

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

**DeAnna House**  
Director of Client Services

**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	Bowie	Marion		
Salvation Army	Cass				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
Hallsville	Pittsburg
Hughes Springs	Texarkana
Jefferson	Waskom
Linden	

Community Services of Northeast Texas, Inc. currently employs 133 employees. The total payroll for fiscal year ending September 30, 2013 was \$3.3 million.

CSNT, Inc. currently operates in 22 locations in a seven county area. Nine of the locations operate the Head Start program. There are five locations operating the nutrition program. Other programs are operated throughout the service area.

# FINANCIAL DATA

Audited figures - Sept 30, 2013

## Revenue

### Federal Awards

Head Start	\$	3,762,542
Community Services Block Grant		234,143
Comprehensive Energy Assistance Program		1,379,008

### Fee-for-service contracts

AAA-ETCOG - Nutrition Program		201,511
DADS Nutrition Program		1,167,898
USDA-CACFP		207,161
Child Care Wellness		25,000

### Private Funds

Salvation Army		1,984
Targeting Local Communities		19,220
Other cash donations		40,501
In-kind donations		1,192,890
Upshur Rural Power Company		8,181

**Total revenue all categories** \$ **8,240,039**

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	Org. Total
Personnel	2,310,535	181,677	47,641	346,225	2,886,077
Fringe Benefits	517,839	35,111	9,764	79,521	642,235
Training/ Technical Assistance	79,392	10,265	1,215	9,244	100,116
Travel	8,857	3,731	2,048	3,616	18,252
Equipment <sup>1</sup>	41,596	3,055	1,266	21,467	67,384
Supplies <sup>2</sup>	296,137	4,151	827	22,276	323,391
Contractual services <sup>3</sup>					
Other (rent, utilities, operating expenses) <sup>4</sup>	654,860	2,900	16,186	903,731	1,577,677
Direct assistance services to, or on behalf of clients			836,046		836,046
					6,451,178

<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 equal entire program funding amounts

## PROPOSED BUDGETS

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### Head Start

Personnel	\$	2,195,468
Fringe Benefits		768,414
Travel (4120)		12,150
Equipment		24,950
Supplies		152,641
Contractual		0
Facilities / Construction		0
Other (4120)		32,724
Other (4122)		477,455
<i>Total</i>	\$	<u>3,663,802</u>

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### Nutrition and Meal Delivery: DADS

Salaries	\$	2,418
Fringe Benefits		674
Travel		149
Raw Food		5,390
Supplies		107
Equipment		319
Vehicle Costs		581
Other		4,627
<i>Total</i>	\$	<u>14,265</u>

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### Community Services Block Grant

Personnel	\$	111,986
Fringe Benefits		43,457
Travel		4,260
Equipment		8,170
Supplies		2,250
Contractual		4,827
Other		53,072
Indirect Costs		0
<i>Total</i>	\$	<u>228,022</u>

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### Comprehensive Energy Assistance Program

	Contract 5814	Contract 5813
Administration	\$ 68,423	\$ 12,774
Case Management	472,123	88,140
Training Travel	472,122	88,140
Household Crisis	82,108	15,329
Utility Assistance	1,200	0
<i>Total</i>	\$ <u>1,095,976</u>	\$ <u>204,383</u>

## HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	523
Average monthly enrollment (as a percentage of funded enrollment)	93%
Percentage of eligible children served	93%

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## RECENT REVIEWS

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

1. Review team felt that the Agency did not ensure its property records contained all required information as stated in CFR 74.34 (f)(iii-iv, vi-viii, ix).
2. Review team felt that the Agency did not ensure compensation for the use of buildings and capital improvements were made through depreciation or use allowance.

There were no findings in program services.

### 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	Yes*
*HHS Services Aging Cluster - Special Programs for the Aging & Nutrition Services Incentive Program Non-Federal entities are required to liquidate all obligations incurred under the award no later than 90 days after the end of the funding period. Agency has implemented a plan of action to correct this finding.	
Auditee qualified as a low-risk auditee	NO
Financial 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 up-to-date on schedule of age appropriate preventive and primary health care	95%
Percentage of enrolled children receiving dental exams	92%

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## PARENT INVOLVEMENT ACTIVITIES

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

- Monthly Parent Committee meetings
  - Monthly Policy Council meetings
  - Volunteering in classrooms
  - Stress management training
  - Job search and counseling from Workforce of Northeast Texas
  - EMS basic first aid training
  - Local college and university financial aid training
  - Cooperation with the TOYS FOR TOTS program
  - Implementation of the FRED (Fathers Reading Every Day) program
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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
  - Provide opportunities for children to be independent and self-directed
  - Provide 'hands-on' activities
  - Establish healthy eating habits and proper lunchroom procedures
  - Provide orientation to Kindergarten Campus (when applicable)
  - Track and analyze data on each child's development using research-based assessments
  - Allow children to make a smooth transition into kindergarten
  - 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)
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## 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 data on a student's progress on a continuum
- Creation of student progress reports based on data

## 2014/2015 CAMPUS SCHOOL READINESS GOALS

<b>Physical Development and Health</b>	90% of the children will demonstrate manipulative skills by May 2015.
<b>Social &amp; Emotional Development</b>	Children will utilize the conflict resolution mat from Conscious Discipline to balance needs and rights of self and others by May 2015.
<b>Approaches to Learning</b>	85% of the children will be able to solve problems without having to try every possibility by May 2015.
<b>Language and Literacy</b>	85% of the children will be able to engage in conversation using complex sentences and vocabulary.
	85% of the children will identify alphabet letters and identify letter sounds by May 2015.
	90 % of the children will demonstrate phonological awareness through noticing and discriminating rhyme, alliteration and smaller and smaller units of sound by May 2015.
<b>Cognitive and General Knowledge</b>	50% of the children will use scientific inquiry skills by May 2015.
	90% of the children will demonstrate number concepts and operations by May 2015.
<b>Parent Involvement Goals</b>	Parents will conduct at least two science activities at home that develop scientific reasoning skills in their children before May 2015.

## Student Achievement/Progress in School Readiness

	Students at or above age-appropriate
Physical Development	98%
Social/Emotional Development	97%
Cognitive Development	97%
Language Development	94%
Literacy Development	96%
Mathematics Knowledge and Skills	89%

Science Knowledge and Skills	99%
Creative Arts	100%
Social Studies	99%
English Language Development (ESL)	100%

Number of persons receiving salary more than \$50,000 3

Federal minimum wage \$ 7.25 per hour

Agency internal minimum wage \$7.50 per hour

## Community Service Division

### Clients Served - 2013

Home delivered meals	218,986
CSBG	4,057
Congregate meals	10,757
Energy Assistance	6,490
Salvation Army	84
Food Banks	585

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.