



## 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 (Texas)**

*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 Mission**

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

- **Our Community Services Vision**

*To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*

- **Our Head Start Vision**

*To provide a system of education and encouragement which results in school-readiness for young children and their families*

- **Invocation**

# Board Meeting

Wednesday, June 5, 2024 @ 12:00 Noon

Linden Administrative Office

304 East Houston Street Linden, Texas 75563

*Cecelia Huff, Board Chairperson*

*Michelle Morehead, CCAP, NCRT, NCRI, Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Agenda 6/5/24 \*

## 4. Approval of Minutes 4/23/24 and Bylaws committee meeting minutes 5/9/24\*

## 5. Chairman's Comments and Recognitions

## 6. Training

Dynamic Duo Part I. Roles and Responsibilities presented by Michelle Morehead

## 7. Committee Reports and Information

- A. Planning & Evaluation – Committee met on 05/15/2024
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- Committee met on 05/09/2024

The Chair may make changes to committee rosters and/or develop new committees.

**\*\*Committees, other than Executive Committee, get named by the Board Chairperson**

## 8. Action Items

### A. Seat new board member(s), if any ☺

### B. Approve Consent Agenda ☺

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9) .....Bernie Yancey
- 5) Health Advisory Action Items
  - a. Devereux Early Childhood Assessment (DECA) – Social and Emotional Screener
- 6) ERSEA Committee Action Items
  - a. Child Plus Software – Database for Children and Staff information
  - b. Parent Powered Curriculum – Parenting Curriculum
  - c. Parent Family and Community Engagement Goals 2024-2025
- 7) Agency School Readiness Committee Action Items
  - a. School Readiness Goals 2024-2025
  - b. Frog Street Curriculum
  - c. Head Start - Speed Dial 4 – EHS – Ages and Stages Developmental Screener
  - d. Coaching Companion – CLASS and Coaching Platform

- 8) Strategic Planning Committee Action Items
  - a. Strategic Plan including the next 5 Year Goals
- 9) Updates in the HS/EHS Operating Manual and Policies
  - a. Nutrition
  - b. Education
- 10) Head Start/Early Head Start Spring Data 2024
  - a. Circle Assessment Spring 2024
  - b. CLASS Spring 2024
  - c. School Readiness Performance Data Spring 2024
  - d. Parent Family and Community Engagement Data Spring 2024
  - e. Program Goals Spring 2024

**C. Discuss/Approve** Head Start/Early Head Start 2.35 %COLA #06CH011282/05 - \$109,223/NFS \$27,306 – Total \$136,529

- 1. Head Start (\$103,161, Non-Federal Share - \$25,790)
- 2. Early Head Start (\$6,062 Non-Federal Share \$1,516)

**D. Discuss/Approve** Head Start/Early Head Start Continuation Grant #06CH011282/06 \$6,003,319 (\$4,757,017, \$45,638 T&TA, Non-Federal Share \$1,200,664, In-Direct Cost Pool \$420,680)

**E. Discuss/Approve** Governing Board By-Laws (O.S. 5.4)

**F. Discuss/Approve** Personnel Policies and Procedures

- 1. #405 Employment Termination
- 2. #522 Workplace Violence Prevention
- 3. #705 Policy Clarification – Dress Code

**G. Discuss/Approve** Community Needs Assessment (O.S. 3.1 – 3.5)

**H. Discuss/Approve** Board Resolution Account Closures

## 9. Staff Reports

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

## 10. Executive Director’s Report

### 11. Discussion Items

#### 1. Discuss June and July Meetings

### 12. Audience Comments

### 13. Executive Session

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and Section 551.074(1)(2) of the government codes

A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney’s advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality

B. Discussion with respect to the purchase, exchange, lease, or value or real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.

C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or

charges against such officer or employee, unless such officer or employee requests a public session.

D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

#### **14. Required Action from Executive Session**

#### **15. Adjourn Board Meeting**

\* Requires Board Vote

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