



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 26, 2024 @ 12:00 Noon

Linden Administrative Office

304 East Houston Street Linden, Texas 75563

Cecelia Huff, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, 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 3/26/24 *

4. Approval of Minutes 2/28/24*

5. Chairman's Comments and Recognitions

6. Training

Video – “Process: Who Says What Goes” #8 presented by Michelle Morehead
New Boston Head Start Presentation by Venus Hornbuckle

7. Committee Reports and Information

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

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

****Committees, other than Executive Committee, get named by the Board Chairperson**

8. Action Items

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

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9)Bernie Yancey
- 5) Self-Assessment Results 2024
- 6) Winter Progress on Head Start Goals
 - a. Head Start Program Goals 2023-2024
 - b. Parent, Family and Community Engagement 2023-2024
 - c. School Readiness Performance Data 2023-2024

C. Discuss/Approve Discuss and/or Approve Policy Manual Changes*

- 1. Mental Health Behavior Concern Procedure
- 2. Self-Assessment Procedures
- 3. iPad Policy
- 4. Field Trip Procedures

D. Discuss/Approve Board Resolution: Close Accounts*

E. Discuss/Approve Disposition of Portable AC Units used during COVID Grant#06CH011282/05*

9. Staff Reports

A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell

10. Executive Director’s Report

11. Discussion Items

None

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 of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.

C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.

D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

14. Required Action from Executive Session

15. Adjourn Board Meeting

* Requires Board Vote

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Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
February 28, 2024
Linden Administrative Conference Room

Board Members Present

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

John Baxter, Treasurer

Representing Texana Bank, Private Sector

Keri Winters, Secretary

Representing Linden-Kildare CISD, Private Sector

Cecelia Huff, Board Chair

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

Ross Hyde

Representing State Representative, Gary VanDeaver, Public Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Lindsay Hergert

Representing Cass County Judge Travis Ransom, Public Sector

Board Members Absent

Megan Kirkland

Representing LEDC, Private Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Martavius Jones - Parliamentarian

Representing Camp County, Poverty Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

CALL TO ORDER

Cecelia Huff, Board Chair called the meeting to order at 12:05 p.m.
Quorum: established 8 of 12, members present.

AGENDA

Motion: Angela Thompson, moved to accept the 2/28/2024 agenda as presented.
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Ross Hyde moved to accept the 1/23/2024 minutes
Second: Angela Thompson
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Cecelia Huff, Board Chairman thanked the members for attending, being supportive of the agency.

TRAINING / PRESENTATIONS

Video – “How Do You Get the Right People on Board” #7 presented by Michelle Morehead was viewed by the members.

Hughes Springs Head Start/Early Head Start Presentation was prepared by Carlin Johnson, Campus Director. The presentation was shown by Bridgette Parton which included the staff members and activities that have been completed since the beginning of school.

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- Discuss By Laws including Executive Committee Requirements

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

****Committees, other than the Executive Committee, get named by the Board Chairperson**

Action Items

- A. Discuss/Approve Audit – 12:30pm - Neil Phillips presents audit via Zoom***
(OS 8.3, OS 8.4)

Neil Phillips presented the audit report to the members. The members were allowed to ask questions.

Motion: Doug Reeder, Vice Chairman, made a motion to accept and receive as presented.

Second: Keri Winters, Secretary

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

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

None

- C. Approve Consent Agenda***

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9)Bernie Yancey
- 5) Detailed Monitoring Summary of Results Grantee #06CH011282/05
- 6) Winter 2024 Circle Assessment Data
- 7) Winter 2024 CLASS Data

Motion: Arcolia Jenkins, made a motion to accept as presented.

Second: John Baxter, Treasurer

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

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

- D. Discuss/Approve Disability Waiver Grant #06CH011282/05**

Bernadette Harris reviewed the waiver with the members.

Motion: Keri Winters, Secretary made a motion to accept as presented

Second: Angela Thompson

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

- E. Discuss/Approve Board Resolution - CSNT Bank Account for in house credit line**

Michelle Morehead reviewed the resolution with the members.

Motion: Arcolia Jenkins, made a motion to accept as presented.

Second: Lindsay Hergert

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

F. Discuss/Approve Board Resolution - Bank Account Closures of Old Accounts
Michelle Morehead reviewed the three inactive accounts including CSBG Cares, CEAP ARP and TX HAF Program with the members.

Motion: Keri Winters, Secretary, made a motion to accept as presented.
Second: Doug Reeder, Vice Chairman
All in favor voted aye, none opposed, the motion carried unanimously

G. Discuss/Approve Small Business Administration Loan Payoff
Michelle Morehead stated that the loan has accrued about \$7,000 in interest and the agency would like to request to use unrestricted funds to pay off the small business administration loan.

Motion: Doug Reeder, Vice Chairman, made a motion to accept as presented.
Second: Arcolia Jenkins
All in favor voted aye, none opposed, the motion carried unanimously

H. Discuss/Approve Personnel Policies and Procedures

- 1) Confidentiality/Non-Disclosure #112 – Labor relations strategies removal
- 2) Recruitment #183 – Chief Financial Officer name change
- 3) Professional Development #184 – Removed the words CSNT Administration Manual
- 4) Employee Assistance Program #324 – The phone number changed due to a change in company from Guardian to Mutual of Omaha
- 5) Parental Leave for School Visits #328 – Added Pre before Kindergarten
- 6) Administrative Leave #384 – Removed Birthday it is no longer a holiday given

Charlotte Hall reviewed all personnel policies and changes as presented.

Motion: John Baxter, Treasurer, made a motion to accept as presented.
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

9. Staff Reports

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell
Shelley Mitchell gave the financial reports as presented.

10. Executive Director's Report

Michelle Morehead, Executive Director, stated that there has been behind the scenes work on the Jefferson building. The building is an interest to become a Federally Qualified Health Center. There will be tours of the building and when more details come to fruition the members will be notified. Michelle let the members know that she attended a Health Care in Harmony Conference in a pursuit to obtain a better insurance for the agency with the 33% rate increase that occurred in October. She also let them know she was up for recertification for ROMA Implementer and Trainer. Michelle stated that she would like to send Board Members to the CAPLAW Conference this year instead of the TACAA Conference.

11. Discussion Items

Angela Thompson stated that the Atlanta School District has a Homeless Grant through Region 8 Education Service Center that assists families with hotel stays, gas cards and help with housing if we had any clients that need that assistance.

AUDIENCE COMMENTS

None

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.

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

Motion to enter into Executive Session at 1:35 PM by Keri Winters, Secretary
Second: Ross Hyde

Motion to exit Executive Session at 1:52 PM by Arcolia Jenkins
Second: Ross Hyde

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Motion: John Baxter, Treasurer motioned to adjourn at 1:53 pm
Second: Doug Reeder, Vice Chairman
Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2024
(Board Secretary) (Date)

CSNT Head Start Director's Report PY05/FY24

March Report/February Data

How Are We Doing?



HEAD START Attendance - February 2024

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **7.3%** Disability Students – **10%** Target
- ✓ **88%** Average Daily Attendance



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$688,176** NFS Collected – **\$1,107,557** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **5%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$13,254** Reimbursed This Month - **\$32,653** Reimbursed This Year
- ✓ **20** days of Service – **4,913** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **119** Files Reviewed/**14** Classrooms Observed/**1** Route Observed
- ✓ **5** Incomes Verified/**0** Interviews/**47** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**3** Corrections/**4** Remaining

ANNOUNCEMENTS:

Completing Self-Assessment Report/Starting New Five-Year Grant Application
Preparing for Spring Semester Campus Activities

CSNT Early Head Start Director's Report PY05/FY24

March Report/February Data



How Are We Doing?

EARLY HEAD START Attendance - February 2024

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **18.8%** Disability Students – **10%** Target
- ✓ **80%** Average Daily Attendance (**Cold/Flu Symptoms**)



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$6,169** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,586** Reimbursed This Month **\$4,281** Reimbursed This Year
- ✓ **16** days of Service – **590** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **2** Files Reviewed/**4** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**6** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**3** Corrections/**4** Remaining

ANNOUNCEMENTS:

Completing Self-Assessment Report/Starting New Five-Year Grant Application
Preparing for Spring Semester Campus Activities



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

3/8/2024

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
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	463	99.57%
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

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	522	12.26%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	5	0.96%
3 Years Old	259	49.62%
4 Years Old	258	49.43%
5 Years Old	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	33	6.32%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	21	4.02%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	27.97%
Three or more years	9	1.72%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	2	0.38%
Asian	0	0.00%	2	0.38%
Black or African American	6	1.15%	268	51.34%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	22	4.21%	142	27.20%
Biracial or Multi-Racial	6	1.15%	40	7.66%
Other Race	33	6.32%	1	0.19%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	493	94.44%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	29	5.56%
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

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	488	93.49%	390	74.71%
Children with accessible health care	471	90.23%	365	69.92%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	482	92.34%	309	59.20%
Children with accessible dental care	450	86.21%	355	68.01%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	34	7.31%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	493	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	465	94.32%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.22%
Housing Assistance	6	1.22%
Asset Building Services	124	25.15%
Mental Health Services	14	2.84%
Substance Misuse Prevention	1	0.20%
Substance Misuse Treatment	4	0.81%
English as a Second Language (ESL) Training	20	4.06%
Assistance in enrolling into an education or job training program	59	11.97%
Research-based parenting curriculum	336	68.15%
Involvement in discussing their child's screening and assessment results and their child's progress	441	89.45%
Supporting transitions between programs	410	83.16%
Education on preventive medical and oral health	430	87.22%
Education on health and developmental consequences of tobacco product use	198	40.16%
Education on nutrition	457	92.70%
Education on postpartum care	3	0.61%
Education on relationship/marriage	7	1.42%
Assistance to families of incarcerated individuals	3	0.61%



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

3/8/2024

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
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 Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	19	118.75%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	1	5.26%
1 Year Old	10	52.63%
2 Years Old	8	42.11%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	3	15.79%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	15.79%

Prior Enrollment of Children

	# of children	% of children
The second year	7	36.84%
Three or more years	1	5.26%

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%	0	0.00%
Black or African American	0	0.00%	9	47.37%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	31.58%
Biracial or Multi-Racial	1	5.26%	1	5.26%
Other Race	2	10.53%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	17	89.47%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	10.53%
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

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	19	100.00%	16	84.21%
Children with accessible health care	18	94.74%	12	63.16%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	19	100.00%	5	26.32%
Children with accessible dental care	16	84.21%	12	63.16%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	3	18.75%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	18	94.74%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	8	44.44%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	5.56%
Housing Assistance	0	0.00%
Asset Building Services	1	5.56%
Mental Health Services	1	5.56%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	11.11%
Assistance in enrolling into an education or job training program	6	33.33%
Research-based parenting curriculum	8	44.44%
Involvement in discussing their child's screening and assessment results and their child's progress	7	38.89%
Supporting transitions between programs	6	33.33%
Education on preventive medical and oral health	8	44.44%
Education on health and developmental consequences of tobacco product use	1	5.56%
Education on nutrition	8	44.44%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

Community Services of Northeast Texas
March, 2024

COMMUNITY SERVICES BOARD REPORT



February, 2024, was a busy month for the Community Services Division of CSNT.

We have received approximately 2000 applications for utility assistance as of the current date. We are busy processing applications as quickly as possible and have hired 3 temporary staff who are strictly processing applications as well. I am proud to say all of our Community Services staff have been cross-trained to process utility assistance applications.

Our Reentry Pilot Program is just getting off of the ground and we are networking with the Cass County CSCD (Community Services and Corrections Department) and Workforce Solutions in Bowie County to promote our program and recruit new applicants. These agencies both reached out to CSNT about our programs and we are excited about what the future holds in working together to support our customers.

All additional programs are now at a point where we are fully operational and accepting applications. These include: Veterans Program, CSBG TOP (Transition Out of Poverty) Program and CSBG Discretionary Funds, TBRA (Tenant Based Rental Assistance), and Salvation Army.

HR Report for March 2024

Headcount

100

New Hires

FSW in Hughes Springs

Payroll Asst. in Linden

Lead Teacher in Atlanta

Terms

TA in Hughes Springs

Case Manager in Linden

Vacancies

LT in New Boston

TA in Texarkana

2 FSWs for Atlanta

IT Coordinator

Subs

PL Hours – 636.15

LWOP Hours – 191.25

Sub Hours – 175.50

Savings – \$1169.21

Interview Stats 2024

Number of Interviews Scheduled – 13 (total of person scheduled 32)

Number of Applicants to Show up – 17 (2 scheduled interviews 0 applicants showed)

Number to No show – 14

Number to decline position or ghost us after the interview -- 4

Service Department Report

February 2024

Service Department

Department makeup

3 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)			124.76	YTD = 1,990.94
Vehicle fuel cost (Exec. Office)			630.34	YTD = 4,694.46
Vehicle fuel cost (BUS CAMPUS)			83.44	YTD = 1,300.39
Vehicle insurance cost (Buses)				YTD =
Vehicle driver cost buses				YTD =
Total transportation cost:			838.54	
Total number transported:			126	

Monthly Vehicle Cost Summary

Feb-24

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	109.38	100.19	
CEAP	-	-	
VSN	-	-	
			<u>209.57</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	-	-	
Linden	109.38	75.51	
Linden Shop	-	24.68	
Daingerfield	-	-	
			<u>209.57</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	-	-	-	Linden Shop
844	82.50	-	82.50	Linden
888	26.88	-	26.88	Linden
881	-	45.00	45.00	Linden
882	-	30.51	30.51	Linden
883	-	24.68	24.68	Linden Shop
884	-	-	-	Linden
885	-	-	-	Daingerfield
886	-	-	-	Jefferson
887	-	-	-	Linden
838	-	-	-	Linden
			<u>209.57</u>	



CSNT Head Start Program

2024 Self-Assessment Report - DRAFT

Date: 3-18-2024

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. CSNT started providing Early Head Start services to eligible children in January of 2021. Total program funded enrollment for FY04-PY05 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 PY05 is an average of 464 Head Start children and 16 Early Head Start children. The Office of Head Start (OHS) has issued Program Instruction HS-18-04 to address programs that are chronically under enrolled after the pandemic. 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 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 complete analyzation of data for their assigned content areas.
2. The Self-Assessment Leadership Team analyzes data from the On-Going Monitoring System including Detailed Monitoring summaries.
3. Self-Assessment Team Leaders analyze progress made on program goals/objectives as well as strengths and weaknesses of program systems. 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 different staff in all areas. The Leadership Team documents systemic strengths along with any weaknesses based on the data. They also discuss staff recommendations concerning systemic issues and document any areas of innovation within the program.
4. Information from monitoring summaries is provided to the Self-Assessment Team Leaders including Self-Assessment Summary Reports for each area of the program and progress reports on program goals/objects. The Self-Assessment Team Leaders 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 part of the Self-Assessment 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 Leadership Team	Questions to Consider
Area One: Program Governance/ Program Management & QI/ Financial and Administrative Requirements/ Human Resources	<ol style="list-style-type: none"> 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?
Area Two: Comprehensive Health Services/ Safety	<ol style="list-style-type: none"> 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?
Area Three: Early Childhood Education & Development/ CLASS/ Additional Disability Services	<ol style="list-style-type: none"> 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?
Area Four: Family & Community Engagement – ERSEA/ Transition/ Program Structure	<ol style="list-style-type: none"> 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
11/13/2023	<i>Detailed OGM Leadership Meeting</i>	<ul style="list-style-type: none"> • <i>Update 2024 Detailed Monitoring process</i> • <i>Create 2024 Detailed Monitoring Teams for each area</i>
12/5-6/2023	<i>Detailed Monitoring Training Sessions, as needed</i>	<ul style="list-style-type: none"> • <i>Training – Detailed Monitoring Orientation and Team Training</i> • <i>Each Team Member is trained on confidentiality</i>
2/12/2024	<i>Detailed OGM Meeting</i>	<ul style="list-style-type: none"> • <i>Discuss Detailed OGM Results</i> • <i>Approve Detailed OGM Summary</i>
3/5/2024	<i>Self-Assessment Team Leader Meeting</i>	<ul style="list-style-type: none"> • <i>Program Team Leaders analyze data from each area of the program</i>
3/19/2024	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>HS/EHS Director gives a short synopsis of each area</i> • <i>Approve 2024 SA Program Draft Report</i>
<i>Before 5/31/2024</i>	<i>Final Step in Self-Assessment Process</i>	<ul style="list-style-type: none"> • <i>Policy Council and Governing Board approval of SA Report</i> • <i>Submit to Regional Office with Grant</i>

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. Program Inventory is tracked and monitored electronically with scanners. Electronic management systems track and create reports that assist staff and governing bodies in making informed and knowledgeable decisions based on accurate information. Technology is also playing a larger role in communication with parents including social media platforms and blast text messages.
- ✓ CSNT Head Start/Early Head Start provides extra sanitation cleaning to all sites monthly during the school year 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 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. CLASS is being implemented throughout the program to analyze the overall classroom quality.
- ✓ 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. There are two Coaches that assist classroom staff throughout the school year.

- ✓ 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(s) to assure staff are contacting parents within one hour if a child is absent without prior notice. (45 CFR §1302.16(a)(1))
- ✓ Implement methods to reach 10% disability funded enrollment by end of school year. (45 CFR §1302.14(b))
- ✓ Implement a process to assure Health & Dental related follow-ups are being implemented. (45 CFR §1302.42(b)(1)(i-ii) §1302.44(c))

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 (Winter 2024)

Goals		Objective(s)/Outcome(s)
GOAL ONE: Strengthen comprehensive health services within the program.		87% of parents will obtain health requirements.
Completion Rate	81%	
GOAL ONE: Strengthen comprehensive health services within the program.		90% of parents/staff will participate in wellness activities.
Completion Rate	68%	
GOAL TWO: Provide comprehensive school readiness.		70% of Head Start children will name upper and lowercase letters
Completion Rate	64%	
GOAL TWO: Provide comprehensive school readiness.		75% of children will sequence count to 50
Completion Rate	40%	
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 – 6.31 (HS) CO – 5.44 (HS) IS – 4.08 (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) – NA Spring EL – 5.67 (EHS) – NA Spring RC – 5.25 (EHS)	
GOAL TWO (EHS): Provide comprehensive school readiness.		85% of EHS children will demonstrate interactions with their peers.
Completion Rate	97%	
GOAL THREE: Increase parent involvement in the Head Start Program.		70% of parents will be involved in their child’s education.
Completion Rate	62%	

Recommendations

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

- Find ways to improve staff shortages by shortening the time between posting open positions, interviewing applicants, and offering positions
- Provide on-site visits prior to Campuses implementing HS Transportation routes
- Find ways to strengthen the planning process between Head Start and ISD Partnership Teachers
- Find ways to strengthen the referral process for children being referred for Disability Services
- Assign mentor/coaches for new staff to assist them with day-to-day tasks such as using the proper forms, completing documents, filing documents properly, etc.

Governing Board Approval: (_____)

Policy Council Approval: (_____)

CSNT Head Start 2023-2024 Program Goals Progress Report

Program Goal 1: Strengthen comprehensive Health Services within the program.					
Year Four Objective One Outcome: 87% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	71%	Winter Progress	81%	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: 90% of parents/staff will participate in wellness activities					
Fall Progress	77%	Winter Progress	68%	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: 70% of Head Start children will name upper and lowercase letters					
Fall Progress	32%	Winter Progress	64%	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: 75% of children will sequence count to 50					
Fall Progress	15%	Winter Progress	40%	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 6.09 CO 5.61 IS 4.55 EB 6.1 EL 5.67 RC 6.07	Winter Progress	ES 6.31 CO 5.44 IS 4.08 EB N/A EL N/A RC 5.25	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: 85% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	56%	Winter Progress	97%	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: 70% of parents will be involved in their child’s education					
Fall Progress	56%	Winter Progress	62%	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 2023-2024

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

Objective: 85% of all students will complete health requirements. **71%**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. **81%**
2. 92% Compliance on initial physicals. **86%**
3. 85% Compliance on all six month dentals. **51%**
4. 85% compliance on lead and hemoglobin. **65%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **55%**

Action Steps:

1. 40% Parent Meeting Attendance **15%**
2. 75% participation in Read Across America. – **100%**
3. 80% Ready Rosie Parent Participation-**51%**

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. **86%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences. **99%**
2. 80% completion of home activities. **72%**
3. 80% participation at the end of the year transition meeting. **NA**

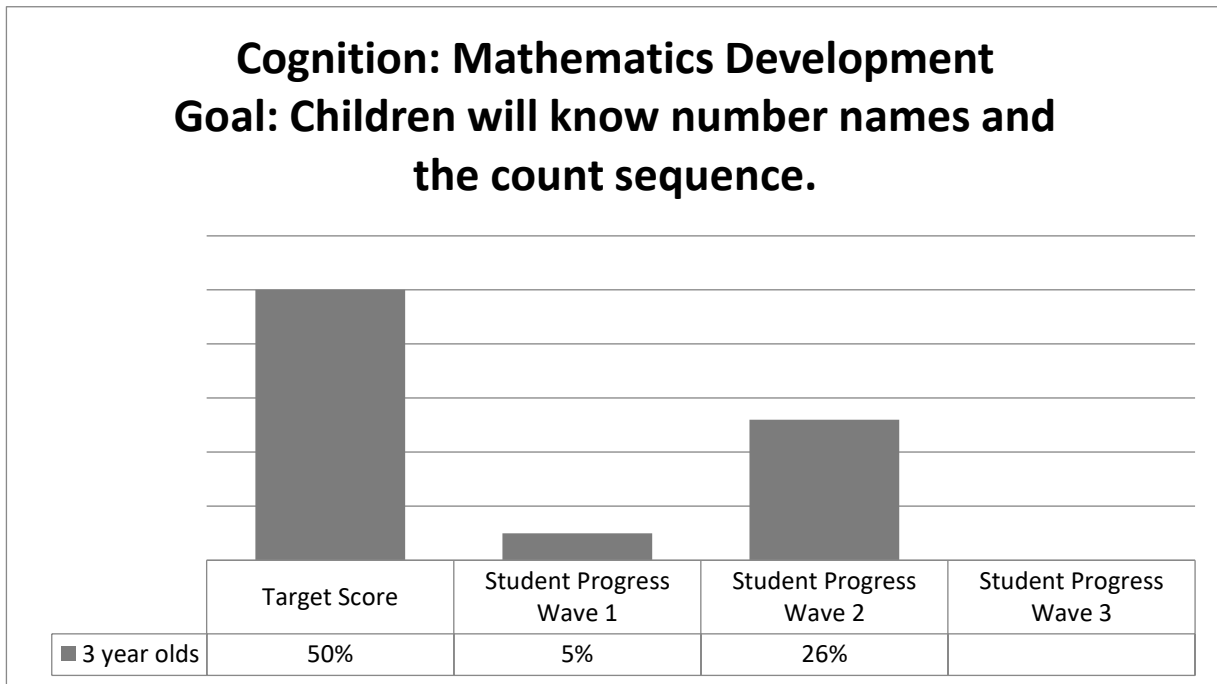
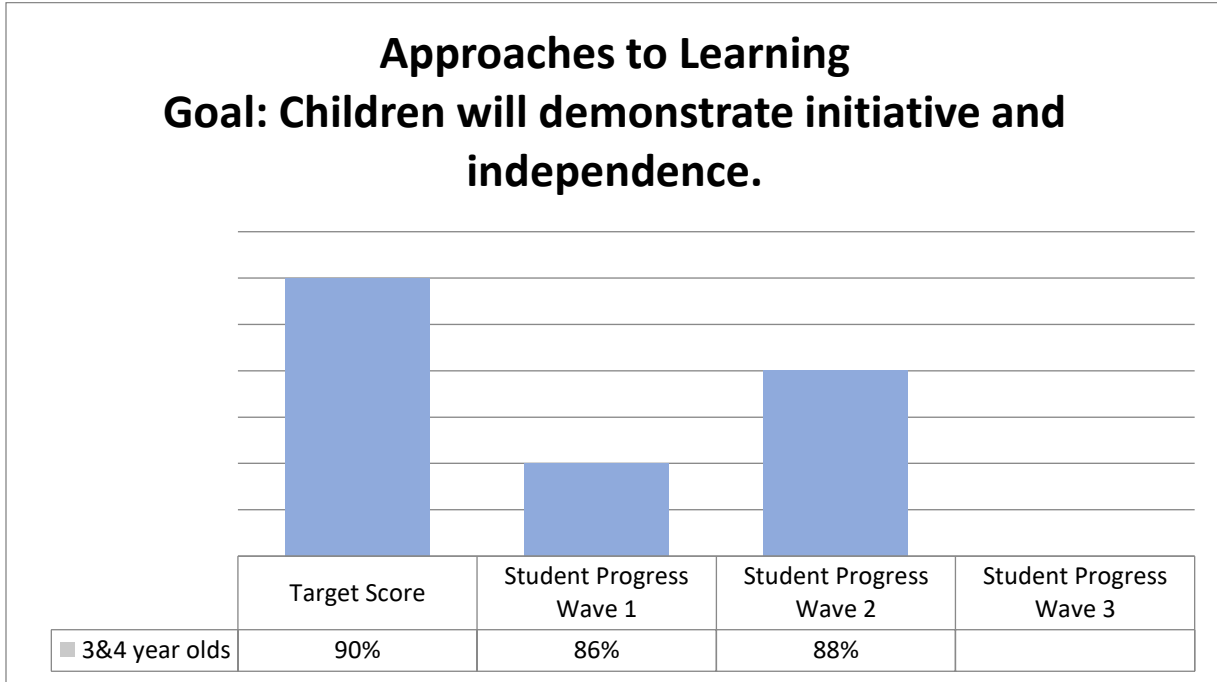
4. Goal: Parent and Staff will participate in Mental Wellness activities.

Objective: 90% of parents and staff will participate in mental wellness activities. **78%**

Action Steps:

1. 50% participation in quarterly staff wellness activity. **35%**
2. 80% of parents will receive a quarterly Health/Wellness Newsletter. **100%**
3. 90% participation in staff wellness training. **100%**

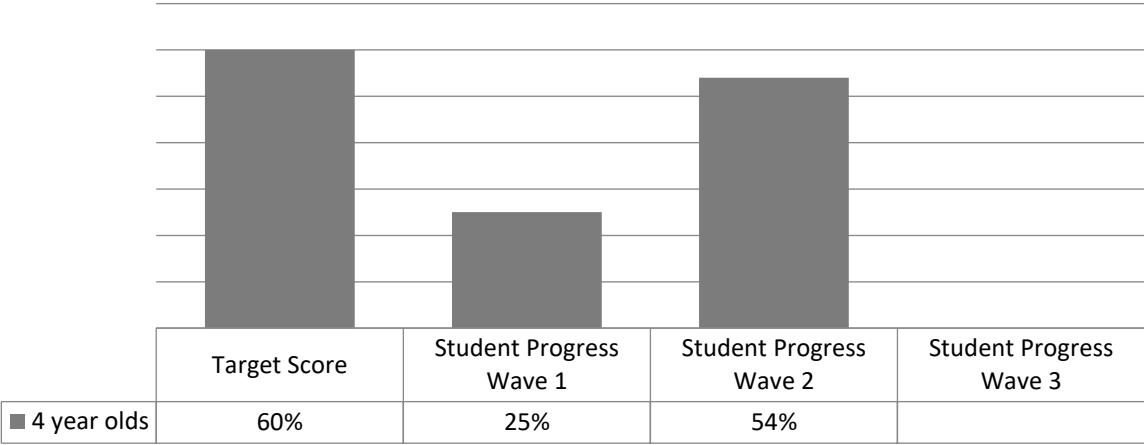
CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024



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

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

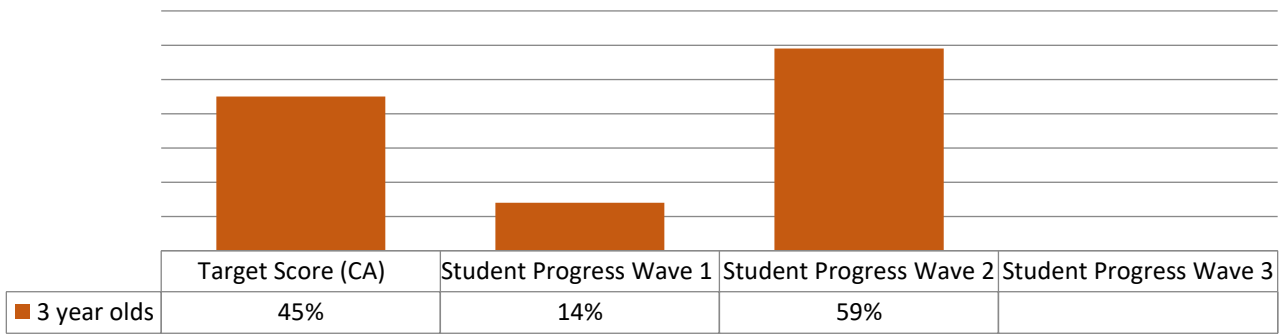
Cognition: Mathematics Development
Goal: Children will know number names and the count sequence.



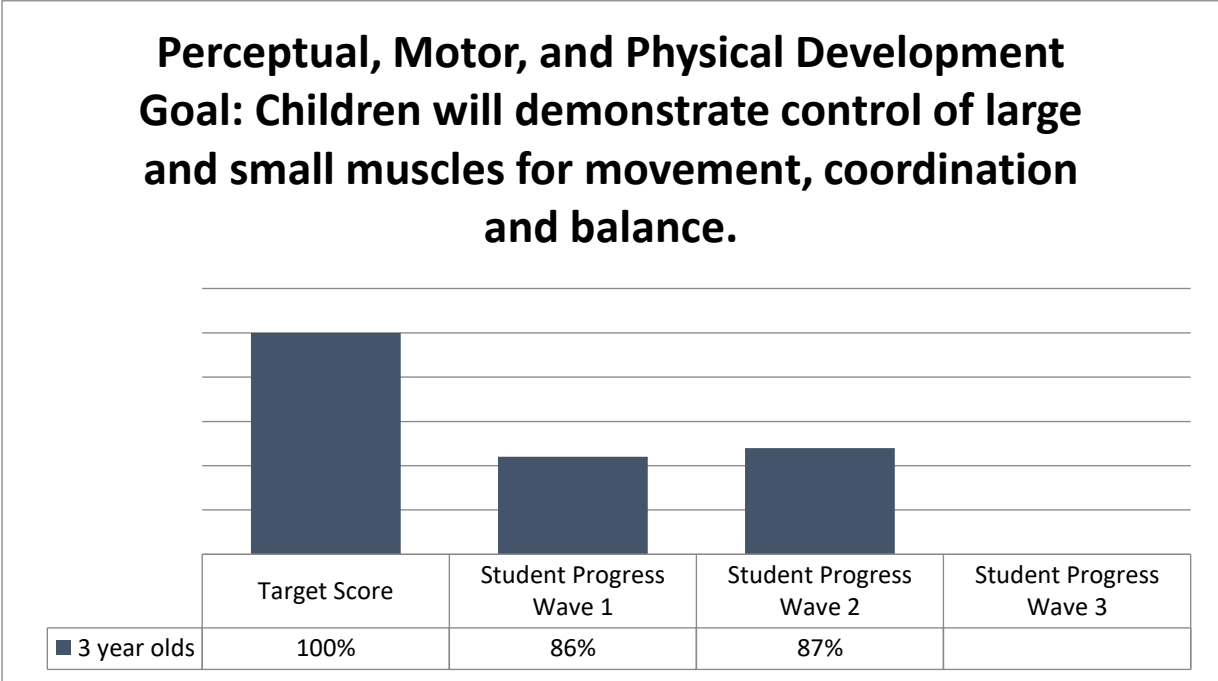
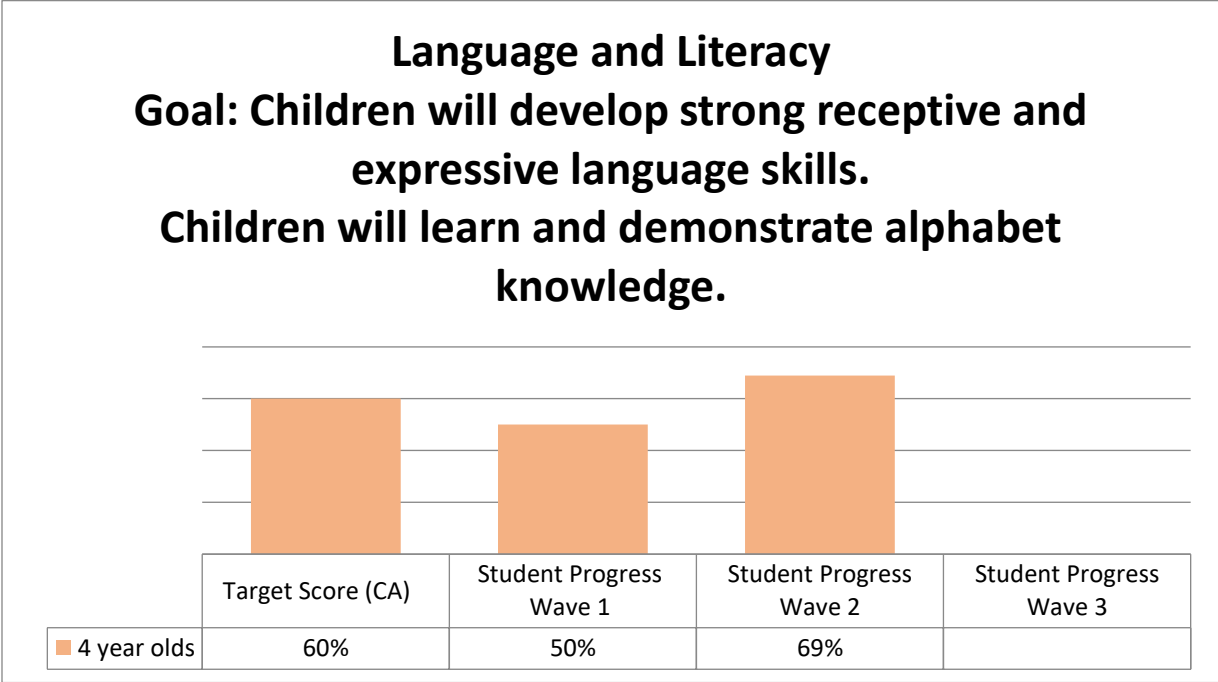
Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

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



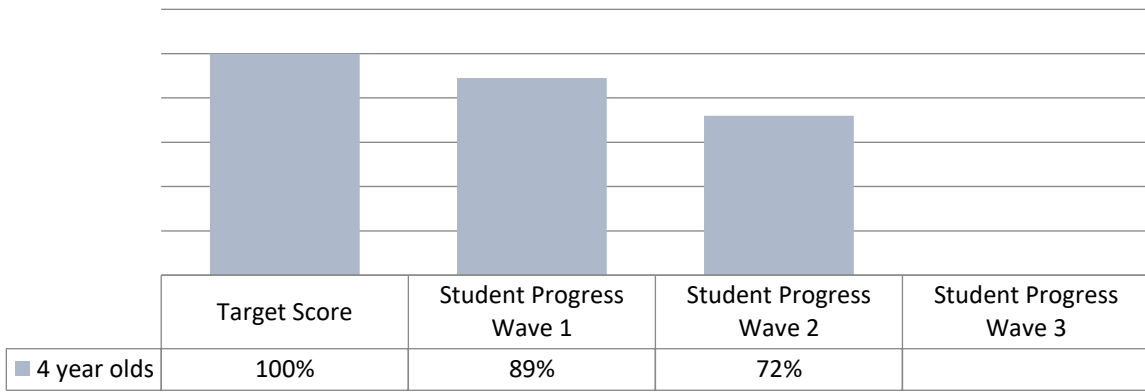
CSNT Head Start
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Head Start
2023-2024



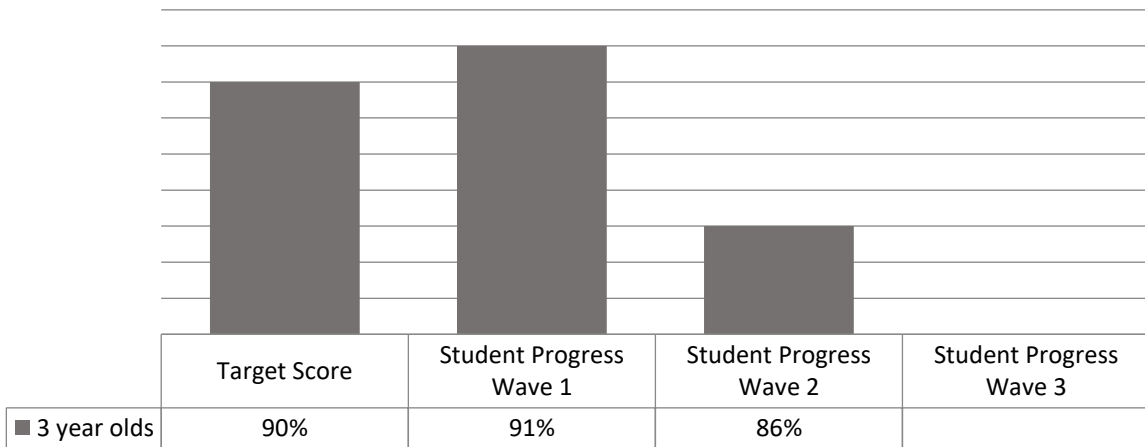
Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

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

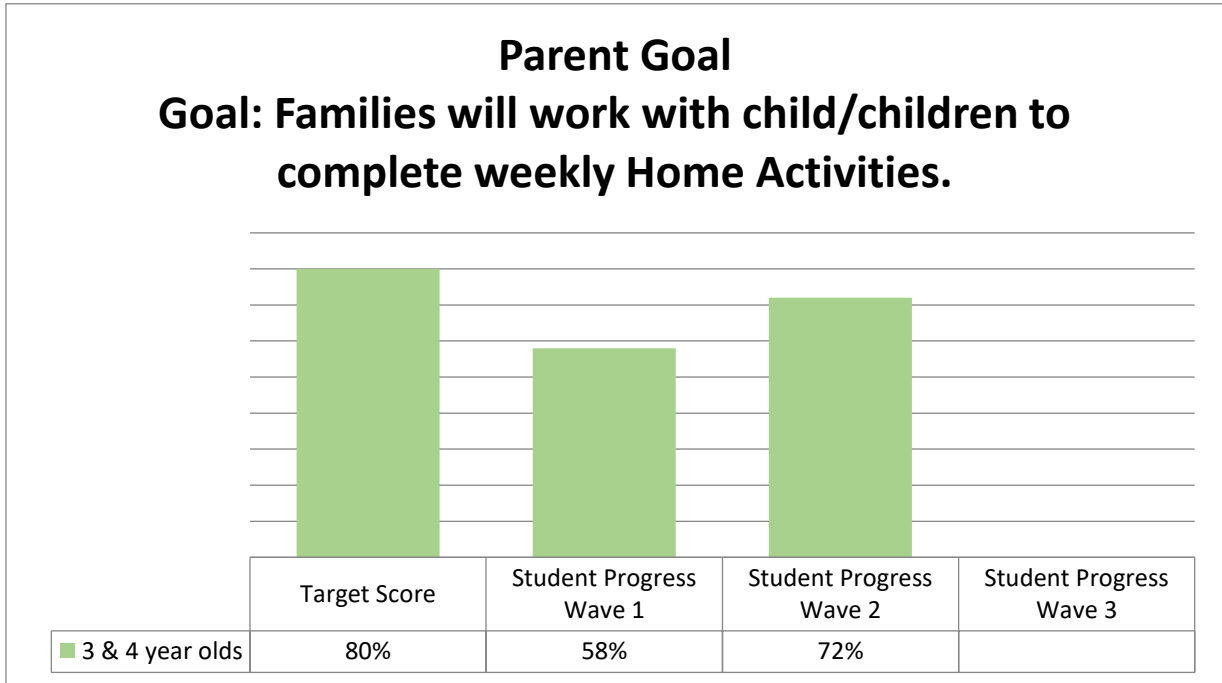
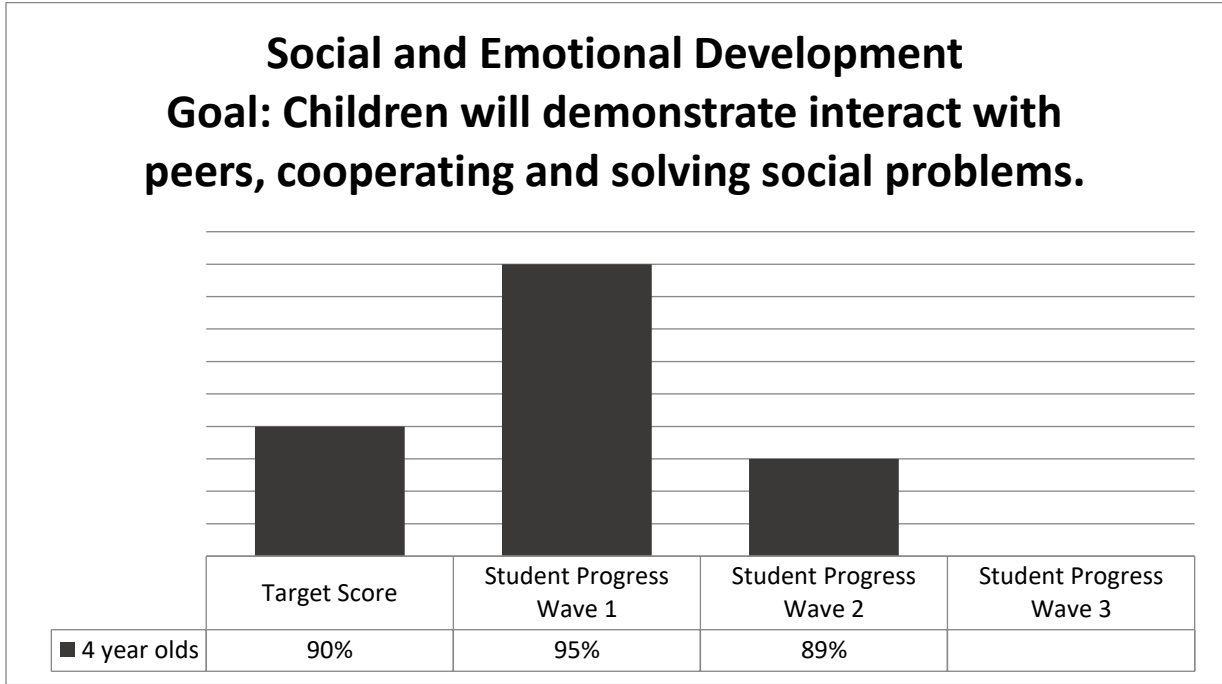


Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving problems.



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

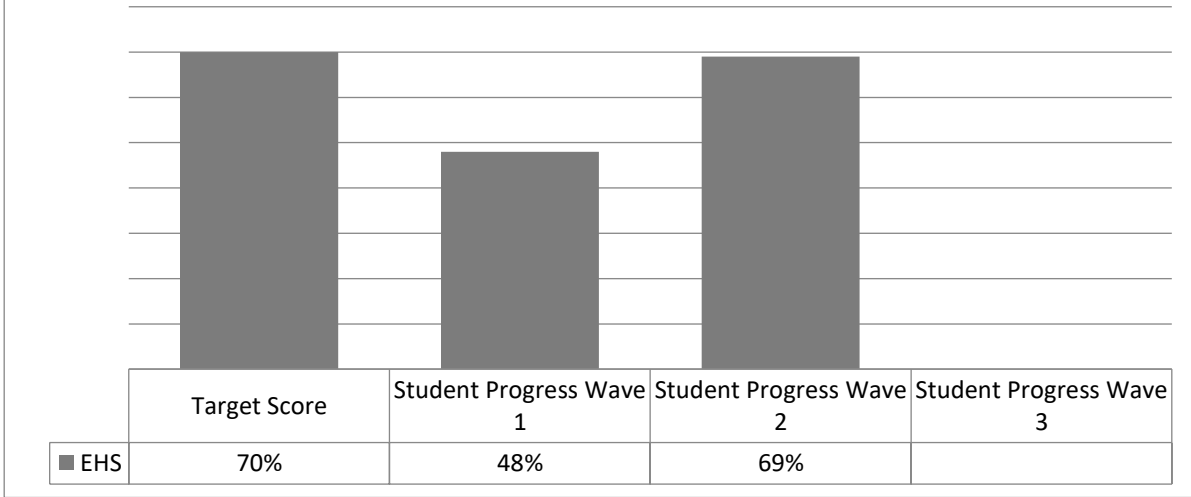
CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024



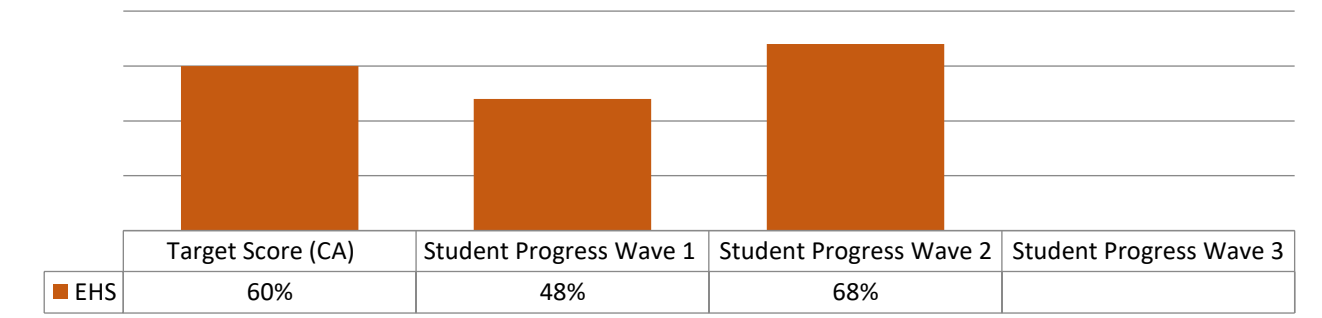
Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2023-2024

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



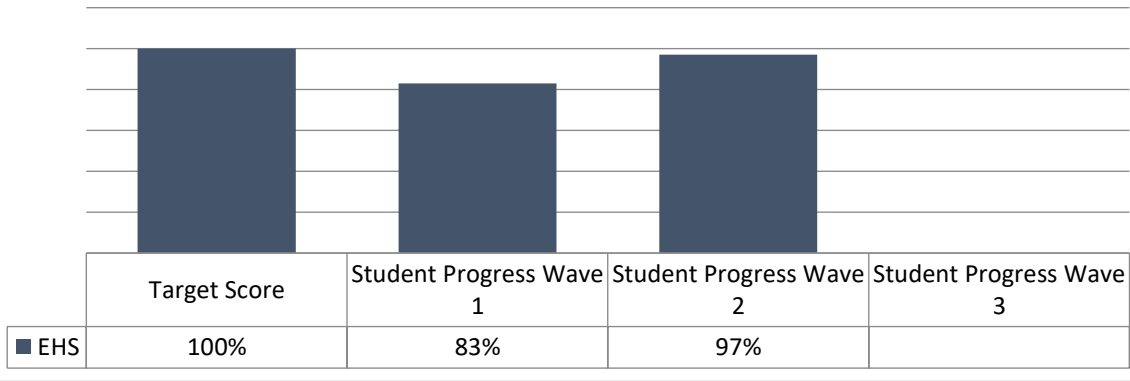
Language and Literacy
Goal: Children will develop strong receptive and expressive language skills.
Children will learn and demonstrate alphabet knowledge....



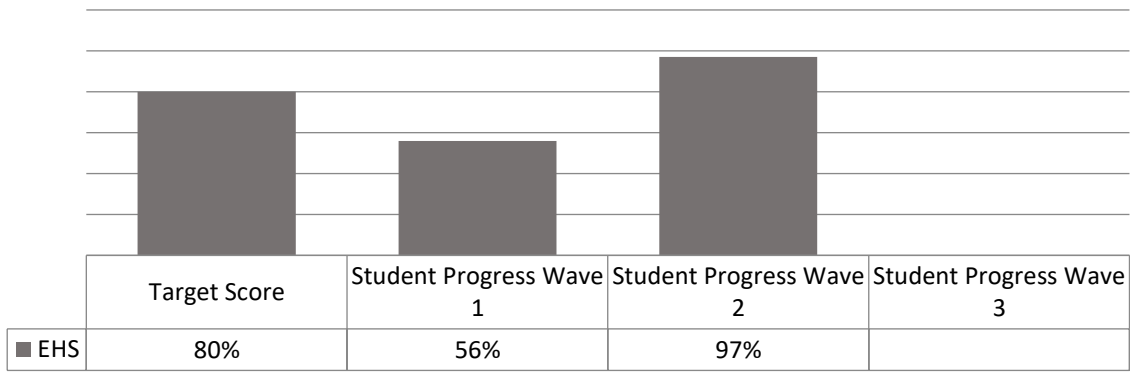
Percentages are based on actual data from Frog Street/Circle Assessment.

CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2023-2024

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

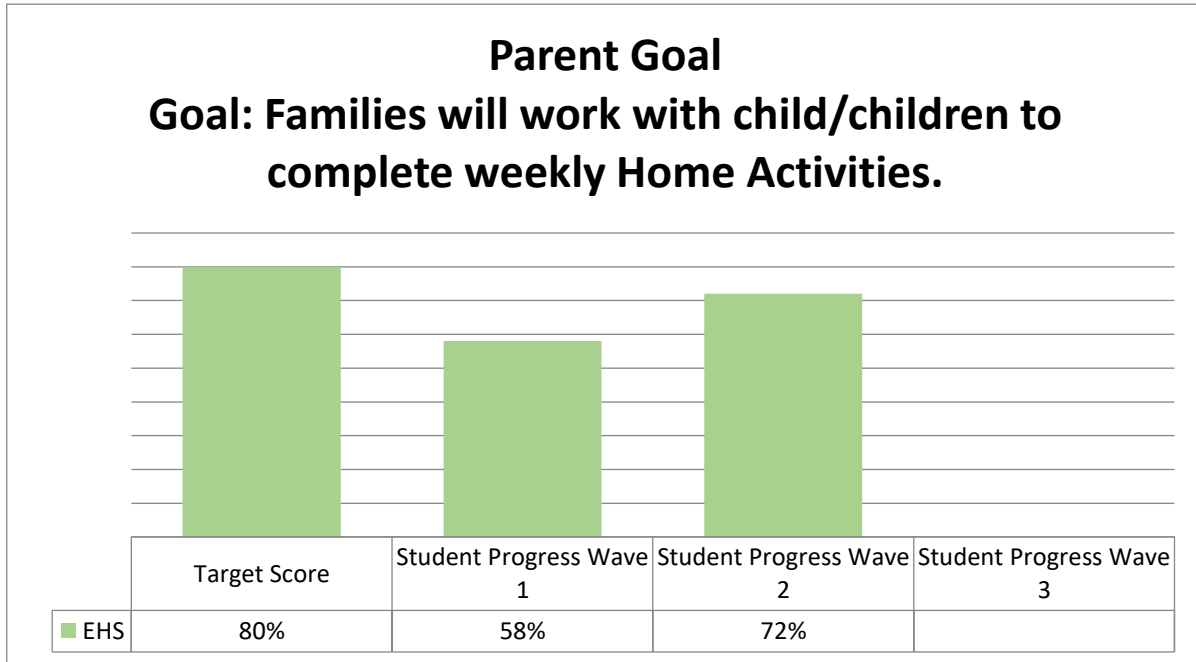


Social and Emotional Development
Goal: Children will demonstrate interact with peers, cooperating and solving social problems.



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

CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2023-2024



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

XVI. Campus Intervention Team: Step-by-Step – Mental Health

Parent, Teacher, Campus Director has a serious concern regarding a student's academic progress, abilities and/or behavior and wants to refer this student to the HSCIT (Head Start Campus Intervention Team).

1. Teacher has concern – Contact Campus Director, document in Child Plus and email to Mental Health Advocate.
2. Mental Health Advocate will email the Curriculum Director and Disability/Mental Health Specialist that concern has been identified.
3. If behavior is severe and could cause harm to self, other children and/or staff, Mental Health Advocate will schedule a Parent Meeting to discuss safety issue.
4. Mental Health Advocate will schedule the Curriculum Director to observe student.
 - a. If Curriculum Director documents that the teacher needs assistance with the child's behavior – the Education Specialist will mentor/coach the teacher on behavior management
 - b. If the Curriculum Director sees the same concern as the teacher, the MHA will get consents from the Parent to move forward in the process.
 - c. If the Curriculum Director does not see any issues in the classroom with the child's behavior or the teacher's interactions with the child, the Campus Director or Teacher will follow-up with the parent on things that will be done in the classroom to alleviate the behavior
5. Observation from Mental Health Provider with notes from observation provided to MHA.
6. After observation by Mental Health Provider, meeting with CSNT staff – MHA, CD, Curriculum Director, Mental Health/Disability Specialist, will be conducted to prepare for Parent Meeting
7. Parent Meeting is conducted to start services – Parent, Teacher, MHA/FSW, & Mental Health Provider

SELF-ASSESSMENT PROCESS

Self-Assessment Overview

During each school year, a self-assessment will be completed by the Program. The extent of the on-site assessing, the number of site visits, and the amount of on-going contact with staff/parents in each area will be based on the results of the program data that is used during the assessment. The data that will be used during self-assessment will include:

On-going Monitoring – Quarterly Monitoring Reports and Detailed Monitoring Reports.

Program Information Reports – Annual Program Information Reports. (Following the 5-year grant cycle.)

Program Goals – Quarterly Progress Reports on goal implementation.

School Readiness Goals – Quarterly Progress Reports on goal implementation.

Family, Parent, and Community Engagement Goals – Quarterly Progress Reports on goal implementation.

Child Assessments – Quarterly Child Assessment Reports on areas of strengths and weaknesses.

CLASS (Classroom Assessment Scoring System) – CLASS observation reports.

Monthly Progress Reports – Monthly Program Progress Report Summary for the 5-year grant cycle.

Financial Reports – Annual and Monthly Financial Report Summaries

Any other data that would be relevant to the Head Start Program's analysis of the implementation of program services and the effectiveness of the services within the Head Start service area.

Self-Assessment Implementation

The Self-Assessment will be performed according to the following schedule:

<u>What</u>	<u>When</u>
Leadership Team	Meet to analyze data at the end of Detailed Monitoring

<u>Who</u>	<u>Responsibility</u>
Head Start Director	Create List of SA Committee Members
	Create Updated SA Draft

<u>What</u>	<u>When</u>
Self-Assessment Committee	Meet to approve Updated SA Draft

<u>Who</u>	<u>Responsibility</u>
Head Start Director	Present Updated SA Draft to PC/GB for approval

SA TOOL FOR THIS AREA (SA TOOL FOUND ON THE ECKLC WEBSITE)

Listed below are some of the tools that are available for use during the monitoring and self-assessment process:

***Child Plus Inc.* – Database System for tracking program information pertaining to children, families, and personnel**

***CIRCLE Child Assessment (CLI Engage)* – Database System for tracking children’s developmental progress in each of the Head Start Framework Domains**

***CLASS* – Classroom Assessment Scoring System**

***DIAL 4* – Speed Dial is an early learning screener used to track the development of children entering the Head Start Program.**

***ECI Engage Development Checklist* – EC Developmental Checklists is an early learning screener used to track the development of infants and toddlers entering the Early Head Start Program.**

MIP – Financial database tracking system and system for Payroll and Personnel Data Tracking each of the Head Start Framework Domains

Circle – Database System for assessing children’s development levels in Mathematics and Language/Literacy (Part of the Texas School Ready System)

Monthly Progress Reports – CSNT Head Start spreadsheet used to track monthly progress in each content area and for the program.

2. Teachers will assess children three times per year. The assessments will begin around September 15th, January 15th, and April 15th. Each assessment period will last approximately 30 days. At the end of the year, the teacher will provide a copy of the Individual Summary of the child's progress will be given to the FSW to place in the Progress Notes Section of the child's file.

3. Information from the assessment will be used to assist children in meeting the CSNT Head Start School Readiness Goals. Teachers will use this information to individualize with children in areas where improvement is needed in certain skill areas. Campus Directors will monitor implementation of the assessment in the classroom.

INTERACTIVE BOARDS/ I-PADS/ MP3 PLAYER AND SPEAKERS

1. No unauthorized devices shall be attached to the MP3 player, Interactive Boards or I-pads.
2. Do not attempt to alter, destroy or disable the devices or speakers.
3. Accessing non-educational content without prior written permission from the Curriculum Directors or designee is prohibited.
4. Do not install, download or place any software or external data on the devices.
5. Contact your Curriculum Director or Program Manager to add new songs/music to the devices.
6. Store your assigned devices and speakers in a safe and secure place as you are responsible for the upkeep.
7. Include your assigned MP3 player and speakers on your inventory list.
8. Report immediately to your Curriculum Director or Program Manager any problems with your device/speakers or if either becomes lost or stolen.
9. Delete photos from your iPad immediately after the photo has been used for its original purpose. Do not store children's photos on your classroom iPad. These devices share an Apple Account and all classroom photos can be seen by other classrooms within the CSNT Head Start Program.

Revised 2/27/2024

FIELD TRIPS

Each classroom can take two educational field trips a year (one in the fall and one in the spring). These two trips do not include the kindergarten transition trip or the end of the year celebration.

PROCEDURES FOR COMPLETING THE FIELD TRIP FORM:

1. This Field Trip and Transportation Request form must be completed and turned in **one month prior** to the date of the field trip.
2. The teacher fills out all appropriate information and turns in the forms **one month in advance** of the field trip.
3. The teacher gives the forms to the Campus Director for approval and signature.
4. The Campus Director sends the Field Trip and Transportation Forms to the Curriculum Director.
5. The Curriculum Director will sign the Field Trip Request Form and send it to the Program Manager for approval and signature.
6. Once the field trip has been approved and has all required signatures. The Curriculum Director will send the Transportation Request Form to the Support Services Manager for approval and signature. The Support Services Manager will return the approved and signed Transportation Request Form to the Curriculum Director.
7. The Curriculum Director will send copies of the approved Field Trip Request Form and the Transportation Request Form back to the Campus Director to schedule the field trip.
8. If the menu has been changed, the Nutrition Manager approves all meals and signs the form as well.
9. If at any time in this process the field trip, transportation, meals, etc. are not approved, the forms will be returned to the Campus Director as unapproved with the reason why it was not approved.

PROCEDURES FOR IN HOUSE FIELD TRIPS

1. For in – house field trips, please have the guest fill out an in – kind form.

**Documentation of Request for Disposition
Head Start Portable AC Units
Head Start Grant #06CH011282/05**

Date	Description of Item(s)	Disposition/ Estimated Value	Budget Line Item
3/26/2024	Keystone 600 Sq. Ft. Portable Cooler	\$123.75 (Half of estimated life of unit at 10 years) \$1,237.50	Any funds recovered will be placed in the Supplies Line Item Due to length of time in storage and
3/26/2024	Hisense 200 Sq. Ft. 115 Volt Portable AC	\$159.50 (Half of estimated life of unit at 10 years) \$638.00	not sure if they are working properly (could be hazardous if
	Estimated Total Value	\$1,875.75	not working properly) – recommended disposition through Local scrape Metal or Waste Management Company

Head Start

Financial Report for the month of March 2024

(February 2024 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2024</i>							
Personnel	\$2,189,058.00	\$167,341.80	\$430,556.74	\$1,758,501.26	\$182,421.50	\$547,264.50	\$116,707.76
Fringe Benefits	\$536,319.00	\$43,963.39	\$120,238.14	\$416,080.86	\$44,693.25	\$134,079.75	\$13,841.61
Travel (4120)	\$10,000.00	(\$18.20)	\$2,514.57	\$7,485.43	\$833.33	\$2,500.00	(\$14.57)
Equipment	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$4,000.00	\$12,000.00	\$12,000.00
Supplies	\$245,000.00	\$11,950.40	\$26,740.60	\$218,259.40	\$20,416.67	\$61,250.00	\$34,509.40
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$72,766.50	\$72,766.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$0.00	\$1,385.00	\$28,996.00	\$2,531.75	\$7,595.25	\$6,210.25
Other (4122)	\$1,040,021.00	\$50,112.31	\$153,137.59	\$886,883.41	\$86,668.42	\$260,005.25	\$106,867.66
Total	\$4,389,845.00	\$273,349.70	\$734,572.64	\$3,655,272.36	\$365,820.42	\$1,097,461.25	\$362,888.61
T&TA	\$40,381.00	(\$18.20)	\$3,899.57	\$36,481.43	\$3,365.08	\$10,095.25	\$6,195.68
Total					\$3,365.08	\$10,095.25	\$6,195.68
USDA Reimbursements through January 2024							\$19,398.53
Estimated USDA Reimbursement for February 2024							\$13,254.03
					Resulting (over)/under with USDA		\$395,541.17

* Total Over/Under without USDA

Accruals: \$4.00
 Actual year end payroll accrual \$95,000.00

Further Analysis	
Number of children	465
Number of classrooms	26

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>	
Per Classroom	\$168,840.19	\$10,513.45	\$28,252.79	\$14,070.02	\$42,210.05	\$13,957.25
Per Child	\$9,440.53	\$587.85	\$1,579.73	\$786.71	\$2,360.13	\$780.41

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$1,107,557.00	\$143,811.23	\$419,380.84	\$688,176.16	

Early Head Start

Financial Report for the month of March 2024

(February 2024 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2024</i>							
Personnel	\$146,166.00	\$9,550.01	\$25,694.93	\$120,471.07	\$12,180.50	\$36,541.50	\$10,846.57
Fringe Benefits	\$35,811.00	\$2,355.82	\$6,634.55	\$29,176.45	\$2,984.25	\$8,952.75	\$2,318.20
Travel (4120)	\$2,190.00	\$0.00	\$0.37	\$2,189.63	\$182.50	\$547.50	\$547.13
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$395.41	\$953.82	\$14,296.18	\$1,270.83	\$3,812.50	\$2,858.68
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	\$0.00	\$0.00	\$3,067.00	\$255.58	\$766.75	\$766.75
Other (4122)	\$55,465.00	\$1,359.25	\$3,989.86	\$51,475.14	\$4,622.08	\$13,866.25	\$9,876.39
Total	\$257,949.00	\$13,660.49	\$37,273.53	\$220,675.47	\$21,495.75	\$64,487.25	\$27,213.72
T&TA	\$5,257.00	\$0.00	\$0.37	\$5,256.63	\$438.08	\$1,314.25	\$1,313.88
Total							
USDA Reimbursements through January 2024							\$2,695.09
Estimated USDA Reimbursement for February 2024							\$1,586.15
							<u>\$31,494.96</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,900.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$128,974.50	\$6,830.25	\$18,636.77	\$10,747.88	\$32,243.63	\$13,606.86
Per Child	\$16,121.81	\$853.78	\$2,329.60	\$1,343.48	\$4,030.45	\$1,700.86

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$65,802.00	\$2,093.46	\$6,169.04	\$59,632.96

HEAD START and EHS NUTRITION PROGRAM

March 2024 Financial Report

For the month of February 2024

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	5,551.17	35,540.19
Administrative Labor		1,177.84	5,236.05
Food		6,714.41	49,536.65
Supplies & Equipment		740.65	3,458.54
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	150.00
Other		-	0.00
Total	\$	14,184.07	\$ 93,921.43

TDHS REVENUE		14,840.18	67,384.45
		(Income Starts October 2023)	

CSBG 2023

Financial Report for the month of March 2024

CSBG Current Program (February 2024 Expenditures)

% of contract	93%
% of money	98%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 03/31/2024</i>							
Personnel	\$159,248.16	21,716.98	\$180,965.14	(\$21,716.98)	\$10,616.54	\$148,631.62	(\$32,333.52)
Fringe Benefits	53,987.58	3,924.56	\$38,279.66	15,707.92	3,599.17	50,388.41	12,108.75
Travel*	9,010.50	307.29	\$5,694.80	3,315.70	600.70	8,409.80	2,715.00
Equipment	10,070.43	239.20	\$6,166.85	3,903.58	671.36	9,399.07	3,232.22
Supplies	15,746.44	304.93	\$6,815.95	8,930.49	1,049.76	14,696.68	7,880.73
Contractual	3,629.50	152.87	\$3,158.09	471.41	241.97	3,387.53	229.44
Other	152,966.09	9,623.77	\$174,660.30	(21,694.21)	10,197.74	142,768.35	(31,891.95)
Indirect Costs	43,114.30	0.00	\$21,772.00	21,342.30	2,874.29	40,240.01	18,468.01
Total	\$447,773.00	\$36,269.60	\$437,512.79	\$10,260.21	\$29,851.53	\$417,921.47	(\$19,591.32)
						Future Payments	\$0.00

CEAP SUPPLEMENTAL 2023

Financial Report for the month of March 2024

CEAP Current Program (February 2024 Expenditures)

% of contract	93%
% of money	89%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>				
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2024</i>						Minimum	Maximum			
Administration*	\$97,868.00	0.00	\$97,868.00	\$0.00	8%	\$6,524.53	min	\$74,702.58	max	(\$23,165.42)
Household Crisis**	545,249.00	0.00	\$95,473.18	449,775.82		105,583.56	min	545,249.00	max	449,775.82
Utility Assistance**	545,249.00	(3,572.18)	\$960,362.45	(415,113.45)		105,583.56	min	545,249.00	max	(415,113.45)
Program Services	167,140.00	15,897.96	\$51,176.66	115,963.34	5%	11,142.67	min	88,560.98	max	37,384.32
Total	\$1,355,506.00	\$12,325.78	\$1,204,880.29	\$150,625.71		\$228,834.33		\$1,253,761.56		\$48,881.27

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

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

Admin with Future Payments

8.1%

Program Services with Future Payments

109%

Future Payments \$0.00

LOW INCOME WATER ASSISTANCE PROGRAM

Financial Report for the month of March 2024

LIWAP Current Program (February 2024 Expenditures)

% of contract	96%
% of money	94%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 01/01/2022 to 03/15/2024</i>							
Administration	\$83,090.00	0.00	\$50,897.92	\$32,192.08	\$3,077.41	\$80,012.59	\$29,114.67
Direct Services	479,425.00	(464.06)	\$532,080.68	(52,655.68)	17,756.48	461,668.52	(70,412.16)
Program Services	70,311.00	0.00	\$9,610.93	60,700.07	2,604.11	67,706.89	58,095.96
Total	\$632,826.00	(\$464.06)	\$592,589.53	\$40,236.47	\$23,438.00	\$609,388.00	\$16,798.47

Future Payments \$0.00

CSBG 2024

Financial Report for the month of March 2024

CSBG Current Program (February 2024 Expenditures)

% of contract	17%
% of money	10%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly</u>	<u>YTD</u>	<u>(Over)/Under</u>
					<u>Budget</u>	<u>Budget</u>	
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2024</i>							
Personnel	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	\$15,880.40	(15,880.40)	0.00	0.00	(15,880.40)
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00
Total	\$155,353.00	\$0.00	\$15,880.40	\$139,472.60	\$12,946.08	\$25,892.17	\$10,011.77
						Future Payments	\$0.00

CEAP 2024

Financial Report for the month of March 2024

CEAP Current Program (February 2024 Expenditures)

% of contract	17%
% of money	2%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>			
					<u>Minimum</u>	<u>Maximum</u>		
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2024</i>								
Administration*	\$140,212.00	9,408.36	\$17,490.91	\$122,721.09	46%	\$0.00 min	\$2,365.18 max	(\$15,125.73)
Household Crisis**	780,078.00	0.00	\$0.00	780,078.00		283.71 min	780,078.00 max	780,078.00
Utility Assistance**	780,079.00	0.00	\$2,837.14	777,241.86		283.71 min	780,079.00 max	777,241.86
Program Services	239,124.00	0.00	\$17,820.00	221,304.00	####	0.00 min	1,652.57 max	(16,167.43)
Training Travel	2,500.00	0.00	\$0.00	2,500.00		0.00 min	2,500.00 max	2,500.00
Total	\$1,941,993.00	\$9,408.36	\$38,148.05	\$1,903,844.95		\$567.43	\$1,566,674.75	\$1,528,526.70

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

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

Admin with Future Payments

45.9%

Program Services with Future Payments

0

Future Payments **\$0.00**

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for February 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
78778	02/26/24	MJS MANAGEMENT	\$ (136.00)	Client Assistance
78891	02/26/24	CHAMPION ENERGY SERVICES	\$ (1,165.40)	Client Assistance
79420	02/07/24	AMY PERALES	\$ 88.50	Employee Reimbursement
79421	02/07/24	AMY PERALES	\$ 56.28	Employee Reimbursement
79422	02/07/24	ARAMARK UNIFORM & CAREER APPAREL LLC	\$ 707.53	Bldg Maint - Cleaning Svcs
79423	02/07/24	AT&T	\$ 1,009.61	Utilities - Phone / Fax / Internet
79424	02/07/24	ATLANTA ISD FOOD SERVICE	\$ 403.00	Head Start Meals
79425	02/07/24	B & S TRUE VALUE HARDWARE	\$ 16.99	Bldg Maint - Bldg Maint
79427	02/07/24	BEN E KEITH CO	\$ 10,062.02	HS Grocery
79428	02/07/24	BERNIE YANCEY PETTY CASH CUSTODIAN	\$ 73.76	Petty Cash
79429	02/07/24	BLOOMBURG WATER SUPPLY	\$ 58.56	Client Assistance
79430	02/07/24	BLUE CROSS BLUE SHIELD	\$ 41,003.29	Employee Insurance
79431	02/07/24	BRENDA DAVIS	\$ 881.72	Employee Reimbursement
79432	02/07/24	CAMCO ELEVATOR INC	\$ 150.00	Bldg Maint - Bldg Maint
79433	02/07/24	CARCO GROUP INC	\$ 128.30	Pre-employment
79434	02/07/24	CENTERPOINT ENERGY ENTEX	\$ 363.11	Utilities - Power
79435	02/07/24	CITY OF JEFFERSON WATER .	\$ 422.94	Utilities - City Svcs
79436	02/07/24	CITY OF NEW BOSTON	\$ 47.47	Utilities - City Svcs
79437	02/07/24	CITY OF PITTSBURG	\$ 347.10	Utilities - City Svcs
79438	02/07/24	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KING	\$ 28.95	Bldg Maint - Alarm Svcs
79439	02/07/24	HUGHES SPRINGS ISD	\$ 281.30	Head Start Meals
79440	02/07/24	KAYE NELMS PETTY CASH CUSTODIAN	\$ 82.84	Petty Cash
79441	02/07/24	LUMINOUS SERVICES LLC	\$ 1,382.18	Bldg Maint - Cleaning Svcs
79442	02/07/24	MCI	\$ 69.42	Utilities - Phone / Fax / Internet
79443	02/07/24	MUTUAL OF OMAHA PAYMENT PROCESSING CENTER	\$ 6,042.13	Employee Insurance
79444	02/07/24	MY ALARM CENTER, LLC.	\$ 42.79	Bldg Maint - Alarm Svcs
79445	02/07/24	ODP BUSINESS SOLUTIONS, LLC	\$ 1,012.97	Office Supplies
79446	02/07/24	OLGA LOVE	\$ 88.50	Employee Reimbursement
79447	02/07/24	PHILIP R. NIXON	\$ 210.00	Bldg Maint - Bldg Maint
79448	02/07/24	RELIABLE ALARM SERVICE, LLC	\$ 95.00	Bldg Maint - Alarm Svcs
79449	02/07/24	REPUBLIC SERVICES #070	\$ 111.29	Utilities - Trash
79450	02/07/24	S.W. ARKANSAS TELE. CO-OP	\$ 244.89	Utilities - Phone / Fax / Internet
79451	02/07/24	SCHOOL OUTFITTERS	\$ 179.28	Head Start Training Material
79452	02/07/24	SHIRLEY ALLEN	\$ 130.29	Travel Per Diem
79453	02/07/24	SOUTHWESTERN ELECTRIC POWER	\$ 2,674.18	Utilities - Power
79454	02/07/24	TACAA, INC.	\$ 2,940.00	Training Conference
79455	02/07/24	TEXARKANA ISD CATERING DEPT	\$ 1,287.92	Head Start Meals
79456	02/07/24	TOSHIBA FINANCIAL SERVICES	\$ 1,167.00	Copiers - Lease / Copy Charges
79457	02/07/24	TRICO LUMBER CO.	\$ 156.58	Bldg Maint - Bldg Maint
79458	02/07/24	VANCO SYSTEMS, INC.	\$ 396.97	Copiers - Lease / Copy Charges
79459	02/07/24	WASTE MANAGEMENT CORPORATE SERVICES, INC.	\$ 196.31	Utilities - Trash
79460	02/07/24	WILLIAM MICHAEL BERRY	\$ 293.90	Bldg Maint - Bldg Maint
79461	02/07/24	AMERICAN EXPRESS	\$ 8,470.74	Travel and or supplies
79462	02/14/24	AEP-SWEPKO-EA	\$ 580.00	Client Assistance
79463	02/14/24	AREA WIDE PROPERTIES	\$ 1,400.00	Rent
79464	02/14/24	ATLANTA ISD	\$ 1,022.00	Rent
79465	02/14/24	BLUE MARLIN INVESTMENT PROPERTIES, LLC	\$ 830.00	Client Assistance
79466	02/14/24	BOB GATES	\$ 650.00	Client Assistance
79467	02/14/24	BOWIE CASS	\$ 36.00	Client Assistance
79468	02/14/24	BRANDON ELLIOTT	\$ 500.00	Client Assistance
79469	02/14/24	CENTERPOINT ENERGY ENTEX	\$ 371.43	Utilities - Power

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for February 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
79470	02/14/24	CHAD CLEMENTS	\$ 257.00	Client Assistance
79471	02/14/24	Craig Bohuslav	\$ 122.00	Client Assistance
79472	02/14/24	ERA MOORE-COLLINS PCC	\$ 4.02	Petty Cash
79473	02/14/24	ETEX TELEPHONE CORP, INC.	\$ 545.80	Utilities - Phone / Fax / Internet
79474	02/14/24	ETEX TELEPHONE CORP, INC.	\$ 5,634.60	Utilities - Phone / Fax / Internet
79475	02/14/24	FRESH BABY LLC	\$ 1,418.39	Head Start Training Material
79476	02/14/24	GLENN B. LANIER	\$ 240.00	Rent
79477	02/14/24	GREG'S MIRACLE MART	\$ 83.69	Vehicles - Fuel
79478	02/14/24	Heartland Village - MAIN OFFICE	\$ 659.00	Client Assistance
79479	02/14/24	HENRY'S APPLIANCE AND SERVICE LLC	\$ 308.00	Bldg Maint - Bldg Maint
79480	02/14/24	HIEM Legacy Corp (Magnolia Garden)	\$ 775.00	Client Assistance
79481	02/14/24	HIEM Legacy Corp (Magnolia Garden)	\$ 750.00	Client Assistance
79482	02/14/24	HUGHES SPRINGS ISD	\$ 1,108.00	HS Meals / Rent
79483	02/14/24	James Jackson	\$ 900.00	Client Assistance
79484	02/14/24	JARRED GILMORE & PHILLIPS, PA	\$ 1,100.00	Audit
79485	02/14/24	JIMMIE RAY AYERS	\$ 800.00	Rent
79486	02/14/24	JIMMY MITCHELL	\$ 899.00	Client Assistance
79487	02/14/24	LINDEN FUEL CENTER	\$ 589.23	Vehicles - Fuel
79488	02/14/24	LOLA MCGEE	\$ 1,074.00	Head Start Consultant
79489	02/14/24	MARGARETT JOHNSON	\$ 364.00	Client Assistance
79490	02/14/24	MELODY HOUSE	\$ 308.00	HS Field Trip
79491	02/14/24	NATHAN BELL, LLC	\$ 1,720.00	Client Assistance
79492	02/14/24	PAM MCMICHEAL	\$ 146.00	Client Assistance
79493	02/14/24	PEST-PRO SERVICES INC	\$ 195.00	Bldg Maint - Pest Control
79494	02/14/24	PITTSBURG CORNER EXPRESS	\$ 60.88	Vehicles - Fuel
79495	02/14/24	POGO ENERGY LLC	\$ 1,492.00	Client Assistance
79496	02/14/24	PTL VILLAGE LLC	\$ 620.00	Client Assistance
79497	02/14/24	R. MORGAN, LLC	\$ 1,000.00	Rent
79498	02/14/24	RELIABLE MANAGEMENT	\$ 600.00	Client Assistance
79499	02/14/24	RMA TOLL PROCESSING	\$ 4.15	Vehicles - Toll Fee
79500	02/14/24	SAM'S CLUB	\$ 1.31	Travel and or supplies
79501	02/14/24	SKAGGS TRAVEL STOPS INC.	\$ 63.57	Vehicles - Fuel
79502	02/14/24	SMALL BUSINESS ADMINISTRATION	\$ 641.00	Rent
79503	02/14/24	SOUTHWESTERN ELECTRIC POWER	\$ 355.60	Utilities - Power
79504	02/14/24	STAPLES BUSINESS CREDIT	\$ 1,992.94	Office Supplies
79505	02/14/24	TEACHING STRATEGIES LLC	\$ 6,989.32	Head Start Training Material
79506	02/14/24	TEXARKANA INDEPENDENT SCHOOL DISTRICT	\$ 3,882.00	Rent
79507	02/14/24	TORI DALLAS KINGS LLC	\$ 441.00	Client Assistance
79508	02/14/24	TURNER DAVID K	\$ 1,000.00	Rent
79509	02/14/24	WILLIAMS CHAPEL BAPTIST CHURCH	\$ 1,000.00	Rent
79510	02/14/24	WINDSTREAM	\$ 291.41	Utilities - Phone / Fax / Internet
79511	02/14/24	XEROX CORPORATION	\$ 796.71	Copiers - Lease / Copy Charges
79512	02/21/24	A & R SERVICE CENTER LLC	\$ 45.00	Vehicle - Repair
79513	02/21/24	AT&T	\$ 82.43	Utilities - Phone / Fax / Internet
79514	02/21/24	ATLANTA ISD FOOD SERVICE	\$ 310.50	Head Start Meals
79515	02/21/24	B & S TRUE VALUE HARDWARE	\$ 31.33	Bldg Maint - Bldg Maint
79517	02/21/24	BEN E KEITH CO	\$ 7,382.11	HS Grocery
79518	02/21/24	CENTERPOINT ENERGY ENTEX	\$ 135.14	Utilities - Power
79519	02/21/24	CENTERPOINT ENERGY ENTEX	\$ 107.63	Utilities - Power
79520	02/21/24	FRESH BABY LLC	\$ 1,070.65	Head Start Training Material
79521	02/21/24	HEALTHCARE EXPRESS LLP	\$ 126.00	Pre-employment
79522	02/21/24	KAPLAN EARLY LEARNING COMPANY	\$ 1,155.90	Head Start Training Material

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for February 2024

Check Number	Effective Date	Vendor Name	Check Amount	Description
79523	02/21/24	MICHELLE MOREHEAD	\$ 224.83	Travel Per Diem
79524	02/21/24	MICHELLE MOREHEAD	\$ 20.00	Employee Reimbursement
79525	02/21/24	MOUNTAIN VALLEY OF TEXARKANA	\$ 148.00	Bottle Water
79526	02/21/24	NAPLES HARDWARE & SUPPLIES LLC	\$ 21.98	Bldg Maint - Bldg Maint
79529	02/21/24	ODP BUSINESS SOLUTIONS, LLC	\$ 2,950.67	Office Supplies
79530	02/21/24	OMAR ENRIQUEZ	\$ 281.94	Travel Per Diem
79531	02/21/24	PEST-PRO SERVICES INC	\$ 55.00	Bldg Maint - Pest Control
79532	02/21/24	PHILIP R. NIXON	\$ 279.50	Bldg Maint - Bldg Maint
79533	02/21/24	SHELBY'S SERVICE CENTER & TIRES	\$ 65.09	Vehicles - Repair
79534	02/21/24	SOCIAL SECURITY ADMINISTRATION	\$ 126.00	Client Assistance
79535	02/21/24	SOCIAL SECURITY ADMINISTRATION	\$ 894.00	Client Assistance
79536	02/21/24	SOCIAL SECURITY ADMINISTRATION	\$ 943.00	Client Assistance
79537	02/21/24	SOUTHWESTERN ELECTRIC POWER	\$ 3,618.26	Utilities - Power
79538	02/21/24	STACY ADAMS	\$ 40.58	Employee Reimbursement
79539	02/21/24	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	\$ 1,103.60	Vendor Refund
79540	02/21/24	TRICO LUMBER CO.	\$ 131.04	Bldg Maint - Bldg Maint
79541	02/21/24	VERIZON WIRELESS	\$ 2,401.43	Utilities - Phone / Fax / Internet
79542	02/21/24	WINDSTREAM	\$ 104.38	Utilities - Phone / Fax / Internet
79543	02/29/24	AFLAC	\$ 1,039.70	Employee Insurance
79544	02/29/24	BLUE CROSS BLUE SHIELD	\$ 4,783.07	Employee Insurance
79545	02/29/24	CAMCO ELEVATOR INC	\$ 150.00	Bldg Maint - Bldg Maint
79546	02/29/24	CANDIE HARRIS PETTY CASH CUSTODIAN	\$ 96.40	Petty Cash
79547	02/29/24	CENTERPOINT ENERGY ENTEX	\$ 197.50	Utilities - Power
79548	02/29/24	CHAMPION ENERGY SERVICES	\$ 1,165.40	Client Assistance
79549	02/29/24	COLEMAN MOTORS, INC.	\$ 90.41	Vehicles - Repair
79550	02/29/24	CT BOOK HOLDINGS LLC	\$ 1,235.50	Head Start Training Material
79551	02/29/24	DISCOUNT SCHOOL SUPPLY	\$ 591.22	Head Start Training Material
79552	02/29/24	FELICIA WILLIAMS PETTY CASH CUSTODIAN	\$ 63.13	Petty Cash
79553	02/29/24	HEALTHJOY LLC	\$ 966.00	Employee Insurance
79554	02/29/24	KAPLAN EARLY LEARNING COMPANY	\$ 482.16	Head Start Training Material
79555	02/29/24	KAYE NELMS PETTY CASH CUSTODIAN	\$ 94.73	Petty Cash
79556	02/29/24	NAPLES HARDWARE & SUPPLIES LLC	\$ 32.98	Bldg Maint - Bldg Maint
79557	02/29/24	ODP BUSINESS SOLUTIONS, LLC	\$ 151.28	Office Supplies
79558	02/29/24	POSITIVE PROMOTIONS, INC.	\$ 1,448.20	Head Start Training Material
79559	02/29/24	SOUTHWESTERN ELECTRIC POWER	\$ 879.52	Utilities - Power
79560	02/29/24	STAPLES	\$ 1,637.96	Office Supplies
79561	02/29/24	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	\$ 1,495.22	Vendor Refund
79562	02/29/24	TRICO LUMBER CO.	\$ 113.09	Bldg Maint - Bldg Maint
Report Total			\$ 169,295.72	

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -March 2024

Sam's Club

Purchases for February 2024		1.31
Payment due by 02/28/2024	Pd on 02/14/2024	<u>(1.31)</u>
Balance		-

American Express

Purchases for December 2023 & January 2024		8,470.74
Payment due by ---	Pd on 02/07/2024	<u>(8,470.74)</u>
Balance		-

Line of Credit

Program	CEAP B	CSBG B
Highest February 2024 Balance	4,620.00	15,750.00
Current balance		15,750.00
Exp pay off date		5/31/2024

In House Line of Credit

Program	CSBG B	CSBG A	CEAP B	VSN
Highest February 2024 Balance	5,450.00	9,840.00	20,885.00	46,347.00
Current balance	125.00	21,500.00	-	29,447.00
Exp pay off date	3/31/2024	3/31/2024		5/31/2024

U.S. SMALL BUSINESS ADMINISTRATION LOAN

Maturity Date 06/15/2050
 \$155,249.49 as of 03/19/2024

Payment Information

	New Balance:	\$1.31
	Total Minimum Payment Due:	\$1.31
	Payment Due Date:	02/28/2024

Payments must be received by 5pm ET on 02/28/2024 if mailed, or by 11:59pm ET on 02/28/2024 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

1-2

Previous Balance as of 01/09/2024	\$549.40	Credit Limit	\$1.700
Payments	- 549.40	Available Credit	\$1.698
Interest Charges	+ 1.31		
New Balance as of 02/08/2024	\$1.31		

31 Day Billing Cycle from 01/09/2024 to 02/08/2024

RECEIVED
FEB 14 2024
BY: KUC

PAID
FEB 14 2024
BY: KUC

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Transaction Detail

Date	Reference #	Description	Amount
Payments			-\$549.40
01/10	P928000QZ01G0EVX8	PAYMENT - THANK YOU	-\$496.22
01/29	P928000DF01MVJEA4	PAYMENT - THANK YOU	-\$53.18
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$1.31
02/08	*INTEREST CHARGE*	PURCHASES \$1.31	\$1.31

1-2

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)	\$51.29	\$1.31	2D

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.



Remittance Account Number: ~~605-212292001~~

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: ~~605-212292001~~

Account Name: **CREW DYKES**

Employee ID:

Universal ID:

Statement Date: 01/28/2024

Previous Balance: \$6,230.00

Cost Center:

Spending Limit / Type: \$50,000.00 /TRN,

\$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

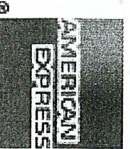
Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
STARLINK INTERNET 06 HAWTHORNE	0073011004011			01/09/2024	01/11/2024	\$120.00
TECHSOUP 000000001 SAN FRANCISCO	8B3c0e47-aa			01/11/2024	01/12/2024	\$20.00
TECHSOUP 000000001 SAN FRANCISCO	e08f4f05-1c			01/14/2024	01/15/2024	\$70.00
CORPORATE REMITTANCE RECEIVED	0005607000000			01/16/2024	01/18/2024	(\$6,230.00)
AMAZON MARKEPLACE NA PA SEATTLE WA98109	000000000000000	5M6CY3CKC	111-6176283-19738	01/23/2024	01/23/2024	\$319.91

Transaction Total for CREW DYKES - ~~605-212292001~~

\$529.91

CC Shelley

FOR ASSISTANCE CONTACT OUR PROGRAM ADMINISTRATOR CUSTOMER SERVICE UNIT -- TOLL FREE -- 1-800-492-4979
SEND REMITTANCES TO AMERICAN EXPRESS AT: American Express CPS Remittance Processing-Suite A 20500 Belshaw Ave, Carson, CA 90746



Remittance Account Number: ~~8885222222~~
AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: ~~8885222222~~
 Account Name: **MICHELLE MOREHEAD**
 Employee ID:
 Universal ID:

Statement Date: 01/28/2024

Previous Balance: \$2,947.90
 Cost Center:
 Spending Limit / Type: \$50,000.00 /TRN,
 \$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
WAL-MART SUPERCENTER ATLANTA	0033640008010			12/30/2023	12/30/2023	\$316.82
WAL-MART SUPERCENTER ATLANTA	0033640088806			12/30/2023	12/30/2023	\$74.88
WWW.VISTAPRINT.COM LEXINGTON MA	VP_GPZ6X85Z			01/02/2024	01/02/2024	\$431.80
CAMBRIA HOTEL AUSTIN AUSTIN	0004851693000			01/10/2024	01/11/2024	\$734.51
WALMART.COM 80096665 BENTONVILLE	WYTTV4DIB1SNS			01/11/2024	01/11/2024	\$198.00
OMNI BARTON CREEK RE AUSTIN	0000005983000			01/11/2024	01/12/2024	\$327.74
OMNI BARTON CREEK RE AUSTIN	0000005985000			01/11/2024	01/12/2024	\$327.74
WWW.VISTAPRINT.COM LEXINGTON MA	VP_VLMRPZLN9			01/12/2024	01/13/2024	\$564.72
HOMEDPOT.COM 800-430-3376	0001120811943			01/12/2024	01/13/2024	\$719.00
CORPORATE REMITTANCE RECEIVED	0005607000000			01/16/2024	01/18/2024	(\$2,947.90)
FULLFILLMENT CENTER NORTH WILKESBORO NC2	0000000000000			01/19/2024	01/19/2024	\$568.00
FULLFILLMENT CENTER NORTH WILKESBORO NC2	0000000000000			01/19/2024	01/19/2024	\$1,115.00
MOTEL 6 8877 ATLANTA	8877AC1114			01/19/2024	01/21/2024	\$442.89
HILTON FT. WORTH FORT WORTH	0017695800000			01/22/2024	01/26/2024	\$744.60
CRUMPS FOOD CENTER LINDEN TX	0000001667600			01/23/2024	01/24/2024	\$5.58
PROPAY-Mansfield ISD 8172996300	0073011004025			01/25/2024	01/26/2024	\$624.25
ROSEN HOTELS SHINGL C ORLANDO	R69867SE5397			01/26/2024	01/27/2024	\$120.12
ROSEN HOTELS SHINGL C ORLANDO	R69867SE5397			01/26/2024	01/27/2024	\$70.00
HILTON ADVPURCH80023 MEMPHIS	0015169158470			01/26/2024	01/27/2024	\$555.18

Transaction Total for MICHELLE MOREHEAD - ~~8885222222~~ **\$7,940.83**

oe smoller
 FOR ASSISTANCE CONTACT OUR PROGRAM ADMINISTRATOR CUSTOMER SERVICE UNIT -- TOLL FREE -- 1-800-492-4979
 SEND REMITTANCES TO AMERICAN EXPRESS AT: American Express CPS Remittance Processing-Suite A 20500 Belshaw Ave, Carson, CA 90746

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2024

Assets

CASH IN BANK CHECKING	256.97
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	1,717.21
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	639.10
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	28,756.86
NEW DISBURSEMENT CHECKING	(28,275.06)
TEXANA CSBG A CHECKING	10,517.92
TEXANA CSBG B CHECKING	6,355.17
TEXANA CSBG DISCRETIONARY CHECKING	8,524.02
TEXANA HEAD START CHECKING	518.20
TEXANA CEAP A CHECKING	10,332.50

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2024

TEXANA CEAP B CHECKING	7,328.73
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	21,623.00
TEXANA TLC CHECKING	42,378.13
TEXANA LOCAL ADMINISTRATIVE CHECKING	17,054.23
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	161.69
TEXANA TBRA CHECKING	21,288.08
TEXANA POSTAL ACCOUNT CHECKING	110.30
TEXANA VET SERVICES NOW	5.52
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	153,666.05
TEXANA NEW PAYROLL CASH ACCOUNT	16,083.82
TEXANA EARLY HEAD START CHECKING	784.46
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	374,114.11
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	21,668.31
TEXANA ORGANIZATION PAYEE FUNDS	0.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	34,972.04
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.52
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISSD	98.93
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	633,132.74
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
INDIRECT COST RECEIVABLE	63,873.93
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	0.00
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	9,204.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00
Total Current Assets	<u>1,486,380.19</u>

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 2/28/2024

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 2,928,233.44

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	37,240.29
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	27.37
EMPLOYEE PORTION HLTH INS PAYABLE	(4,885.64)
Employee Insurance Repayment	0.00
Short Term Disability Payable	(1,264.42)
Long Term Disability Payable	17.76
DENTAL INSURANCE PAYABLE	92.02
VISION INSURANCE PAYABLE	350.24
HSA CONTRIBUTIONS PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	96.40
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	188,700.00
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

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 2/28/2024

DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	<u>297,913.93</u>
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	<u>69,642.18</u>
Excess Revenues over Expenditures	<u>2,560,677.33</u>
Total Liabilities and Net Assets	<u>2,928,233.44</u>