

**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, September 27, 2017 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**Invocation**

- 1. Call Meeting to Order**
- 2. Recognize New Policy Council Members**
- 3. Establishment of Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes for June 28, 2017**
  - a. Discuss and/or Approve Minutes from June 28, 2017
- 6. Presentations**
  - A. Bloomburg Pre-K Academy Head Start Candie Harris
  - B. Head Start Policy Council Bridgette Grandmaison  
Orientation - Training
- 7. Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report September 2017
    - b. Credit Usage Report
    - c. CACFP Financial Report September 2017
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report
    - b. PIR Report September 2017
  - C. Executive Director Report Dan Boyd
- 8. Actions Items**
  - A. Discuss and/or Approve Morris County Community Representative
  - B. Nominations/Elections of New 2017-2018 Policy Council Officers
  - C. Set Date and Time for Policy Council Meetings
  - D. Discuss and/or Approve Meeting Date Changes
    - a. October Meeting – November 1, 2017
    - b. November and December – December 6, 2017
  - E. Discuss and/or Approve Policy Council By-Laws
  - F. Discuss and/or Approve CSNT Annual Report
  - G. Discuss and/or Approve Personnel Policy #391 Holidays
  - H. Discuss and/or Approve Head Start Standard Operating Procedures
    - a. Administrative Requirements
    - b. Disability Services
    - c. Education and Child Development
    - d. ERSEA Policies
    - e. Family and Community Engagement
    - f. Financial Requirements
    - g. Health Program Services

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- h. Human Resources Management
  - i. Program Governance
  - j. Program Management and Quality Improvement
  - k. Program Structure
  - l. Protections for the Privacy of Child Records
  - m. Transition Services
  - n. Transportation
  - I. Discuss and/or Approve Head Start Standard Operating Manuals
    - a. Education
    - b. Family and Community Engagement
    - c. Health
    - d. Mental Health-Disabilities
    - e. Nutrition
    - f. On-going Monitoring
    - g. Staff Development – Training
    - h. Strategic Plan
  - J. Discuss and/or Approve Head Start Operating Forms (handouts at the meeting)
- 9. Committee Reports**
- A. Appoint Committee Members
- 10. Discussion Items**
- A. Discuss 2017-2018 Nutrition Menu Changes
- 11. Audience Comments**
- 12. Executive Session**
- A. Personnel**
    - 1. New hires and terminations**
- Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of confidential nature.
- 13. Required Action from Executive Session**
- 14. Adjourn**