



**Community Services of Northeast Texas, Inc.**



## 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

February 25, 2020 @ 12:00 Noon

304 E Houston, Linden, Texas 75563

*Ross Hyde, Board Chairman • Dan 'Lucky' Boyd, CCAP, NCRMT, 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 Minutes from 1/28/2020 ☪

## 4. Approval of Agenda ☪

## 5. Chairman's Comments and Recognitions

## 6. Training/Presentations

- A. Naples HS - Presentation
- B. Board Question – Berny Harris

## 7. Committee Reports and Information

- A. Planning & Evaluation – No current report required
- B. Personnel – No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – No Current report required
- F. By Laws- no meeting report at this time

Board Members received a current copy of CSNT By-laws according to Org. Std. 5.4 on 1-28-2020

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

## 8. Action Items

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

### B. Approve Consent Agenda ☪

- 1) Community Services Report (OS 5.9)
- 2) Human Resources Report (OS 5.9)
- 3) Head Start and PIR Report (OS 5.9)
- 4) Service Department Report and Transportation Report (OS 5.9)
- 5) VSN Report (OS 5.9)
- 6) TBRA Report (OS 5.9)

### C. Discuss/Approve – Self-Assessment Results 2020

## 9. Staff Reports

- A. Financial Report ..... (OS 8.7).....Shelley Mitchell

## 10. Executive Director's Report

## **11. Discussion Items**

- 1) Circle Assessment Data Winter 2020**
- 2) Frog Street Assessment Data Winter 2020**
- 3) School Readiness Performance Data Winter 2020**
- 4) Progress on Head Start Program Goals 2019-2020**
- 5) Progress on Parent, Family and Community Engagement 2019-2020**
- 6) School District Partnerships**

## **12. Audience Comments**

## **13. Executive Session**

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 of 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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Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
January 28, 2020 - 12:00 Noon  
109 N. Main Street, Linden, Texas 75563

**Board Members Present**

Christophe Trahan  
*Representing Linden Economic Development Corporation, Private Sector*

Donna Early, Treasurer  
*Representing Cass County Judge Becky Wilbanks, Public Sector*

Dr. Arcolia Jenkins, Vice Chairman  
*Representing Creating Opportunities in Marion County, Private Sector*

Rumy Gates  
*Representing WoodForest Bank, Private Sector*

Brenda Swisher, Secretary  
*Representing Cass County Mayor Clarence Burns, Public Sector*

Shelby Ebarb – was seated 6/25/19  
*Representing Linden-Kildare CISD, Private Sector*

**Board Members Absent**

Judge Doug Reeder  
*Morris County Judge, Public Sector*

Ross Hyde, Chairman  
*Representing State Representative, Gary VanDeaver, Public Sector*

Denise Hill  
*Representing Head Start Liaison, Poverty Sector*

## **CALL TO ORDER**

Arcolia Jenkins, Vice-Chairman, called the meeting to order at 12:40 p.m.

Quorum: established by Arcolia Jenkins, Vice-Chairman, 6 of 9 members present.

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## **MINUTES**

Motion: Donna Early, Treasurer moved to approve the December 10, 2019 minutes.

Second: Rummy Gates

All in favor voted aye, none opposed, the motion carried unanimously

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## **AGENDA**

Motion: Christophe Trahan, Parliamentarian moved to accept the agenda

Second: Shelby Ebarb

All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

Vice-Chairman Arcolia Jenkins announced Ms. Shirley Partridge is resigning her volunteer work at East Texas Enrichment Center (ETEC). Ms. Jenkins will be sitting in for the position until someone else comes forward.

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## **TRAINING / PRESENTATIONS**

- A. Presentation: Samantha Moores presented a video of Classroom work from Linden Head Start
- B. Board Question of the Month – Presented by Berny Harris

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## **COMMITTEE REPORTS**

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc., No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – No Current report required
- F. By Laws – Each Board member received a current copy of CSNT By-Laws according to Org. Std. 5.4 and signed an Acknowledgement of receipt.

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

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**Action Items**

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**A. Seat New Board Member(s)**

Did not seat a board member, however, Leona Bryant with the NA program will be able to be seated at the February meeting should she have all requirements met for the Poverty Sector.

**B. Approve Consent Agenda**

1. Human Resources Report (Org. Std. 5.9)
2. Head Start Report (Org. Std. 5.9)
3. Community Services Reports (Org. Std.5.9)
4. Service and Transportation Reports (Org. Std. 5.9)
5. VSN Report (Org. Std. 5.9)
6. TBRA Report (Org. Std. 5.9)

Motion: Arcolia Jenkins, Vice-Chairman moved to accept the Consent Agenda  
Second: Brenda Swisher, Secretary

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

All in favor voted aye, none opposed, the motion carried unanimously.

**C. Discuss/Approve**–Board members signed Acknowledgement of receipt of ByLaws Org. Std. 5.4 No Action required.

**D. Discuss/Approve** – Board members signed Acknowledgement of obtaining orientation within six months of be seated. Org. Std. 5.4  
No Action Required

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**STAFF REPORTS**

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**A. Financial Report** – Prepared and presented by Shelley Mitchell

The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position. (OS 8.7)

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**EXECUTIVE DIRECTOR'S REPORT**

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- 1) Discussed \$50K for Youth Program
- 2) Announced Joe Martinez passing, the first Executive Director met 27 years ago
- 3) Shared stories of the Puerto Rico Conference and Community Services done
- 4) Discussed move of Executive Staff to Kaufman Building

5) Discussed date Agency Audit

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**DISCUSSION ITEMS**

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- 1) Detailed Monitoring Results
- 2) Head Start Progress on Program Goals 2019-2020
- 3) Progress on Parent, Family, and Community Engagement 2019-2020

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**AUDIENCE COMMENTS**

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None

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**EXECUTIVE SESSION**

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None

- 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.

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**ADJOURN**

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Motion made to adjourn the meeting by Christophe Trahan, Parliamentarian and second by Donna Early, Treasurer at 1:45 pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2020  
(Board Secretary) (Date)

# Board Minutes Organizational Standards Checklist:

## Organizational Standard 1.1

Number of low-income persons participating: One

Is Policy Council represented?  Yes  No

Is the Policy Council representative low-income?  Yes  No

Is there an attorney on the board?  Yes  No

Is a contract in place for an attorney: Yes  No

Is there an early child expert on the board?  Yes  No

Is there a finance expert on the board?  Yes  No

Were minutes submitted from advisory groups?  Yes  No

Were minutes submitted from committee meetings?  Yes  No

Were any of the following discussed during the meeting?

Recruitment documents Yes  No

Solicitation materials  Yes  No

Final board membership list  Yes  No

Did a low-income person participate in the development of services? Yes  No

Did a low-income person participate in the provision of services? Yes  No

Did a low-income person participate in the needs assessment process? Yes  No

## Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes  No

## Organizational Standard 5.1

Is the Board structured in compliance with the CSBG Act? Yes

Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community = One

(must be at least 4) Yes  No

Total number of local elected officials = Four

(must be exactly 4)  Yes  No

Total number of members from major groups and interests in the community = Four

(must be 4 or less)  Yes  No

## Organizational Standard 5.2

Does the Board have written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community?  Yes  No

Where is it? ByLaws – Article V – Section 3



### **Organizational Standard 5.3**

The organization's bylaws have been reviewed by an attorney within the past five years.  Yes  No Date: 7.22.16

### **Organization Standard 5.4**

The organization documents that each governing board member has received a copy of the bylaws within the past two years.  Yes  No Date 12.10.19

### **Organizational Standard 5.8**

Governing board members have been provided with training on their duties and responsibilities within the past two years.  Yes  No Date: 4.23.19

### **Organizational Standard 5.9**

The organization's governing board receives programmatic reports at each regular board meeting.  Jan  Feb  Mar  Apr  May  June  July  Aug  Sept  Oct  Nov  Dec

### **Organizational Standard 6.1**

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years.  Yes  No Date: 5.25.16

### **Organizational Standard 7.1**

**The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.**  
 Yes  No Date: 10.22.19

### **Organizational Standard 7.2**

**The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.**  
 Yes  No Date: 10.22.19

### **Organizational Standard 7.3**

The organizational has written job descriptions for all positions, which have been updated with the past five years.  Yes  No Date: 10.22.19

### **Organizational Standard 7.4**

Performance appraisal of Executive Director  Yes  No Date: 6.25.19

**Organizational Standard 7.5**

Reviews and approves Executive Director Salary  Yes  No Date: 6.25.19

**Organizational Standard 7.6**

The organization has a policy in place for regular written evaluation of employees by their supervisors.  Yes  No Date: 10.22.19

**Organizational Standard 7.7**

The Organization has a whistleblower policy that has been approved by the governing board.  Yes  No Date: 10.22.19

**Organizational Standard 7.8**

**All staff participate in a new employee orientation within 60 days of hire.**

Yes  No Date: 10.22.19

**Organizational Standard 7.9**

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. ROMA Training for 12 staff  Yes September 5, 2019

**Organizational Standard 8.1**

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit.  Yes Date

**Organizational Standard 8.2**

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.  
 Yes Date

**Organizational Standard 8.3**

The organization's auditor presents the audit to the governing board.  
 Yes Date

**Organizational Standard 8.4**

The governing board formally receives and accepts the audit.  
 Yes Date

**Organizational Standard 8.5**

The organization has solicited bids for its audit within the past five (5) years.

Yes    Year

**Organizational Standard 8.6**

The IRS Form 990 is completed annually and made available to the governing board for review.  Yes    Date

**Organizational Standard 8.7**

The governing board receives financial reports at each regular meeting that include the following: 1) Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2) Balance sheet/statement of financial position.

- Jan     April     July     October
- Feb     May     Aug     November
- Mar     June     Sept     December

# FACTS

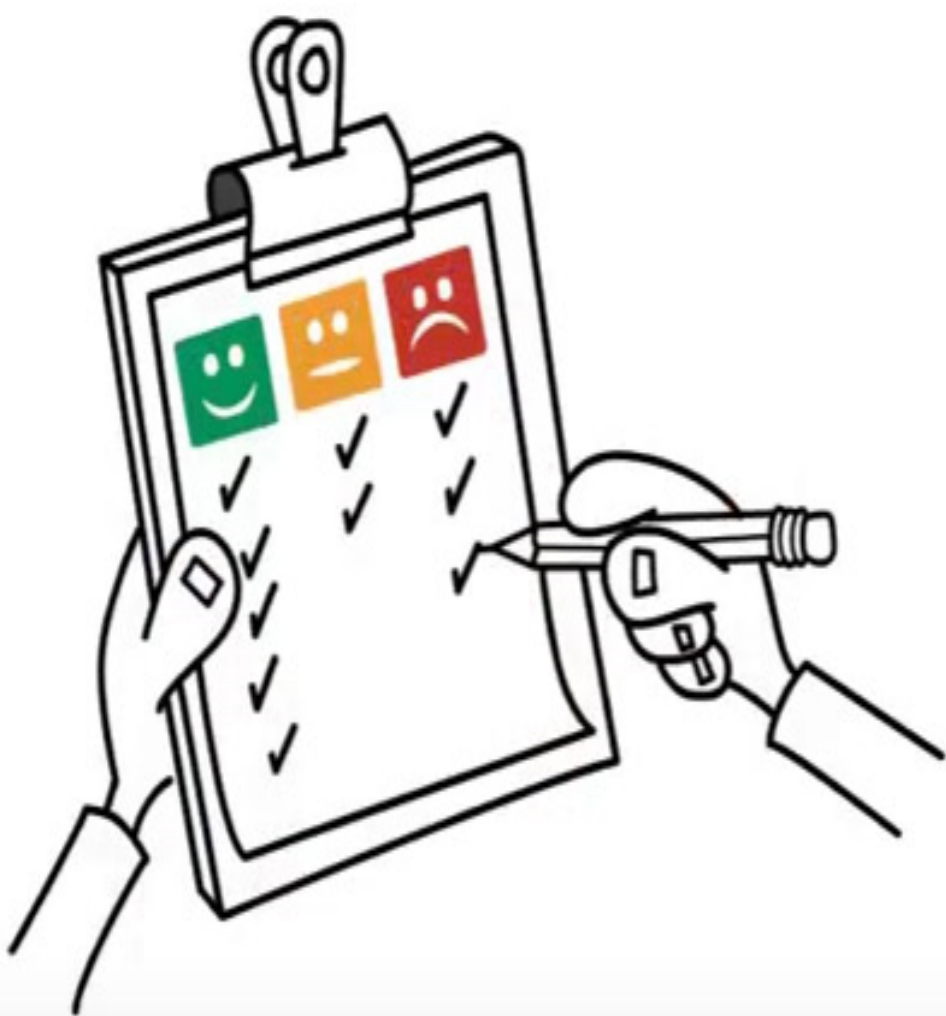
## About Head Start Self-Assessment

### WHAT IS THE HEAD START SELF-ASSESSMENT?



Self-assessment uses data from ongoing monitoring to evaluate the program's progress towards meeting goals, compliance with Head Start Program Performance Standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness.

### WHY DO WE COMPLETE A SELF-ASSESSMENT?



The annual self-assessment provides Head Start programs with a mechanism for ensuring programs are doing the right things. It also gives programs a chance to identify and make necessary course corrections. Self-assessment requirements are addressed in achieving program goals, 45 CFR §1302.102(b)(2). This section describes self-assessment as a process for using data to monitor progress toward program goals, compliance with the Head Start Program Performance Standards (HSPPS), and effectiveness in promoting school readiness.

# FACTS

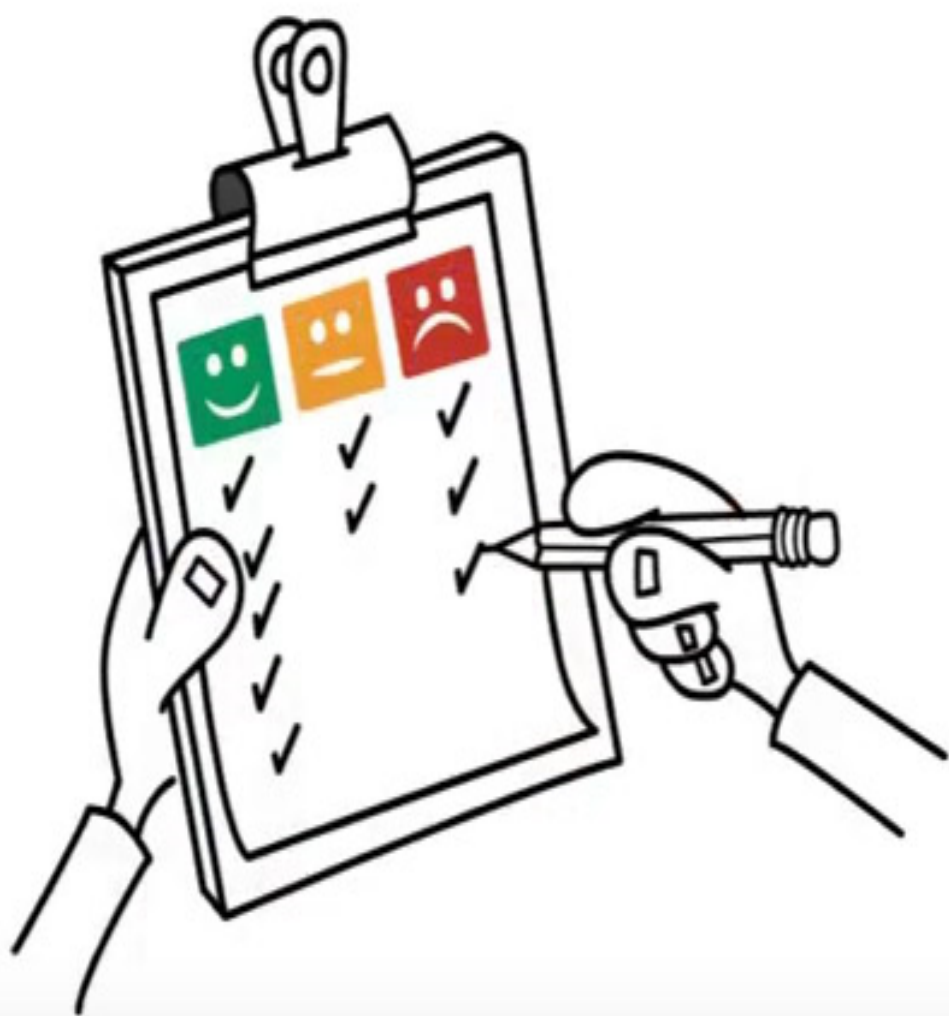
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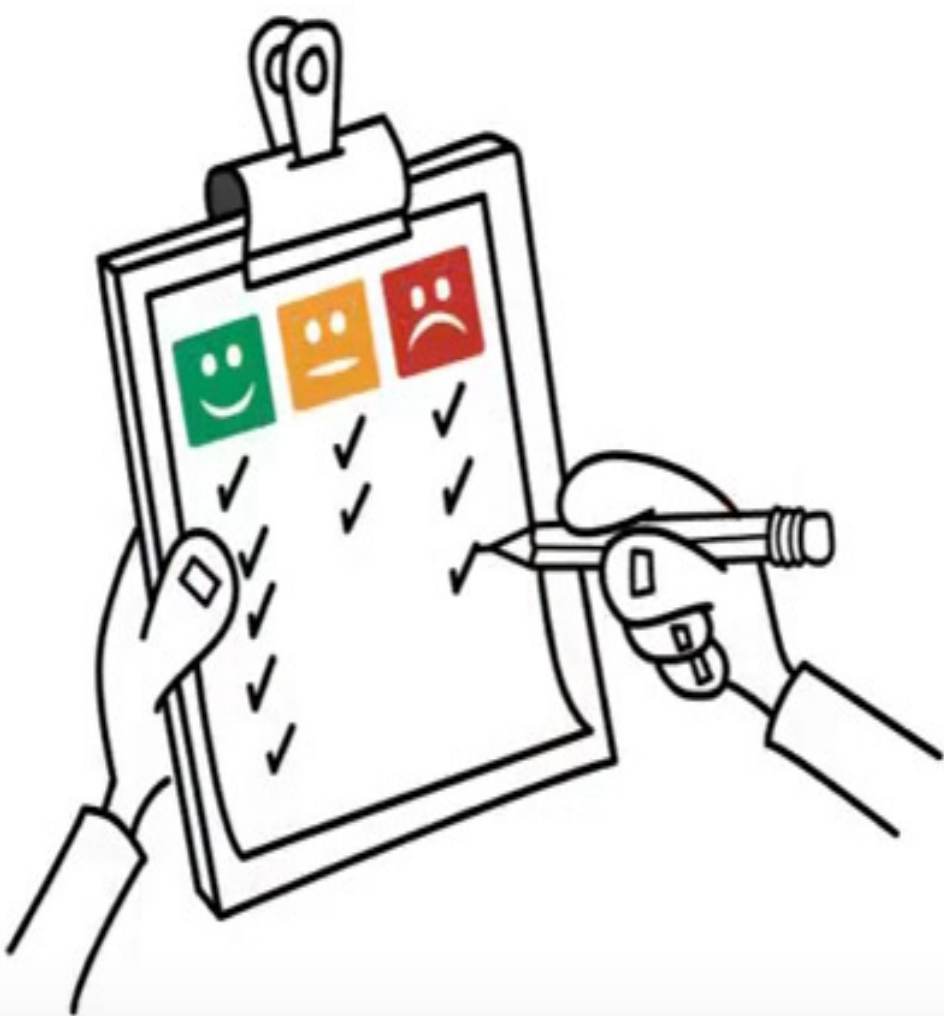
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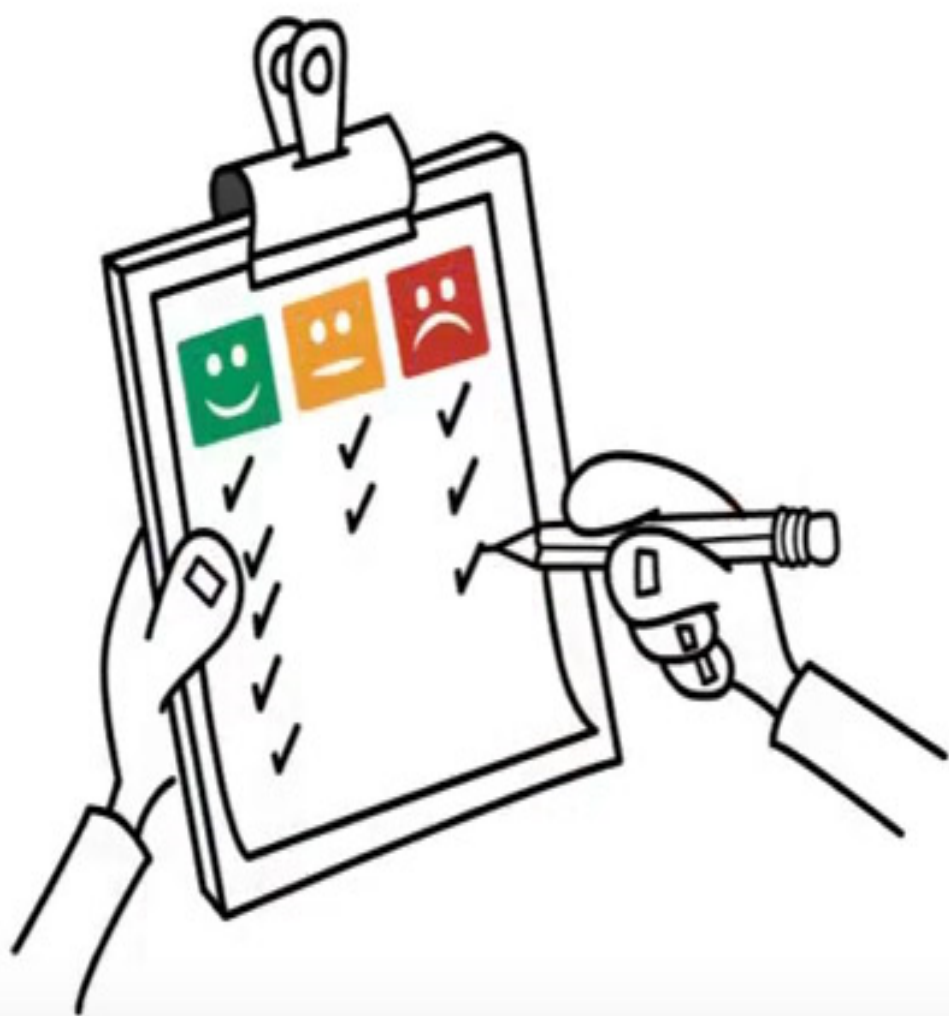
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# 2020 County Service Report

<b>Bowie County</b>	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$28,381.29												\$ 28,381.29
Total Individuals Served by CSBG TOP and CEAP	280												280
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	35												35
Vet Services Now \$	\$ 4,178.00												\$ 4,178.00
Total Individuals Served by TBRA	7												7
Tenant Based Rental Assistance \$	\$ 5,143.00												\$ 5,143.00
Total Individuals Served	322												322

<b>Camp County</b>	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 84,242.73												\$ 84,242.73
Total Individuals Served by CSBG TOP and CEAP	52												52
Non CSBG and CEAP Total \$	\$ 353.89												\$ 353.89
Total Individuals Served by Non CSBG TOP and CEAP	11												11
Total Individuals Served by Food Bank	3												3
Total Individuals Served with Donated Goods	4												4
Total Veterans Served by VSN	2												2
Vet Services Now \$	\$ 149.41												\$ 149.41
Total Individuals Served by TBRA	1												1
Tenant Based Rental Assistance \$	\$ 121.00												\$ 121.00
Total Individuals Served	73												73

<b>Cass County</b>	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 25,644.84												\$ 25,644.84
Total Individuals Served by CSBG TOP and CEAP	283												283
Non CSBG and CEAP Total \$	\$ 8,268.76												\$ 8,268.76
Total Individuals Served by Non CSBG TOP and CEAP	22												22
Total Individuals Served by Food Bank	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	13												13
Vet Services Now \$	\$ 5,084.76												\$ 5,084.76
Total Individuals Served by TBRA	9												9
Tenant Based Rental Assistance \$	\$ 3,184.00												\$ 3,184.00
Total Individuals Served	327												327

# 2020 County Service Report

Marion County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 14,617.19												\$ 14,617.19
Total Individuals Served by CSBG TOP and CEAP	108												108
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	0												0
Total Individuals Served by Food Bank	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	0												\$ -
Vet Services Now \$	\$ -												0
Total Individuals Served by TBRA	0												\$ -
Tenant Based Rental Assistance \$	\$ -												\$ -
Total Individuals Served	108												108

Morris County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 6,610.37												\$ 6,610.37
Total Individuals Served by CSBG TOP and CEAP	45												45
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	6												6
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	4												4
Vet Services Now \$	\$ 22.51												\$ 22.51
Total Individuals Served by TBRA	6												6
Tenant Based Rental Assistance \$	\$ 1,953.00												\$ 1,953.00
Total Individuals Served	61												61

Franklin County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 1,535.61												\$ 1,535.61
Total Individuals Served by CSBG TOP and CEAP	9												9
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	0												0
Vet Services Now \$	\$ -												\$ -
Total Individuals Served by TBRA	0												0
Tenant Based Rental Assistance \$	\$ -												\$ -
Total Individuals Served	9												9

# 2020 County Service Report

Titus County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 11,360.16												\$ 11,360.16
Total Individuals Served by CSBG TOP and CEAP	79												79
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	16												16
Vet Services Now \$	\$ 1,028.62												\$ 1,028.62
Total Individuals Served by TBRA	2												2
Tenant Based Rental Assistance \$	\$ 578.00												\$ 578.00
Total Individuals Served	97												97

Red River County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 2,612.54												\$ 2,612.54
Total Individuals Served by CSBG TOP and CEAP	10												10
Non CSBG and CEAP Total \$	\$ 154.58												\$ 154.58
Total Individuals Served by Non CSBG TOP and CEAP	1												1
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	1												1
Vet Services Now \$	\$ 34.41												\$ 34.41
Total Individuals Served by TBRA	0												0
Tenant Based Rental Assistance \$	\$ -												\$ -
Total Individuals Served	12												12

Lamar County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 13,599.04												\$ 13,599.04
Total Individuals Served by CSBG TOP and CEAP	104												104
Non CSBG and CEAP Total \$	\$ 1,228.41												\$ 1,228.41
Total Individuals Served by Non CSBG TOP and CEAP	2												2
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	3												3
Vet Services Now \$	\$ 382.54												\$ 382.54
Total Individuals Served by TBRA	1												1
Tenant Based Rental Assistance \$	282												\$ 282.00
Total Individuals Served	110												110

# 2020 County Service Report

Delta County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 1,754.35												\$ 1,754.35
Total Individuals Served by CSBG TOP and CEAP	4												4
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	0												0
Vet Services Now \$	\$ -												\$ -
Total Individuals Served by TBRA	0												0
Tenant Based Rental Assistance \$	\$ -												\$ -
Total Individuals Served	4												4

Hopkins County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 9,763.06												\$ 9,763.06
Total Individuals Served by CSBG TOP and CEAP	25												25
Non CSBG and CEAP Total \$	\$ 1,553.17												\$ 1,553.17
Total Individuals Served by Non CSBG TOP and CEAP	7												7
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	0												0
Vet Services Now \$	0												\$ -
Total Individuals Served by TBRA	0												0
Tenant Based Rental Assistance \$	0												\$ -
Total Individuals Served	32												32

Rains County	January	February	March	April	May	June	July	August	September	October	November	December	YTD
CSBG TOP and CEAP Total \$	\$ 1,005.47												\$ 1,005.47
Total Individuals Served by CSBG TOP and CEAP	6												6
Non CSBG and CEAP Total \$	\$ -												\$ -
Total Individuals Served by Non CSBG TOP and CEAP	0												0
Total Individuals Served with Donated Goods	0												0
Total Veterans Served by VSN	0												0
Vet Services Now \$	0												0
Total Individuals Served by TBRA	0												0
Tenant Based Rental Assistance \$	0												0
Total Individuals Served	6												6
All Counties Total	1161												1161

**NOTE:**

CSBG: *Community Service Block Grant*  
 TOP: *Transitioning Out of Poverty*  
 CEAP: *Comprehensive Energy Assistance Program*  
 TBRA: *Temporary Based Rental Assistance Program*  
 VSN: *Vet Services Now*

<b>CSBG Performance Report - Module 2. Section B. CSBG Eligible Entity Capacity Building</b>				
<b>PART I. SUBRECIPIENT INFORMATION</b>				
Program:	Community Services Block Grant		Year:	2020
Subrecipient:	Community Services of Northeast Texas, Inc.		Vendor ID:	17512320809
Contract Number:	61200003216		Report Date:	Jan-20
Contract Term:	01/01/2020 - 12/31/2020		Report Type:	Monthly
Contract Amount:	\$62,081.00		CFDA #:	93.569
<b>2. HOURS OF AGENCY CAPACITY BUILDING (E.G. TRAINING, PLANNING, ASSESSMENT)</b>				
		Hours		
		Monthly	Adjusted	Cumulative
a.	Hours of Board Members in capacity building activities	10	0	10
b.	Hours of Agency Staff in capacity building activities	14	0	14
<b>3. VOLUNTEER HOURS OF AGENCY CAPACITY BUILDING (E.G. PROGRAM SUPPORT, SERVICE DELIVERY, FUNDRAISING)</b>				
		Hours		
		Monthly	Adjusted	Cumulative

a.	Total number of volunteer hours donated to the agency	373	0	373
	1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	323	0	323

4. THE NUMBER OF STAFF WHO HOLD CERTIFICATIONS THAT INCREASE AGENCY CAPACITY TO ACHIEVE FAMILY AND COMMUNITY OUTCOMES, AS MEASURED BY ONE OR MORE OF THE FOLLOWING

		Number		
		Monthly	Adjusted	Cumulative
a.	Number of Nationally Certified ROMA Trainers	0	0	0
b.	Number of Nationally Certified ROMA Implementers	0	0	0
c.	Number of Certified Community Action Professionals (CCAP)	0	0	0
d.	Number of Staff with a child development certification	0	0	0
e.	Number of Staff with a family development certification	0	0	0
f.	Number of Pathways Reviewers	0	0	0
g.	Number of Staff with Home Energy Professional Certifications	0	0	0
	1. Number of Energy Auditors	0	0	0
	2. Number of Retrofit Installer Technicians	0	0	0

	3. Number of Crew Leaders	0	0	0
	4. Number of Quality Control Inspectors (QCI)	0	0	0
h.	Number of LEED Risk Certified assessors	0	0	0
i.	Number of Building Performance Institute (BPI) certified professionals	0	0	0
j.	Number of Classroom Assessment Scoring System (CLASS) certified professionals	0	0	0
k.	Number of Certified Housing Quality Standards (HQS) Inspectors	0	0	0
l.	Number of American Institute of Certified Planners (AICP)	0	0	0
5. NUMBER OF ORGANIZATIONS, BOTH PUBLIC AND PRIVATE, THAT THE CSBG ELIGIBLE ENTITY ACTIVELY WORKS WITH TO EXPAND RESOURCES AND OPPORTUNITIES IN ORDER TO ACHIEVE FAMILY AND COMMUNITY OUTCOMES				
		Unduplicated Number of Organizations		
		Monthly	Adjusted	Cumulative
a.	Non-Profit	14	0	14
b.	Faith Based	6	0	6
c.	Local Government	2	0	2
d.	State Government	3	0	3
e.	Federal Government	1	0	1
f.	For-Profit Business or Corporation	0	0	0
g.	Consortiums/Collaborations	3	0	3
h.	School Districts	14	0	14



i.	Institutions of Post-Secondary Education/Training	4	0	4
j.	Financial/Banking Institutions	3	0	3
k.	Health Service Organizations	7	0	7
l.	Statewide Associations or Collaborations	2	0	2

1. EMPLOYMENT INDICATORS (FNPI 1)								
		I.) Number of Participants Served in Program(s)			II.) Target	III.) Actual Results		
		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative
a.	The number of unemployed youth who obtained employment to gain skills or income.	0	0	0	0	0	0	0
b.	The number of unemployed adults who obtained employment (up to a living wage).	0	0	0	0	0	0	0
c.	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0	0	0	0	0	0	0
d.	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	0	0	0	0	0	0	0
e.	The number of unemployed adults who obtained employment (with a living wage or higher).	0	0	0	0	0	0	0
f.	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0	0	0	0	0	0	0

g.	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0	0	0	0	0	0	0
h.	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0	0	0	0	0	0	0
	1. Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.	0	0	0	0	0	0	0
	2. Of the above, the number of employed participants who increased income from employment through hours worked increase.	0	0	0	0	0	0	0
	3. Of the above, the number of employed participants who increased benefits related to employment.	0	0	0	0	0	0	0
2. EDUCATION AND COGNITIVE DEVELOPMENT (FNPI 2)								
		I.) Number of Participants Served in Program(s)			II.) Target	III.) Actual Results		
		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative
a.	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0	0	0	0	0	0	0
b.	The number of children (0 to 5) who demonstrated skills for school readiness.	0	0	0	0	0	0	0
c.	The number of children and youth who demonstrated improved positive	0	0	0		0	0	0

	approaches toward learning, including improved attention skills.							
	1. Early Childhood Education (ages 0-5)	0	0	0	0	0	0	0
	2. 1st grade-8th grade	0	0	0	0	0	0	0
	3. 9th grade-12th grade	0	0	0	0	0	0	0
d.	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).	0	0	0		0	0	0
	1. Early Childhood Education (ages 0-5)	0	0	0	0	0	0	0
	2. 1st grade-8th grade	0	0	0	0	0	0	0
	3. 9th grade-12th grade	0	0	0	0	0	0	0
e.	The number of parents/caregivers who improved their home environments.	0	0	0	0	0	0	0
f.	The number of adults who demonstrated improved basic education.	0	0	0	0	0	0	0
g.	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	0	0	0	0	0	0
h.	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0	0	0	0	0	0	0
i.	The number of individuals who obtained an Associate's degree.	0	0	0	0	0	0	0
j.	The number of individuals who obtained a Bachelor's degree.	0	0	0	0	0	0	0
3. INCOME AND ASSET BUILDING (FNPI 3)								
		I.) Number of Participants Served in Program(s)			II.) Target		III.) Actual Results	

		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative
a.	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	0	0	0	0	0	0	0
b.	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	0	0	0	0	0	0
c.	The number of individuals who opened a savings account or IDA.	0	0	0	0	0	0	0
d.	The number of individuals who increased their savings.	0	0	0	0	0	0	0
e.	The number of individuals who used their savings to purchase an asset.	0	0	0	0	0	0	0
	1. Of the above, the number of individuals who purchased a home.	0	0	0	0	0	0	0
f.	The number of individuals who improved their credit scores.	0	0	0	0	0	0	0
g.	The number of individuals who increased their net worth.	0	0	0	0	0	0	0
h.	The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	0	0	0	0	0	0
4. HOUSING (FNPI 4)								
		I.) Number of Participants Served in Program(s)			II.) Target	III.) Actual Results		
		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative

a.	The number of households experiencing homelessness who obtained safe temporary shelter.	0	0	0	0	0	0	0
b.	The number of households who obtained safe and affordable housing.	0	0	0	0	0	0	0
c.	The number of households who maintained safe and affordable housing for 90 days.	0	0	0	0	0	0	0
d.	The number of households who maintained safe and affordable housing for 180 days.	0	0	0	0	0	0	0
e.	The number of households who avoided eviction.	0	0	0	0	0	0	0
f.	The number of households who avoided foreclosure.	0	0	0	0	0	0	0
g.	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).	0	0	0	0	0	0	0
h.	The number of households with improved energy efficiency and/or energy burden reduction in their homes.	0	0	0	0	0	0	0
5. HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT (FNPI 5)								
		I.) Number of Participants Served in Program(s)			II.) Target	III.) Actual Results		
		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative
a.	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0	0	0	0	0	0

b.	The number of individuals who demonstrated improved physical health and well-being.	0	0	0	0	0	0	0
c.	The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	0	0	0	0	0
d.	The number of individuals who improved skills related to the adult role of parents/caregivers.	0	0	0	0	0	0	0
e.	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	0	0	0	0	0
f.	The number of seniors (65+) who maintained an independent living situation.	0	0	0	0	0	0	0
g.	The number of individuals with disabilities who maintained an independent living situation.	0	0	0	0	0	0	0
h.	The number of individuals with chronic illness who maintained an independent living situation.	0	0	0	0	0	0	0
i.	The number of individuals with no recidivating event for six months.	0	0	0		0	0	0
	1. Youth (ages 14-17)	0	0	0	0	0	0	0
	2. Adults (ages 18+)	0	0	0	0	0	0	0
6. CIVIC ENGAGEMENT AND COMMUNITY INVOLVEMENT INDICATORS (FNPI 6)								
		I.) Number of Participants Served in Program(s)			II.) Target	III.) Actual Results		
		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative

a.	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	0	0	0	0	0	0	0
	1. Of the above, the number of Community Action program participants who improved their leadership skills.	0	0	0	0	0	0	0
	2. Of the above, the number of Community Action program participants who improved their social networks.	0	0	0	0	0	0	0
	3. Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0	0	0	0	0	0	0
7. OUTCOMES ACROSS MULTIPLE DOMAINS (FNPI 7)								
		I.) Number of Participants Served in Program(s)			II.) Target	III.) Actual Results		
		(#)			(#)	(#)		
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative
a.	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	0	0	0	0	0	0	0



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 121 as of 2/17/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	107	96	2	9	2 terms
CSBG/CEAP	14	12	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 11/24/19 to 12/7/19 Hours worked by Subs	8.00	14.50	22.50	Unfilled Positions 2
CSBG/CEAP Staff	107.25	42.00	149.25	Unfilled Positions 3
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost: <input type="text"/>		Requiring medical attention: <input type="text"/>		
Head Start Staff Pay Period 12/8/19 to 12/21/19 Hours worked by Subs	394.00	112.25	506.25	Unfilled Positions 2
CSBG/CEAP Staff	72.75	79.95	152.70	Unfilled Positions 3
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost: <input type="text" value="0"/>		Requiring medical attention: <input type="text"/>		
<b>Total Hours Absent Both Pay Periods</b>	<b>582.00</b>	<b>248.70</b>		

LWOP Savings	\$ 3,233.10	\$ 13.00	248.70	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 2,585.59	\$ 8.15	317.25	\$8.15 average hourly sub rate
Savings for both periods	\$ 647.51			

Change in Potential Liability with Leave Earned and Used \$ 3,653.65



# CSNT Head Start Monthly Report

Program Year 01 2020 06CH011282/01 2020

CSNT HS Report  
Revised 2/21/17

## Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516										
# additional students (partnerships)	9	11										
% with Special Needs	6%	7%										
ADA Funded Enrolled* (516)	516	516										
Enrollment (w/additional students)	525	527										
Present/ Absent	476/49	477/50										
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$965,823 \$711,175 \$254,648 74% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$254,648</b>	\$ 122,595	\$ 132,053										

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>10%</b>	\$ 37,765	\$ 98,536										

## Meals/Reimbursements

\$27,224	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	18										
# of meals served	5,496	6,924										
CACFP Reimbursement	\$ 12,081	\$ 15,143										

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	195	195										
# Classrooms Observed	42	47										
Incomes Verified	15	6										
# Parents Interviewed	20	4										
# of Staff interviewed	0	18										
# Bus Routes Observed	3	1										
# Staff Files Reviewed	5	0										
# Community Contacts	11	68										
# of Findings Corrected	38	22										

## Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 0/00/00

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	3										
# findings corrected	2	0										
# findings remaining	0	3										

## Annual Detailed Monitoring Findings

Week of 1/17/2020 Completed 0/00/00

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	9										
# findings corrected	7	2										
# findings remaining	0	7										

## Program Updates

Preparing for Spring Activities  
IM-HS-20-01 Inclusion of Children with Disabilities  
PI-HS-20-01 Head Start Service Duration

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2019-2020		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	516	100%
Section: b. Funded Enrollment by Program Option		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Section: c. Detail - Center-based Funded Enrollment		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
Section: d. Total Cumulative Enrollment		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	576	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	258	44.79% of cumulative enrollment
Four Years Old	318	55.21% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
Section: f. Homelessness Services		
Total Number of children experiencing homelessness that were served during the enrollment year	39	6.77% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	20	3.47% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	161	27.95% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	98	17.01% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	478	82.99% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	3	0.52% of cumulative enrollment
Asian	6	1.04% of cumulative enrollment
Black or African American	276	47.92% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.17% of cumulative enrollment
White	183	31.77% of cumulative enrollment
Biracial or Multi-Racial	61	10.59% of cumulative enrollment

Other Race	46	7.99% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

#### Section: k. Language

English	526	91.32% of cumulative enrollment
Spanish	47	8.16% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	3	0.52% of cumulative enrollment

#### Section: l. Health Services

Children With Health Insurance At Start of Enrollment	548	63.54% of cumulative enrollment
Children With Health Insurance At End of Enrollment	366	63.54% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	538	93.4% of cumulative enrollment
Children With A Medical Home At End of Enrollment	227	39.41% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	565	98.09% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	539	93.58% of cumulative enrollment
Children with a dental home at start of enrollment	524	90.97% of cumulative enrollment
Children with a dental home at end of enrollment	227	39.41% of cumulative enrollment

#### Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	35	6.08% of cumulative enrollment
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#### Section: n. Family Services

Total Number of Families	539	100% of total families
Families Who Received at Least One Family Service	327	60.67% of total families

#### Section: o. Specific Services

Emergency or Crisis Intervention	18	3.34% of total families
Housing Assistance	13	2.41% of total families
Mental Health Services	2	0.37% of total families
English as a Second Language (ESL) Training	11	2.04% of total families
Adult Education	47	8.72% of total families
Job Training	13	2.41% of total families
Substance Abuse Prevention	2	0.37% of total families
Substance Abuse Treatment	1	0.19% of total families
Child Abuse and Neglect Services	5	0.93% of total families
Domestic Violence Services	2	0.37% of total families
Child Support Assistance	6	1.11% of total families
Health Education	276	51.21% of total families
Assistance to Families of Incarcerated Individuals	2	0.37% of total families
Parenting Education	278	51.58% of total families
Relationship or Marriage Education	7	1.3% of total families

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U.S. Department of Health & Human Services & Administration for Children & Families



# OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-01	2. Issuance Date: 01/22/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start and Early Head Start; Children with Disabilities; Inclusion	

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies

**SUBJECT:** Inclusion of Children with Disabilities

**ABSTRACT:**

This Information Memorandum (IM) highlights requirements in the Head Start Program Performance Standards (HSPPS) related to the inclusion of children with disabilities and delays. It includes a list of free resources for grantees' use in implementation efforts.

**BACKGROUND:**

Head Start and Early Head Start programs are required to ensure that at least 10% of enrollment slots are occupied by children with disabilities. In fact, Head Start's founders and early pioneers recognized that both children with and without disabilities would benefit from participating together in the same classrooms. Since 1972, over 3 million children with disabilities have fully participated in Head Start.

The 2016 HSPPS provide additional specificity regarding the inclusion of children with disabilities within Head Start and Early Head Start programs. Additionally, at [45 CFR §§1302.62](#) and [1302.60](#), the HSPPS explicitly require that every effort be made to include and provide services to children identified with delays or suspected delays, even if they are not eligible for services under Individuals with Disabilities Education Act (IDEA).

Section [640\(d\)\(1\)](#) of the Head Start Act defines the term "child with a disability" as:

- A child with a disability, as defined in section 602(3) of IDEA
- An infant or toddler with a disability, as defined in section 632(5) of such Act

**INFORMATION**

Grantees often have questions regarding the requirement that 10% of slots be occupied by children with disabilities. The following information reminds grantees of specific HSPPS requirements for services to children with disabilities.

*Enrollment of Children with Disabilities*

Each Head Start grant must include a minimum of 10% of all slots occupied by children with disabilities. This requirement helps ensure programs recruit children who are already identified as eligible for IDEA services prior to entering Head Start or Early Head Start, and accurately screen and refer for evaluation any children who may benefit from early intervention, special education, or related services. If a child is found eligible for services under IDEA, they are counted as a Head Start child with a disability even if they have not begun receiving the special

education or related services for which they were determined eligible.

When a Head Start agency operates two different Head Start or Early Head Start grants in adjoining counties, or enrolls children from birth to 5, it should be vigilant in analyzing data. The grantee must ensure, across its programs and grants, that all children with potential disabilities are being identified and evaluated so that early intervention, special education, or related services are being provided as necessary.

For example, a birth to 5 program could report that 12% of enrolled children are children with disabilities, with none of the enrolled infants and toddlers receiving IDEA services. Such a program would need to consider the recruiting, screening, and referral process for infants and toddlers to identify the cause of this difference and ensure that at least 10% of its enrolled infants and toddlers are eligible for services under IDEA.

Many programs will find that significantly more than 10% of enrolled children are eligible for services under IDEA. If, however, after exhaustive efforts, programs cannot meet the requirement, they may request a waiver from their Regional Office.

#### *Timing*

Nearly half of the children with disabilities in Head Start and Early Head Start are diagnosed after they enroll in the program. This usually occurs through Head Start and Early Head Start screening or the ongoing assessment and referral process. It takes time to refer children to the agency responsible for conducting evaluations under IDEA, schedule Individualized Family Service Plan (IFSP) and Individualized Education Plan (IEP) meetings, and identify providers. Therefore, the Office of Head Start expects that programs may be midway through the program year (January, for many programs) before reaching the 10% requirement.

If programs are monitored prior to the mid-point, data from the previous year is reviewed. If it is past the middle of the program year and determinations are still pending for children who were referred for evaluation, monitoring teams will look at the number of evaluations pending and when the referrals were made in determining compliance.

#### *Engaging Parents*

Head Start programs must work with parents to ensure they understand their right to obtain an evaluation, the benefit of receiving services as early as possible, and their ability to participate in decisions about their children including where services should be delivered. Engaging parents early on and empowering them to advocate for their child's services is imperative to obtaining services during Head Start or Early Head Start enrollment and as the child transitions to kindergarten and beyond.

Children may need to receive IDEA services at another site. When this occurs, careful planning of the child's transition to and from each program is established. The time away from Head Start or Early Head Start is minimized to ensure receipt of comprehensive services.

#### *Distribution of Children with Disabilities Throughout the Program*

There is no regulation stipulating the number of children with disabilities who should be in each classroom. The following elements can all influence how many children with disabilities are in a particular room:

- Children's needs
- Staff capacity
- Availability of early intervention, special education, and related service providers
- Number of children identified as having disabilities after enrollment

Programs must ensure staffing is sufficient to ensure safe, nurturing environments and individualized teaching and learning for all children.

Settings need to be inclusive. If the classroom is predominantly comprised of children with disabilities, it may be a de facto special education classroom rather than a classroom inclusive of children with and without disabilities.

### *Children with Delays Not Eligible Under IDEA*

Children with a suspected delay who are referred for evaluation may not always qualify for services under IDEA even though they have a developmental delay in one or more areas. These children are not counted as part of the program's 10% as they do not meet the statutory requirement as children eligible for services under IDEA. However, Head Start and Early Head Start programs must ensure the individualized needs of all children are being met and all children have access to and are able to fully participate in the full range of activities and services. In some situations, program funds may be used to provide additional support, materials, or accommodations. Individualized services and support may also be available through the child's health insurance.

### *504 Plans*

Section 504 of the Rehabilitation Act requires a "504 Plan" be established by the local education agency responsible for implementing IDEA for an eligible child. A 504 Plan defines, in writing, the protection from discrimination and necessary accommodations or services for children who have special needs but who do not qualify under IDEA. A child who scores within typical ranges but needs physical accommodations, such as a weighted spoon or a standing table to fully access the program, could be an example. Other frequent accommodations under a 504 Plan are the ability to stand while working, sit near the teacher, or take more breaks. It is different than an IEP or an IFSP, which always includes specific special education and related services, such as speech or occupational therapy or itinerant special education services in addition to accommodations.

Head Start programs must protect all children from discrimination and make accommodations as necessary to fully include them in the program. 504 Plans are not required to implement these requirements. If a child enters Head Start with an established 504 Plan, or one is obtained during the child's enrollment, the program must ensure the plan is fully implemented.

While Head Start programs are expected to provide such supports to all children in need, it can be helpful for eligible children to have 504 Plans established as they transition to kindergarten to ensure continued success.

### *For All Children*

Programs are required to screen children, conduct ongoing assessment, partner with families to support them as advocates for their own children, consult with specialists as necessary, help children and families obtain additional services as appropriate, and take all possible steps to ensure each child's full participation in the program.

### **Resources for Including Children with Disabilities or Delays**

- [Inclusion Webinars](#)
- [Supporting Interactions for Children with Disabilities or Suspected Delays](#)
- [SpecialQuest: Including Infants and Toddlers with Disabilities](#)
- [Children with Disabilities](#)
- [Infographic: Young Children with Special Needs](#)

If you have any questions regarding inclusion, please contact your Regional Office. Thank you for all you do to serve the most vulnerable children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron

Director

Office of Head Start

Office of Early Childhood Development

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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# The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

## ACF-PI-HS-20-01

ACF Administration for Children and Families	U.S. (UNITED STATES) DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log Number: ACF-PI- HS-20-01	2. Issuance Date: 01/30/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Service Duration; Duration Requirements	

### PROGRAM INSTRUCTION

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45%

**INSTRUCTION:**

This Program Instruction (PI) notifies programs that the U.S. Department of Health and Human Services' (HHS) Secretary has exercised his authority under Head Start Program Performance Standard 45 CFR §1302.21(c)(3)(ii) </policy/45-cfr-chap-xiii/1302-21-center-based-option> to lower the requirement that a program provide 1,020 hours of planned class operations by August 1, 2021, from 100% of center-based funded enrollment to 45%.

**Head Start Center-based Service Duration Requirement**

The final rule at 45 CFR §1302.21(c)(2)(iv) states a program must provide 1,020 annual hours of planned class operations over at least eight months per year for 100% of its center-based funded enrollment by August 1, 2021.



The final rule also includes a provision that allows the Secretary to lower the percentage of Head Start center-based slots that must operate at 1,020 annual hours (45 CFR §1302.21(c)(3)(ii)). This decision must be based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in Head Start-funded enrollment.

The Secretary has determined that current Head Start appropriations are not sufficient to support the requirement for 100% of each Head Start program's center-based slots to operate for 1,020 annual hours. It was concluded that if the 100% requirement goes into effect without additional funding, it will result in a substantial reduction in Head Start center-based slots. Therefore, to mitigate a substantial reduction in children served, the requirement is lowered to 45%. Lowering the 1,020 annual hour requirement from 100% to 45% of center-based funded enrollment slots reflects prior Congressional appropriations. The most recent appropriations allowed Head Start programs operating less than 45% of center-based slots at 1,020 hours to apply for funding to increase service duration so that up to 45% of their center-based slots operate for 1,020 hours.

Programs may elect to provide 1,020 annual hours of planned class operations for more than 45% of their center-based funded enrollment. We believe lowering the requirement to 45% affords programs more flexibility to meet the needs of their communities.

### **Waiver of 45% Service Duration Requirement**

Programs may request a waiver of the 45% service duration requirement. In order to receive a waiver, a program must demonstrate that their proposed program design effectively supports children's development and progress in early learning outcomes and better meets the needs of their community (45 CFR §1302.24 [</policy/45-cfr-chap-xiii/1302-24-locally-designed-program-option-variations>](#)). If the waiver of the 45% service duration requirement is approved, or in the case of a double session variation, a program must meet the requirements described in 45 CFR §1302.21(c)(2)(i) or (ii).

The Federal Register notice <https://www.federalregister.gov/documents/2020/01/30/2020-00635/secretarial-determination-to-lower-head-start-center-based-service-duration-requirement> announcing this determination with additional details is available for review. If you have questions regarding this [PI \(program instruction\)](#), please contact your Regional Office.

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Top

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /



# Service Department Report

FEBRUARY 25, 2020

## Service Department

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### Department makeup

5 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

## Head Start Transportation

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Cost per child to transport: 49.52

### Transportation Costs:

	<b>Children</b>	<b>Staff</b>		<b>Children</b>	<b>Staff</b>
Vehicle Maintenance cost(Campus)		1060.67	<b>YTD =</b>		1060.67
Vehicle Maintenance cost (Buses)	199.07		<b>YTD =</b>	199.07	
Vehicle Maintenance cost (Exec. Office)		287.60	<b>YTD =</b>		287.60
Vehicle fuel cost (Gas Campus)	449.17	31.05	<b>YTD =</b>	449.17	31.05
Vehicle fuel cost (Exec. Office)		739.61	<b>YTD =</b>		739.61
Vehicle fuel cost (Diesel)			<b>YTD =</b>		
Vehicle insurance cost (Buses)	1106.58		<b>YTD =</b>	1106.58	
Vehicle driver cost buses	2454.62		<b>YTD =</b>	2454.62	
Total transportation cost:	4209.44	2118.93			
Total number transported:	85	149			

# Monthly Vehicle Cost Summary

Jan-20

## By Program

	Fuel	Repairs	
TBRA	87.21	5.15	
CSBG	17.16	120.75	
CEAP	20.65	2.18	
VSN	114.59	-	
			<u>367.69</u>

## By Location

	Fuel	Repairs	
Jefferson	114.59	66.42	
Linden	107.86	42.81	
Linden Shop	17.16	4.90	
Daingerfield	-	13.95	
	-	-	
			<u>367.69</u>

## By Vehicle

#	Fuel	Repairs	Total	Location
801	-	4.90	4.90	Linden Shop
879	-	26.49	26.49	Linden
880	26.80	-	26.80	Linden
881	-	7.50	7.50	Linden
882	-	-	-	Linden
883	17.16	-	17.16	Linden Shop
884	54.65	-	54.65	Linden
885	-	13.95	13.95	Daingerfield
886	114.59	66.42	181.01	Jefferson
887	-	-	-	Linden
838	26.41	8.82	35.23	Linden
			<u>367.69</u>	

# VSN JANUARY 2020

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
\$26,124.41 FOR UTILITIES	23	3	13	\$4,499.40
\$14,950.00 FOR RENT	10	1	11	\$6,262.00
\$18,278.00 FOR MORTGAGE	2	0	2	\$1640.52
\$23,327.90 FOR FUEL	13	1	12	\$736.96
\$15,842.00 FOR DENTAL	2	1	1	\$1,640.00

**REPORT- Tenant Based Rental Assistance**

Funded by the Texas Department of Housing and Community Affairs

Contracts:	West Region	\$200,000.00
	Central Region	\$200,000.00
	East Region	\$200,000.00

Counties in each region:		
<u>West Region</u>	<u>Central Region</u>	<u>East Region</u>
Delta	Camp	Bowie
Hopkins	Franklin	Cass
Lamar	Morris	Marion
Rains	Red River	
	Titus	

**Report for January 2020**

Number of Households currently receiving assistance:	27
West	6 Households
Central	4 Households
East	17 Households

This month, we paid out in assistance:	\$	13,236.00
West	\$2,257.00	
Central	\$2,652.00	
East	\$8,327.00	

To date, we have paid out in assistance for all contracts:	\$	142,795.00
West	14,469.00	
Central	41,900.00	
East	86,426.00	

The current program contract ends September 20, 2020

The amount we will spend on currently enrolled clients:	\$	262,934.00
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The amount we can still obligate to new clients*:	\$	337,066.00
West	169,178.00	
Central	116,216.00	
East	51,672.00	

\*Clients withdrew or passed away, reflecting an increased budget from previous reports

Program Coordinator: TBD  
 Report by: Kisha Chambers

\$ till 9/20/20

January 2020 numbers

81-Central

83-West

82-East

1452 Gadlin

3600 Litton

5316 Shepard

0 Grant

4428 Bartley

5520 Nelson

Williams

3516 Gilliam

3672 Holden

Hawkins

9696 Petty

1745 Mays

Holloman

2030 Stiger

18283

**21240**

**6600**

**18283**

21240

**46123**

68367

still owe

21240 still owe

18283 still owe

2286 paid

24240 paid

41841 paid

**114490**

**2286** total

**45480**

**60124** total

200000

200000

200000

8886

45480

60124

**191114**

**154520**

**139876**

150000

#####

**229166**



## CSNT Head Start Program

# 2020 Self-Assessment Report - Draft

Date: 2-5-20

### Section 1. Introduction

#### Program description

Head Start is one of several programs offered through the community action agency, Community Services of Northeast Texas, Inc. (CSNT). CSNT Head Start has been providing services to children in Northeast Texas since the 1960s. The program offers Head Start services to eligible 3-4 year olds in Bowie, Camp, Cass, and Morris Counties. All of the 29 Head Start classrooms are in partnerships with local education agencies. The program works closely with other resources in the communities where the classrooms are located. Total Funded enrollment for FY20-PY01 was 516 and enrollment is 516 at this point in PY01. Actual enrollment for PY01 was an average of 526; and the previous grant year was an average of 522. CSNT Head Start is able to serve more children than the funded enrollment due to partnerships with local education agencies.

**CSNT Head Start Program has (3) broad goals for Grant #06CH011282 five-year grant project period.**

**Goal 1: Strengthen comprehensive health services for Head Start children and their families.**

**Goal 2: Provide comprehensive school readiness.**

**Goal 3: Increase parent involvement in the Head Start Program.**

## **Context for Self-Assessment**

1. Prior to this year's Self-Assessment, the Management team was trained on "Head Start A to Z: Self-Assessment." The Team discussed the Self-Assessment process focusing on progress in obtaining program goals, program systems, and program data instead of checking boxes for compliance.
2. The Management Team took the old Self-Assessment process and split it into two separate sections:
  - a. Detailed Monitoring is implemented as part of the On-Going Monitoring System to add a layer of monitoring that includes the creation of up to (5) teams made-up of Administrative, management, and Campus staff as well as parents, policy council and governing board members, and community partners, where applicable. These teams monitor the program for areas of strength, weaknesses, and non-compliances. They also provide recommendations as part of their reports. The teams complete on-site visits, documents reviews, and interviews. A summary of the team findings becomes a part of the Self-Assessment Team data packets.
  - b. Self-Assessment Teams analyze progress made on program goals/objectives as well as strengths and weaknesses of management systems. There are (4) teams with up to five members on each team. Team Leaders are program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by members of each team. Teams document systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.
3. Information from monitoring summaries are provided to the Self-Assessment Teams including Management Team Assessments and progress reports on program goals/objects. The Self-Assessment Teams analyze the program data along with child assessment data, CLASS data, and any other relevant data to develop conclusions for each area of the program. Their findings are presented to the Self-Assessment Committee for approval.
4. After the Self-Assessment Committee approves a final Self-Assessment Report, it is presented to the Policy Council and Governing Board for approval. Input from the Governing Board and the Policy Council occur when members of the Governing Board and Policy Council serve as members of a Self-Assessment Team and as part of the Committee.
5. Upon approval by the governing bodies, the program begins developing strategies on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.

SA Teams	Questions to Consider
<p>Team One: Program Governance/ Program Management/ Financial And Administrative Requirements/ Human Resources</p>	<ol style="list-style-type: none"> <li>1. Does the Board &amp; PC have the required composition and representation?</li> <li>2. Has training been provided throughout the program, as required?</li> <li>3. Does the program’s Personnel Policies meet the requirements including a standard of conduct?</li> <li>4. Does the program meet the background check requirements?</li> <li>5. Does the program meet the requirements for staff professional development, health &amp; wellness, and safety?</li> <li>6. Does the program meet the requirements for management systems?</li> <li>7. Is the program meeting financial and administrative requirements?</li> </ol>
<p>Team Two: Comprehensive Health Services/ Safety</p>	<ol style="list-style-type: none"> <li>1. Does the program collaborate with parents as partners in health?</li> <li>2. Does the program meet the requirements for up-to-date child health status?</li> <li>3. Does the program implement safety practices?</li> </ol>
<p>Team Three: Early Childhood Education &amp; Development/ CLASS/ Additional Disability Services</p>	<ol style="list-style-type: none"> <li>1. Do teaching practices meet the requirements?</li> <li>2. Does the program implement dual-language instruction?</li> <li>3. Does the program’s curriculum meet the requirements?</li> <li>4. Does the program utilize child assessment data to determine strengths for children?</li> <li>5. Do classrooms have a variety of age-appropriate materials that are changed on a regular basis?</li> <li>6. Does the program recognize parents’ roles in their child’s education?</li> <li>7. Have CLASS scores for the Program improved?</li> <li>8. Does the program meet the requirements for additional services for children with disabilities?</li> </ol>
<p>Team Four: Family &amp; Community Engagement – ERSEA/ Transition/ Program Structure</p>	<ol style="list-style-type: none"> <li>1. Does the program have a Community Assessment that meets the requirements and is it updated at least every (4) years?</li> <li>2. Does the program have an approved selection criteria that meets the requirements of the HSPPS?</li> <li>3. Are integrated parent and family engagement strategies implemented into all systems and program services?</li> <li>4. Did the program reach 10% of its funded enrollment as children with disabilities by the end of the program year?</li> <li>5. Does the program implement a research-based parent curriculum?</li> <li>6. Does the program implement a transition process for children coming into and out of Head Start as required?</li> </ol>



## Section 2. Methodology

Date	Action	Purpose
11/12/2019	<i>Detailed OGM Leadership Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Update 2020 Detailed Monitoring Process</i></li> <li>• <i>Create 2020 Self-Assessment Implementation Plan</i></li> </ul>
11/22/2019	<i>Detailed Monitoring Training Sessions</i>	<ul style="list-style-type: none"> <li>• <i>Training – Detailed Monitoring Orientation and Team Training</i></li> <li>• <i>Each Team Member is trained on confidentiality</i></li> </ul>
1/17/2020	<i>Detailed OGM Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Discuss Detailed OGM Results</i></li> <li>• <i>Approve Detailed OGM Summary</i></li> </ul>
1/29/2020	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Training on SA Process</i></li> <li>• <i>Discuss Proposed 2020 Self-Assessment Implementation Plan</i></li> <li>• <i>Approve 2020 Self-Assessment Implementation Plan</i></li> </ul>
1/29/2020	<i>Self-Assessment Team Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Self-Assessment A to Z Team Training (including roles and responsibilities)</i></li> <li>• <i>SA Team Break-out Sessions</i></li> </ul>
2/18/2020	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Approve 2020 SA Program Report</i></li> </ul>
<i>Before 5/31/2020</i>	<i>Final Step in Self-Assessment Process</i>	<ul style="list-style-type: none"> <li>• <i>Policy Council and Governing Board approval of SA Report</i></li> <li>• <i>Submit To Regional Office with Grant</i></li> </ul>

## Section 3. Key In-Sights

### Strengths

- ✓ CSNT Head Start Governing Board and Policy Council members serve on Head Start Committees throughout the Program Year. This helps members of each entity gain a deeper understanding of all aspects of the Head Start Program. Training provided at each meeting also helps members comprehend their roles and responsibilities.
- ✓ CSNT Head Start utilizes technology to gather and analyze large amounts of data from the program. Database systems are implemented to assist with this effort. Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring is a key element in CSNT Head Start's effort to provide high-quality services to children and families. Management Systems are implemented that track and create reports that assist staff in making informed and knowledgeable decisions based on accurate information.
- ✓ Health and dental services are key to children's health and well-being. CSNT Head Start has partnered with local dentists to provide dental clinics at local Campuses to assist children in receiving needed dental check-ups and follow-ups. CSNT Head Start promotes wellness throughout the program including adding health supplies as part of transition bags that children receive as they transition into and out of the Head Start Program.
- ✓ CSNT Head Start implements a state-adopted, research-based early childhood curriculum that meets or exceeds the Head Start Early Learning Outcomes Framework and the Texas Pre-K Guidelines. Head Start services are provided in partnership with local public school districts in all (9) of the Head Start locations throughout the four county service area. In each classroom, Head Start and State Guidelines are followed creating high quality services for each child and family.
- ✓ All CSNT staff receive systematic, on-going training on a regular basis. Staff are encouraged and assisted in gaining the required education and/or certifications needed to perform their jobs. Management staff are instrumental in providing college-level, classroom-based training to Head Start staff. The Family Development Credentialing Course is one of these trainings. After completing this course, staff obtain their Family Service Credential.
- ✓ All CSNT children receive standardized and structured assessments three times per year. These assessments provide ongoing, individualized data that aligns with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines. Teachers are able to create

reports from these assessments that indicate a child’s progress in each of the areas designated by Head Start. The teachers as wells as parents and other Head Start staff utilize these reports.

**Systemic Issues**

- ✓ Search for methods to reach 10% disability funded enrollment by the end of December (45 CFR §1302.14(b))
- ✓ Create a defined process for identifying risks and maintaining cost-effective insurance for those identified risks (45 CFR §1303.12)
- ✓ Complete child dentals and physicals within the required timeframe (45 CFR §1302.42(b)((1-2))

**Innovations**

- ✓ CSNT Head Start implements a Family Service Credentialing program. The Family Service Administrator is a certified Family Service Credential Trainer. CSNT Family Service Workers can attend classes that lead to a Family Service Credential.
- ✓ CSNT Head Start holds dental clinics at the Campuses during the school year. This supports families in completing their child’s six-month dental. Children stay compliant with their dentals and dental problems are resolved before they become serious.
- ✓ CSNT Head Start uses spot screeners for children’s vision acuity. These devices detect additional vision issues that cannot be detected using distance visual acuity. Vision referrals increased when using the spot screener than in the previous year.

**Progress in Meeting our goals and objectives**

Goals		Objective(s)
<b>GOAL ONE:</b> Strengthen comprehensive health services for Head Start children and their families.		78% of parents will obtain health requirements.
Completion Rate	78%	
<b>GOAL TWO:</b> Provide comprehensive school readiness.		60% of children will name upper and lowercase letter
Completion Rate	40%	
<b>GOAL TWO:</b> Provide comprehensive school readiness.		75% of children will sequence count to 50
Completion Rate	46%	

<b>GOAL TWO:</b> Provide comprehensive school readiness.		.5% Increase in CLASS Emotional Support .5% Increase in CLASS Classroom Organization .2% Increase in CLASS Instructional Support
Completion Rate	ES .14% Increase CO .2% Decrease IS .75% Decrease	
<b>GOAL THREE:</b> Increase parent involvement in the Head Start Program.		35% of parents will be involved in their child's education.
Completion Rate	44%	

**Recommendations**

These recommendations encompass the categories of progress on goals and objectives, systemic issues, and/or innovations.

- Add a statement in the Governing Board By-laws stating that Governing Board composition will adhere to the requirements and regulations set forth by each program.
- Provide staff with a better understanding of Special Education protocols and proper communication in ARD Meetings
- Provide FSWs with a schedule that focuses more time on parent engagement (motivating parents to attend Campus activities and return proper documents)
- All documents need to be completed properly, no areas left blank, and information uploaded into the Child Plus System
- Create a shared file on the P-Drive for Human Resources and Program Management to share copies of documents
- Discuss a child's transition with parents at the last parent meeting before the end of the school year
- Create a more detailed partnership with the Early Head Start Program in Texarkana

Governing Board Approval: ( \_\_\_\_\_ )

Policy Council Approval: ( \_\_\_\_\_ )

# Head Start

## Financial Report for the month of February 2020

(January 2020 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2020</i>							
Personnel	\$1,217,046.00	\$192,953.95	\$336,227.24	\$880,818.76	\$202,841.00	\$405,682.00	\$69,454.76
Fringe Benefits	\$304,262.00	\$54,711.96	\$109,971.04	\$194,290.96	\$50,710.33	\$101,420.67	(\$8,550.37)
Travel (4120)	\$22,150.00	\$1,738.22	\$3,060.70	\$19,089.30	\$3,691.67	\$7,383.33	\$4,322.63
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$9,333.33	\$18,666.67	\$18,666.67
Supplies	\$125,055.00	\$10,034.98	\$12,497.26	\$112,557.74	\$20,842.50	\$41,685.00	\$29,187.74
Contractual	\$9,165.00	\$0.00	\$0.00	\$9,165.00	\$1,527.50	\$3,055.00	\$3,055.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$277.80	\$277.80	\$23,210.20	\$3,914.67	\$7,829.33	\$7,551.53
Other (4122)	\$208,266.00	\$49,919.97	\$93,030.62	\$115,235.38	\$34,711.00	\$69,422.00	(\$23,608.62)
<b>Total</b>	<b>\$1,965,432.00</b>	<b>\$309,636.88</b>	<b>\$555,064.66</b>	<b>\$1,410,367.34</b>	<b>\$327,572.00</b>	<b>\$655,144.00</b>	<b>\$100,079.34</b>
T&TA	\$45,638.00	\$2,016.02	\$3,338.50	\$42,299.50	\$7,606.33	\$15,212.67	\$11,874.17
<b>Total</b>							
USDA Reimbursements through December 2019							\$12,080.63
Estimated USDA Reimbursement for January 2020							\$15,143.25
							<u>\$127,303.22</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$10,500.00

<b>Further Analysis</b>	
Number of children	516
Number of classrooms	20

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$98,271.60	\$15,481.84	\$27,753.23	\$8,189.30	\$16,378.60	(\$11,374.63)
Per Child	\$3,808.98	\$600.07	\$1,075.71	\$317.41	\$634.83	(\$440.88)

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$491,358.00	\$132,052.80	\$254,637.74	\$236,720.26

# CSBG 2019

## Financial Report for the month of February 2020

CSBG Current Program (December 2019 Expenditures)

% of contract	100%
% of money	100%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2019</i>							
Personnel	\$269,836.00	34,759.61	\$212,316.81	\$57,519.19	\$22,486.33	\$269,836.00	\$57,519.19 Okay
Fringe Benefits	54,991.00	6,665.37	\$46,947.75	8,043.25	4,582.58	54,991.00	8,043.25 Okay
Travel*	9,715.00	4,281.67	\$17,975.70	(8,260.70)	809.58	9,715.00	(8,260.70) Over
Equipment	4,095.00	8,001.84	\$10,928.60	(6,833.60)	341.25	4,095.00	(6,833.60) Over
Supplies	7,850.00	2,024.96	\$11,915.47	(4,065.47)	654.17	7,850.00	(4,065.47) Over
Contractual	4,000.00	1,185.44	\$11,022.37	(7,022.37)	333.33	4,000.00	(7,022.37) Over
Other	81,205.00	27,983.15	\$120,585.30	(39,380.30)	6,767.08	81,205.00	(39,380.30) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
<b>Total</b>	<b>\$431,692.00</b>	<b>\$84,902.04</b>	<b>\$431,692.00</b>	<b>\$0.00</b>	<b>\$35,974.33</b>	<b>\$431,692.00</b>	<b>\$0.00 Okay</b>

## Financial Report for the month of February 2020

CEAP Current Program (January 2020 Expenditures)

% of contract	93%
% of money	71%

# CEAP 2019

*Comprehensive Energy Assistance Program (CEAP) 12 month program ending 02/29/2020*

						Contract Budget					
						Minimum	Maximum				
Administration*	\$204,306.00	16,468.71	\$119,150.33	\$85,155.67	6%	\$14,593.29	min	\$124,511.26	max	\$5,360.93	Okay
Household Crisis**	1,144,419.00	67,575.80	\$299,332.93	845,086.07		161,670.04	min	1,144,419.00	max	845,086.07	Okay
Utility Assistance**	1,144,418.00	54,947.46	\$1,317,367.46	(172,949.46)		161,670.04	min	1,144,418.00	max	(172,949.46)	Over
Program Services	350,809.00	29,568.01	\$272,395.44	78,413.56	17%	25,057.79	min	151,127.67	max	(121,267.77)	Over
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00	min	1,200.00	max	1,200.00	Okay
<b>Total</b>	<b>\$2,845,152.00</b>	<b>\$168,559.98</b>	<b>\$2,008,246.16</b>	<b>\$836,905.84</b>		<b>\$362,991.15</b>		<b>\$2,565,675.93</b>		<b>\$557,429.77</b>	<b>Okay</b>

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments 5.7% Program Services with Future Payments 13.9%

**Future Payments \$71,249.65**

# CSBG 2020

**Financial Report for the month of February 2020**

CSBG Current Program (January 2020 Expenditures)

% of contract	8%
% of money	#DIV/0!

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly</u>	<u>YTD</u>	<u>(Over)/Under</u>
					<u>Budget</u>	<u>Budget</u>	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2020</i>							
Personnel	\$0.00	17,242.42	\$17,242.42	(\$17,242.42)	\$0.00	\$0.00	(\$17,242.42) Over
Fringe Benefits	0.00	3,785.89	\$3,785.89	(3,785.89)	0.00	0.00	(3,785.89) Over
Travel*	0.00	343.28	\$343.28	(343.28)	0.00	0.00	(343.28) Over
Equipment	0.00	227.98	\$227.98	(227.98)	0.00	0.00	(227.98) Over
Supplies	0.00	4,315.61	\$4,315.61	(4,315.61)	0.00	0.00	(4,315.61) Over
Contractual	0.00	4,079.84	\$4,079.84	(4,079.84)	0.00	0.00	(4,079.84) Over
Other	0.00	15,272.69	\$15,272.69	(15,272.69)	0.00	0.00	(15,272.69) Over
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
<b>Total</b>	<b>\$0.00</b>	<b>\$45,267.71</b>	<b>\$45,267.71</b>	<b>(\$45,267.71)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$45,267.71) Over</b>

**Financial Report for the month of February 2020**

CEAP Current Program (January 2020 Expenditures)

% of contract	0%
% of money	#DIV/0!

# CEAP 2020

*Comprehensive Energy Assistance Program (CEAP) 12 month program ending*

						<u>Contract Budget</u>		
						<u>Minimum</u>	<u>Maximum</u>	
Administration*	\$0.00	0.00	\$0.00	\$0.00	####	\$0.00 min	\$0.00 max	\$0.00 Okay
Household Crisis**	0.00	0.00	\$0.00	0.00		0.00 min	0.00 max	0.00 Okay
Utility Assistance**	0.00	0.00	\$0.00	0.00		0.00 min	0.00 max	0.00 Okay
Program Services	0.00	0.00	\$0.00	0.00	####	0.00 min	0.00 max	0.00 Okay
Training Travel	0.00	0.00	\$0.00	0.00		0.00 min	0.00 max	0.00 Okay
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00 Okay</b>

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

#DIV/0!

Program Services with Future Payments

**Future Payments**

**\$0.00**

#DIV/0!

**Community Services of Northeast Texas, Inc.**

*Credit Usage Report*

**Board Report -February 2020**

Capital One Credit Card

Purchases for December 2019		3,104.86
Payment due by 01/30/2020	Pd on 01/15/2020	<u>(3,104.86)</u>
Balance		-

Sam's Club

Purchases for		-
Payment due by	Pd on	<u>-</u>
Balance		-

Line of Credit

Program	<b>CSBG B</b>	<b>VET Ser NOW</b>	<b>CEAP A</b>
Highest January 2020 Balance	27,405.51	-	-
Current balance	26,916.78	-	-
Exp pay off date	3/31/2020		

In House Line of Credit

Program	<b>CSBG B</b>	<b>CEAP B</b>	<b>VET Ser NOW</b>
Highest January 2020 Balance	200.00	200.00	26,422.04
Current balance	200.00	200.00	26,422.08
Exp pay off date	3/31/2020	3/31/2020	???

TEXANA BANK LOANS





25200030 - 001044 - 0001 - 0002 - 7

CAPITAL ONE CARD SERVICES  
CORPORATE CARD  
PO BOX 60024  
NEW ORLEANS LA 70160-0024



CAPITAL ONE, N.A.  
CORPORATE CARD  
P.O. BOX 60024  
NEW ORLEANS LA 70160-0024



COMMUNITY SERVICES  
CSNT INC  
PO BOX 427  
LINDEN TX 75563-0427

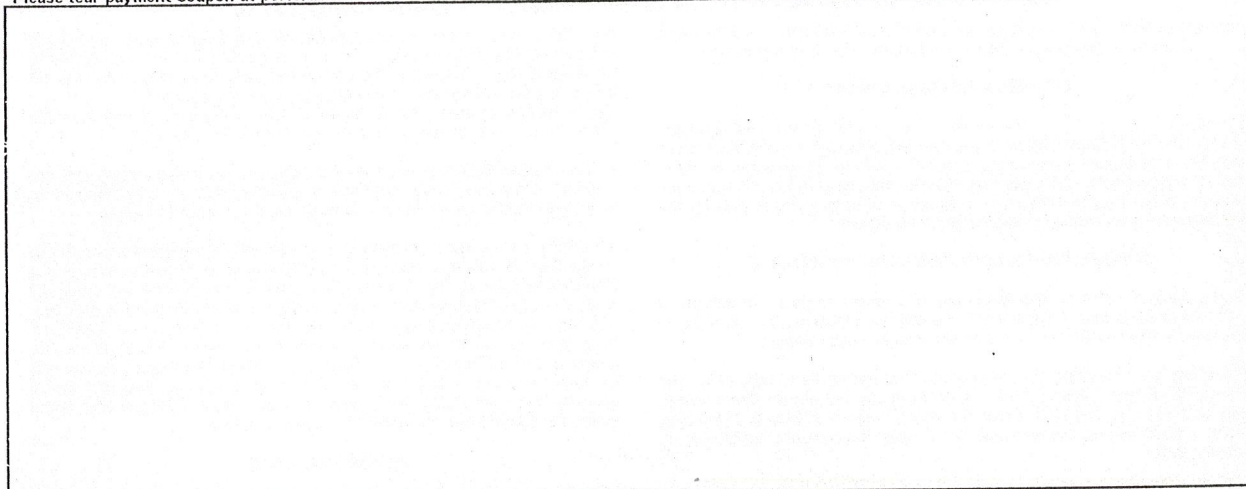
\*\*T0000890

ACCOUNT NUMBER	XXXX XXXX XXXX 7041
PAYMENT DUE DATE	01-30-20
MINIMUM PAYMENT	\$3,104.86
NEW BALANCE	\$3,104.86

AMOUNT  
ENCLOSED \$

07160258160119660290770031048603104869

Please tear payment coupon at perforation.

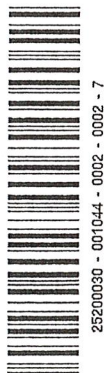


**CORPORATE ACCOUNT SUMMARY**

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX7041

CLOSING DATE	01-05-20	PREVIOUS BALANCE	2,907.70
PAYMENT DUE DATE	01-30-20	PURCHASES AND OTHER CHARGES	3,104.86
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
FOR CUSTOMER SERVICE CALL:		PAYMENTS	2,907.70-
1-866-772-4497		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:		CASH ADVANCE FEE	.00
CAP ONE COMMERCIAL		FINANCE CHARGES	.00
MASTERCARD		OVERLIMIT FEES	.00
P.O. BOX 84012		<b>NEW BALANCE</b>	<b>3,104.86</b>
COLUMBUS GA 31908-4012		MINIMUM PAYMENT DUE	3,104.86
		DISPUTED AMOUNT	.00



ACCT. NUMBER: xxxx xxxx xxxx 7041			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	3,104.86	MINIMUM PAYMENT DUE	3,104.86
AVAILABLE CREDIT	6,895.14	PAYMENT DUE DATE	01-30-20


FINANCE CHARGE SUMMARY				
	<u>AVERAGE DAILY BALANCE</u>	<u>MONTHLY PERIODIC RATE</u>	<u>CORRESPONDING ANNUAL PERCENTAGE RATE</u>	<u>PERIODIC FINANCE CHARGE</u>
PURCHASES	\$0.00	0.9783%	11.74%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
			<b>ANNUAL PERCENTAGE RATE*:</b>	<b>11.74%</b>
			Periodic rates may vary	
			Number of days in billing cycle:	31
* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.				

CORPORATE ACCOUNT ACTIVITY				
COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx-7041			TOTAL CORPORATE ACTIVITY \$2,907.70 CR	
Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-24	12-24	75528029358221000790018	PAYMENT RECEIVED -- THANK YOU	2,907.70 PY

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD xxxx-xxxx-xxxx-6141		CREDITS \$0.00	PURCHASES \$3,104.86	CASH ADV \$0.00	TOTAL ACTIVITY \$3,104.86
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
12-09	12-06	55310209340036239270944	THE FAIRMONT HOTEL DAL 3125658000 TX 23927094 ARRIVAL: 12-03-19	223.60 ✓	
12-09	12-06	55310209340036239270944	THE FAIRMONT HOTEL DAL 3125658000 TX 23927094 ARRIVAL: 12-03-19	581.04 ✓	
12-09	12-08	55432869342200584964293	SPRINGHILL SUITES GRAP GRAPEVINE TX 342004 ARRIVAL: 12-08-19	786.48 ✓	
12-12	12-10	75140519345900014200015	NATIONAL COMMUNITY ACT 202-8422092 DC	1,000.00 ✓	
12-16	12-13	55436879348273483866884	SHERATON ATLANTA GA 2432079 ARRIVAL: 12-09-19	513.74 ✓	

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

**See PDF Version of Program Instruction:**

The U.S. Department of Health and Human Services' Secretary Azar Lowers Head Start Service Duration Requirement to 45% 

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pi/downloads/acf-pi-hs-20-01.pdf> [PDF, 104KB]

*Historical Document*

⤴  
Top

## Valley Services Debt Information

Balances as of December 15, 2019	213,805.88
Payments posted from January 16, 2020 thru February 17, 2020	-
Charges posted in January 16, 2020 thru February 17, 2020	-
Balances as of February 17, 2020	213,805.88
Net Decrease (Increase)	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 1/31/2020

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	114.00
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	29,185.22
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	1,407.59
TEXANA CSBG B CHECKING	1,023.82
TEXANA CSBG DISCRETIONARY CHECKING	1.00
TEXANA HEAD START CHECKING	1,579.80
TEXANA CEAP A CHECKING	210,467.09
TEXANA CEAP B CHECKING	200.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 1/31/2020

TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	16,602.45
TEXANA TLC CHECKING	52,733.77
TEXANA LOCAL ADMINISTRATIVE CHECKING	9,795.19
TEXANA PAYROLL CASH ACCOUNT	20,020.91
TEXANA CLIENT FUNDS FOR SSA BENEFITS	201.00
TEXANA TBRA CHECKING	13,210.16
TEXANA POSTAL ACCOUNT CHECKING	10.89
TEXANA VET SERVICES NOW	17,388.08
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	0.00
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	15,143.25
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
PROPERTY & EQUIPMENT	2,736,052.69
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,218,398.53)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	8,758.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	1,617.41
PREPAID MAINTENANCE	0.00
Total Assets	<u><u>1,917,114.29</u></u>

Liabilities and Net Assets

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 1/31/2020

NEW ACCOUNTS PAYABLE	354,085.41
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	(125.88)
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	(5.79)
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	0.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	54,637.47
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	6,196.78
NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	935,648.47
Total Liabilities and Net Assets	<u>1,917,114.29</u>

# HEAD START NUTRITION PROGRAM

## January 2020 Financial Report

For the month of January 2020

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,577.73	26,600.82
Administrative Labor	1,109.42	4,225.62
Food	7,358.51	33,566.89
Supplies & Equipment	404.00	3,454.59
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	150.00
Other	-	0.00
Total	<u>\$ 15,449.66</u>	<u>\$ 67,997.92</u>

TDHS REVENUE                      15,143.25              59,418.64 (Income Starts October 2019)



COMMUNITY SERVICES OF NORTHEAST TEXAS  
 Check/Voucher Register - Check Register  
 From 1/1/2020 Through 1/31/2020

Check Register Ending the Month of January

ACCOUNTS  
 PAYABLE  
 DISBURSEMENTS

Check Number	Effective		Check	
	Date	Vendor Name	Amount	Description
64364	1/8/2020	4 CHANGE ENERGY	132.33	Client Assistance
64365	1/8/2020	ABBINGTON GLEN APARTMENTS	460.00	Client Assistance
64366	1/8/2020	AEP-SWEPSCO-EA	40,311.67	Client Assistance
64367	1/8/2020	ALLIED COMPLIANCE	340.00	Drug Screens
64368	1/8/2020	AMBIT ENERGY	643.80	Client Assistance
64369	1/8/2020	AT&T	326.42	Phone and Internet
64370	1/8/2020	AT&T	98.88	Phone and Internet
64371	1/8/2020	AT&T	506.68	Phone and Internet
64372	1/8/2020	AT&T	629.90	Phone and Internet
64373	1/8/2020	ATLANTA PRIMARY	287.00	Field Trip
64374	1/8/2020	ATMOS ENERGY	2,655.21	Client Assistance
64375	1/8/2020	AUTHENTIC PRACTICES LLC	1,000.00	Client Assistance
64376	1/8/2020	BEBL PROPERTIES LLC	578.00	Client Assistance
64377	1/8/2020	BEN E KEITH CO	6,847.77	HS Food
64378	1/8/2020	BLOOMBURG WATER SUPPLY	46.23	Utility
64379	1/8/2020	BOWIE CASS	9,710.70	Client Assistance
64380	1/8/2020	BRITTNEY QUEEN	13.76	Mileage Reimbursement
64381	1/8/2020	BRUCE ANDERSON	349.00	Client Assistance
64382	1/8/2020	CASTLE FAMILY DENTAL	458.00	Client Assistance
64383	1/8/2020	CECELIA HUFF	116.96	Mileage Reimbursement
64384	1/8/2020	CENTERPOINT ENERGY	2,218.43	Client Assistance
64385	1/8/2020	CENTERPOINT ENERGY ENTEX	378.49	Utility
64386	1/8/2020	CHAD CLEMENTS	306.00	Client Assistance
64387	1/8/2020	CITY OF HUGHES SPRINGS	265.64	Utility
64388	1/8/2020	CITY OF JEFFERSON WATER	132.51	Utility
64389	1/8/2020	CITY OF LINDEN	0.00	Utility
64390	1/8/2020	CITY OF NEW BOSTON	262.57	Utility
64391	1/8/2020	CITY OF PITTSBURG	266.52	Utility
64392	1/8/2020	CLEMENTS REALTY & CONSTRUCTION	701.00	Client Assistance
64393	1/8/2020	COUNTRY PLACE COMMUNITY OFFICE	193.00	Client Assistance
64394	1/8/2020	CRUMP'S IGA	83.03	Food
64395	1/8/2020	DAINGERFIELD - LONE STAR ISD	105.00	HS Food
64396	1/8/2020	DAINGERFIELD CHAMBER OF COMMERCE	60.00	Membership
64397	1/8/2020	DAINGERFIELD FLOWER MILL	137.95	Flower Arrangement
64398	1/8/2020	DAN BOYD	704.00	Per diem
64399	1/8/2020	DELORES R RUSHING	450.00	Client Assistance
64400	1/8/2020	DIRECT ENERGY	619.26	Client Assistance
64401	1/8/2020	EAST TEXAS PROPERTIES	205.00	Client Assistance
64402	1/8/2020	EAST TEXAS REALTY	300.00	Storage Unit
64403	1/8/2020	ENTRUST ENERGY	446.90	Client Assistance
64404	1/8/2020	EXXONMOBIL	141.50	Client Assistance
64405	1/8/2020	FARMER ELECTRIC	2,244.40	Client Assistance
64406	1/8/2020	FIRST CHOICE POWER	2,651.35	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS  
Check/Voucher Register - Check Register  
From 1/1/2020 Through 1/31/2020

Check Register Ending the Month of January

ACCOUNTS  
PAYABLE  
DISBURSEMENTS

Check Number	Effective		Check	
	Date	Vendor Name	Amount	Description
64407	1/8/2020	GARY LEWIS	808.00	Client Assistance
64408	1/8/2020	GEXA ENERGY	685.69	Client Assistance
64409	1/8/2020	GLENN B LANIER CO	193.99	Vehicle Repairs
64410	1/8/2020	GREEN MOUNTAIN ENERGY	1,497.57	Client Assistance
64411	1/8/2020	GREG'S MIRACLE MART	544.96	Fuel
64412	1/8/2020	GUARDIAN	2,681.61	Employee Insurance
64413	1/8/2020	INFINITE ENERGY	137.32	Client Assistance
64414	1/8/2020	JUST ENERGY	1,810.39	Client Assistance
64415	1/8/2020	KISHINA SHAW	129.43	Mileage Reimbursement
64416	1/8/2020	LAMAR CO-OP	0.00	Client Assistance
64417	1/8/2020	LINDEN FUEL CENTER	646.14	Fuel
64418	1/8/2020	LOLA MCGEE	200.00	Mental Health
64419	1/8/2020	MARC MOTE PROPERTIES	1,500.00	Client Assistance
64420	1/8/2020	MARIA B GUERRERO	1,474.00	Client Assistance
64421	1/8/2020	MCI	63.67	Telephone
64422	1/8/2020	MELODY HOUSE	735.00	Field Trip
64423	1/8/2020	MICHELLE SMITH	50.74	Mileage Reimbursement
64424	1/8/2020	MOUNTAIN VALLEY OF TEXARKANA	155.00	Drinking water
64425	1/8/2020	NATIONAL COMMUNITY ACTION FOUNDATION	0.00	Membership
64426	1/8/2020	NEWEGG BUSINESS, INC.	202.61	Office Supplies
64427	1/8/2020	OFFICE DEPOT	2,243.16	Office Supplies
64428	1/8/2020	PHYNET, INC.	740.00	TB Test
64429	1/8/2020	PRIMROSE ESTATES	3,848.00	Client Assistance
64430	1/8/2020	READY ROSIE	6,000.00	Parent Curriculum
64431	1/8/2020	RELIABLE ALARM SERVICE, LLC	30.00	Alarm
64432	1/8/2020	RELIABLE MANAGEMENT	1,437.00	Client Assistance
64433	1/8/2020	RELIANT ENERGY	4,036.21	Client Assistance
64434	1/8/2020	REPUBLIC SERVICES #070	110.77	Trash Services
64435	1/8/2020	S & S AUTOMOTIVE	41.50	Vehicle Repair
64436	1/8/2020	S.W. ARKANSAS TELE. CO-OP	244.14	Telephone
64437	1/8/2020	SCHOOL HEALTH CORPORATION	611.31	Medical Supplies
64438	1/8/2020	SCHOOL NURSE SUPPLY, INC.	985.59	Medical Supplies
64439	1/8/2020	SMITH PROPERTIES	121.00	Client Assistance
64440	1/8/2020	SONITROL OF LONGVIEW	57.80	Security System
64441	1/8/2020	SOUTHWESTERN ELECTRIC POWER	1,732.16	Utility
64442	1/8/2020	STAPLES BUSINESS CREDIT	4,098.35	Office Supplies
64443	1/8/2020	STAPLES CONTRACT AND COMMERCIAL INC	627.91	Office Supplies
64444	1/8/2020	STREAM	1,174.31	Client Assistance
64445	1/8/2020	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	163.82	Utility Assistance Refund
64446	1/8/2020	TEXAS HEALTH AND HUMAN SERVICES COMMISSION	111.00	License Renewal
64447	1/8/2020	TEXAS WATER UTILITIES	51.65	Client Assistance
64448	1/8/2020	THOMASON RENTALS	259.00	Client Assistance
64449	1/8/2020	TM & N	282.00	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS  
 Check/Voucher Register - Check Register  
 From 1/1/2020 Through 1/31/2020

Check Register Ending the Month of January

ACCOUNTS  
 PAYABLE  
 DISBURSEMENTS

Check Number	Effective		Check Amount	Description
	Date	Vendor Name		
64450	1/8/2020	TOSHIBA FINANCIAL SERVICES	0.00	Void Check
64451	1/8/2020	TXU-ASSISTANCE GROUP	9,281.23	Client Assistance
64452	1/8/2020	UNITEDHEALTHCARE	1,379.14	Employee Insurance
64453	1/8/2020	VALLEY	500.00	Sr. Meals
64454	1/8/2020	VETERAN ENERGY	88.99	Client Assistance
64455	1/8/2020	WHITE PROPERTY RENTALS	491.00	Client Assistance
64456	1/8/2020	WILLIAM MICHAEL BERRY	21,859.09	Building Repairs
64457	1/8/2020	WINDSTREAM	1,075.03	Internet and Telephone
64458	1/8/2020	WIPFLI LLP	995.00	Subscription
64459	1/8/2020	WOOD CO. ELECTRIC COOP.	984.07	Client Assistance
64460	1/8/2020	WOODBRIIDGE APARTMENTS	475.00	Client Assistance
64461	1/8/2020	XEROX CORPORATION	1,102.30	Copier
64462	1/8/2020	CITY OF LINDEN	323.88	Utility
64463	1/8/2020	TOSHIBA FINANCIAL SERVICES	2,209.00	Copier
64464	1/15/2020	A2Z PROPERTY MANAGEMENT LLC.	440.00	Client Assistance
64465	1/15/2020	ABILA	1,695.58	Accounting Software
64466	1/15/2020	AEP-SWEPSCO-EA	356.27	Client Assistance
64467	1/15/2020	AFLAC	1,957.80	Employee Insurance
64468	1/15/2020	AMBIT ENERGY	331.44	Client Assistance
64469	1/15/2020	ANGELA YOUNG	15.00	Vehicle Registration
64470	1/15/2020	ATLANTA UTILITIES	107.67	Client Assistance
64471	1/15/2020	ATMOS ENERGY	239.95	Client Assistance
64472	1/15/2020	BEN E KEITH CO	1,767.37	HS Foods
64473	1/15/2020	BOWIE CASS	196.38	Client Assistance
64474	1/15/2020	CAPITAL ONE N.A.	3,104.86	Travel Expenses
64475	1/15/2020	CECELIA HUFF	33.54	Mileage Reimbursement
64476	1/15/2020	CENTERPOINT ENERGY	56.65	Client Assistance
64477	1/15/2020	CENTERPOINT ENERGY ENTEX	201.97	Utility
64478	1/15/2020	CIRRO ENERGY	261.87	Client Assistance
64479	1/15/2020	CITY OF DAINGERFIELD	50.08	Client Assistance
64480	1/15/2020	CITY OF MARIETTA	175.41	Client Assistance
64481	1/15/2020	CYPRESS BANK	640.52	Client Assistance
64482	1/15/2020	DAN GRAHAM	750.00	Client Assistance
64483	1/15/2020	DIRECT ENERGY	1,220.87	Client Assistance
64484	1/15/2020	DISCOUNT SCHOOL SUPPLY	1,625.40	Classroom Supplies
64485	1/15/2020	DOW CHRYSLER DODGE JEEP	74.46	Vehicle Repairs
64486	1/15/2020	ETEX TELEPHONE CORP, INC.	2,872.98	Telephone and Internet
64487	1/15/2020	EXXONMOBIL	175.31	Fuel
64488	1/15/2020	FARMER ELECTRIC	761.51	Client Assistance
64489	1/15/2020	FIRST CHOICE POWER	265.27	Client Assistance
64490	1/15/2020	GLENN B LANIER CO	14.00	Vehicle Repairs
64491	1/15/2020	GREEN MOUNTAIN ENERGY	625.78	Client Assistance
64492	1/15/2020	HEALTHCARE EXPRESS LLP	80.00	TB Tests

COMMUNITY SERVICES OF NORTHEAST TEXAS  
 Check/Voucher Register - Check Register  
 From 1/1/2020 Through 1/31/2020

Check Register Ending the Month of January

ACCOUNTS  
 PAYABLE  
 DISBURSEMENTS

Check Number	Effective		Check	Description
	Date	Vendor Name	Amount	
64493	1/15/2020	HOGAN DENTAL CLINIC	125.00	Client Assistance
64494	1/15/2020	J&D PHILLIPS REAL ESTATE, LLC.	3,023.00	Client Assistance
64495	1/15/2020	JEFFERSON AUTOMOTIVE SUPPLY	251.98	Vehicle Repairs
64496	1/15/2020	JENNIFER CAMPBELL	20.64	Mileage Reimbursement
64497	1/15/2020	JUST ENERGY	82.43	Client Assistance
64498	1/15/2020	KAPLAN EARLY LEARNING COMPANY	831.18	Classroom Supplies
64499	1/15/2020	KAREY PARKER	450.00	Client Assistance
64500	1/15/2020	KIM'S CONVENIENCE STORES	240.70	Fuel
64501	1/15/2020	KIMBERLY PARRISH	65.36	Mileage Reimbursement
64502	1/15/2020	LAKESHORE LEARNING MATERIALS	2,763.80	Classroom Supplies
64503	1/15/2020	LAMAR CO-OP	1,286.79	Client Assistance
64504	1/15/2020	LISA LUSK	250.00	Client Assistance
64505	1/15/2020	LOLA MCGEE	250.25	Mental Health
64506	1/15/2020	LOLLYPOP LEARNING CENTER	230.00	Client Assistance
64507	1/15/2020	NEWEGG BUSINESS, INC.	1,219.81	Office Supplies
64508	1/15/2020	REGION VIII EDUCATION SERVICE CENTER	75.00	Enrollment Card
64509	1/15/2020	RELIANT ENERGY	1,165.36	Client Assistance
64510	1/15/2020	ROGER STANSBURY	550.00	Client Assistance
64511	1/15/2020	SOUTHWESTERN ELECTRIC POWER	119.38	Utility
64512	1/15/2020	STREAM	160.32	Client Assistance
64513	1/15/2020	TEXANA CSBG A	33.08	Reimbursement
64514	1/15/2020	TEXANA POSTAL ACCOUNT	253.85	Reimb of Postal Account
64515	1/15/2020	TEXAS HEALTH AND HUMAN SERVICES COMMISSION	40.00	Background Checks
64516	1/15/2020	TEXAS WATER UTILITIES	312.73	Client Assistance
64517	1/15/2020	THE PROPANE COMPANY	270.00	Client Assistance
64518	1/15/2020	TOMMY KESSLER	418.00	Client Assistance
64519	1/15/2020	TRIEAGLE ENERGY	39.95	Client Assistance
64520	1/15/2020	TRINITY CHRISTIAN PRESCHOOL	230.00	Client Assistance
64521	1/15/2020	TXU-ASSISTANCE GROUP	288.52	Client Assistance
64522	1/15/2020	UNITED HEALTHCARE	46,695.64	Employee Insurance
64523	1/15/2020	UPSHUR RURAL ELEC. CORP.	327.26	Client Assistance
64524	1/15/2020	VENUS HORNBUCKLE	100.62	Mileage Reimbursement
64525	1/15/2020	WILLIAM V. MACGILL & CO.	1,135.63	Medical Supplies
64526	1/15/2020	WINDSTREAM	243.04	Internet and Telephone
64527	1/22/2020	ABILA	847.79	Accounting Software
64528	1/22/2020	AEP-SWEPKO-EA	279.50	Client Assistance
64529	1/22/2020	AT&T	116.40	Phone and Internet
64530	1/22/2020	ATLANTA ISD	700.00	Rent
64531	1/22/2020	BECKY WIX	829.00	Client Assistance
64532	1/22/2020	BEN E KEITH CO	2,605.00	HS Foods
64533	1/22/2020	BOWIE CASS	553.51	Client Assistance
64534	1/22/2020	CASTLE FAMILY DENTAL	907.00	Client Assistance
64535	1/22/2020	CENTERPOINT ENERGY	281.47	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS  
 Check/Voucher Register - Check Register  
 From 1/1/2020 Through 1/31/2020

Check Register Ending the Month of January

ACCOUNTS  
 PAYABLE  
 DISBURSEMENTS

Check Number	Effective		Check	
	Date	Vendor Name	Amount	Description
64536	1/22/2020	CENTERPOINT ENERGY ENTEX	69.78	Utility
64537	1/22/2020	CHARLOTTE HALL	22.36	Mileage Reimbursement
64538	1/22/2020	DAINGERFIELD CHAMBER OF COMMERCE	225.00	Rent
64539	1/22/2020	DAN BOYD	91.50	Per Diem
64540	1/22/2020	DAN BOYD	0.00	Void Check
64541	1/22/2020	EXXONMOBIL	233.33	Fuel
64542	1/22/2020	FIRST BAPTIST CHURCH	150.00	Rent
64543	1/22/2020	FIRST INSURANCE FUNDING CORP.	8,185.57	Employee Insurance
64544	1/22/2020	G.L. FOSTER	375.00	Rent
64545	1/22/2020	GLENN B. LANIER	240.00	Rent
64546	1/22/2020	HEALTHJOY LLC	1,165.50	Employee Insurance
64547	1/22/2020	HOGAN DENTAL CLINIC	150.00	Client Assistance
64548	1/22/2020	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
64549	1/22/2020	HRI dba HUMANA WELLNESS	2,001.05	Employee Insurance
64550	1/22/2020	HUGHES SPRINGS ISD	800.00	Rent
64551	1/22/2020	JIMMIE RAY AYERS	800.00	Rent
64552	1/22/2020	KENNETH BAXTER	900.00	Client Assistance
64553	1/22/2020	MACEDONIA-EYLAU MUNICIPAL UTILITY DISTRICT #1	88.87	Client Assistance
64554	1/22/2020	MISTY VAN HOOSER	54.05	Mileage Reimbursement
64555	1/22/2020	NORTH EAST TEXAS WORKFORCE DEVELOPMENT BOARD	329.00	Rent
64556	1/22/2020	R. MORGAN, LLC	950.00	Rent
64557	1/22/2020	Sheri Ivey	9.03	Mileage Reimbursement
64558	1/22/2020	SOUTHWESTERN ELECTRIC POWER	2,324.90	Utility
64559	1/22/2020	SUDDENLINK	67.86	Internet
64560	1/22/2020	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
64561	1/22/2020	TEXARKANA WATER UTILITIES	26.57	Utility
64562	1/22/2020	TITUS COUNTY CARES, INC.	425.00	Rent
64563	1/22/2020	TOSHIBA FINANCIAL SERVICES	547.05	Copier
64564	1/22/2020	TURNER DAVID K	1,000.00	Rent
64565	1/22/2020	VERIZON WIRELESS	1,376.29	Cell Phone
64566	1/22/2020	WEST STREET HOME AND AUTO	3,348.00	Vehicle Repairs
64567	1/22/2020	WINDSTREAM	207.61	Telephone and Internet
64568	1/22/2020	XEROX CORPORATION	845.41	Printer
64569	1/29/2020	AEP-SWEPCO-EA	7,507.67	Client Assistance
64570	1/29/2020	AFLAC	2,064.00	Employee Insurance
64571	1/29/2020	AMBIT ENERGY	387.44	Client Assistance
64572	1/29/2020	ANGELA YOUNG	15.00	Vehicle Registrations
64573	1/29/2020	AT&T	348.94	Telephone
64574	1/29/2020	AT&T	105.99	Telephone
64575	1/29/2020	ATLANTA INDEPENDENT SCHOOL DIST	348.35	HS Meals
64576	1/29/2020	ATLANTA UTILITIES	129.83	Client Assistance
64577	1/29/2020	ATMOS ENERGY	270.56	Client Assistance
64579	1/29/2020	BOWIE CASS	0.00	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2020 Through 1/31/2020

Check Register Ending the Month of January

ACCOUNTS  
PAYABLE  
DISBURSEMENT

Check Number	Effective		Check	Description
	Date	Vendor Name	Amount	
64580	1/29/2020	CENTERPOINT ENERGY	5,191.02	Client Assistance
64581	1/29/2020	CENTERPOINT ENERGY ENTEX	136.26	Client Assistance
64582	1/29/2020	CIRRO ENERGY	588.26	Client Assistance
64583	1/29/2020	CITY OF LINDEN	309.00	Utility
64584	1/29/2020	CONN AUTO SUPPLY	11.45	Vehicle Repairs
64585	1/29/2020	DAN BOYD	213.50	Per Diem
64586	1/29/2020	DIRECT ENERGY	805.20	Client Assistance
64587	1/29/2020	ENTRUST ENERGY	139.27	Client Assistance
64588	1/29/2020	EXXONMOBIL	221.82	Fuel
64589	1/29/2020	FARMER ELECTRIC	715.25	Client Assistance
64590	1/29/2020	FERRELL GAS	219.89	Client Assistance
64591	1/29/2020	FRANCES EVANS	213.50	Per Diem
64592	1/29/2020	GREEN MOUNTAIN ENERGY	132.03	Client Assistance
64593	1/29/2020	HRI dba HUMANA WELLNESS	0.00	Employee Insurance
64594	1/29/2020	JEFFERSON AUTOMOTIVE SUPPLY	25.65	Vehicle Repairs
64595	1/29/2020	JUST ENERGY	229.96	Client Assistance
64596	1/29/2020	LAMAR CO-OP	0.00	Void Check
64597	1/29/2020	MELODY HOUSE	931.00	Field Trips
64598	1/29/2020	MISTY VAN HOOSER	285.81	Per Diem
64599	1/29/2020	NEWEGG BUSINESS, INC.	263.94	Office Supplies
64600	1/29/2020	OFFICE DEPOT	4,624.62	Office Supplies
64601	1/29/2020	PANOLA COLLEGE	2,177.00	Client Assistance
64602	1/29/2020	PCM SALES INC	1,267.96	Office Supplies
64603	1/29/2020	PHYNET, INC.	50.00	TB Tests
64604	1/29/2020	REAL ESTATE RAMBO	1,000.00	Client Assistance
64605	1/29/2020	REGION 16 SERVICE CENTER	225.00	HS Training
64606	1/29/2020	RELIANT ENERGY	424.58	Client Assistance
64607	1/29/2020	ROGER STANSBURY	450.00	Client Assistance
64608	1/29/2020	SOUTHWESTERN ELECTRIC POWER	2,529.84	Utility
64609	1/29/2020	TACAA, INC.	2,750.00	Annual Dues
64610	1/29/2020	TEXARKANA ISD CATERING DEPT	1,325.60	HS Foods
64611	1/29/2020	TEXARKANA NEWSPAPER, INC	75.00	Subscription
64612	1/29/2020	TEXARKANA WATER UTILITIES	71.71	Client Assistance
64613	1/29/2020	TRICO LUMBER CO.	511.04	Building Repairs
64614	1/29/2020	TXU-ASSISTANCE GROUP	3,312.54	Client Assistance
64615	1/29/2020	UPSHUR RURAL ELEC. CORP.	2,906.51	Client Assistance
64616	1/29/2020	VANCO SYSTEMS, INC.	242.33	Copiers
64617	1/29/2020	VERNA HAWKINS	67.08	Mileage Reimbursement
64618	1/29/2020	WINDSTREAM	1,091.29	Internet and Phone
64619	1/29/2020	WOOD CO. ELECTRIC COOP.	193.68	Client Assistance
64620	1/29/2020	LAMAR CO-OP	3,415.56	Client Assistance
Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT			334,350.98	
Report Total			334,350.98	



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>377</b>
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**Students Age**

<b>Three Year Old :</b>	<b>38%</b>	<b>Four Year Old:</b>	<b>62%</b>
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**Gender**

<b>Male:</b>	<b>48%</b>	<b>Female:</b>	<b>52%</b>
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**Race**

<b>White:</b> <b>42%</b>	<b>Black/African American:</b> <b>33%</b>	<b>Two or more:</b> <b>14%</b>
	<b>Other:</b> <b>11%</b>	<b>Not Specified:</b> <b>0%</b>

**Language\***

<b>English:</b> <b>91%</b>	<b>Spanish</b> <b>9%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

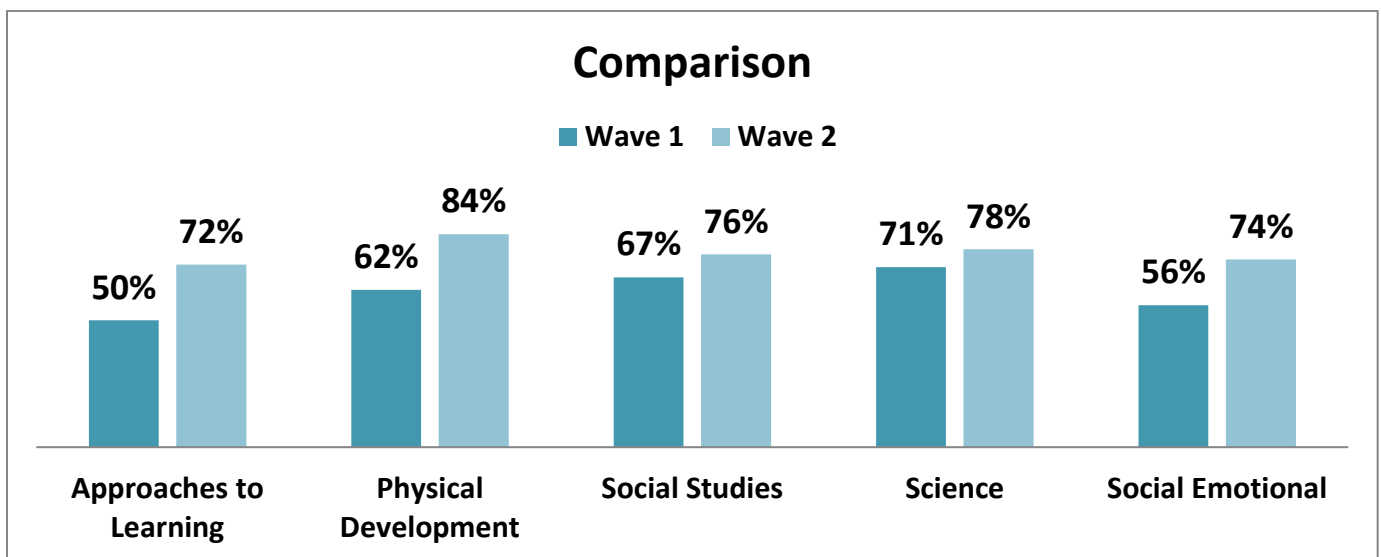
<b>Yes:</b>	<b>7%</b>	<b>No:</b>	<b>93%</b>
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# CSNT Head Start

## CIRCLE Assessment Wave 2

### Program Report 2019-2020

Head Start Campus	Approaches to Learning	Physical Development	Social Studies	Science	Social Emotional
Atlanta	65%	79%	77%	79%	72%
Bloomburg	88%	100%	74%	75%	91%
Daingerfield	48%	58%	85%	90%	54%
Hughes Springs	78%	86%	73%	78%	77%
Linden	74%	86%	73%	76%	79%
Naples	72%	79%	65%	68%	69%
New Boston	75%	97%	83%	81%	72%
Pittsburg	77%	85%	79%	80%	80%
<b>Average Total %</b>	<b>72%</b>	<b>84%</b>	<b>76%</b>	<b>78%</b>	<b>74%</b>

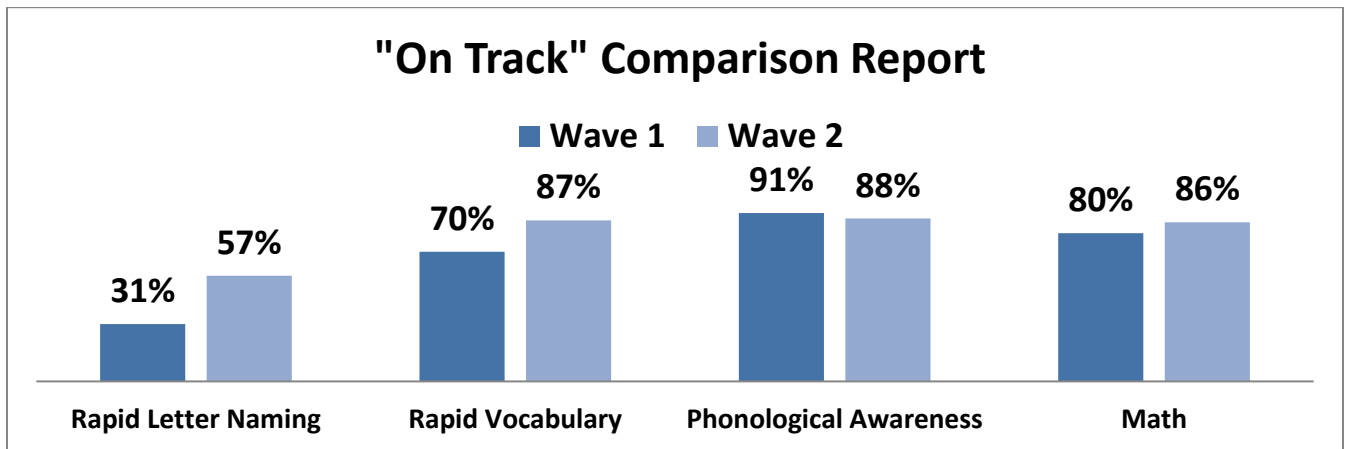
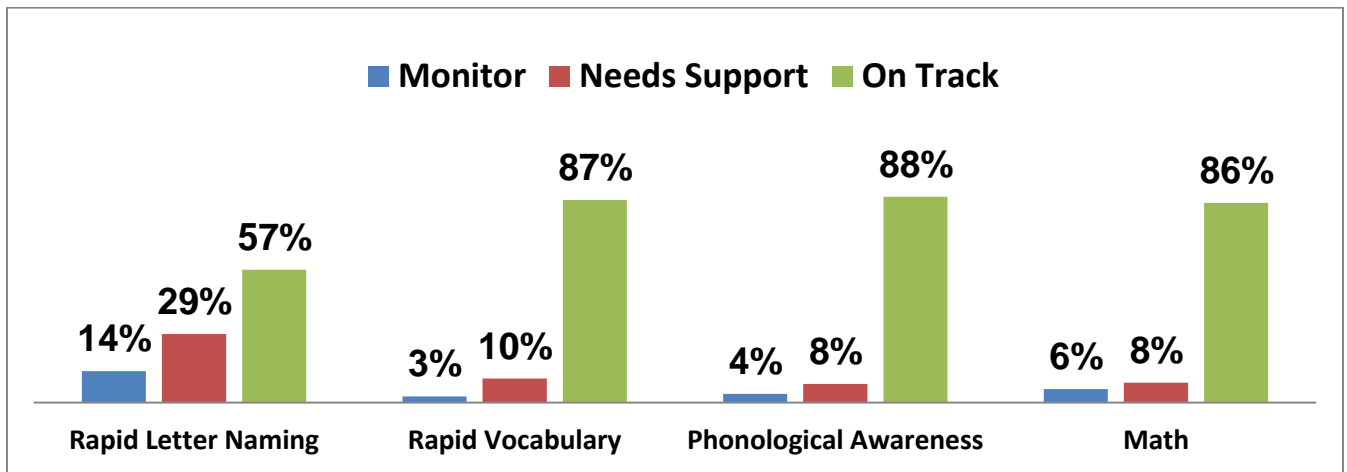


**Total percentage represents average of correct responses for each domain.**



# CSNT Head Start Circle Assessment Wave 2

## Program Report 2019-2020



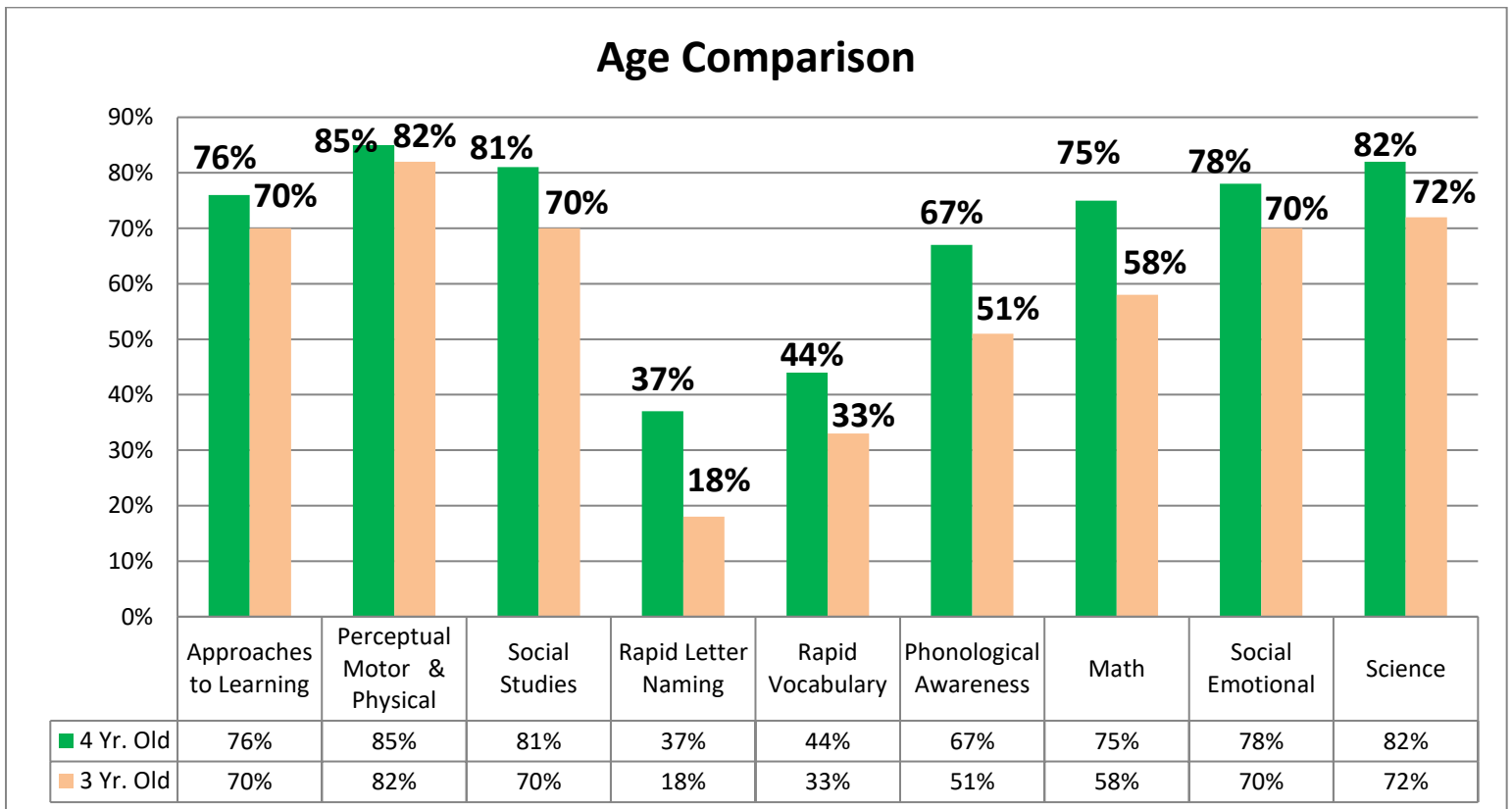
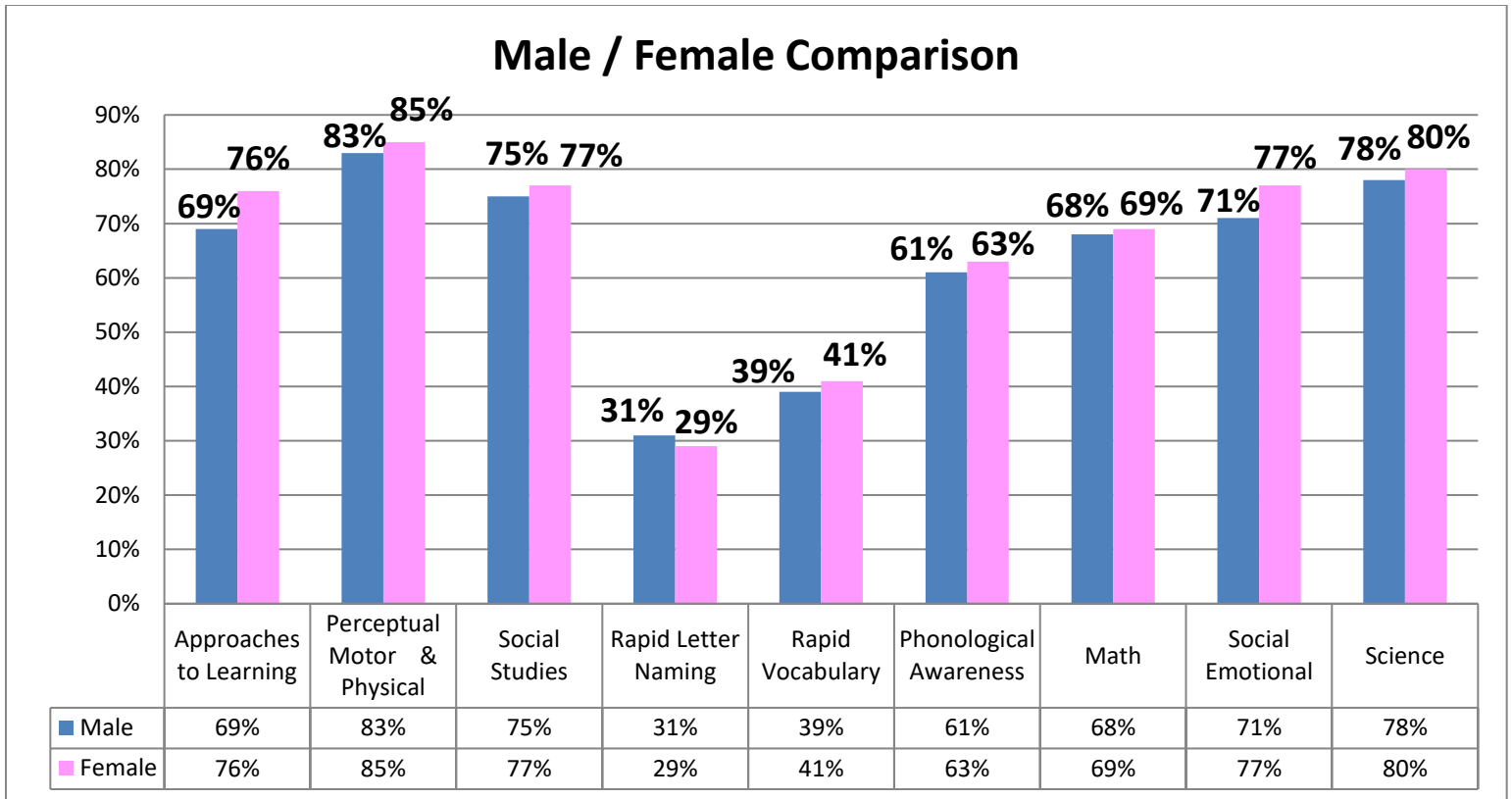
Students were assessed in Math and Phonological Awareness in the following area:

**Math:** Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

**Phonological Awareness:** Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

# CSNT Head Start – CIRCLE Assessment

## Wave 2 Comparison Data 2019-2020



## CSNT Head Start – CIRCLE Assessment

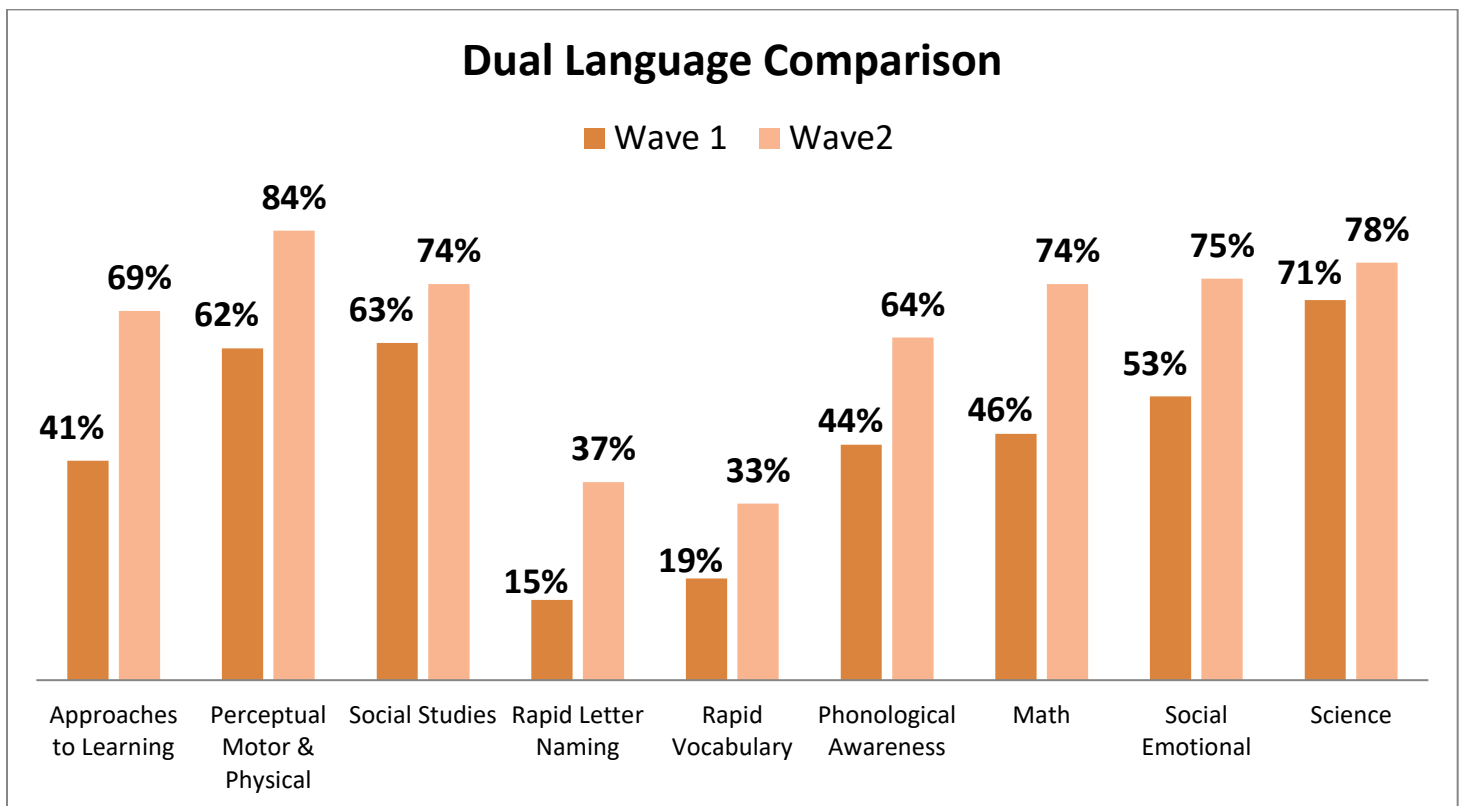
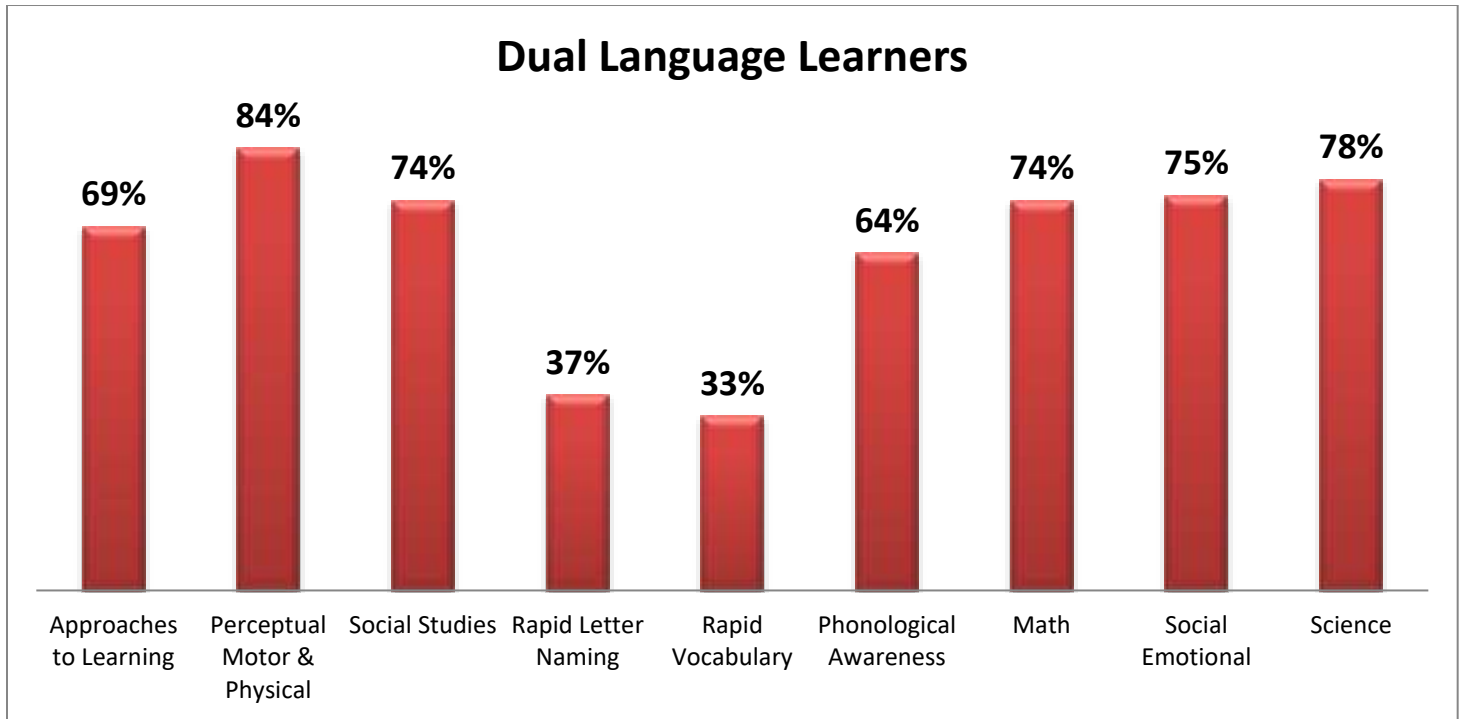
### Wave 2 Race Comparison Data 2019-2020

	White	Black / African American	Other	2 or More Races
Approaches to Learning	72%	69%	70%	64%
Perceptual Motor/Physical	82%	84%	83%	74%
Social Studies	75%	78%	78%	66%
Rapid Letter Naming	29%	28%	34%	24%
Rapid Vocabulary	40%	39%	39%	35%
Phonological Awareness	62%	59%	60%	52%
Math	67%	64%	74%	59%
Social Emotional	73%	74%	79%	64%
Science	78%	75%	82%	69%
<b>Total Students Tested</b>	160	124	42	51

**Percentage represents total number of correct responses for each domain.**

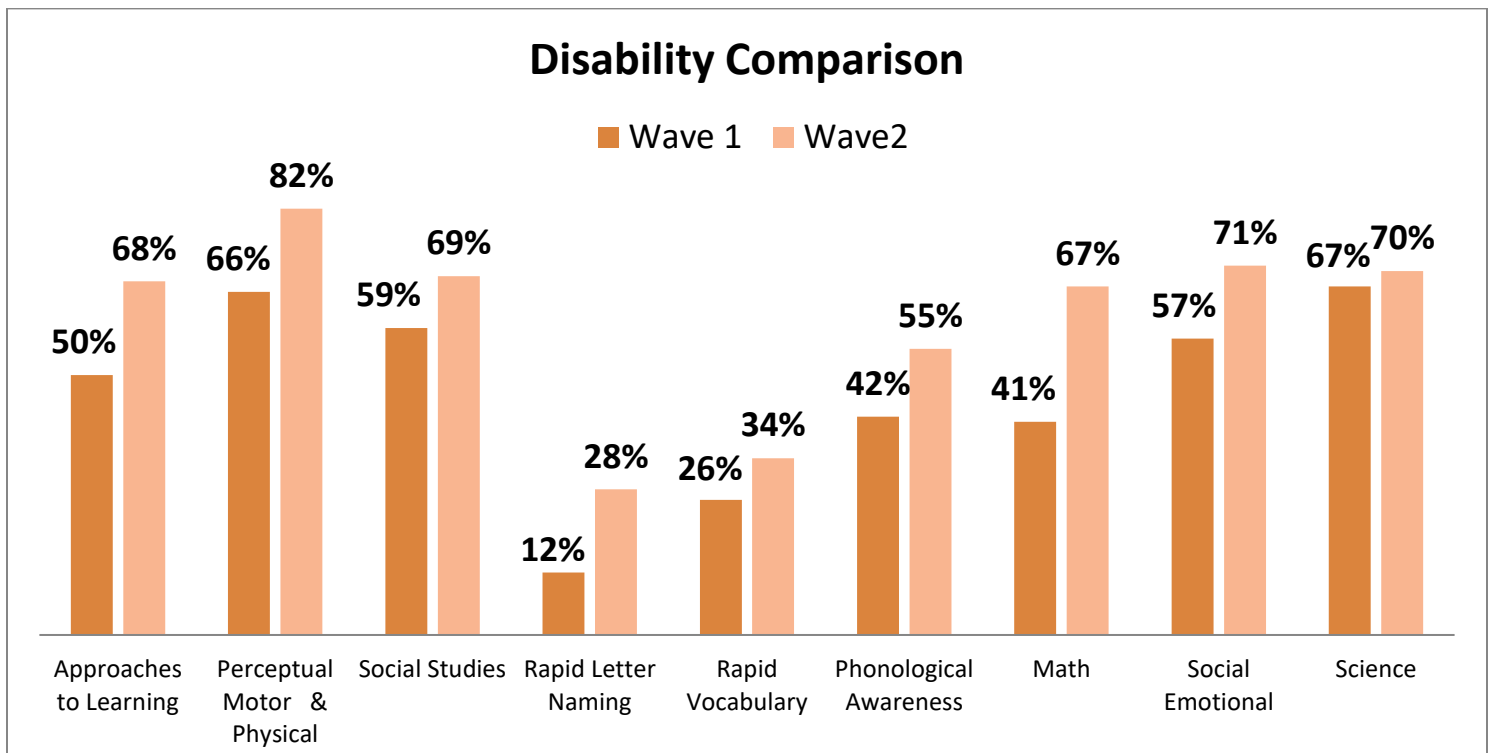
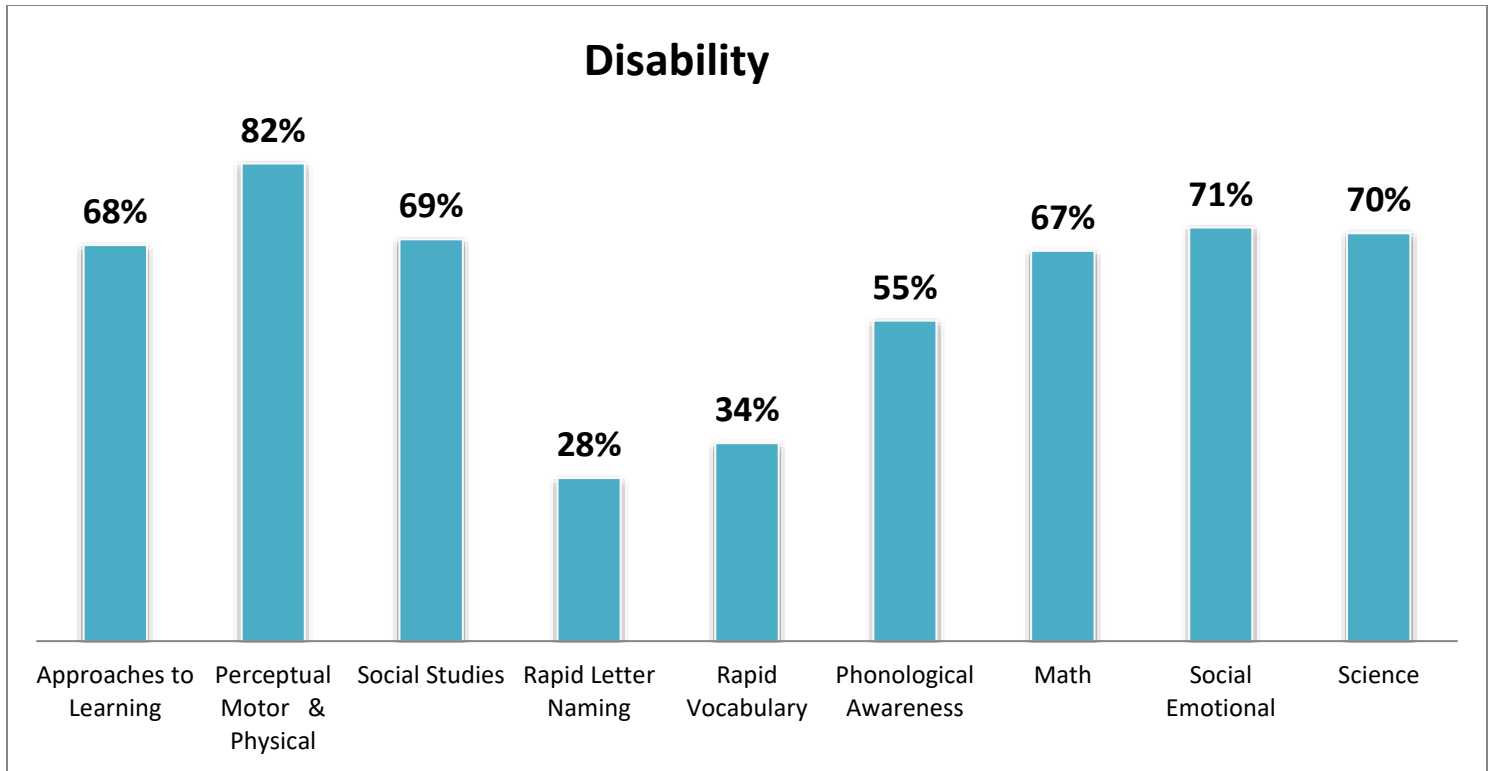
# CSNT Head Start – CIRCLE Assessment

## Wave 2 2019-2020



# CSNT Head Start – CIRCLE Assessment

## Wave 2 2019-2020





This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>141</b>
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**Students Age**

<b>Three Year Old :</b>	<b>55%</b>	<b>Four Year Old:</b>	<b>45%</b>
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**Gender**

<b>Male:</b>	<b>46%</b>	<b>Female:</b>	<b>54%</b>
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**Race**

<b>White:</b> <b>5%</b>	<b>Black/African American:</b> <b>87%</b>	<b>Two or more:</b> <b>2%</b>
	<b>Other:</b> <b>6%</b>	<b>Not Specified:</b> <b>0%</b>

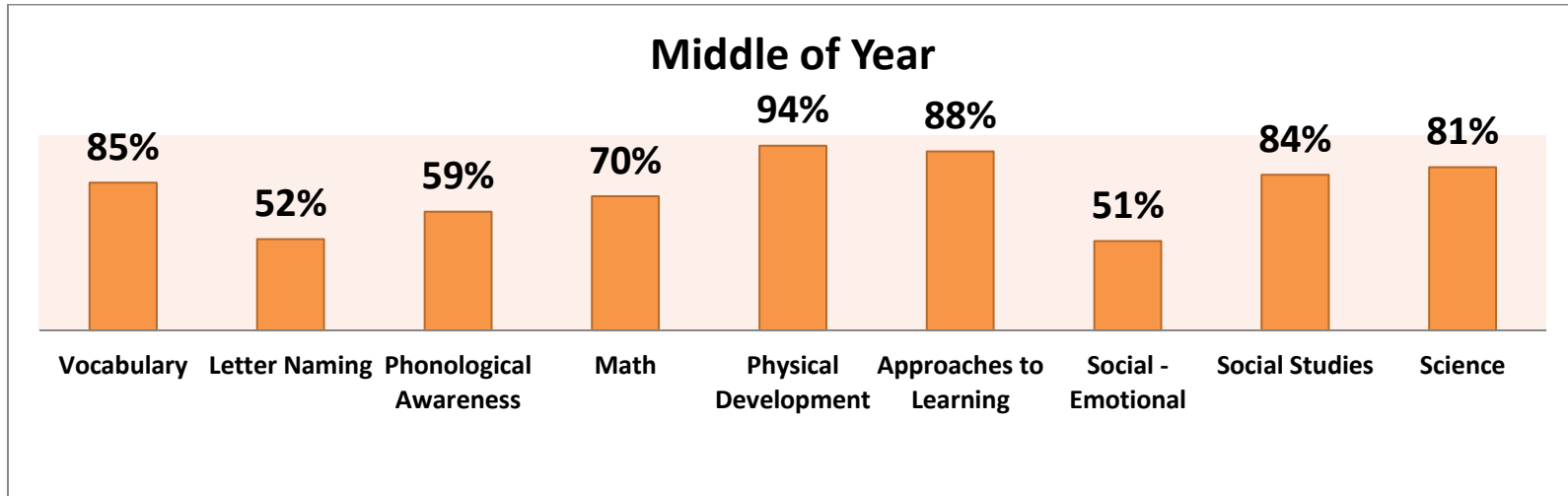
**Language\***

<b>English:</b> <b>97%</b>	<b>Spanish</b> <b>3%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>1%</b>	<b>No:</b>	<b>99%</b>
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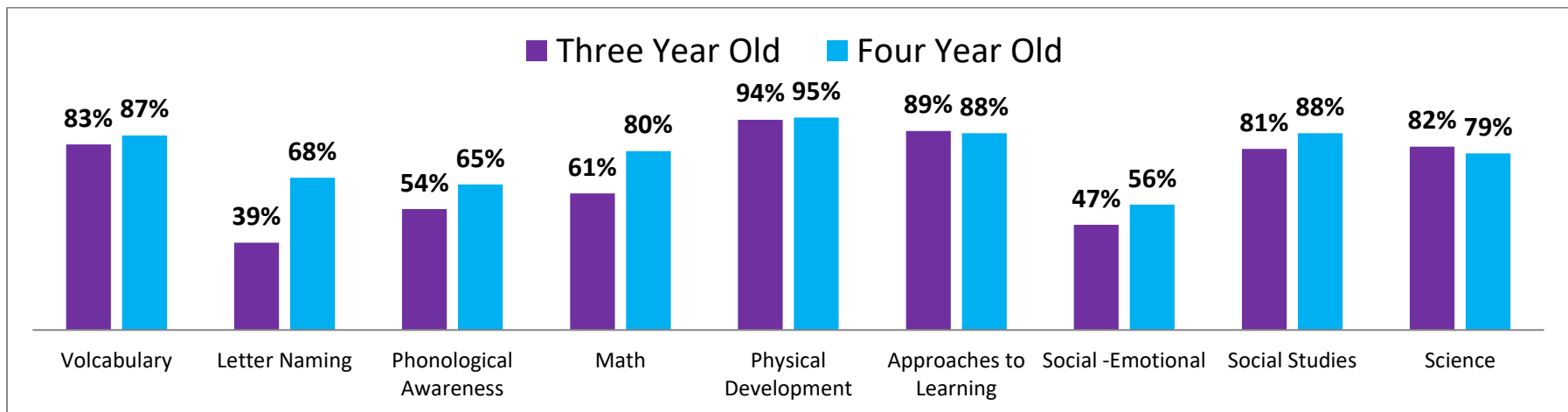
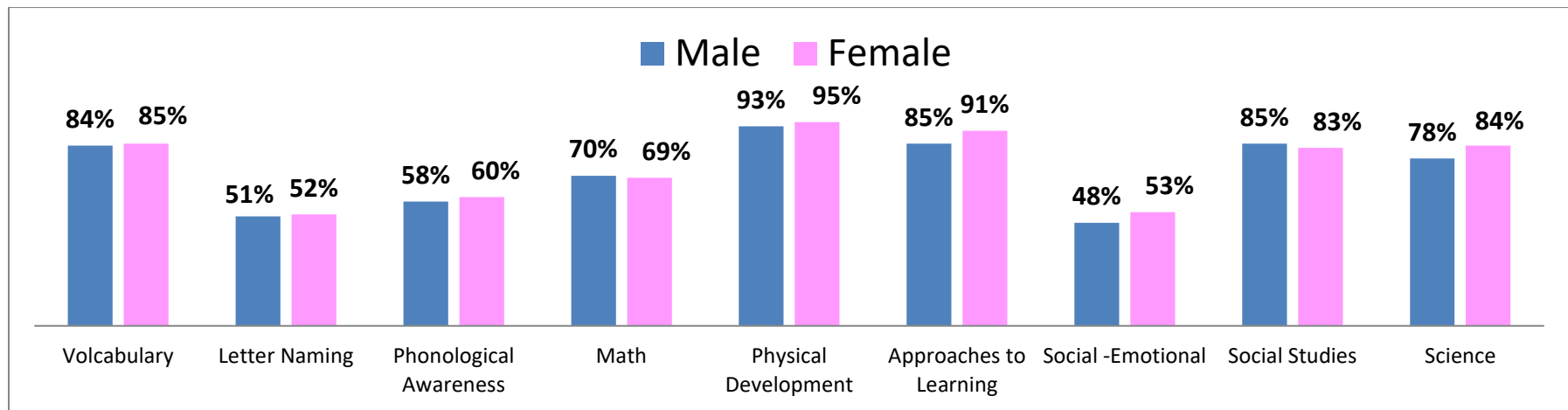
# CSNT Head Start – Frog Street Assessment 2019-2020



Comparison Data	Beginning of Year	Middle of Year
Vocabulary	85%	85%
Letter Naming	24%	52%
Phonological Awareness	40%	59%
Math	44%	70%
Physical Development	86%	94%
Approaches to Learning	83%	88%
Social -Emotional	44%	51%
Social Studies	75%	84%
Science	80%	81%

Percentage represents total number of correct responses for each domain.

## CSNT Head Start Frog Street Assessment Comparison Data – Middle of Year 2019-2020



Percentage represents total number of correct responses for each domain.



## CSNT Head Start – Frog Street Assessment

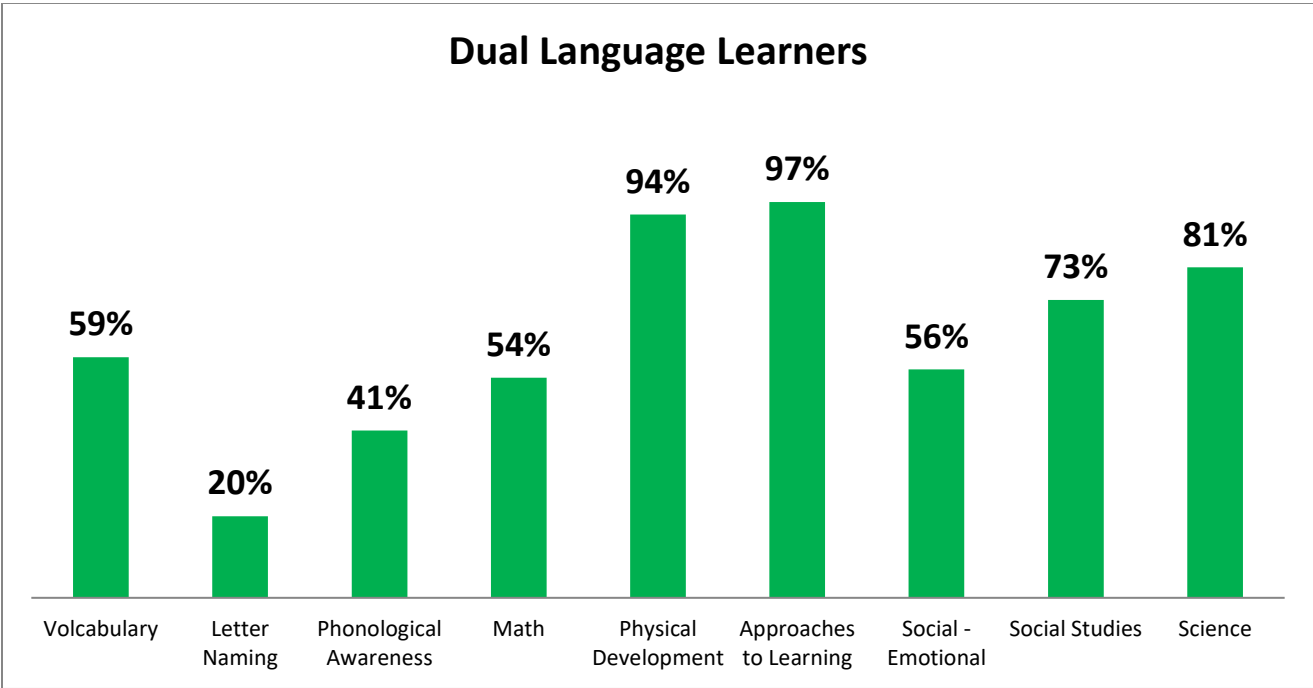
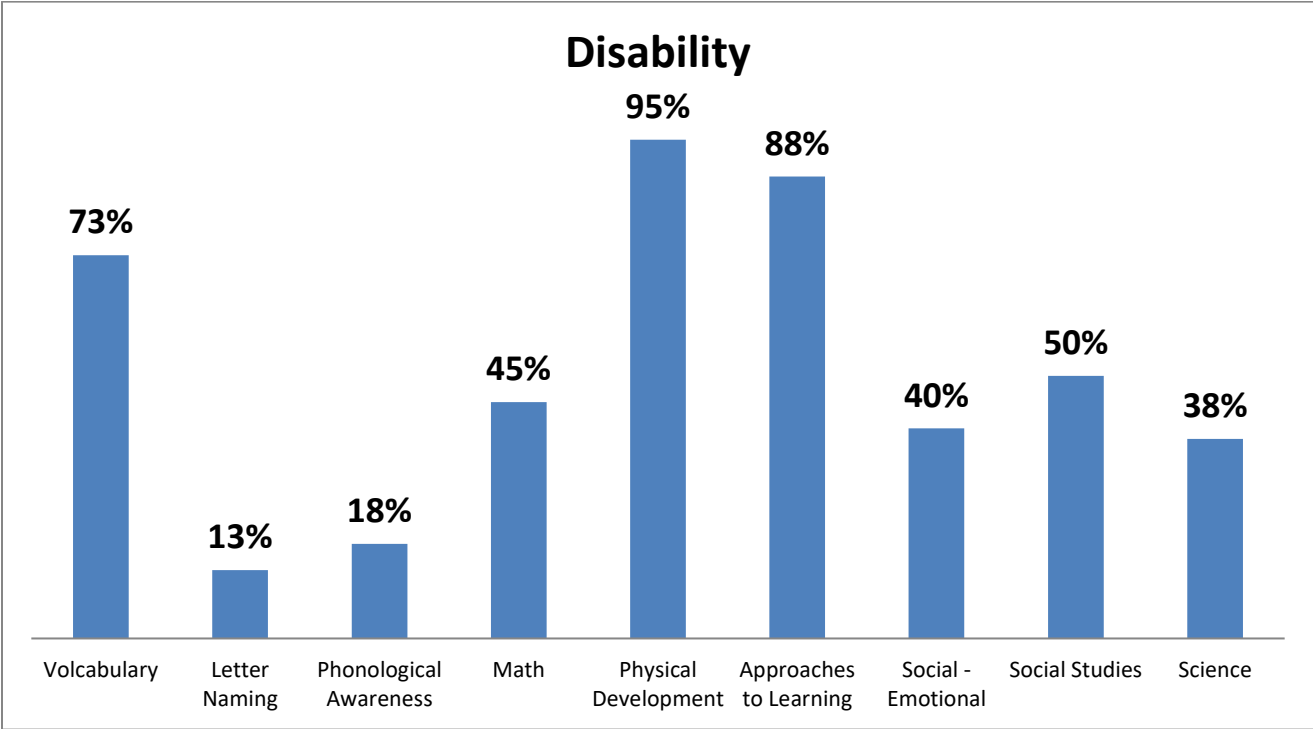
### Middle of Year - Race Comparison Data 2019-2020

Race	White	African American	Two or More	Other
Vocabulary	92%	85%	81%	78%
Letter Naming	56%	53%	46%	28%
Phonological Awareness	63%	59%	55%	50%
Math	79%	70%	69%	54%
Physical Development	99%	94%	89%	97%
Approaches to Learning	100%	87%	92%	97%
Social -Emotional	57%	51%	34%	56%
Social Studies	93%	84%	63%	76%
Science	93%	80%	75%	89%
<b>Total Students Tested</b>	<b>7</b>	<b>122</b>	<b>3</b>	<b>9</b>

**Percentage represents total number of correct responses for each domain.**

# CSNT Head Start Frog Street Assessment

## Middle of Year 2019-2020



Percentage represents total number of correct responses for each domain.

# Parent, Family, and Community Engagement Framework School Readiness Goals 2019-2020

**1. Goal:** Parents will ensure that all children are healthy.

**Objective:** 85% of all students will complete health requirements. **79%**

**Action Steps:**

1. 85% compliance of all EPTSD physical requirements. **77%**
2. 90% Compliance on initial physicals. **85%**
3. 85% Compliance on all six month dentals. **97%**
4. 85% compliance on lead and hemoglobin. **56%**

**2. Goal:** Parents will increase family engagement skills.

**Objective:** 80% of Parents will participate in Family Engagement Activities. **72%**

**Action Steps:**

1. 40% Parent Meeting Attendance **43.50%**
2. 75% participation in Literacy Program/Walk Across Texas. – **Later Date**
3. Parents needing a GED will receive information/resources to complete GED program. **100%**
4. 30% parent attendance at yearly budget training.- **Later Date**

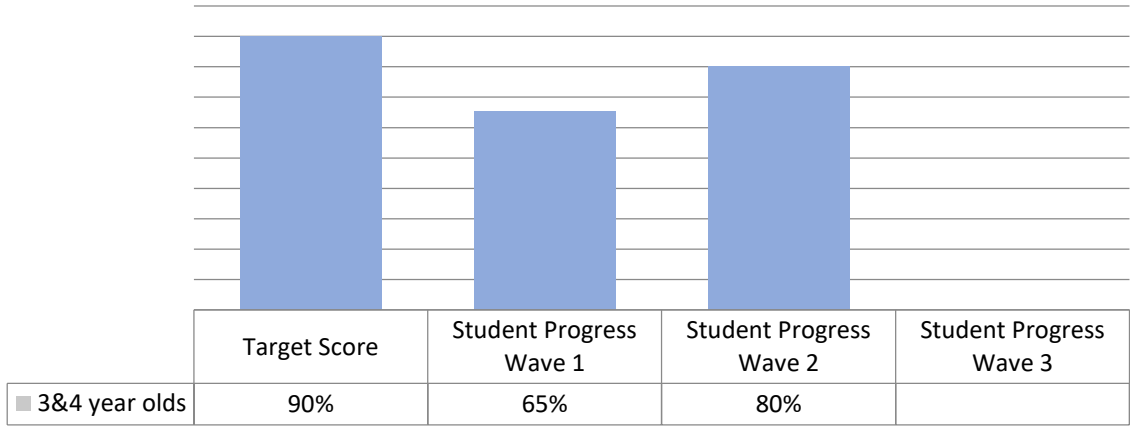
**3. Goal:** Parents will be prepared for transition into Kindergarten.

**Objective:** 80% of all parents will complete activities with their child and on campus to ensure their child is ready to transition to ISD campus.

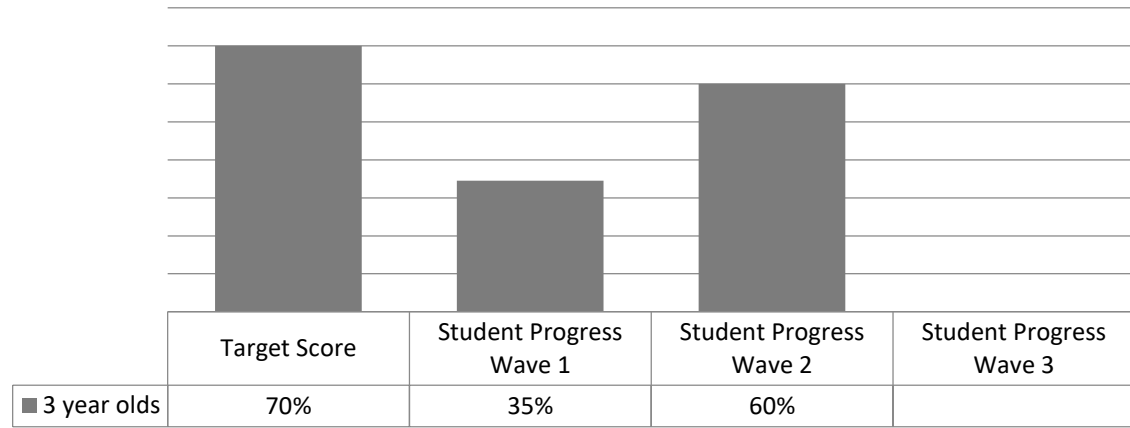
**Action Steps:**

1. 75% participation in Literacy Program – **Later Date**
2. 85% parent participation in Home Visits and Parent Teacher Conferences. **92%**
3. 80% completion of home activities.

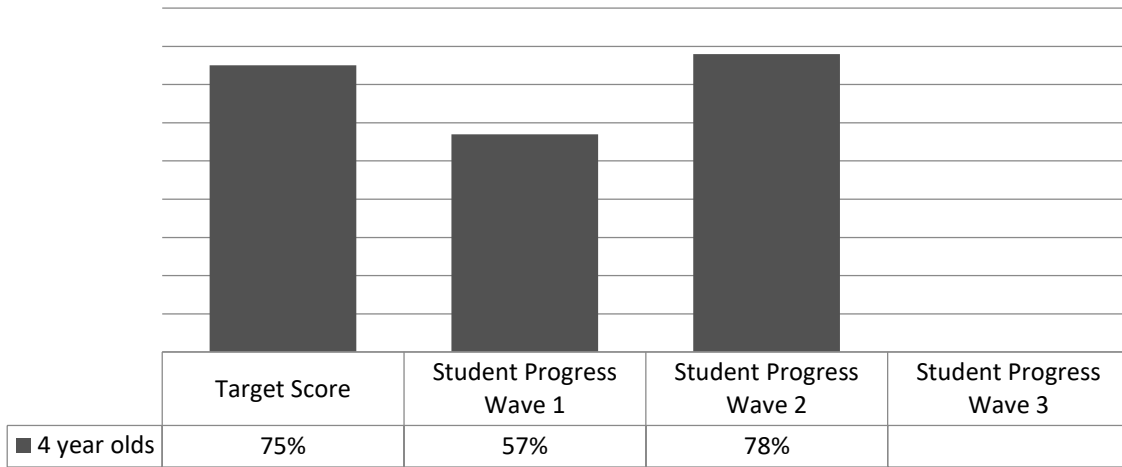
**Approaches to Learning**  
**Goal: Children will demonstrate a positive approach to learning.**



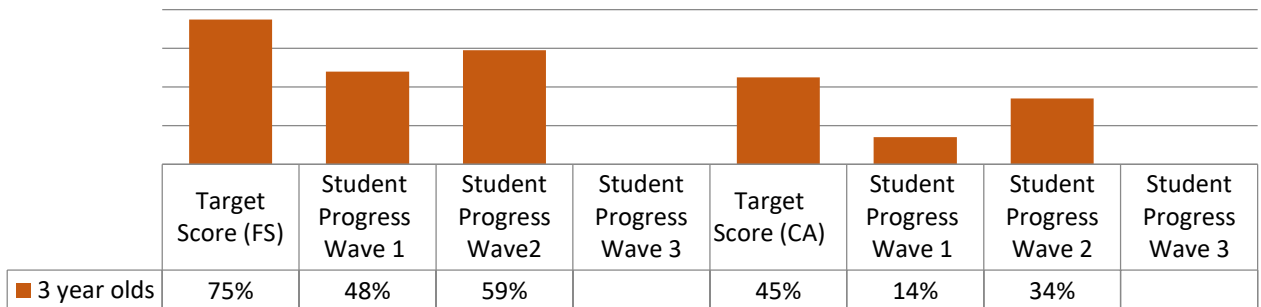
**Cognition: Mathematics Development**  
**Goal: Children will learn and begin to use math concepts.**



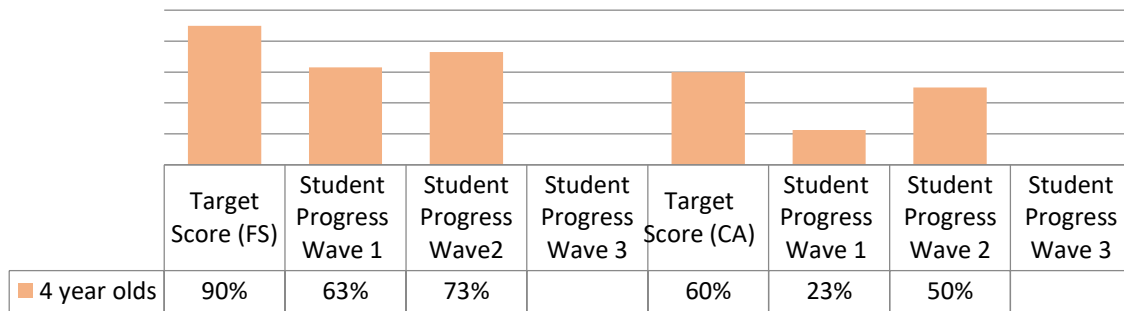
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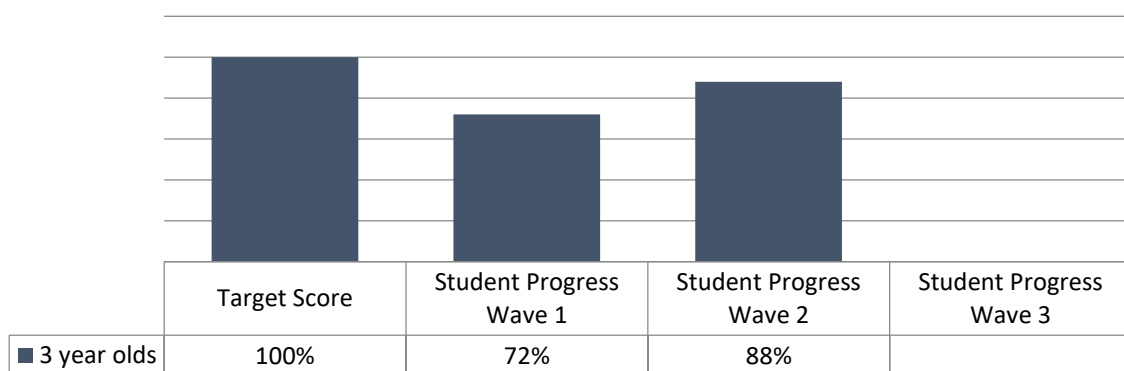
**Language and Literacy**  
**Goal: Children will develop strong receptive and expressive language skills.**  
**Children will learn and demonstrate alphabet knowledge....**



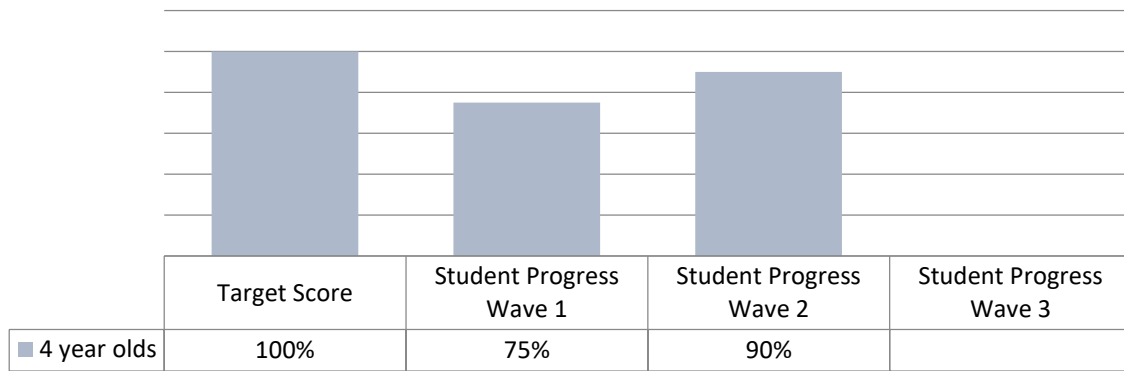
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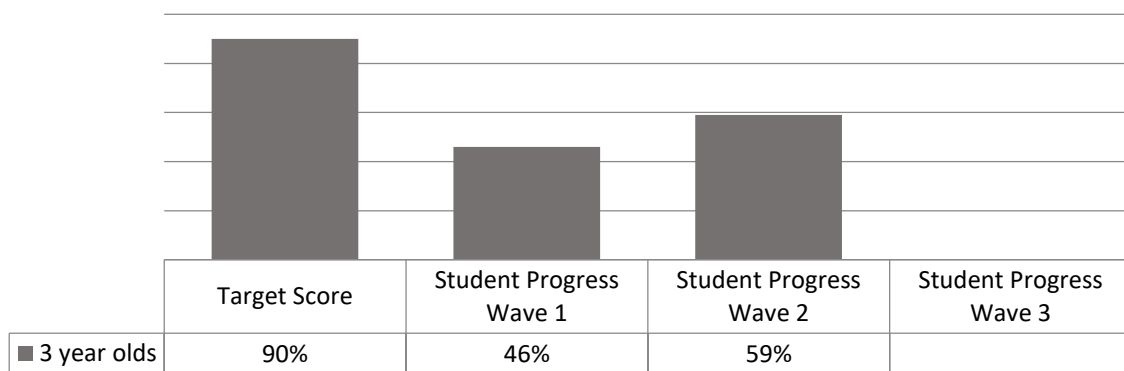
**Perceptual, Motor, and Physical Development**  
**Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.**



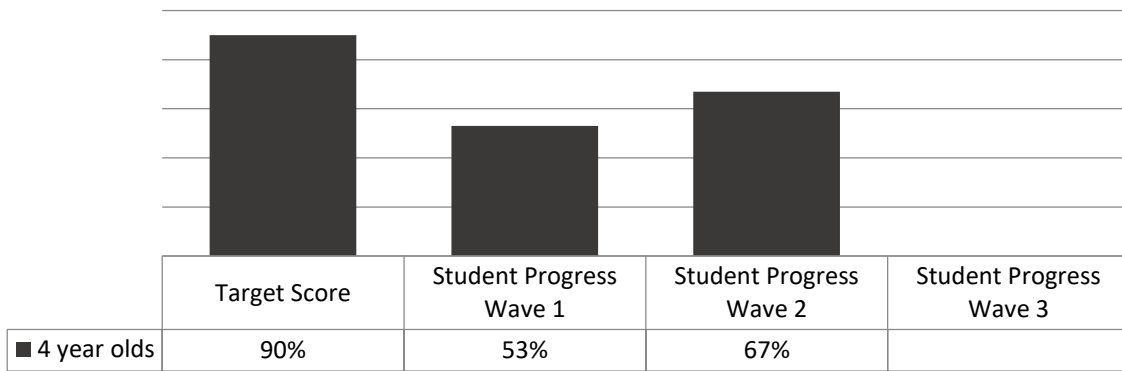
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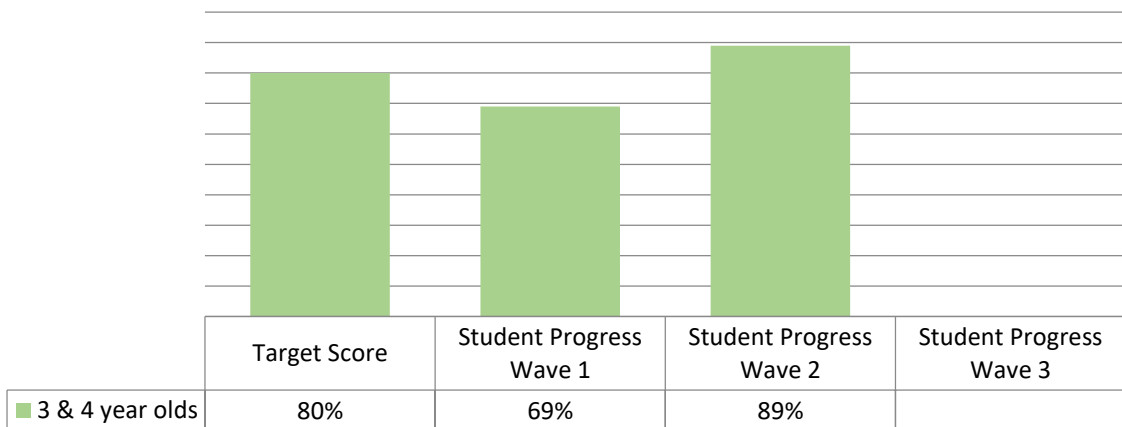
**Social and Emotional Development**  
**Goal: Children will demonstrate an increasing ability to manage their own emotions and behaviors.**



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**Parent Goal**  
**Goal: Families will work with child/children to complete weekly Home Activities.**





**CSNT Head Start 2019-2020 Program Goals**

**Progress Report**

<b>Program Goal 1:</b> Strengthen comprehensive Health Services for Head Start Children and their families.					
<b>Year One Objective One Outcome:</b> 78% of parents will obtain health requirements					
Fall Progress	78%	Winter Progress	61%	Spring Progress	

<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year One Objective One Outcome:</b> 60% of children will name upper and lowercase letters					
Fall Progress	40%	Winter Progress	54%	Spring Progress	

<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year One Objective Two Outcome:</b> 75% of children will sequence count to 50					
Fall Progress	46%	Winter Progress	69%	Spring Progress	

<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year One Objective Three Outcome:</b> .5% increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2% increase in Instructional Support (IS)					
Fall Progress	ES .14% Increase CO .2% Decrease IS .75% Decrease	Winter Progress	ES .50% Decrease CO .52% Decrease IS 1.45% Decrease	Spring Progress	

<b>Program Goal 3:</b> Increase Parent Involvement in the Head Start Program.					
<b>Year One Objective One Outcome:</b> 35% of parents will be involved in their child's education					
Fall Progress	44%	Winter Progress	18%	Spring Progress	