



Community Services of Northeast Texas, Inc.



CALL TO ASSEMBLY

Please rise.

- **Pledge of Allegiance (US)** *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*
- **Pledge of Allegiance (Texas)** *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
- **Community Action Promise** *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*
- **Our Mission** *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*
- **Our Community Services Vision** *To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*
- **Our Head Start Vision** *To provide a system of education and encouragement which results in school-readiness for young children and their families*
- **Invocation**

Board Meeting

October 22, 2019 @ 12:00 Noon

304 E Houston, Linden, Texas 75563

Ross Hyde, Board Chairman • Dan 'Lucky' Boyd, CCAP, NCRMT, Executive Director

If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201

1. Call Meeting to Order

2. Establishment of a Quorum

3. Approval of Minutes from 09/24/19 ☪

4. Approval of Agenda ☪

5. Chairman's Comments and Recognitions

6. Training/Presentations

- A. Daingerfield and Hughes Springs Campus presentation
- B. Question of the month – Berny Harris
- C. Roles and Responsibilities for Board Members – Dan Boyd

7. Committee Reports and Information

- A. Planning & Evaluation – No current report required
- B. Personnel – No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – No Current report required
- F. ByLaws – No current report required

The Chair may make changes to committee rosters and/or develop new committees.

8. Action Items

A. Seat new board member(s), if any ☪

Seat Linda White, Poverty Sector representing Morris County

B. Approve Consent Agenda ☪

- 1) Community Services Report (OS 5.9)
- 2) Human Resources Report (OS 5.9)
- 3) Head Start and PIR Report (OS 5.9)
- 4) Service Department Report and Transportation Report (OS 5.9)
- 5) VSN Report (OS 5.9)
- 6) TBRA Report (OS 5.9)

C. Discuss/Approve – Head Start Standard Operating Procedures ☪

(Berny will have notebooks)

- 1) Administrative Requirements
- 2) Disability Services
- 3) Education and Child Development
- 4) ERSEA Policies
- 5) Family and Community Engagement

- 6) Financial Requirements
- 7) Health Program Services
- 8) Human Resources Management
- 9) Program Governance
- 10) Program Management and Quality Improvement
- 11) Program Structure
- 12) Protections for the Privacy of Child Records
- 13) Transition Services
- 14) Transportation

**D. Discuss/Approve – Head Start Standard Operating Manuals and Forms ☼
(Berny will have notebooks)**

- 1) Education
- 2) Family and Community Engagement
- 3) Mental Health-Disabilities
- 4) Nutrition
- 5) On-going Monitoring
- 6) Staff Development – Training
- 7) Strategic Plan

E. Discuss/Approve – Financial Policies and Procedures including the Financial Code of Conduct ☼ (Berny will have notebooks)

F. Discuss/Approve - Personnel Policies and Procedures ☼(Charlotte will have notebooks)

G. Discuss/Approve – Updated Volunteer Rates ☼

H. Discuss/Approve – PC By-Laws ☼

I. Discuss/Approve – Head Start Grant 06CH7174/05 \$17,920 from the Personnel Line Item to the Equipment Line Item ☼

J. Discuss/Approve - Job Descriptions ☼(Charlotte will have notebooks)

K. Discuss/Approve – Election of Officers ☼

9. Staff Reports

A. Financial Report (OS 8.7).....Shelley Mitchell

10. Executive Director’s Report

11. Discussion Items

- 1) Discuss Circle Assessment Wave 1 2019
- 2) Discuss Frog Street Assessment Wave 1 2019

12. Audience Comments

13. Executive Session

A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality

B. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.

C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.

D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

14. Required Action from Executive Session

15. Adjourn Board Meeting

✪ Requires Board Vote

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