

In accordance with Section 644 of the 2007 Head Start Reauthorization Act, the following annual report is hereby released as the official information regarding activities of Community Services of Northeast Texas, Inc.

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

304 E. Houston  
Linden, Texas 75563

903-756-5596

**Dan "Lucky" Boyd**  
Executive Director

**Med Daniels**  
Board Chair

**Bernadette "Berny" Harris**  
Head Start Director

**Alma Harrison**  
Community Services Director

**Programs operated and counties served:**

Head Start	Cass	Camp	Bowie	Morris			
Children/Adult Care Food Program	Cass	Camp	Bowie	Morris			
Community Services Block Grant	Cass	Camp	Bowie	Marion	Morris		
Comprehensive Energy Assistance Pgm	Cass	Camp		Marion	Morris		
Food Banks	Cass	Camp		Marion			
Salvation Army	Cass			Marion	Morris		
Department of Aging and Disability Svc.	Cass	Camp		Marion	Morris	Harrison	Panola
Area Agency on Aging		Camp		Marion	Morris	Harrison	Panola
Senior Citizen Centers		Camp		Marion		Harrison	Panola

**Offices, occupied buildings, and locations of operation in the following cities:**

Atlanta	Marshall
Bloomburg	Naples
Carthage	New Boston
Daingerfield	Newsome
DeKalb	Pittsburg
Hughes Springs	Queen City
Jefferson	Texarkana
Linden	Waskom

Community Services of Northeast Texas, Inc. currently employs 160 employees. The total payroll for fiscal year ending September 30, 2011 was \$3.71 million.

CSNT, Inc. currently operates in 23 locations in a seven county area. Eleven of the locations operate the Head Start program. There are seven locations operating the nutrition program. Other programs are operated throughout the service area.

# FINANCIAL DATA

Audited figures - Sept 30, 2011

## Revenue

### Federal Awards

Head Start	\$	3,584,078
Community Services Block Grant		265,418
Comprehensive Energy Assistance Program		1,103,399

### Fee-for-service contracts

AAA-ETCOG - Nutrition Program		377,462
DADS Nutrition Program		1,207,330
USDA-CACFP		256,547

### Private Funds

Salvation Army		13,859
Targeting Local Communities		1,070
Other cash donations		305,762 *
In-kind donations		1,228,055
Upshur Rural Power Company		4,367

**Total revenue all categories** \$ 8,347,347

\* includes the donation of real property with a donor value of \$268,425

Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

## Expenditures

	Head Start	CSBG	CEAP	All others
Personnel	2,045,078	149,345	34,426	546,497
Fringe Benefits	486,557	30,481	8,606	136,860
Training/ Technical Assistance	38,406			
Travel	3,068	7,140	1,042	3,786
Equipment <sup>1</sup>	40,000	10,440		16,081
Supplies <sup>2</sup>	55,853	7,800		765,648
Contractual services <sup>3</sup>		2,652		
Other (rent, utilities, operating expenses) <sup>4</sup>	1,298,811	66,627		1,083,467
Direct assistance services to, or on behalf of clients			713,074	

<sup>1</sup> For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

<sup>2</sup> Supplies in 'all others' includes all consumable and food costs for the nutrition programs

<sup>3</sup> This line item is for contracted services outside the normal scope of program operation

<sup>4</sup> The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not be equal entire program funding amounts

## PROPOSED BUDGETS

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### Head Start

Personnel	\$	2,244,696
Fringe Benefits		583,621
Travel (4120)		12,150
Equipment		23,500
Supplies		223,244
Contractual		0
Facilities / Construction		0
Other (4120)		32,724
Other (4122)		497,425
<i>Total</i>	\$	<u>3,617,360</u>

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### Nutrition and Meal Delivery: AAA/ETCOG

Salaries	\$	127,414
Fringe Benefits		24,177
Travel		1,016
Raw Food		149,657
Supplies		12,365
Equipment		969
Vehicle Costs		27,857
Other		27,989
<i>Total</i>	\$	<u>371,444</u>

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### Nutrition and Meal Delivery: DADS

Salaries	\$	295,063
Fringe Benefits		110,280
Travel		1,182
Raw Food		589,645
Supplies		61,500
Equipment		11,984
Vehicle Costs		136,011
Other		164,645
<i>Total</i>	\$	<u>1,370,310</u>

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### Community Services Block Grant

Personnel	\$	152,935
Fringe Benefits		31,711
Travel		3,820
Equipment		4,170
Supplies		2,800
Contractual		4,160
Other		47,062
Indirect Costs		-
<i>Total</i>	\$	<u>246,658</u>

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### Comprehensive Energy Assistance Program

Administration	\$	103,816
Case Management		83,102
Training Travel		1,200
Energy Crisis		466,811
Co Payment		466,811
Elderly/Disabled		466,812
Heating/Cooling (this component has been discontinued by the State of Texas)		
Direct Service Support		73,707
<i>Total</i>	\$	<u>1,662,259</u>

## HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	536
Average monthly enrollment (as a percentage of funded enrollment)	93%
Percentage of eligible children served	91%

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## RECENT REVIEWS

### **The most recent review of the Head Start program revealed the following findings:**

(these are from the 2010 review and were reported in the previous annual report)

1. Review team felt that Policy Council members should be involved in the employee interview process. Reviewers could not produce a Head Start standard that required this action, thus CSNT is appealing the finding.

(CSNT was successful in appealing this finding and it was determined that the agency was not deficient in this area)

2. A box on a form indicating that household income had been verified was not checked on eleven of the forms reviewed. The form was out-dated form and has since been replaced by an electronic version.

There were no fiscal findings or questioned costs in the review.

### **The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:**

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under A-133	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE
Federal awards findings and questioned costs	NONE

#### Auditor:

Jarred, Gilmore & Phillips, PA  
Certified Public Accountants  
1815 S. Santa Fe  
P.O. Box 779  
Chanute, Kansas 66720  
620-431-6342

## HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children receiving medical exams	100%
Percentage of enrolled children receiving dental exams	88%

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## PARENT INVOLVEMENT ACTIVITIES

**CSNT, Inc. Head Start coordinates the following activities to promote parent involvement:**

- Child Safety
  - Monthly Policy Council Meetings
  - Volunteering in classrooms
  - Home Buyers Workshop
  - Domestic Violence Awareness
  - EMS/CPR-FA basic first aid training
  - Budgeting and financial planning
  - Cooperation with the TOYS FOR TOTS program
  - Implementation of the FRED (Families Reading Every Day) program
  - The STAR Program (Family Counseling)
  - Safety training
  - School Readiness Activities
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## PREPARING CHILDREN FOR KINDERGARTEN

**CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:**

- Provide a variety of learning styles and skill levels for school readiness
- Allow for success
- Provide opportunity for children to be independent and self-directed
- Provide 'hands-on' activities
- Establish healthy eating habits and proper lunchroom procedures
- Provide field trip to kindergarten locations
- Track each child's development using research-based assessments
- Allow children to make a smooth transition to the kindergarten location
- Coordinate with school districts and receiving programs for records needed
- Initiate communication between Head Start and receiving program staff
- Initiate joint training with Head Start teachers and receiving program staff
- Provide parent-teacher communication for children making transition
- Comply with *Performance Standards* Section 1304.41(c)(1)

## EFFORTS IN BUILDING SCHOOL READINESS

### CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Participation in the Texas Kindergarten Readiness System
- Implementation of the Texas Pre-K Guidelines and the Head Start Framework
- Implementation of a state adopted, developmentally appropriate, research-based curriculum
- At least 15 hours of classroom-focused professional development annually for teachers
- Implementation of the Classroom Assessment Scoring System
- Implementation of Campus School Readiness Teams
- Monitoring of school readiness goals
- Partnerships with local education agencies
- Assessment systems that track a student's progress on a continuum
- Creation of student progress reports

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## PREPARING FOR THE FUTURE

### 2012/2013 HEAD START CAMPUS SCHOOL READINESS GOALS

<b>Physical Development and Health</b>	Children will develop and refine manipulative skills that will be used throughout a child's educational career such as: pencils, markers, glue, crayons, chalk, and scissors.
<b>Social &amp; Emotional Development</b>	Children will be given opportunities to solve problems through social and emotional experiences, such as: sharing , conflict resolution, leadership and community classroom engagement.
<b>Approaches to Learning</b>	Children will be encouraged to explore the creative arts through song, dance, and art. Children will demonstrate the ability to complete a task, even when distractions or interruptions occur.
<b>Language and Literacy</b>	Children will be encouraged to speak in fairly complex sentences and expand his/her vocabulary. Children will observe, predict, investigate, classify, and communicate things in the natural and physical world.
<b>Cognitive and General Knowledge</b>	Children will begin to understand basic math concepts and number recognition. Children will be given opportunities to reason and problem solve through sorting, graphing, patterning, riddles, and guessing games.

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**Student Achievement/Progress in School Readiness**Students at or above  
age-appropriate skill  
level

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Physical Development	94%
Social/Emotional Development	92%
Approaches to Learning	90%
Logic and Reasoning	89%
Language (Expressive/Receptive)	92%
Literacy Knowledge and Skills	88%
Mathematics Knowledge and Skills	88%
Science Knowledge and Skills	70%
Creative Arts and Expression	91%
Social Studies	90%
English Language Development (ESL)	51%

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Number of persons receiving salary more than \$50,000

2

Federal minimum wage

\$ 7.25 per hour

Agency internal minimum wage

\$7.50 per hour

**Community Services Division**

Clients Served - 2011

Home delivered meals	286,970
CSBG	4,167
Congregate meals	11,375
Energy Assistance	6,205
Salvation Army	215
Food Banks	697

Eliminating poverty is the focus of the Community Services Division.

During the reporting period, the agency worked with a number of families, and by the State of Texas' definition, two families were now out of a poverty status due to the efforts of the agency. Hundreds of families saw their conditions improve and many of them are currently working toward changing their poverty status.



CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: [www.csntexas.org](http://www.csntexas.org)

## ***People Helping People***

Our mantra: We do things the right way, the first time.

Our rule: The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

Our four gospels:

1. It must be legal.
2. It must be according to the regulations.
3. It must be good for the program and the families and children we serve.
4. It must be good for our employees.