




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, May 28, 2024 9:00 am
Linden Administrative Office
304 East Houston Street
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 April 23, 2024**
6. **Presentations**
 - A. **Policy Council Question** **Bernadette Harris**
7. **Reports**
 - A. **Financial Report** **Shelley Mitchell**
 1. **Head Start Financial Report May 2024**
 2. **Early Head Start Report May 2024**
 3. **Credit Usage Report May 2024**
 4. **CACFP Financial Report May 2024**
 - B. **Head Start Director Report** **Bernadette Harris**
 1. **Head Start/Early Head Start Report May 2024**
 2. **Head Start/Early Head Start PIR May 2024**
 - C. **Executive Director Report** **Michelle Morehead**

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- 8. Committee Reports**
 - A. Appoint Committee Member(s)**
 - B. Health Services Advisory Committee Meeting (5/1/2024), ERSEA Committee Meeting (5/2/2024), School Readiness Committee Meeting (5/10/2024) and Strategic Planning Committee Meeting (5/15/2024) - Action Items to follow**
- 9. Action Items**
 - A. Discuss and/or Approve Head Start/Early Head Start 2.35 %COLA #06CH011282/05 \$109,223/NFS \$27,306 – Total \$136,529**
 - a. Head Start (\$103,161, Non-Federal Share - \$25,790)**
 - b. Early Head Start (\$6,062 Non-Federal Share \$1,516)**
 - B. Discuss and/or 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)**
 - C. Discuss and/or Approve Health Advisory Action Items**
 - a. Devereux Early Childhood Assessment (DECA) – Social and Emotional Screener**
 - D. Discuss and/or Approve 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**
 - E. Discuss and/or Approve 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**
 - F. Discuss and/or Approve Strategic Planning Committee Action Items**
 - a. Strategic Plan including the Program Goals 2024-2025**
 - G. Discuss and /or Approve HS/EHS Operating Manuals and Policies**
 - a. Nutrition**
 - b. Education**
 - H. Discuss and/or Approve Personnel Policies and Procedures**
 - a. \$405 Employment Termination**
 - b. #522 Workplace Violence Prevention**
 - c. #705 Policy Clarification – Dress Code**
- 10. Discussion Items**
 - A. Discuss CIRCLE Assessment Data Spring 2024**
 - B. Discuss School Readiness Performance Data Spring 2024**
 - C. Discuss PFCE Goals Progress Spring 2024**
 - D. Discuss Program Goals Progress Spring 2024**
 - E. Discuss CLASS Data Spring 2024**
 - F. Discuss June and July Meetings**

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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