that she has a new position Family Empowerment Director and Amy Perales is Administrative Support Specialist

1. New hires and terminations

HR has selected an alternative term instead of "terminations"; "separated" is a softer, more neutral word, as some staff members have chosen to pursue employment elsewhere.

13. Required Action from Executive Session

A motion was made by Lauren Pace 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 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 April Wilson at 10:15a.m. The motion was seconded by Cody Meadows.

Minutes Submitted by: Misty Van Hooser

Minutes approved by: _____