

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Wednesday, August 23, 2017 9:15 am
Linden Administrative Offices
304 East Houston
Linden, Texas

Invocation

- 1. Call Meeting to Order**
- 2. Recognize New Policy Council Members**
- 3. Establishment of Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - A. Discuss and/or Approve Minutes from June 28, 2017
- 6. Presentations/Professional Development**
 - A. Training Bernadette Harris
- 7. Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report August 2017
 - b. Credit Usage Report
 - c. CACFP Financial Report August 2017
 - B. Head Start Director Bernadette Harris
 - a. Head Start Report
 - C. Executive Director Dan Boyd
- 8. Committee Reports**
 - A. Appoint Committee Member(s)
- 9. Action Items**
 - A. Discuss and/or Approve Personnel Policy #391 Holidays
- 10. Discussion Items**
 - A. Discuss 2017-2018 Nutrition Menu Changes
- 11. Audience Comments**
- 12. Executive Session**
 - A. Personnel**
 - 1. New hires and terminations**

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.
- 13. Required Action from Executive Session**
- 14. Adjourn**

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday June 28, 2017 9:15am
Linden Administrative Offices
304 East Houston
Linden, Texas**

PC Attendance	Campus	Title	Sep-16	Oct-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	
Chairperson - April Bennett			x	x	x	x		x	NO MEETING - COMBINED APRIL AND MAY			
Vice Chairperson - Mary Cook			x	x	x	x	x	x		X		
Secretary - Ashley Davenport			x	x	x		x					
Charles Snowden	Board Liaison	Representative	x	x								
Brenda Swisher	Board Liaison/CC	Representative					x	x		X	X	
Susie Cash(Non-Voting as of 12/9/15)	Policy Council Board Liaison	Representative										
April Bennett	Morris County	Representative	x	x	x	x		x				
Amber Kimbriel (12/7/16)	Atlanta Head Start	Representative			x		x	x			x	
Randie Hall	Atlanta Head Start	Representative										
Megan Bonner	Atlanta Head Start	Alternate										
Mary Cook	Bloomburg	Representative	x	x	x		x	x		X		
Sherrie Sullivan	Bloomburg	Alternate										
Charkita Smith	D/LS	Representative	x									
Jennifer Baxter(10/26/16)	D/LS	Representative		x		x						
Shantrel Hall	D/LS	Alternate										
Sarah Sims	Hughes Springs	Representative	x	x	x		x				x	
Missy Harp	Hughes Springs	Alternate										
Jessica Shellman	Linden	Representative	x	x	x							
Ashley Davenport	Linden	Representative										
Tiffany Williams	Linden	Alternate										
Jessica Hill	Naples	Representative	x	x		x	x	x				
Monica Buford	Naples	Alternate										
Alicia Ward	New Boston	Representative	x	x								
Monica Garcia(2/22/17)	New Boston	Representative	x			x	x	x				
Summer Forte	New Boston	Alternate	x	x			x					
Meagan Howard	Pittsburg	Representative		x								
Liliana Hernandez	Pittsburg	Alternate					x		X			
Schetovia Curry(10-12-16)	Texarkana	Representative										
OPEN	Texarkana	Alternate										

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Shelley Mitchell and Charlotte Hall

- 1. Call to Order:** The meeting was called to order by Brenda Swisher, Policy Council Board Liaison at 9:46 am June 28, 2017 in the Linden Administrative Conference Room.
- 2. Recognize New Policy Council Members:** None
- 3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Brenda Swisher, Sarah Sims and Amber Kimbriel

4. Approval of Agenda:

Members reviewed the agenda. Sarah Sims moved to accept the agenda as presented. The motion was seconded by Amber Kimbriel. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from May 24, 2017:

Amber Kimbriel moved to approve the minutes of the May 24, 2017 meeting as presented. The motion was seconded by Sarah Sims. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Training

None

7. Reports:

A. Financial Report – Shelley Mitchell

Shelley Mitchell gave the Financial Report as presented.

B. Head Start Director Report – Bernadette Harris

Bernadette Harris gave the Head Start Director report as presented.

C. Executive Directors Report

None

8. Committee Report:

A. Appoint Committee Members

None

2016-2017 List of Committees

Self-Assessment

Jessica Shellman– Policy Council
Jessica Hill– Policy Council
Donna Early – Governing Board
Oteria McDaniel – Governing Board

Community Assessment

Mary Cook– Policy Council
Oteria McDaniel – Governing Board
April Bennett– Governing Board

Finance Committee

Jennifer Baxter - Policy Council
Donna Early – Governing Board
Kim Cook– Governing Board
Brant Allen – Governing Board

School Readiness Committee

Ashley Davenport - Policy Council
Sarah Sims – Policy Council
Judge Munkres– Governing Board
Oteria McDaniel – Governing Board
Donna Early – Governing Board
Kellie Burns - Governing Board
Brenda Swisher – Governing Board

ERSEA Committee

Mary Cook - Policy Council
Kim Cook – Governing Board
Oteria McDaniel – Governing Board
April Bennett – Governing Board

Strategic Planning Committee

Meagan Howard– Policy Council
Ross Hyde– Governing Board
Oteria McDaniel – Governing Board

Health Advisory Committee

Jennifer Baxter– Policy Council
Sarah Sims- Policy Council
Ross Hyde – Governing Board
Donna Early – Governing Board
Oteria McDaniel – Governing Board

9. Action Items:

A. Discuss and/ or Approve Head Start Cost Of Living Allowance (COLA) Grant #06CH7174/03 – Total Amount \$46,051(\$36,841 funds and \$9,210 Non-Federal Share)

Sarah Sims moved to approve the Head Start Cost Of Living Allowance (COLA) Grant #06CH7174/03 – Total Amount \$46,051(\$36,841 funds and \$9,210 Non-Federal Share) as presented. The motion was seconded by Amber Kimbriel. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Head Start Non-Competing Continuation Grant #06CH7174/04 – Total Amount \$4,707,230 (\$3,765,784 funds and \$941,446 Non-Federal Share)

Bernadette Harris discussed the grant. She stated that the Transportation Wavier is included in the Grant. Sarah Sims moved to approve the Head Start Non-Competing Continuation Grant #06CH7174/04 – Total Amount \$4,707,230 (\$3,765,784 funds and \$941,446 Non-Federal Share) as presented. The motion was seconded by Amber Kimbriel. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

C. Discuss and/or Approve Policy #512 Business Travel Expenses

Sarah Sims moved to approve Policy #512 Business Travel Expenses. The motion was seconded by Amber Kimbriel. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve Financial Audit

Amber Kimbriel moved to approve the Financial Audit as presented. The motion was seconded by Sarah Sims. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve 2017-2018 Campus Operating Manual

Sarah Sims moved to approve the 2017-2018 Campus Operating Manual as presented. The motion was seconded by Amber Kimbriel. The motion was put

into the vote with the majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/ or Approve Head Start Policies and Procedures aligned with the 2016 HSPPS

Sarah Sims moved to approve the Head Start Policies and Procedures aligned with the 2016 HSPPS as presented. The motion was seconded by Amber Kimbriel. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

G. Discuss and/or Approve Updated School Readiness Goals 2017-2018

Sarah Sims moved to approve Updated School Readiness Goals 2017-2018 as presented. The motion was seconded by Amber Kimbriel. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

H. Discuss and/or Approve not having a July Meeting

Sarah Sims moved to approve not having a July Meeting as presented. The motion was seconded by Amber Kimbriel. The motion was put into the vote with the majority of members in favor of by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss 2016-2017 Final PIR

Bernadette Harris reviewed the 2016-2017 Final PIR as presented.

11. Audience Comments:

None

12. Executive Session:

Amber Kimbriel moved for Policy Council to go into Executive Session at 10:08 am. Sarah Sims seconded the motion.

Discuss new hires, terminations, transfers and employee matters of a confidential nature.

Sarah Sims moved to come back into regular session at 10:10 am. Amber Kimbriel seconded the motion.

13. Required Action from Executive Session:

A motion was made by Sarah Sims to accept new hires, transfers, and terminations as presented. The motion was seconded by Amber Kimbriel. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Sarah Sims at 10:11 am. The motion was seconded by Amber Kimbriel.

Minutes Submitted by: Bridgette Grandmaison

Minutes approved by:

HEAD START NUTRITION PROGRAM

Financial Report

For the month of July 2017

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,353.04	\$ 62,720.56
Administrative Labor	584.95	\$ 7,924.22
Food	1.98	\$ 65,510.15
Supplies & Equipment	-	\$ 4,471.72
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 150.00
Total	<u>\$ 6,939.97</u>	<u>\$140,776.65</u>

TDHS REVENUE - 111,441.75 (Income Starts October 2016)

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -August 2017

Capital One Credit Card

Purchases for June 2017 and July 2017		3,260.87
Payment due by 07/30/2017	Pd on 07/19/2017	<u>(3,260.87)</u>
Balance		-

Lowes Credit Card

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

Sam's Club Credit Card

Purchases for		-
Payment due by	Pd on	-
Balance		-

Line of Credit

Program	CBA UH	CBA CIGNA	CURRENT CEAP	CSBG	
Highest July 2017 balance	1,350.00	1,410.00	13,500.00	-	-
Current balance	2,050.00	1,510.00	13,500.00	-	-
Exp pay off date	8/31/17	8/31/17	8/31/2017		

In House Line of Credit

Program	CSBG	ETCOG	CSBG D	CBA CIGNA	CBA UNITED	CEAP
Highest July 2017 balance	83,540.00	107,021.06	2,451.96	7,631.00	12,150.00	400.00
Current balance	83,540.00	107,021.06	-	-	4,250.00	400.00
Exp pay off date	-	-			9/30/2017	8/31/2017

Capital One Bank Loans



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

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

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

ACCOUNT NUMBER XXXX XXXX XXXX *0242*
PAYMENT DUE DATE 07-30-17
MINIMUM PAYMENT \$3,260.87
NEW BALANCE \$3,260.87

AMOUNT ENCLOSED \$



Please tear payment coupon at perforation.

RECEIVED
JUL 13 2017
BY: CLK

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

CLOSING DATE	07-05-17	PREVIOUS BALANCE	4,868.05
PAYMENT DUE DATE	07-30-17	PURCHASES AND OTHER CHARGES	3,407.45
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	146.58
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	4,868.05
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
		FINANCE CHARGES	.00
		OVERLIMIT FEES	.00
		NEW BALANCE	3,260.87
		MINIMUM PAYMENT DUE	3,260.87
		DISPUTED AMOUNT	.00



ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	3,260.87	MINIMUM PAYMENT DUE	3,260.87
AVAILABLE CREDIT	6,739.13	PAYMENT DUE DATE	07-30-17

FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$0.00	0.9367%	11.24%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
ANNUAL PERCENTAGE RATE*				11.24%
Periodic rates may vary				
Number of days in billing cycle:				30

* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.

CORPORATE ACCOUNT ACTIVITY				
COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxx [REDACTED]			TOTAL CORPORATE ACTIVITY \$4,868.05 CR	
Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-26	06-26	75828027177894000270016	PAYMENT RECEIVED -- THANK YOU	4,868.05 PY

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD xxxx-xxxx-xxxx-7058		CREDITS \$146.58	PURCHASES \$3,407.45	CASH ADV \$0.00	TOTAL ACTIVITY \$3,260.87
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
06-08	06-07	55432867158000990843942	GAYLORD TEXAN FRONT DE 866-435-7627 TX 038257 ARRIVAL: 06-07-17	508.50	
06-08	06-07	55432867158000990843959	GAYLORD TEXAN FRONT DE 866-435-7627 TX 038258 ARRIVAL: 06-07-17	508.50	
06-08	06-07	55432867158000990843967	GAYLORD TEXAN FRONT DE 866-435-7627 TX 038259 ARRIVAL: 06-07-17	508.50	
06-12	06-11	55432867162100494782424	SPRINGHILL SUITES FT W FT WORTH TX 162008 ARRIVAL: 06-11-17	165.60	
06-13	06-12	55432867163100030356757	SPRINGHILL SUITES FT W FT WORTH TX 163004 ARRIVAL: 06-12-17	165.60	
06-16	06-15	55436877166171685088892	SHERATON DALLAS 214-9228000 TX 5970615124 ARRIVAL: 06-15-17	780.32	
06-19	06-15	45180137167051600038383	ROSEN HOTELS PLAZA ORLANDO FL	146.58 CR	
06-19	06-15	55460297167200488300199	LA QUINTA INN AUSTIN TX 244527 ARRIVAL: 06-13-17	319.70	
06-19	06-15	75470697167105704242595	HABITAT SUITES HOTEL AUSTIN TX 1000169625 ARRIVAL: 06-12-17	376.05	
07-03	06-30	55436877181171819096248	SHERATON DALLAS 214-9228000 TX 6370630125 ARRIVAL: 06-30-17	74.68	

Head Start

Financial Report for the month of August 2017

(July 2017 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 11-30-2017</i>							
Personnel	\$2,360,038.00	\$185,217.37	\$1,535,613.91	\$824,424.09	\$196,669.83	\$1,573,358.67	\$37,744.76
Fringe Benefits	\$681,300.00	\$50,288.97	\$412,658.99	\$268,641.01	\$56,775.00	\$454,200.00	\$41,541.01
Travel (4120)	\$22,150.00	\$3,915.03	\$19,062.05	\$3,087.95	\$1,845.83	\$14,766.67	(\$4,295.38)
Equipment	\$27,500.00	\$0.00	\$25,974.87	\$1,525.13	\$2,291.67	\$18,333.33	(\$7,641.54)
Supplies	\$125,500.00	\$24,577.02	\$78,206.90	\$47,293.10	\$10,458.33	\$83,666.67	\$5,459.77
Contractual	\$17,838.00	\$0.00	\$10,346.04	\$7,491.96	\$1,486.50	\$11,892.00	\$1,545.96
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$1,695.00	\$14,830.66	\$7,893.34	\$1,893.67	\$15,149.33	\$318.67
Other (4122)	\$508,734.00	\$46,955.17	\$372,606.44	\$136,127.56	\$42,394.50	\$339,156.00	(\$33,450.44)
Total	\$3,765,784.00	\$312,648.56	\$2,469,299.86	\$1,296,484.14	\$313,815.33	\$2,510,522.67	\$41,222.81
T&TA	\$44,874.00	\$5,610.03	\$33,892.71	\$10,981.29	\$3,739.50	\$29,916.00	(\$3,976.71)
Total							
USDA Reimbursements through July 2017							\$82,567.17
Estimated USDA Reimbursement for July 2017							\$0.00
							<u>Resulting (over)/under with USDA</u>
							<u>\$123,789.98</u>

* Total Over/Under without USDA

Accruals:
Actual year end payroll accrual = 140,000.00

<i>Further Analysis</i>	
Number of children	516
Number of classrooms	24

	<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	\$156,907.67	\$13,027.02	\$102,887.49	\$13,075.64	\$104,605.11	\$1,717.62
Per Child	\$7,298.03	\$605.91	\$4,785.46	\$608.17	\$4,865.35	\$79.89

IN-KIND (Non-Federal Share)			
	<u>Needed</u>	<u>This month</u>	<u>Total</u>
	\$941,446.00	\$54,579.15	\$909,928.17
			<u>Still need</u>
			\$31,517.83

CSNT Head Start Monthly Report

Program Year 03 2017 06CH7174/03

2017

CSNT HS Report
Revised 2/21/17

Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516	516	NA	NA				
# additional students (partnerships)	14	16	16	15	12	8	NA	NA				
% with Special Needs	7%	7%	8%	9%	9%	10%	NA	NA				
ADA Funded Enrolled* (516)	94%	95%	95%	95%	95%	93%	NA	NA				
Enrollment (w/additional students)	91%	92%	92%	92%	93%	92%	NA	NA				
Present/ Absent	485/31	488/28	488/28	487/29	488/28	482/34	NA	NA				
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

\$932,236 \$22,308 \$909,928 2% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$909,928	\$ 125,895	\$ 139,165	\$ 135,665	\$ 133,007	\$ 137,013	\$ 129,121	\$ 55,484	\$ 54,579	\$ -	\$ -	\$ -	\$ -

Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
12%	\$ 48,210	\$ 96,814	\$ 133,471	\$ 189,394	\$ 235,524	\$ 286,212	\$ 354,886	\$ 404,451	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

\$82,568	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	20	19	18	19	19	NA	NA				
# of meals served	4,766	7,193	7,345	6,906	7,098	7,246	NA	NA				
CACFP Reimbursement	\$ 9,670	\$ 14,611	\$ 14,862	\$ 14,110	\$ 14,535	\$ 14,780	NA	NA				

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	155	139	154	287	475	419	NA	NA				
# Classrooms Observed	14	19	78	70	91	93	NA	NA				
Incomes Verified	67	62	2	22	5	10	NA	NA				
# Parents Interviewed	15	5	5	5	5	5	NA	NA				
# of Staff interviewed	5	5	5	8	5	4	NA	NA				
# Bus Routes Observed	7	7	1	1	1	1	NA	NA				
# Staff Files Reviewed	1	1	21	16	16	22	NA	NA				
# Community Contacts	13	100	106	106	41	30	NA	NA				
# of Findings Corrected	8	48	37	47	74	29	NA	NA				

Annual Self Assessment Findings

Date: Week of 2/13/2017 Completed

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	1	1	11	11	11	11	11	11	0	0	0	0
# findings corrected	0	0	0	2	2	2	2	2	0	0	0	0
# findings remaining	1	1	11	9	9	9	9	9	0	0	0	0

Program Updates

Preparing HSPPS for Electronic Conversion
Conducting Pre-Service August 2017
Back to School Preparations

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

391 Holidays

Effective Date: 5/25/2005

Revision Date: 8/23/2017

Beginning 07/01/05, Community Services of Northeast Texas, Inc. will grant holiday time off in accordance with the schedule and limitations contained herein to all eligible regular employees immediately upon assignment to an eligible employment classification. Holiday and Administrative Leave pay will be calculated based on the employee's regularly scheduled hours worked per day at the straight-time pay rate as of the date of the holiday or administrative leave. Due to funding source regulations and program needs, Agency designated Holidays may vary throughout our programs. Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible for this benefit:

Regular/Provisional Full-time = 8 hours per day

Regular/Provisional Part-time = 6 hours per day

Regular/Provisional Part-time = 4 hours per day

- New Years' Day – January 1
- Martin Luther King Day – Third Monday in January
- Spring Holiday – Friday before Easter (will be considered administrative leave)
- Spring Holiday – Monday after Easter (will be considered administrative leave)
- Memorial Day – Last Monday in May
- Juneteenth – June 19
- Independence Day - July 4th
- Agency Summer Holiday - First Monday in August
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veteran's Day – November 11
- Thanksgiving – (Thursday and Friday)
- Christmas Week (up to 5 business days) (Christmas Day Holiday and up to 4 days administrative leave)

Head Start Staff

Specialists – Coordinators - Program Monitor – Managers - Campus Directors – Family Service Workers – Teachers - Teaching Assistants - Campus Maintenance Staff – Cooks - Bus Drivers will follow the same Holiday Schedule with the following modifications:

Thanksgiving will coincide with the center ISD schedule.

Thanksgiving Day Holiday and up to 4 days administrative leave.

Christmas will coincide with the center ISD schedule.

Christmas Day Holiday with remaining days considered administrative leave.

Spring Break will follow your center ISD schedule and will be considered administrative leave.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

Winter Break applies only to those centers with ISD's offering that as a holiday.
(Winter break administrative leave may be granted to Campus Staff Only.)

Friday before Easter Sunday will follow your center school district schedule.
Monday after Easter Sunday will follow your center school district schedule.

Columbus Day will follow your center school district schedule.
New Years' Day will follow your center school district schedule.

To be eligible for holiday pay, an employee must be in pay status the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. Pay status is defined as "being at work" or on one of the approved paid leave types.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Staff is prohibited from working on a holiday, without written authorization from the Executive Director.

2017-2018 Nutrition Menu Changes

Detailed Justification: Changes were made to the 2017 – 2018 Nutrition Menus. The Apple crisp was removed and replaced with fruit. The recommendation came from the Licensed Dietician due to the new guidelines effective 10-1-2017. The vendor was unable to purchase mini wheat bagels therefore the students will be served half of a regular sized bagel.

2017-2018 Nutrition Menu Changes:

An updated copy of the menus are attached.

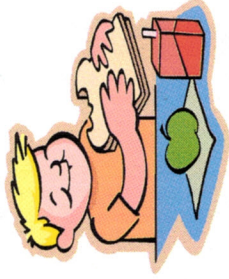


Community Services Head Start 2017/ 2018 Menu

Cycle 1

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



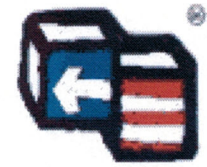
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 C TOOTIE FRUIT CHIP DIP 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C APPLE WEDGES* WHEAT BAGELS** 3/4 C MILK	1/2 C BANANA* 1 OZ CEREAL 3/4 C MILK	1/2 C BERRIES* 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C FRESH FRUIT 1 OZ FRENCH TOAST STICK** 3/4 C MILK
LUNCH	1.5 OZ BBQ CHICKEN 1/4 C SWEET POTATO* 1/4 C BAKED BEANS 1 WHEAT ROLL 3/4 C MILK	VERACRUZ BEAN TORTILLAS 1/4 C GREEN SALAD w/diced tomatoes* 1/4 C APRICOT 3/4 C MILK	2 OZ BAKED FISH 1/4 C GINGER CARROTS+ 1/4 C PINEAPPLE TIDBITS* 1/4 C BROWN RICE 3/4 C MILK	2 OZ MEATBALL SUB 1/4 C BROCCOLI & CAULIFLOWER SALAD* 1/4 C PEACHES 3/4 C MILK	3/4 C CHICKEN ALFREDO w/ TWIST 1/4 C SPINACH SALAD w/diced tomatoes* 1/4 C MANGO* 3/4 C MILK
PM SNACK	1/2 C CARROTS+ 2 OZ YOGURT 1/2 C WATER	SCOOP IT UP CHEESE SPREAD 4 CT WHEAT CRACKERS 1/2 C WATER	1/2 C APPLESAUCE 1 OZ SCOOPY DOO GRAHAM CRACKERS 1/2 C WATER	3/4 C SUPERDRINK 2 CT WHEAT CRACKERS 1/2 C WATER	1 OZ CHEESE CUBES 1/2 C CUCUMBER SLICES 1/2 C WATER

** CN Product

Note: The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

SEASONAL FRESH FRUIT = Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

Milk is 1% (Lactose free milk is served for children with milk allergies)

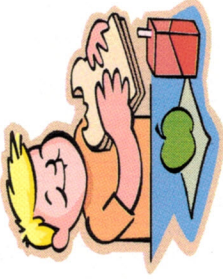


Community Services Head Start 2017/ 2018 Menu

Cycle 2

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



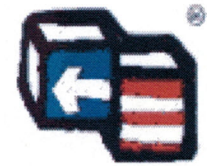
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	PANCAKE ON A STICK** 1/2 C MANDARIN ORANGE+* 3/4 C MILK	1/2 C PEACHES 1 EGG** 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C PEACHES 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C FRUIT WHEAT BAGEL 3/4 C MILK	1/2 C BAKED APPLES* 1/2 CHEESEY TOAST 3/4 C MILK
LUNCH	2 OZ SALISBURY STEAK** 1/4 C POPPIN POTATOES 1/4 C APPLE WEDGES* 1/2 SLICE OF WHEAT BREAD 3/4 C MILK	3/4 C JAMMIN' JAMBALAYA* 1/4 C STEAMED BROCCOLI +* 3/4 C MILK	3/4 C SPAGHETTI w/ MEATBALLS 1/4 C GREEN SALAD w/ diced tomatoes* 1/4 C MANGO+* 3/4 C MILK	2 OZ TUNA SALAD SANDWICH 1/4 C CARROTS* 1/4 C DICED PEARS 3/4 C MILK	3/4 C CHICKEN STEW* 1/2 GRILLED CHEESE SANDWICH 1/4 C APPLE SAUCE 3/4 C MILK
PM SNACK	1/2 C BANANA* 1/2 OZ DRY CEREAL 1/2 C WATER	1/2 C WINTER MIX* WHEAT BAGEL 1/2 C WATER	1/2 C RED & GREEN BELL PEPPER SLICES* w/ ranch dressing 1 OZ CORN CHIPS 1/2 C WATER	6 OZ BERRY BANANA SPLIT* 1/2 C WATER	1/2 C BROCCOLI & CAULIFLOWER SALAD +* 4 WHEAT CRACKERS 1/2 C WATER

** CN Product

Note: The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

SEASONAL FRESH FRUIT = Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

Milk is 1% (Lactose free milk is served for children with milk allergies)

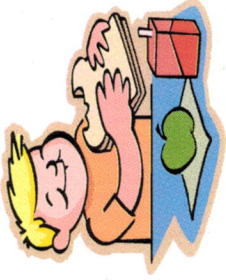


Community Services Head Start 2017/ 2018 Menu

Cycle 3

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



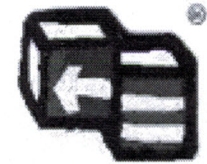
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 C MANDARIN ORANGE+* 1 OZ FRENCH TOAST STICK** 3/4 C MILK	1/2 C DICED PEARS 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C BAKED APPLES* 1/2 C GOLDEN PORRIDGE 3/4 C MILK	1/2 C BANANA* 1 OZ CEREAL 3/4 C MILK	1/2 C MIX BERRIES* 1/2 SLICE OF WHEAT TOAST 3/4 C MILK
LUNCH	1.5 OZ BURGER ON A BUN 1/4 C LETTUCE & TOMATO* 1/4 C PEACHES 3/4 C MILK	1.5 OZ TURKEY AND CHEESE ROLL UP 1/4 C BUNNY STICKS+* 1/4 C FRESH FRUIT 3/4 C MILK	3/4 C CHILI CORN CHIP BAKE 1/4 C GREEN SALAD w/ diced tomatoes+ 1/4 C PINEAPPLE TIDBITS* 3/4 C MILK	1.5 OZ BAKED CHICKEN 1/4 C SPINACH+* 1/4 C MANGO+* 1/4 C BROWN RICE 3/4 C MILK	2 OZ BEEF & CHEESE NACHOS 1/4 C GREEN SALAD w/diced tomatoes * 1/4C CINNAMON APPLESAUCE 3/4 C MILK
PM SNACK	1/2 C TOOTIE FRUIT CHIP DIP 1 OZ SCOOPY DOO GRAHAM CRACKER 1/2 C WATER	1/2 OZ BEAN DIP 1 OZ CORN CHIP 1/2 C WATER	3/4 C SUPER DRINK 2 CT WHEAT CRACKERS 1/2 C WATER	1/4 C SANDY SNACK 1/2 C FRESH VEGETABLES* 1/2 C WATER	1/2 C APPLE WEDGES* 4 WHEAT CRACKERS 1/2 C WATER

Note: The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

SEASONAL FRESH FRUIT = Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

Milk is 1% (Lactose free milk is served for children with milk allergies)

** CN Product

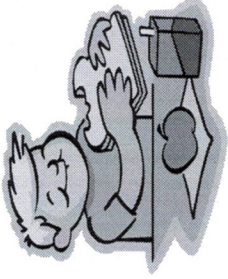


Community Services Head Start 2017/ 2018 Menu

Cycle 4

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



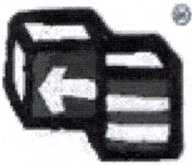
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 C APPLE WEDGES* WHEAT BAGEL** 3/4 C MILK	1/2 C BERRIES* 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C BAKED APPLES* 1 EGG** 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C APRICOTS+ PANCAKE ON A STICK** 3/4 C MILK	1/2 FRESH FRUIT 1/2 SLICE OF WHEAT TOAST 3/4 C MILK
LUNCH	3/4 C CHICKEN ALFREDO w/ TWIST 1/4 C SPINACH SALAD +* 1/4 C PEACHES 3/4 C MILK	3/4 C SPAGHETTI w/ meat 1/4 C CORN 1/4 C MANGO** 3/4 C MILK	2 OZ FISH ON A BUN** 1/4 C GINGER CARROTS* 1/4 C BAKED BEANS 3/4 C MILK	1.5 OZ BBQ BAKED CHICKEN 1/4 C SWEET POTATOES+* 1/4 C DICED PEARS 1/4 C BROWN RICE 3/4 C MILK	PIZZA** 1/4 C SPINACH SALAD + 1/4 C MANDARIN ORANGE+* 3/4 C MILK
PM SNACK	1/2 C FRESH FRUIT 2 OZ YOGURT 1/2 C WATER	1/2 C WINTER MIX* 1 OZ SCOOPY DOO GRAHAM CRACKERS 1/2 C WATER	CHEESEY TOAST 1/2 C WATER	3/4 C ISLAND FUN PASTA SALAD* 1/2 C WATER	1/2 C FRESH VEGETABLES 1 OZ CHEESE CUBES 1/2 C WATER

** CN Product

Note: The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

SEASONAL FRESH FRUIT = Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

Milk is 1% (Lactose free milk is served for children with milk allergies)

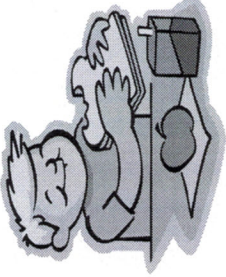


Community Services Head Start 2017/ 2018 Menu

Cycle 5

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 C APPLE WEDGES* WHEAT BAGEL** 3/4 C MILK	1/2 C PEACHES 1/2 C GOLDEN PORRIDGE 3/4 C MILK	1/2 C BANANA* 1 OZ CEREAL 3/4 C MILK	1/2 C APRICOTS+ 1 OZ FRENCH TOAST STICK** 3/4 C MILK	1/2 C PINEAPPLE TIDBITS 1/2 GRILLED CHEESE SANDWICH 3/4 C MILK
LUNCH	1 VERACRUZ BEAN TORTILLAS 1/4 C GREEN SALAD w/ diced tomatoes* 1/4 C MIX BERRIES* 3/4 C MILK	3/4 C JAMMIN' JAMBALAYA* 1/4 C STEAMED BROCCOLI+* 3/4 C MILK	2 OZ MEATBALL SUB SANDWICH 1/4 C PEAS & CARROTS* 1/4 C MANGOS+* 3/4 C MILK	2 OZ BAKED FISH** 1/4 C GREEN BEANS 3/4 C ISLAND FUN PASTA SALAD* 3/4 C MILK	2 OZ SALISBURY STEAK** 1/4 C POPPIN POTATOES 1/4 C FRESH FRUIT 1 WHEAT ROLL 3/4 C MILK
PM SNACK	1 FRESH MANDARIN ORANGE+* 2 OZ YOGURT 1/2 C WATER	1/2 C CINNAMON APPLESAUCE 1 OZ SCOOPY DOO GRAHAM CRACKER 1/2 C WATER	SCOOP IT UP CHEESE SPREAD 4 CT WHEAT CRACKERS 1/2 C WATER	1/2 OZ BEAN DIP 1 OZ CORN CHIP 1/2 C WATER	1/2 C BROCCOLI & CAULIFLOWER SALAD+* 4 CT WHEAT CRACKER 1/2 C WATER

** CN Product

Note: The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

SEASONAL FRESH FRUIT = Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

Milk is 1% (Lactose free milk is served for children with milk allergies)

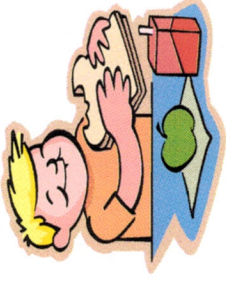


Community Services Head Start 2017/ 2018 Menu

Cycle 6

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 C DICED PEARS 1 EGG** 1/2 SLICE OF WHEAT TOAST 3/4 C MILK	1/2 C BANANA* 1 OZ CEREAL 3/4 C MILK	1/2 C PEACHES PANCAKE ON A STICK 3/4 C MILK	1/2 C ORANGE WEDGES* WHEAT BAGEL 3/4 C MILK	1/2 C BAKED APPLES* 1/2 SLICE OF WHEAT TOAST 3/4 C MILK
LUNCH	1.5 OZ BAKED CHICKEN 1/4 C SWEET POTATOES +* 1/4 C APPLE WEDGES* 1 WHEAT ROLL 3/4 C MILK	3/4 C CHICKEN STEW* 1/2 GRILLED CHEESE SANDWICH 1/4 C APRICOTS+ 3/4 C MILK	3/4 C CHILI CORN CHIP BAKE 1/4 C SPINACH SALAD w/diced tomatoes** 1/4C MANDARIN ORANGES+* 3/4 C MILK	1.5 OZ TURKEY & CHEESE ROLL UP 1/4 C BUNNY STICKS +* 1/4 C DICED PEARS 3/4 C MILK	2 OZ BEEF & CHEESE NACHOS 1/4 C CORN 1/4 C MIX BERRIES* 3/4 C MILK
PM SNACK	CHEESEY TOAST 1/2 C WATER 3/4 C MILK	1/2 C TOOTIE FRUIT CHIP DIP 1 OZ SCOOPY DOO GRAHAM CRACKER 1/2 C WATER	1/2 C RED & GREEN BELL PEPPER SLICES* w/franch dressing 4CT WHEAT CRACKERS 1/2 C WATER	1/2 C BERRY BANANA SPLIT* 1/2 C WATER	1 OZ CHEESE CUBES 1/2 C FRESH FRUIT 1/2 C WATER

** CN Product

Note: The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Food Program

SEASONAL FRESH FRUIT = Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

Milk is 1% (Lactose free milk is served for children with milk allergies)