




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, October 27, 2020 9:00 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 22, 2020**
6. **Presentations**
  - A. Policy Council Question Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report October 2020
    - b. Credit Usage Report October 2020
    - c. CACFP Financial Report October 2020
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report October 2020
    - b. PIR October 2020
  - C. Executive Director Report Dan Boyd

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**8. Committee Reports**

- A. Appoint Committee Member(s)
- B. Committee Report
  - a. Community Assessment Committee Report

**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
  - a. #502 Remote Work (Formerly known as Telecommuting)
  - b. #601 Medical Leave
  - c. #602 Family Medical Leave
- E. Discuss and/or Approve Job Descriptions
  - a. Mental Health Advocate
  - b. Family Service Coordinator
  - c. Content Area Assistant
  - d. Head Start Project Coordinator

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F. Discuss and/or Approve Updated Volunteer Rates

G. Discuss and/or Approve 2021 Community Assessment Update

**10. Discussion Items**

None

**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 a confidential nature.

**13. Required Action from Executive Session**

**14. Adjourn**