




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, October 23, 2018 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.*

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

 **Our Head Start Vision** – *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 26, 2018**
6. **Presentations**
  - A. Bloomberg Pre-K Academy Head Start Candie Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report October 2018
    - b. Credit Usage Report October 2018
    - c. CACFP Financial Report October 2018
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report October 2018
    - b. PIR October 2018
  - C. Executive Director Report Dan Boyd

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**8. Committee Reports**

A. Appoint Committee Member(s)

**9. Action Items**

A. 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
- 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

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

- a. Education
- b. Family and Community Engagement
- c. Mental Health-Disabilities
- d. Nutrition
- e. On-going Monitoring
- f. Staff Development – Training
- g. Strategic Plan

C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct

D. Discuss and/or Approve Personnel Policies and Procedures

E. Discuss and/or Approve Updated Volunteer Rates

**10. Discussion Items**

None

**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**