




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, December 8, 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 October 27, 2020**
6. **Presentations**
 - A. Eligibility Final Rule Training Misty Van Hooser
 - B. 2021 Detailed Monitoring Questions Misty Van Hooser
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report November 2020
 - b. Credit Usage Report November 2020
 - c. CACFP Financial Report November 2020
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report November 2020
 - b. PIR November 2020
 - C. Executive Director Report Dan Boyd

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8. Committee Reports

- A. Appoint Committee Member(s)
 - a. Health Services Advisory Committee Meeting

9. Action Items

- A. Discuss and/or Approve Amendment to the ERSEA Operating Procedures – COVID-19
- B. Discuss and/or Approve Head Start Standard Operating Procedures – EHS Revision
- C. Discuss and/or Approve Head Start Standard Operating Manuals – EHS Revision
- D. Discuss and/or Approve Health Services Advisory Action Items
 - 1. Physical Form
 - 2. Head Start Enrollment Health History Form
 - 3. Early Head Start Health History Form
 - 4. Daily/Weekly/Monthly Duties
 - 5. Asthma Action Plan for Home and School
 - 6. Child Care Diabetes Medical Management Plan
 - 7. Seizure Action Plan
- E. Discuss and/or Approve Personnel Policy and Procedure Recruitment/Pre-Employment Requirements #183
- F. Discuss and/or Approve TB Survey Form #206
- G. Discuss and/or Approve Update Disability Waiver Request Grant# 06CH011282/02 – 2020-2021 School Year

10. Discussion Items

- A. Discuss Circle Assessment Wave 1 Fall 2020 Data
- B. Discuss CLASS Fall 2020 Data
- C. Discuss Data School Readiness Performance Fall 2020 Data
- D. Discuss Parent, Family and Community Engagement Goals Fall 2020 Progress
- E. Discuss Head Start Program Goals Fall 2020 Progress

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