




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, October 22, 2019 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 24, 2019**
6. **Presentations**
 - A. Linden Head Start Carlin Johnson
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report October 2019
 - b. Credit Usage Report October 2019
 - c. CACFP Financial Report October 2019
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report October 2019
 - b. PIR October 2019
 - 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
- F. Discuss and/or Approve PC By-Laws
- G. Discuss and/or Approve Head Start Grant 06CH7174/05 moving \$17,920 from the Personnel Line Item to the Equipment Line Item
- H. Discuss and/or Approve Job Descriptions

10. Discussion Items

- A. Discuss Circle Assessment Wave 1 2019
- B. Discuss Frog Street Assessment Wave 1 2019

11. Audience Comments

12. Executive Session

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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