




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, November 1, 2017 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**


**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 (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

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

 **Our Head Start Mission** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

**Invocation**

- 1. Call Meeting to Order**
- 2. Recognize New Policy Council Members**
- 3. Establishment of Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes for September 27, 2017**
- 6. Presentations**
  - A. Naples Head Start Felicia Williams
- 7. Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report October 2017
    - b. Credit Usage Report
    - c. CACFP Financial Report October 2017
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report
    - b. PIR Report October 2017
  - C. Executive Director Report Dan Boyd
- 8. Committee Reports**
  - A. Appoint Committee Member(s)
  - B. Community Assessment Committee Report
- 9. Action Items**
  - A. Discuss/Approve Changes to Policies in handbook:
    - a. 103 – Equal Employment Opportunity

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- b. 112 - Confidentiality/Non-Disclosure
- c. 301 - Employee Benefits
- d. 325 - Freshbenies Program
- e. 526 - Cell Phone Usage
- f. 588 – Social Media
- g. 601- Medical Leave
- h. 602-Family Leave
- i. 603-Leave of Absence

**B. Discuss/Approve to Remove Policy**

- a. 386-Agency Employees Absence Leave
- b. 399-Agency Employees Sick Leave/PTO/\*Floating Holidays - from handbook

**C. Discuss and/or Approve change quote threshold from \$25-\$50, becomes a change to the Agency Finance Manual**

**D. Discuss and/ or Approve the following:**

- a. Personnel Policies and Procedures
- b. CSNT Job Descriptions
- c. Financial Policies and Procedures including the Financial Code of Conduct

**E. Discuss and/or Approve 06CH7174/03 Budget Amendment \$300 – Van #803 Disposition**

**F. Discuss and/or Approve 2018 Community Assessment Update**

**G. Discuss and/or Approve Volunteer Updates**

**H. Discuss and/or Approve Wage Payment and Deduction Authorization Agreement**

**10. Discussion Items**

- A. Discuss Wave 1 CIRCLE Assessment Fall 2017 Data
- B. Discuss BOY Frog Street Assessment Fall 2017 Data
- C. Discuss School Readiness Performance Data – Circle Assessment
- D. Discuss School Readiness Performance Data – Frog Street

**11. Audience Comments**

**12. Executive Session**

**A. Training – Hiring and Terminations**

**Bernadette Harris**

**B. 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, September 27, 2017 9:15 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-17
<b>Chairperson - Tamaithia Sartor</b>			<b>x</b>
<b>Vice Chairperson - Olivia Woodruff</b>			<b>x</b>
<b>Secretary - Stacy Guerrero</b>			<b>x</b>
Brenda Swisher	Board Liaison/CC	Representative	x
April Bennett	Morris County	Representative	
Tamaithia Sartor	Atlanta Head Start	Representative	x
Amber Kimbriel	Atlanta Head Start	Alternate	
Courtney Crow	Bloomburg	Representative	
Heather Baker	Bloomburg	Alternate	
Stacy Guerrero	D/LS	Representative	x
Shayla Peters	D/LS	Alternate	
Tia Goodwin	Hughes Springs	Representative	x
Peggy Peters	Hughes Springs	Alternate	
Olivia Woodruff	Linden	Representative	x
Dawn Hansche	Linden	Alternate	
Whitney Williams	Naples	Representative	
Kassi Croley	Naples	Alternate	
Jessica Wilson	New Boston	Representative	x
Sondra Lyon	New Boston	Alternate	
Liliana Hernandez	Pittsburg	Representative	x
Dwight White	Pittsburg	Alternate	
Daniela Salazar	Texarkana	Representative	x
Gwendolyn "Brandy" Ross	Texarkana	Alternate	

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Grandmaison, Charlotte Hall, Shelley Mitchell, Candie Harris and Teresa Endsley

**1. Call to Order:**

The meeting was called to order by Brenda Swisher, Board Liaison at 9:17 am, September 27, 2017, in the Linden Administrative Conference Room.

**2. Recognize New Policy Council Members:**

Tamaithia Sartor – Atlanta Head Start Representative, Stacy Guerrero – Daingerfield/Lone Star Head Start, Tia Goodwin – Hughes Springs, Olivia

Woodruff – Linden Head Start Representative, Jessica Wilson – New Boston Head Start Representative, Liliana Hernandez – Pittsburg Head Start Representative, Daniels Salazar – Texarkana Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Brenda Swisher, Stacy Guerrero, Tia Goodwin, Jessica Wilson, Olivia Woodruff, Liliana Hernandez, and Tamaithia Sartor  
Daniela Salazar arrived at 9:21 am

**4. Approval of Agenda:**

Members reviewed the agenda. Tamaithia Sartor moved to accept the agenda with adding Non-Federal Share 8l. This motion was seconded by Liliana Hernandez. 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 June 28, 2017:**

Olivia Woodruff moved to accept the minutes of June 28, 2017 meeting as presented. The motion was seconded by Tamaithia Sartor. 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. Bloomburg Pre-K Academy Head Start – Candie Harris**

Candie Harris, Bloomburg Head Start Campus Director/Family Service Worker, introduced Teresa Endsley, Teacher at Bloomburg Pre-K Academy. She showed a power point presentation on Safety in Pre-K. The presentation included activities that the children did at the Campus to incorporate safety.

**B. Head Start Policy Council Orientation Training – Bridgette Grandmaison**

The Policy Council members received a notebook that included the roles and responsibilities for Policy Council. Bridgette Grandmaison explained the roles & responsibilities with the Policy Council members.

**7. Reports:**

**A. Financial Report**

Shelley Mitchell gave the financial report as presented. Shelley Mitchell and Bernadette Harris explained how to read the Finance Report, Credit Card Usage Report and statements.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented. She explained each line item and how to read the report.

**C. Executive Directors Report**

None



## **8. Action Items:**

### **A. Discuss and/or Approve Morris County Community Representative**

Olivia Woodruff moved to approve April Bennett as the Morris County Community Representative as presented. The motion was seconded by Tamaithia Sartor. The motion was put to a vote with the majority of members in favor of by signaling aye. The motion carried.

### **B. Nominations/election of new 2017-2018 Policy Council Officers:**

Policy Council Chairperson was opened for nominations. Tamaithia Sartor was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Tia Goodwin moved to cease nominations. This motion was seconded by Jessica Wilson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried. Vice Chairperson was opened for nominations. Olivia Woodruff was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Daniela Salazar moved to cease nominations. This motion was seconded by Liliana Hernandez. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Stacy Guerrero was nominated for Secretary. The floor was asked three times if there were any nominations for Secretary. There were no more nominations. Tamaithia Sartor moved to cease nominations. This motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The following slate is adopted: Tamaithia Sartor - Chairperson. Olivia Woodruff - Vice Chairperson. Stacy Guerrero - Secretary. Daniela Salazar moved to approve the elected slate as presented. The motion was seconded by Tia Goodwin. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

### **C. Set Date and Time for Policy Council Meetings**

The date and time for the Policy Council Meetings was discussed. Tamaithia Sartor moved to keep the date as the 4<sup>th</sup> Wednesday of the month at 9:15 AM as a consensus. Stacy Guerrero seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

### **D. Discuss and/or Approve Meeting Date Changes**

#### **a. October Meeting – November 1, 2017**

#### **b. November and December – December 6, 2017**

Jessica Wilson moved to approve the changes to the meeting dates as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**E. Discuss and/or Approve Policy Council by Laws**

Bridgette Grandmaison discussed the By Laws. Tamaithia Sartor moved to approve the Policy Council by Laws as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**F. Discuss and/or Approve CSNT Annual Report**

Bernadette Harris reviewed the CSNT Annual Report as presented. Tamaithia Sartor moved to approve the CSNT Annual Report as presented. The motion was seconded by Tia Goodwin. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**G. Discuss and/or Approve Personnel Policy #391 Holidays**

Charlotte Hall reviewed the Personnel Policy #391 Holidays as presented. Tamaithia Sartor moved to approve the Personnel Policy #391 Holidays as presented. The motion was seconded by Daniela Salazar. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**H. Discuss and/or Approve Head Start Standard Operating Procedures**

- a. Administrative Requirements**
- b. Disability Services**
- c. Education and Child Development**
- d. ERSEA Policies**
- e. Family and Community Engagement**
- f. Financial Requirements**
- g. Health Program Services**
- h. Human Resources Management**
- i. Program Governance**
- j. Program Management and Quality Improvement**
- k. Program Structure**
- l. Protections for the Privacy of Child Records**
- m. Transition Services**
- n. Transportation**

Bernadette Harris reviewed the Head Start Operating Procedures as presented. Olivia Woodruff moved to approve the Head Start Operating Procedures as presented. The motion was seconded by Tamaithia Sartor. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**I. Discuss and/or Approve Head Start Standard Operating Manuals**

- a. Education**
- b. Family and Community Engagement**
- c. Health**
- d. Mental Health-Disabilities**
- e. Nutrition**
- f. On-going Monitoring**
- g. Staff Development – Training**
- h. Strategic Plan**
- i. Non-Federal Share**

Bernadette Harris reviewed the Head Start Standard Operating Manuals as presented. Tamaithia Sartor moved to approve the Head Start Standard Operating Manuals as presented. The motion was seconded by Tia Goodwin. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**J. Discuss and/or Approve Head Start Operating Forms (handouts at the meeting)**

Bernadette Harris reviewed the Head Start Operating Forms as presented. Tamaithia Sartor moved to approve the Head Start Operating Forms as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**9. Committee Report:**

**A. Appoint Committee Members**

**Brenda Swisher appointed the following Committee Members**

**List of Committee Participants:**

**Self-Assessment**

1. Liliana Hernandez
2. Tia Goodwin

**Community Assessment**

1. Olivia Woodruff

**Finance Committee**

1. April Bennett

**School Readiness Committee**

1. Daniela Hernandez
2. Tia Goodwin

**ERSEA Committee**

1. Tia Goodwin

**Strategic Planning Committee**

1. Jessica Wilson
- Health Advisory Committee**
1. Olivia Woodruff
  2. Liliana Hernandez

**10. Discussion Items:**

**A. Discuss 2017-2018 Nutrition Menu Changes**

Bridgette Grandmaison reviewed the menu changes as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Daniela Salazar moved for Policy Council to go into Executive Session at 10:54 am.  
Tamaithia Sartor seconded the motion.

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

Tamaithia Sartor made a motion to come back into regular session at 10:59 am.  
Liliana Hernandez seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Liliana Hernandez to accept new hires, transfers, and terminations as presented. The motion was seconded by Tamaithia Sartor. 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 Tamaithia Sartor at 11:00 am. The motion was seconded by Daniela Salazar.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**

# Head Start

## Financial Report for the month of November 2017

(September 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	\$297,641.52	\$2,016,209.56	\$343,828.44	\$196,669.83	\$1,966,698.33	(\$49,511.23)
Fringe Benefits	\$681,300.00	\$51,118.80	\$512,669.80	\$168,630.20	\$56,775.00	\$567,750.00	\$55,080.20
Travel (4120)	\$22,150.00	\$900.25	\$23,050.96	(\$900.96)	\$1,845.83	\$18,458.33	(\$4,592.63)
Equipment	\$27,500.00	\$0.00	\$25,974.87	\$1,525.13	\$2,291.67	\$22,916.67	(\$3,058.20)
Supplies	\$125,500.00	\$15,577.24	\$91,799.59	\$33,700.41	\$10,458.33	\$104,583.33	\$12,783.74
Contractual	\$17,838.00	\$0.00	\$10,346.04	\$7,491.96	\$1,486.50	\$14,865.00	\$4,518.96
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$0.00	\$15,459.48	\$7,264.52	\$1,893.67	\$18,936.67	\$3,477.19
Other (4122)	\$508,734.00	\$51,397.05	\$483,640.90	\$25,093.10	\$42,394.50	\$423,945.00	(\$59,695.90)
<b>Total</b>	<b>\$3,765,784.00</b>	<b>\$416,634.86</b>	<b>\$3,179,151.20</b>	<b>\$586,632.80</b>	<b>\$313,815.33</b>	<b>\$3,138,153.33</b>	<b>(\$40,997.87)</b>
T&TA	\$44,874.00	\$900.25	\$38,510.44	\$6,363.56	\$3,739.50	\$37,395.00	(\$1,115.44)
<b>Total</b>							
USDA Reimbursements through August 2017							\$90,273.01
Estimated USDA Reimbursement for August 2017							\$16,153.86
							<u>\$65,429.00</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual = 140,000.00

<b>Further Analysis</b>	
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	\$17,359.79	\$132,464.63	\$13,075.64	\$130,756.39	(\$1,708.24)
Per Child	\$7,298.03	\$807.43	\$6,161.15	\$608.17	\$6,081.69	(\$79.45)

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,446.00	\$134,923.27	\$1,098,103.49	(\$156,657.49)

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -November 2017

#### Capital One Credit Card

Purchases for August and September 2017		1,855.81
Payment due by 09/30/2017	Pd on 09/20/2017	<u>(1,855.81)</u>
Balance		-

#### Lowes Credit Card

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

#### Sam's Club Credit Card

Purchases for August 2017		84.10
Payment due by 10/03/2017	Pd on 09/25/2017	<u>(84.10)</u>
Balance		-

#### Line of Credit

Program	CBA UH	CBA CIGNA	CURRENT	CEAP
Highest September 2017 balance	2,000.00	-	19,900.00	-
Current balance	-	-	24,500.00	-
Exp pay off date			10/31/2017	

#### In House Line of Credit

Program	CSBG	ETCOG	CSBG D	CBA CIGNA	CBA UNITED	CEAP
Highest September 2017 balance	83,540.00	107,021.06	-	-	2,850.00	1,650.00
Current balance	81,740.00	107,021.06	-	-	-	1,650.00
Exp pay off date	-	-				10/31/2017

#### Capital One Bank Loans



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

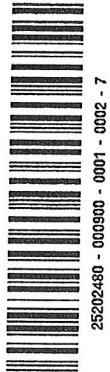
ACCOUNT NUMBER	XXXXXXXXXXXX
PAYMENT DUE DATE	09-30-17
MINIMUM PAYMENT	\$1,855.81
NEW BALANCE	\$1,855.81

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

AMOUNT  
ENCLOSED \$

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

\*\*T0001058



Please tear payment coupon at perforation.

RECEIVED  
SEP 18 2017  
BY: *cut*

**CORPORATE ACCOUNT SUMMARY**

CORPORATE ACCOUNT NUMBER  
XXXXXXXXXXXX

CLOSING DATE	09-05-17	PREVIOUS BALANCE	3,653.73
PAYMENT DUE DATE	09-30-17	PURCHASES AND OTHER CHARGES	2,164.30
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	308.49
FOR CUSTOMER SERVICE CALL:		PAYMENTS	3,653.73-
1-866-772-4497		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:		CASH ADVANCE FEE	.00
CAP ONE COMMERCIAL		FINANCE CHARGES	.00
MASTERCARD		OVERLIMIT FEES	.00
P.O. BOX 84012		<b>NEW BALANCE</b>	<b>1,855.81</b>
COLUMBUS GA 31908-4012		MINIMUM PAYMENT DUE	1,855.81
		DISPUTED AMOUNT	.00

25202480 - 000900 - 0002 - 0002 - 7

ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	1,855.81	MINIMUM PAYMENT DUE	1,855.81
AVAILABLE CREDIT	8,144.19	PAYMENT DUE DATE	09-30-17

**FINANCE CHARGE SUMMARY**

	<u>AVERAGE DAILY BALANCE</u>	<u>MONTHLY PERIODIC RATE</u>	<u>CORRESPONDING ANNUAL PERCENTAGE RATE</u>	<u>PERIODIC FINANCE CHARGE</u>
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: 31

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

**CORPORATE ACCOUNT ACTIVITY**

COMMUNITY SERVICES OF NORTHEAS [REDACTED] **TOTAL CORPORATE ACTIVITY \$3,653.73 CR**

Post Date	Trans Date	Reference Number	Transaction Description	Amount
08-21	08-19	75528027233040000430010	PAYMENT RECEIVED -- THANK YOU	3,653.73 PY

**INDIVIDUAL CARDHOLDER ACTIVITY**

**DAN LUCKY BOYD** [REDACTED] **CREDITS \$308.49 PURCHASES \$2,164.30 CASH ADV \$0.00 TOTAL ACTIVITY \$1,855.81**

Post Date	Trans Date	Reference Number	Transaction Description	Amount
08-14	08-12	75470697225465504898313	HABITAT SUITES HOTEL AUSTIN TX 1000171312 ARRIVAL: 08-08-17	512.90
08-16	08-14	55432867227100061514567	GAYLORD TEXAN FRONT DE 866-435-7627 TX 005020 ARRIVAL: 08-14-17	308.49 CR
08-30	08-29	55432867241100892077505	MARRIOTT PHILAD DTOWN 866-435-7627 PA 010852 ARRIVAL: 08-27-17	183.65
09-04	09-03	55432867246100250820632	MARRIOTT PHILAD DTOWN 866-435-7627 PA 023047 ARRIVAL: 09-03-17	1,467.75





# Add an authorized user to your account at no additional cost.\*

Share the benefits of your Sam's Club® credit card for added convenience and shopping power.

Call the 24-Hour Credit Service phone number on the back of your credit card to add an authorized user.



\*The Primary Cardholder will be liable for all purchases made on the account including those made by an authorized user. Authorized users on the credit account must also be on the membership.

## Sam's Club® Credit

COMMUNITY COUNCIL OF CASS

Account Number: 049 0020 3032 74

Visit us at [samsclub.com/credit](http://samsclub.com/credit)  
Member Service: 1-800-203-5764

010

Summary of Account Activity	
Previous Balance	\$1,586.32
- Payments	\$1,586.32
+ Purchases/Debits	\$84.10
<b>New Balance</b>	<b>\$84.10</b>
Credit Limit	\$5,500.00
Available Credit	\$5,415.00
Statement Closing Date	09/08/2017
Days in Billing Cycle	31

Payment Information	
New Balance	\$84.10
Total Minimum Payment Due	\$50.00
Payment Due Date	10/03/2017

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SEP 21 2017

BY: *Cliff*

Transaction Summary				
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
08/15	08/15	P9280007A0115FQS2	SAMS CLUB.COM 006279 BENTONVILLE AR	\$30.00
			Total for COMMUNITY COUNCIL OF CASS	\$30.00
08/31	08/31	P9280007N013PRTZT	SAM'S CLUB 008295 TEXARKANA TX	\$54.10
			SAM'S/WAL-MART PURCHASE(S)	
			Total for KAY PHILLIPS	\$54.10
08/26	08/26	P9280007G018QTMM6	PAYMENT - THANK YOU	(\$1,586.32)

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	ANNUAL PERCENTAGE RATE	Balance Subject to Interest Rate	Interest Charge	Balance Method
Regular Purchases	N/A	22.65% (v)	\$0.00	\$0.00	2D
(v) = variable rate					

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse side for details, Billing Rights and other important information.

MEMBER SERVICE: For Account Information log on to [samsclub.com/credit](http://samsclub.com/credit). This account is registered. See your On-line Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: [REDACTED] DATE OF SALE #: 170815 P.O. #:  
 INVOICE#: 000000 AUTHORIZATION #: 000998 CLUB #: 6279  
 REFERENCE #: P9280007A0115FQS2 TRANSACTION #: 0 REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	MERCHANDISE/CONS UMABLES	1.000	EA	\$30.0000	\$30.00
<b>SUB \$30.00</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$30.00</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$30.00</b>

COMMUNITY COUNCIL OF CASS

ACCOUNT #: [REDACTED] DATE OF SALE #: 170831 P.O. #:  
 INVOICE#: 008866 AUTHORIZATION #: 001038 CLUB #: 8295  
 REFERENCE #: P9280007N013PRTZT TRANSACTION #: 8866 REGISTER #: 9

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
053575866	BLACK 6FT TABLE	1.000	EA	\$49.9800	\$49.98
<b>SUB \$49.98</b>		<b>TAX \$4.12</b>		<b>TOTAL INVOICE</b>	<b>\$54.10</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$54.10</b>

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 SEP 21 2017  
 BY: .....

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of September 2017

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 10,081.23	\$ 79,157.31
Administrative Labor	1,283.99	\$ 10,109.65
Food	9,354.53	\$ 81,989.44
Supplies & Equipment	5,235.47	\$ 10,690.71
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 150.00
Total	<u>\$ 25,955.22</u>	<u>\$182,097.11</u>

TDHS REVENUE                      16,153.86      135,301.45 (Income Starts October 2016)

# 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	516	516		
# additional students (partnerships)	14	16	16	15	12	8	NA	NA	13	13		
% with Special Needs	7%	7%	8%	9%	9%	10%	NA	NA	5%	6%		
ADA Funded Enrolled* (516)	94%	95%	95%	95%	95%	93%	NA	NA	96%	96%		
Enrollment (w/additional students)	91%	92%	92%	92%	93%	92%	NA	NA	94%	94%		
Present/ Absent	485/31	488/28	488/28	487/29	488/28	482/34	NA	NA	495/34	496/33		
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$932,236 (\$165,867) \$1,098,103 -18% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$1,098,103</b>	\$ 125,895	\$ 139,165	\$ 135,665	\$ 133,007	\$ 137,013	\$ 129,121	\$ 55,484	\$ 54,579	\$ 53,252	\$ 134,923	\$ -	\$ -

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>12%</b>	\$ 48,210	\$ 96,814	\$ 133,471	\$ 189,394	\$ 235,524	\$ 286,212	\$ 354,886	\$ 404,451	\$ 456,586	\$ 523,448	\$ -	\$ -

## Meals/Reimbursements

\$106,427	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	20	19	18	19	19	NA	NA	9	20		
# of meals served	4,766	7,193	7,345	6,906	7,098	7,246	NA	NA	3,729	7,806		
CACFP Reimbursement	\$ 9,670	\$ 14,611	\$ 14,862	\$ 14,110	\$ 14,535	\$ 14,780	NA	NA	\$ 7,706	\$ 16,154		

## 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	30	496		
# Classrooms Observed	14	19	78	70	91	93	NA	NA	21	76		
Incomes Verified	67	62	2	22	5	10	NA	NA	0	366		
# Parents Interviewed	15	5	5	5	5	5	NA	NA	0	5		
# of Staff interviewed	5	5	5	8	5	4	NA	NA	0	0		
# Bus Routes Observed	7	7	1	1	1	1	NA	NA	0	1		
# Staff Files Reviewed	1	1	21	16	16	22	NA	NA	0	14		
# Community Contacts	13	100	106	106	41	30	NA	NA	30	10		
# of Findings Corrected	8	48	37	47	74	29	NA	NA	11	32		

## Annual Self Assessment Findings

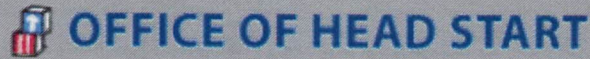
Date: Week of 2/13/2017 Completed

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

## Program Updates

ACF-IM-HS-17-02 Disaster Recovery from 2017 Hurricanes (See Document Attached)  
New Compliance Date Around Head Start Program Performance Standards at 45 CFR §1302 (See Document Attached)





## New Compliance Date around Head Start Program Performance Standards at 45 CFR § 1302

The following was published today, Thursday, September 28, 2017, in the Federal Register:

URL: <https://www.gpo.gov/fdsys/pkg/FR-2017-09-28/pdf/2017-20499.pdf>

**Summary:** The Office of Head Start will delay the compliance date for background check procedures and the date for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Both requirements are described in the Head Start Program Performance Standards (HSPPS) final rule that was published in the Federal Register on September 6, 2016. We believe programs and states will benefit from more time to fully implement these changes.

**Dates:** The date for programs to comply with background checks procedures described in 45 CFR 1302.90(b) and for programs to participate in QRIS described in 45 CFR 1302.53(b)(2) is delayed until September 30, 2018.

### Supplemental Information:

#### Background

The Head Start program provides grants to local public and private nonprofit and for-profit agencies to deliver comprehensive education and child development services to economically disadvantaged children, birth to age 5, and their families. It also strives to help young children develop the skills they need to be successful in school.

The Head Start Program Performance Standards (HSPPS) define requirements grantees and delegate agencies must implement to operate high-quality Head Start or Early Head Start programs and provide a structure to monitor and enforce quality standards. The Office of Head Start (OHS) amended the HSPPS in a final rule that was published in the [Federal Register](#) on Sept. 6, 2016.

#### Promoting Child Safety and State Partnerships

Child safety is a top priority in the final rule. We strengthened our criminal background check requirements at [45 CFR 1302.90\(b\)](#), in the final rule, to reflect changes in the Improving Head Start for School Readiness Act of 2007, Public Law 110-134, and to complement background check requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014, Public Law 113-186.

In addition to background check requirements, we aim to strengthen partnerships between states and Head Start programs. As part of this effort, 45 CFR 1302.53(b) in the final rule requires Head Start programs to take an active role in promoting coordinated early childhood systems, including those in their state. As part of these requirements, most Head Start programs must participate in QRIS, if they meet certain conditions.

#### Compliance Dates

In the Supplementary Information section of the final rule, we provided a table, *Table 1: Compliance Table*, that lists dates by which programs must implement specific standards. We currently list September 30, 2017, as the date by which programs must comply with background check requirements at 45 CFR 1302.90(b). We had previously extended background check requirements until September 30, 2017, to align with the background check requirement deadline in the CCDBG Act through a Federal Register document, published on December 6, 2016. However, programs are required to continue to adhere to the criminal record check requirements in section 648A of Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-



134. We list August 1, 2017, as the date programs must participate in their states' Quality Rating and Improvement Systems (QRIS) pursuant to 45 CFR 1302.53(b)(2).

### **Background Checks**

Generally, 45 CFR 1302.90(b)(1) requires that before a person is hired, programs must conduct a sex offender registry check and obtain either a state or tribal criminal history records, including fingerprint checks, or a Federal Bureau of Investigation (FBI) criminal history records, including fingerprint checks.

In 45 CFR 1302.90(b)(2), (4), and (5), we afford programs 90 days to obtain whichever check they could not obtain before the person was hired, as well as child abuse and neglect state registry check, if available. We require programs to have systems in place that ensure these newly hired employees do not have unsupervised access to children until their background process is complete. A complete background check consists of a sex offender registry check, state or tribal history records, including fingerprint check and FBI criminal history records, including fingerprint check, as well as a child abuse and neglect state registry check, if available. We also require programs to conduct complete background checks for each employee at least once every five years.

We believe programs will need more time to implement systems to complete the backgrounds checks process listed at 45 CFR 1302.90(b)(2), (4), and (5) in our final rule. Also, we recognize most states will have systems that can accommodate our programs' background checks requests by September 30, 2018. Congress requires states that receive CCDBG funds to implement systems for comprehensive background checks for all child care teachers and staff. These states must have requirements, as well as policies and procedures to enforce and conduct criminal background checks for existing and prospective child care providers, by September 30, 2017, but Congress gave states the authority to request extensions until September 30, 2018, and several states have done so. Since these systems enable Head Start programs to meet the HSPPS requirements in 45 CFR 1302.90(b), we can minimize burden on Head Start programs if we extend the compliance date for 45 CFR 1302.90(b) to September 30, 2018. Until September 30, 2018, the criminal record check requirements from section 648A of the Head Start Act continue to remain in place.

### **QRIS Requirement in the Final Rule**

QRIS is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. QRIS award quality ratings to programs that meet a set of defined program standards. Since the 1990s, many states have developed a QRIS.

The requirements at 45 CFR 1302.53(b) require Head Start programs to take an active role in promoting coordinated early childhood systems to maximize access to services, reduce system duplication, foster informed quality improvement, and ensure Head Start programs are part of larger early childhood systems within their states. These requirements went into effect on November 7, 2016. To further Head Start's role in state systems of quality improvement, the HSPPS requires programs to participate in QRIS, if they meet certain conditions described at 45 CFR 1302.53(b)(2).

We understood from the public comment process and from subsequent discussions with Head Start grantees and state organizations that there are concerns about the time and resources needed by both the states and grantees to ensure Head Start grantees are able to participate in their QRIS.

We understand programs have taken steps to participate in QRIS and that many states are assessing their QRIS with new Head Start QRIS participation policies, but additional time is needed to align these systems. We want to minimize any unintentional burden on states that choose to adapt their systems to incorporate Head Start participation, as well as alleviate programs' concerns about meeting the current compliance date for participation in QRIS.

Given the variation in the state/local QRIS landscape and the applicability of the conditions in the regulation, the original compliance date for the requirement in the HSPPS at 45 CFR 1302.53(b)(2) was August 1, 2017 in the previously mentioned compliance table. Through this document, we are delaying the date by which programs must implement the specific requirement for QRIS participation until September 30, 2018. The broader requirement for



Head Start programs to take an active role in promoting coordinated early childhood systems continues to be in effect.

### **Conclusion**

We ordinarily publish a notice of proposed rulemaking in the Federal Register to provide a period for public comment before the provisions of a rule take effect in accordance with section 553(b) of the Administrative Procedure Act (APA) (5 U.S.C. 553(b)). However, we can waive this notice and comment procedure if the Secretary finds, for good cause, that the notice and comment process is impracticable, unnecessary, or contrary to the public interest, and incorporates a statement of the finding and the reasons therefore in the notice.

We find good cause to waive public comment under section 553(b) of the APA because it is unnecessary and contrary to the public interest to provide for public comment in this instance. The delayed compliance date poses no harm or burden to programs or the public. A period for public comment would have only extended programs' concerns about complying with these requirements by the compliance date. Programs may voluntarily come into compliance at an earlier date if they have the processes already in place. Programs that do not have processes already in place, have until September 30, 2018, to comply with the requirements on background checks at 45 CFR 1302.90(b) and the requirement to participate in their states' QRIS at 45 CFR 1302.53(b)(2).

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**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-02	2. Issuance Date: 09/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes Harvey, Irma, Jose, and Maria; Natural Disaster	

**INFORMATION MEMORANDUM**

**TO:** All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

**SUBJECT:** Disaster Recovery from 2017 Hurricanes

**INFORMATION:**

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

**Serving Other Eligible Head Start Families**

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

**Administrative Flexibility**

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.



In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

### **Eligibility, Recruitment, Selection, and Enrollment**

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

### **Program Options and Hours of Program Operations**

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

### **Space, Class Size, and Ratios**

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.



Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

### **Additional Classroom Staffing and Teacher Credentials**

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

### **Safe Environments**

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>.

### **Health and Mental Health Services**

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

**The Head Start Emergency Preparedness Manual** addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

**Psychological First Aid** is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

**Children's Responses to Crises and Tragic Events** is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

**Helping Your Child Cope After a Disaster** is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

### **Nutrition**



The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

### **Children with Disabilities**

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

### **Fiscal Management**

**Recovery Costs:** Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

**Budget Modifications:** It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

**Staffing and Wages:** Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds



for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

**Equipment:** Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to \$25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$25,000.

**Procurement:** Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329–75.335 must be followed and a complete application using SF-429 and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

**Davis-Bacon Act:** Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information may be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

### Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

### Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services



among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

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PIR Snapshot	Total	Percentage
<b>Report: Head Start PIR Snapshot (Grid)</b>		
<b>PIR: Head Start 2017-2018</b>		
<b>Section: a. Total Funded Enrollment</b>		
Number of enrollment slots that the program is funded to serve.	516	100%
<b>Section: b. Funded Enrollment by Program Option</b>		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
<b>Section: c. Detail - Center-based Funded Enrollment</b>		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
<b>Section: d. Total Cumulative Enrollment</b>		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	534	100% of participants
<b>Section: e. Participants By Age</b>		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	224	41.95% of cumulative enrollment
Four Years Old	310	58.05% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
<b>Section: f. Homelessness Services</b>		
Total Number of children experiencing homelessness that were served during the enrollment year	21	3.93% of cumulative enrollment
<b>Section: g. Foster Care</b>		
Total number of enrolled children who were in foster care at any point in the program year	3	0.56% of cumulative enrollment
<b>Section: h. Prior Enrollment of Children</b>		
Second Year	174	32.58% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
<b>Section: i. Ethnicity</b>		
Hispanic or Latino Origin	84	15.73% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	450	84.27% of cumulative enrollment
<b>Section: j. Race</b>		
American Indian or Alaska Native	5	0.94% of cumulative enrollment
Asian	3	0.56% of cumulative enrollment
Black or African American	270	50.56% of cumulative enrollment
Native Hawaiian or Pacific Islander	0	0% of cumulative enrollment
White	159	29.78% of cumulative enrollment



PIR Snapshot	Total	Percentage
Biracial or Multi-Racial	51	9.55% of cumulative enrollment
Other Race	46	8.61% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	482	90.26% of cumulative enrollment
Spanish	45	8.43% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	7	1.31% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	483	27.34% of cumulative enrollment
Children With Health Insurance At End of Enrollment	146	27.34% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	326	61.05% of cumulative enrollment
Children With A Medical Home At End of Enrollment	15	2.81% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	519	97.19% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	500	93.63% of cumulative enrollment
Children with a dental home at start of enrollment	319	59.74% of cumulative enrollment
Children with a dental home at end of enrollment	12	2.25% of cumulative enrollment

Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	31	5.81% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	502	100% of total families
Families Who Received at Least One Family Service	115	22.91% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	3	0.6% of total families
Housing Assistance	3	0.6% of total families
Mental Health Services	0	0% of total families
English as a Second Language (ESL) Training	7	1.39% of total families
Adult Education	37	7.37% of total families
Job Training	2	0.4% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	1	0.2% of total families
Child Abuse and Neglect Services	0	0% of total families
Domestic Violence Services	1	0.2% of total families

PIR Snapshot	Total	Percentage
Child Support Assistance	0	0% of total families
Health Education	534	106.37% of total families
Assistance to Families of Incarcerated Individuals	1	0.2% of total families
Parenting Education	534	106.37% of total families
Relationship or Marriage Education	0	0% of total families



# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### **103 Equal Employment Opportunity**

Effective Date: 9/1/2003

Revision Date: 2/28/2007

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Community Services will be based on merit, qualifications, and abilities. Community Services does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, political affiliation\* or any other characteristic protected by law.

Community Services will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

<Addition>>

#### Commitment to Diversity

Community Services is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business and is an important principle of sound business management.

<<End of Addition>

*\*The term "political affiliation" was added as a requirement by CSBG/CEAP Review January 2007.*

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 112 Confidentiality/Non-Disclosure

Effective Date: 9/1/2003

Revision Date: 9/26/2012

The protection of confidential business information is vital to the interests and the success of Community Services. Such confidential information includes, but is not limited to, the following examples:

- ~~\* compensation data~~
- \* client/students lists
- \* client/family/children data
- \* financial information
- \* labor relations strategies
- \* pending projects and proposals
- \* co-workers and any Agency employees

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

#### **Employee Acknowledgement**

I understand Policy 112 Confidentiality and Non-Disclosure and agree to adhere to this policy as a condition of employment or continued employment with the agency. I further understand that disciplinary action may be taken for failure to adhere to this policy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### **301 Employee Benefits**

Effective Date: 9/1/2003

Revision Date: 8/31/17

Eligible employees at Community Services are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee Handbook.

The following benefit programs are available to eligible employees:

- \* Paid Personal Leave
- \* Approved Auto Mileage
- \* Bereavement Leave
- \* Dental Insurance
- \* Family Medical Leave
- \* Health Insurance
- \* Approved Agency Holidays
- \* Jury Duty Leave
- \* Military Leave
- \* Personal Leave
- \* Retirement Plan (403B)
- \* Travel Allowances
- \* Vision Care Insurance
- \* Voting Time Off
- \* Life Insurance
- \* Short-Term Disability - Voluntary
- \* Long-Term Disability - Voluntary
- \* Employee Assistance Program (EAP)
- \* Fresh Benies (Tele-doc)

<< ADDITION >

Some benefit programs require contributions from the employee, but most are fully paid by Community Services.

Any or all of these benefits may be discontinued at the discretion of Community Services. In addition, employees may be required to participate in the costs of benefits.

***Community Services of Northeast Texas, Inc.***  
**Personnel Policies & Procedures**

**325 FRESHBENIES Program**

Effective Date: 10/01/16

Revision Date: 9/13/17

**Freshbenies is a non-insurance product which consists of coverage for employees and their families regardless of their medical election.**

**ALL REGULAR PART-TIME AND FULL-TIME EMPLOYEES RECIEVE THIS BENEFIT AS PART OF THEIR BENEFITS PACKAGE.**

**FRESHBENIES consists of:**

**Telehealth**

**Doctors Online**

**Advocacy – Medical Bill Saver™**

**Prescription Savings**



## 526 Cell Phone Policy

Effective Date: 11-1-2017

Revision Date: 11-1-2017

This policy outlines the Agency's guidelines for using cell phones at work. Cell phones (and smartphones especially) have become an integral part of everyday life, on and away from the job. These devices are a valued asset when used properly, such as for productivity, scheduling, and communication.

Imprudent or excessive use of cell phones can cause loss and/or abuse of public assets.

Cell phone use that is not business-related causes employees to be distracted or disturbed. It can cause security breaches, accidents, and other problems.

Thus, employees are required to adhere to the following guidelines during work hours:

- Use Agency-issued phones for business purposes. Personal use should be for communication only, and should be kept to a minimum.
- Access the Internet minimally, and primarily only when the access is related to Agency business.
- Turn off or silence the phone when asked.
- Refrain from playing games on the phone during work hours.
- Refrain from using the phone while driving any vehicle at any time, Agency or personal.
- Refrain from using the phone's camera or microphone to record confidential information.
- Refrain from using the phone in areas where cell use is explicitly prohibited.
- Refrain from downloading or uploading inappropriate, illegal or obscene material at any time.

Properly using cell phones workplace includes:

- Making business calls only.
- Using productivity apps where required.
- Speaking on their phones out of earshot of colleagues' working space.
- Checking important messages in a timely manner.
- Making brief personal calls away from the working space of colleagues.

### Disciplinary Consequences

The Agency retains the right to monitor employees for excessive use (talk, text, or data) or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with Agency operations, the employee will be subject to disciplinary action, up to and including termination.

Employees in possession of Agency equipment (e.g., pagers, radios, tablets, handheld devices, etc.) are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee's final pay check.

# 588 Social Media Policy

Effective Date 11-1-2017

Revision Date 11-1-2017

The Agency encourages employees to share information with co-workers and with those outside the Agency for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the Agency has established the following guidelines for employee participation in social media.

**Note:** As used in this policy, “social media” refers to websites, blogs, forums, email blasts, and other social networking activities and/or sites, including but not limited to BlogSpot, Pinterest, Google+, Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, and Tumblr, just to name a few. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

**Off-duty use of social media.** Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the Agency considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference Agency clients, customers, or vendors without express permission. The Agency monitors employee use of Agency computers and the Internet, including employee blogging and social networking activity.

**Respect.** Employees are expected to demonstrate respect for the dignity of the Agency, its officers, its customers and clients, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, there should be no use of ethnic slurs, personal insults, obscenity, or use language that may be considered divisive or inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as an Agency employee or discusses matters related to the Agency on a website or blog site under their control, or a social media site, the site or post must include a disclaimer on the front page or within the post stating that it does not express the views of the Agency and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log, or in this post, are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the Agency or the Agency’s business. Employees must keep in mind that if they post information on a social media site that is in violation of Agency policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary, civil, or criminal action.



**Defamation.** Employees should not use social media to criticize the work of other Agencies who have missions consistent with their employer.

**Confidentiality.** There must be no identification or reference to Agency clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas and Agency plans.** Please remember that new ideas related to work or the Agency's business belong to the Agency. Do not post them publicly, or on social media without the Agency's permission. Employees who have knowledge of Agency plans which have not been made public are prohibited from making such information available without permission.

**Links.** Employees may provide a link from a social media site to the Agency's website during employment (subject to discontinuance at the Agency's sole discretion). Employees should contact the Information Technology Department to obtain the graphic (subject to Executive Director approval) for links to the Agency's site and to register the site with the Agency.

**Trademarks and copyrights.** The Agency's logo, motto, images, or other intellectual property may not be used in any fashion without the approval of the Executive Director. Such intellectual property items of other entities, corporations, or agencies may not be used without proper consent from the property owner.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Discipline.** Violations of this policy may result in discipline up to and including termination of employment.

**Post-employment expectation.** Following the end of your employment relationship with CSNT, you shall take prompt affirmative steps to ensure that no Social Media Website represents you to be a current employee of the Agency.

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### **601 Medical Leave**

Effective Date: 9/1/2003

Revision Date: 9/26/2012

For purposes of this policy and in compliance with notification requirements, CSNT has elected to attach a copy of the U.S. Wage and Hour Division, Department of Labor "*Employee Rights and Responsibilities Under the Family and Medical Leave Act*" notice.

Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible for this benefit subject to additional requirements:

\*Regular full-time employees

\*Regular part-time employees who work 30 hours or more per week

Benefit accruals, such as paid leave or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

If an employee fails to return to work on the agreed upon return date, Community Services will assume that the employee has resigned.

Employees are required to use available paid personal leave during the FMLA absence. The leave will be considered protected FMLA leave and counted against your FMLA leave entitlement.

<ADDITION>>

An employee is responsible for ensuring their portion of their benefits premiums (Medical, Dental, Life, AD&D, Cancer and Accident) are paid while on leave. Earned Personal leave used while the employee is on leave and may cover some of the cost of the benefits. Any remaining cost must be paid to the agency by the employee by the date provided to the employee by the HR Department.

<<END OF ADDITION>

Any questions pertaining to an employee's rights that are not answered in the attached notice as it pertains to FMLA may be submitted in writing to the Human Resources Department.



# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 602 Family Leave

Effective Date: 9/1/2003

Revision Date: 09/26/2012

For purposes of this policy and in compliance with notification requirements, CSNT has elected to attach a copy of the U.S. Wage and Hour Division, Department of Labor *“Employee Rights and Responsibilities Under the Family and Medical Leave Act”* notice.

Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible for this benefit subject to additional requirements:

\*Regular full-time employees

\*Regular part-time employees who work 30 hours or more per week

Benefit accruals, such as paid leave or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

If an employee fails to return to work on the agreed upon return date, Community Services will assume that the employee has resigned.

Employees are required to use available paid personal leave during the FMLA absence. The leave will be considered protected FMLA leave and counted against your FMLA leave entitlement.

<ADDITION>>

An employee is responsible for ensuring their portion of their benefits premiums (Medical, Dental, Life, AD&D, Cancer and Accident) are paid while on leave. Earned Personal leave used while the employee is on leave and may cover some of the cost of the benefits. Any remaining cost must be paid to the agency by the employee by the date provided to the employee by the HR Department.

<<END OF ADDITION>

Any questions pertaining to an employee’s rights that are not answered in the attached notice as it pertains to FMLA may be submitted in writing to the Human Resources Department.

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### 603 Leave of Absence

Effective Date: 9/1/2003

Revision Date: 3/29/2006

Community Services provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- \* Regular full-time employees
- \* Regular part-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should obtain approval from their supervisor. Final approval is required by the Executive Director.

Personal leave may be granted for a period of up to 30 calendar days every one year. With the supervisor's approval, an employee may take any available paid leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Community Services until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Community Services according to the applicable plans.

Benefit accruals, such as Personal Leave and holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Community Services cannot guarantee reinstatement in all cases.

<ADDITION>>

An employee is responsible for ensuring their portion of their benefits premiums (Medical, Dental, Life, AD&D, Cancer and Accident) are paid while on leave. Earned Personal leave used while the employee is on leave and may cover some of the cost of the benefits. Any remaining cost must be paid to the agency by the employee by the date provided to the employee by the HR Department.

<<END OF ADDITION>

If an employee fails to report to work promptly at the expiration of the approved leave period, Community Services will assume the employee has resigned.

# Community Services of Northeast Texas, Inc.

## Personnel Policies & Procedures

### ~~386 Agency Employees Absence Leave~~

Effective Date: ~~11/17/2004~~

Revision Date: ~~11/30/2005~~

~~Beginning January 1, 2005, full-time\* (working 8 hours per day) and part-time\* (working 6 or 4 hours per day) employees will receive the following number of hours per number of months of employment:~~

<del>10 month employee</del>	<del>Full-time</del>	<del>80 hours</del>	<del>(10 mos x 8 hrs)</del>
	<del>Part-time</del>	<del>20 hours</del>	<del>(Effective 07/01/05)</del>
<del>11 month employee</del>	<del>Full-time</del>	<del>88 hours</del>	<del>(11 mos x 8 hrs)</del>
<del>12 month employee</del>	<del>Full-time</del>	<del>96 hours</del>	<del>(12 mos x 8 hrs)</del>
	<del>Part-time</del>	<del>72 hours</del>	<del>(12 mos x 6 hrs)</del>

~~On January 1, 2005, the above listed employees will receive one half the number of the total absence leave hours; on July 1, 2005, the above listed employees will receive the remaining one half number of absence leave hours. Hours can be carried over from the first six months to the second six months. All absence leave hours given on January 1 and July 1 must be used by December 31 of each year.~~

~~The above number of hours may be used for illness\*, personal or business use. The unused hours will not be carried over to succeeding years.~~

~~When employees are hired during other months, absence leave hours will be prorated beginning the first month after hire.~~

~~If an employee uses more than the allocated hours, the per diem amount will be deducted from the employee's pay.~~

~~Absence Leave may be used in a minimum increment of one hour.~~

~~As with any leave, employees are required to have prior approval from their supervisor. Notify your supervisor of absence leave request as early as possible. Signed leave requests are required to accompany employee's time sheets.~~

~~**\*This policy is effective only through 12/31/05.**~~

~~\*Refer to Policy 201 Employment Categories~~

~~\*Refer to Policy 704 Absenteeism~~

~~**\*This policy has been revised to include the following:**~~

~~*Any remaining unused time may be combined with Policy 399 to carry over 80 hours (or less) to the new Personal Leave Policy 380, which will go into effect on January 1, 2006.*~~



# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### ~~399 Agency Employees Sick Leave/PTO/\*Floating Holidays~~

Effective Date: 11/17/2004

Revision Date: 11/30/2005

~~Beginning 12/01/2004, all sick leave, PTO and \*Floating Holidays accrued prior to September 1, 2003 (Head Start Center Employees) or 11/30/2004 (Non Head Start Center Employees) will be granted to employees on a noncash basis.~~

~~Any time not used as absent leave will be forfeited. Leave of absence time will be taken in 8 hour increments (full time employee). No more than four 8 hour days (full time employee) can be taken within each month from December 1, 2004 through November 30, 2005. Part time employees have the same restrictions; but their time is in accordance with the number of hours they are scheduled to work each day. (i.e. Part time employees that work 4 hours a day may not use more than four 4 hour days within each month.)~~

~~As with any leave, an employee is required to have prior approval from his/her supervisor. Signed leave requests are required to accompany employee's time sheets.~~

~~\*These Floating Holidays do not apply to the Nutrition Staff or cost Allocated Staff.~~

#### ~~**This policy has been revised to include the following:**~~

~~1. *November 30, 2005 has been extended to December 31, 2005.*~~

~~2. *Any remaining unused time may be combined with Policy 386 to carry over 80 hours (or less) to the new Personal Leave Policy 380, which will go into effect on January 1, 2006.*~~

**Disposition of Head Start Van #803  
Head Start Grant #06CH7174/03**

Date	Description of Item(s)	Cost of Sales	Budget Line Item
10/11/2017	1998 Chevrolet Astro Van VIN # 1GNDM19WOWB125670 222,130 miles Fair Condition	\$300.00	Vehicle Repairs
	Total	\$300.00	

**Justification for  
Head Start PY 03  
Budget Amendment**

Head Start Van #803 was sold for \$300 the week of October 9, 2017. The \$300 will be booked in the Vehicle Repairs line-item of the PY03 Head Start Budget.

# **2018 CA Update Conclusions:**

## **Key Priority Area Ten:**

Needs, Strategies, Conclusions

### **Priority Area 10-1 CSNT Head Start Identified Needs and Strategies Identified Needs**

- Need: Program that addresses the needs of children and their families (ages three and under)
  - Strategy: Request Early Head Start Grant/slots for CSNT Head Start service area including Camp, Cass, and Morris Counties
  - Strategy: Complete impact study on transitioning designated slots from Head Start to Early Head Start
- Need: Availability of high quality health and dental care providers that will accept Medicaid and CHIP
  - Strategy: Form partnerships with State and local programs to assist families in meeting the needs of the children
  - Strategy: Educate parents on resources available through the state including CHIP and Medicaid
  - Strategy: Be an advocate in the community to promote awareness of the resources that are available to low-income families
- Need: Form partnerships with Health Care Centers in the CSNT Head Start service area to develop health networks for Head Start parents
  - Strategy: Form stronger partnerships with health care providers
  - Strategy: Inform the providers of the benefits in forming a partnership with Head Start
  - Strategy: Educate parents and the community on the benefits of healthy families within the community
- Need: Hire staff that are bi-lingual
  - Strategy: Post job openings on Websites (i.e., Workforce Commission, Region VIII ESC, etc.) listing the need for applicants with bi-lingual skills

Strategy: Advertise in the local newspaper want ads listing the need for bilingual staff

Strategy: Develop a training class to teach Spanish to existing employees

Need: Provide activities within the Head Start Program that support best practices for parent

Strategy: Seek resources to teach parenting skills

Strategy: Survey parents to narrow the scope of parenting skills needed

Strategy: Provide activities that parents enjoy doing with their children

Need: Implement School Readiness within the Head Start Service area

Strategy: Create Partnerships with local School Districts that focus on School Readiness skills for children

Strategy: Develop systems for parents to be a part of the School Readiness team for their child (ren)

Strategy: Create highly-qualified teaching staff that support School Readiness of Head Start children

Need: Teaching staff that create highly diverse classrooms that include dual-language learners

Strategy: Train teachers on strategies to implement in the classroom for dual-language learners

Strategy: Train teachers on strategies to implement with families of dual-language learners

Strategy: Analyze/monitor data for success of dual-language learners in the program

**Priority Area 10-2 CSNT Community Assessment Update Conclusions Number of eligible Head Start Children:**

- 6.3% of the population within the service area were 0-4 years of age or 9,369 children (a slight increase from last year in all counties except Morris County which had a slight decrease)
- The racial make-up of the service area did not have any significant changes (there was a slight increase in the number of Caucasians and slight decrease in the number of African Americans)
- The Hispanic population increased by less than 1% from last year
- English remains the dominant language spoken in the service area with only 2.93% of the population with Limited English Proficiency
- The Hispanic median age was 19 years younger than the average non-Hispanic median age (White 43 yrs., Black 37 yrs., and Hispanic 24 yrs.)
- 33.0% of households in the service area were made up of households with children under age 18 (there was a slight increase of .10% from last year)
- Over 59.6% of Grandparents were responsible for Grandchildren when they lived in the same household (this is a 2% decrease from last year)
- The homeless population was at 1.33% for Region VIII ESC and 2.06% in the State of Texas; However, it was over 4% in the CSNT Head Start service area
- Over 57.9% of the children in the CSNT service area are eligible for Free/Reduced lunches (there was a 4% decrease from last year)
- 71 students in the CSNT Head Start service area were in Foster Care compared to 29 last year
- Within the service area, there were 10.3% of children with a diagnosed disability (With changes to the HSPPS and the Texas State Laws, it should be easier for CSNT Head Start to reach 10% of the funded enrollment be children with a disability)

***Location of eligible children:***

- While there are pockets of children under 4-yrs-old living in poverty throughout the four county CSNT Head Start service area, the bulk of the children are located within a few miles of the major towns and cities



- Most areas are within driving distance to any Head Start Campus
- Each of the nine Head Start locations are centrally positioned to serve the largest number of eligible children and families

***Access to Head Start:***

- Texarkana ISD Head Start is the largest campus in the CSNT service area serving 148 children and transporting over 37 children daily
- Atlanta ISD Head Start and the Hughes Springs Head Start are the second largest campuses with the second greatest need for transportation with an estimated 44 AISD students transported daily and an estimated 56 HSHS students
- Hughes Springs Campus provides transportation to the children who live outside of the Hughes Springs ISD service area including Avinger and Daingerfield/Lone Star
- Transportation is a part of the partnerships that are formed with the ISDs
- Transportation services account for a large amount of in-kind for the program each year

***Service Needs:***

- The greatest impact in the service area is the amount of unemployment that has happened in most areas
- With the lack of employment opportunities in most areas, it is beneficial when any new businesses open
- Unemployment (at 8.4% in the service area) has remained about the same within past four years overall, but Morris and Camp Counties have seen an increase due to factory closings
- There are 114 primary care physicians practicing in the service area
- There are 65 dentists within the service area and 109 Mental Health Providers
- 24% of the service area population reported fair or poor health which is higher than the average of 17% for the State of Texas and the US average of 16%
- 16.05% of the adults in the service area had poor dental health which is higher than Texas with 12.7% and the US at 15.7%

- 19% of the population were smokers (smoking on a regular basis); this was up 2% from the previous year
- 16.4% of the total population were diagnosed with a disability, 10.3% of students, and 4.8% of children under age 18
- 14.3% of preschoolers were considered obese within the service area and 31% of adults
- 9.4% of all births were considered low-weight births and 6.5% of teen births ages 15-19
- 314 births were to mothers aged 15-19 within the service area
- 3,044 households with children under 5 were receiving benefits from the (SNAP) in the service area Supplemental Nutrition Assistance Program (this was 2% the same as last year)
- 24.0% of the population under 18 years of age received Medicaid (This is 19% lower than last year)
- Only 11.2% of the population was w/o Medical Insurance (This was .1% higher than last year)
- 3.6% of the children under 18 years of age were receiving CHIP (Children's Health Insurance Program) (This was the same as last year)
- Average income per capita for the service area was \$23,938 (this was an average of \$2,100 higher than last year)
- 2.0% of the population under age 17 were receiving Supplemental Security Income (this was 2% lower than last year)
- 1,165 Public Housing Authority Units were available within the service area
- 2.0% of households within the service area had public assistance income
- 28.8% of the population under Age 19 residing in the service area were considered living in poverty (this .9% higher than last year and 7% higher than the average in Texas and 4% higher than the national average)
- Only 287 people residing within the service area relied on public transportation to commute to work
- Only 7.0% of the household within the service area reported that they did not own a motor vehicle (this was .2% higher than last year)

- According to STAAR (State of Texas Academic Assessment Report 2016) data Bowie County had the lowest percentage of students at satisfactory or above reading rate at 60.5% of students and Camp County had the highest at 86%
- According to the STAAR (State of Texas Academic Assessment Report 2016) data Bowie County had the lowest percentage of students at satisfactory or above math rate at 61% of students and Camp had the highest at 82%
- According to the STAAR (State of Texas Academic Assessment Report 2016) data Bowie County had the lowest percentage of students at satisfactory or above writing rate at 52% of students and Camp had the highest at 83%
- According to the STAAR (State of Texas Academic Assessment Report 2016) data Bowie County had the lowest percentage of students at satisfactory or above science rate at 62% of students and Camp had the highest at 79%
- According to the STAAR (State of Texas Academic Assessment Report 2016) data Bowie County had the lowest percentage of all students at satisfactory or above on all subjects tested 56% of students and Camp had the highest at 84%
- Pittsburg ISD had the highest percentage of students at satisfactory standard or above in reading 86%; Pittsburg ISD had the highest percentage of satisfactory standard or above in math 82%; Atlanta ISD had the highest number of students at satisfactory or above in writing 94%; Bloomburg ISD had the highest amount of students at satisfactory or above in science with 92%; and Pittsburg ISD had the highest with 85% of all students were at satisfactory or higher for all subjects tested under STAAR
- Pittsburg ISD scored highest on the State of Texas Performance Indicator - Student Achievement at 81 (State Target = 60)
- Bloomburg ISD scored the highest on the State of Texas Performance Indicator – Student Progress at 45 (State Target = 33)
- Pittsburg ISD scored highest on the State of Texas Performance Indicator – Closing Performance Gaps at 48 (State Target = 28)
- L-KCISD scored highest on the State of Texas Performance Indicator – Postsecondary Readiness at 40 (State Target = 12)



# 2018 CA Update

## Summary of Key Priority Area 1



## Demographics

- 1-1 Geographic Locations
- 1-2 Racial/Ethnic  
Composition
- 1-3 Estimated Numbers
- 1-4 Languages Spoken

## HIGHLIGHTS

- ★ POPULATION HAS STAYED CONSISTENT
- ★ 49% OF SERVICE AREA IS RURAL
- ★ 7.97% POPULATION IS HISPANIC (SMALL INCREASE)
- ★ 6.3% OF POPULATION WAS UNDER 4-YRS OF AGE
- ★ 40.5 MEDIAN AGE IN SERVICE AREA

**2.93%**  
**5+ Population with  
Limited English  
Language Proficiency**

---

**50.3%**  
**Service Area  
Female Population**

---

**59.6%**  
**Grandparents Raising  
Grandchildren When  
Living In Same House**

---

**24**  
**Median Age of  
Hispanic Population**

---

**Spanish**  
**2<sup>nd</sup> Most Used  
Language After  
English**

**CSNT Service Area  
Population Density  
Estimated at 66 persons  
per square mile (less than  
Texas at 102 persons and  
the US at 90 Persons.**

# 2018 CA Update

## Summary of Key Priority Area 2

### Homelessness



### 2-1 Homeless Populations

## HIGHLIGHTS

- ★ NUMBER OF HOMELESS FAMILIES WITH CHILDREN IN AMERICA DECREASED 2015 TO 2016
- ★ TEXAS RANKED 32<sup>ND</sup> OUT OF 50 NATIONALLY IN THE NUMBER OF HOMELESS STUDENTS IDENTIFIED
- ★ TEXAS RANKED 8<sup>TH</sup> OUT OF 17 REGIONALLY IN THE NUMBER OF HOMELESS STUDENTS IDENTIFIED

2%  
Texas School-Aged Children that will Experience Homelessness

49%  
Homeless Students with a Disability

4%  
CSNT Students Considered Homeless 2016-2017 School Year

1.33%  
Homeless Students Identified within Region VIII ESC

Texas school districts are trying to educate an estimated 111,000 homeless children/youth each year.

# 2018 CA Update

## Summary of Key Priority Area 3



## Information Foster Care

### 3-1 Children In Foster Care

## HIGHLIGHTS

- ★ 71 CHILDREN IN FOSTER CARE WITHIN THE PUBLIC SCHOOL SYSTEMS WITHIN THE SERVICE AREA
- ★ 2.6% OF CHILDREN ENROLLED IN CSNT HEAD START WERE IN FOSTER CARE 2016-2017
- ★ 69 CHILDREN LIVING WITHIN THE SERVICE AREA WERE IN FOSTER CARE JULY 2017

104  
Bowie County  
Children in Foster  
Care FY 2016

---

18  
Camp County  
Children in Foster  
Care FY 2016

---

43  
Cass County Children  
in Foster Care FY 2016

---

17  
Morris County  
Children in Foster  
Care FY 2016

**CSNT Head Start works closely with the Texas Department of Family and Protective Services within the service area.**



# 2018 CA Update

## Summary of Key Priority Area 4



## Children with Disabilities

### 4-1 Children with Disabilities

## HIGHLIGHTS

- ★ 11.05% OF CHILDREN ENROLLED IN CSNT HAD A DISABILITY 2016-2017
- ★ 10.3% SCHOOL ENROLLMENT WITH A DISABILITY 2016-2017
- ★ 16.4% OF THE SERVICE AREA POPULATION HAD A DISABILITY
- ★ 4.82% OF THE TOTAL POPULATION UNDER 18 HAD A DIAGNOSED DISABILITY
- ★ 10.08% STUDENTS DIAGNOSED WITH A DISABILITY ENROLLED IN CSNT 2015-2016

**1,100**  
**Public School**  
**Students Diagnosed**  
**with Learning**  
**Disability**

**525**  
**Public School Students**  
**Diagnosed with**  
**Speech Impairment**

**306**  
**Public School**  
**Students Diagnosed**  
**with Autism**

**121**  
**Public School**  
**Students Diagnosed**  
**with Emotional**  
**Disturbance**

**CSNT Head Start works closely with local school districts to serve children with disabilities within the service area.**

# 2018 CA Update

## Summary of Key Priority Area 5



## Socio-Economic Factors

- 5-1 Education Levels
- 5-2 Health Statistics
- 5-3 Nutrition Information
- 5-4 Social Service Needs
- 5-5 Economic Factors

## HIGHLIGHTS

- ★ 14% OF PERSONS LIVING IN THE SERVICE AREA HAD NO HIGH SCHOOL DIPLOMA
- ★ 114 PRIMARY CARE PHYSICIANS WITHIN THE SERVICE AREA
- ★ 24% OF ADULTS REPORTED POOR HEALTH WITHIN THE SERVICE AREA
- ★ 11% OF ADULTS LIVING WITHIN THE SERVICE AREA WERE DIABETIC

**15.9%**  
**SNAP Recipients in  
the Service Area**

---

**57.9%**  
**Public School  
Students Eligible for  
Free Lunch**

---

**24%**  
**Children Under Age 18  
Receiving Medicaid**

---

**6.3%**  
**Unemployment Rate  
Within the Service  
Area**

**28.2% of the population  
under the age of 18 in the  
service area lives at or  
below the Federal Poverty  
Rate.**

# 2018 CA Update

## Summary of Key Priority Area 6



## Child Care Programs

- 6-1 Private Child Care Providers
- 6-2 Publicly Funded Pre-K

## HIGHLIGHTS

- ★ 44 LICENSED CHILD CARE CENTERS WITHIN SERVICE AREA
- ★ 227 CHILDREN ESTIMATED TO BE ENROLLED IN SUBSIDIZED CHILD CARE
- ★ 1,526 CHILDREN NOT ENROLLED IN EDUCATION PROGRAM
- ★ 4,685 PRE-K AGE CHILDRE IN SERVICE AREA

9  
ISD Partnerships

480  
Children Enrolled in  
ISD Partnership  
Program

57.9%  
Public School  
Students Eligible  
For Free Lunch

44%  
Public School  
Students Considered  
At-Risk

22,604  
Public School  
Students Eligible for  
Title 1 Program

**CSNT Service Area has  
23 Independent School  
Districts (9 are in  
partnership with CSNT  
Head Start).**



# 2018 CA Update

## Summary of Key Priority Area 7



## Housing Needs

### 7-1 Housing Resources

## HIGHLIGHTS

- ★ 65,102 HOUSING UNITS IN THE SERVICE AREA
- ★ 16.2% OF THE HOUSING UNITS IN THE SERVICE AREA WERE VACANT
- ★ \$589 MEDIAN RENT IN THE SERVICE AREA
- ★ 29% OF THE HOUSING UNITS IN THE SERVICE AREA HAD ONE OR MORE SUBSTANDARD CONDITIONS

**10%**  
**Rental Units Vacant in  
the Service Area**

**Substandard  
Conditions:**

- 1. Lacking complete plumbing**
- 2. Lacking complete kitchen**
- 3. More than 1 occupant per room**
- 4. 30% or greater monthly owner's cost**
- 5. 30% or greater gross rent as a % of household income**

**4.4% of the housing units within the service area are considered overcrowded (Overcrowding – more than 1 occupant per room.)**

# 2018 CA Update

## Summary of Key Priority Area 8



## General Information

- 8-1 Transportation
- 8-2 Preferred Services
- 8-3 Program Schedule
- 8-4 Barriers to Participation
- 8-5 School Readiness

## HIGHLIGHTS

- ★ 287 PEOPLE IN THE SERVICE AREA RELY ON PUBLIC TRANSPORTATION
- ★ PARENTS ENGAGE IN TAKE HOME ACTIVITIES WITH THEIR CHILDREN
- ★ HEAD START PROGRAM SCHEDULES MIRROR THE PARTNERSHIP ISD
- ★ RURAL AREAS AND LANGUAGE CAN CAUSE BARRIERS TO PARTICIPATION

**23**  
**School Districts in  
the Service Area**

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**CSNT Head Start  
Partners with  
Region VIII ESC**

---

**Texas Public Schools  
Implement the  
STAAR Assessment**

---

**Enrollment is Most  
Public Schools within  
the Service Area  
Remained Even or  
Saw A Slight Increase**

**AISSD, BISD, D-LSISD,  
and L-KCISD all received  
Distinction Designations  
for English Language  
Arts/Reading Assessment  
Ratings.**

# 2018 CA Update

## Summary of Key Priority

### Area 9



## Program Survey

9-1 Impacted Service Area  
9-2 Impacted Children

# HIGHLIGHTS

## IMPACTED SERVICE AREA

- ★ 35% - LACK OF JOBS/ UNEMPLOYMENT/ BUSINESSES CLOSING
- ★ 15.8% - NEW EMPLOYMENT OPPORTUNITIES
- ★ 9.4% - LACK OF AFFORDABLE HOUSING
- ★ 3.9% - DRUG/ALCOHOL ADDICTION
- ★ 3.4% - LACK OF PUBLIC TRANSPORTATION

## Highlights Impacted Children

23.1% Poor Parenting Skills

---

12.4% Young/Teen Parents

---

12.4% Drug/Alcohol Abuse by Parents

---

11.3% Children Raised By Grandparents

---

8.1% Changes to Assistance/Health /Dental Programs

**Lack of good paying jobs and poor parenting skills were at the top of the survey lists this year for impacting the service and children respectively.**



**Justification Head Start Volunteer Rates  
Grantee 06CH7174/04**

Date	Description of Item(s)	Cost of Sales	Budget Line Item
11/1/2017	CSNT Head Start has updated the Volunteer Rates for the PY04 Grant Year. The rates are based on actual wages paid by the Program. See Attached Proposed Volunteer Positions and Rates.	-0-	NA
	Total	-0-	



## CSNT Head Start Volunteer Rates

**Effective 12-1-17**

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$12.29 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25.76% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$9.25 per hour	Average of highest and lowest paid employee in this position. With 25.76% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$9.00 per hour	No employee in this position at this time. With 25.76% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$9.00 per hour	No employee in this position at this time. With 25.76% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$9.25 per hour	Average of highest and lowest paid employees in this position. With 25.76% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council  Governing Board	\$14.11 per hour Policy Council  \$31.07 per hour Governing Board	Average highest and lowest paid employee of the Head Start Management Staff. With 25.76% for fringe benefits, not included in total. The Governing Board average was taken from the 2015 Wage Comparability Study for programs between 4-8 million dollars.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$9.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25.76% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$9.39 per hour	Average of highest and lowest paid employee in this position. With 25.76% for fringe benefits, not included in total.	Assists teaching staff with the day to day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$9.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25.76% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$10.28 per hour	Average of highest and lowest paid in this position. With 25.76% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$12.05 per hour	Average of highest and lowest paid in this position. With 25.76% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.430		*Current rate for mileage (Subject to change

These hourly rates are based on actual payroll figures for CSNT employees as of 10-12-17, with the exception of the Governing Board. The Program Governance rates are based on averages from the 2015 Wage Comparability Study. Revised 10-13-17

**You will not be paid for the time documented on this form. The time is considered a donation to the Campus / Program.**





Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

### Wage Acknowledgement

I acknowledge and agree to the rate of pay:

\$ \_\_\_\_\_ Hourly

\$ \_\_\_\_\_ Salary

To be paid Bi-weekly on alternate Fridays.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

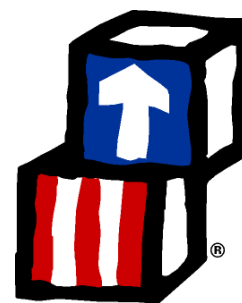
### Deduction Authorization Agreement

I understand and agree that the Employer may deduct funds (post tax) from my pay for reasons that fall into the following categories:

1. My share of the premiums for the Employer's group medical, dental and supplemental benefit plans;
2. Any contribution I may make into a retirement plan sponsored, controlled or managed by the Employer;
3. Any overpayment of wages to me for any reason. Repayment to the Employer of the entire amount of such overpayment will be made in one deduction, unless the Employer agrees in writing to a series of smaller deductions in specified amounts.
4. Installment payments on loans given to me or payments made on my behalf by the Employer. If there is a balance remaining when I leave the company, the balance of such amounts shall be withheld from any funds owed to me by the Employer.
5. Insurance premiums made by the Employer on my behalf during times when I am not receiving pay, such as absence from work for FMLA, Worker's Compensation or an approved Leave of Absence. Once my pay resumes, repayment to the Employer of the entire amount of such premiums will be made in one deduction, unless the Employer agrees in writing to a series of smaller deductions in specified amounts
6. Repayment of funds due to a Continued Service Agreement in which I have agreed not to voluntarily terminate my employment for a prescribed amount of time because of funds the Employer have expended for training.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



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

<b>Total Students Participating:</b>	<b>378</b>
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**Students Age**

<b>Three Year Old :</b>	<b>35%</b>	<b>Four Year Old:</b>	<b>65%</b>
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**Gender**

<b>Male:</b>	<b>56%</b>	<b>Female:</b>	<b>44%</b>
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**Race**

<b>White:</b> <b>40%</b>	<b>Black/African American:</b> <b>38%</b>	<b>Two or more:</b> <b>10%</b>
	<b>Other:</b> <b>12%</b>	<b>Not Specified:</b> <b>0%</b>

**Language\***

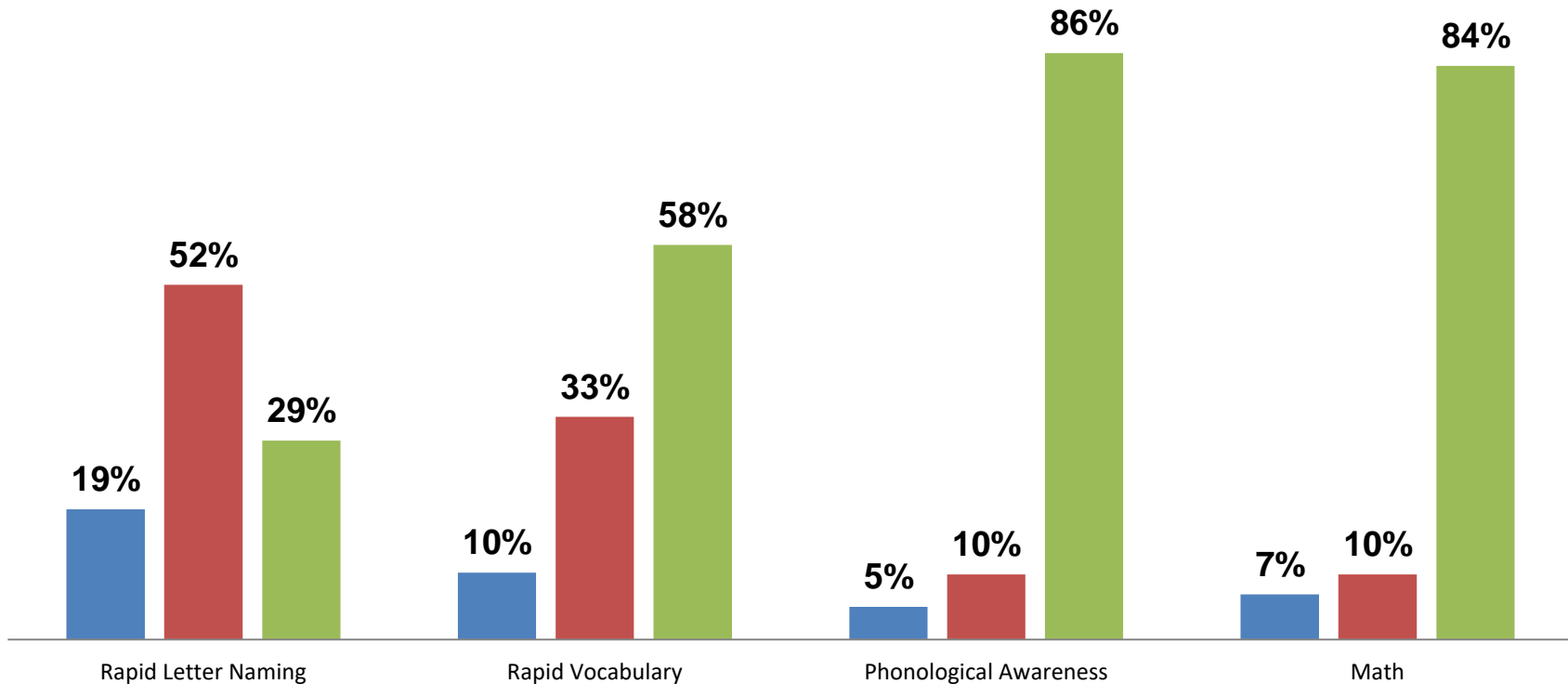
<b>English:</b> <b>90%</b>	<b>Spanish</b> <b>10%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>7%</b>	<b>No:</b>	<b>93%</b>
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## CSNT Head Start CIRCLE Assessment Wave 1 Program Report 2017-2018

■ Monitor ■ Needs Support ■ On Track

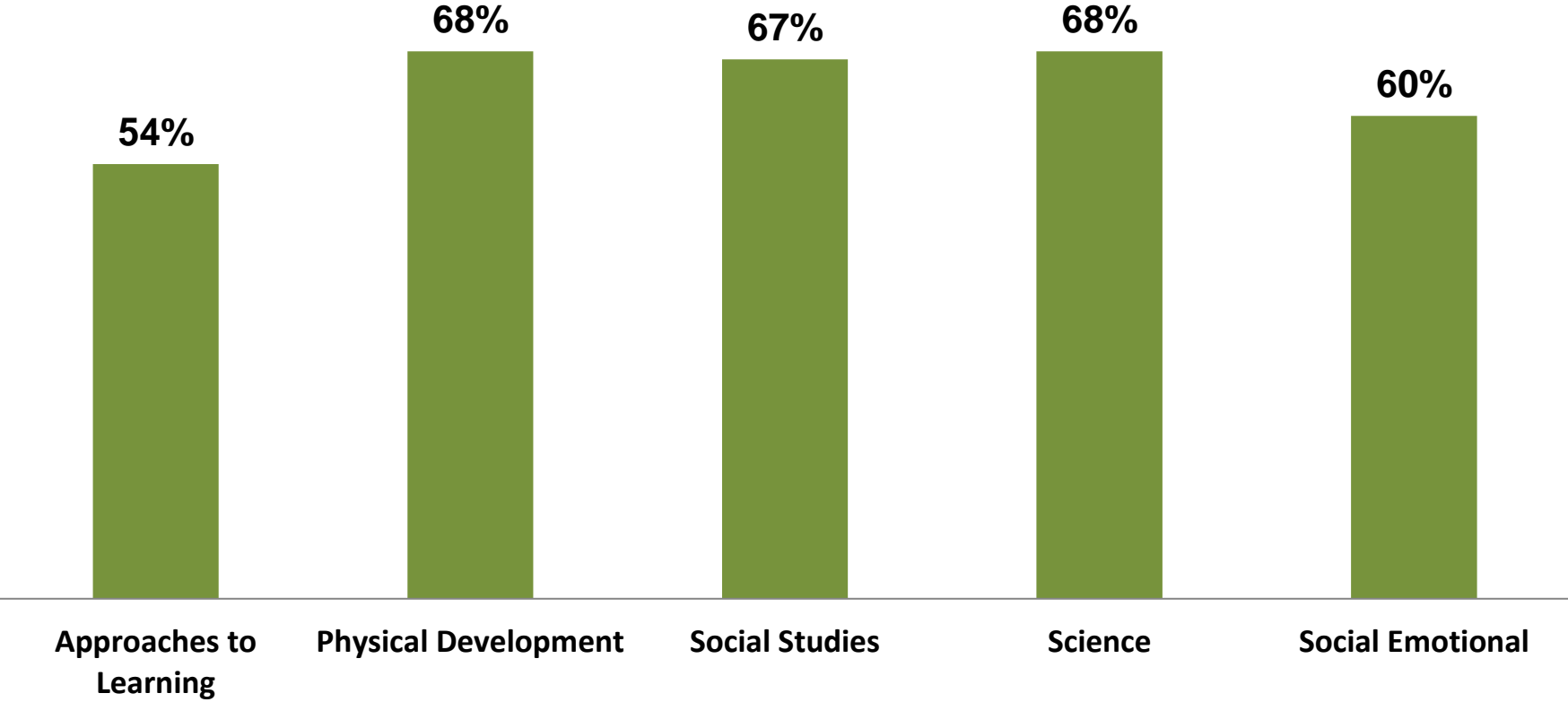


Students were assessed in Math and Phonological Awareness in the following area:

**Math:** Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

**Phonological Awareness:** Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

**CSNT Head Start CIRCLE Assessment Wave 1  
Program Report 2017-2018**



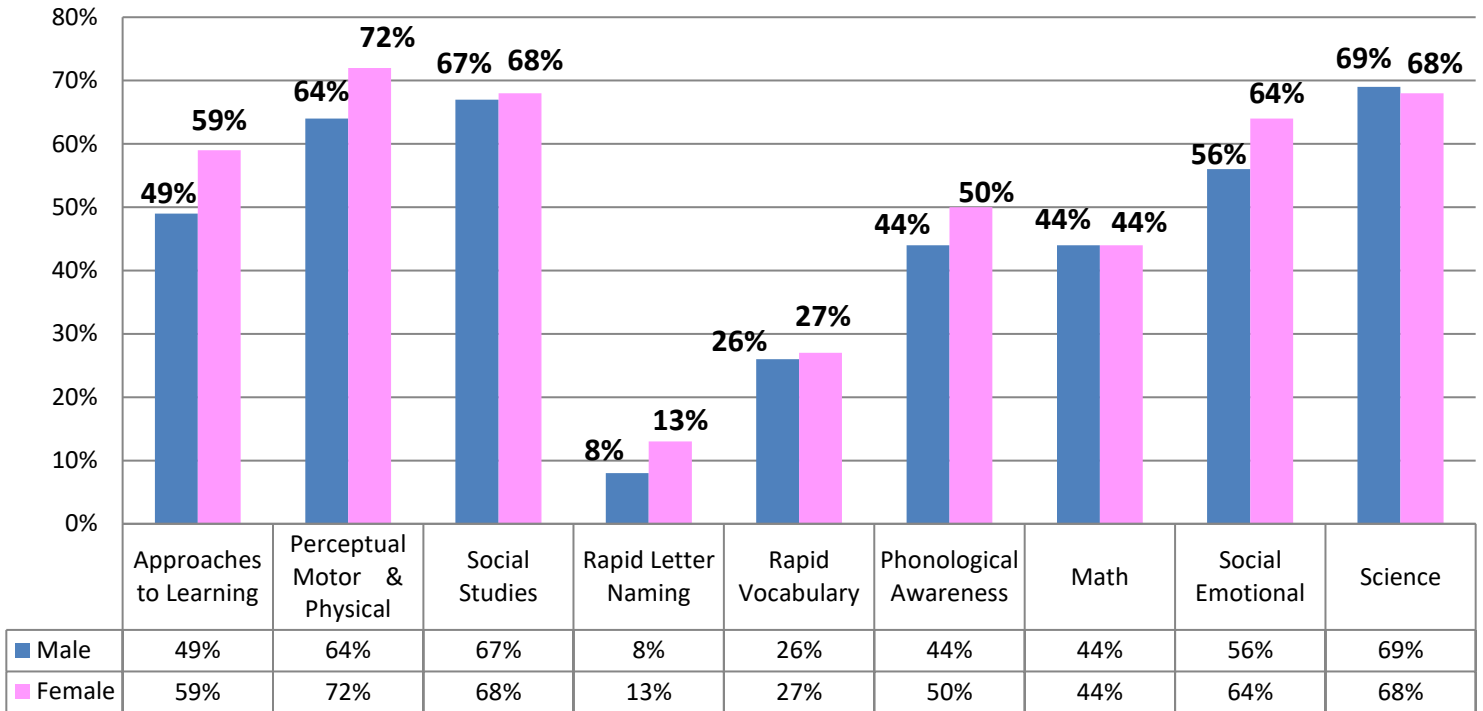
**Total percentage represents average of correct responses for each domain.**



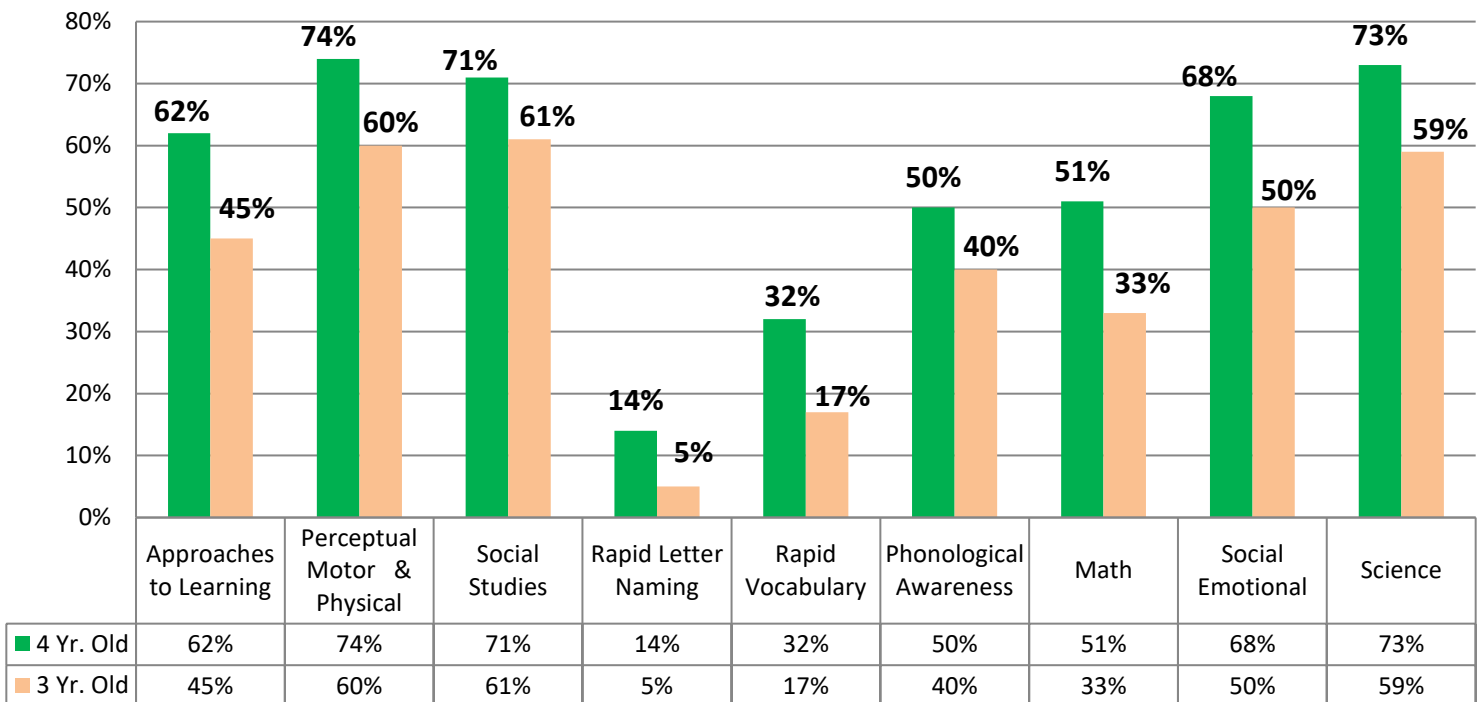
# CSNT Head Start – CIRCLE Assessment

## Wave 1 Comparison Data 2017-2018

### Male / Female Comparison



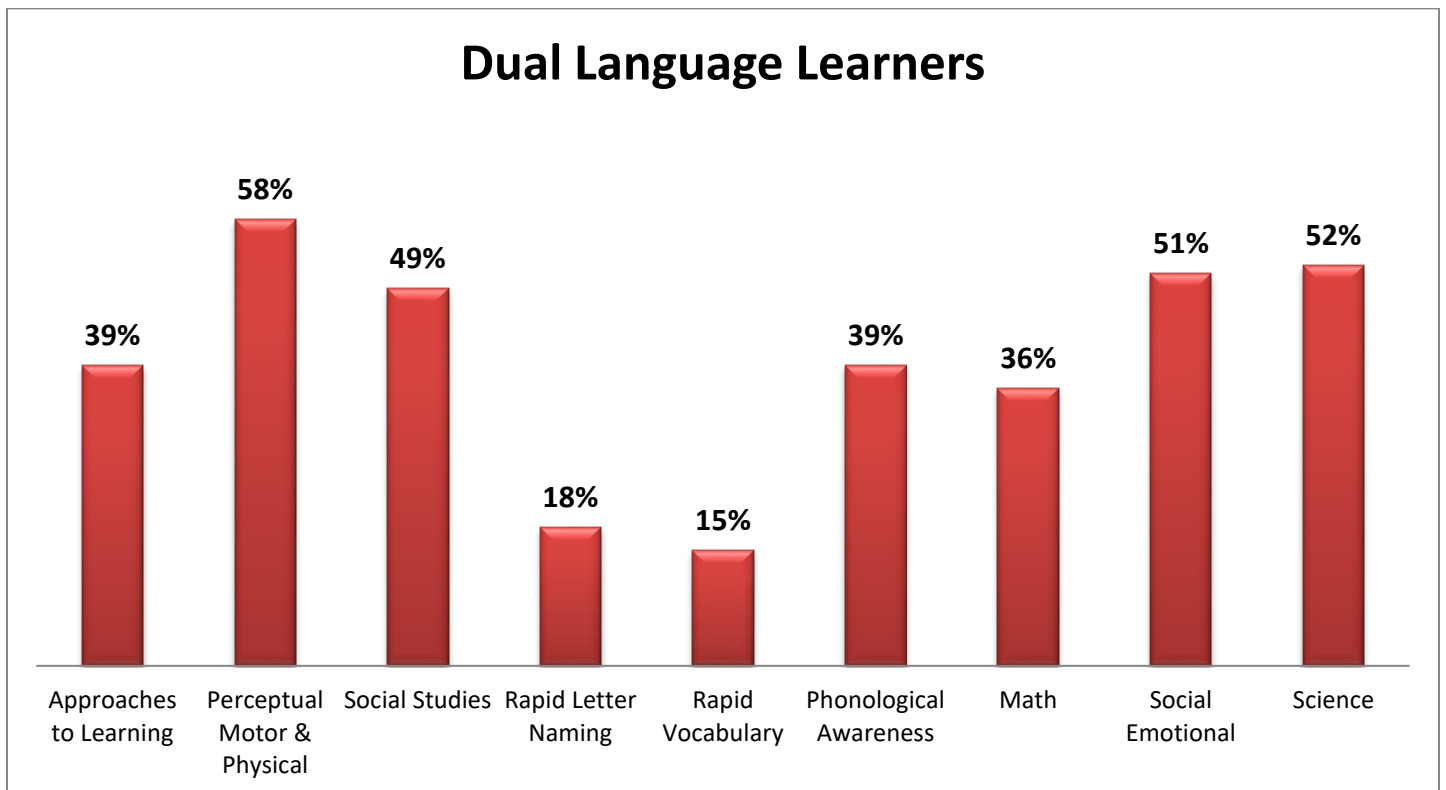
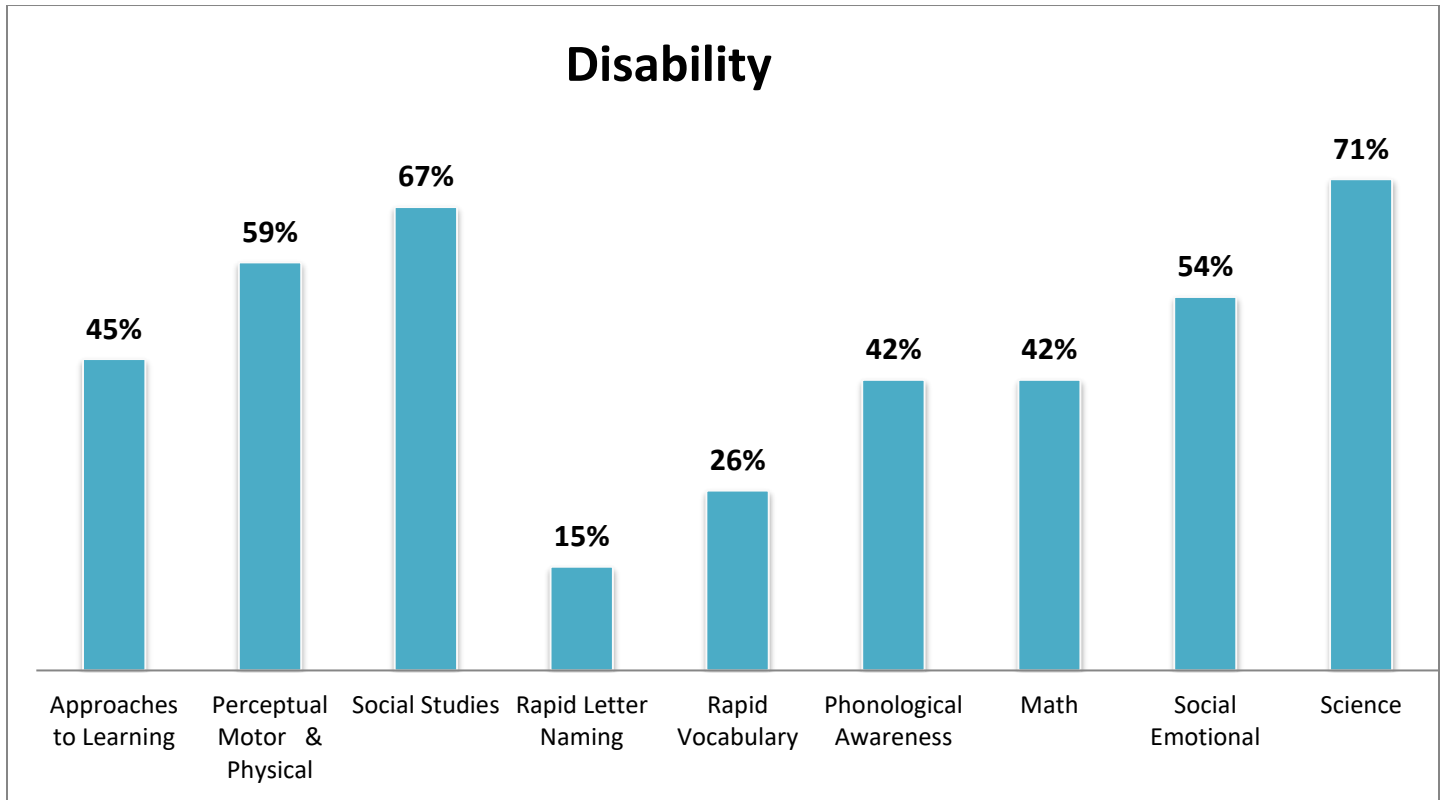
### Age Comparison



# CSNT Head Start – CIRCLE Assessment

Wave 1

2017-2018



# CSNT Head Start – CIRCLE Assessment

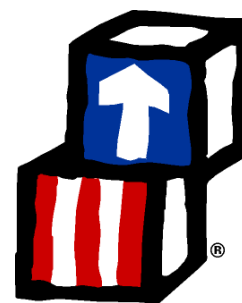
## Wave 1 Race Comparison Data 2017-2018

	White	Black / African American	Other	2 or More Races
Approaches to Learning	54%	51%	45%	57%
Perceptual Motor/Physical	66%	62%	65%	72%
Social Studies	68%	64%	57%	70%
Rapid Letter Naming	9%	10%	10%	16%
Rapid Vocabulary	28%	25%	18%	35%
Phonological Awareness	48%	44%	41%	48%
Math	45%	41%	38%	50%
Social Emotional	60%	52%	57%	63%
Science	73%	64%	63%	70%

**Percentage represents total number of correct responses for each domain.**

Community Services of Northeast Texas, Inc. Head Start  
 Frog Street Assessment –Beginning of Year

2017-2018



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

<b>Total Students Participating:</b>	<b>147</b>
--------------------------------------	------------

**Students Age**

<b>Three Year Old :</b>	<b>50%</b>	<b>Four Year Old:</b>	<b>50%</b>
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**Gender**

<b>Male:</b>	<b>47%</b>	<b>Female:</b>	<b>53%</b>
--------------	------------	----------------	------------

**Race**

<b>White:</b> 4%	<b>Black/African American:</b> 82%	<b>Two or more:</b> 8%
	<b>Other:</b> 5%	<b>Not Specified:</b> 0%

**Language**

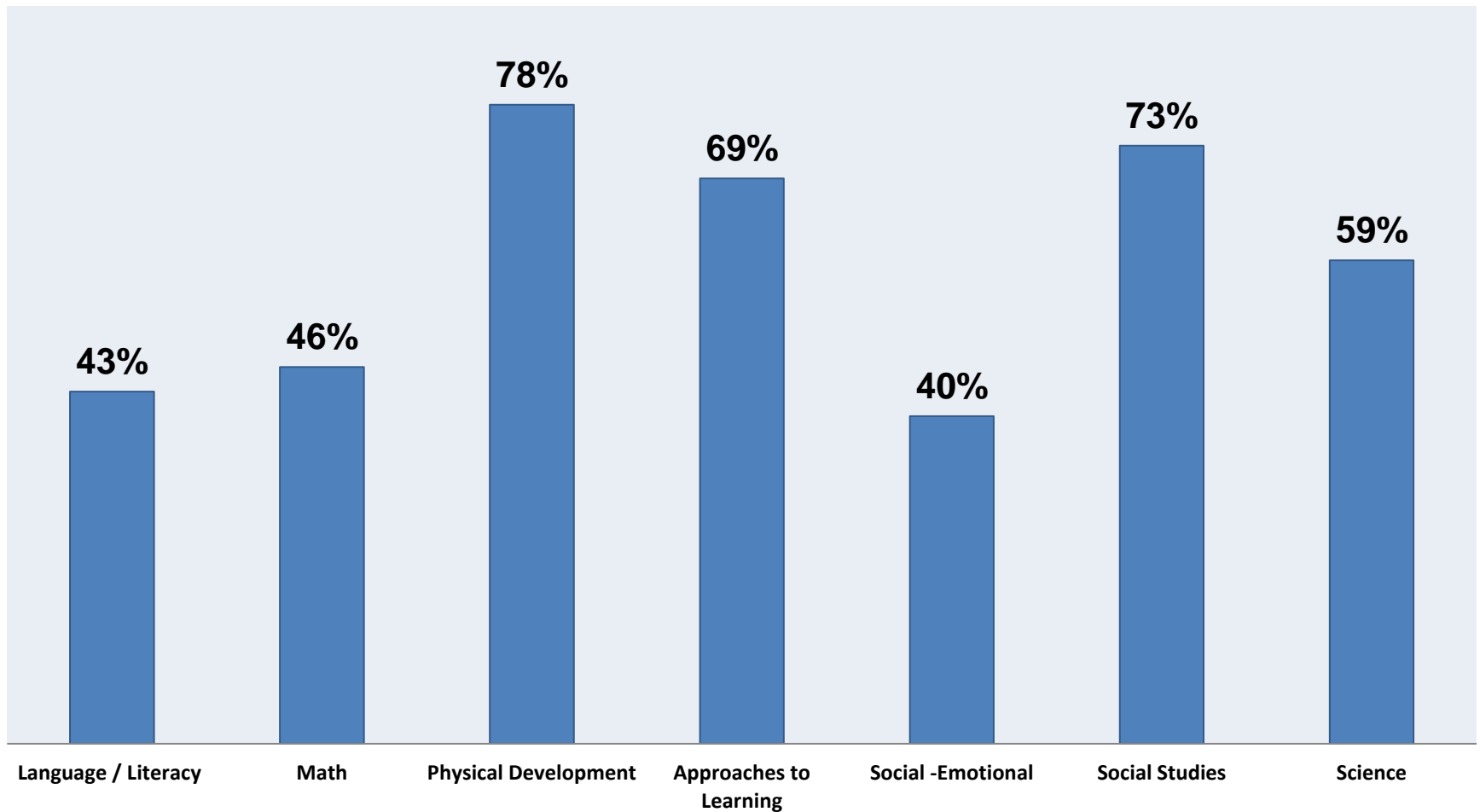
<b>English:</b> 100%	<b>Spanish</b> 0%	<b>Unknown:</b> 0%
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**Disabilities**

<b>Yes:</b>	<b>2%</b>	<b>No:</b>	<b>98%</b>
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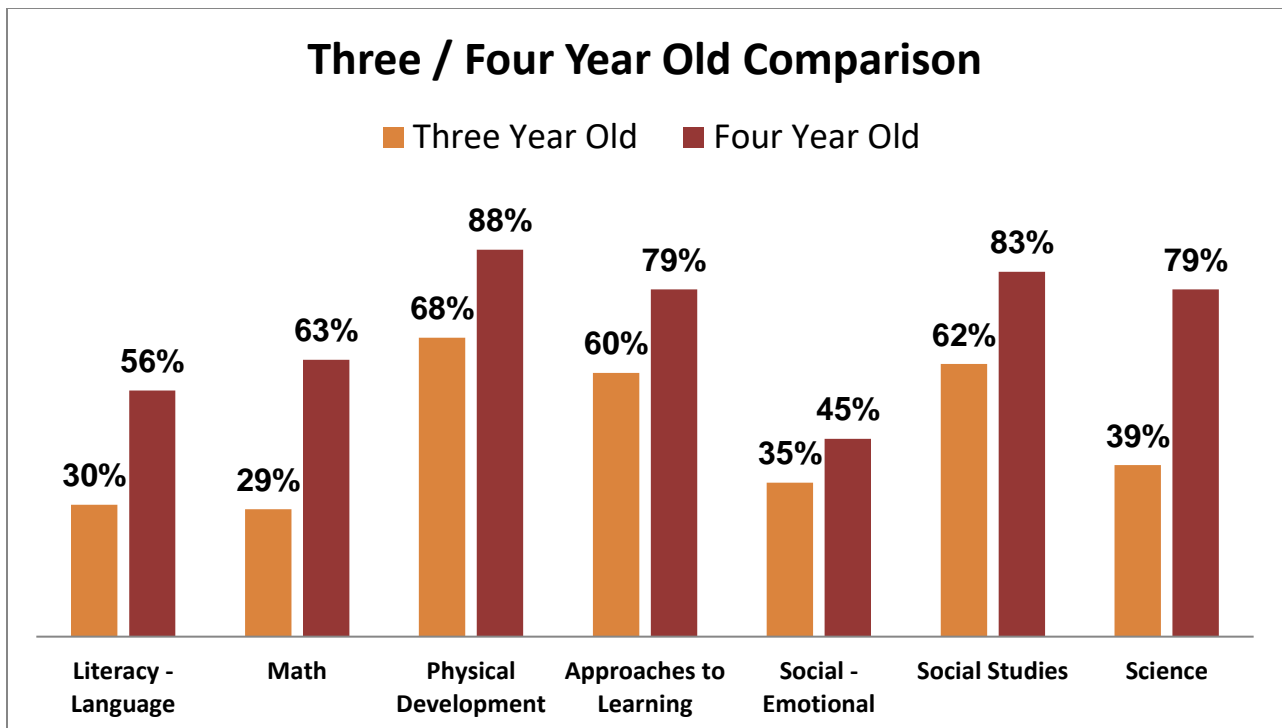
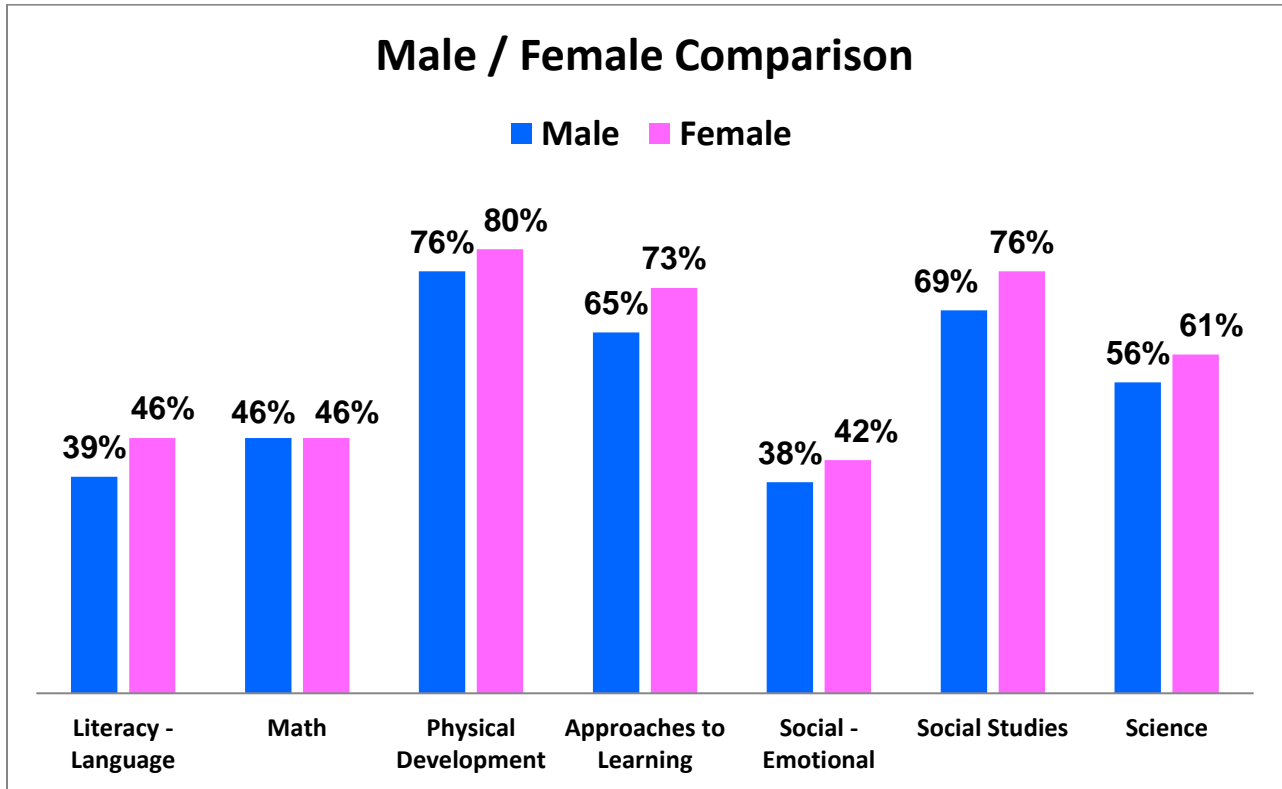
## CSNT Head Start - Frog Street Assessment Beginning of Year - 2017-2018



Percentage represents total number of correct responses for each domain.

# CSNT Head Start Frog Street Assessment

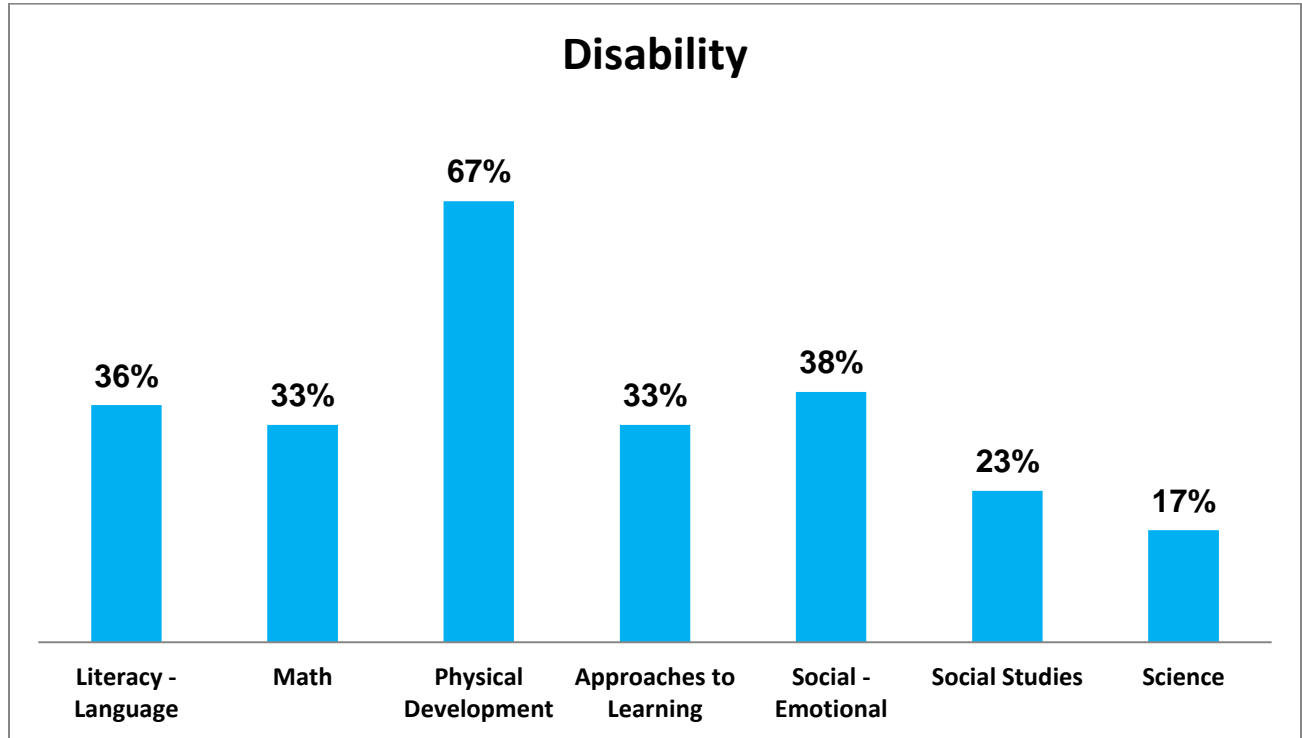
## Comparison Data – Beginning of Year 2017-2018



Percentage represents total number of correct responses for each domain.

# CSNT Head Start Frog Street Assessment

## Beginning of Year 2017-2018



Percentage represents total number of correct responses for each domain.

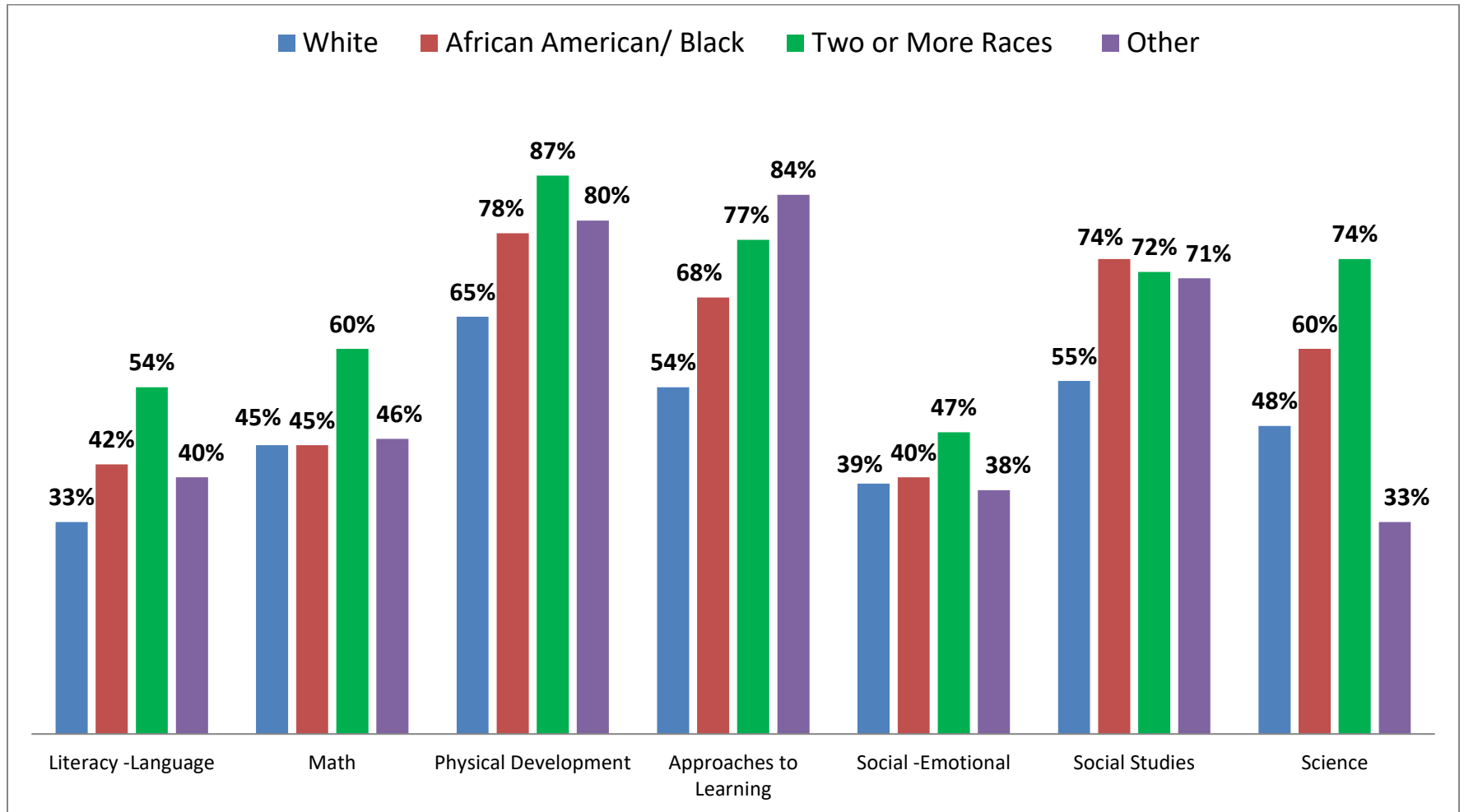
## English Language Acquisition

Texarkana Head Start / ISD have all English speaking students on the Dunbar campus. Texarkana ISD partnership provides a bilingual program at the Nash ISD campus.

# CSNT Head Start Frog Street Assessment

Beginning of Year 2017-2018

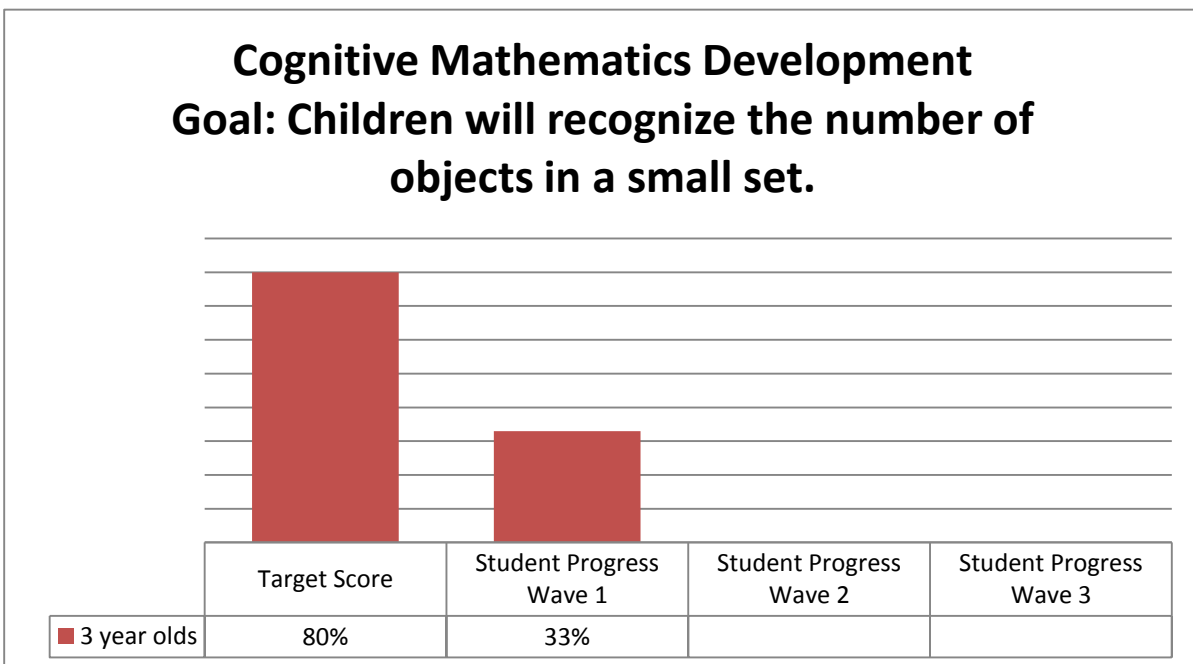
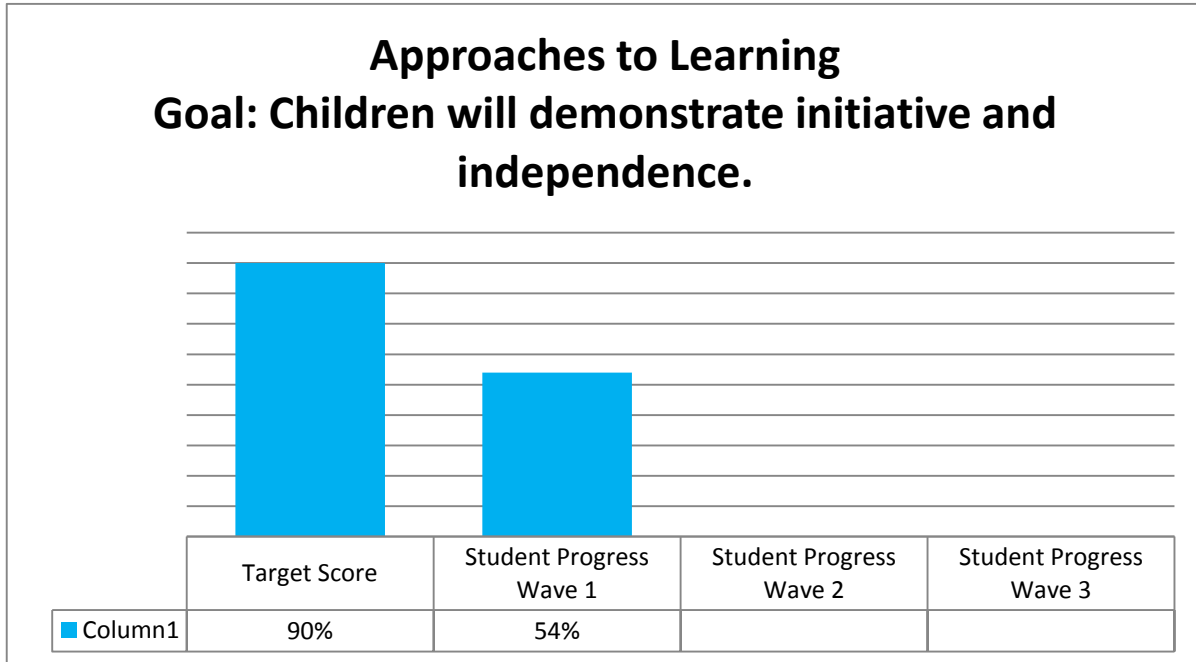
## Race Comparison



Percentage represents total number of correct responses for each domain.

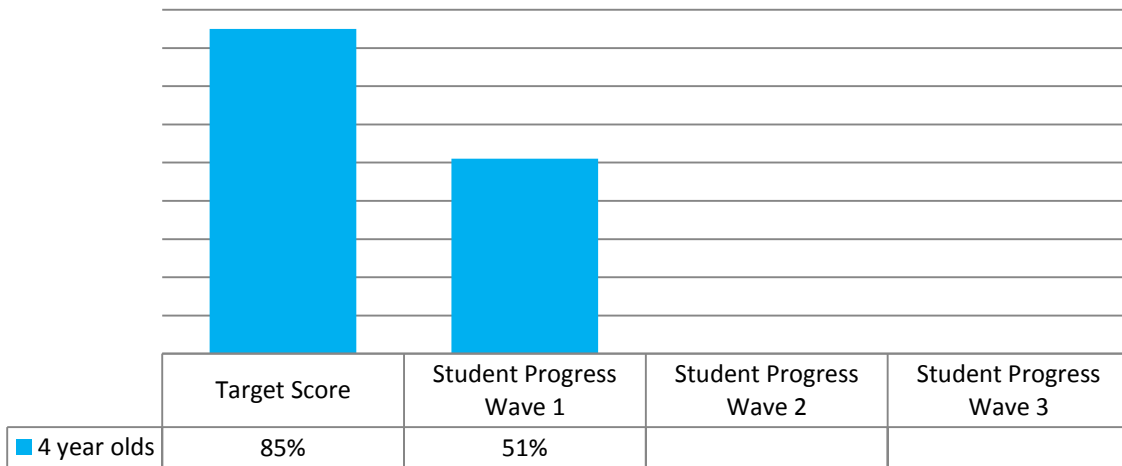


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**CIRCLE ASSESSMENT**

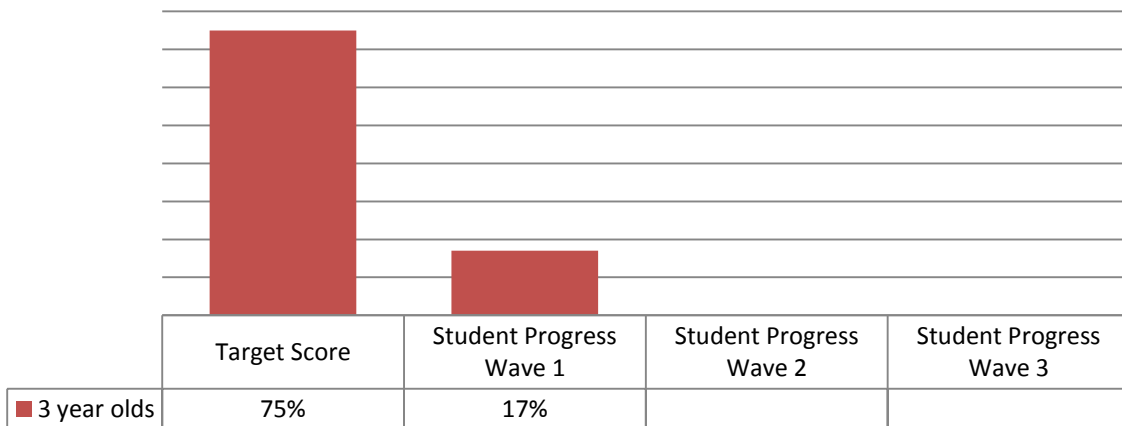


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**CIRCLE ASSESSMENT**

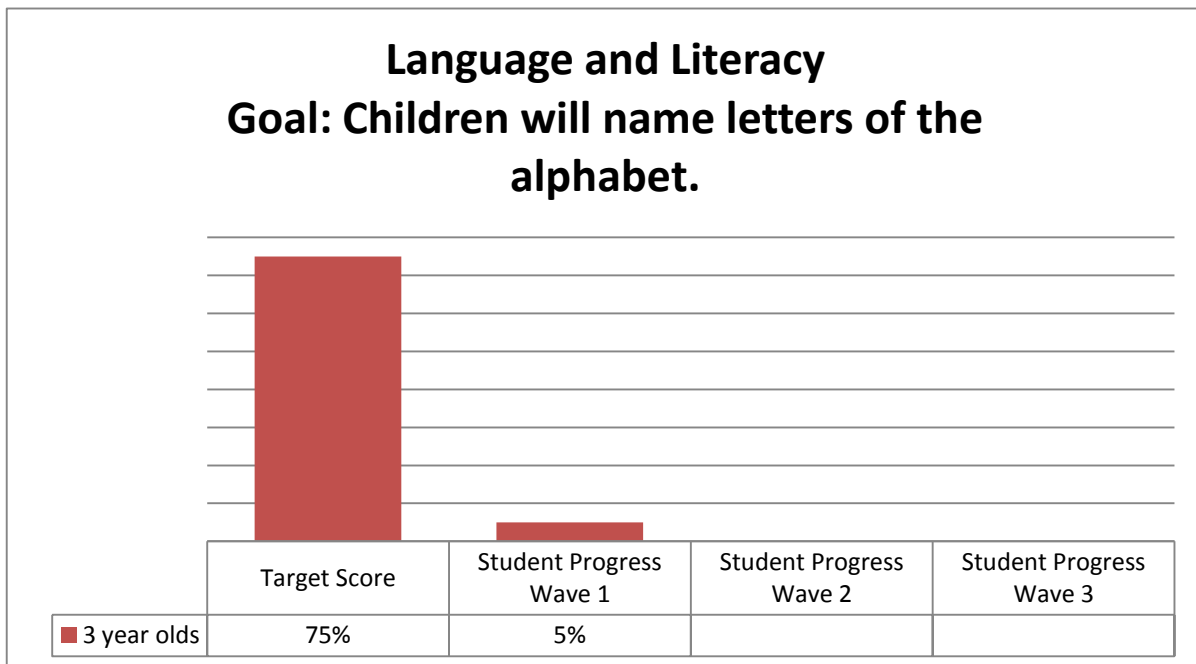
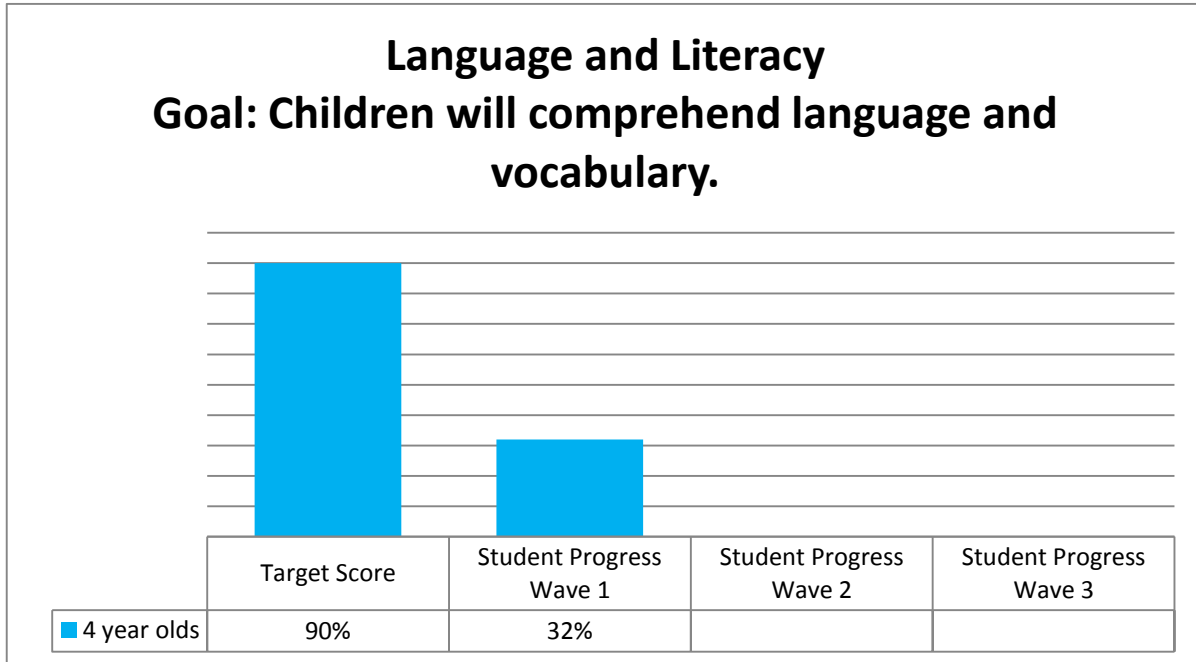
**Cognitive Mathematics Development**  
**Goal: Children will recognize the number of objects in a small set.**



**Language and Literacy**  
**Goal: Children will comprehend language and vocabulary.**

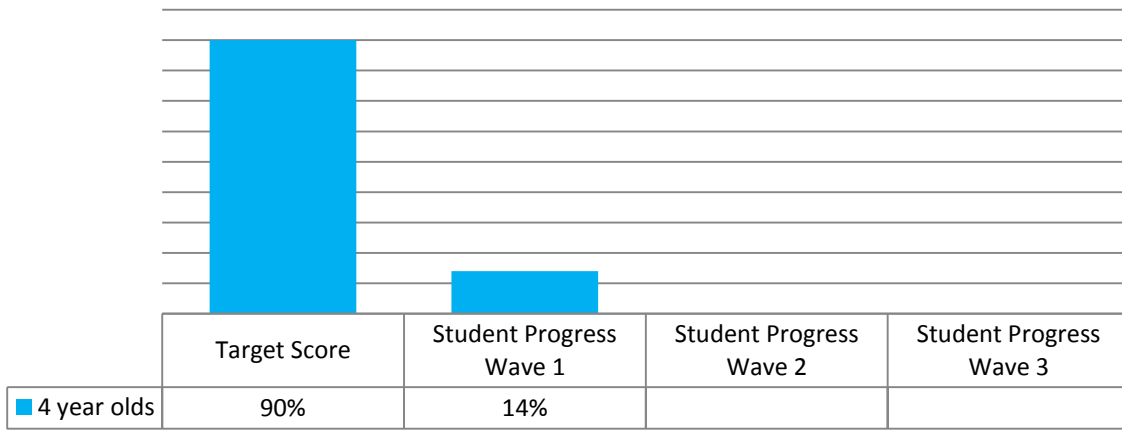


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**CIRCLE ASSESSMENT**

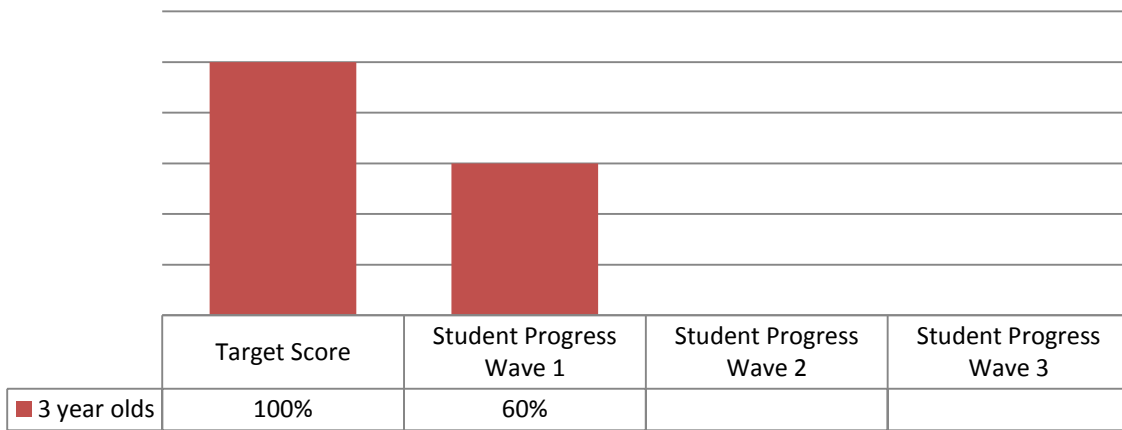


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**Language and Literacy**  
**Goal: Children will name letters of the alphabet .**



**Perceptual, Motor, and Physical Development**  
**Goal: Children will demonstrate effective and efficient use of large and small muscles.**

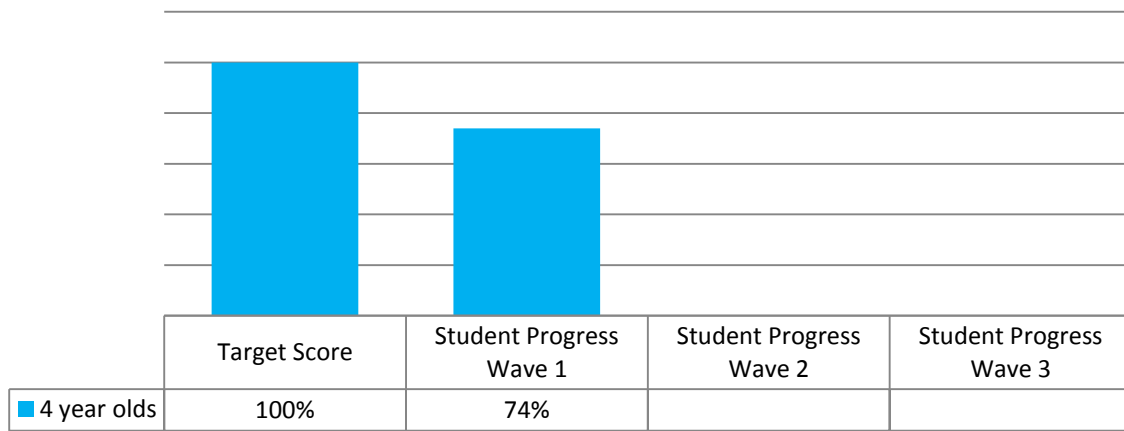




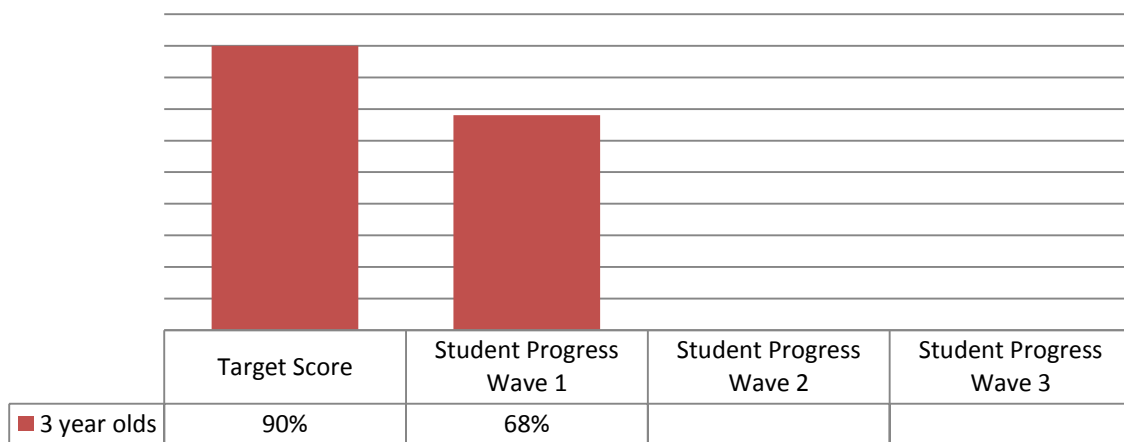
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**Perceptual, Motor, and Physical Development**  
**Goal: Children will demonstrate effective and efficient use of large and small muscles.**

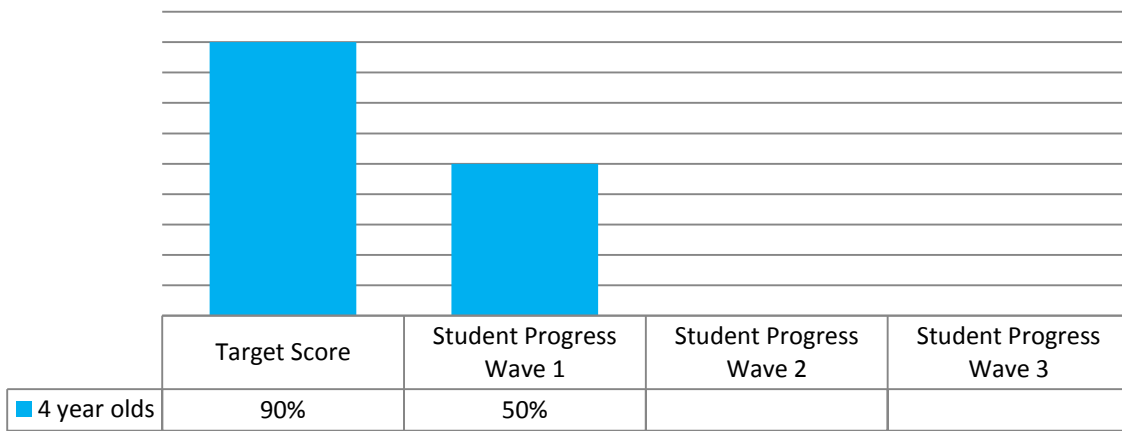


**Social and Emotional Development**  
**Goal: Children will use basic problem-solving skills to resolve conflicts with other children.**

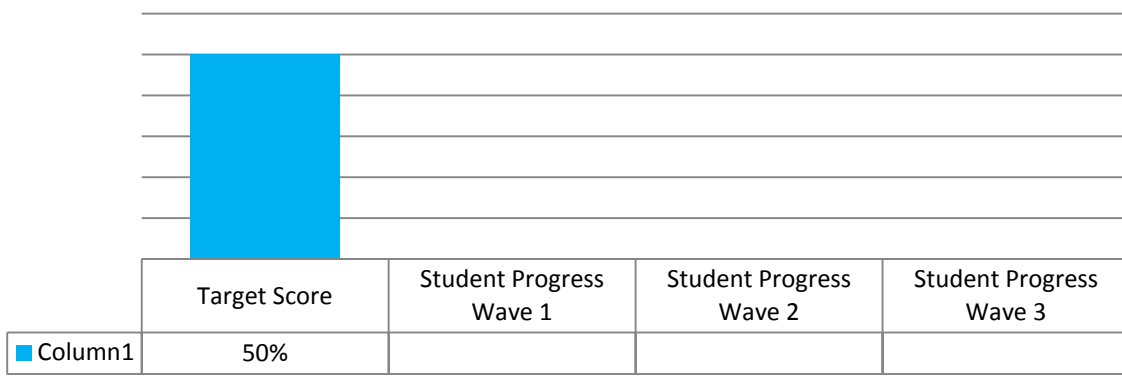


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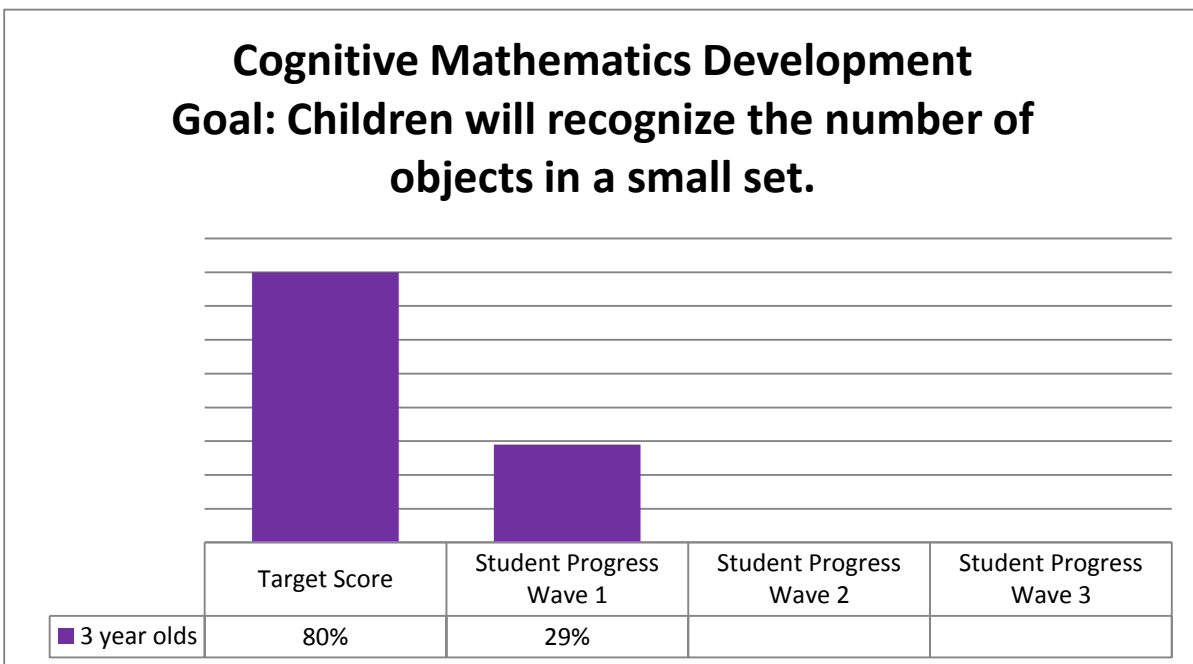
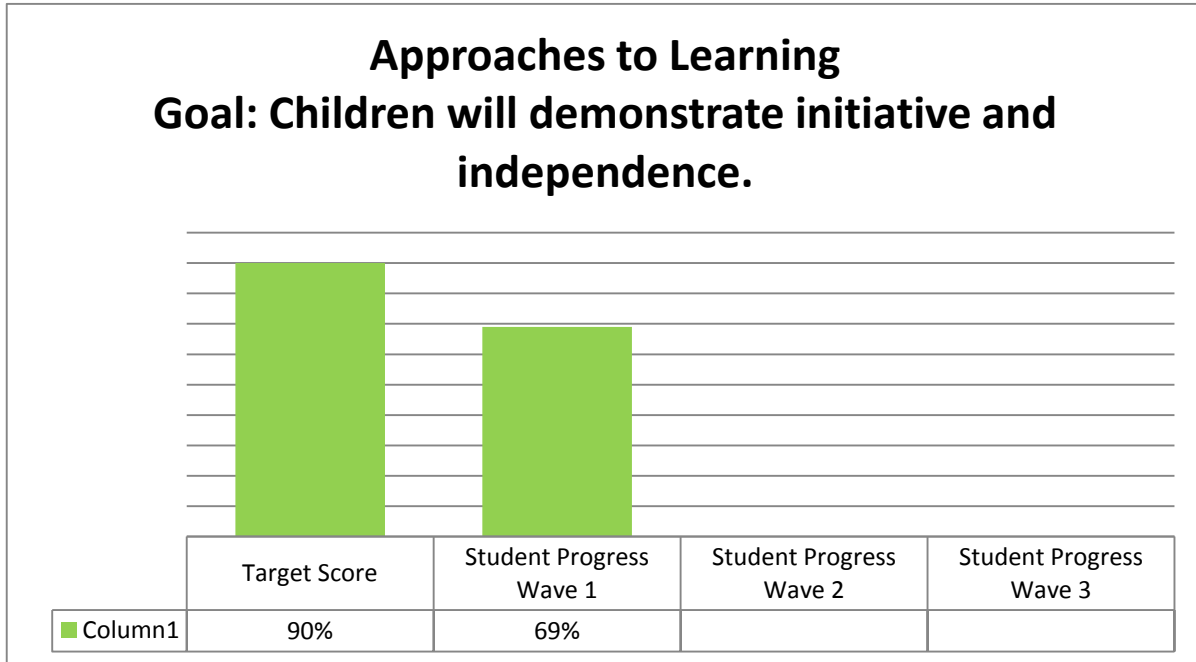
**Social and Emotional Development**  
**Goal: Children will use basic problem-solving skills to resolve conflicts with other children.**



**Parent Goal**  
**Goal: Families will exercise together to improve health. Families will use this time to improve quality family time.**

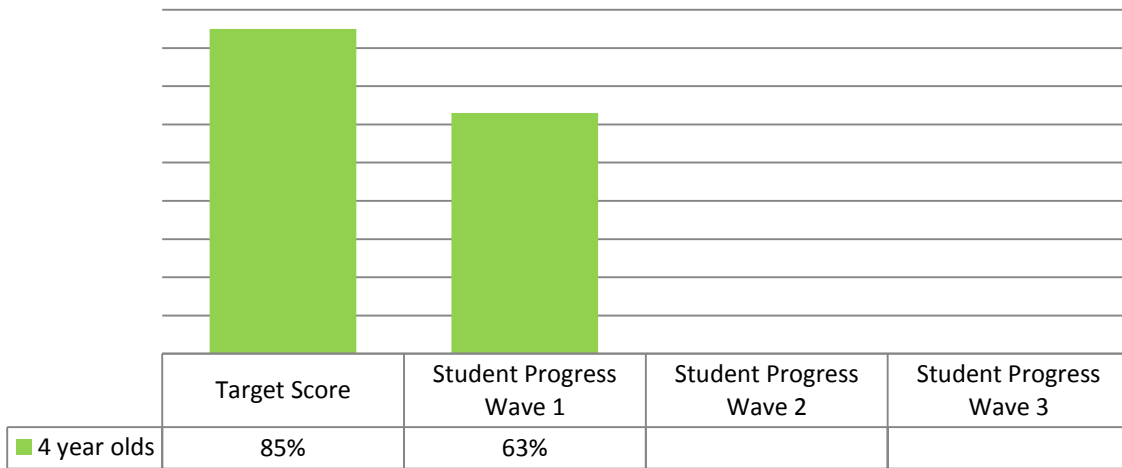


**CSNT Head Start**  
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**Frog Street Assessment**

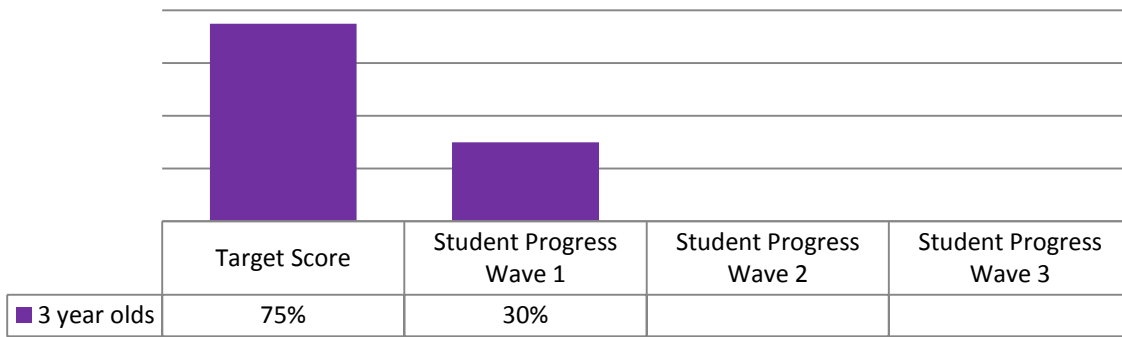


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**Cognitive Mathematics Development**  
**Goal: Children will recognize the number of objects in a small set.**

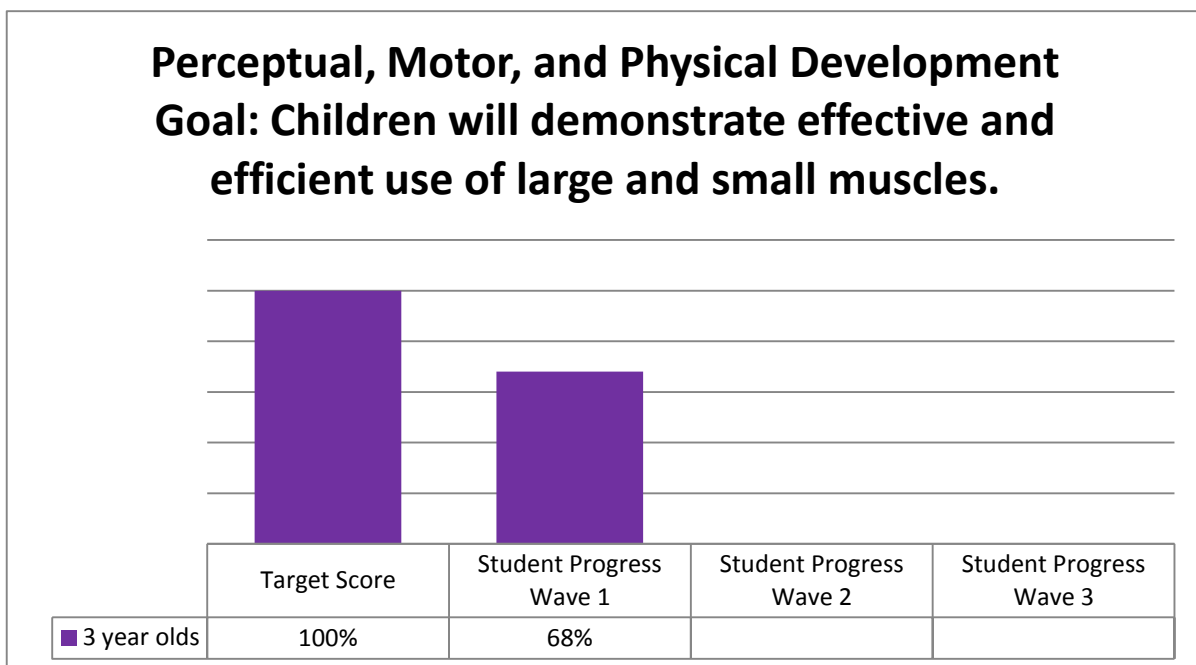
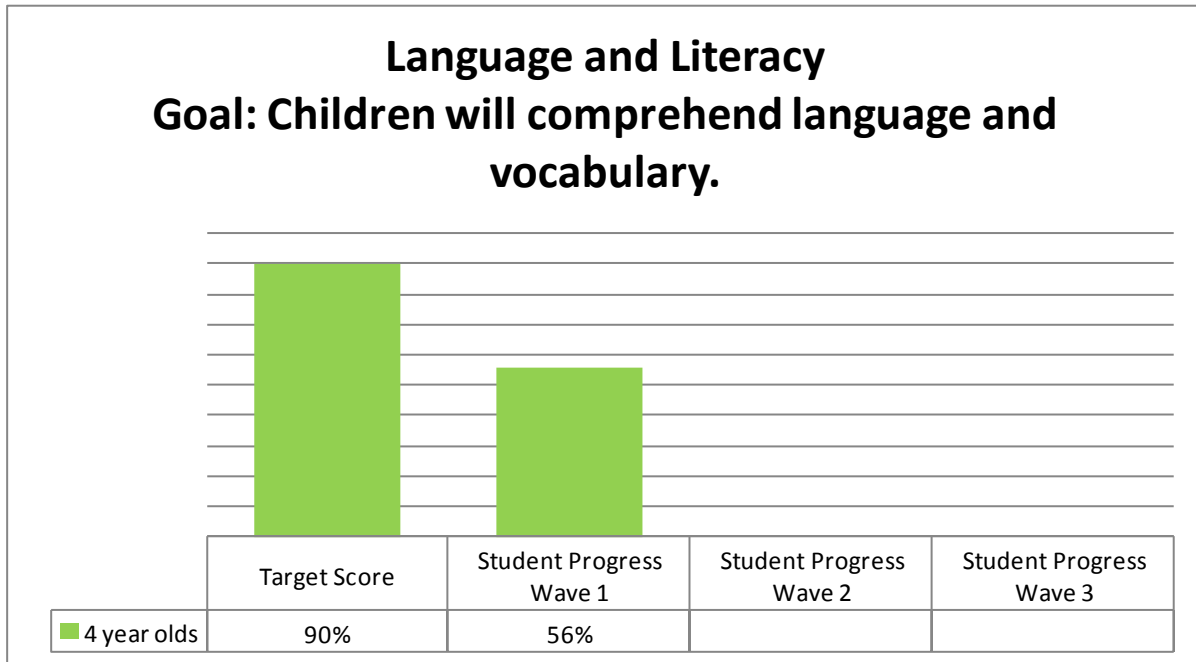


**Language and Literacy**  
**Goal: Children will comprehend language and vocabulary.**  
**Children will name letters of the alphabet and produce correct sounds associated with letters.**





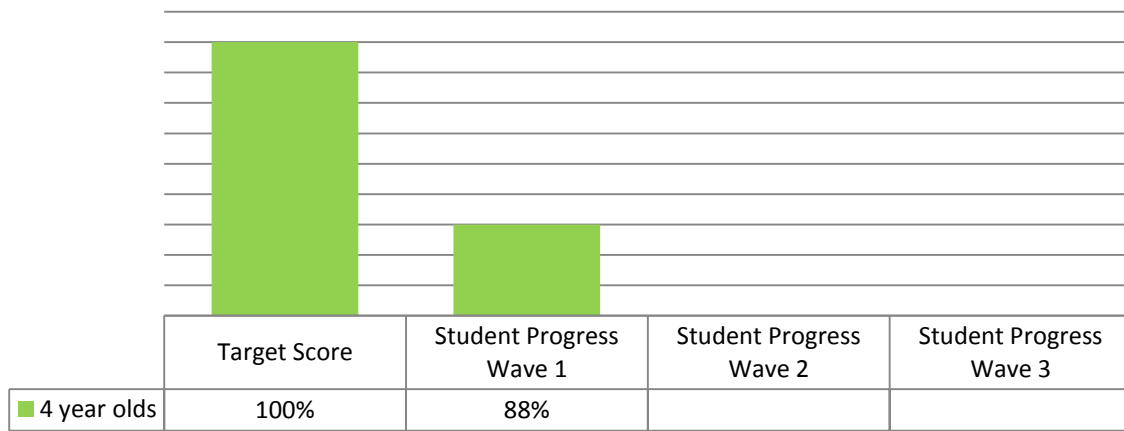
**CSNT Head Start**  
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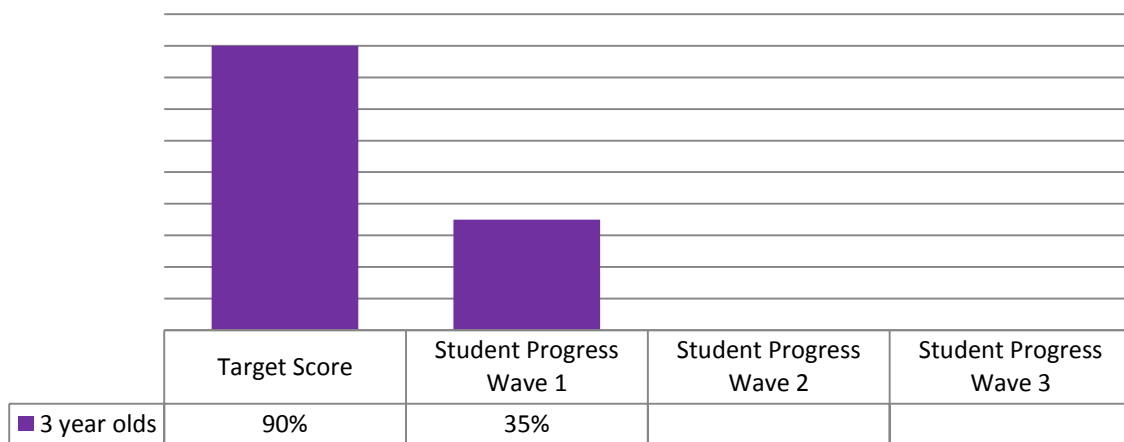
*Percentages are based on actual data from Frog Street.*

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**Perceptual, Motor, and Physical Development**  
**Goal: Children will demonstrate effective and efficient use of large and small muscles.**

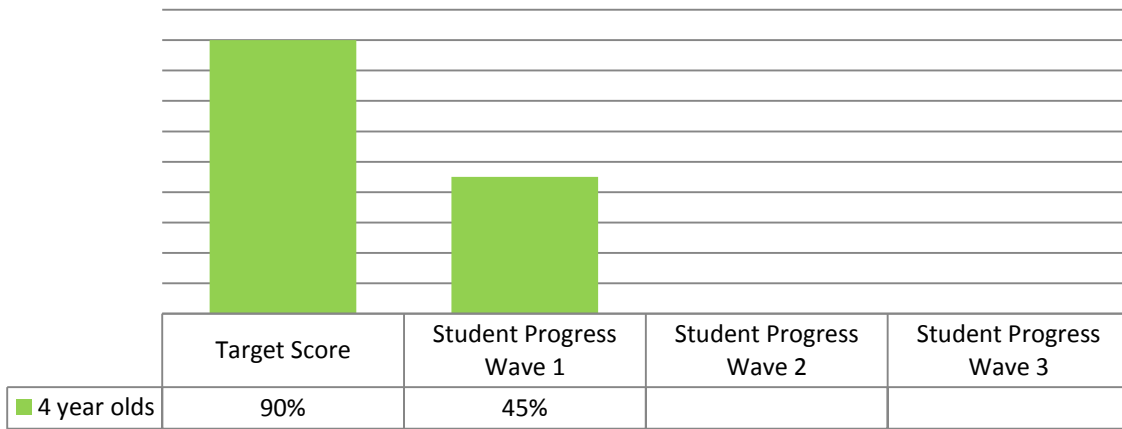


**Social and Emotional Development**  
**Goal: Children will use basic problem-solving skills to resolve conflicts with other children.**



**CSNT Head Start**  
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**Parent Goal**  
**Goal: Families will exercise together to improve health. Families will use this time to improve quality family time.**

