

**COMMUNITY ACTION BOARD OF DIRECTORS MEETING**

393 Main Street, Greenfield, MA 01301

**Tuesday, September 21, 2021**

5:30pm to 8:30pm

	<b>Item:</b>	<b>CSBG/HS Org. Standard:</b>	<b>Presenter:</b>	<b>Time:</b>
	Call to Order & Quorum Confirmation		Charity Day	5:30pm
<b>1.</b>	<b>Consent Agenda (VOTE):</b>		Charity Day	5 minutes
	a. HS Policy Council Materials Packet	HS 1302.102 (d)(1)(i)		
	b. CAPV Board Minutes: June 17, 2021			
<b>2.</b>	<b>Head Start</b>			
	a. Parent Handbook Policy Changes (VOTE)		Anat Weisenfreund	10 minutes
	b. School Readiness Goals (VOTE)	HS1301.2(b)(2)	Gwen Hawk	20 minutes
<b>3.</b>	<b>HR</b>		Bernadette Bean	20 minutes
	a. 403(b) Update			
	b. Personnel Handbook Revisions (VOTE)	CSBG 7.1		
<b>4.</b>	<b>Planning &amp; Resource Development</b>		Becky Himlin	15 minutes
	a. CSBG Community Action Plan (VOTE)			
	b. CSBG Income Eligibility Change (VOTE)			
	<b>Break</b>			5 minutes
<b>5.</b>	<b>Fiscal</b>		Laura LaBounty	20 minutes
	a. CAPV FY22 Budget (VOTE)	CSBG 8.9		
	b. ED's Compensation (VOTE) (Executive Session)	CSBG 7.5		
	c. CSBG CAP Funds (VOTE)			
	d. CAPV Financials July 2021 (VOTE)	CSBG 8.7		
	e. CAE Harmon Financials July 2021 (VOTE)			
<b>6.</b>	<b>Executive Director</b>		Clare Higgins	20 minutes
	a. Report (VOTE)	CSBG 5.9		
	b. Office Space & Moves Update			
	c. DEI Update			
<b>7.</b>	<b>Board Self-Assessment</b>		Charity Day	10 minutes
<b>8.</b>	<b>Board Topics for Future Meetings</b>		Clare Higgins	10 minutes
<b>9.</b>	<b>Authorized Signatory Confirmation (VOTE)</b>		Clare Higgins	5 minutes
<b>10.</b>	<b>Board Vacancies - Update</b>	CSBG 5.1	Clare Higgins	5 minutes
<b>11.</b>	<b>Any New Business?</b>		Charity Day	5 minutes
	Close of Meeting (VOTE)		Charity Day	