CSNT

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

Tuesday, March 28, 2023 @ 12:00 Noon
Linden Community Center
301 East Houston, Linden Texas 75563
Dr. Arcolia Jenkins, 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 Agenda 03/28/23 *

4. Approval of Minutes 02/28/23*

5. Chairman's Comments and Recognitions

6. Training

    Board Question of the Month will be a Hand-Out – Berny Harris

7. Committee Reports and Information
    A. Planning & Evaluation – No current report required
    B. Personnel –No current report required
    C. Finance – No current report required
    D. Executive –No current report required
    E. Nominating – No current report required
    F. By Laws- No current report

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

8. Action Items

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

    B. Approve Consent Agenda*
      1) Community Services Report……..………………… (OS 5.9)…..………...…Michelle Morehead
      2) Head Start/EHS & PIR Reports.……………………. (OS 5.9)..……………………Berny Harris
      3) Human Resource Report……………………………..(OS5.9)………...………..…Charlotte Hall
      4) Payee Report…………………………………………….. (OS 5.9) ………..…...……Savanah Coates
      5) Service & HS Transportation Reports…………....... (OS 5.9) ………...….……Tommy Hooper

    C. Discuss/Approve Self-Assessment Results 2023

    D. Discuss/Approve ERSEA Committee Action Items
        1. Head Start Selection Criteria
        2. Early Head Start Selection Criteria

    E. Discuss/Approve - 5.6% COLA Increase Head Start ($225,816)/Early Head Start
        ($13,321) total amount of $239,137 Grantee 06CH011282/04

    F. Discuss/Approve - Quality Funds Head Start ($131,605) /Early Head Start ($6,747) total
        amount $138,352 Grantee 06CH011282/04

G. Discuss/Approve - Resolution for Tenant Based Rental Assistance (TBRA)

9. Staff Reports
    A. Financial-1.2.3.4.5.6.7.8.9.10.11…………………..……..… (OS 8.7) ….…....……..... Shelley Mitchell

10. Executive Director's Report

11. Discussion Items
    1) Progress on Head Start Goals
        a. Head Start Program Goals 2022-2023
        b. Parent, Family and Community Engagement 2022-2023
        c. School Readiness Performance Data 2022-2023
    2) CLASS Data Winter 2023
    3) Assessment Data Winter 2023
        a. Circle Assessment Head Start
        b. Circle Assessment Early Head Start
    4) OHS Monitoring Review Report – Head Start/Early Head Start
    5) Transition of ED and Posting for Replacement
    6) May Board Meeting - week of TACAA Conference May 23, 2023
    7) Program Highlights – Michelle Morehead, DED

12. Audience Comments

13. Executive Session

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

A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality
B. Discussion with respect to the purchase, exchange, lease, or value or real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

14. Required Action from Executive Session

15. Adjourn Board Meeting

* Requires Board Vote

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
February 28, 2023
301 East Houston, Linden Community Center
Linden, Texas 75563

Board Members Present

Donna Early, Treasurer
 Representing Cass County Judge Travis Ransom, Public Sector

Dr. Arcolia Jenkins, Board Chair
 Representing Creating Opportunities in Marion County, Private Sector

Sandra Wright
 Representing Marion County Judge Leward Lafleur, Public Sector

John Baxter
 Representing Texana Bank, Private Sector

Cecelia Huff, Secretary
 Representing Bowie County, Poverty Sector

Judge Doug Reeder, Vice-Chair
 Morris County Judge, Public Sector

Board Members Absent

Megan Kirkland
 Representing LEDC, Private Sector

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

Harmony Roberson
 Representing Cass County, Poverty Sector

Alexa Rainge/Kerri Winters
 Representing Linden-Kildare CISD, Private Sector

Angela Thompson, Parliamentarian
 Representing Bowie County, Poverty Sector

CALL TO ORDER
Arcolia Jenkins, Chairman, called the meeting to order at 12:14 p.m.
Quorum: established six of eleven, members present.

AGENDA

Motion: John Baxter, moved to accept the 2/28/2023 agenda
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: John Baxter, moved to accept the 1/24/2023 minutes
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chair Jenkins Thanked all Board Members for volunteering.

TRAINING / PRESENTATIONS

   A. Fiscal Facts Oversight – Board Question of the Month

   Berny used this opportunity to express her thanks for the Board being available and prepared regarding the Federal Review. The Review Board was very complimentary concerning CSNT's Board. It will take possibly six to eight weeks before results are received.

COMMITTEE REPORTS

   A. Planning & Evaluation – No current report required
   B. Personnel – No Current report required
   B. Finance – No Current report required
   D. Executive – No current report required
   E. Nominating – No current report required
   F. By Laws – No current report required

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

Action Items

A. Neil Phillips presented the 2022 audit to the board.
   The Board formally receives and accepts the audit. O.S. 8.3 and 8.4
   Motion: Donna Early, Treasurer
   Second: Cecelia Huff, Secretary
   All in favor voted aye, none opposed, the motion carried unanimously.

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

   None

C. **Approve Consent Agenda**

   1) Community Services Report…………………..(OS 5.9)….Michelle Morehead
   2) Head Start/EHS & PIR Reports……………….(OS 5.9)………....Berny Harris
   3) Human Resource Report………………………(OS 5.9)………..Charlotte Hall
   4) Payee Report…………………………………..(OS 5.9)……..Savanah Coates
   5) Transportation Reports………………………..(OS 5.9)………Tommy Hooper
   6) Financial………………………………………(OS 8.7)……..Shelley Mitchell

   Motion: Donna Early, Treasurer, moved to approve the Consent agenda.
   Second: Judge Reeder, Vice-Chair
   All in favor voted aye, none opposed, the motion carried unanimously.

D. **Discuss/Approve** COVID Mitigation Policies
   1) Health Policies and Procedures Update with COVID Mitigation Procedures
   2) Personnel Policy Workplace Wellness #724 with COVID Mitigation Procedures

   Motion: John Baxter
   Second: Cecelia Huff, Secretary
   All in favor voted aye, none opposed, the motion carried unanimously.

EXECUTIVE DIRECTOR

A. Waiting list for Head Start currently is 80, and Community Services 3600, waiting to be served.
B. TXHAF can now serve 22 counties

DISCUSSION ITEMS

A. IRS Form 990 has been completed and is available for Board Members to review.
   It is also posted on the agency website for public review. (OS 8.6)
B. TDHCA - TBRA Desk Review letter-COVID TBRA Contract – No findings identified

C. Detailed Monitoring Summary of Results Grantee #06CH011282/04 -Berny Harris explained summary and Thanked all staff who participated.

AUDIENCE COMMENTS

EXECUTIVE SESSION

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

Entered Executive Session: Time   1:21pm
                                 Motion   Judge Reeder, Vice-Chair
                                 Second   Donna Early, Treasurer

Review and Approval of Executive Director's Compensation (OS 7.5)

Adjourn Executive Session: Time   1:26pm
                                 Motion Judge Reeder,Vice-Chair
                                 Second Donna Early, Treasurer

a. Consultation between the board and its attorney in those instances in which the board seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality.
b. Discussion with respect to the purchase, exchange, lease, or value or real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
c. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
d. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

REQUIRED ACTION FROM EXECUTIVE SESSION

Reviewed and approval of Executive Director's Compensation with no change via Dan Boyd verbal. OS 7.5

ADJOURN

Vice-Chair Judge Reeder motioned to adjourn at 1:26pm
Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2023
                 (Board Secretary)   (Date)

Board Minutes Organizational Standards Checklist:

Is there an attorney on the board?   X Yes ☐ No
Is a contract in place for an attorney: Yes X No
Is there an early child expert on the board? X Yes ☐ No
Is there a finance expert on the board?   X Yes ☐ No

Organizational Standard 1.1

Number of low-income persons participating: Three (3)
Is Policy Council represented? X Yes ☐ No
Is the Policy Council representative low-income?   X Yes ☐ No
Were minutes submitted from advisory groups?   ☐ Yes X No
Were minutes submitted from committee meetings? X Yes   No
Were any of the following discussed during the meeting?
Recruitment documents   Yes X No
Solicitation materials   Yes X No
Final board membership list   X Yes   No
Did a low-income person participate in the development of services?   X Yes   No
Did a low-income person participate in the provision of services?   ☐ Yes X No
Did a low-income person participate in the needs assessment process?   ☐ Yes X No

Organizational Standard 1.3
The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board.   September 27, 2022

Organizational Standard 2.3

The organization communicates its activities and its results to the community.
CSNT Annual Report published Date: August 23, 2022

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? X Yes No   Date July 27.2021

Organizational Standard 4.1

The governing board has reviewed the organization's mission statement within the past 5 years and assured that:
1. The mission statement addresses poverty; and
2. The organization's programs and services are aligned with the mission.

X Yes No   Date: <u>October 26, 2021</u>

Organizational Standard 4.4

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date <u>August 23, 2022</u>

Organizational Standard 5.1

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

Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community =
<u>Three (3)</u> (must be at least 4) X NO

Total number of local elected officials = <u>Four (4)</u> (must be exactly 4) X Yes
Total number of members from major groups and interests in the community =
<u>Four (4)</u> (must be the remainder) X Yes

Organizational Standard 5.2

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

Where is it? <u>Bylaws – Article V – Section 3</u>

Organizational Standard 5.3

The organization's bylaws have been reviewed by an attorney within the past five years.
X Yes ☐ No   Date: <u>September 29, 2021</u>

Organization Standard 5.4

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X Yes ☐ No   Date <u>April 26, 2022</u>

Organizational Standard 5.8

Governing board members have been provided with training on their duties and responsibilities within the past two years. X Yes ☐ No Date: July 27, 2021

Organizational Standard 5.9

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

Organizational Standard 6.1

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years. X Yes   No   Date: September 29,2021

Organizational Standard 6.5

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes   No   Date: September 27, 2022

Organizational Standard 7.1

The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.
X Yes   ☐ No   Date: September 29, 2021

Organizational Standard 7.2

The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.
X Yes   ☐ No   Date: August 5, 2022

Organizational Standard 7.3

The organizational has written job descriptions for all positions, which have been updated with the past five years. X Yes ☐ No   Date: October 26, 2019

Organizational Standard 7.4

Performance appraisal of Executive Director   Yes X No   Date: August 23, 2022

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes ☐ No   Date: February 28, 2023

Organizational Standard 7.6

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes ❑ No   Date: <u>October 22, 2019</u>

Organizational Standard 7.7

The Organization has a whistleblower policy that has been approved by the governing board. X Yes ❑ No   Date: <u>October 22, 2019</u>

Organizational Standard 7.8

All staff participate in a new employee orientation within 60 days of hire.
X Yes ☐ No (Human Resources keeps a spreadsheet)

Organizational Standard 7.9

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.   X Yes

<u>ROMA</u> Training for 12 staff	<u>Sept 05, 2019</u>
<u>What Children & Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe</u>	<u>April 27, 2020</u>

Organizational Standard 8.1

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit.   X Yes ❑   Date <u>December 5 -December 7, 2022</u>

Organizational Standard 8.2

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.
❑ Yes   Date <u>NO FINDINGS</u>

Organizational Standard 8.3

The organization's auditor presents the audit to the governing board via zoom.
X Yes   Date <u>February 28, 2023</u>

Organizational Standard 8.4

The governing board formally receives and accepts the audit.
X Yes   Date   February 28, 2023

Organizational Standard 8.5

The organization has solicited bids for its audit within the past five (5) years.
X Yes Year 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review.
X Yes   Date February 28, 2023

Organizational Standard 8.7

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

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

Organizational Standard 8.8

All required filings and payments related to payroll withholdings are completed on time.
X Yes No   -   checked and verified by Jim Howard, Payroll Coordinator

Organizational Standard 8.9

The governing body annually approves an organization-wide budget.
X Yes   No - September 27, 2022

Organizational Standard 9.1

The organization has a system or systems in place to track and report client demographics and services customers receive. X Yes No   Shah Software

Organizational Standard 9.2

The organization has a system or systems in place to track family, agency, and/or community outcomes. X Yes No   Shah Software

Organizational Standard 9.3

The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.   X Yes   No

Organizational Standard 9.4

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes.   X Yes   No   Annual Report to TDHCA

Community Services Report March 2023

TXHAF

Our TXHAF Team has attended 11 outreach events and have 42 events scheduled from now until October.

CSBG

CSBG currently has 18 individuals enrolled. CSNT has an annual goal of transitioning 17 individuals to self-reliance.

CEAP

CEAP has served 2,908 individuals since January 1, 2023 and has paid $1,803,436.44, which averages out to $620.16 per person in utility assistance payments.

LIHWAP

LIHWAP has served 753 individuals since January 1, 2023 and has paid $158,658.39, which averages out to $210.70 per person in water assistance payments.
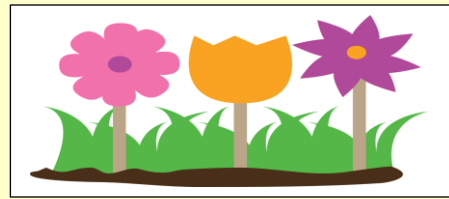
TBRA

We are currently in the process of renewing our RSP (Reservation System Participation) Agreement.

CSNT Head Start Director's Report PY04/FY23

March Report/February Data
How Are We Doing?

HEAD START Attendance - February 2023

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**

- ✓ **89%** Disability Students – **10%** Target

- ✓ **88%** Average Daily Attendance

HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **$389,424** NFS Collected - **$1,018,201** NFS Needed

- ✓ **$0** Indirect Costs Collected

- ✓ **5%** Admin Expense Rate

HEAD START CACFP Meals/Reimbursements

- ✓ **$12,774** Reimbursed This Month **- $37,757** Reimbursed This Year

- ✓ **19** days of Service **– 4,884** Meals Served

ATTITUDE IS EVERYTHING

HEAD START Quality Assurance

- ✓ **192** Files Reviewed/**58** Classrooms Observed

- ✓ **10** Incomes Verified/**11** Interviews/**49** Community Contacts

- ✓ **Self-Assessment** – 4 Findings/0 Corrections/4 Remaining

- ✓ **Annual Detailed Monitoring** – **7** Findings/**2** Corrections/**5** Remaining

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ANNOUNCEMENTS:
Federal Review Final Letter Received – One Concern/No Findings
Completing Final Assessments/Gathering Data for End-Of-Year Information

CSNT Head Start Monthly Report

Program Year 04 2023   06CH011282/04   2023   Data Month `February` Report Month `March`

Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	463	466	465									
Over/Under Enrollment HS	-2	1	0									
% with Special Needs	7%	8%	8%									
ADA Funded Enrolled* (465)	85%	89%	89%									
Enrollment (acutal students)	88%	90%	89%									
Present/ Absent	397/66	415/51	414/51									
* If below 85% (Why) -	NA	NA	NA									

Non-Federal Share   **Head Start** $1,018,201 `$628,777` $389,424   62% Needed   **Grant Total**   36.68% Received   `$ 395,727`

	December	January	February	March	April	May	June	July	August	September	October	November
$ 389,424	$ 124,968	$ 136,862	$ 127,595									

Indirect Cost Pool Expenditures (including % Admin)   ICP $ 403,242 `$ 403,242`   **Grant Total** $ 427,030   Expended `$ -`

*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 5%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Meals/Reimbursements

$ 35,757	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	19	19									
# of meals served	3,436	5,369	4,884									
CACFP Reimbursement	$ 8,978	$ 14,006	$ 12,774									

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	131	164	192									
# Classrooms Observed	53	60	58									
Incomes Verified	10	15	10									
# Parents Interviewed	6	0	0									
# of Staff interviewed	7	24	11									
# Bus Routes Observed	0	NA	NA									
# Staff Files Reviewed	0	0	0									
# Community Contacts	60	55	49									
# of Findings	8	104	51									

Annual Self-Assessment Findings   **Date:**   Week of 3/3/2022   Completed 5/26/2022

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	4	4	4									
# findings corrected	4	4	4									
# findings remaining	0	0	0									

Annual Detailed Monitoring Findings   Week of 1/26/2023   Completed NA

	December	January	February	March	April	May	June	July	August	September	October	November
# of Areas w/ findings	7	7	7									
# of Areas corrected	7	0	2									
# of Areas remaining	0	7	5									

Program Updates

Gathering Data for Reports - End of Year Information
Received Final Letter for Federal Review - One Area of Concern
Completing Final Assessments

CSNT Early Head Start Director's Report PY04/FY23

March Report/February Data
How Are We Doing?
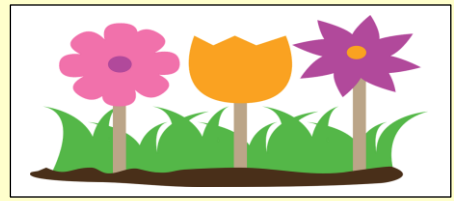
HEAD START Attendance - February 2023

- ✓ **16** Actual Enrollment (Under/Over 0 Student(s)) – Funded **16**

- ✓ **13%** Disability Students – **10%** Target

- ✓ **78%** Average Daily Attendance (Why? *Stomach Virus*)

HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **$6,303** NFS Collected - **$54,482** NFS Needed

- ✓ **$0** Indirect Costs Collected

- ✓ **0%** Admin Expense Rate

HEAD START CACFP Meals/Reimbursements

- ✓ **$1,327** Reimbursed This Month **- $4,409** Reimbursed This Year

- ✓ **14** days of Service **– 512** Meals Served

ATTITUDE IS EVERYTHING

HEAD START Quality Assurance

- ✓ **2** Files Reviewed/**6** Classrooms Observed

- ✓ **0** Incomes Verified/**0** Interviews/**5** Community Contacts

- ✓ **Self-Assessment** – 4 Findings/**0** Corrections/**4** Remaining

- ✓ **Annual Detailed Monitoring** – **7** Findings/**2** Corrections/**5** Remaining

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ANNOUNCEMENTS:
Federal Review Final Letter Received – One Concern/No Findings
Completing Final Assessments/Gathering Data for End-Of-Year Information

CSNT Early Head Start Monthly Report

Program Year 04 2023   06CH011282/04   2023

Data Month **February**   Report Month **March**

Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16	16	17									
Over/Under Enrollment EHS	0	0	1									
% with Special Needs	12.50%	12.50%	12.50%									
ADA Funded Enrolled* (16)	77%	84%	78%									
Enrollment (acutal students)	77%	84%	78%									
Present/ Absent	14/2	13/3	13/3									
* If below 85% (Why) -	Cough/Cold	Virus Type Symptoms	Stomach Type Virus									

Non-Federal Share

Early HS $60,785   **$54,482** $6,303   90% Needed   **Grant Total**   36.68% Received   **$395,727**

	December	January	February	March	April	May	June	July	August	September	October	November
$ 6,303	$ 2,152	$ 2,074	$ 2,077									

Indirect Cost Pool Expenditures (including % Admin)

ICP $ 23,788   **$ 23,788**   **Grant Total** $ 427,030   Expended   **$ -**

*Grant hould not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 0%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Meals/Reimbursements

$ 4,409	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	19	14									
# of meals served	490	697	512									
CACFP Reimbursement	$ 1,275	$ 1,806	$ 1,327									

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	6	7	2									
# Classrooms Observed	7	8	6									
Incomes Verified	0	2	0									
# Parents Interviewed	1	0	0									
# of Staff interviewed	0	0	0									
# Bus Routes Observed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
# Staff Files Reviewed	0	0	0									
# Community Contacts	6	5	5									
# of Findings	1	1	0									

Annual Self-Assessment Findings

Date: Week of   3/3/2022   Completed   5/26/2022

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	4	4	4									
# findings corrected	4	4	4									
# findings remaining	0	0	0									

Annual Detailed Monitoring Findings

Week of   1/26/2023   Completed   NA

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7									
# findings corrected	7	0	2									
# findings remaining	0	7	5									

Program Updates

Gathering Data for Reports - End of Year Information
Received Final Letter for Federal Review - One Area of Concern
Completing Final Assessments

Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

3/3/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	466	100.22%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	# of participants	% of participants over Funded Enrollment
Total Cumulative Enrollment	517	11.18%

Participants by Age

	# of participants	% of participants
1 Year Old	0	0.00%
2 Years Old	6	1.16%
3 Years Old	244	47.20%
4 Years Old	267	51.64%
5 Years Old	0	0.00%

Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	37	7.16%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	24	4.64%

Prior Enrollment of Children

	# of children	% of children
The second year	130	25.15%
Three or more years	10	1.93%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	1	0.19%
Asian	0	0.00%	5	0.97%
Black or African American	9	1.74%	255	49.32%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	25	4.84%	147	28.43%
Biracial or Multi-Racial	5	0.97%	36	6.96%
Other Race	34	6.58%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	488	94.39%
Of these, the number of children acquiring/learning another language in addition to English	13	
Spanish	26	5.03%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	3	0.58%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	481	93.04%	358	69.25%
Children with accessible health care	466	90.14%	338	65.38%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	468	90.52%	443	85.69%
Children with accessible dental care	451	87.23%	329	63.64%

Disabilities Services

	# of children	% of children
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	37	7.96%

Family Services

	# of families	% of families
Total Number of Families	489	100.00%

	# of families	% of families
Families Who Received at Least One Family Service	380	77.71%

Specific Services

	# of families	% of families
Emergency or Crisis Intervention	19	3.89%
Housing Assistance	6	1.23%
Asset Building Services	143	29.24%
Mental Health Services	8	1.64%
Substance Misuse Prevention	2	0.41%
Substance Misuse Treatment	6	1.23%
English as a Second Language (ESL) Training	14	2.86%
Assistance in enrolling into an education or job training program	65	13.29%
Research-based parenting curriculum	262	53.58%
Involvement in discussing their child's screening and assessment results and their child's progress	296	60.53%
Supporting transitions between programs	225	46.01%
Education on preventive medical and oral health	353	72.19%
Education on health and developmental consequences of tobacco product use	162	33.13%
Education on nutrition	362	74.03%
Education on postpartum care	8	1.64%
Education on relationship/marriage	10	2.04%
Assistance to families of incarcerated individuals	1	0.20%

Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

3/3/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	# of participants	% of participants
Total Cumulative Enrollment	17	106.25%

Participants by Age

	# of participants	% of participants
Under 1 Year Old	1	5.88%
1 Year Old	7	41.18%
2 Years Old	9	52.94%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	2	11.76%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	1	5.88%

Prior Enrollment of Children

	# of children	% of children
The second year	4	23.53%
Three or more years	1	5.88%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	1	5.88%
Black or African American	0	0.00%	8	47.06%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	4	23.53%
Biracial or Multi-Racial	1	5.88%	1	5.88%
Other Race	2	11.76%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	15	88.24%
Of these, the number of children acquiring/learning another language in addition to English	2	11.76%
Spanish	2	11.76%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	17	100.00%	17	100.00%
Children with accessible health care	16	94.12%	8	47.06%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	94.12%	16	94.12%
Children with accessible dental care	16	94.12%	8	47.06%

Disabilities Services

	# of children	% of children
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	2	12.50%

Family Services

	# of families	% of families
Total Number of Families	15	88.24%

	# of families	% of families
Families Who Received at Least One Family Service	15	100.00%

Specific Services

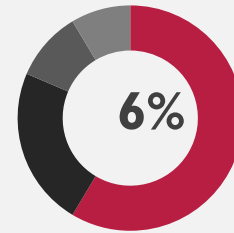|	# of families	% of families
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	13.33%
Assistance in enrolling into an education or job training program	10	66.67%
Research-based parenting curriculum	15	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	12	80.00%
Supporting transitions between programs	9	60.00%
Education on preventive medical and oral health	15	100.00%
Education on health and developmental consequences of tobacco product use	3	20.00%
Education on nutrition	15	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

Human Resources at a Glance

Turnover
Total - 2
Head Start - 2; CS - 0

Head Count - 109

Demographics

6%
Age 29 and under

44%
Age 30 - 49

49%
Age 50 and older

625.28
Personal Leave Hours

Sub Hours – 220.75

560.24
Leave without pay hours

Job Openings

Lead Teacher - 1

Navigators - 2

Logististics Coordinator

General Support Staff - 2

Mascot - 1

Teachers   Education   Skills

Payee Services Report
Month of: February 2023

Number of beneficiaries:		7
Total Funds Received:	$	6,416.00
Total Expenses Managed:	$	7,626.12
MONTHLY total on hold for Beneficiaries:	$	(1,210.12)
TOTAL on hold for Beneficiaries:	$	2,415.46

Expenditures

Rent:	$	1,282.00
Utilities:	$	140.00
Food:	$	-
Medical:	$	-
Other:	$	710.55
Transfer for beneficiary use:	$	5,129.57
	$	7,626.12

Total collected for FFS: $ 364.00

Interest Earned:	$	5.69

Monthly Vehicle Cost Summary   **Mar-23**

By Program

	Fuel	Repairs	
TBRA	-	-	
CSBG	379.38	210.00	
CEAP	-	-	
VSN	-	-	
			589.38

By Location

	Fuel	Repairs	
Jefferson	122.25	45.00	
Linden	218.38	90.00	
Linden Shop	38.75	-	
Daingerfield	-	75.00	
	-	-	
			589.38

By Vehicle

#	Fuel	Repairs	Total	Location
801	-	-	-	Linden Shop
888	-	45.00	45.00	Linden
880	-	-	-	Linden
881	35.00	-	35.00	Linden
882	-	-	-	Linden
883	38.75	-	38.75	Linden Shop
884	-	-	-	Linden
885	-	75.00	75.00	Daingerfield
886	122.25	45.00	167.25	Jefferson
887	86.08	45.00	131.08	Linden
838	97.30	-	97.30	Linden
			589.38	

Service Department Report
MARCH,2023

Service Department

Department makeup
      6 full time employees
      0 temporary employees
      0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost (Campus)			YTD =		
Vehicle Maintenance cost (Buses)			YTD =		
Vehicle Maintenance cost (Exec. Office)			YTD =		
Vehicle fuel cost (Gas Campus)		$50.75	YTD =		$368.77
Vehicle fuel cost (Exec. Office)		$619.93	YTD =		$1,921.63
Vehicle fuel cost (Buses)		$60.01	YTD =		$158.50
Vehicle insurance cost (Buses)	$1,106.58		YTD =	$8,853.00	
Vehicle driver cost buses	$2,454.62		YTD =	$19,637.00	
Total transportation cost:	$3,561.20	$730.69			
Total number transported:	27				

CSNT Head Start Program

2023 Self-Assessment Report - <mark>DRAFT</mark>

Date: 3-3-2023

Section 1. Introduction

Program description

Head Start and Early Head Start are two of several programs offered through Community Services of Northeast Texas, Inc. (CSNT). CSNT, a community action agency, has been providing Head Start services to eligible children in Northeast Texas since the 1960s. CNST started providing Early Head Start services to eligible children in January of 2021. Total program funded enrollment for FY23-PY04 is 465 three-to-four-year-old Head Start children and 16 twelve-to-thirty-six-month Early Head Start children. There are eight Head Start locations within the four county service area of Bowie, Camp, Cass, and Morris Counties and one early Head location in Cass County only. Actual enrollment for PY04 is an average of 461 Head Start children and 16 Early Head Start children. The Office of Head Start (OHS) is allowing Programs to maintain enrollment of 98% or higher without consequences. At this time in the Program Year Head Start has met the funded enrollment of 465 slots. CSNT Head Start can serve more children than the funded enrollment due to partnerships with local education agencies. CSNT utilizes resources within the community to assist parents of enrolled children.

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

Goal 1: Strengthen comprehensive health services within the program.

Goal 2: Provide comprehensive school readiness.

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

Context for Self-Assessment

1. The Self-Assessment Team Leaders receive training on implementation of the Self-Assessment. They are trained on how to utilize the program data to check for systemic issues, document innovations and list any recommendations. The data used during the Self-Assessment is comprised of previous monitoring summaries, assessment data, and Program Information Reports. The Team Leaders are instructed on how to facilitate their teams through the data analyzation process for their assigned content areas.

2. The Self-Assessment Teams analyze data from the On-Going Monitoring System including Detailed Monitoring summaries.

    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 (4) 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. Each team completes an on-site visit, reviews documentation, and completes interviews. A summary of the Detailed Monitoring findings becomes a part of the Self-Assessment Team data packets.

3. Self-Assessment Teams analyze progress made on program goals/objectives as well as strengths and weaknesses of program systems. There are (4) teams with up to four 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. The Team documents systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.

4. Information from monitoring summaries is provided to the Self-Assessment Teams including Self-Assessment Summary Reports for each area of the program 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.

5. 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.

6. 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
Team One: Program Governance/ Program Management & QI/ Financial and Administrative Requirements/ Human Resources	1. Does the Board & PC have the required composition and representation? 2. Has training been provided throughout the program, as required? 3. Does the program's Personnel Policies meet the requirements including a standard of conduct? 4. Does the program meet the background check requirements? 5. Does the program meet the requirements for staff professional development, health & wellness, and safety? 6. Does the program meet the requirements for management systems? 7. Is the program meeting financial and administrative requirements?
Team Two: Comprehensive Health Services/ Safety	1. Does the program collaborate with parents as partners in health? 2. Does the program meet the requirements for up-to-date child health status? 3. Does the program implement safety practices?
Team Three: Early Childhood Education & Development/ CLASS/ Additional Disability Services	1. Do teaching practices meet the requirements? 2. Does the program implement dual-language instruction? 3. Does the program's curriculum meet the requirements? 4. Does the program utilize child assessment data to determine strengths for children? 5. Do classrooms have a variety of age-appropriate materials that are changed on a regular basis? 6. Does the program recognize parents' roles in their child's education? 7. Have CLASS scores for the Program improved? 8. Does the program meet the requirements for additional services for children with disabilities?
Team Four: Family & Community Engagement – ERSEA/ Transition/ Program Structure	1. Does the program have a Community Assessment that meets the requirements and is it updated at least every (4) years? 2. Does the program have an approved selection criterion that meets the requirements of the HSPPS? 3. Are integrated parent and family engagement strategies implemented into all systems and program services? 4. Did the program reach 10% of its funded enrollment as children with disabilities by the end of the program year? 5. Does the program implement a research-based parent curriculum? 6. Does the program implement a transition process for children coming into and out of Head Start as required?

Section 2. Methodology

Date	Action	Purpose
10/24/2022	*Detailed OGM Leadership Meeting*	• *Update 2023 Detailed Monitoring Process* • *Create 2023 Self-Assessment Implementation Plan*
11/7/2022	*Detailed Monitoring Training Sessions, as needed*	• *Training – Detailed Monitoring Orientation and Team Training* • *Each Team Member is trained on confidentiality*
1/19/2023	*Detailed OGM Meeting*	• *Discuss Detailed OGM Results* • *Approve Detailed OGM Summary*
2/13/2023	*Self-Assessment Team Leader Meeting*	• *Training – Team Leaders are trained on the SA Process*
2/16/2023	*Self-Assessment Committee Meeting*	• *Training on SA Process* • *Each Team Analyzes Data from Their Area* • *Each Team Gives a Short Synopsis of Their Area*
3/3/2023	*Self-Assessment Committee Meeting*	• *Approve 2023 SA Program Report*
Before 5/31/2023	*Final Step in Self-Assessment Process*	• *Policy Council and Governing Board approval of SA Report* • *Submit to Regional Office with Grant*

Section 3. Key In-Sights

Strengths

- ✓ Technology plays an instrumental role in keeping CSNT Head Start and Early Head Start operating effectively and efficiently. CSNT utilizes technology to hold virtual meetings and to provide educational instruction, when needed. Technology is used to gather and analyze large amounts of program data. Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring results are tracked and analyzed electronically. This year the Inventory is tracked and monitored electronically with scanners that automatically upload the information electronically. Electronic management systems track and create reports that assist staff and governing bodies in making informed and knowledgeable decisions based on accurate information.

- ✓ CSNT Head Start/Early Head Start provides Protective Personal Equipment (PPE) to all sites to mitigate the spread of harmful viruses to children and staff. Health and safety are key to CSNT families and employees. Wellness is promoted throughout the program including adding health supplies as part of transition bags that children receive as they transition into and out of the Program. Families are provided bags that contained PPE along with toothbrushes and other health and wellness supplies. The Agency also implements a Wellness Committee to address physical and mental wellness implementation within the Program/Agency.

- ✓ CSNT Head Start/Early Head Start implements a research-based early childhood curriculum that meets or exceeds the Head Start Early Learning Outcomes Framework and the Texas Pre-K Guidelines. Head Start and Early Head Start services are provided in partnership with local public school districts throughout the four-county service area. In each partnership classroom, Head Start Standards and State Guidelines are followed creating high quality services for each child and family. The Teachstone Platform is also being implemented to assist classroom staff with CLASS implementation.

- ✓ 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 for their jobs. All staff receive professional development that enables them to carry out their job duties more efficiently. Currently, CSNT Lead Teachers meet or exceed the Head Start Performance Standards qualifications. Management staff are instrumental in providing college-level, certified, classroom-based training to CSNT staff.

- ✓ 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 create reports from these assessments that indicate a child's progress in each of the areas designated by Head Start/Early Head Start. The teachers as well as parents and other staff utilize these reports.
- ✓ Currently, CSNT has 465 Head Start slots and 16 Early Head Start slots. The Early Head Start Program is being implemented at the Hughes Springs Head Start Campus. The CSNT Community Assessment indicated a need for Early Head Start services in the service area and CSNT is looking for opportunities to provide more Early Head Start slots. CSNT is also seeking ways to expand Head Start services within and outside the service area.

Systemic Issues

- ✓ Implement method to audit required degree before hiring new employees. (45 CFR §1302.91(e)(1-2))
- ✓ Create a process to audit locations for vehicles that are on the Capital Asset List (75.30(d)(2))
- ✓ Implement methods to reach 10% disability funded enrollment by end of school year. (45 CFR §1302.14(b))
- ✓ Implement a process to assure Health related follow-ups are being implemented. (45 CFR §1302.42(b)(1)(i-ii))

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/Early Head Start utilizes technology to maintain quality throughout the Head Start/Early Head Start Program. The program implements Child Plus to track and monitor data, Ready Rosie to assist parents, Frog Street On-line Curriculum for students, web-based assessments and screeners, inventory scanners, and ZOOM to keep staff, parents, and governing bodies connected on a regular basis.
- ✓ CSNT Head Start utilizes Mental Health Advocates within the service area to assist CSNT staff in obtaining disability services for eligible children. The Mental Health Advocates assist Campus staff with completing the necessary paperwork to obtain vital services for students. They provide communication and documentation between the HS/EHS Program and the service provider for each child and family that require disability or mental health services.

Progress in Meeting Program Goals and Objectives (Fall 2022)

Goals		Objective(s)/Outcome(s)
GOAL ONE: Strengthen comprehensive health services within the program.		85% of parents will obtain health requirements.
Completion Rate	87%	
GOAL ONE: Strengthen comprehensive health services within the program.		85% of parents/staff will participate in wellness activities.
Completion Rate	98%	
GOAL TWO: Provide comprehensive school readiness.		66% of Head Start children will name upper and lowercase letters
Completion Rate	33%	
GOAL TWO: Provide comprehensive school readiness.		70% of children will sequence count to 50
Completion Rate	12%	
GOAL TWO: Provide comprehensive school readiness.		6 in CLASS Emotional Support (HS) 6 in CLASS Classroom Organization (HS) 3 in CLASS Instructional Support (HS)
Completion Rate	ES – 6.04 (HS) CO – 5.34 (HS) IS – 4.29 (HS)	
GOAL TWO (EHS): Provide comprehensive school readiness.		6 Emotional & Behavior Score 6 Engaged Learning Score 6 Responsive Caregiving Score
Completion Rate	EB – 6.10 (EHS) EL – 5.75 (EHS) RC – 6.19 (EHS)	
GOAL TWO (EHS): Provide comprehensive school readiness.		80% of EHS children will demonstrate interactions with their peers.
Completion Rate	32%	
GOAL THREE: Increase parent involvement in the Head Start Program.		65% of parents will be involved in their child's education.
Completion Rate	64%	

__Recommendations__

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

- Hire an Agency Human Resources Assistant to complete Personnel Recruitment/Retention tasks
- Increase the utilization of Facebook including training Family Service Coordinator on the use of Social Media in the Head Start/Early Head Start Program
- Find ways to strengthen the communication process between management/Administrative staff in all areas including Disabilities
- Provide a detailed New Hire Head Start Orientation with contracted ISD Teaching Staff
- Hire an Agency Procurement Specialists to oversee procurement and inventory

Governing Board Approval: (_____)

Policy Council Approval: (_____)

Community Services Of Northeast Tex
Eligibility Configuration

Selection Criteria 2023-2024

Applies to:

Community Services Of Northeast Tex - Head Start 2023-2024

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI
95	Yes

Medicaid/CHIPS, CCMS, WIC
80	Yes

Parental Status
95	Guardian
90	One Parent/Dad
85	One Parent/Mom
80	Grandparent raising grandchild
75	Two Parent

Disability
100	Diagnosed Disabiity with IEP
85	Suspected Disability with explanation
0	No Diagnosed Disability

Child with sibling enrolled in the program
70	Yes

Open case with CPS
40	Yes

Over income with a Disability
100	Yes

4 Year old with a diability with an IEP
20	Yes

3 Year old with a disability with an IEP
25	Yes

Homeless, Foster, Kinship, TANF, SSI, SNAP
100	Yes

3/20/2023
11:17 AM

Community Services Of Northeast Tex
Eligibility Configuration

Page 2 of 2
BParton

Selection Criteria 2023-2024

Other Eligibility Criteria	
ESL	
100	Yes
Active Military	
100	Yes
Former Foster Child	
100	Yes
Three Year old in Naples/New Boston/Pittsburg	
40	Yes
Parent Currently Incarcerated	
40	Yes
Parent works for ISD	
40	Yes
Domestic Violence Victim	
40	Yes

Community Services Of Northeast Tex
Eligibility Configuration

EHS Selection Criteria 2023-2024

Applies to:

> Community Services Of Northeast Tex - Early Head Start 2023-2024
> Community Services Of Northeast Tex - Head Start 2023-2024

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 11 mo	75
12 - 23 mo	85
24 - 36 mo	95

Participant is not eligible if less than 12 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 36 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Medicaid/CHIPS, CCMS, WIC
80	Yes

Parental Status
95	Guardian
90	One Parent/Dad
85	One Parent/Mom
80	Grandparent raising grandchild
75	Two Parent

Disability
100	Diagnosed Disabiity with IEP/IFSP
85	Suspected Disability with explanation
0	No Diagnosed Disability

Child with sibling enrolled in the Head Start program
70	Yes

Open case with CPS
40	Yes

Over income with a Disability
100	Yes

Homeless, Foster, SSI, TANF, SNAP
100	Yes

ESL
100	Yes

Active Military
100	Yes

Former Foster Child
100	Yes

Teen Parent
40	Yes

3/20/2023
11:17 AM

Community Services Of Northeast Tex
Eligibility Configuration

Page 2 of 2
BParton

EHS Selection Criteria 2023-2024

Other Eligibility Criteria

Parent Currently Incarcerated

    40   Yes

Domestic Violence Victim

    40   Yes

Justification
Head Start/Early Head Start
5.6% COLA Increase
Grantee 06CH011282/04

Date	Description
3/28/2023	CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA ($225,816) & Early Head Start COLA ($13,321) Total COLA Grant Application = $239,137

5.% COLA Funding Base Rate Increases

Increase staff salaries 5.6% and increase the base rate for the following Job Titles:

Campus Director Assistant - $1.00 increase to $12.00 per hour

Cook/Custodian - $1.00 per hour increase to $10.00 per hour

Campus Directors (All Levels) – Increase ranges from $2.00 – $.50 (Per Hour)

(Base Pay ranges No Degree $13.50 to $18.50 Master's Degree)

Cook - $1.00 per hour increase to $10.00 per hour

CLASS Specialist - $.50 to $.75 per hour increase ($18.00 to $18.75)

Custodian - $1.00 per hour increase to $10.00 per hour

Content Area Assistant - $1.00 -$1.50 increase ($11.50 to $12.00)

Curriculum Director - $.50 to $.75 per hour increase ($18.00 to $18.75)

Data Analysis Specialist- $.50 per hour increase to $18.00

Disability/Mental Health Specialist - $.75 per hour increase ($18.00 to $18.75)

Education Specialist - $.50 to $.75 per hour increase ($18.00 to $18.75)

Family Service Administrator - $.75 per hour to $18.75

Family Service Specialist - $.75 per hour increase ($18.00 to $18.75)

Family Service Worker – (All Levels) Increase ranges from $1.00 – $.50 (Per Hour)

(Base Pay ranges Working on Degree $10.50 to $15.00 Master's Degree)

Health Coordinator (LVN) - $.50 per hour increase to $14.00

Health Specialist (RN – Degree) - $.75 per hour increase ($18.00 to $18.75)

Lead Teachers (All Levels) – Increase ranges from $.50 – $1.00 (Per Hour)

(Base Pay ranges CDA/Working on Degree $11.50 to $18.00 Master's Degree)

Nutrition Manager - $.50 per hour increase ($13.50 to $14.00)

Head Start Office Coordinator - $.50 per hour to $11.50

Practice-Based Coach - $.75 per hour increase ($18.00 to $18.75)

Program Coordinator - $.50 per hour to $11.50

Program Manager - $.40 per hour to $17.50

Project Coordinator - $.50 per hour to $11.50

Teaching Assistant (All Levels) - Increase ranges from $.50 – $.75 (Per Hour)

(Base Pay ranges HS/HSE $10.00 to Associate's Degree $11.00)

Substitute - $.50 per hour to $10.00

All HS/EHS employees are receiving a 5.6% COLA Increase

CSNT Head Start/Early Head Start is raising the base rates for 25 positions within the Head Start and Early Head Start Program. This will help the program recruit new staff and retain current staff.

The new base rate for CSNT Head Start/Early Head Start is $10.00 per hour from $9.00 per hour and the new base rate for Teaching Assistants is $10.00 per hour from $9.25 per hour.

Indirect Costs = HS $22,582   EHS $1,332
Total Indirect Costs = $23,914

Head Start - Budget Categories

Budget Category	Program Operations	Training Technical Assistance	Non-Federal Share
Personnel	$203,434	$0	$89,355
Fringe Benefits	$45,149	$0	$0
Travel	$0	$0	$0
Equipment	$0	$0	$0
Supplies	$9,345	$0	$0
Contractual	$16,750	$0	$0
Construction	$0	$0	$0
Other	$47,000	$0	$0
Total Direct Charges	**$321,678**	**$0**	**$89,355**
Indirect Charges	$35,743	$0	$0
Total	**$357,421**	**$0**	**$89,355**

Early Head Start - Budget Categories

Budget Category	Program Operations	Training Technical Assistance	Non-Federal Share
Personnel	$9,813	$0	$5,017
Fringe Benefits	$2,404	$0	$0
Travel	$0	$0	$0
Equipment	$0	$0	$0
Supplies	$672	$0	$0
Contractual	$0	$0	$0
Construction	$0	$0	$0
Other	$5,172	$0	$0
Total Direct Charges	**$18,061**	**$0**	**$5,017**
Indirect Charges	$2,007	$0	$0
Total	**$20,068**	**$0**	**$5,017**

Note: This report only includes values specified in the Budget tab.

Justification Head Start/Early Head Start Quality Funds Grantee 06CH011282/04	
Date	**Description**
3/28/2023	CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds ($131,605) & Early Head Start Quality Funds ($6,747) **Quality Funding Total = $138,352**
Quality Funding	

Budget Line-Item Amounts	Description	Estimated Costs
1 – New position for the Agency (Personnel/Fringe Line Item)	Purchasing Agent – This position will oversee all of the purchasing for the Agency – this position will centralize purchasing/ inventory and take these added responsibilities off of numerous other Management staff	HS - $45,350 EHS - $228 **Total $45,578**
Supplies	Implement a Coffee Bar at all (9) locations and continue to provide Personal Protective Equipment for Staff and Parents, as needed	HS - $9,345 EHS - $672 **Total $10,017**
Facility Maintenance	Continue Cleaning Services (5) locations (once a month or weekly, as needed. This will take these added responsibilities off of numerous other Campus staff and assist in staff recruitment and retention) Utilize Lawn Service (5) locations (provide lawn and playground maintenance, as needed. This will take these added responsibilities off of numerous other Campus staff and assist in staff recruitment and retention) Service HVAC Units on a regular schedule (5) locations (Prolong the life of the units and provide effective air circulation.)	HS - $37,000 EHS - $4,172 **Total $41,172**

Training & Staff Development	Provide extra funds to assist staff in obtaining required college degrees, credentials, and certifications	HS - $10,000 EHS - $1,000 **Total $11,000**
Contractual Obligations	Provide increase in obtaining contracted teaching staff through the School District	HS - $16,750 EHS - $0 **Total $16,750**
Indirect Costs	10% Indirect Cost Rate	HS - $13,161 EHS - $675 **Total $13,836**

These funds will help the Head Start/Early Head Start Program recruit and retain staff, relieve staff stress and provide healthy places to work.

The Head Start/Early Head Start Program will utilize these funds to realign some responsibilities within the program and the Agency. By realigning these responsibilities, the program will be able to take away extra responsibilities from Campus level staff and Management staff. This will assist the program in recruiting and retaining staff for these positions.

Community Services of Northeast Texas, Inc.

Serving Bowie, Camp, Cass, Delta, Franklin, Hopkins, Lamar, Marion, Morris, Rains, Red River, & Titus Counties

CSNT

304 E. Houston
P.O. Box 427
Linden, TX 75563-0427

PHONE: 903-756-5596
              1-866-940-CSNT

FAX: 903-756-7294

Community Action PARTNERSHIP™
Helping People. Changing Lives.

Dan 'Lucky' Boyd, CCAP, NCRMT
Executive Director

Arcolia Jenkins
Board Chairperson

Tenant Rental Based Assistance (TBRA)
Resolution

By the Board of Directors of Community Services of Northeast Texas, Inc. (CSNT)

WHEREAS, a need exists for persons of low-income to receive assistance with paying rent; and

WHEREAS, CSNT has identified such as a need within the service area; and

WHEREAS, the mission of CSNT is consistent with an effort to alleviate such needs; then

BE IT RESOLVED, CSNT will apply for the Tenant Based Rental Assistance Program funding offered through the Texas Department of Housing and Community Affairs; and

CSNT authorizes the staff to submit an application for such funding; and

CSNT commits to a cash reserve of ($15k) fifteen thousand dollars for use during the administration of the program through a line of credit in that amount from Texana, Bank

CSNT authorizes Dan Boyd, Executive Director or Michelle Morehead, Deputy Executive Director to represent CSNT with respect to this program; and

CSNT authorizes Dan Boyd, Executive Director or Michelle Morehead, Deputy Executive Director as the designated signatory with authority to execute a Reservation System Participation Agreement; and

CSNT hereby requests a waiver of any application fees based on CSNT's expanded services as administrators of the Community Services Block Grant, the Comprehensive Energy Assistance Program, Head Start, Child and Adult Care Food Program, and Salvation Army for Marion and Cass Counties. These services provide an array of resources for low-income citizens in the CSNT service area.

AND IT IS RESOLVED, by a majority vote of a properly constituted Board, with a quorum present, on this, the 28th day of March, 2023.

_____
Arcolia Jenkins, Board Chair

11-29-2022

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

Head Start

Financial Report for the month of March 2023

(February 2023 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2022							
Personnel	$2,147,995.00	$151,929.86	$397,166.99	$1,750,828.01	$178,999.58	$536,998.75	$139,831.76
Fringe Benefits	$526,259.00	$42,533.69	$118,251.99	$408,007.01	$43,854.92	$131,564.75	$13,312.76
Travel (4120)	$10,000.00	$1.66	$998.47	$9,001.53	$833.33	$2,500.00	$1,501.53
Equipment	$35,000.00	$0.00	$0.00	$35,000.00	$2,916.67	$8,750.00	$8,750.00
Supplies	$189,500.00	$14,913.89	$18,961.28	$170,538.72	$15,791.67	$47,375.00	$28,413.72
Contractual	$275,350.00	$0.00	$0.00	$275,350.00	$22,945.83	$68,837.50	$68,837.50
Facilities / Construction	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other (4120)	$30,381.00	$3,240.00	$6,372.00	$24,009.00	$2,531.75	$7,595.25	$1,223.25
Other (4122)	$858,320.00	$66,281.94	$152,055.35	$706,264.65	$71,526.67	$214,580.00	$62,524.65
Total	$4,072,805.00	$278,901.04	$693,806.08	$3,378,998.92	$339,400.42	$1,018,201.25	$324,395.17
T&TA Total	$40,381.00	$3,241.66	$7,370.47	$33,010.53	$3,365.08	$10,095.25	$2,724.78

USDA Reimbursements through January 2023	$22,983.38
Estimated USDA Reimbursement for February 2023	$12,773.57
Resulting (over)/under with USDA	$360,152.12

* Total Over/Under without USDA

Accruals: $4.00

Actual year end payroll accrual $75,600.00

Further Analysis	
Number of children	465
Number of classrooms	26

	Amount Funded	Expenditures	Total To Date		Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	$156,646.35	$10,726.96	$26,684.85		$13,053.86	$39,161.59	$12,476.74
Per Child	$8,758.72	$599.79	$1,492.06		$729.89	$2,189.68	$697.62

IN-KIND (Non-Federal Share)			
Needed	This month	Total	Still need
$1,018,201.00	$127,594.65	$389,425.07	$628,775.93

Head Start C6

(February 2023 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance
program ending 03/31/2023				
Personnel	$254,594.00	$0.00	$226,627.92	$27,966.08
Supplies	$111,556.00	$1,300.99	$25,604.13	$85,951.87
Other	$180,591.00	$2,160.00	$19,343.95	$161,247.05
Total	$546,741.00	$3,460.99	$271,576.00	$275,165.00

Early Head Start

(February 2023 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2022							
Personnel	$134,771.00	$14,184.79	$37,054.36	$97,716.64	$11,230.92	$33,692.75	($3,361.61)
Fringe Benefits	$33,019.00	$3,994.56	$11,372.70	$21,646.30	$2,751.58	$8,254.75	($3,117.95)
Travel (4120)	$2,190.00	$0.00	$268.51	$1,921.49	$182.50	$547.50	$278.99
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies	$19,350.00	$1,099.11	$1,152.38	$18,197.62	$1,612.50	$4,837.50	$3,685.12
Contractual	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Facilities / Construction	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other (4120)	$3,067.00	$60.00	$528.00	$2,539.00	$255.58	$766.75	$238.75
Other (4122)	$50,741.00	$1,127.59	$3,026.77	$47,714.23	$4,228.42	$12,685.25	$9,658.48
Total	$243,138.00	$20,466.05	$53,402.72	$189,735.28	$20,261.50	$60,784.50	$7,381.78
T&TA	$5,257.00	$60.00	$796.51	$4,460.49	$438.08	$1,314.25	$517.74
Total							

USDA Reimbursements through January 2023	$3,081.26
Estimated USDA Reimbursement for February 2023	$1,327.36
Resulting (over)/under with USDA	$11,790.40

* Total Over/Under without USDA

Accruals: $4.00
Actual year end payroll accrual $7,200

Further Analysis	
Number of children	16
Number of classrooms	2

	Amount Funded	Expenditures	Total To Date	Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	$121,569.00	$10,233.03	$26,701.36	$10,130.75	$30,392.25	$3,690.89
Per Child	$15,196.13	$1,279.13	$3,337.67	$1,266.34	$3,799.03	$461.36

IN-KIND (Non-Federal Share)			
Needed	This month	Total	Still need
$243,138.00	$2,077.04	$6,302.78	$236,835.22

Early Head Start C6

Financial Report for the month of March 2023

(February 2023 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance
program ending 03/31/2023				
Personnel	$12,606.00	$0.00	$13,555.35	($949.35)
Supplies	$6,761.00	$0.00	$1,318.17	$5,442.83
Other	$9,409.00	$0.00	$822.59	$8,586.41
Total	$28,776.00	$0.00	$15,696.11	$13,079.89

HEAD START and EHS NUTRITION PROGRAM
March 2023 Financial Report
For the month of February 2023

CACFP

		Expenditures	Total To Date
Operating Labor	$	6,783.86	32,990.84
Administrative Labor		643.15	5,040.69
Food		8,699.46	51,839.15
Supplies & Equipment		595.94	4,081.22
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		878.00	878.00
Other		-	146.49
Total	$	17,600.41	$ 94,976.39

Operating Labor includes C5 andC6 money

	Expenditures	Total To Date
TDHS REVENUE	14,100.93	69,887.70
	(Income Starts October 2022)	

CSBG 2023

CSBG Current Program (February 2023 Expenditures)

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

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
Community Services Block Grant (CSBG) 12 month program ending 12/31/2023							
Personnel	$0.00	9,727.62	$9,727.62	($9,727.62)	$0.00	$0.00	($9,727.62)
Fringe Benefits	0.00	1,973.12	$1,985.08	(1,985.08)	0.00	0.00	(1,985.08)
Travel*	0.00	51.63	$712.68	(712.68)	0.00	0.00	(712.68)
Equipment	0.00	891.14	$891.14	(891.14)	0.00	0.00	(891.14)
Supplies	0.00	1,211.57	$1,211.57	(1,211.57)	0.00	0.00	(1,211.57)
Contractual	0.00	257.73	$257.73	(257.73)	0.00	0.00	(257.73)
Other	0.00	5,967.24	$26,499.06	(26,499.06)	0.00	0.00	(26,499.06)
Indirect Costs	0.00	0.00	$0.00	0.00	0.00	0.00	0.00
Total	$0.00	$20,080.05	$41,284.88	($41,284.88)	$0.00	$0.00	($41,284.88)

CEAP 2023

CEAP Current Program (February 2023 Expenditures)

				% of contract		17%
				% of money		36%

	Amount Funded	Expenditures	Total To Date	Balance		Contract Budget Minimun		Maximum		(Over)/Under
Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2023										
Administration*	$204,314.00	9,332.44	$13,327.66	$190,986.34	1%	$17,026.17 min		$63,226.23 max		$49,898.57
Household Crisis**	1,137,207.00	64,122.51	$96,176.97	1,041,030.03		95,107.54 min		1,137,207.00 max		1,041,030.03
Utility Assistance**	1,137,208.00	575,901.51	$854,898.39	282,309.61		95,107.54 min		1,137,208.00 max		282,309.61
Program Services	348,599.00	30,035.64	$54,945.04	293,653.96	6%	29,049.92 min		80,481.63 max		25,536.59
Training Travel	2,500.00	0.00	$429.87	2,070.13		0.00 min		2,500.00 max		2,070.13
Total	$2,829,828.00	$679,392.10	$1,019,777.93	$1,810,050.07		$236,291.16		$2,420,622.86		$1,400,844.93

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

Future Payments $356,571.82

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

Admin with Future Payments   1.0%   Program Services with Future Payments   0.040323906

LOW INCOME WATER ASSISTANCE PROGRAM

Financial Report for the month of March 2023
LIWAP Current Program (February 2023 Expenditures)

	% of contract	93%
	% of money	33%

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
Grant Administered From 01/01/2022 to 03/31/2023							
Administration	$83,090.00	0.00	$10,020.57	$73,069.43	$5,539.33	$77,550.67	$67,530.10
Direct Services	549,736.00	94,892.41	$196,575.63	353,160.37	36,649.07	513,086.93	316,511.30
Total	$632,826.00	$94,892.41	$206,596.20	$426,229.80	$42,188.40	$590,637.60	$384,041.40
						Future Payments	$18,037.57

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -March 2023

Sam's Club

Purchases for November 2022 & December 2022		486.58
Payment due by 01/28/2023	Pd on 02/08/2023	(486.58)
Balance		-

Sam's Club

Purchases for January 2023		1,123.63
Payment due by 02/28/2023	Pd on 02/22/2023	(1,123.63)
Balance		-
Balance		(1,123.63)

American Express

Purchases for December 2022 & January 2023		9,128.51
Payment due by ---	2/1/2023	(9,128.51)
Balance		-

Line of Credit

Program	CEAP A	CSBG A	TBRA	TX-HAF
Highest February 2023 Balance	18,680.00	11,075.00	17,240.00	10,655.00
Current balance	11,210.00	-		
Exp pay off date				

In House Line of Credit

Program	CEAP A	CSBG A	TRBA
Highest February 2023 Balance	38,159.00	41,702.00	12.00
Current balance	10,225.00	16,015.00	11,210.00
Exp pay off date	4/30/2023	4/30/2023	4/30/2023

U.S. SMALL BUSINESS ADMINISTRATION LOAN

$150,000

Payment Information

New Balance:	$486.58
Amount Past Due:	$50.00
Total Minimum Payment Due:	$107.00
Payment Due Date:	01/28/2023

Payments must be received by 5pm ET on 01/28/2023 if mailed, or by 11:59pm ET on 01/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 12/09/2022	$434.98	Credit Limit	$5,500
Fees Charged	+ 39.99	Available Credit	$5,013
Interest Charges	+ 11.61		
New Balance as of 01/08/2023	$486.58		

31 Day Billing Cycle from 12/09/2022 to 01/08/2023

Transaction Detail

Date	Reference #	Description	Amount
Total Fees Charged This Period			$39.99
12/28		LATE FEE	$39.99
Total Interest Charged This Period			$11.61
01/08	*INTEREST CHARGE*	PURCHASES $11.61	$11.61

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.   (v) = Variable Rate
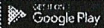
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	27.09% (v)	$453.83	$11.61	2D

6709   HCJ   1   7 8   230108   D PAGE 1 of 3

Use blue or black ink, detach & mail with your check.

Account Number	6046002039330674
New Balance	$486.58
Total Minimum Payment Due	$107.00
Payment Due Date	01/28/2023

Amount Past Due	Amount Enclosed $
$50.00	No other correspondence please. Print new address or email changes on back.

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

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

Cardholder News and Information

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR
CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

sam's club ◆

FINANCING BY
synchrony

Payment Information

$	New Balance:	$434.98
	Total Minimum Payment Due:	$50.00
	Payment Due Date:	12/28/2022

Payments must be received by 5pm ET on 12/28/2022 if mailed, or by 11:59pm ET on 12/28/2022 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 11/09/2022	$376.64	Credit Limit	$5,500
Payments	- 376.36	Available Credit	$5,065
Purchases/Debits	+ 434.70		
New Balance as of 12/08/2022	$434.98		

30 Day Billing Cycle from 11/09/2022 to 12/08/2022

Transaction Detail

Date	Reference #	Description	Amount
Payments			**-$376.36**
11/20	P928000NN0152EXPX	PAYMENT - THANK YOU	-$376.36
Purchases and Other Debits			**$434.70**
11/29	P928000NY01HJ955B	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	$434.70
		Total for JOHN YOUNG	$434.70
Total Fees Charged This Period			$0.00
Total Interest Charged This Period			$0.00

584

NCHR0457 6709 1005 T117 07 230207 PAGE 00002 OF 00006

6709   HCJ   1   7   8   221208   PAGE 1 of 5   9200 2000 MP17 01HB6709

VIEW AND PAY YOUR BILL ONLINE!
SamsClubCredit.com/businesscard

Use blue or black ink, detach & mail with your check.

Account Number	8046.0028 3932 0674
New Balance	$434.98
Total Minimum Payment Due	$50.00
Payment Due Date	12/28/2022
Amount Enclosed	$

No other correspondence please.
Print new address or email changes on back.

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

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

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.   (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	25.90% (v)	$0.00	$0.00	(D)

Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club ® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

584

NCHR0457 6709 1005 T117   07 250207 PAGE 00003 OF 00006

COMMUNITY COUNCIL OF CASS

ACCOUNT #: 6046-0020-6933-0674

DATE OF SALE #: 221129   P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000834   CLUB #: 8295

REFERENCE #: P928000NY01HJ955B

TRANSACTION #: 0   REGISTER #: 4

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		$0.0000	$0.00
380004989	MM FRAGRANCE FREE	3.000	EA	$18.9600	$56.88
380044095	PULL-UPS S4 GRL 102	3.000	EA	$41.9800	$125.94
380044107	PULL-UPS S4 BOY 102	6.000	EA	$41.9800	$251.88

SUB $434.70	TAX $0.00		
		TOTAL INVOICE	$434.70
		CREDITS TOTAL	$0.00
		BALANCE DUE	$434.70

NCHR0457 6709 1005 T117   07 Z30207 PAGE 00004 OF 00006

584

sam's club

COMMUNITY COUNCIL OF CASS
Account Number ending in 0674

FINANCING BY
synchrony®

RECEIVED
FEB 14 2023
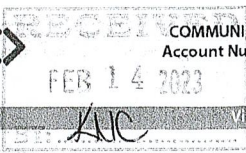
PAGE 1 of 5   Visit us at SamsClubCredit.com/businesscard or Call 1-800-203-5764

Payment Information

New Balance:	$1,610.21	
Amount Past Due:	$107.00	
Total Minimum Payment Due:	$188.00	
Payment Due Date:	02/28/2023	

Payments must be received by 5pm ET on 02/28/2023 if mailed, or by 11:59pm ET on 02/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 01/09/2023	$486.58	Credit Limit	$1,700
Purchases/Debits	+ 1,059.32	Available Credit	$89
Fees Charged	+ 39.99		
Interest Charges	+ 24.32		
New Balance as of 02/08/2023	$1,610.21		
31 Day Billing Cycle from 01/09/2023 to 02/08/2023			

Transaction Detail

Date	Reference #	Description	Amount
Purchases and Other Debits			$1,059.32
01/27	P9280000X00XSETED	SAM'S CLUB 008295 TEXARKANA TX	$1,059.32
		SAM'S/WAL-MART PURCHASE(S)	
		Total for TOMMY HOOPER	$1,059.32
Total Fees Charged This Period			$39.99
01/28		LATE FEE	$39.99
Total Interest Charged This Period			$24.32
02/08	*INTEREST CHARGE*	PURCHASES $24.32	$24.32

6709 0003 HCJ   1   7 8   230208   D PAGE 1 of 5   9280 2000 HP17 01FN0706   17740

Use blue or black ink, detach & mail with your check.

Account Number	6046 0020 3933 0674
New Balance	$1,610.21
Total Minimum Payment Due	$188.00
Payment Due Date	02/28/2023

Amount Past Due
$107.00

Amount Enclosed $

No other correspondence please.
Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS   17740
KAY PHILLIPS   Q302
PO BOX 427
LINDEN TX 75563-0427

Make SAM'S CLUB/SYNCHRONY BANK
Payment P.O. BOX 669825
to: DALLAS, TX 75266-0782

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.   (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	$954.59	$24.32	2D

Cardholder News and Information

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR
CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

1-2

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~8046 0020 3933 0074~~

INVOICE#: 000000

REFERENCE #: P9280000X00XSETED

DATE OF SALE #: 230127

AUTHORIZATION #: 000153

TRANSACTION #: 0

P.O. #:

CLUB #: 8295

REGISTER #: 2

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		$0.0000	$0.00
051922884	GOODNITES SM GIRL	3.000	EA	$41.4400	$124.32
051926878	GOODNITES BOY S/M	1.000	EA	$41.4400	$41.44
056394698	MM DIAPERS SZ 5	3.000	EA	$36.9800	$110.94
056394742	MM DIAPERS SZ 6	3.000	EA	$36.9800	$110.94
380044095	PULL-UPS S4 GRL 102	4.000	EA	$41.9800	$167.92
380044103	PULL-UPS S3 GRL 116	4.000	EA	$41.9800	$167.92
380044107	PULL-UPS S4 BOY 102	4.000	EA	$41.9800	$167.92
380044131	PULL-UPS S3 BOY	4.000	EA	$41.9800	$167.92

SUB $1,059.32	TAX $0.00	TOTAL INVOICE	$1,059.32
		CREDITS TOTAL	$0.00
		BALANCE DUE	$1,059.32

Prepared For
CREW DYKES
CSNT INC

Account Number	Closing Date	
XXXX-XXXXX7-81008	01/28/23	Page 1 of 3

Previous Balance $	New Charges $	Other Debits $	Payments $	Other Credits $	Balance Due $ Do Not Pay	
20,496.41	4,844.45	0.00	20,496.41	189.92	4,654.53	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at **www.americanexpress.com/checkyourbill** or call Customer Service at **1-800-492-4920**.

Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX7-81008

			Reference Code	Amount $
01/21/23	PAYMENT RECEIVED - THANK YOU	01/21	05610000000	-20,496.41
12/29/22	AMAZON.COM*LH1KN21H3 AMZN.COM/BILL WA 2SEMZIC38 113-3769883-4512298109 12/28/22 ROC NUMBER 2SEMZIC381CU			1,197.00
01/19/23	CLDTKN AMAZON.COM*W84OF9C33 AMZN.COM/BILL W 2DH1X8497 111-8390913-6687498109 01/18/23 ROC NUMBER 2DH1X8497WFM			179.99
12/28/22	CLDTKN AMZN MKTP US AMZN.COM/BILL W 4TVY6WNPO 113-2093512-6948298109 12/28/22 ROC NUMBER 4TVY6WNPOZW			-39.95 Credit
01/10/23	CLDTKN AMZN MKTP US AMZN.COM/BILL W 2MIZ9XT2R 113-3390789-9182698109 01/10/23 ROC NUMBER 2MIZ9XT2R2O			-149.97 Credit
12/29/22	CLDTKN AMZN MKTP US*092YJ23 AMZN.COM/BILL W 4X87CLO8M 113-4611847-6009098109 12/23/22 ROC NUMBER 4X87CLO8MJO6			1,282.16
01/03/23	CLDTKN AMZN MKTP US*211IN90 AMZN.COM/BILL W 76TB9D70J 113-4611847-6009098109 12/27/22 ROC NUMBER 76TB9D70JEEJ			1,959.96

Do not staple or use paper clips
Payment Coupon

Account Number Enter 15 digit account
3796256608781008 number on all payments.

CREW DYKES
CSNT INC
302 E HOUSTON BX 427
LINDEN   TX   75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXXX7287008

Page 2 of 3

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%.** This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.

Manage your Card account online at:
www.americanexpress.com/checkyourbill

For all further inquiries, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-492-4920.

International Collect: 1-336-393-1111.

Hearing Impaired Services: Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements: 1-800-492-4920.

Customer Service
P.O. Box 53611
Phoenix, AZ
85072-3611

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

AMERICAN EXPRESS

Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXXX731008

Closing Date
01/28/23

Page 3 of 3

Activity Continued

Date	Description	Reference Code	Amount $
01/26/23	CLDTKN AMZN MKTP US*6P4IH6A AMZN.COM/BILL 6NIN3AZ8E 113-3004083-4274698109 01/25/23 ROC NUMBER 6NIN3AZ8ESCZ	W	225.34

Total for CREW DYKES

	New Charges/Other Debits	4,844.45
	Payments/Other Credits	-20,686.33

Prepared For	Account Number	Closing Date	
DAN BOYD CSNT INC	XXXX-XXXXX1-21009	01/28/23	Page 1 of 3

Previous Balance $	New Charges $	Other Debits $	Payments $	Other Credits $	Balance Due $ Do Not Pay	
4,405.25	4,678.68	0.00	4,691.16	204.70	4,188.07	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at **1-800-492-4920.**

Activity
Date reflects either transaction or posting date

Card Number XXXX-XXXXX1-21009

Date	Description		Reference Code	Amount $
01/16/23	PAYMENT RECEIVED - THANK YOU	01/16	05611000000	-4,691.16
01/19/23	ATRUIM HOTEL AND SUI IRVING FOL# 0000005099 LODGING ARRIVAL DATE DEPARTURE DATE 01/17/23 01/18/23 00 ROOM RATE $0.01 ROC NUMBER 0000005099	TX 01/18/23	73011003019	204.70
01/19/23	ATRUIM HOTEL AND SUI IRVING FOL# 0000005097 LODGING ARRIVAL DATE DEPARTURE DATE 01/17/23 01/18/23 00 ROOM RATE $0.01 ROC NUMBER 0000005097	TX 01/18/23	73011003019	204.70
01/19/23	ATRUIM HOTEL AND SUI IRVING FOL# 0000005101 LODGING ARRIVAL DATE DEPARTURE DATE 01/17/23 01/18/23 00 ROOM RATE $0.01 ROC NUMBER 0000005101	TX 01/18/23	73011003019	204.70

Do not staple or use paper clips

Payment Coupon

Account Number	Enter 15 digit account number on all payments.
37965565531-21009	

MB 01 000311 58546 H 3 A
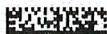
DAN BOYD
CSNT INC
304 E HOUSTON BX 427
LINDEN   TX   75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXXX 1-21009

Closing Date
01/28/23

Page 3 of 3

Activity Continued

			Reference Code	Amount $
01/26/23	ATRUIM HOTEL AND SUI IRVING FOL# 0000005707 LODGING ARRIVAL DATE DEPARTURE DATE 01/24/23 01/25/23 00 ROOM RATE $0.01 ROC NUMBER 0000005707	TX 01/25/23	73011003026	204.70
01/26/23	ATRUIM HOTEL AND SUI IRVING FOL# 0000005701 LODGING ARRIVAL DATE DEPARTURE DATE 01/24/23 01/25/23 00 ROOM RATE $0.01 ROC NUMBER 0000005701	TX 01/25/23	73011003026	-204.70 Credit
01/07/23	BEST WESTERN PREMIER DENTON FOL# 0000034229 BEST WESTERN ARRIVAL DATE DEPARTURE DATE 01/03/23 01/05/23 00 ROOM RATE $0.01 ROC NUMBER 0000034229	TX 01/05/23	27240016600	259.88
01/12/23	FELDESMAN TUCKER LEI WASHINGTON REF# 20230112B 2024668960 ROC NUMBER 20230112B	DC 01/11/23		3,600.00

Total for DAN BOYD		New Charges/Other Debits Payments/Other Credits	4,678.68 -4,895.86

737

Check Number	Effective Date	Vendor Name	Check Amount	Description
76546	2/1/2023	STAPLES CONTRACT AND COMMERCIAL INC	(809.04)	VOID CHECK
76566	2/1/2023	AEP-SWEPCO-EA	952.00	CLIENT ASSISTANCE
76567	2/1/2023	AMERICAN EXPRESS	9,128.51	TRAVEL & SUPPLIES
76568	2/1/2023	AT&T	787.09	TELEPHONE & INTERNET
76569	2/1/2023	ATLANTA PRIMARY	315.00	FIELD TRIP
76570	2/1/2023	ATLANTA UTILITIES	470.00	CLIENT ASSISTANCE
76571	2/1/2023	BEN E KEITH CO	4,317.42	HS GROC.
76572	2/1/2023	BOWIE CASS	771.71	CLIENT ASSISTANCE
76573	2/1/2023	CENTERPOINT ENERGY ENTEX	475.27	UTILITY
76574	2/1/2023	CITY OF HUGHES SPRINGS	294.63	UTILITY
76575	2/1/2023	CITY OF LINDEN	409.15	UTILITY
76576	2/1/2023	LK YEARBOOK	185.00	ADVERTISING
76577	2/1/2023	LONESTAR APARTMENT HOMES	1,283.00	CLIENT ASSISTANCE
76578	2/1/2023	MARIA B GUERRERO	1,060.00	CLIENT ASSISTANCE
76579	2/1/2023	NAPLES HARDWARE & SUPPLIES LLC	68.71	BUILDING SUPPLIES
76580	2/1/2023	REPUBLIC SERVICES #070	105.29	UTILITY
76581	2/1/2023	RPM STAFFING PROFESSIONALS, INC.	2,666.85	TEMP STAFFING
76582	2/1/2023	SOUTHWESTERN ELECTRIC POWER	314.24	UTILITY
76583	2/1/2023	TACAA, INC.	3,000.00	MEMBERSHIP
76584	2/1/2023	THOMAS BLYTHE	1,525.00	CLIENT ASSISTANCE
76585	2/1/2023	TRICO LUMBER CO.	15.57	BUILDING SUPPLIES
76586	2/1/2023	WASTE MANAGEMENT CORPORATE SERVICES, INC.	180.43	UTILITY
76587	2/1/2023	WINDSTREAM	98.76	TELEPHONE & INTERNET
76588	2/8/2023	ABILA	1,085.12	SOFTWARE SUPPORT
76601	2/8/2023	AEP-SWEPCO-EA	198,814.73	CLIENT ASSISTANCE
76602	2/8/2023	AFLAC	1,486.66	EMPLOYEE INSURANCE
76603	2/8/2023	AMBIT ENERGY	4,800.00	CLIENT ASSISTANCE
76604	2/8/2023	AMERICAN ASSOCIATES OF NOTARIES	108.90	NOTARY FEES
76605	2/8/2023	AT&T	248.75	TELEPHONE & INTERNET
76606	2/8/2023	B & S TRUE VALUE HARDWARE	7.40	BUILDING SUPPLIES
76607	2/8/2023	BLUE CROSS BLUE SHIELD	44,418.39	EMPLOYEE INSURANCE
76612	2/8/2023	BOWIE CASS	91,450.15	CLIENT ASSISTANCE
76613	2/8/2023	Brad Sears Rentals	3,931.00	CLIENT ASSISTANCE
76614	2/8/2023	CECELIA HUFF	33.54	MILEAGE REIMB.
76616	2/8/2023	CENTERPOINT ENERGY	12,020.51	CLIENT ASSISTANCE
76617	2/8/2023	CENTERPOINT ENERGY ENTEX	411.21	UTILITY
76618	2/8/2023	CITY OF DAINGERFIELD	3,995.00	CLIENT ASSISTANCE
76619	2/8/2023	City of Hooks	2,064.07	CLIENT ASSISTANCE
76620	2/8/2023	CITY OF HUGHES SPRINGS	680.00	CLIENT ASSISTANCE
76621	2/8/2023	CITY OF JEFFERSON WATER .	55.50	UTILITY
76622	2/8/2023	CITY OF LINDEN	2,506.61	CLIENT ASSISTANCE
76623	2/8/2023	CITY OF LONE STAR	1,360.00	CLIENT ASSISTANCE
76624	2/8/2023	CITY OF MOUNT PLEASANT	5,517.96	CLIENT ASSISTANCE
76625	2/8/2023	CITY OF MOUNT VERNON	1,839.49	CLIENT ASSISTANCE
76626	2/8/2023	CITY OF NAPLES	1,408.47	CLIENT ASSISTANCE
76627	2/8/2023	CITY OF NEW BOSTON	27.92	UTILITY
76628	2/8/2023	CITY OF OMAHA	770.15	CLIENT ASSISTANCE
76629	2/8/2023	CITY OF PITTSBURG	2,504.85	CLIENT ASSISTANCE
76630	2/8/2023	DEBERRY BUTANE COMPANY	2,783.09	CLIENT ASSISTANCE
76631	2/8/2023	EAST TEXAS REALTY	300.00	RENT
76632	2/8/2023	FERRELL GAS	500.00	CLIENT ASSISTANCE

Check Number	Effective Date	Vendor Name	Check Amount	Description
76633	2/8/2023	GREEN MOUNTAIN ENERGY	1,445.66	CLIENT ASSISTANCE
76634	2/8/2023	GUARDIAN	7,338.60	EMPLOYEE INSURANCE
76635	2/8/2023	HEALTHCARE EXPRESS LLP	492.00	PRE-EMPLOYMENT TESTING
76636	2/8/2023	HEALTHJOY LLC	987.01	EMPLOYEE BENEFIT
76637	2/8/2023	HOLLY SPRINGS WSC	1,423.35	CLIENT ASSISTANCE
76638	2/8/2023	HOPE FIRE EXTINGUISHER SERVICE	28.95	FIRE EXT. SERVICE
76639	2/8/2023	JARRED GILMORE & PHILLIPS, PA	1,100.00	AUDIT
76640	2/8/2023	KIM'S CONVENIENCE STORES	77.60	VEHICLE FUEL
76641	2/8/2023	MARTAVIUS JONES	30.96	MILEAGE REIMB.
76642	2/8/2023	MCADAMS PROPANE COMPANY	471.88	CLIENT ASSISTANCE
76643	2/8/2023	MCI	68.77	TELEPHONE & INTERNET
76644	2/8/2023	MEGAN HERVEY	18.06	MILEAGE REIMB.
76645	2/8/2023	MOORE PEST CONTROL	150.00	PEST CONTROL
76646	2/8/2023	MOUNTAIN VALLEY OF TEXARKANA	180.00	DRINKING WATER
76647	2/8/2023	NAPLES HARDWARE & SUPPLIES LLC	23.28	BUILDING SUPPLIES
76648	2/8/2023	ODP BUSINESS SOLUTIONS, LLC	689.59	OFFICE SUPPLIES
76649	2/8/2023	PEST-PRO SERVICES INC	250.00	PEST CONTROL
76650	2/8/2023	PITTSBURG CORNER EXPRESS	210.90	VEHICLE FUEL
76651	2/8/2023	RHYTHM OPS, LLC	2,476.84	CLIENT ASSISTANCE
76652	2/8/2023	RPM STAFFING PROFESSIONALS, INC.	2,639.25	TEMP STAFFING
76653	2/8/2023	SAM'S CLUB	486.58	SUPPLIES
76654	2/8/2023	SOUTHWEST ARKANSAS TELEPHONE CO OP, INC.	241.02	TELEPHONE & INTERNET
76655	2/8/2023	SOUTHWESTERN ELECTRIC POWER	1,463.21	UTILITY
76656	2/8/2023	SSA MID ATLANTIC PROGRAM SERVICE CENTER	439.08	CLIENT ASSISTANCE
76657	2/8/2023	STAPLES BUSINESS CREDIT	1,885.06	OFFICE SUPPLIES
76658	2/8/2023	TEACHSTONE TRAINING LLC	375.00	HEAD START TRAINING
76659	2/8/2023	TEXANA LA	3,121.49	REIMB FOR CELL PHONE PYMT
76662	2/8/2023	TEXARKANA WATER UTILITIES	12,164.72	CLIENT ASSISTANCE
76663	2/8/2023	TOMMY HOOPER PETTY CASH CUSTODIAN	85.50	PETTY CASH
76664	2/8/2023	TOSHIBA FINANCIAL SERVICES	1,769.05	COPIERS
76665	2/8/2023	TRI SPECIAL UTILITY DISTRICT	6,561.93	CLIENT ASSISTANCE
76666	2/8/2023	TRICO LUMBER CO.	292.99	BUILDING SUPPLIES
76667	2/8/2023	TXU-ASSISTANCE GROUP	16,571.77	CLIENT ASSISTANCE
76669	2/8/2023	UPSHUR RURAL ELEC. CORP.	24,139.62	CLIENT ASSISTANCE
76670	2/8/2023	VANCO SYSTEMS, INC.	916.63	COPIERS
76671	2/8/2023	WILLIAM MICHAEL BERRY	247.00	BUILDING REPAIR
76672	2/16/2023	ACE HARDWARE NEW BOSTON	16.56	BUILDING SUPPLIES
76673	2/16/2023	BLOOMBURG WATER SUPPLY	51.23	UTILITY
76674	2/16/2023	CAMCO ELEVATOR INC	150.00	ELEVATOR SERVICE
76675	2/16/2023	CARCO GROUP INC	162.80	BACKGROUND CHECKS
76676	2/16/2023	CSNT ORG PAYEE	312.00	PAYEE FEES
76677	2/16/2023	DAINGERFIELD - LONE STAR ISD	166.50	STAFF MEALS
76678	2/16/2023	Geraldine Best	500.00	CLIENT ASSISTANCE
76679	2/16/2023	HAMILTON PROPERTIES	216.00	CLIENT ASSISTANCE
76680	2/16/2023	HEALTHJOY LLC	1,008.00	EMPLOYEE BENEFIT
76681	2/16/2023	HESS OUTLET	45.00	CLIENT ASSISTANCE
76682	2/16/2023	LARRY WRIGHT	390.00	CLIENT ASSISTANCE
76683	2/16/2023	LINDEN FUEL CENTER	1,337.81	VEHICLE FUEL
76684	2/16/2023	MOUNT PLEASANT HOUSING AUTHOURITY	316.00	CLIENT ASSISTANCE
76686	2/16/2023	ODP BUSINESS SOLUTIONS, LLC	3,756.28	OFFICE SUPPLIES
76687	2/16/2023	RELIABLE ALARM SERVICE, LLC	193.00	ALARM SERVICE
76688	2/16/2023	RPM STAFFING PROFESSIONALS, INC.	2,432.25	TEMP STAFFING

Check Number	Effective Date	Vendor Name	Check Amount	Description
76689	2/16/2023	SOUTHWESTERN ELECTRIC POWER	2,081.26	UTILITY
76690	2/16/2023	SUDDENLINK	579.99	TELEPHONE & INTERNET
76691	2/16/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	8,472.97	REFUND CONTRACT FUNDS
76692	2/16/2023	TXU-ASSISTANCE GROUP	57.00	CLIENT ASSISTANCE
76693	2/16/2023	WEX HEALTH, INC.	85.45	EMPLOYEE INSURANCE
76694	2/16/2023	WINDSTREAM	85.56	TELEPHONE & INTERNET
76695	2/22/2023	ABERNATHY COMPANY	4,000.45	SUPPLIES
76696	2/22/2023	ALMA HARRISON	21.00	REIMB FOR FEES
76697	2/22/2023	AMY PERALES	187.05	MILEAGE REIMB.
76698	2/22/2023	AREA WIDE PROPERTIES	1,481.25	RENT
76699	2/22/2023	AT&T	98.01	TELEPHONE & INTERNET
76700	2/22/2023	ATLANTA ISD	700.00	RENT
76701	2/22/2023	ATLANTA ISD FOOD SERVICE	383.25	HEAD START MEALS
76702	2/22/2023	BEN E KEITH CO	10,088.89	HEAD START GROC
76703	2/22/2023	BOBBY'S B&G AUTOMOTIVE INC.	426.68	VEHICLE REPAIR
76704	2/22/2023	CENTERPOINT ENERGY ENTEX	676.55	UTILITY
76705	2/22/2023	CHARLOTTE HALL	193.02	PER DIEM
76706	2/22/2023	CRUMP'S IGA	24.67	SUPPLIES
76707	2/22/2023	DAN BOYD	337.65	SUPPLIES
76708	2/22/2023	DISCOUNT WHEEL AND TIRE #3	412.80	VEHICLE REPAIR
76709	2/22/2023	ETEX TELEPHONE CORP, INC.	6,025.79	TELEPHONE & INTERNET
76710	2/22/2023	GLENN B. LANIER	240.00	RENT
76711	2/22/2023	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	269.50	FIRE EXT. SERVICE
76712	2/22/2023	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	RENT
76713	2/22/2023	HUGHES SPRINGS ISD	1,294.70	RENT & HEAD START MEALS
76714	2/22/2023	JIMMIE RAY AYERS	800.00	RENT
76715	2/22/2023	KAPLAN EARLY LEARNING COMPANY	407.27	HEAD START SUPPLIES
76716	2/22/2023	LATASHA FRAZIER	40.58	FINGERPRINT REIMB
76717	2/22/2023	LUMINOUS SERVICES LLC	438.75	CLEANING SERVICE
76718	2/22/2023	MASCOT MAKERS LTD	4,625.00	MASCOT SUIT
76719	2/22/2023	MELODY HOUSE	308.00	CLIENT ASSISTANCE
76720	2/22/2023	MISTY VAN HOOSER	1.66	PER DIEM
76721	2/22/2023	MOORE PEST CONTROL	100.00	PEST CONTROL
76722	2/22/2023	NAPLES TIRES LLC	50.95	VEHICLE REPAIR
76723	2/22/2023	ODP BUSINESS SOLUTIONS, LLC	3,027.46	OFFICE SUPPLIES
76724	2/22/2023	R. MORGAN, LLC	950.00	RENT
76725	2/22/2023	RPM STAFFING PROFESSIONALS, INC.	2,221.80	TEMP STAFFING
76726	2/22/2023	SAM'S CLUB	1,123.63	SUPPLIES
76727	2/22/2023	SAVANAH COATES	105.35	MILEAGE REIMB.
76728	2/22/2023	SCHOOLSIN	4,194.32	HEAD START RUGS
76729	2/22/2023	SHAH SOFTWARE, INC.	700.00	SOFTWARE SUPPORT
76730	2/22/2023	SHERYL ALDEN	73.96	MILEAGE REIMB.
76731	2/22/2023	SNACKBOX	449.70	HEAD START MEETING SNACKS
76732	2/22/2023	SOUTHWESTERN ELECTRIC POWER	453.46	UTILITY
76733	2/22/2023	SSA MID ATLANTIC PROGRAM SERVICE CENTER	889.35	CLIENT ASSISTANCE
76734	2/22/2023	STAPLES CREDIT PLAN	809.04	OFFICE SUPPLIES
76735	2/22/2023	TACAA, INC.	500.00	MEMBERSHIP
76736	2/22/2023	TEACHSTONE TRAINING LLC	325.00	HEAD START TRAINING
76737	2/22/2023	TEXANA CLIENT FUNDS FOR SSA	57.00	SSA CLIENT FUNDS
76738	2/22/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	RENT
76739	2/22/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	333.82	REFUND CONTRACT FUNDS
76740	2/22/2023	THE SIGN SHOP	1,275.00	HEAD START SIGNS

1045 - TEXANA
ACCOUNTS
PAYABLE
DISBURSEMENT
2

Check Number	Effective Date	Vendor Name	Check Amount	Description
76741	2/22/2023	THE SIGN SHOP	925.00	HEAD START SIGNS
76742	2/22/2023	THE SIGN SHOP	925.00	HEAD START SIGNS
76743	2/22/2023	THE SIGN SHOP	700.00	HEAD START SIGNS
76744	2/22/2023	TRICO LUMBER CO.	156.69	BUILDING SUPPLIES
76745	2/22/2023	TRINITY DEWAYNE CASTLEBERRY	210.00	VEHICLE DETAIL
76746	2/22/2023	TURNER DAVID K	1,000.00	RENT
76747	2/22/2023	VENUS HORNBUCKLE PETTY CASH CUSTODIAN	8.38	PETTY CASH
76748	2/22/2023	VERIZON WIRELESS	4,556.27	CELL SERVICE
76749	2/22/2023	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	RENT
76750	2/22/2023	WILLIE MITCHELL, JR.	1,140.00	CPR & 1ST AID TRAINING
76751	2/22/2023	WINDSTREAM	573.66	TELEPHONE & INTERNET
76752	2/22/2023	XEROX CORPORATION	853.01	HSMB COPIER
76753	2/22/2023	AEP-SWEPCO-EA	1,440.32	CLIENT ASSISTANCE

1080 - TEXANA
NEW PAYROLL
CASH ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	Description
6535			0.00	VOID CHECK
6536	2/16/2023	CHARLOTTE MURPHY	206.87	FINAL CHECK
Report Total			595,122.63	

COMMUNITY SERVICES OF NORTHEAST TEXAS
Balance Sheet
As of 2/28/2023

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	353.04
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	20,258.89
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	(198,147.89)
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	12,311.13
TEXANA CSBG B CHECKING	6,096.60
TEXANA CSBG DISCRETIONARY CHECKING	6,940.70
TEXANA HEAD START CHECKING	16,593.87
TEXANA CEAP A CHECKING	(58,835.96)

TEXANA CEAP B CHECKING	4,735.47
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	19,723.38
TEXANA TLC CHECKING	10,376.84
TEXANA LOCAL ADMINISTRATIVE CHECKING	78,932.95
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	4,314.40
TEXANA TBRA CHECKING	15,842.63
TEXANA POSTAL ACCOUNT CHECKING	(1,791.05)
TEXANA VET SERVICES NOW	603.95
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	1.20
TEXANA NEW PAYROLL CASH ACCOUNT	26,658.57
TEXANA EARLY HEAD START CHECKING	4,211.89
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	118,313.37
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	23,933.07
TEXANA ORGANIZATION PAYEE FUNDS	2,099.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	422.16
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.36
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	1,226,027.51
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	14,100.93
PROMISES TO GIVE	0.00
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
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,635.75
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00
Total Current Assets	1,393,200.97

Long Term Assets

PROPERTY & EQUIPMENT	2,970,070.51
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,528,217.26)
Total Assets	**2,835,054.22**

Current Liabilities

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	0.00
TEXANA ACCOUNTS PAYABLE	657,575.66
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
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	179,345.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	77,539.91
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS
Balance Sheet
As of 2/28/2023

DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	914,460.57

Net Assets

NET ASSETS	69,642.18
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
Total Current Net Assets	69,642.18
Excess Revenues over Expenditures	1,850,951.47
Total Liabilities and Net Assets	2,835,054.22

CSNT Head Start 2022-2023 Program Goals Progress Report

Program Goal 1: Strengthen comprehensive Health Services within the program.				
Year Four Objective One Outcome: 85% of parents will obtain (EPDST) health requirements for their children				
Fall Progress	87%	Winter Progress	86%	Spring Progress
Program Goal 1 Challenges: Parents understanding the importance of completing health steps				

Program Goal 1: Strengthen comprehensive Health Services within the program.				
Year Four Objective Two Outcome: 85% of parents/staff will participate in wellness activities				
Fall Progress	97.5%	Winter Progress	97.5%	Spring Progress
Program Goal 1 Challenges: Parents/staff feeling connected to the activities offered				

Program Goal 2: Provide Comprehensive School Readiness				
Year Four Objective One Outcome: 66% of Head Start children will name upper and lowercase letters				
Fall Progress	33%	Winter Progress	59%	Spring Progress
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system				

Program Goal 2: Provide Comprehensive School Readiness				
Year Four Objective Two Outcome: 70% of children will sequence count to 50				
Fall Progress	12%	Winter Progress	36%	Spring Progress
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system				

Program Goal 2: Provide Comprehensive School Readiness.					
Year Four Objective Three Outcome: <u>Head Start</u>- 6 (Quality Score) in CLASS Emotional Support (ES) And Classroom Organization (CO) and 3 (Quality Score) increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES - 6.04 CO – 5.34 IS – 4.29 EB – 6.10 EL – 5.75 RC – 6.19	Winter Progress	ES – 5.79 CO – 5.22 IS – 3.33% EB EL RC	Spring Progress	ES CO IS EB EL RC
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 2: Provide Comprehensive School Readiness				
Year Four Objective Four Outcome: 80% of Early Head Start children will demonstrate interactions with their peers				
Fall Progress	32%	Winter Progress	88%	Spring Progress
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system				

Program Goal 3: Increase Parent Involvement in the Head Start Program				
Year Four Objective One Outcome: 65% of parents will be involved in their child's education				
Fall Progress	64%	Winter Progress	60%	Spring Progress
Program Goal 3 Challenges: Parent's ability to participate in activities due to other commitments such as work or family responsibilities				

Parent, Family, and Community Engagement Framework
School Readiness Goals 2022-2023- Winter Progress

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

Objective: 87% of all students will complete health requirements. – **71.25%**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. – **86%**
2. 92% Compliance on initial physicals. -**81%**
3. 87% Compliance on all six month dentals. – **58%**
4. 85% compliance on lead and hemoglobin. – **60%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. – **60%**

Action Steps:

1. 40% Parent Meeting Attendance -**13.5%**
2. 75% participation in Literacy Program/Walk Across Texas. – **n/a**
3. 100% of parents needing a GED will receive information/resources to complete GED program. – **100%**
4. 80% Ready Rosie Parent Participation – **64%**

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

Objective: 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. – **80%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences.- **98%**
2. 80% completion of home activities. – **62%**
3. 40% participation at the end of the year transition parent meeting. -**n/a**
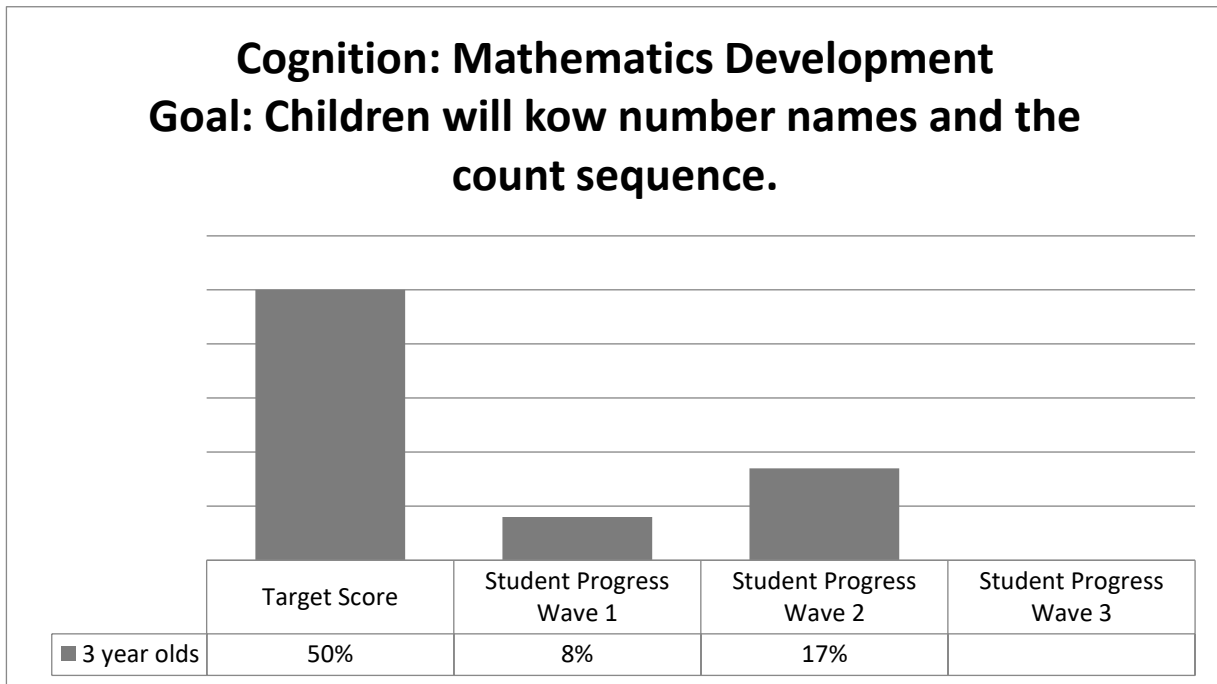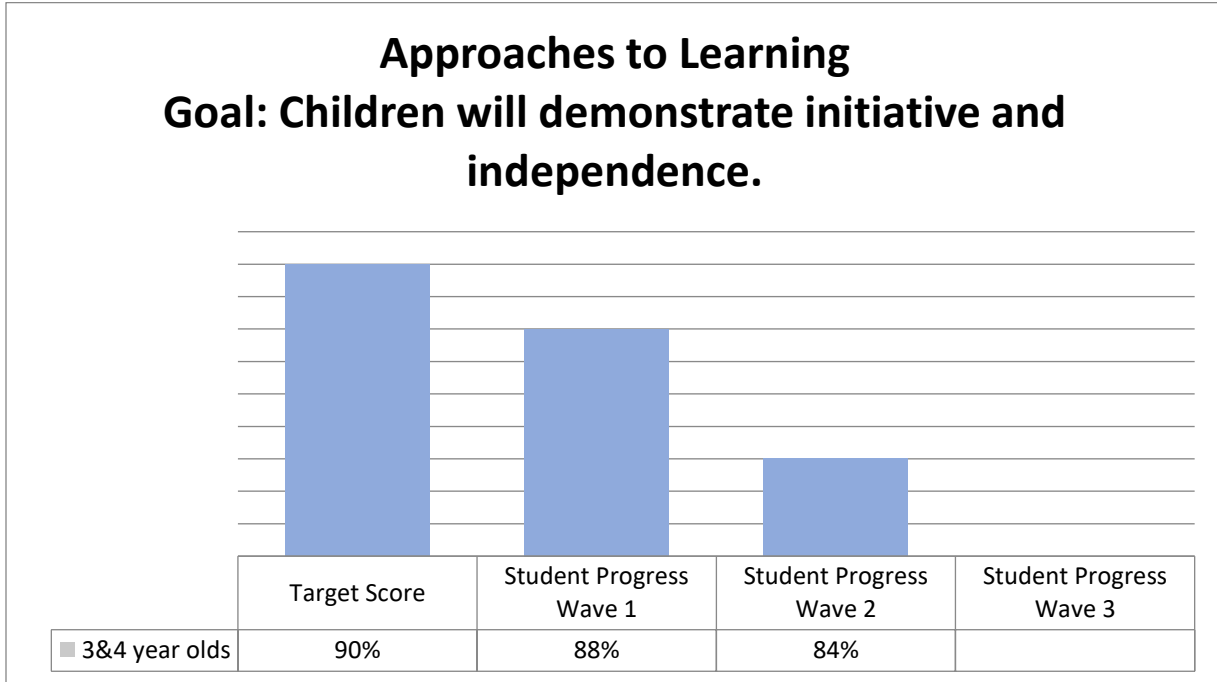
4. Goal: Parent and Staff will participate in Mental Wellness activities.

Objective: 85% of parents and staff will participate in mental wellness activities. **97.5%**
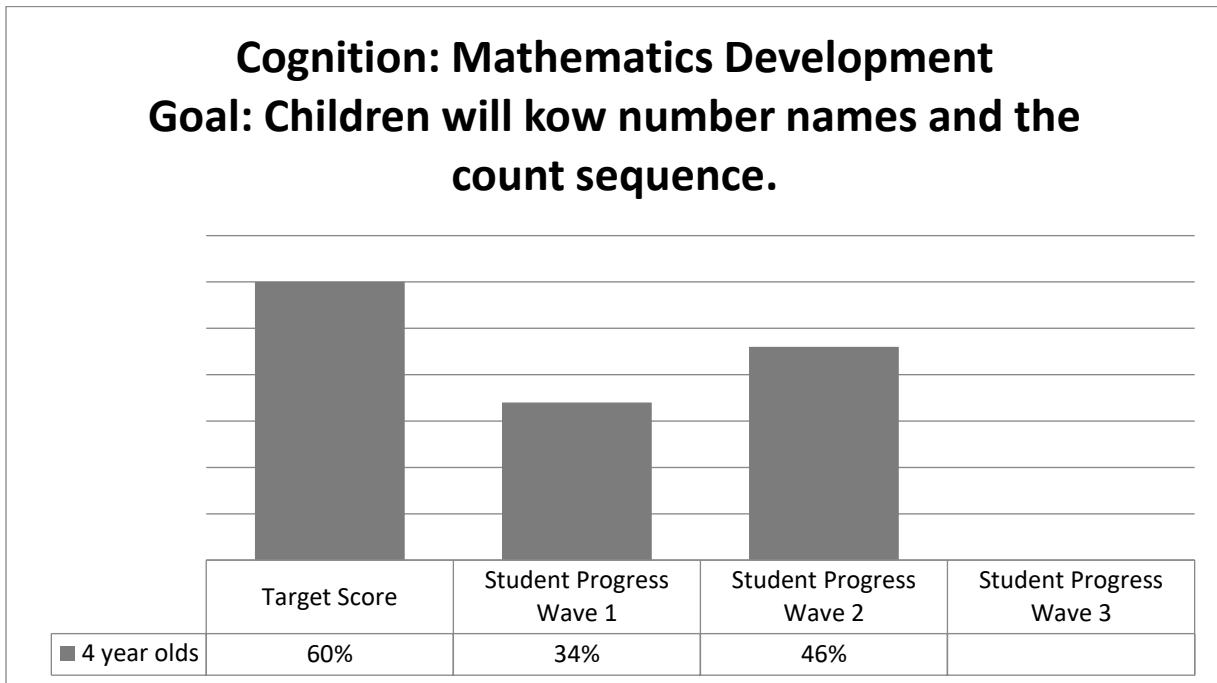
Action Steps:

1. 90% participation in wellness trainings at staff meetings. **95%**
2. 40% participation in wellness trainings at parent meetings**. n/a**
3. 80% of parents will receive a monthly Health/Wellness Newsletter. -**100%**

CSNT Head Start
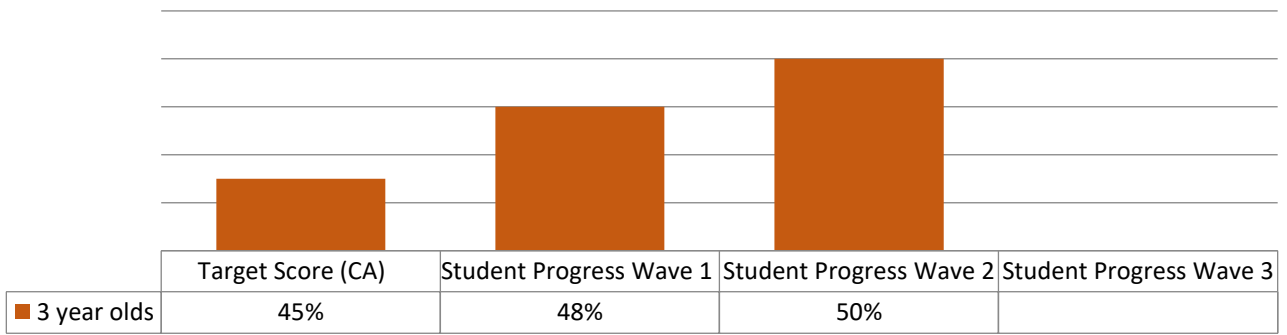## School Readiness Performance Data Report
Head Start
2022-2023

Approaches to Learning
Goal: Children will demonstrate initiative and independence.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3&4 year olds	90%	88%	84%	

Cognition: Mathematics Development
Goal: Children will kow number names and the count sequence.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	50%	8%	17%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
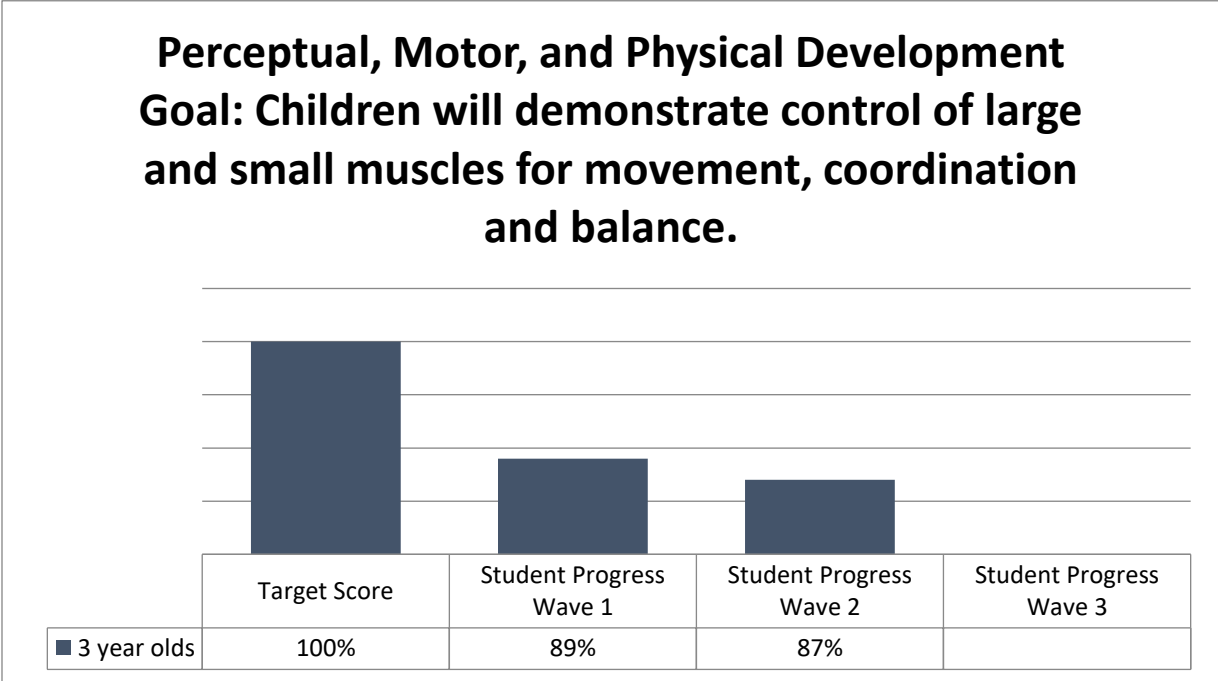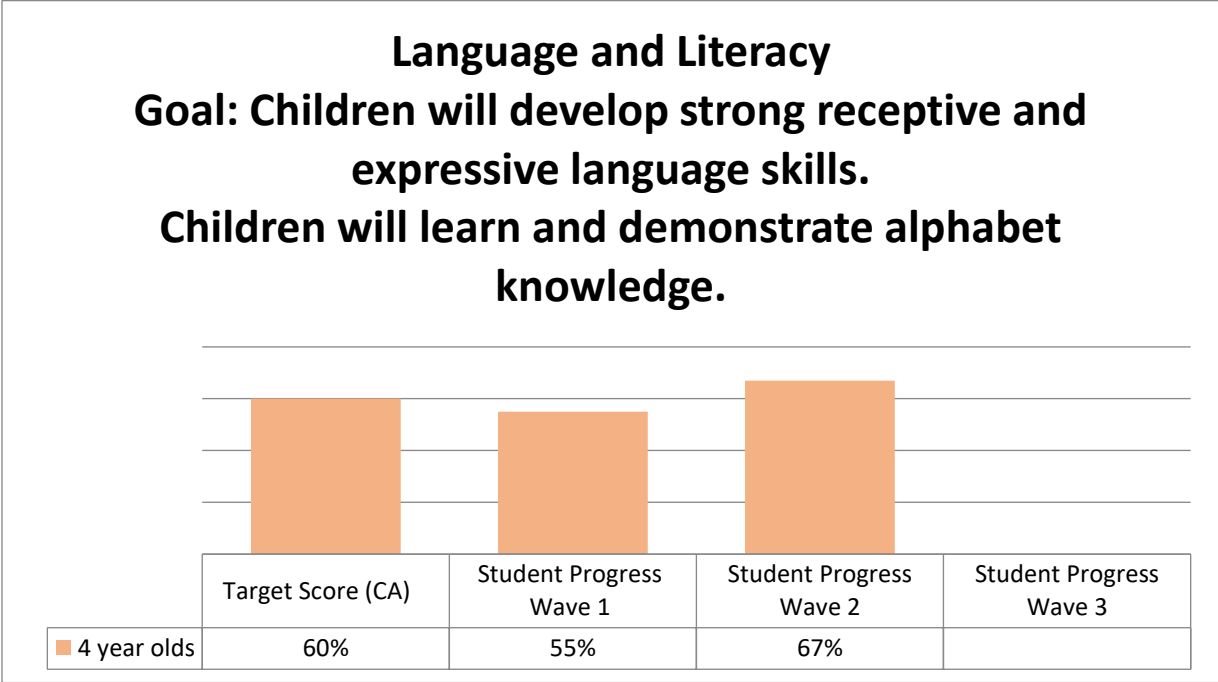# School Readiness Performance Data Report
Head Start
2022-2023

Cognition: Mathematics Development
Goal: Children will kow number names and the count sequence.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	60%	34%	46%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Head Start
2022-2023

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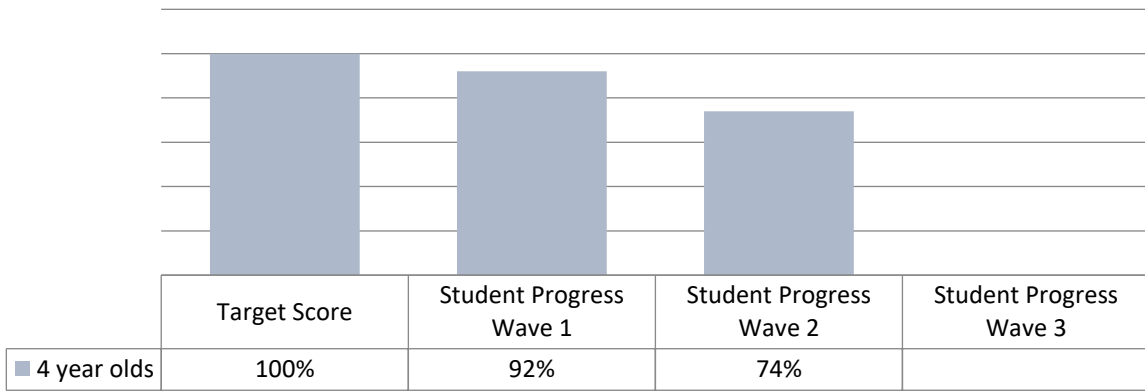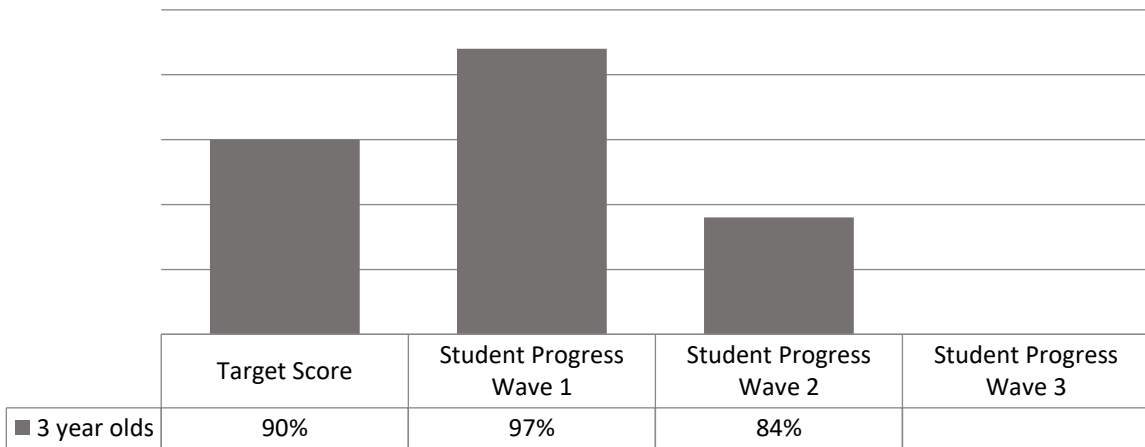**Children will learn and demonstrate alphabet knowledge....**

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	45%	48%	50%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Head Start
2022-2023

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

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	60%	55%	67%	

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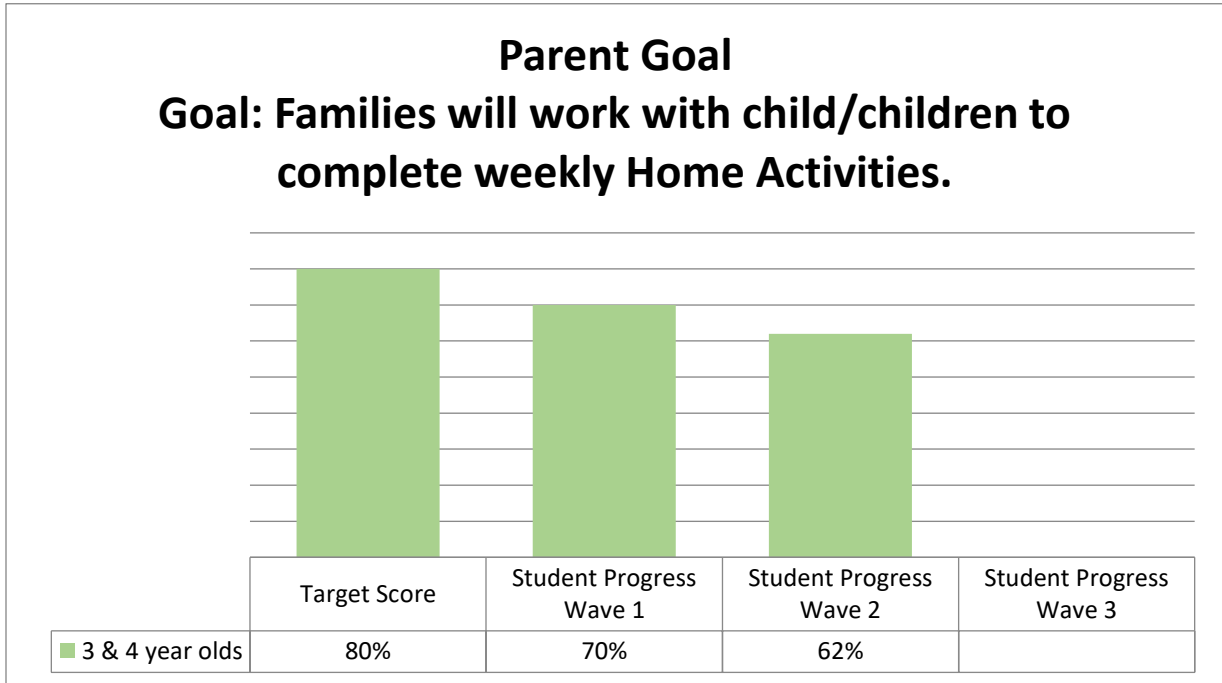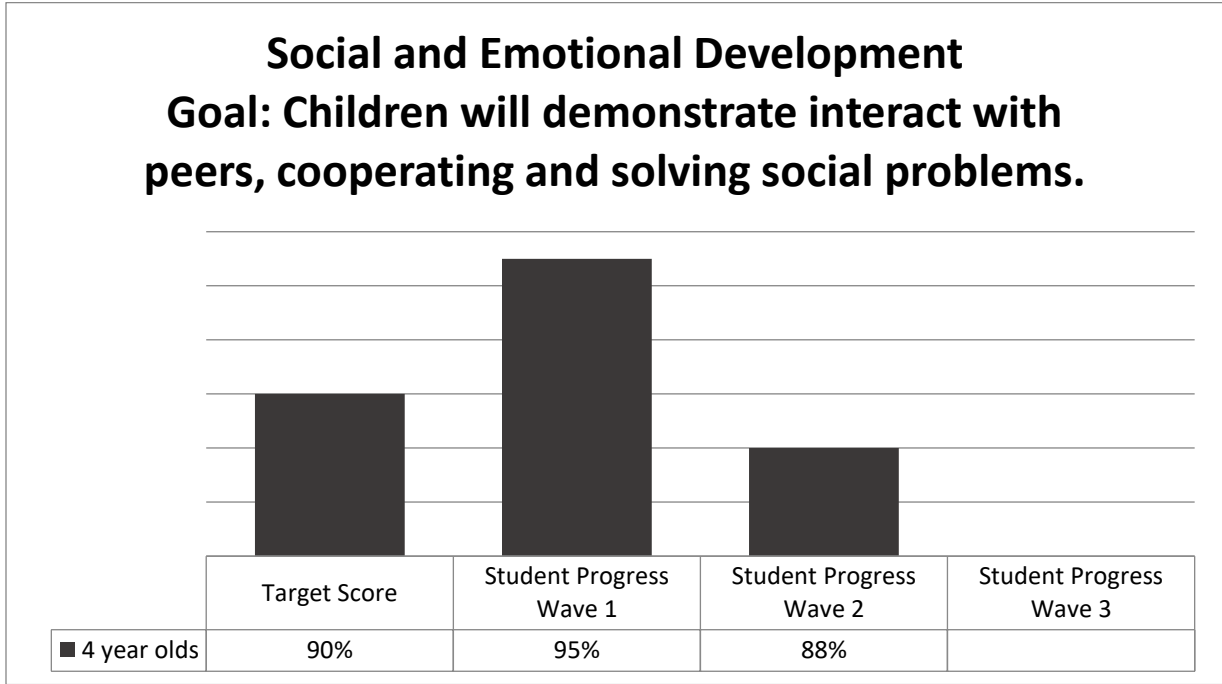**Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.**

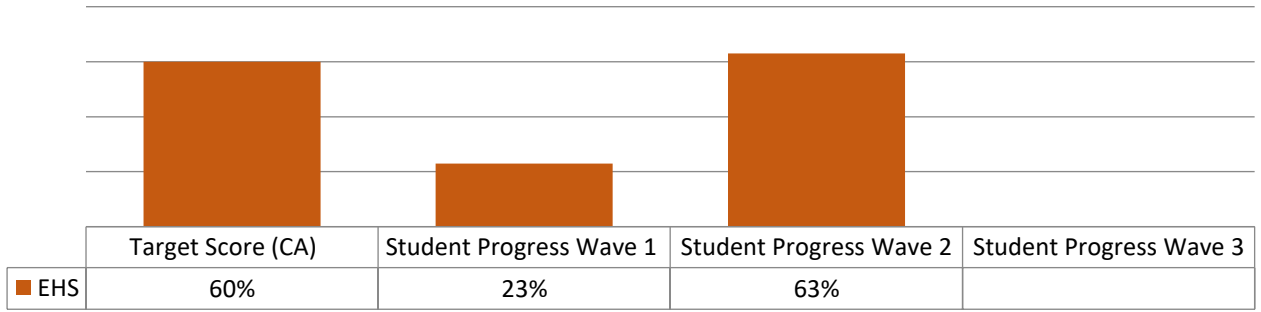|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	100%	89%	87%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Head Start
2022-2023

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	100%	92%	74%	

Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving problems.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	90%	97%	84%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Head Start
2022-2023

Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving social problems.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	90%	95%	88%	

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

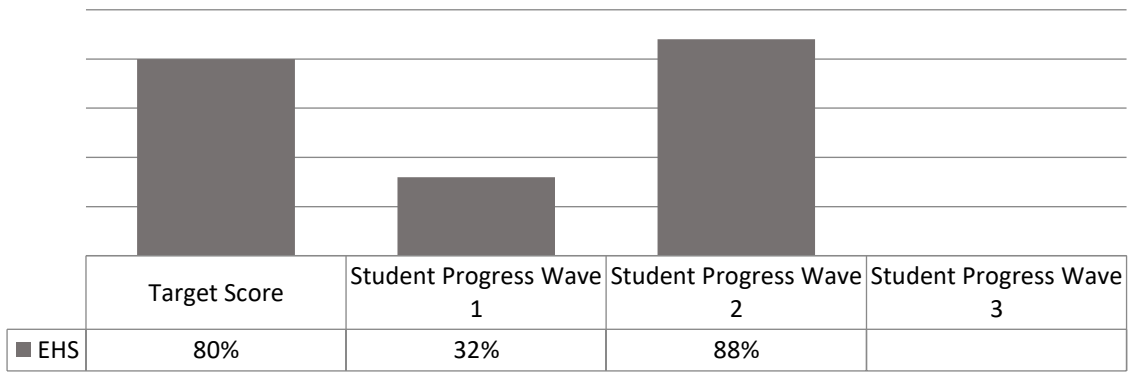|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 & 4 year olds	80%	70%	62%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
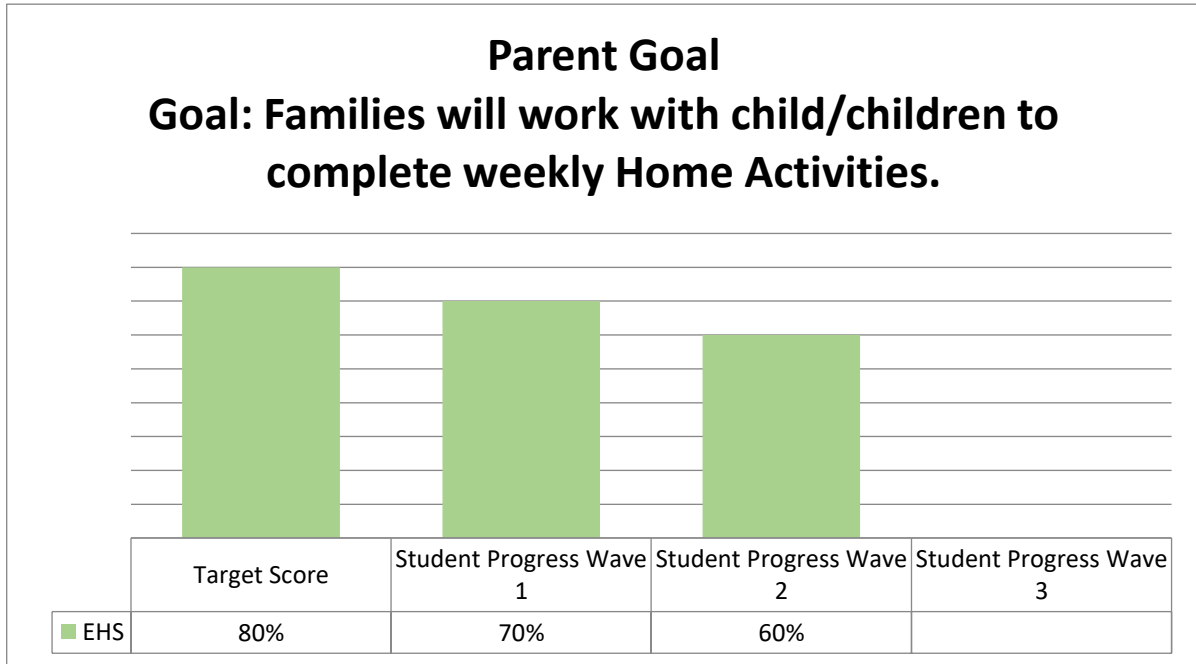## School Readiness Performance Data Report
Early Head Start
2022-2023

Cognition: Mathematics Development
Goal: Children will know number names.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	70%	23%	67%	

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

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	60%	23%	63%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2022-2023

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	100%	65%	63%	

Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving social problems.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	80%	32%	88%	

Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2022-2023

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	80%	70%	60%	

Percentages are based on actual data from Frog Street/Circle Assessment.

2022-23 Winter CLASS Detailed Monitoring
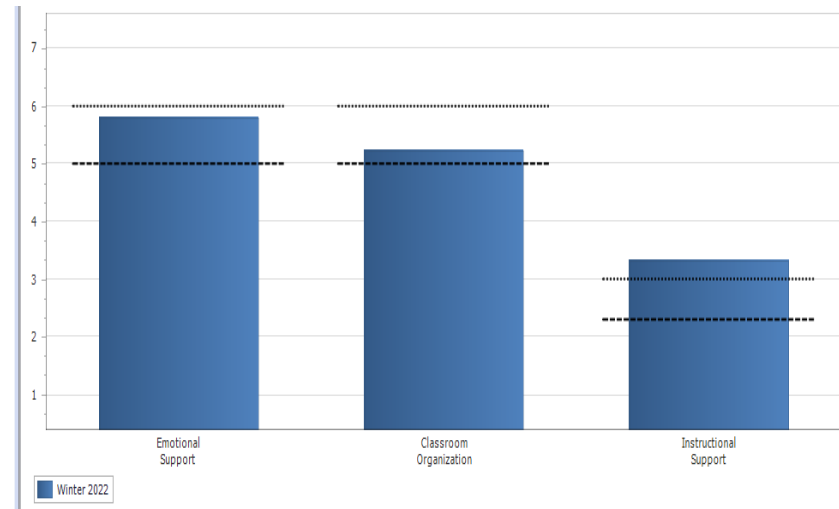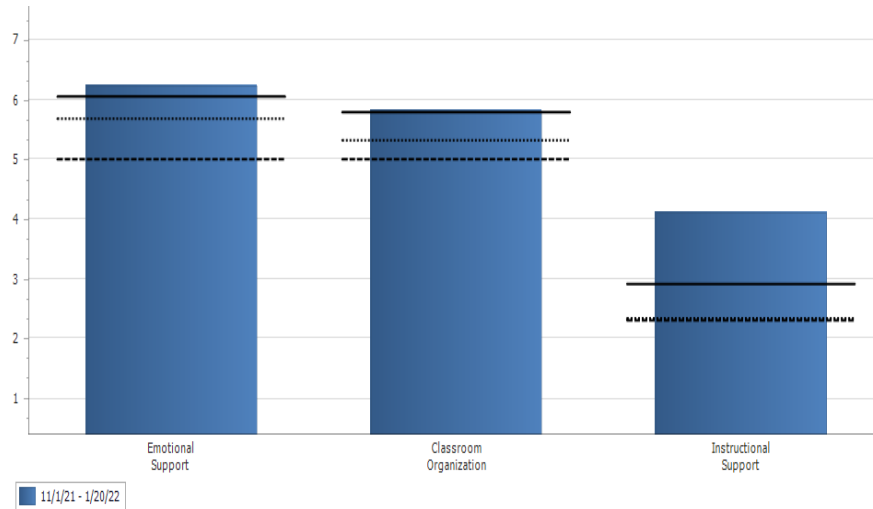
2021-22	ES	CO	IS
1/1/2022-1/20/2022	6.23	5.83	4.10

2020 Lowest 10% Nationally ....

Re-Competition Level -------------------------------

2020 National Average _____

2022-23	ES	CO	IS
12/14/2022-12/30/2022	5.79	5.22	3.33

2020 National OHS CLASS Average Domain Scores			
Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

Emotional Support Quality Thresholds

Winter 2022—6.23

Winter 2023—5.80

Classroom Organization Quality Thresholds

Winter 2022-5.83

Winter 2022-5.25

Instructional Support Quality Thresholds

Winter 2022-4.10

Winter 2022-3.27

Community Services of Northeast Texas, Inc. Head Start

CIRCLE Assessment – Wave 2   2022-2023

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

Total Students Participating:	441

Students Age

Three Year Old : 50%	Four Year Old: 50%

Race

White: 32%	Black/African American: 52%	Hispanic: 7%

Multiracial: 9%	Not Specified: 0%

Language*

English: 94%	Spanish 6%	Unknown: 0%

Disabilities

Yes: 8%	No: 92%

CSNT Head Start

CIRCLE Assessment 2022-2023

Wave 2   Program Report

Legend: Monitor (blue), Needs Support (red), On Track (green)

Top chart:
- Rapid Letter Naming: 12%, 16%, 59%
- Rapid Vocabulary: 4%, 11%, 84%
- Phonological Awareness: 8%, 12%, 80%
- Math: 6%, 6%, 88%

Middle chart:
- Science: 4%, 4%, 92%
- Social Studies: 7%, 5%, 87%
- Social Emotional: 7%, 7%, 86%
- Approaches to Learning: 10%, 6%, 84%
- Physical Development: 6%, 12%, 82%

Optional Areas:
- Listening: 20%, 25%, 36%
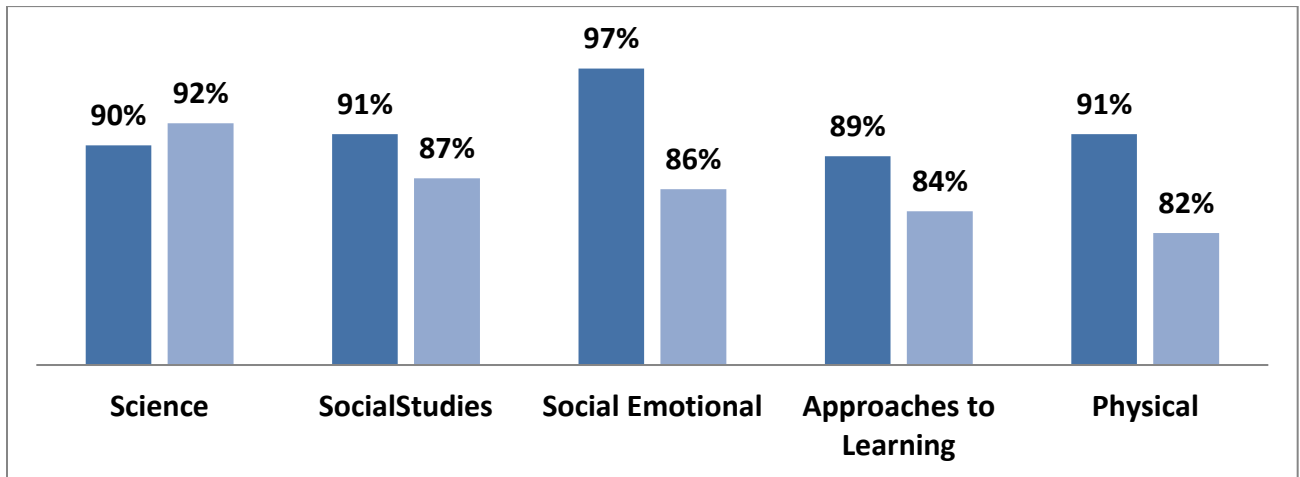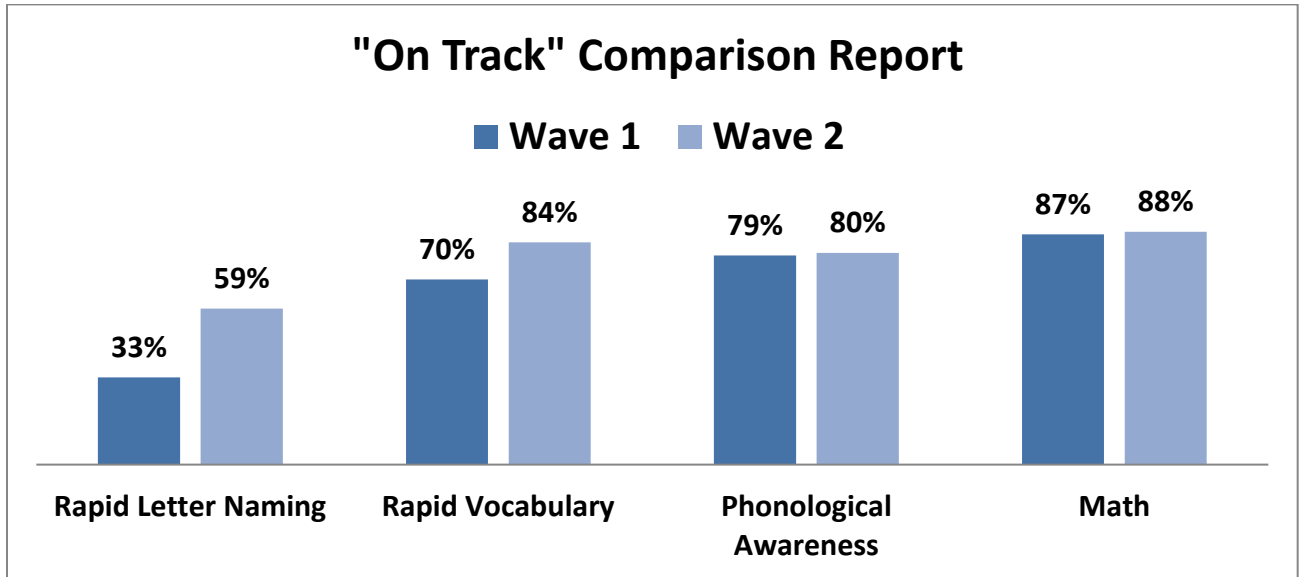- Words In A Sentence: 18%, 28%, 38%
- Patterns: 10%, 10%, 80%
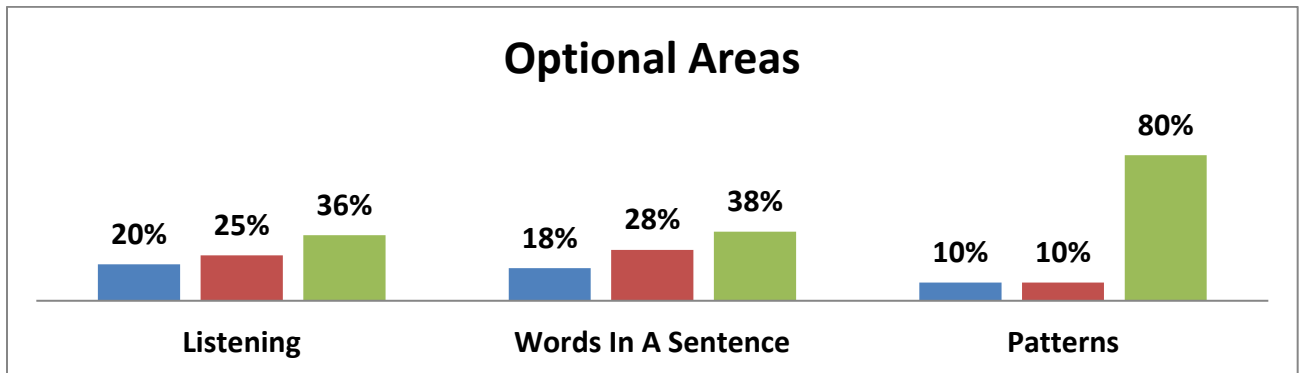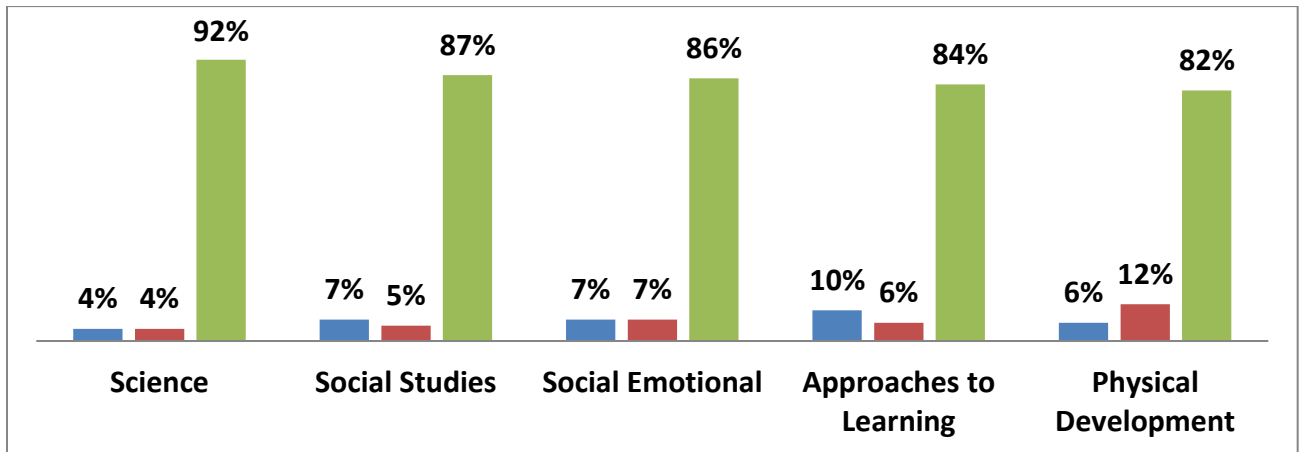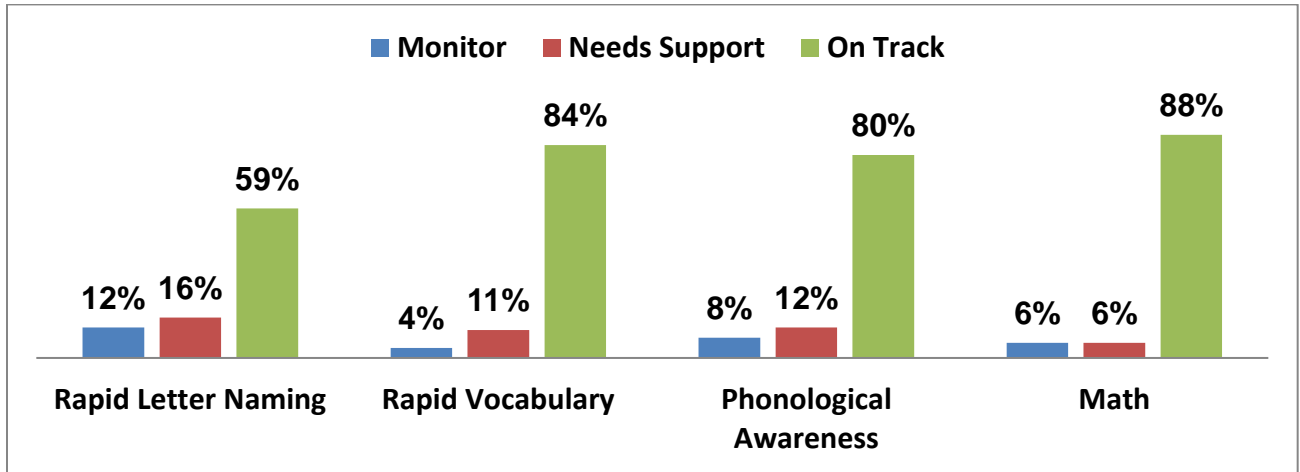
*Out of Range: The child is not within the specified age range or there is no established threshold at this time.

Percentage for the Out of Range areas is Rapid Letter naming 13%, Rapid Vocabulary 1%, Listening 19%, Words in a Sentence 16%, Social Studies 1%.

CSNT Head Start

CIRCLE Assessment 2022-2023

Wave 2 Comparison   Program Report

"On Track" Comparison Report

■ Wave 1 ■ Wave 2

Category	Wave 1	Wave 2
Rapid Letter Naming	33%	59%
Rapid Vocabulary	70%	84%
Phonological Awareness	79%	80%
Math	87%	88%

Category	Wave 1	Wave 2
Science	90%	92%
SocialStudies	91%	87%
Social Emotional	97%	86%
Approaches to Learning	89%	84%
Physical	91%	82%

Category	Wave 1	Wave 2
Listening	19%	36%
Words In A Sentence	22%	38%
Patterns	78%	80%
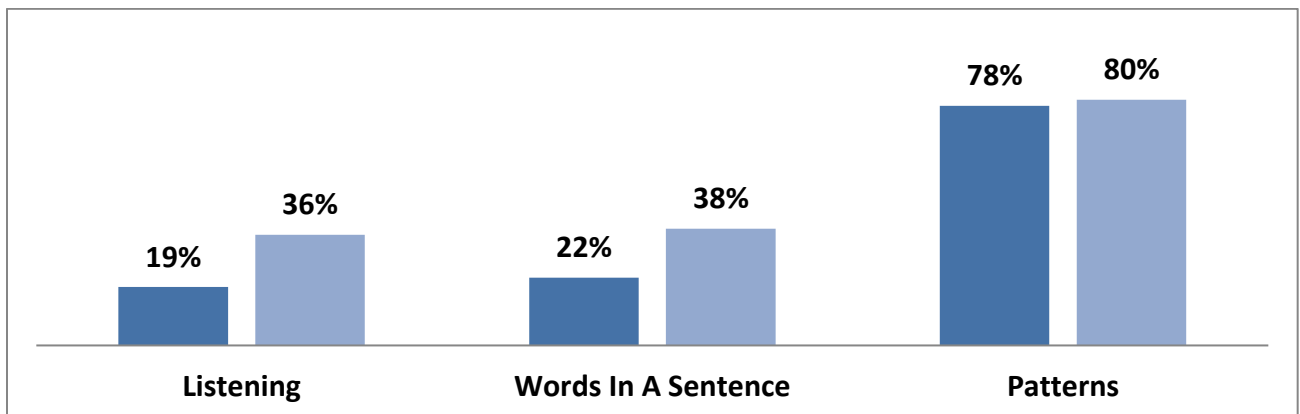
CSNT Head Start – CIRCLE Assessment

On-Track Comparison Data 2022-2023

	Wave 1	Wave 2
Rapid Letter Naming	33%	59%
Rapid Vocabulary	70%	84%
Phonological Awareness	79%	80%
Math	87%	88%
Science	90%	92%
Social Studies	91%	87%
Social Emotional	97%	86%
Approaches to Learning	89%	84%
Physical Development	91%	82%
Listening	19%	36%
Words In A Sentence	22%	38%
Patterns	78%	80%
Total Students Tested	449	441

Listening, Words in a Sentence and Patterns are Optional areas

CSNT Head Start – CIRCLE Assessment

Wave 2 Age Comparison Data 2022-2023

	3 Year Olds	4 Year Olds
Rapid Letter Naming	50%	67%
Rapid Vocabulary	92%	77%
Phonological Awareness	83%	76%
Math	86%	87%
Science	91%	91%
Social Studies	86%	90%
Social Emotional	84%	88%
Approaches to Learning	79%	89%
Physical Development	87%	74%
Listening & Words in a Sentence (Optional PA)	51%	93%
Patterns (Optional Math)	79%	80%
Total Students Tested	220	221

Percentage based on "On Target"

CSNT Head Start – CIRCLE Assessment
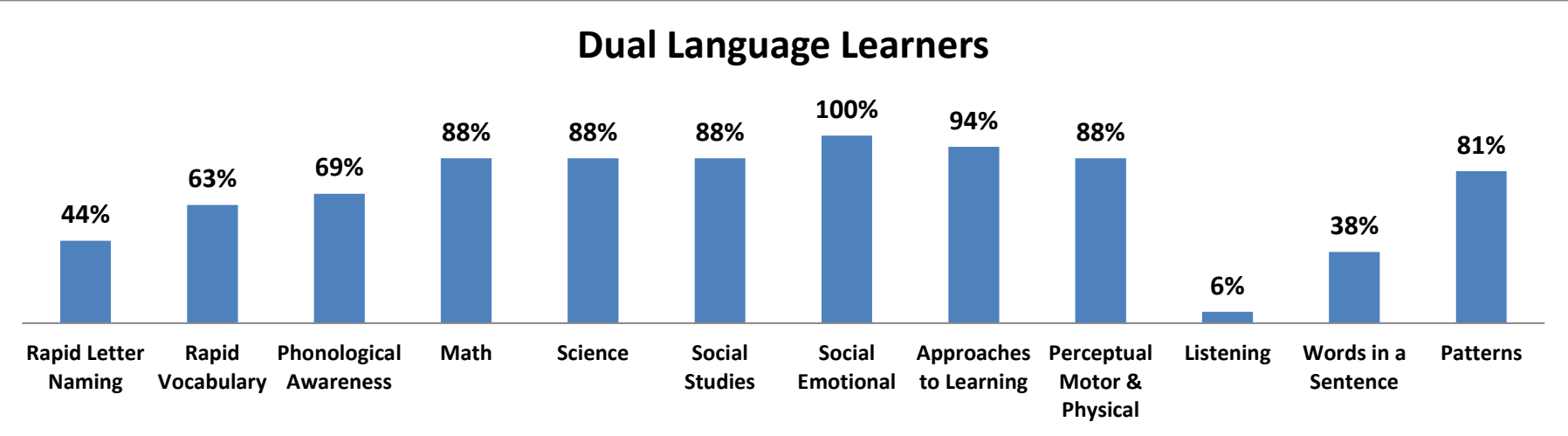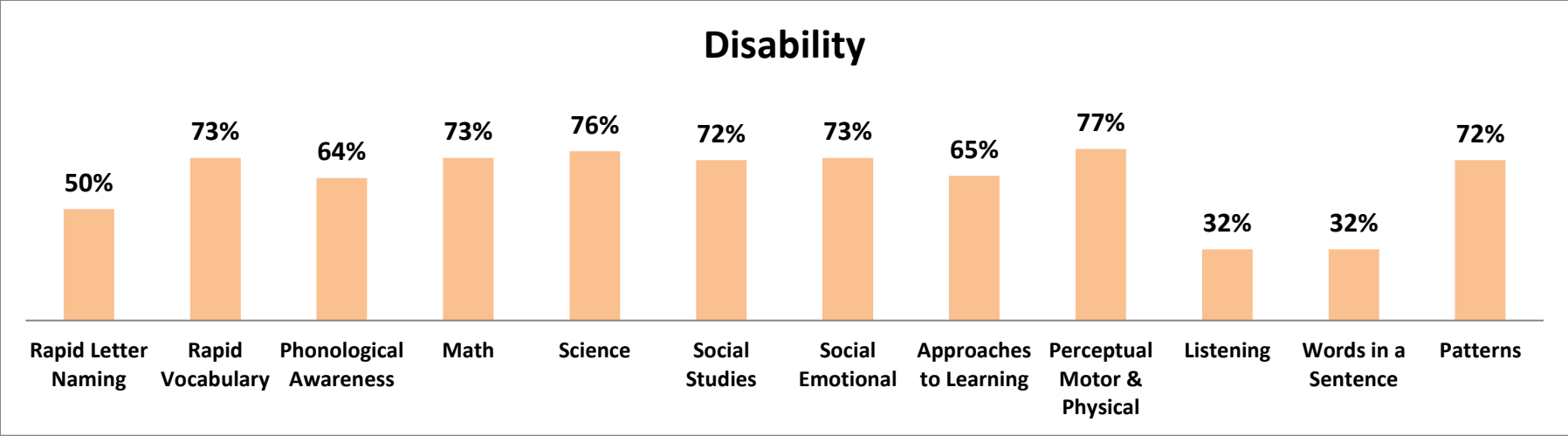
Wave 2 Race Comparison Data 2022-2023

	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	55%	61%	65%	58%
Rapid Vocabulary	83%	84%	75%	88%
Phonological Awareness	79%	77%	75%	94%
Math	85%	86%	88%	94%
Science	89%	92%	93%	94%
Social Studies	88%	87%	93%	91%
Social Emotional	85%	89%	98%	82%
Approaches to Learning	85%	85%	93%	82%
Physical Development	76%	85%	65%	79%
Listening	39%	37%	33%	33%
Words in a Sentence	37%	36%	28%	52%
Patterns	89%	72%	88%	89%
Total Students Tested	142	231	29	39

Percentage based on "On Target"

Listening, Words in a Sentence and Patterns are Optional areas.

CSNT Head Start – CIRCLE Assessment

Wave 2   2022-2023

Disability

Category	Percentage
Rapid Letter Naming	50%
Rapid Vocabulary	73%
Phonological Awareness	64%
Math	73%
Science	76%
Social Studies	72%
Social Emotional	73%
Approaches to Learning	65%
Perceptual Motor & Physical	77%
Listening	32%
Words in a Sentence	32%
Patterns	72%

Dual Language Learners

Category	Percentage
Rapid Letter Naming	44%
Rapid Vocabulary	63%
Phonological Awareness	69%
Math	88%
Science	88%
Social Studies	88%
Social Emotional	100%
Approaches to Learning	94%
Perceptual Motor & Physical	88%
Listening	6%
Words in a Sentence	38%
Patterns	81%

Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2022-2023 **Wave 2**

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

Total Students Participating:	1 – Infants 12-18 Months

Gender

Male:	0%	Female:	100%

Race

White: 0%	Black/African American: 0%	Hispanic: 0%

Multiracial: 100%	Not Specified: 0%

Language

English: 100%	Spanish 0%	Unknown: 0%

Disabilities

Yes:	0%	No:	100%

CSNT Early Head Start 2022-2023 – CIRCLE Assessment

Infants Wave 2

■ Monitor   ■ Needs Support   ■ On Track

	Health & Motor	Social- Emotional	Cognitive	Language & Literacy
Monitor	0%	0%	0%	0%
Needs Support	0%	0%	0%	0%
On Track	100%	100%	100%	100%

CSNT Early Head Start – CIRCLE Assessment 2022-2023 Wave 2

No Disability for Infants

No Dual Language Learners for Infants

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	0%	0%	0%	100%
Social - Emotional	0%	0%	0%	100%
Cognitive	0%	0%	0%	100%
Language & Literacy	0%	0%	0%	100%
Total Students Tested	0	0	0	1

Percentage based on "On Target"

Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2022-2023 **Wave 2**

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

Total Students Participating:	**1 – Toddlers** **18-24 Months**

Gender

Male:	100%	Female:	0%

Race

White: 0%	Black/African American: 100%	Hispanic: 0%

Multiracial: 0%	Not Specified: 0%

Language

English: 100%	Spanish 0%	Unknown: 0%

Disabilities

Yes: 0%	No: 100%

CSNT Early Head Start 2022-2023 – CIRCLE Assessment

Toddlers   Wave 2

■ Monitor   ■ Needs Support   ■ On Track

	Health & Motor	Social- Emotional	Cognitive	Language & Literacy
Monitor	0%	0%	0%	0%
Needs Support	0%	0%	0%	0%
On Track	100%	100%	100%	100%

CSNT Early Head Start – CIRCLE Assessment 2022-2023 Wave 2

No Disability for Toddlers

No Dual Language Learners Data for Toddlers

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	0%	100%	0%	0%
Social - Emotional	0%	100%	0%	0%
Cognitive	0%	100%	0%	0%
Language & Literacy	0%	100%	0%	0%
Total Students Tested	0	1	0	0

Percentage based on "On Target"

Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2022-2023 **Wave 2**

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

| Total Students Participating: | 10 – Toddlers

2-3 Years Old |
| --- | --- |

Gender

Male: 80%	Female: 20%

Race

| White:
20% | Black/African American:
60% | Hispanic:
20% |
| --- | --- | --- |

| Multiracial:
0% | Not Specified:
0% |
| --- | --- |

Language

| English:
90% | Spanish
10% | Unknown:
0% |
| --- | --- | --- |

Disabilities

Yes: 20%	No: 80%

CSNT Early Head Start 2022-2023 – CIRCLE Assessment

Toddlers (2-3 Years Old) Wave 2

- Monitor
- Needs Support
- On Track

Health & Motor
- 40%
- 10%
- 50%

Social- Emotional
- 0%
- 10%
- 90%

Cognitive
- 10%
- 0%
- 90%

Language & Literacy
- 20%
- 30%
- 50%

CSNT Early Head Start – CIRCLE Assessment 2022-2023
Wave 2

Disability
Toddlers (2-3 Years Old)

■ Monitor   ■ Needs Support   ■ On Track

	Monitor	Needs Support	On Track
Health & Motor	50%	50%	0%
Social- Emotional	50%	0%	50%
Cognitive	50%	0%	50%
Language & Literacy	0%	100%	0%

Dual Language Learners
Toddlers (3-2 Years Old)

■ Monitor   ■ Needs Support   ■ On Track

	Monitor	Needs Support	On Track
Health & Motor	100%	0%	0%
Social- Emotional	0%	0%	100%
Cognitive	0%	0%	100%
Language & Literacy	0%	100%	0%

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	50%	50%	50%	0%
Social - Emotional	100%	83%	100%	0%
Cognitive	50%	83%	100%	0%
Language & Literacy	0%	67%	50%	0%
Total Students Tested	2	6	2	0

Percentage based on "On Target"

Community Services of Northeast Texas, Inc.

Early Head Start CIRCLE Assessment 2022-2023 **Wave 2**

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

Total Students Participating:	4 – Pre-School Entry 3-4 Years

Gender

Male:	50%	Female:	50%

Race

White: 25%	Black/African American: 25%	Hispanic: 0%

Multiracial: 50%	Not Specified: 0%

Language

English: 75%	Spanish 25%	Unknown: 0%

Disabilities

Yes:	0%	No:	100%

CSNT Early Head Start 2022-2023 – CIRCLE Assessment

CSNT Early Head Start
CIRCLE Assessment 2022-2023
Pre-School Entry Wave 2

■ Monitor   ■ Needs Support   ■ On Track

	Health & Motor	Social- Emotional	Cognitive	Language & Literacy
Monitor	0%	0%	0%	0%
Needs Support	0%	0%	0%	0%
On Track	100%	100%	100%	100%
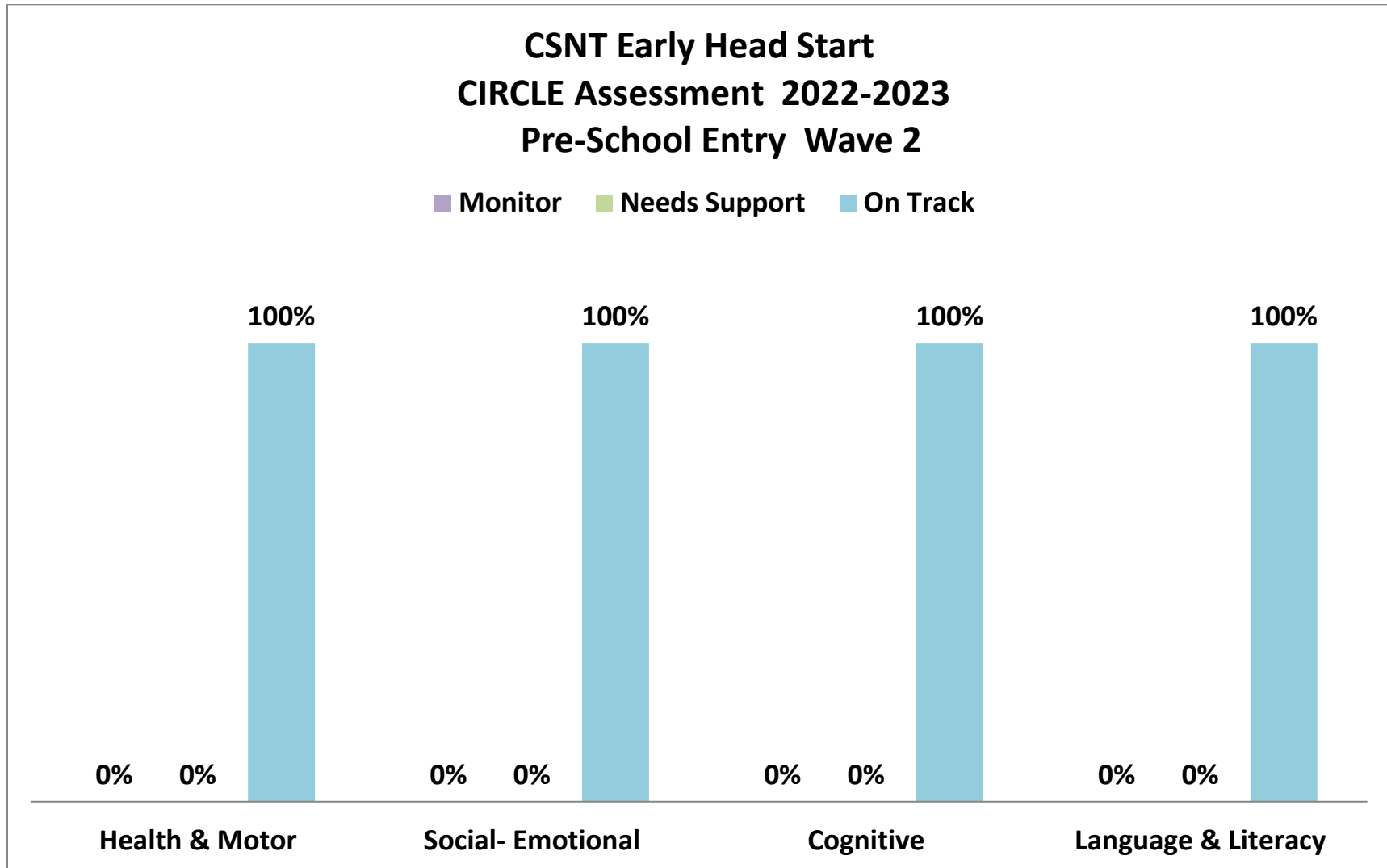
CSNT Early Head Start – CIRCLE Assessment 2022-2023 Wave 2

No Disability for Pre-School Entry

Dual Language Learners
Pre School Entry

■ Monitor   ■ Needs Support   ■ On Track

	Health & Motor	Social- Emotional	Cognitive	Language & Literacy
	100%	100%	100%	100%
	0% 0%	0% 0%	0% 0%	0% 0%
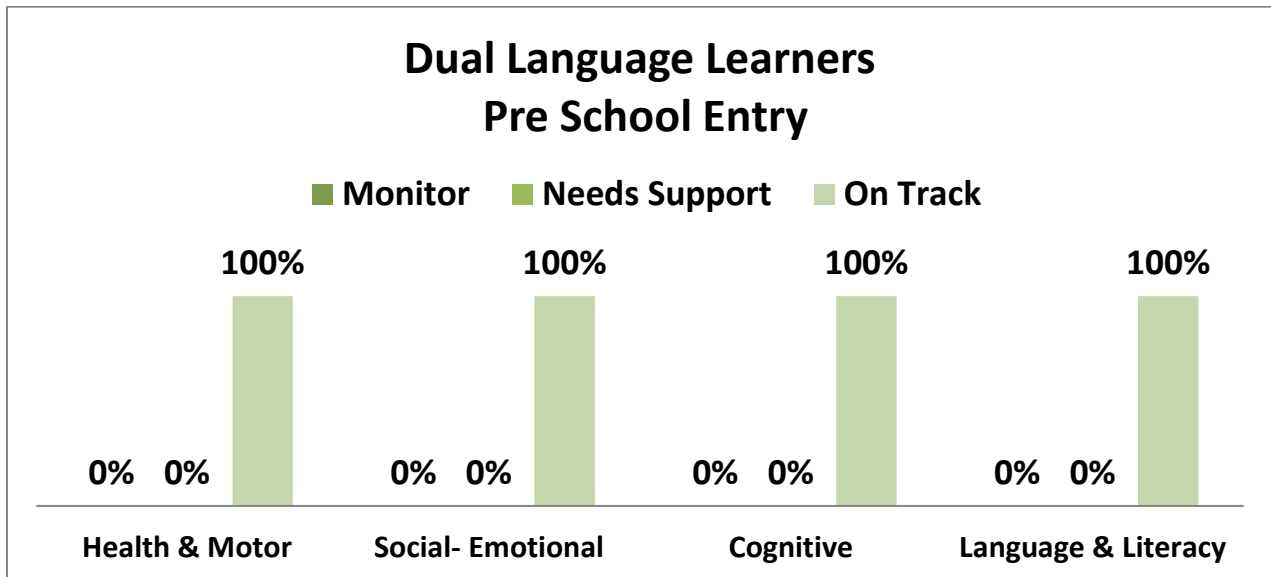
Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	0%	100%
Social - Emotional	100%	100%	0%	100%
Cognitive	100%	100%	0%	100%
Language & Literacy	100%	100%	0%	100%
Total Students Tested	1	1	0	2

Percentage based on "On Target" for Race

ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Dr. Arcolia Jenkins

Community Services of Northeast Texas, Inc.

123 N Kaufman

Linden, TX 75563

From: Responsible HHS Official

Date: 03/09/2023

Tala Hooban

Acting Director, Office of Head Start

From January 30, 2023 to February 3, 2023, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Community Services of Northeast Texas, Inc. Head Start and Early Head Start programs. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007.*

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager

Mr. Dan Boyd, Chief Executive Officer/Executive Director

Ms. Bernadette Harris, Head Start Director

Ms. Bernadette Harris, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Community Services of Northeast Texas, Inc.	06CH011282

Glossary of Terms

Finding Type	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.

Performance Summary

Service Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
Supporting Teachers in Promoting School Readiness	06CH011282	Area of Concern	1302.91(e)(2)(ii)	Follow up with Regional Office for support

Program Overview

Community Services of Northeast Texas, Inc. has been in operation since 1965. The grant recipient administers various Federal- and state-funded programs to help residents move toward self-sufficiency. Center-based Head Start and Early Head Start services are available to 481 children in 4 counties.

Program Management and Quality Improvement

Program Management

The grant recipient establishes a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

Ongoing Monitoring and Continuous Improvement

The grant recipient uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards; and to assess the effectiveness of professional development.

Program Governance

The grant recipient maintains a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

The grant recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

Program Management and Quality Improvement Summary

Community Services of Northeast Texas, Inc. analyzed data to assess its services and guide improvement efforts. Members of the management team, governing board, and the policy council met regularly to review and discuss the information gathered from all content areas. These ongoing data, along with the annual self-assessment, helped the program identify areas needing additional support. For example, the program used child assessment data to determine center staffing patterns and the coaching support provided to teachers. The program strengthened the services available to children and families by using data to guide decisions.

📖 Monitoring and Implementing Quality Education and Child Development Services

Alignment with School Readiness

The grant recipient's school readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

Effective and Intentional Teaching Practices

The grant recipient's teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.

Supporting Teachers in Promoting School Readiness

The grant recipient ensures teachers are prepared to implement the curriculum and support children's progress toward school readiness, but improvement is needed.

AOC - 1302.91(e)(2)(ii)

Timeframe for Correction: Follow up with Regional Office for support

Citation Definition:

1302.91 Staff qualifications and competency requirements.(e) Child and family services staff. (2) Head Start center-based teacher qualification requirements. (ii) As prescribed in section 648A(a)(3)(B) of the Act, a program must ensure all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act.

Monitoring Feedback:

A review of the teacher qualification tracking form showed the recipient identified 1 of 17 Head Start center-based teachers who did not have a minimum of an associate's degree in child development or equivalent coursework. The teacher, hired in November 2022, had a professional development plan and was enrolled in coursework to meet the education requirements. The program director and the human resource department monitored the teacher's progress.

Home-Based Program Services

Not Applicable.

Monitoring and Implementing Quality Health Services

Child Health Status and Care
The grant recipient effectively monitors and maintains timely information on children's health statuses and care including ongoing sources of health care, preventive care, and follow-up.

Mental Health
The grant recipient supports a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff and families.

Oral Health and Nutrition
The grant recipient maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate children's feeding requirements and allergies.

Safety Practices
The grant recipient implements a process for monitoring and maintaining healthy and safe environments.

Services to Expectant Families
Not Applicable.

Health Services Summary

Community Services of Northeast Texas, Inc. promoted children's mental health. The program contracted with two mental health consultants who completed classroom observations, provided feedback to teachers, and were available to attend parent meetings. In addition, the program employed mental health advocates who built trusting relationships and offered ongoing support to families seeking additional services for their children. This support included acting as liaisons between parents, the receiving school districts, and mental health providers. The program's efforts helped to improve outcomes for children.

Prior to and after the conclusion of this monitoring review, the recipient reported incidents involving the health and safety of participants in the program to its Regional Office. Any Office of Head Start action resulting from these incidents will be issued through a separate report.

Monitoring and Implementing Quality Family and Community Engagement Services

Family Well-Being

The grant recipient collaborates with families to support family well-being, parents' aspirations, and parents' life goals.

Strengthening Parenting and Parent-Child Supports

The grant recipient provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.

Family Engagement in Education and Child Development Services

The grant recipient provides education and child development services that recognize parents' roles as children's lifelong educators and encourage parents to engage in their children's education.

Family and Community Engagement Services Summary

Community Services of Northeast Texas, Inc. provided opportunities for families to strengthen their parenting skills and engage in their children's education. The program implemented a research-based parenting curriculum that made instructional videos and at-home parent-child activity ideas available to families. The program also facilitated training workshops, hosted monthly parent meetings, and offered family night events. In addition, parents, male role models, and grandparents were invited into classrooms to participate in learning activities and share their cultural experiences with children. The program demonstrated a commitment to supporting families' growth.

Monitoring and Implementing Fiscal Infrastructure

Budget Planning and Development

The grant recipient develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.

Ongoing Fiscal Capacity

The grant recipient plans and implements a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

Budget Execution

The grant recipient's financial management system provides for effective control over and accountability for all funds, property, and other assets.

Facilities and Equipment

The grant recipient complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

Fiscal Infrastructure Summary

Community Services of Northeast Texas, Inc. safeguarded Federal funds. The grant recipient developed policies and procedures that ensured the separation of duties and the clear accounting of funds received from multiple sources. The recipient also established multiple levels of oversight by providing regular financial reports to the governing board, the policy council, and program administrators. These systems ensured funds were used to support program needs.

Monitoring ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Determining, Verifying, and Documenting Eligibility
The grant recipient enrolls children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

Enrollment Verification
The grant recipient maintains and tracks enrollment.

ERSEA Summary

Community Services of Northeast Texas, Inc. implemented a system of ongoing monitoring to support the accuracy of all ERSEA practices. The family services administrator conducted a physical review of each application, including the accompanying documentation, twice annually. Results from these file audits were used to identify action steps and guide the professional development opportunities available to staff. The program's oversight efforts resulted in Head Start slots being filled by eligible children.

---------- End of Report ----------