



**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

March 24, 2020 @ 12:00 Noon

Conference Call, 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 ☪

No meeting in February due to quorum not met.

## 4. Approval of Agenda ☪

## 5. Chairman's Comments and Recognitions

## 6. Training/Presentations

A. Berny Question of the Month

## 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 present 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**-Resolution for the New Youth Empowerment Program Bank Account

**D. Discuss/Approve**-Linden Head Start Playground Disposition \$8,421.90

**E. Discuss/Approve**-Convert 47 Head Start Slots to 16 Early Head Start Slots

**F. Discuss/Approve**-Head Start 2% COLA-Quality Improvement Grant Application (\$77,705 COLA & \$137,256 Quality Improvement=Total Grant Application \$214,961 NFS \$53,740)

**G. Discuss/Approve** – Self-Assessment Results 2020

**H. Discuss/Approve**-Development of policies built around COVID-19

**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

# FACTS

## About Head Start Grant Applications

### WHAT IS THE HEAD START GRANT APPLICATION?



The Head Start Grant Application provides a description of the services that will be provided and details of how those services will be provided. There must be clear and precise goals stated within the application narrative that outline the outcomes for the grant.

### WHAT ARE THE PARTS OF A HEAD START GRANT APPLICATION ?



Parts of the Head Start Grant Application:

- Objectives and Needs for Assistance - (**What to Whom?**)
- Approach - (**When and Where?**)
- Program Performance Evaluation - (**Goals and Outcomes**)
- Organizational Capacity - (**Can we do it?**)
- Budget and Budget Justification - (**Can we afford it?**)
-



**Community Services Block Grant Performance Report**

Subrecipient: Community Services of Northeast Texas, Inc. Address: PO Box 427 LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61200003216

Report Date: February 2020

Contract Term: January 1, 2020 - December 31, 2020

Report Type: Monthly

Contract Amount: \$ 427,008.00

CFDA #: 93.569

**Module 2. Section B. CSBG Eligible Entity Capacity Building**

2. Hours of Agency Capacity Building (e.g. training, planning, assessment)

		Hours		
		Monthly	Adjusted	Cumulative
a.	Hours of Board Members in capacity building activities	1	0	11
b.	Hours of Agency Staff in capacity building activities	0	0	14

3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising)

		Hours		
		Monthly	Adjusted	Cumulative
a.	Total number of volunteer hours donated to the agency	746	0	1119
	1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	671	0	994

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	1	1
b.	Number of Nationally Certified ROMA Implementers	0	1	1
c.	Number of Certified Community Action Professionals (CCAP)	0	1	1
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

## Module 4. Section A. Individual and Family National Performance Indicators (NPIs)

### 1. Employment Indicators (FNPI 1)

		I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percent Achieved Outcome [(III / I) x %]
		Monthly	Adjusted	Cumulative	Target	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	9	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	7	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	5	0	0	0	
e.	The number of unemployed adults who obtained employment (with a living wage or higher).	0	0	0	7	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	10	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	4	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	4	0	0	0	
	2. Of the above, the number of employed participants who increased income from employment through hours worked increase.	0	0	0	3	0	0	0	
	3. Of the above, the number of employed participants who increased benefits related to employment.	0	0	0	3	0	0	0	

2. Education and Cognitive Development (FNPI 2)

		I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percent Achieved Outcome [(III / I) x 100%]
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative	
a.	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	1	0	1	392	0	0	0	
b.	The number of children (0 to 5) who demonstrated skills for school readiness.	1	0	1	392	1	0	1	
c.	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.	1	0	1	0	1	0	1	
	1. Early Childhood Education (ages 0-5)	1	0	1	392	1	0	1	
	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).	1	0	1	0	1	0	1	
	1. Early Childhood Education (ages 0-5)	1	0	1	392	1	0	1	
	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.	62	0	62	30	1	0	1	
f.	The number of adults who demonstrated improved basic education.	1	0	1	30	1	0	1	
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.	1	0	1	30	1	0	1	
i.	The number of individuals who obtained an Associate's degree.	0	0	0	5	0	0	0	

2. Education and Cognitive Development (FNPI 2)

		I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percent Achieved Outcome [(III / I) x 100%]
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative	
j.	The number of individuals who obtained a Bachelor's degree.	0	0	0	5	0	0	0	



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
i.	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	0	0	14
b.	Faith Based	0	0	6
c.	Local Government	0	0	2
d.	State Government	1	0	4
e.	Federal Government	0	0	1
f.	For-Profit Business or Corporation	0	0	0
g.	Consortiums/Collaborations	0	0	3
h.	School Districts	0	0	14
i.	Institutions of Post-Secondary Education/Training	0	0	4
j.	Financial/Banking Institutions	0	0	3
k.	Health Service Organizations	2	0	9
l.	Statewide Associations or Collaborations	0	0	2

5. Health and Social/Behavioral Development (FNPI 5)

		I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percent Achieved Outcome [(III / I) x 100%]
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative	
a.	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0	0	250	0	0	0	
b.	The number of individuals who demonstrated improved physical health and well-being.	0	0	0	2	0	0	0	
c.	The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	0	10	0	0	0	
d.	The number of individuals who improved skills related to the adult role of parents/caregivers.	0	0	0	10	0	0	0	
e.	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	0	128	0	0	0	
f.	The number of seniors (65+) who maintained an independent living situation.	8	0	8	25	5	0	5	
g.	The number of individuals with disabilities who maintained an independent living situation.	15	0	15	25	13	0	13	
h.	The number of individuals with chronic illness who maintained an independent living situation.	1	0	1	25	1	0	1	
i.	The number of individuals with no recidivating event for six months.	1	0	1	0	0	0	0	
	1. Youth (ages 14-17)	0	0	0	0	0	0	0	
	2. Adults (ages 18+)	1	0	1	5	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 (#)			IV.) Percent Achieved Outcome [(III / I) x 100%]
		Monthly	Adjusted	Cumulative	Target	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	20	0	0	0	
	1. Of the above, the number of Community Action program participants who improved their leadership skills.	0	0	0	20	0	0	0	
	2. Of the above, the number of Community Action program participants who improved their social networks.	0	0	0	20	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	20	0	0	0	

7. Outcomes Across Multiple Domains (FNPI 7)

		I. Number of Participants Served in Program(s) (#)			II.) Target (#)	III.) Actual Results (#)			IV.) Percent Achieved Outcome [(III / I) x 100%]
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative	
a.	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	68	0	68	4200	56	0	56	



# 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	103	92	2	9	4 terms
CSBG/CEAP	14	12	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	388.75	196.00	584.75	Unfilled Positions 3
Pay Period 1/19/2020 to 2/1/2020				
Hours worked by Subs 328.25				
<b>CSBG/CEAP Staff</b>	67.75	48.01	115.76	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
<b>Head Start Staff</b>	498.00	169.25	667.25	Unfilled Positions 5
Pay Period 2/5/2020 to 2/15/2020				
Hours worked by Subs 334.25				
<b>CSBG/CEAP Staff</b>	63.00	98.88	161.88	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
<b>Total Hours Absent Both Pay Periods</b>	1017.50	512.14		

<b>LWOP Savings</b>	\$	6,657.82	\$	13.00	512.14	\$13.00 average hourly rate
<b>HS Sub Usage Expense</b>	\$	5,399.38	\$	8.15	662.5	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$	1,258.45				

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	516									
# additional students (partnerships)	9	11	9									
% with Special Needs	6%	7%	8%									
ADA Funded Enrolled* (516)	516	516	516									
Enrollment (w/additional students)	525	527	525									
Present/ Absent	476/49	477/50	471/54									
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$965,823 \$580,353 \$385,470 60% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$385,470</b>	\$ 122,595	\$ 132,053	\$ 130,822									

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>12%</b>	\$ 37,765	\$ 98,536	\$ 150,027									

## Meals/Reimbursements

\$42,517	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	18	19									
# of meals served	5,496	6,924	7,014									
CACFP Reimbursement	\$ 12,081	\$ 15,143	\$ 15,293									

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	195	195	141									
# Classrooms Observed	42	47	73									
Incomes Verified	15	6	4									
# Parents Interviewed	20	4	10									
# of Staff interviewed	0	18	14									
# Bus Routes Observed	3	1	2									
# Staff Files Reviewed	5	0	0									
# Community Contacts	11	68	72									
# of Findings Corrected	38	22	30									

## 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	3									
# findings corrected	2	0	0									
# findings remaining	0	3	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	9									
# findings corrected	7	2	5									
# findings remaining	0	7	4									



## Program Updates

Preparing for Spring Activities  
IM-HS-20-01 Inclusion of Children with Disabilities  
PI-HS-20-01 Head Start Service Duration  
IM-HS-20-02 Head Start Modular Units

**From:** Office of Head Start <no-reply@hsicc.org>  
**Sent:** Thursday, March 5, 2020 10:30 AM  
**To:** berny.harris@csntexas.org  
**Subject:** ACF-IM-HS-20-02 Head Start Modular Units

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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-20-02	2. Issuance Date: 03/05/2020
	3. Originating Office: Office of Head Start, Office of Grants Management	
	4. Key Words: Modular Unit; Portable Prefabricated Structure; Mobile Units; Manufactured; Real Property; Disposition	

**INFORMATION MEMORANDUM**

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

**SUBJECT:** Head Start Modular Units

**INFORMATION:**

A modular unit is defined as "a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property." The definition includes modular units used for any program purpose, including classrooms, kitchens, administrative offices, and storage buildings. See [Terms, 45 CFR §1305.2](#). The purchase of any modular units with Head Start funds is subject to the provisions of [45 CFR Part 1303 Subpart E](#).

Many different types of prefabricated structures fall within the general term "modular unit." Some are structurally similar to traditional construction, subject to local building codes and firmly attached to an underlying foundation. These units can provide high-quality learning environments with a useful life similar to traditional construction.

At the other end of the spectrum are units that arrive on wheels and are installed by placement on supports without a full foundation. Local building codes are not usually applicable to these types of units. They are often referred to as manufactured or mobile units. Their useful life is significantly less than traditionally constructed buildings. Especially in harsh climates, these units tend to deteriorate quickly and require significant ongoing maintenance. They also lose structural stability, develop mold issues, and lose quality as a learning environment much sooner than high-quality modular units or traditional construction. See [Teaching and the learning environment, 45 CFR §1302.31](#).

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when



replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available.

To assure modular units used as Head Start facilities result in quality, cost effective learning environments, OHS is implementing the following requirements.

#### **Application for Purchase of a Modular Unit**

When a grantee applies for purchase of a modular unit under [45 CFR Part 1303 Subpart E](#), the following additional information is required per [45 CFR §1303.44\(a\)\(14\)](#).

1. A statement indicating whether the modular unit will be classified as real property or equipment in the grantee's financial records. This classification must be maintained until the modular unit is disposed of in accordance with [Real Property, 45 CFR §75.318\(c\)](#) or [Equipment, 45 CFR §75.320\(e\)](#), as applicable.
2. A description of the procurement procedures that will be used to purchase the modular unit in compliance with [45 CFR §75.329](#).
3. If the modular unit proposed for purchase will be classified as real property, the grantee must submit standard form (SF)-429 with Attachment B. If the modular unit proposed for purchase will be classified as equipment, follow [45 CFR §75.407\(a\)\(7\)](#) for prior approval. The modular unit must be included in the grantee's equipment inventory maintained in accordance with [45 CFR §75.320\(d\)\(1\)–\(5\)](#).
4. The cost comparison required by [45 CFR §1303.45](#) must address the full cost of initial purchase of the modular unit. This includes site acquisition and preparation, delivery, set-up, and additional site work needed (e.g., ramps, fencing, parking, play area, landscaping). Estimated operating costs, including ongoing maintenance and repairs, must be also be provided, with an assumed estimated useful life of 15 years. For purposes of comparison with available alternatives within the community (see below), the cost of replacement of the modular unit at the end of 15 years must also be included.
5. Modular unit costs must be compared to available alternatives within the community, including construction of a new facility and purchase or lease of an existing facility (with any associated renovation costs). Initial and ongoing costs for comparable facilities must be estimated, including depreciation, with an assumed useful life of 30 years.
6. The application must describe the placement of the modular unit proposed for purchase. It also must indicate if the modular unit will be placed on leased or grantee-owned property and the method of installation (e.g., placed on a poured foundation, on blocks, or other supports). The extent to which the modular unit can be removed and relocated must also be addressed, including whether it is possible to relocate the unit without significant damage to its structure once installed.
7. The statement of a real estate professional described in [45 CFR §1303.42\(b\)](#) must clearly show the realtor making the certification considered the options of construction, purchase, or leasing of facilities as an alternative to purchase of a modular unit.

#### **Request for Disposition of a Modular Unit**

The disposition process for a modular unit depends on how the unit was classified in the grantee's financial records (real property or equipment) at the time of purchase and during its period of ownership by the grantee. A grantee may not change the historic classification of a modular unit for purposes of disposition. If classified as real property, the unit is subject to the disposition requirements described in [45 CFR §75.318\(c\)](#) and [45 CFR §75.308\(c\)\(1\)\(xi\)](#). A unit classified as equipment is subject to the disposition requirements described in [45 CFR §75.320\(e\)](#) and [45 CFR §75.308\(c\)\(1\)\(xi\)](#). For more information, please see the [ACF Property: Disposition](#) website.

#### ***Real Property***

When the modular unit has been classified as real property, the grantee is required to submit SF-429 with Attachment C in the [GrantSolutions Online Data Collection \(OLDC\)](#) to request approval for disposition of the



unit. Note that line 14e requires the grantee to enter the third-party appraised value of the real property (current market value). Current market value must be established by an independent certified real property appraiser (no more than three years old). The appraisal must be uploaded to the SF-429 Attachment C in **GrantSolutions OLDC** to verify the current market value amount.

The modular unit should be appraised separately from the land upon which it is located. The appraisal must clearly indicate the appraised value of:

1. The land, if owned by the grantee
2. The modular unit value in its existing location

Modular units classified as real property are usually firmly attached to the land upon which they are located. If the grantee does not own the land, all costs related to the proposed disposition (e.g., demolition, site restoration, takedown, moving, and new site preparation) must be identified in the disposition request. If the overall cost of all disposition options result in a net value that is \$0 or less, there is no value for OHS to recover in the modular unit. The Office of Grants Management (OGM) will review all disposition requests in which there is no recoverable value. If there are no issues or concerns, the respective Grants Management Officer (GMO) will approve release of the federal interest.

### **Equipment**

When the modular unit has been classified as equipment and has a current market value of \$5,000 or more, grantees are required to submit the Tangible Personal Property Report—Disposition Request using SF-428 with Attachment C through the Head Start Enterprise System (HSES). Send correspondence to the GMO no later than 30 days before the proposed disposition. The modular unit may be retained, sold, or transferred as directed by the Administration for Children and Families (ACF) in accordance with **45 CFR §75.320**.

When the modular unit has been classified as equipment and has a current market value of \$5,000 or less, the modular unit may be retained, sold, or otherwise disposed of without payment of proceeds to the awarding agency (**45 CFR §75.320(e)(1)**). However, proceeds must be recognized as additive program income and used only for allowable Head Start program expenses. All requests for disposition instructions must be made in writing through HSES Correspondence to the GMO no later than 30 days before the proposed change. If there are no issues or concerns, the respective GMO will proceed with approval to release the federal interest.

Thank you for your work on behalf of 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  
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**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-02	2. Issuance Date: 03/11/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2020; Funding Increase; Cost of Living Adjustment (COLA); Quality Improvement	

**PROGRAM INSTRUCTION****SUBJECT:** FY 2020 Head Start Funding Increase**INSTRUCTION:**

President Trump signed Public Law 116-94, the Further Consolidated Appropriations Act, 2020, on December 20, 2019. Included is \$10,613,095,000 for programs under the Head Start Act, an increase of \$550 million over the fiscal year (FY) 2019 funding level.

This increase includes \$193 million to provide all Head Start, Early Head Start (EHS), and Early Head Start-Child Care (EHS-CC) Partnership grantees a 2% cost-of-living adjustment (COLA); \$100 million for expansion of EHS and EHS-CC Partnerships; \$250 million for quality improvement; and \$4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program.

This Program Instruction (PI) primarily provides information about the COLA and quality improvement funds available to grantees in FY 2020 and describes the requirements for applying for these funds. All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive COLA and quality improvement funds. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcome of the DRS competitions has been finalized.

Preliminary information is also included on availability of competitive funding for EHS and EHS-CC Partnerships expansion and the Tribal Colleges and University Partnership grants, with more details coming in the near future. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

**FY 2020 COLA**

Each grantee may apply for a COLA increase of 2% of the FY 2019 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2019.

Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 2%. This includes salaries of current staff and the pay range of unfilled vacancies. An equivalent increase must be provided to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase salary due to wage comparability issues should ensure public school salaries for kindergarten are included in their considerations.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head



Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing a COLA percentage less than 2% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in **Personnel policies, 45 CFR §1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs, or to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

### **FY 2020 Quality Improvement**

Each grantee will be allocated a proportionate amount of quality improvement funding based on the number of slots they are funded to serve (approximately \$250 per Head Start slot and \$350 per EHS slot). However, there will be a minimum floor established to ensure all grantees are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Head Start Act. Grantees are strongly encouraged to invest this funding into ongoing program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. Activities must align with Sec. 640(a)(5) of the Act, as outlined in **Attachment A**. However, programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. Further, programs have flexibility to use any amount of their quality improvement funding on Early Head Start and/or Head Start, based on community needs, and not to exceed the total amount available in a given grant. If a program chooses to use this flexibility, they must justify how this approach supports the greatest needs of their community.

Importantly, grantees should consider ongoing, sustained investments in quality improvements, as opposed to one-time investments, while also acknowledging one-time investments in FY 2020 may be necessary to sustain ongoing quality improvement. Grantees encountering other one-time program improvement needs are invited to apply for supplemental funding as needs emerge. These separate requests are addressed by priority and subject to availability of funds. Below is further information on the definitions of *trauma* and *trauma-informed approach*, developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) at the U.S. Department of Health and Human Services (HHS).

Trauma occurs when frightening events or situations overwhelm a child or adult's ability to cope or deal with what has happened. These kinds of experiences cause an extended stress response and lasting effects on the physical and mental health of the individual. Trauma can occur in the form of a single event (e.g., a natural disaster or death of a close family member) or as a series of events or chronic condition (e.g., substance misuse, domestic and community violence, child abuse and neglect, extended homelessness, or food insecurity). Exposure to traumatic experiences is more common than most people believe, and the experience of trauma is highly individualized. What is traumatic to one person does not necessarily have the same traumatic effect on another person who experienced the same event or situation. In addition to enrolled children and families, Head Start staff may themselves experience trauma, as well as stress associated with their role in supporting children and families impacted by trauma.

A trauma-informed approach is one that realizes the widespread impact of trauma and understands potential paths for recovery; looks out for potential signs and symptoms of trauma among children, families, and staff; fully integrates knowledge about trauma into program policies, procedures, and practices; and seeks to actively resist re-traumatization. Related activities vary widely. They can include additional qualified staff to lower teacher-child ratios or family service staff caseloads; enhanced mental health partnerships and services for children and families; and transportation services. See **Attachment B** for additional information, including several concrete examples.



There is also flexibility in the use of these quality improvement funds to meet grantees' most pressing local needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Act, except that any amount of these funds may be used on any of the activities specified in such section. See Attachment A for the list of activities. If a program applies to invest quality improvement funds in an activity or activities specified under Sec. 640(a)(5) that are not directly related to promoting trauma-informed care and supporting children, families, and staff impacted by trauma, the program must justify why this is the best use of these funds.

The Office of Head Start recently held a webinar on the quality improvement funding, and the webinar recording will be available on the Early Childhood Learning and Knowledge Center (ECLKC) soon.

### **Application Requirements**

Grantees are required to request COLA and quality improvement funds through a grant application. Shortly, grantees will be issued a funding guidance letter specifying each funding level and additional instructions on how to apply for these funds. Grantees will be required to submit their applications in the Head Start Enterprise System (HSES).

### **EHS Expansion and EHS-CC Partnerships**

One hundred million dollars is available to support new grants for traditional EHS and EHS-CC Partnerships to increase access to high-quality infant and toddler early learning. Funding will be awarded by March 2021. A funding opportunity announcement (FOA) is expected in summer 2020. This announcement will equally prioritize EHS expansion and EHS-CC Partnerships, as determined by the needs of local communities. More information on this opportunity will be available later this year.

### **Tribal Colleges and University Partnership Grants**

Four million dollars is available to fund grants to Tribal Colleges or Universities who partner with at least one American Indian and Alaska Native (AIAN) Head Start agency. The grants will be designed to:

- Increase the number of degrees in the early childhood education fields
- Provide assistance to Head Start staff and parents enrolled in such programs
- Develop curricula to promote high-quality services and instruction
- Provide activities to upgrade the skills and qualifications of education personnel
- Offer technology literacy programs for AIAN Head Start agency staff
- Develop and implement virtual learning opportunities

Eligible entities will be Tribal Colleges and Universities meeting the definition in Sec. 316(b) of the Higher Education Act of 1965. Funding will be awarded by the end of September 2020. A FOA is expected in Spring 2020.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

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

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PIR Snapshot	Total	Percentage
<b>Report: Head Start PIR Snapshot (Grid)</b>		
<b>PIR: Head Start 2019-2020</b>		
<b>Section: a. Total Funded Enrollment</b>		
Number of enrollment slots that the program is funded to serve.	516	100%
<b>Section: b. Funded Enrollment by Program Option</b>		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
<b>Section: c. Detail - Center-based Funded Enrollment</b>		
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
<b>Section: d. Total Cumulative Enrollment</b>		
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.	577	100% of participants
<b>Section: e. Participants By Age</b>		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	259	44.89% of cumulative enrollment
Four Years Old	318	55.11% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
<b>Section: f. Homelessness Services</b>		
Total Number of children experiencing homelessness that were served during the enrollment year	39	6.76% of cumulative enrollment
<b>Section: g. Foster Care</b>		
Total number of enrolled children who were in foster care at any point in the program year	20	3.47% of cumulative enrollment
<b>Section: h. Prior Enrollment of Children</b>		
Second Year	161	27.9% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
<b>Section: i. Ethnicity</b>		
Hispanic or Latino Origin	98	16.98% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	479	83.02% of cumulative enrollment
<b>Section: j. Race</b>		
American Indian or Alaska Native	3	0.52% of cumulative enrollment
Asian	6	1.04% of cumulative enrollment
Black or African American	277	48.01% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.17% of cumulative enrollment
White	183	31.72% of cumulative enrollment
Biracial or Multi-Racial	61	10.57% of cumulative enrollment
Other Race	46	7.97% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

### Section: k. Language

English	527	91.33% of cumulative enrollment
Spanish	47	8.15% 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	550	63.6% of cumulative enrollment
Children With Health Insurance At End of Enrollment	367	63.6% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	539	93.41% of cumulative enrollment
Children With A Medical Home At End of Enrollment	228	39.51% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	566	98.09% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	540	93.59% of cumulative enrollment
Children with a dental home at start of enrollment	525	90.99% of cumulative enrollment
Children with a dental home at end of enrollment	228	39.51% 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	6.07% of cumulative enrollment
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### Section: n. Family Services

Total Number of Families	540	100% of total families
Families Who Received at Least One Family Service	329	60.93% of total families

### Section: o. Specific Services

Emergency or Crisis Intervention	18	3.33% 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	8.7% 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	277	51.3% of total families
Assistance to Families of Incarcerated Individuals	2	0.37% of total families
Parenting Education	279	51.67% of total families
Relationship or Marriage Education	7	1.3% of total families

# Service Department Report

MARCH 31, 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: 48.06

### **Transportation Costs:**

	<b>Children</b>	<b>Staff</b>		<b>Children</b>	<b>Staff</b>
Vehicle Maintenance cost(Campus)		0.00	<b>YTD =</b>		1060.67
Vehicle Maintenance cost (Buses)	44.49		<b>YTD =</b>	243.56	
Vehicle Maintenance cost (Exec. Office)		7.50	<b>YTD =</b>		295.10
Vehicle fuel cost (Gas Campus)	479.75	183.11	<b>YTD =</b>	928.92	214.16
Vehicle fuel cost (Exec. Office)		562.93	<b>YTD =</b>		1302.54
Vehicle fuel cost (Diesel)			<b>YTD =</b>		
Vehicle insurance cost (Buses)	1106.58		<b>YTD =</b>	2213.16	
Vehicle driver cost buses	2454.62		<b>YTD =</b>	4909.24	
Total transportation cost:	4085.44	753.54			
Total number transported:	85	151			

# Monthly Vehicle Cost Summary

Mar-20

## By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	31.99	
CSBG	318.32	432.40	
CEAP	260.10	57.80	
VSN	438.72	-	
			<u>1,539.33</u>

## By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	365.02	67.60	
Linden	632.75	436.25	
Linden Shop	-	4.39	
Daingerfield	19.37	13.95	
	-	-	
			<u>1,539.33</u>

## By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	-	-	Linden Shop
879	-	192.48	192.48	Linden
880	-	7.00	7.00	Linden
881	26.99	-	26.99	Linden
882	-	-	-	Linden
883	-	4.39	4.39	Linden Shop
884	369.66	110.10	479.76	Linden
885	19.37	13.95	33.32	Daingerfield
886	365.02	67.60	432.62	Jefferson
887	34.50	-	34.50	Linden
838	201.60	126.67	328.27	Linden
			<u>1,539.33</u>	

# VSN FEBRUARY 2020

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
\$21,625 FOR UTILITIES	27	3	14	\$6,525.71
\$8,688.00 FOR RENT	6	0	9	\$3,340.00
\$16,637.65 FOR MORTGAGE	0	0	0	0
\$22,590.94 FOR FUEL	13	0	15	\$513.43
\$12,931.00 FOR DENTAL	4	2	2	\$4,278.00

## Playground Disposition Form for Head Start

Location	Description of Playground	Condition (Poor, Fair, Good, Excellent)	Disposition Process	Policy Council and Governing Board Approval Date	Estimated Monetary Value
Linden Head Start	2015 London Bridge Play Structure (\$11,887.00) – American Parks - For Children Ages 2-5	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$3,566.10
Linden Head Start	2015 Custom Shade Canopy (\$3,342.00) – American Parks - For Children Ages 2-5	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$1,002.60
Linden Head Start	2015 Rubber Mulch (\$10,450.00) – American Parks	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$3135.00
Linden Head Start	2015 Landscape Timbers and Wear Mats (\$2,394.00) – American Parks	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$718.20
<b>TOTAL COST</b>					<b>\$8,421.90</b>
<b><u>Justification of sale</u></b>					
<p>This playground equipment was purchased for Linden Head Start children ages 3-4. These slots are being converted to Early Head Start slots at another location. The School District where the equipment is located is still offering Pre-kindergarten services and could use the equipment. If the District does not purchase the equipment, CSNT Head Start will move the equipment to another location. Costs to move the playground is very expensive and would cost as much as a new playground.</p>					

## Justification

### Grantee 06CH011282/01

Date	Description
3/24/2020	Convert (47) Head Start slots to (16) Early Head Start slots with the 2020-2021 school year (4 of the Head Start slots would be served at Atlanta Head Start)
<p>51 Head Start slots will not be needed in Linden with the 2020-2021 school year. The School District is providing services for these children and providing child care for younger students. The child care will be provided in the facility where we are located. We have to vacate this location at the end of the school year.</p>	
<p>Hughes Springs Head Start has space available to provide services for (16) Early Head Start children. The ages would be 12-36 months of age. When converting slots from Head Start to Early Head Start, the number of children served drops due to the cost associated with providing services to younger children. Therefore, the number of Early Head Start slots to be served at this location would be (16).</p>	
<p>Hughes Springs ISD is excited about the possibility of Early Head Start children being served in their District. They inquired about Early Head Start a few years ago. The data that has been collected suggests that this would be the best option for the Linden Head Start slots.</p>	



## Justification

### Grantee 06CH7174/06

Date	Description
3/24/2020	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA and Quality Improvement Funding for a total of \$214,961.</p> <p>2% COLA Funding = \$77,705 Quality Improvement Funding = \$137,256</p>

#### 2% COLA Funding

Increase staff salaries 2% and increase the base rate for the following Job Titles:

- Assistant Head Start Director (Job Realignment) \$3.00 per hour increase
- Campus Director (Working on Degree/Associates Degree) \$.50 per hour increase
- Lead Teacher (Working on Degree/Associates Degree) \$.50 per hour increase
- Lead Teacher (Bachelor Degree/Master's Degree) \$ .80 per hour increase
- Nutrition Manager (2) \$.50 per hour increase
- Health Coordinator \$.50 per hour increase
- Program Monitor \$.50 per hour increase
- Family Service Coordinator (Added position due to Job Realignment – No salary increase)
- Executive Director – Does not get COLA increases
- Positions increased due to DOL changes did not get COLA increase

# of employees receiving 2% COLA	Estimated annual Increase to Personnel Budget	Estimated annual Increase to Fringe Budget	Estimated Total Increase to Head Start Budget
<b>91</b>	<b>\$62,166</b>	<b>\$15,539</b>	<b>\$77,705</b>

#### Quality Improvement Funding

Expand Mental Health Services and increase classroom quality by providing extra staff in classrooms experiencing behavior issues, providing consultants to train with staff dealing with trauma/stress related behaviors, and train with parents dealing with trauma/stress related issues. The \$137,256 budget is as follows:

Total New Staff	Total added Personnel/Fringe	Total Consultants/Training Dollars	Total Supplies for Classrooms
<b>5</b>	<b>\$130,000</b>	<b>\$5,000</b>	<b>\$2,256</b>



# **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 March 2020

(February 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	\$190,152.96	\$526,380.20	\$690,665.80	\$202,841.00	\$608,523.00	\$82,142.80
Fringe Benefits	\$304,262.00	\$54,627.53	\$164,598.57	\$139,663.43	\$50,710.33	\$152,131.00	(\$12,467.57)
Travel (4120)	\$22,150.00	\$833.26	\$3,893.96	\$18,256.04	\$3,691.67	\$11,075.00	\$7,181.04
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$9,333.33	\$28,000.00	\$28,000.00
Supplies	\$125,055.00	\$32,497.36	\$44,994.62	\$80,060.38	\$20,842.50	\$62,527.50	\$17,532.88
Contractual	\$9,165.00	\$0.00	\$0.00	\$9,165.00	\$1,527.50	\$4,582.50	\$4,582.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$1,574.00	\$1,851.80	\$21,636.20	\$3,914.67	\$11,744.00	\$9,829.20
Other (4122)	\$208,266.00	\$53,452.00	\$146,482.62	\$61,783.38	\$34,711.00	\$104,133.00	(\$42,349.62)
<b>Total</b>	<b>\$1,965,432.00</b>	<b>\$333,137.11</b>	<b>\$888,201.77</b>	<b>\$1,077,230.23</b>	<b>\$327,572.00</b>	<b>\$982,716.00</b>	<b>\$94,514.23</b>
T&TA	\$45,638.00	\$2,407.26	\$5,745.76	\$39,892.24	\$7,606.33	\$22,819.00	\$17,073.24
<b>Total</b>							<b>\$27,223.88</b>
USDA Reimbursements through January 2020							\$15,292.73
Estimated USDA Reimbursement for February 2020							\$137,030.84
							<b>Resulting (over)/under with USDA</b>

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$10,500.00

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>
Per Classroom	\$98,271.60	\$16,656.86	\$44,410.09
Per Child	\$3,808.98	\$645.61	\$1,721.32

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

	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$8,189.30	\$24,567.90	(\$19,842.19)
Per Child	\$317.41	\$952.24	(\$769.08)

### IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$491,358.00	\$130,822.34	\$385,460.08	\$105,897.92

# HEAD START NUTRITION PROGRAM

## February 2020 Financial Report

For the month of March 2020

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,421.45	33,022.27
Administrative Labor	1,020.79	5,246.41
Food	8,777.75	42,344.64
Supplies & Equipment	593.69	4,048.28
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	475.00	625.00
Other	-	0.00
Total	<u>\$ 17,288.68</u>	<u>\$ 85,286.60</u>

TDHS REVENUE                      15,292.73              74,711.37 (Income Starts October 2019)

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

CEAP Current Program (February 2020 Expenditures)

% of contract	93%
% of money	77%

# CEAP 2019

*Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2020*

					Contract Budget						
					Minimum		Maximum				
Administration*	\$204,306.00	15,762.13	\$134,912.46	\$69,393.54	6%	\$13,620.40	min	\$136,442.26	max	\$1,529.80	Okay
Household Crisis**	1,144,419.00	71,156.79	\$370,489.72	773,929.28		176,260.47	min	1,144,419.00	max	773,929.28	Okay
Utility Assistance**	1,144,418.00	74,747.52	\$1,392,114.98	(247,696.98)		176,260.47	min	1,144,418.00	max	(247,696.98)	#REF!
Program Services	350,809.00	30,769.04	\$303,164.48	47,644.52	17%	23,387.27	min	165,261.53	max	(137,902.95)	#REF!
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>\$192,435.48</b>	<b>\$2,200,681.64</b>	<b>\$644,470.36</b>		<b>\$389,528.61</b>		<b>\$2,591,740.80</b>		<b>\$391,059.16</b>	<b>Okay</b>

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

**Future Payments \$128,993.89**

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

Admin with Future Payments 5.8%      Program Services with Future Payments 13.8%

# CSBG 2020

## Financial Report for the month of March 2020

CSBG Current Program (February 2020 Expenditures)

% of contract	17%
% 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 Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2020</i>							
Personnel	\$0.00	22,402.39	\$39,644.81	(\$39,644.81)	\$0.00	\$0.00	(\$39,644.81) Over
Fringe Benefits	0.00	4,740.23	\$8,526.12	(8,526.12)	0.00	0.00	(8,526.12) Over
Travel*	0.00	3,053.00	\$3,396.28	(3,396.28)	0.00	0.00	(3,396.28) Over
Equipment	0.00	172.75	\$400.73	(400.73)	0.00	0.00	(400.73) Over
Supplies	0.00	3,114.16	\$7,429.77	(7,429.77)	0.00	0.00	(7,429.77) Over
Contractual	0.00	752.76	\$4,832.60	(4,832.60)	0.00	0.00	(4,832.60) Over
Other	0.00	9,742.40	\$25,015.09	(25,015.09)	0.00	0.00	(25,015.09) 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>\$43,977.69</b>	<b>\$89,245.40</b>	<b>(\$89,245.40)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$89,245.40) Over</b>

## Financial Report for the month of March 2020

CEAP Current Program (February 2020 Expenditures)

% of contract	17%
% of money	#DIV/0!

# CEAP 2020

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

						Contract Budget		
						Minimum	Maximum	
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

#DIV/0!

**Future Payments**

**\$0.00**

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report -March 2020**

Capital One Credit Card

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

Sam's Club

Purchases for January 2020		614.82
Payment due by 02/28/2020	Pd on 02/19/2020	<u>(614.82)</u>
Balance		-

Line of Credit

Program	CSBG B	VET Ser NOW	TBRA
Highest February 2020 Balance	45,816.78	-	-
Current balance	21,993.57	700.00	-
Exp pay off date	4/30/2020	4/30/2020	

In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW
Highest February 2020 Balance	395.20	200.00	26,422.04
Current balance	395.20	200.00	-
Exp pay off date	4/30/2020	4/30/2020	

TEXANA BANK LOANS

Sam's Club Credit

COMMUNITY COUNCIL OF CASS
Account Number ending in 7789

Statement Closing Date 02/08/2020

Visit samsclub.com/credit or Call 1-800-203-5764

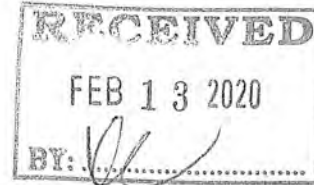
Payments must be received by 5pm ET on due date if mailed, or by 11:59pm ET on due date for online and phone payments.

Payment Information

New Balance \$614.82
Total Minimum
Payment Due \$50.00
Payment Due Date 02/28/2020

Account Summary
Previous Balance as of 01/09/2020 \$0.00
Purchases/Debits +614.82
New Balance as of 02/08/2020 \$614.82

Credit Limit \$5,500
Available Credit \$4,885
Statement Closing Date 02/08/2020
Days in Billing Cycle 31



Transaction Summary

Table with columns: Date, Tran, Post, Transaction Reference #, Description, Amount. Includes transactions from 01/09 and 01/08.

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = variable rate. Table with columns: Type of Balance, Expiration Date, Annual Percentage Rate, Balance Subject to Interest Rate, Interest Charge, Balance Method.

NOTICE: We may convert your payment into an electronic debit. See reverse side for details, Billing Rights and other important information.

MEMBER SERVICE: For Account Information log on to samsclub.com/credit. This account is registered.

See your On-line Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764.
6709 0001 A7H 1 7 8 200207 PAGE 1 of 3 9280 2000 MP17 D1EM6709 24701

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number [Redacted]

Table with columns: Total Minimum Payment Due, Payment Due Date, New Balance. Values: \$50.00, 02/28/2020, \$614.82.

Payment Enclosed: Please use blue or black ink.

Payment amount display area: \$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]



New address or email? Print changes on back.

COMMUNITY COUNCIL OF CASS 247012
KAY PHILLIPS Q302
PO BOX 427
LINDEN TX 75563-0427



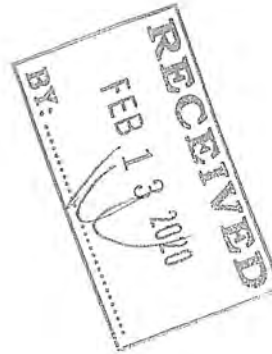
Make Payment to: SAM'S CLUB/SYNCHRONY BANK
P.O. BOX 530981
ATLANTA, GA 30353-0981



COMMUNITY COUNCIL OF CASS					
ACCOUNT #: <del>6045 0020 3930 7789</del>		DATE OF SALE #: 200109	P.O. #:		
INVOICE#: 000000		AUTHORIZATION #: 001325	CLUB #: 6279		
REFERENCE #: P928000QS01GK30L1		TRANSACTION #: 0	REGISTER #: 89		
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000739770	CORPORATE ITEM	6.000	EA	\$89.9800	\$539.88
SUB \$539.88		TAX \$0.00		TOTAL INVOICE	\$539.88
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$539.88

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: <del>6045 0020 3930 7789</del>		DATE OF SALE #: 200108	P.O. #:		
INVOICE#: 004557		AUTHORIZATION #: 000860	CLUB #: 6422		
REFERENCE #: P928000QS01Q50Q8H		TRANSACTION #: 4557	REGISTER #: 95		
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
052741890	FIRST AID KIT	3.000	EA	\$24.9800	\$74.94
SUB \$74.94		TAX \$0.00		TOTAL INVOICE	\$74.94
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$74.94

1-2





Check Register Ending the Month of February

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	
63389	2/26/2020	ATLANTA ISD	(700.00)	VOID
63435	2/26/2020	ROSANNA N. ROACH	(40.58)	VOID
63683	2/26/2020	JENNIFER CAMPBELL	(30.10)	VOID
64022	2/28/2020	AMBIT ENERGY	(478.15)	VOID
64623	2/5/2020	AEP-SWECO-EA	29,211.12	CLIENT ASSISTANCE
64624	2/5/2020	AMBIT ENERGY	67.31	CLIENT ASSISTANCE
64625	2/5/2020	AT&T	503.67	TELEPHONE
64626	2/5/2020	AT&T	628.92	TELEPHONE
64627	2/5/2020	BARBARA LARRY, LPC	117.50	MENTAL HEALTH ASSESMENT
64628	2/5/2020	BEN E KEITH CO	1,670.34	HEAD START FOOD
64629	2/5/2020	BOWIE CASS	3,558.51	CLIENT ASSISTANCE
64630	2/5/2020	CAMCO ELEVATOR INC	150.00	MONTHLY FEE
64631	2/5/2020	CENTERPOINT ENERGY	2,481.14	CLIENT ASSISTANCE
64632	2/5/2020	CENTERPOINT ENERGY ENTEX	83.05	UTILITY
64633	2/5/2020	CHILD SAFETY SOLUTIONS, INC.	5,938.92	DENTAL EDUCATION
64634	2/5/2020	CIRRO ENERGY	235.93	CLIENT ASSISTANCE
64635	2/5/2020	CITY OF NEW BOSTON	210.43	UTILITY
64636	2/5/2020	CITY OF PITTSBURG	213.19	UTILITY
64637	2/5/2020	CONN AUTO SUPPLY	11.82	VEHICLE REPAIRS
64638	2/5/2020	DEBERRY PROPANE	450.00	CLIENT ASSISTANCE
64639	2/5/2020	DIRECT ENERGY	682.97	CLIENT ASSISTANCE
64640	2/5/2020	DRANEKIA SAVAGE	137.60	MILEAGE REIMBURSEMENT
64641	2/5/2020	ENTRUST ENERGY	212.39	CLIENT ASSISTANCE
64642	2/5/2020	EXXONMOBIL	203.25	CLIENT ASSISTANCE
64643	2/5/2020	FARMER ELECTRIC	1,671.43	CLIENT ASSISTANCE
64644	2/5/2020	FELICIA WILLIAMS	34.47	PETTY CASH REIMBURSEMENT
64645	2/5/2020	FERRELL GAS	508.14	CLIENT ASSISTANCE
64646	2/5/2020	FIRST CHOICE POWER	405.76	CLIENT ASSISTANCE
64647	2/5/2020	GAS AND SUPPLY	251.00	CLIENT ASSISTANCE
64648	2/5/2020	GLENN B LANIER CO	41.58	VEHICLE REPAIRS
64649	2/5/2020	GREEN MOUNTAIN ENERGY	206.71	CLIENT ASSISTANCE
64650	2/5/2020	GUARDIAN	2,675.72	EMPLOYEE INSURANCE
64651	2/5/2020	JARRED GILMORE & PHILLIPS, PA	15,000.00	AUDIT
64652	2/5/2020	JEFFERSON AUTOMOTIVE SUPPLY	47.98	VEHICLE REPAIRS
64653	2/5/2020	JUST ENERGY	131.35	CLIENT ASSISTANCE
64654	2/5/2020	LAMAR CO-OP	125.60	CLIENT ASSISTANCE
64655	2/5/2020	MOORE PEST CONTROL	370.00	PEST CONTROL
64656	2/5/2020	NAPLES HARDWARE & SUPPLIES LLC	8.36	SERVICE CHARGES
64657	2/5/2020	NEWEGG BUSINESS, INC.	2,282.59	OFFICE SUPPLIES
64658	2/5/2020	PCM SALES INC	2,997.85	OFFICE SUPPLIES
64659	2/5/2020	PITTSBURG CORNER EXPRESS	89.14	FUEL TICKETS
64660	2/5/2020	POTT'S GAS	147.50	CLIENT ASSISTANCE
64661	2/5/2020	RELIABLE ALARM SERVICE, LLC	30.00	SECURITY SYSTEM
64662	2/5/2020	RELIANT ENERGY	2,502.10	CLIENT ASSISTANCE
64663	2/5/2020	REPUBLIC SERVICES #070	169.77	TRASH SERVICES
64664	2/5/2020	RHONDA SHIRLEY	165.00	PER DIEM
64665	2/5/2020	RUSHING PEST CONTROL SERVICES	305.00	PEST CONTROL
64666	2/5/2020	S.W. ARKANSAS TELE. CO-OP	241.20	TELEPHONE AND INTERNET
64667	2/5/2020	SONITROL OF LONGVIEW	57.80	SECURITY SYSTEM
64668	2/5/2020	STREAM	228.73	CLIENT ASSISTANCE
64669	2/5/2020	SUSAN HORNER	193.26	PER DIEM
64670	2/5/2020	TEXANA CSBG A	52.32	REIMBURSEMENT OF PAYMENTS
64671	2/5/2020	TEXANA POSTAL ACCOUNT	227.05	REIMBURSEMENT OF POSTAL ACCOUNT
64672	2/5/2020	TEXARKANA COLLEGE	423.05	CLIENT ASSISTANCE
64673	2/5/2020	TOSHIBA FINANCIAL SERVICES	1,167.00	PRINTER PAYMENT
64674	2/5/2020	TXU-ASSISTANCE GROUP	4,103.70	CLIENT ASSISTANCE
64675	2/5/2020	UPSHUR RURAL ELEC. CORP.	6,331.19	CLIENT ASSISTANCE

**Check Register Ending the Month of February**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	
64676	2/5/2020	WILLIAM MICHAEL BERRY	106.58	BUILDING MAINTAINCE
64677	2/5/2020	BROOKLYNE BOND	1,000.00	CLIENT ASSISTANCE
64678	2/13/2020	ABERNATHY COMPANY	1,375.07	CLEANING SUPPLIES
64679	2/13/2020	ABILA	847.79	ACCOUNTING SOFTWARE
64680	2/13/2020	AEP-SWEPKO-EA	21,499.46	CLIENT ASSISTANCE
64681	2/13/2020	ALLEN AUTOMOTIVE	62.73	VEHICLE REPAIRS
64682	2/13/2020	ALPHA EAGLE AUTO GLASS	45.00	VEHICLE REPAIRS
64683	2/13/2020	AMBIT ENERGY	213.89	CLIENT ASSISTANCE
64684	2/13/2020	AMIGO ENERGY	284.58	CLIENT ASSISTANCE
64685	2/13/2020	AT&T	64.67	PAYEE UTILITIES
64686	2/13/2020	ATMOS ENERGY	966.28	CLIENT ASSISTANCE
64687	2/13/2020	BEN E KEITH CO	2,408.10	HEAD START FOODS
64688	2/13/2020	BERTHA ALLEN	301.00	MILEAGE REIMBURSEMENT
64690	2/13/2020	BOWIE CASS	11,662.25	CLIENT ASSISTANCE
64691	2/13/2020	CECELIA HUFF	33.54	MILEAGE REIMBURSEMENT
64692	2/13/2020	CENTERPOINT ENERGY	637.94	CLIENT ASSISTANCE
64693	2/13/2020	CENTERPOINT ENERGY ENTEX	391.91	UTILITY
64694	2/13/2020	CITY OF HUGHES SPRINGS	285.95	UTILITY
64695	2/13/2020	DAINGERFIELD - LONE STAR ISD	187.50	HEAD START MEALS
64696	2/13/2020	DIRECT ENERGY	326.51	CLIENT ASSISTANCE
64697	2/13/2020	ENTRUST ENERGY	189.31	CLIENT ASSISTANCE
64698	2/13/2020	ETEX TELEPHONE CORP, INC.	2,872.98	TELEPHONE AND INTERNET
64699	2/13/2020	FELICIA WILLIAMS	30.96	MILEAGE REIMBURSEMENT
64700	2/13/2020	FIRST CHOICE POWER	1,123.95	CLIENT ASSISTANCE
64701	2/13/2020	GEXA ENERGY	426.47	CLIENT ASSISTANCE
64702	2/13/2020	GLENN B LANIER CO	340.08	VEHICLE REPAIRS
64703	2/13/2020	HARLETON WATER SUPPLY CO.	30.40	CLIENT ASSISTANCE
64704	2/13/2020	INTELLICORP RECORDS, INC.	67.70	BACKGROUND CHECKS
64705	2/13/2020	JEFFERSON AUTOMOTIVE SUPPLY	13.50	VEHICLE REPAIRS
64706	2/13/2020	KAPLAN EARLY LEARNING COMPANY	1,459.60	CLASSROOM SUPPLIES
64707	2/13/2020	KIM'S CONVENIENCE STORES	192.95	FUEL TICKETS
64708	2/13/2020	LAKESHORE LEARNING MATERIALS	759.80	CLASSROOM SUPPLIES
64709	2/13/2020	LAMAR CO-OP	665.57	CLIENT ASSISTANCE
64710	2/13/2020	LATRONYA ANDREWS	13.76	MILEAGE REIMBURSEMENT
64711	2/13/2020	LINDEN FUEL CENTER	1,181.44	FUEL TICKETS
64712	2/13/2020	MARTAVIUS JONES	34.40	MILEAGE REIMBURSEMENT
64713	2/13/2020	MCADAMS PROPANE COMPANY	840.48	CLIENT ASSISTANCE
64714	2/13/2020	MCI	61.85	TELEPHONE
64715	2/13/2020	MCQUEEN PROPANE	220.00	CLIENT ASSISTANCE
64716	2/13/2020	MOUNTAIN VALLEY OF TEXARKANA	155.00	DRINKING WATER
64717	2/13/2020	OFFICE DEPOT	4,894.83	OFFICE SUPPLIES
64718	2/13/2020	PITTSBURG CORNER EXPRESS	279.71	CLIENT ASSISTANCE
64719	2/13/2020	POSITIVE PROMOTIONS, INC.	149.45	WELLNESS CALANDERS
64720	2/13/2020	RELIANT ENERGY	150.41	CLIENT ASSISTANCE
64721	2/13/2020	S & S AUTOMOTIVE	1,095.10	VEHICLE REPAIRS
64722	2/13/2020	SPARK ENERGY, LLC	332.50	CLIENT ASSISTANCE
64723	2/13/2020	STAPLES CREDIT PLAN	9,318.46	OFFICE SUPPLIES
64724	2/13/2020	STREAM	329.08	CLIENT ASSISTANCE
64725	2/13/2020	TACAA, INC.	1,255.00	MEMBERSHIPS
64726	2/13/2020	TEXANA LA	613.20	REIMBURSEMENT OF FUNDS
64727	2/13/2020	TEXAS HEALTH AND HUMAN SERVICES COMMISSION	93.00	HEAD START LICENSE RENEWAL
64728	2/13/2020	TRIEAGLE ENERGY	140.86	CLIENT ASSISTANCE
64729	2/13/2020	TXU-ASSISTANCE GROUP	1,885.28	CLIENT ASSISTANCE
64730	2/13/2020	UPSHUR RURAL ELEC. CORP.	1,422.38	CLIENT ASSISTANCE
64731	2/13/2020	VERA BANK N. A.	75.18	CLIENT ASSISTANCE
64732	2/13/2020	CITY OF NAPLES	850.00	RENT
64733	2/19/2020	A TEX DENTAL LABS	600.00	CLIENT ASSISTANCE

**Check Register Ending the Month of February**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	
64734	2/19/2020	A2Z PROPERTY MANAGEMENT LLC.	545.00	CLIENT ASSISTANCE
64735	2/19/2020	ABERNATHY COMPANY	1,563.40	CLEANING SUPPLIES
64736	2/19/2020	AEP-SWEPKO-EA	9,486.82	CLIENT ASSISTANCE
64737	2/19/2020	ALPHA UTILITY OF CAMP COUNTY	128.53	CLIENT ASSISTANCE
64738	2/19/2020	AT&T	116.40	INTERNET
64739	2/19/2020	ATLANTA INDEPENDENT SCHOOL DIST	509.90	HEAD START MEALS
64740	2/19/2020	ATLANTA ISD	700.00	RENT
64741	2/19/2020	ATLANTA UTILITIES	133.15	CLIENT ASSISTANCE
64742	2/19/2020	ATMOS ENERGY	137.00	CLIENT ASSISTANCE
64743	2/19/2020	BECKY WIX	171.00	CLIENT ASSISTANCE
64744	2/19/2020	BEN E KEITH CO	3,787.34	HEAD START FOOD
64745	2/19/2020	BLOOMBURG WATER SUPPLY	46.23	UTILITY
64746	2/19/2020	BOBBY'S B&G AUTOMOTIVE INC.	15.00	VEHICLE REPAIR
64747	2/19/2020	BOWIE CASS	3,271.75	CLIENT ASSISTANCE
64748	2/19/2020	CENTERPOINT ENERGY	241.05	CLIENT ASSISTANCE
64749	2/19/2020	CENTERPOINT ENERGY ENTEX	73.98	UTILITY
64750	2/19/2020	CITY OF ATLANTA	166.38	CLIENT ASSISTANCE
64751	2/19/2020	CITY OF DAINGERFIELD	51.19	CLIENT ASSISTANCE
64752	2/19/2020	CITY OF JEFFERSON WATER	184.15	UTILITY
64753	2/19/2020	CITY OF MOUNT PLEASANT	64.21	CLIENT ASSISTANCE
64754	2/19/2020	CITY OF NAPLES	850.00	RENT
64755	2/19/2020	DAINGERFIELD CHAMBER OF COMMERCE	225.00	RENT
64756	2/19/2020	DAN GRAHAM	250.00	CLIENT ASSISTANCE
64757	2/19/2020	EXXONMOBIL	174.41	FUEL TICKETS
64758	2/19/2020	FIRST BAPTIST CHURCH	150.00	RENT
64759	2/19/2020	FIRST INSURANCE FUNDING CORP.	8,185.57	EMPLOYEE INSURANCE
64760	2/19/2020	G.L. FOSTER	375.00	RENT
64761	2/19/2020	GLENN B LANIER CO	52.60	VEHICLE REPAIR
64762	2/19/2020	GLENN B. LANIER	240.00	RENT
64763	2/19/2020	GREG'S MIRACLE MART	371.07	FUEL TICKETS
64764	2/19/2020	HOGAN DENTAL CLINIC	75.00	CLIENT ASSISTANCE
64765	2/19/2020	HOPE FIRE EXTINGUISHER SERVICE	117.00	ANNUAL BUILDING SERVICE
64766	2/19/2020	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	RENT
64767	2/19/2020	HUGHES SPRINGS ISD	800.00	RENT
64768	2/19/2020	INTELLICORP RECORDS, INC.	160.70	BACKGROUND CHECKS
64769	2/19/2020	JIMMIE RAY AYERS	800.00	CLIENT ASSISTANCE
64770	2/19/2020	KEVIN WISKUS	23.22	MILEAGE REIMBURSEMENT
64771	2/19/2020	LKCISD	1,266.66	REIMBURSEMENT OF UTILITY
64772	2/19/2020	LOLA MCGEE	531.75	MENTAL HEALTH
64773	2/19/2020	MACEDONIA-EYLAU MUNICIPAL UTILITY DISTRICT #1	125.22	CLIENT ASSISTANCE
64774	2/19/2020	MCADAMS PROPANE COMPANY	245.00	CLIENT ASSISTANCE
64775	2/19/2020	MT. PLEASANT FAMILY DENTISTRY	2,000.00	CLIENT ASSISTANCE
64776	2/19/2020	NEWEGG BUSINESS, INC.	964.95	OFFICE SUPPLIES
64777	2/19/2020	R. MORGAN, LLC	950.00	RENT
64778	2/19/2020	REBA RAFFAELLI PROPERTIES	795.00	CLIENT ASSISTANCE
64779	2/19/2020	RENAISSANCE PLAZA	679.00	CLIENT ASSISTANCE
64780	2/19/2020	SAM'S CLUB	614.82	OFFICE SUPPLIES
64781	2/19/2020	SCOTT WILLIGE	1,000.00	CLIENT ASSISTANCE
64782	2/19/2020	SHRM SEMINARS	219.00	MEMBERSHIP
64783	2/19/2020	SOUTHWESTERN ELECTRIC POWER	111.31	UTILITY
64784	2/19/2020	SUDDENLINK	417.06	INTERNET AND TELEPHONE
64785	2/19/2020	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	RENT
64786	2/19/2020	TEXARKANA ISD CATERING DEPT	1,648.47	HEAD START MEALS
64787	2/19/2020	TEXARKANA WATER UTILITIES	29.22	CLIENT ASSISTANCE
64788	2/19/2020	TOSHIBA FINANCIAL SERVICES	521.00	PRINTER PAYMENT
64789	2/19/2020	TRICO LUMBER CO.	269.85	BUILDING MAINTANCE
64790	2/19/2020	TURNER DAVID K	1,000.00	RENT

**Check Register Ending the Month of February**

1040 - TEXANA  
 ACCOUNTS  
 PAYABLE  
 DISBURSEMENT

Check Number	Effective Date	Vendor Name	Check Amount	
64791	2/19/2020	VALLEY	1,257.52	SENIOR MEALS
64792	2/19/2020	VANCO SYSTEMS, INC.	393.92	COPIER PAYMENT
64793	2/19/2020	VERIZON WIRELESS	1,246.47	CELL PHONE
64794	2/19/2020	WILLIE MITCHELL, JR.	480.00	CPR AND FIRST AID TRAINING
64795	2/19/2020	WINDSTREAM	223.60	INTERNET AND TELEPHONE
64796	2/19/2020	XEROX CORPORATION	817.64	COPIER PAYMENT
64797	2/19/2020	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	29.59	REIMBURSEMENT OF FUNDS
64798	2/26/2020	ABBINGTON GLEN APARTMENTS	460.00	CLIENT ASSISTANCE
64800	2/26/2020	AEP-SWEPSCO-EA	10,891.00	CLIENT ASSISTANCE
64801	2/26/2020	AMBIT ENERGY	102.70	CLIENT ASSISTANCE
64802	2/26/2020	AMERICAN ASSOCIATES OF NOTARIES	96.90	NOTARY APPLICATION
64803	2/26/2020	AREA WIDE PROPERTIES	3,379.31	RENT
64804	2/26/2020	AT&T	324.96	TELEPHONE AND INTERNET
64805	2/26/2020	AT&T	98.67	TELEPHONE
64806	2/26/2020	ATLANTA ISD	700.00	RENT
64807	2/26/2020	ATMOS ENERGY	677.85	CLIENT ASSISTANCE
64808	2/26/2020	BEBL PROPERTIES LLC	578.00	CLIENT ASSISTANCE
64809	2/26/2020	BEN E KEITH CO	3,176.00	HEAD START FOOD
64810	2/26/2020	BOWIE CASS	2,574.05	CLIENT ASSISTANCE
64811	2/26/2020	CENTERPOINT ENERGY	1,196.55	CLIENT ASSISTANCE
64812	2/26/2020	CENTERPOINT ENERGY ENTEX	159.38	UTILITY
64813	2/26/2020	CHARLOTTE HALL	22.36	MILEAGE REIMBURSEMENT
64814	2/26/2020	CIRRO ENERGY	366.62	CLIENT ASSISTANCE
64815	2/26/2020	CLEMENTS REALTY & CONSTRUCTION	701.00	CLIENT ASSISTANCE
64816	2/26/2020	DEBERRY PROPANE	430.00	CLIENT ASSISTANCE
64817	2/26/2020	DENISE HILL	29.24	MILEAGE REIMBURSEMENT
64818	2/26/2020	DIRECT ENERGY	623.42	CLIENT ASSISTANCE
64819	2/26/2020	DRANEKIA SAVAGE	35.26	MILEAGE REIMBURSEMENT
64820	2/26/2020	EAST TEXAS PROPERTIES	5,877.00	CLIENT ASSISTANCE
64821	2/26/2020	ENTRUST ENERGY	341.41	CLIENT ASSISTANCE
64822	2/26/2020	EXXONMOBIL	230.58	FUEL TICKETS
64823	2/26/2020	FARMER ELECTRIC	2,115.69	CLIENT ASSISTANCE
64824	2/26/2020	FIRST CHOICE POWER	231.12	CLIENT ASSISTANCE
64825	2/26/2020	GARY LEWIS	808.00	CLIENT ASSISTANCE
64826	2/26/2020	GEXA ENERGY	238.53	CLIENT ASSISTANCE
64827	2/26/2020	GREEN MOUNTAIN ENERGY	106.50	CLIENT ASSISTANCE
64828	2/26/2020	HARLETON AIR CONDITIONING & HEATING	85.00	PAYEE CLIENT
64829	2/26/2020	HRI dba HUMANA WELLNESS	577.00	EMPLOYEE INSURANCE
64830	2/26/2020	J&D PHILLIPS REAL ESTATE, LLC.	557.00	CLIENT ASSISTANCE
64831	2/26/2020	JEFFERSON AUTOMOTIVE SUPPLY	5.99	VEHICLE REPAIR
64832	2/26/2020	JENNIFER CAMPBELL	61.92	MILEAGE REIMBURSEMENT
64833	2/26/2020	JUST ENERGY	154.50	CLIENT ASSISTANCE
64834	2/26/2020	KEITH AND SON INC.	125.00	BUILDING MAINTANCE
64835	2/26/2020	LOWE'S / SYNCHRONY BANK	39.00	PAYEE CLIENT
64836	2/26/2020	MARC MOTE PROPERTIES	1,500.00	CLIENT ASSISTANCE
64837	2/26/2020	MARIA B GUERRERO	316.00	CLIENT ASSISTANCE
64838	2/26/2020	MCADAMS PROPANE COMPANY	245.00	CLIENT ASSISTANCE
64839	2/26/2020	MOORELAND PROPANE	225.00	CLIENT ASSISTANCE
64840	2/26/2020	NEWEGG BUSINESS, INC.	4,004.39	OFFICE SUPPLIES
64841	2/26/2020	OFFICE DEPOT	1,028.08	OFFICE SUPPLIES
64842	2/26/2020	PRIMROSE ESTATES	962.00	CLIENT ASSISTANCE
64843	2/26/2020	RELIABLE MANAGEMENT	479.00	CLIENT ASSISTANCE
64844	2/26/2020	RELIANT ENERGY	2,184.47	CLIENT ASSISTANCE
64845	2/26/2020	ROSANNA N. ROACH	40.58	FINGERPRINT REIMBURSEMENT
64846	2/26/2020	RUSHING PEST CONTROL SERVICES	305.00	PEST CONTROL
6484	2/26/2020	S & S AUTOMOTIVE	40.00	VEHICLE REPAIR
64848	2/26/2020	SHERYL ALDEN	56.76	MILEAGE REIMBURSEMENT

**Check Register Ending the Month of February**

*1040 - TEXANA  
ACCOUNTS  
PAYABLE  
DISBURSEMENT*

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	
64849	2/26/2020	SMITH PROPERTIES	121.00	CLIENT ASSISTANCE
64850	2/26/2020	SOUTHWESTERN ELECTRIC POWER	3,643.56	UTILITY
64851	2/26/2020	TEXANA POSTAL ACCOUNT	226.75	REIMBURSEMENT OF POSTAL ACCOUNT
64852	2/26/2020	THE RELIABLE LIFE INSURANCE COMPANY	94.45	PAYEE CLIENT
64853	2/26/2020	THOMASON RENTALS	259.00	CLIENT ASSISTANCE
64854	2/26/2020	TITUS COUNTY CARES, INC.	0.00	VOID
64855	2/26/2020	TM & N	282.00	CLIENT ASSISTANCE
64856	2/26/2020	TRICO LUMBER CO.	60.11	VEHICLE AND BUILDING MAINTANCE
64857	2/26/2020	TXU-ASSISTANCE GROUP	2,893.56	CLIENT ASSISTANCE
64858	2/26/2020	UNITED HEALTHCARE	49,890.19	EMPLOYEE INSURANCE
64859	2/26/2020	UNITEDHEALTHCARE	689.57	EMPLOYEE INSURANCE
64860	2/26/2020	UPSHUR RURAL ELEC. CORP.	0.00	CLIENT ASSISTANCE
64861	2/26/2020	WAL-MART	50.00	CLIENT ASSISTANCE
64862	2/26/2020	WHITE PROPERTY RENTALS	491.00	CLIENT ASSISTANCE
64863	2/26/2020	WINDSTREAM	942.46	INTERNET AND TELEPHONE
64864	2/26/2020	WOODBIDGE APARTMENTS	475.00	CLIENT ASSISTANCE
64865	2/26/2020	TITUS COUNTY CARES, INC.	425.00	RENT
64866	2/26/2020	UPSHUR RURAL ELEC. CORP.	3,824.08	CLIENT ASSISTANCE
64867	2/26/2020	WOOD CO. ELECTRIC COOP.	108.00	CLIENT ASSISTANCE
		Total 1040 - TEXANA ACCOUNTS PAYABLE DISBURSEMENT	<u>336,077.59</u>	

*1072 - TEXANA  
PAYROLL CASH  
ACCOUNT*

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	
6514	2/19/2020	CORINTHA EDWARDS	13.04	EMPLOYEE CHECKS
6515	2/19/2020	APRIL TAYLOR	78.03	EMPLOYEE CHECKS
		Total 1072 - TEXANA PAYROLL CASH ACCOUNT	<u>91.07</u>	
Report Total			<u><u>336,168.66</u></u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 2/29/2020

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	17,328.48
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	1,451.75
TEXANA CSBG B CHECKING	303.91
TEXANA CSBG DISCRETIONARY CHECKING	1.00
TEXANA HEAD START CHECKING	472.89
TEXANA CEAP A CHECKING	322,119.06
TEXANA CEAP B CHECKING	200.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 2/29/2020

TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	16,087.12
TEXANA TLC CHECKING	48,371.37
TEXANA LOCAL ADMINISTRATIVE CHECKING	35,174.71
TEXANA PAYROLL CASH ACCOUNT	(91.07)
TEXANA CLIENT FUNDS FOR SSA BENEFITS	(387.87)
TEXANA TBRA CHECKING	49.01
TEXANA POSTAL ACCOUNT CHECKING	55.89
TEXANA VET SERVICES NOW	4,646.62
TEXANA NEW PAYROLL CASH ACCOUNT	20,267.62
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	(328,627.69)
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	15,292.73
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	10,679.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	1,617.41
PREPAID MAINTENANCE	0.00
Total Assets	<u><u>1,682,780.60</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

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet  
As of 2/29/2020

GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	375,859.07
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	1,116.78
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
CONTINGENT 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	678,424.34
Total Liabilities and Net Assets	<u><u>1,682,780.60</u></u>



## Valley Services Debt Information

Balances as of February 17, 2020	213,305.88
Payments posted from February 18, 2020 thru March 12, 2020	(1,257.52)
Charges posted in February 18, 2020 thru March 12, 2020	-
Balances as of March 12, 2020	212,048.36
Net Decrease (Increase)	1,257.52



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**

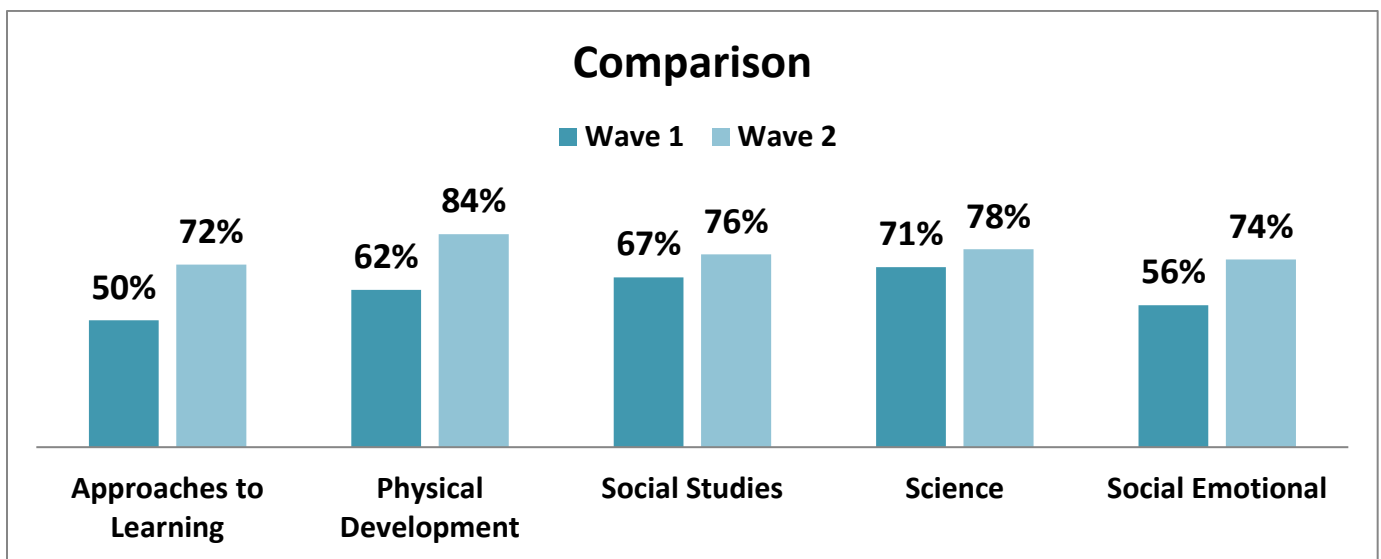
<b>Yes:</b>	<b>7%</b>	<b>No:</b>	<b>93%</b>
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# CSNT Head Start

## CIRCLE Assessment Wave 2

### Program Report 2019-2020

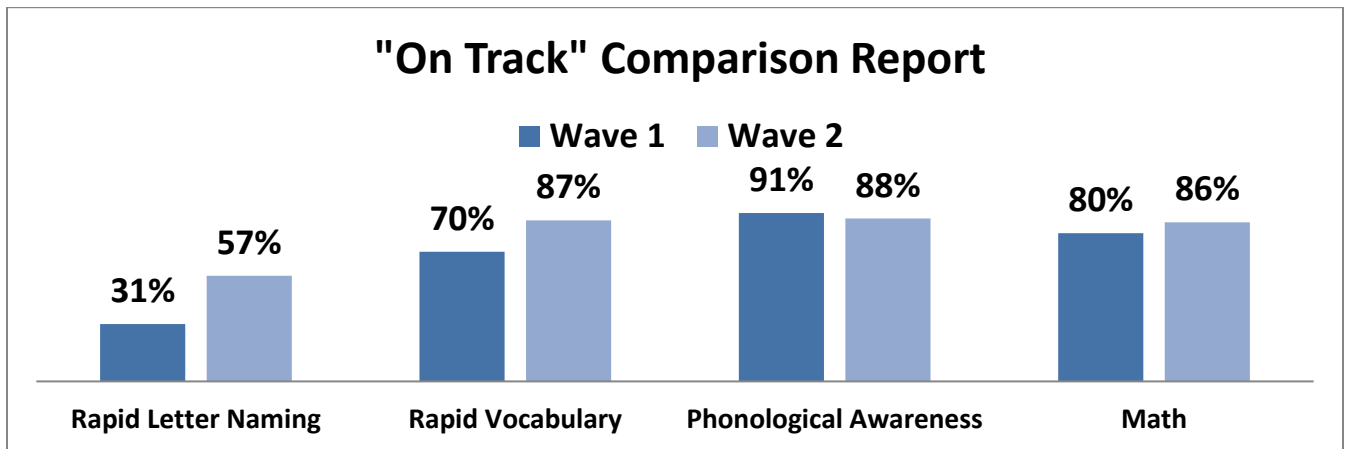
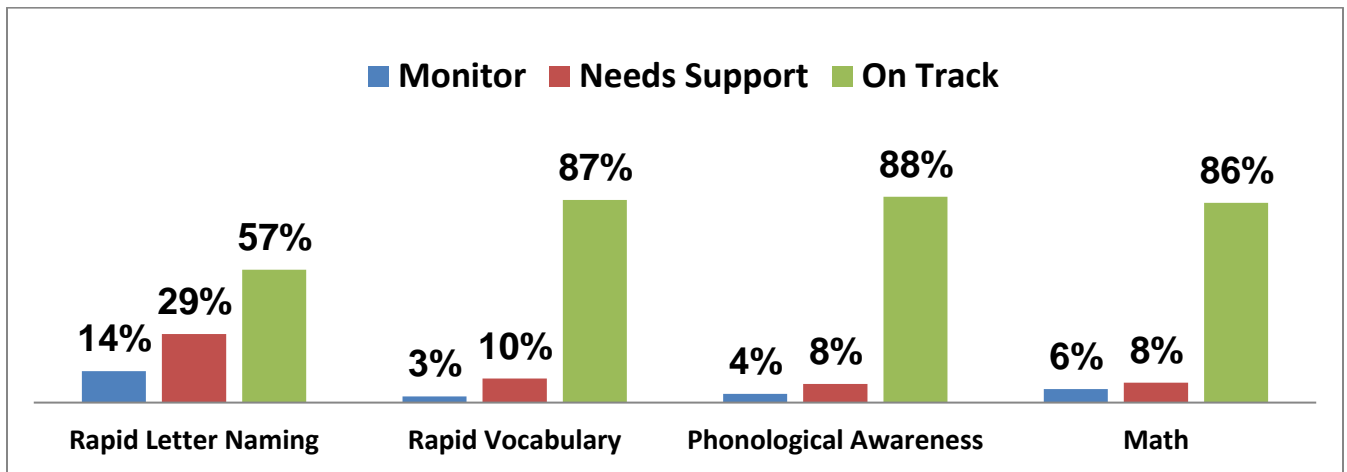
Head Start Campus	Approaches to Learning	Physical Development	Social Studies	Science	Social Emotional
Atlanta	65%	79%	77%	79%	72%
Bloomburg	88%	100%	74%	75%	91%
Daingerfield	48%	58%	85%	90%	54%
Hughes Springs	78%	86%	73%	78%	77%
Linden	74%	86%	73%	76%	79%
Naples	72%	79%	65%	68%	69%
New Boston	75%	97%	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:

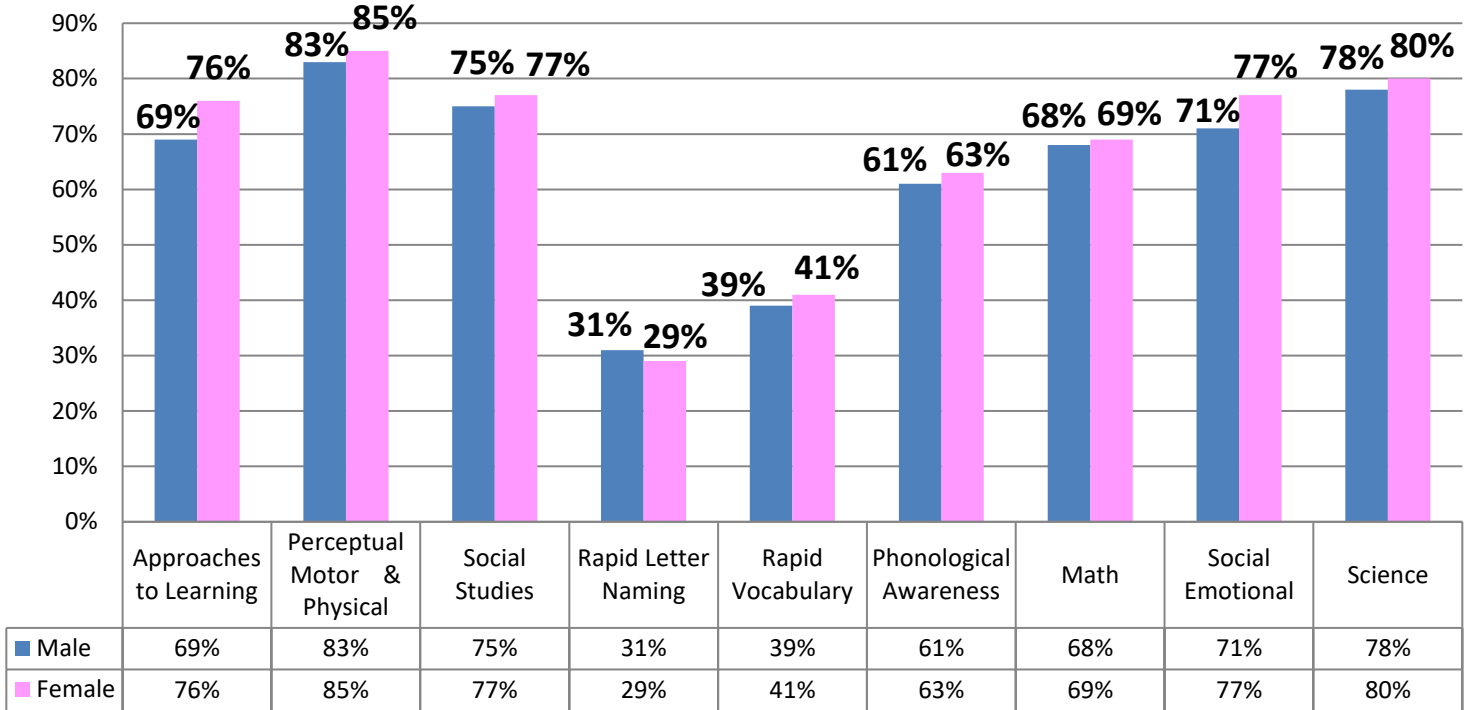
**Math:** Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

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

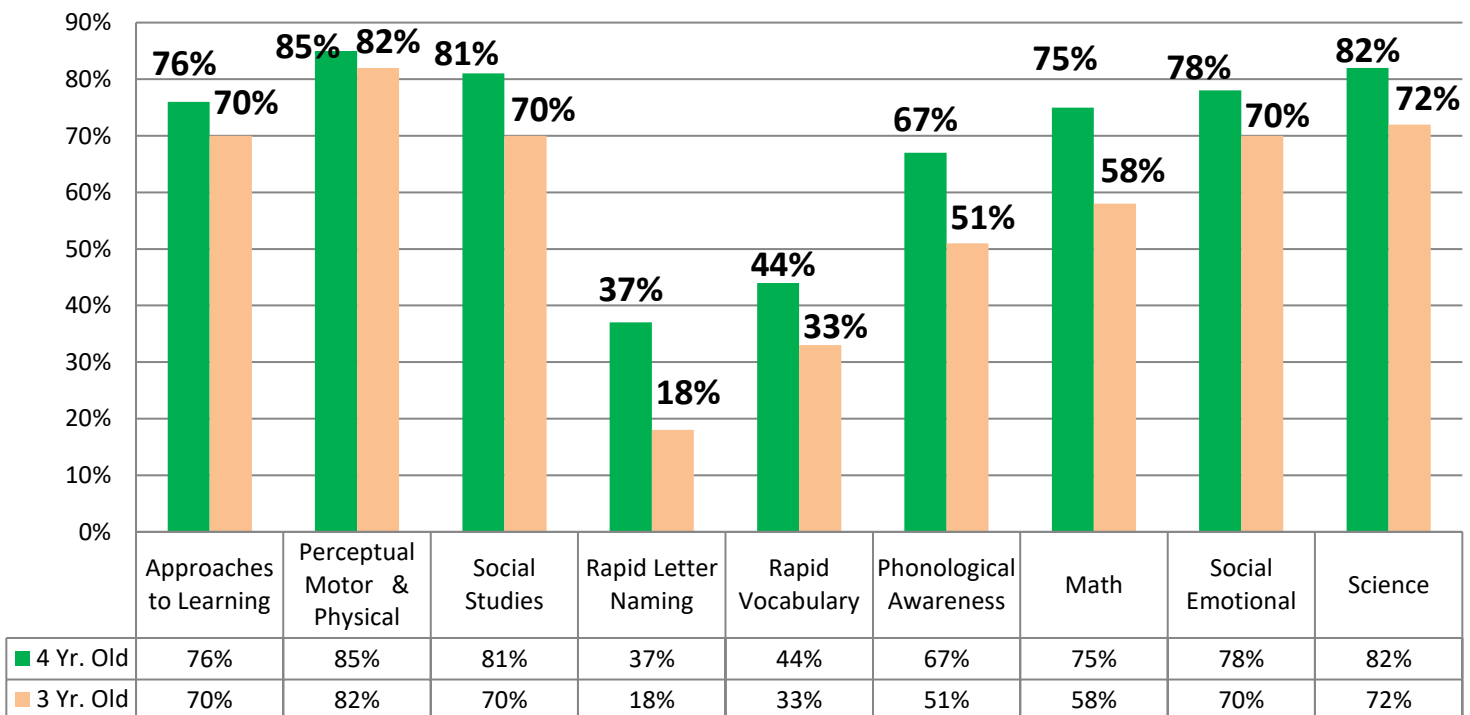
# CSNT Head Start – CIRCLE Assessment

## Wave 2 Comparison Data 2019-2020

### Male / Female Comparison



### Age Comparison



## CSNT Head Start – CIRCLE Assessment

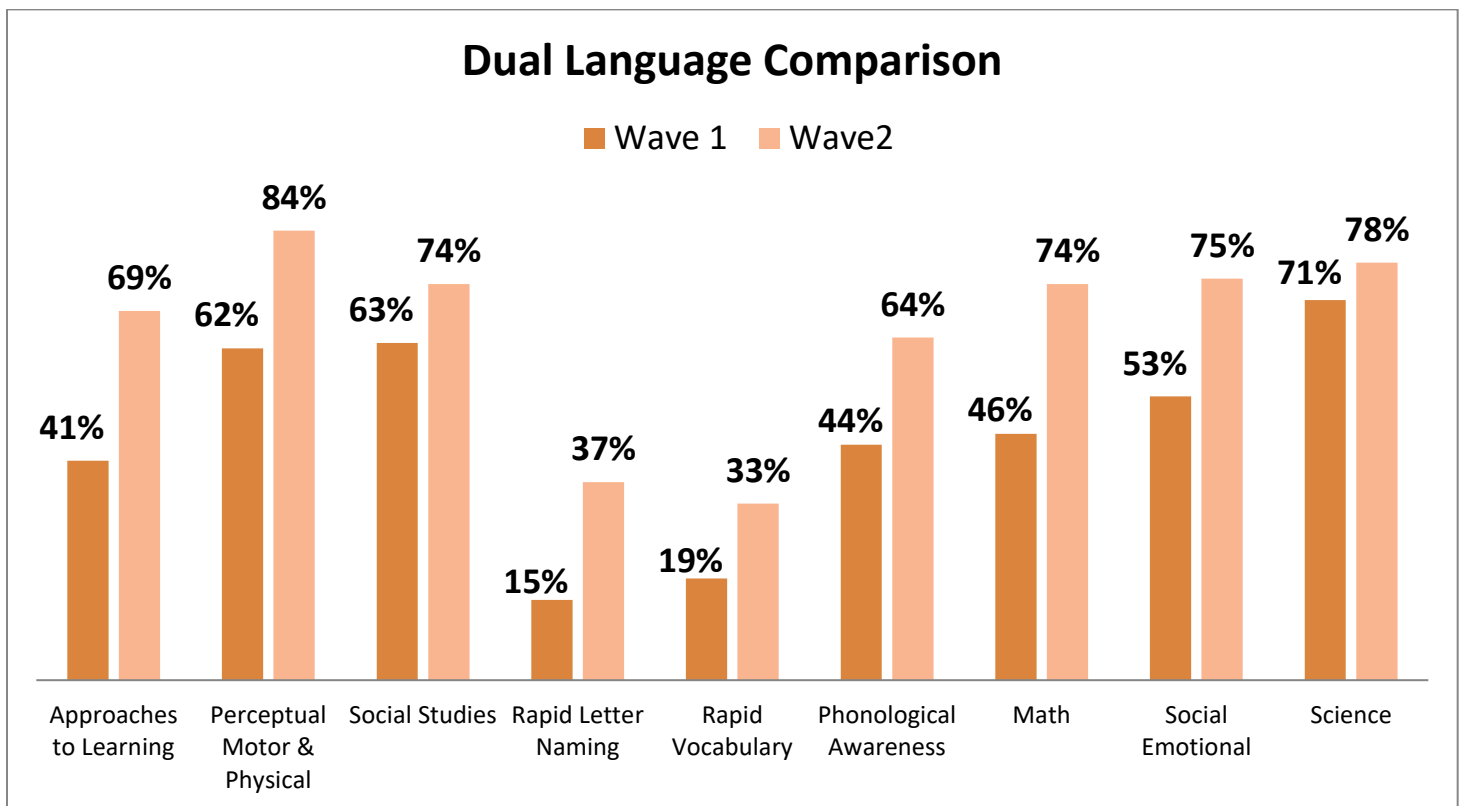
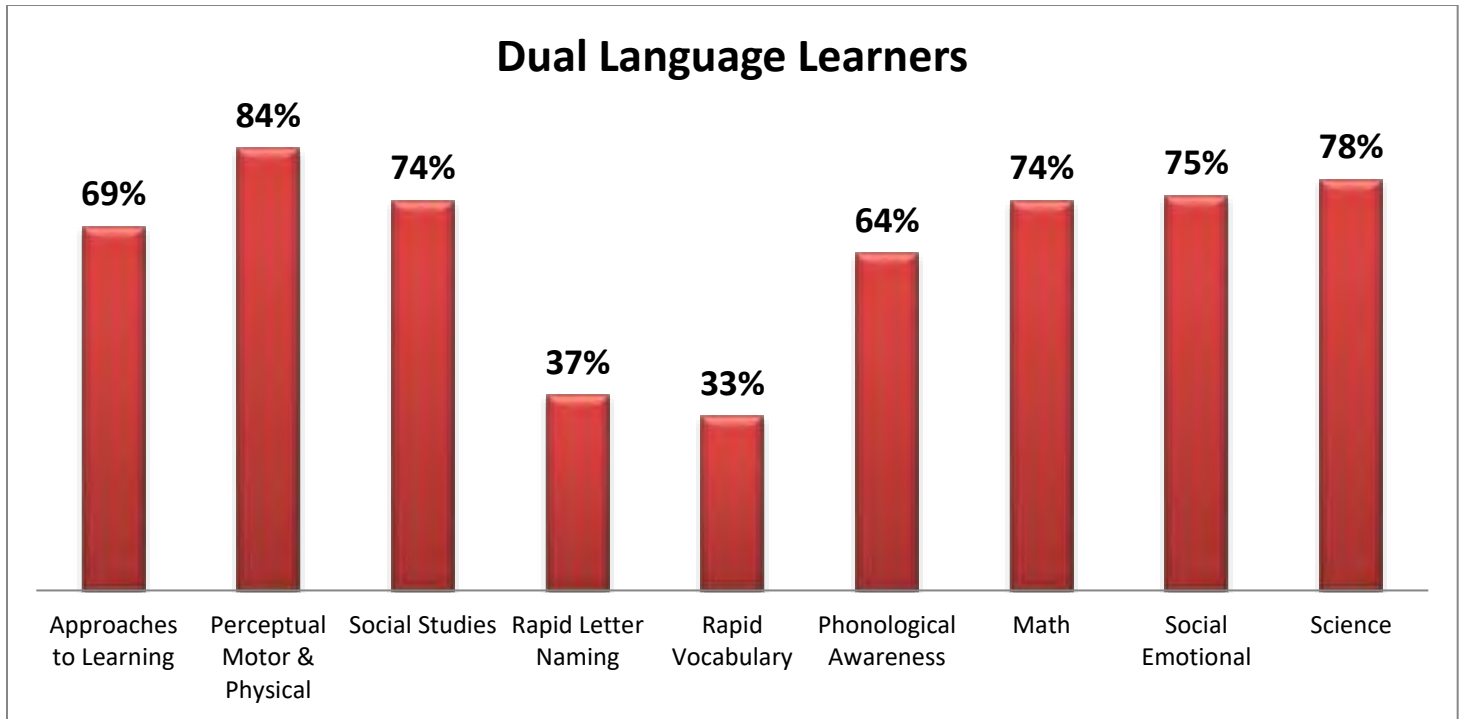
### Wave 2 Race Comparison Data 2019-2020

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

Percentage represents total number of correct responses for each domain.

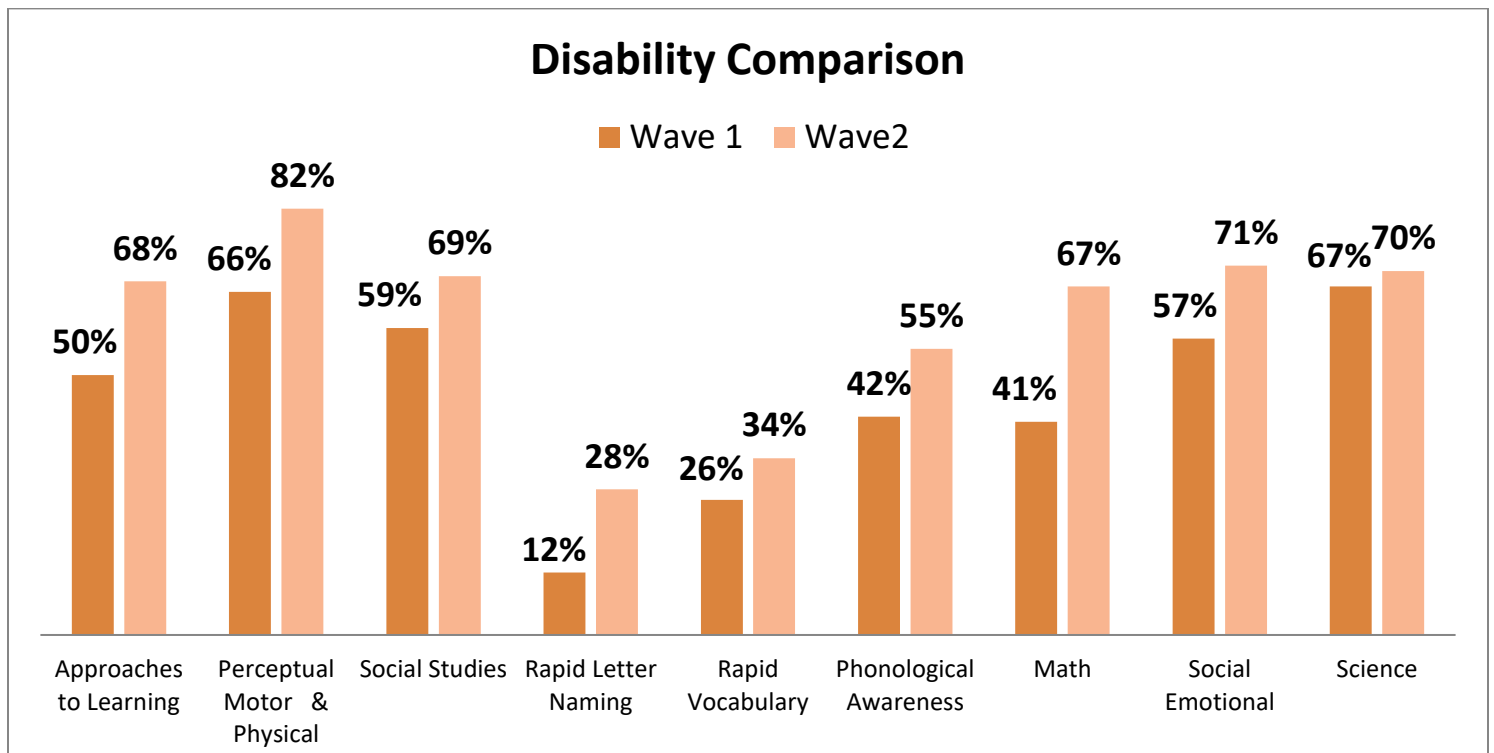
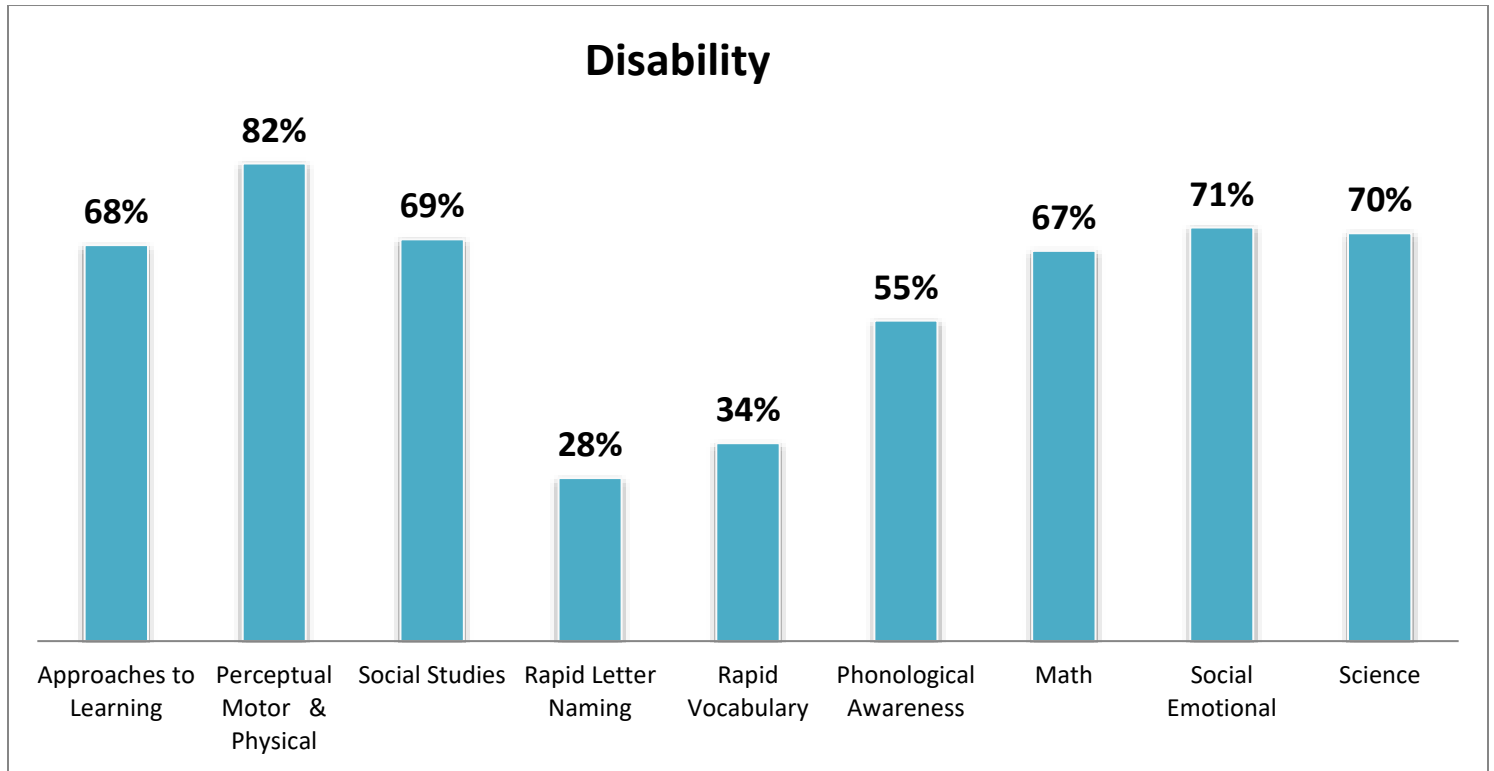
# CSNT Head Start – CIRCLE Assessment

## 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>

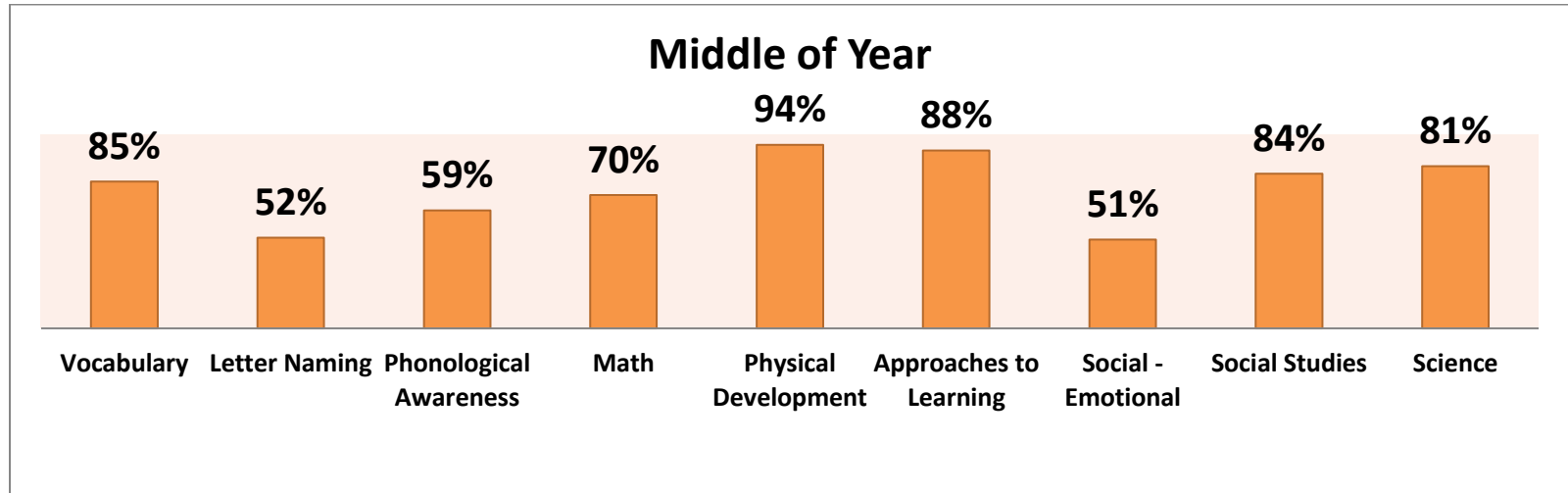
**Language\***

<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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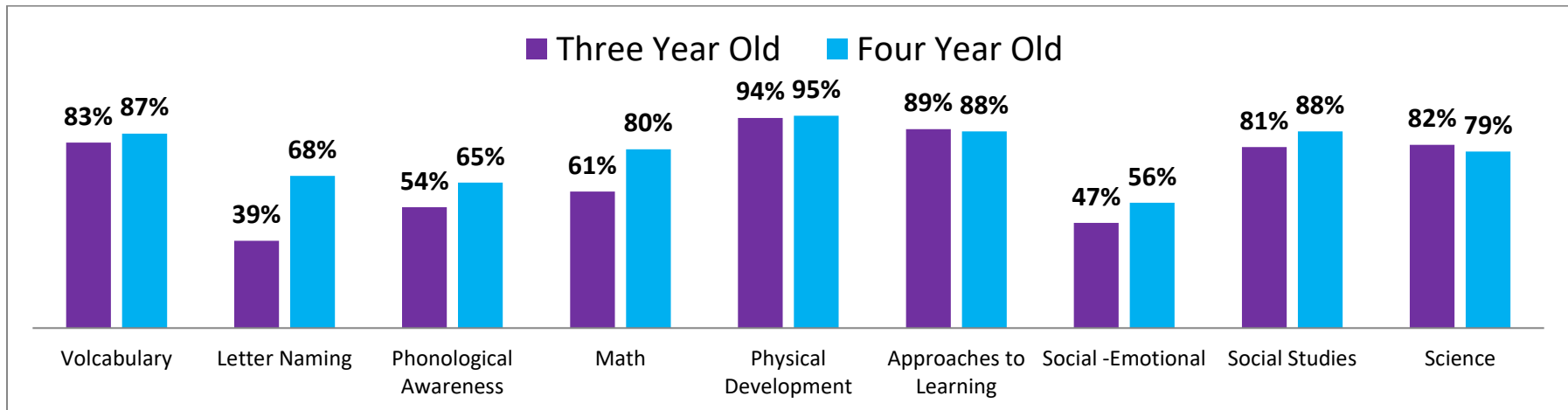
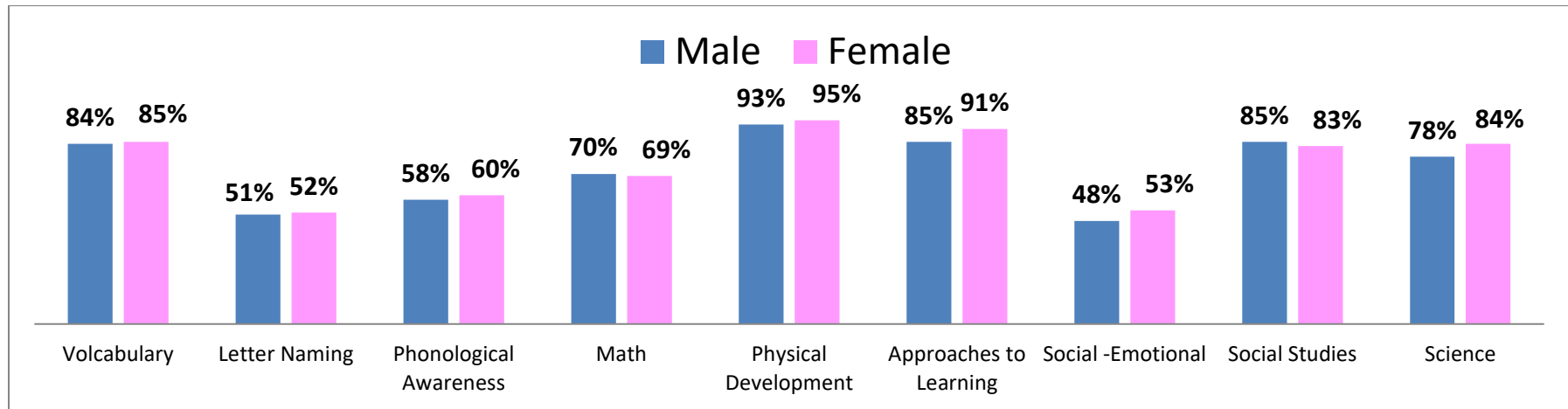
# CSNT Head Start – Frog Street Assessment 2019-2020



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

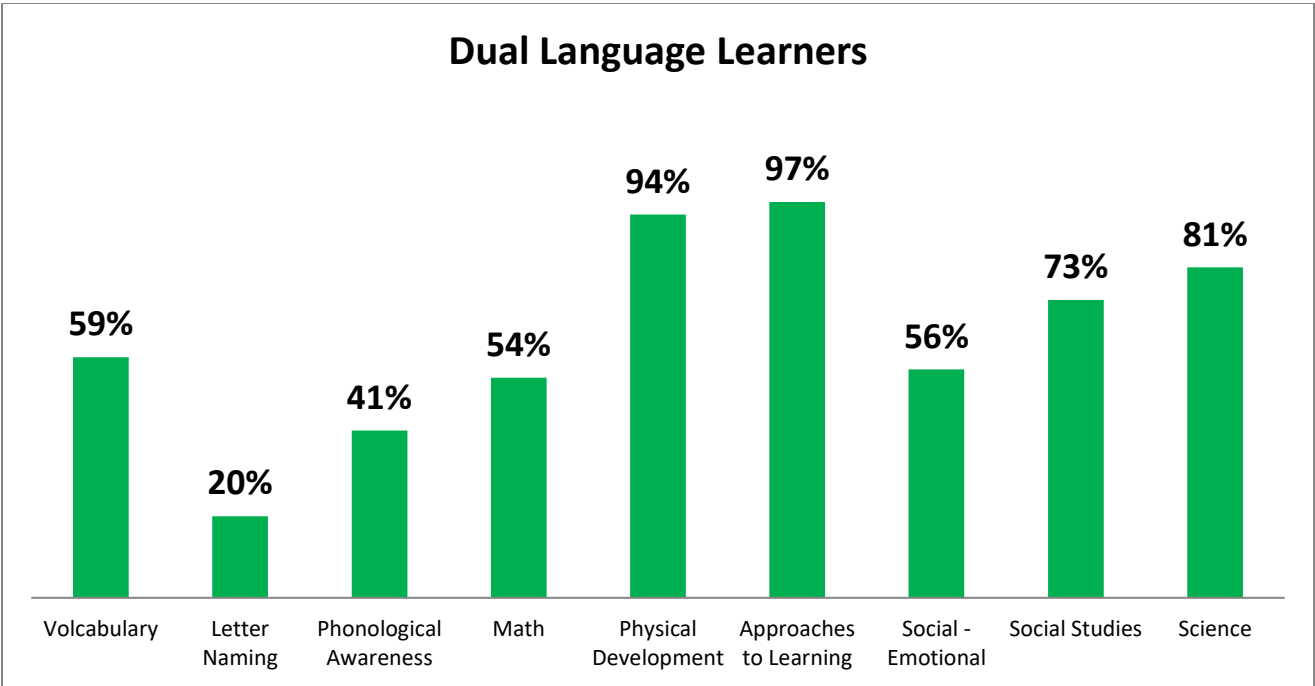
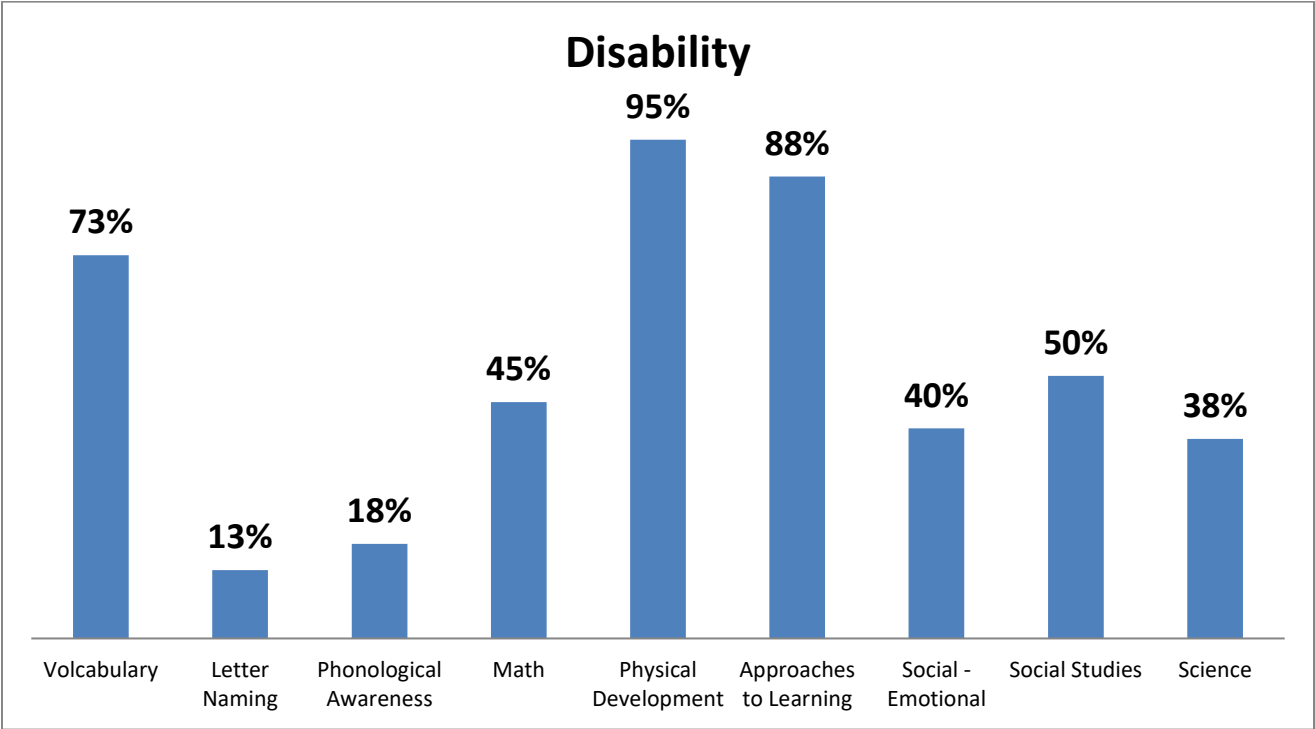
### Middle of Year - Race Comparison Data 2019-2020

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

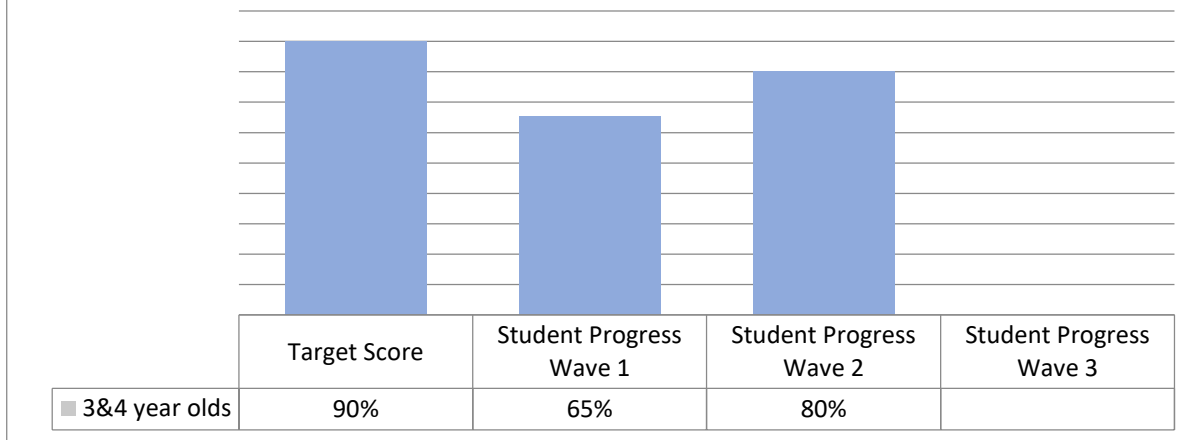
# CSNT Head Start

## School Readiness Performance Data Report

### 2019-2020

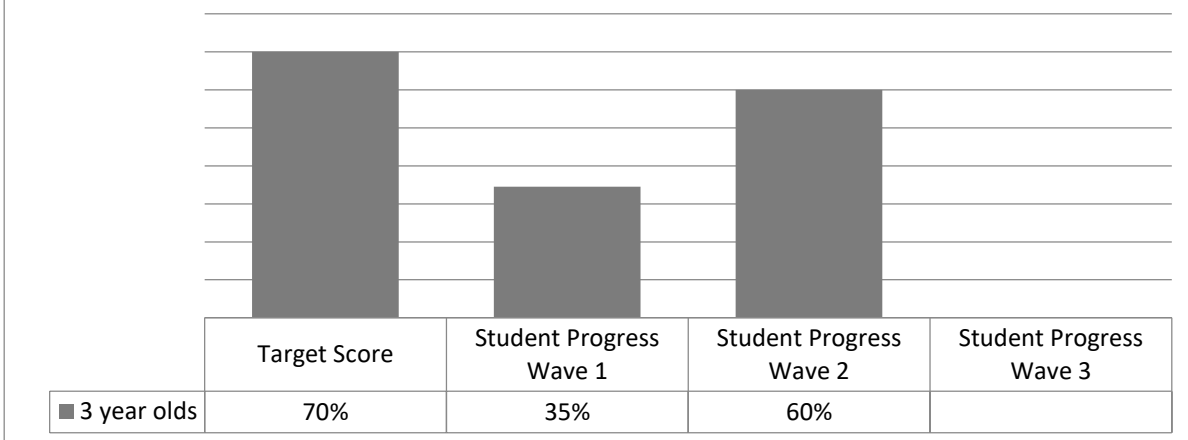
#### Approaches to Learning

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



#### Cognition: Mathematics Development

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

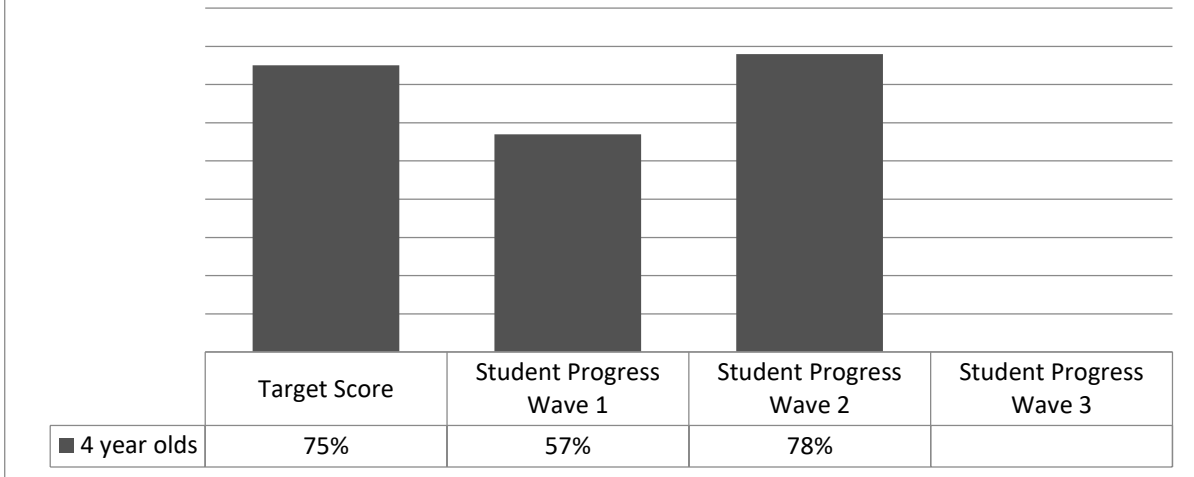


# CSNT Head Start

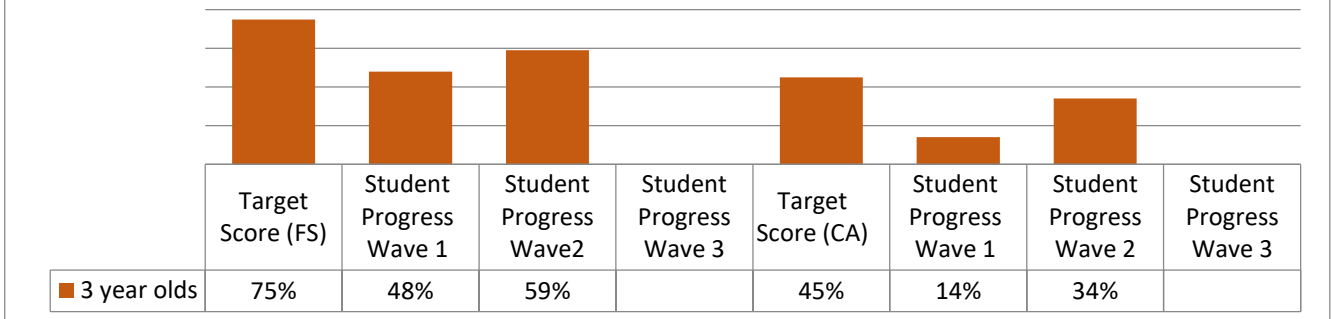
## School Readiness Performance Data Report

### 2019-2020

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



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





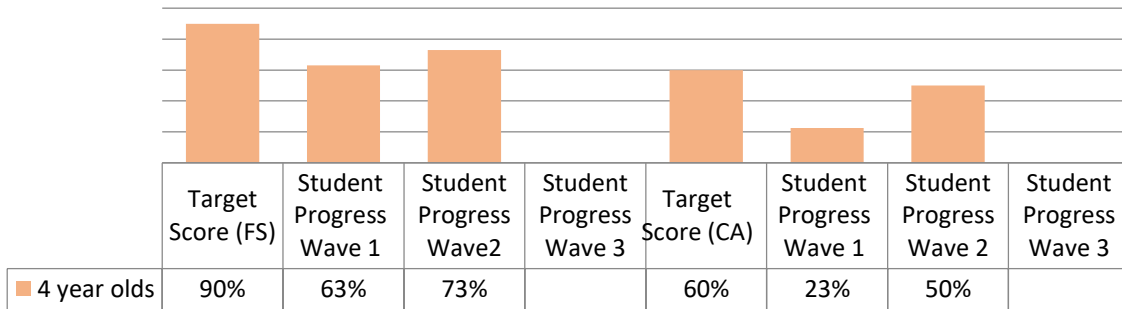
# **CSNT Head Start**

## **School Readiness Performance Data Report**

### **2019-2020**

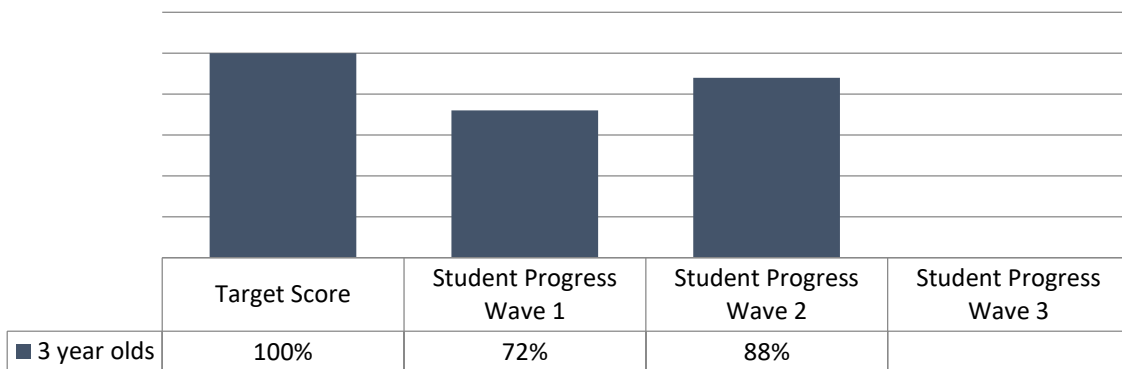
#### **Language and Literacy**

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



#### **Perceptual, Motor, and Physical Development**

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

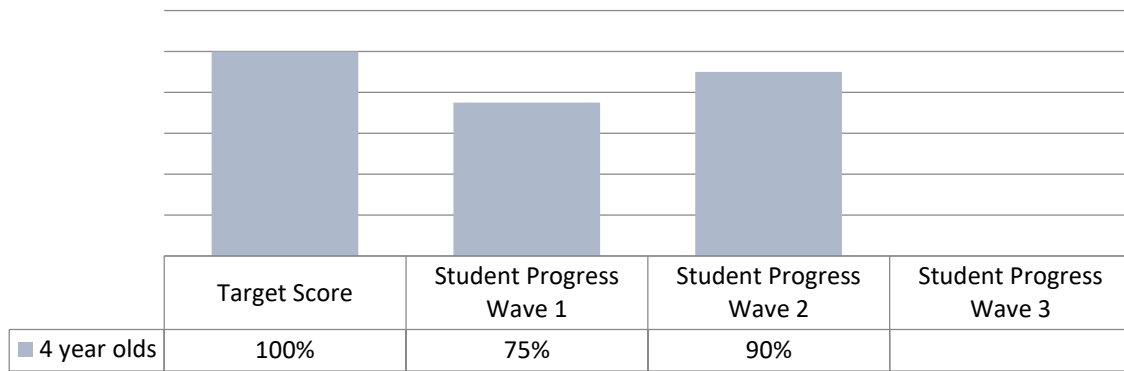


# **CSNT Head Start**

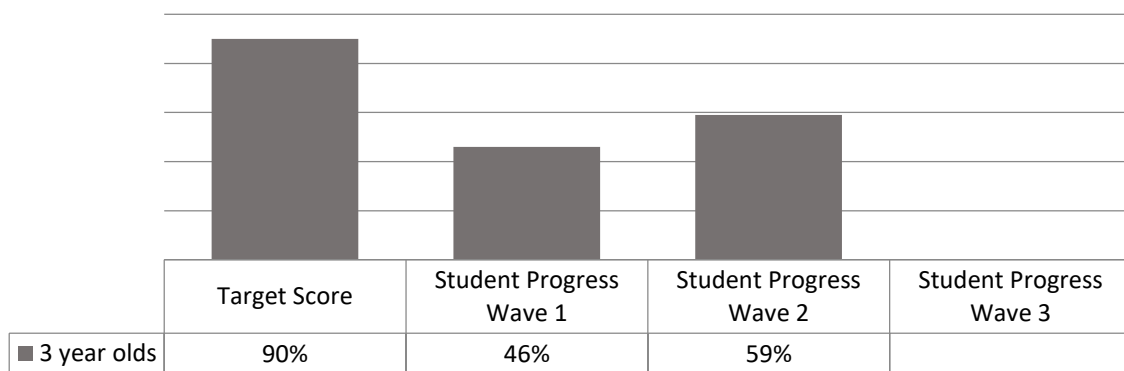
## **School Readiness Performance Data Report**

### **2019-2020**

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



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

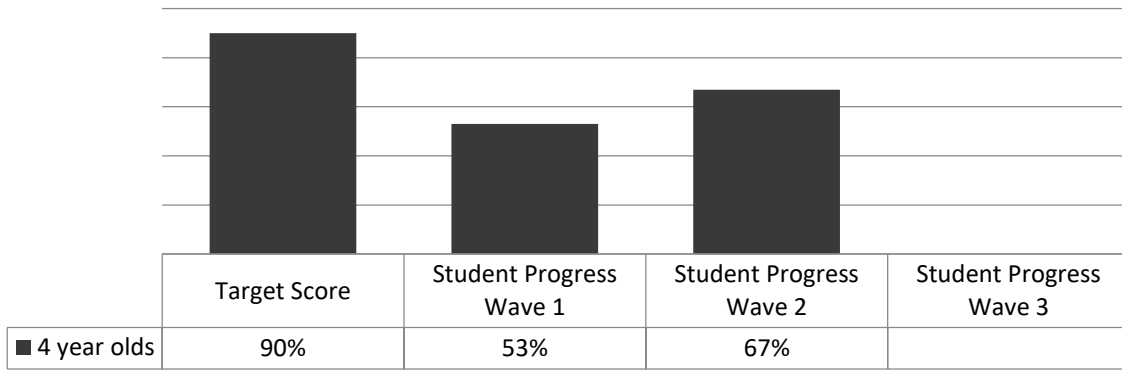


# CSNT Head Start

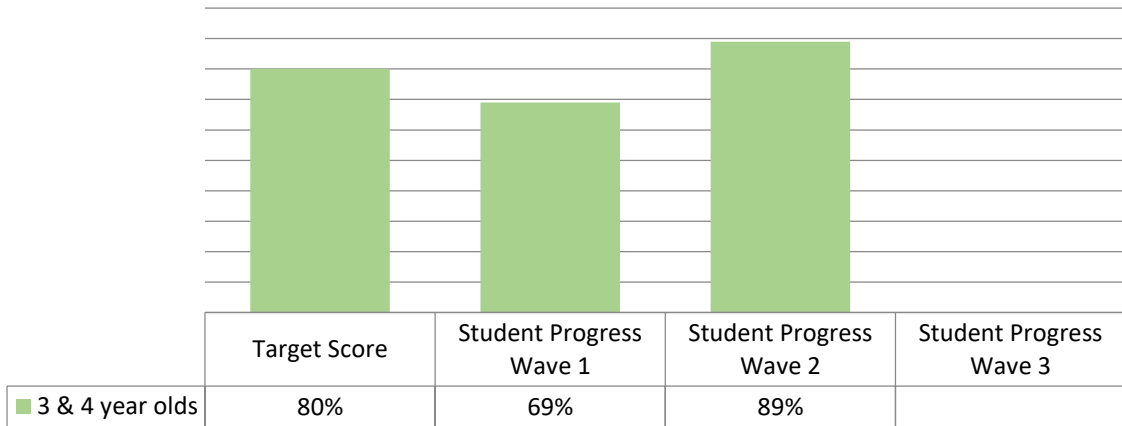
## School Readiness Performance Data Report

### 2019-2020

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



**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	

# 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.