




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, October 24, 2023 9:00 am
Linden Administrative Office
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, 2023**
6. **Presentations**
 - A. Robert's Rules of Order Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report October 2023
 - b. Credit Usage Report October 2023
 - c. CACFP Financial Report October 2023
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start/Early Head Start Report October 2023
 - b. Head Start/Early Head Start PIR October 2023
 - C. Executive Director Report Michelle Morehead

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8. Committee Reports

- A. Appoint Committee Member(s)
- B. Committee Report
 - a. Community Assessment Committee Report
 - b. Health Services Advisory Committee is scheduled for November 1, 2023
 - c. ERSEA Committee Meeting is scheduled for November 29, 2023
 - d. School Readiness Committee Meeting is scheduled for December 7, 2023

9. Action Items

- A. Discuss and/or Approve Head Start Standard Operating Procedures
- B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms
- C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct
- D. Discuss and/or Approve Personnel Policies and Procedures
 - 1. Including Update to Business Travel Expenses Personnel Policy #512
- E. Discuss and/or Approve Job Descriptions
- F. Discuss and/or Approve Updated Volunteer Rates
- G. Discuss and/or Approve 2024 Community Assessment Update
- H. Discuss and/or Approve November/December Meeting for Tuesday, December 12, 2023
- I. Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance
- J. Discuss and/or Approve Martavius Jones as the Policy Council Liaison to the Board

10. Discussion Items

- A. Discuss Fall 2023 Circle Assessment Data

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