




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, November 1, 2017 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**


**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 (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Our Head Start Mission** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

**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 September 27, 2017**
6. **Presentations**
  - A. Naples Head Start Felicia Williams
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report October 2017
    - b. Credit Usage Report
    - c. CACFP Financial Report October 2017
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report
    - b. PIR Report October 2017
  - C. Executive Director Report Dan Boyd
8. **Committee Reports**
  - A. Appoint Committee Member(s)
  - B. Community Assessment Committee Report
9. **Action Items**
  - A. Discuss/Approve Changes to Policies in handbook:
    - a. 103 – Equal Employment Opportunity

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- b. 112 - Confidentiality/Non-Disclosure
- c. 301 - Employee Benefits
- d. 325 - Freshbenies Program
- e. 526 - Cell Phone Usage
- f. 588 – Social Media
- g. 601- Medical Leave
- h. 602-Family Leave
- i. 603-Leave of Absence

**B. Discuss/Approve to Remove Policy**

- a. 386-Agency Employees Absence Leave
- b. 399-Agency Employees Sick Leave/PTO/\*Floating Holidays - from handbook

**C. Discuss and/or Approve change quote threshold from \$25-\$50, becomes a change to the Agency Finance Manual**

**D. Discuss and/ or Approve the following:**

- a. Personnel Policies and Procedures
- b. CSNT Job Descriptions
- c. Financial Policies and Procedures including the Financial Code of Conduct

**E. Discuss and/or Approve 06CH7174/03 Budget Amendment \$300 – Van #803 Disposition**

**F. Discuss and/or Approve 2018 Community Assessment Update**

**G. Discuss and/or Approve Volunteer Updates**

**H. Discuss and/or Approve Wage Payment and Deduction Authorization Agreement**

**10. Discussion Items**

- A. Discuss Wave 1 CIRCLE Assessment Fall 2017 Data
- B. Discuss BOY Frog Street Assessment Fall 2017 Data
- C. Discuss School Readiness Performance Data – Circle Assessment
- D. Discuss School Readiness Performance Data – Frog Street

**11. Audience Comments**

**12. Executive Session**

**A. Training – Hiring and Terminations**

**Bernadette Harris**

**B. 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 a confidential nature.

**13. Required Action from Executive Session**

**14. Adjourn**