




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, February 28, 2018 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 Vision** – *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 January 24, 2018**
- 6. Presentations**
  - A. New Boston Head Start Venus Hornbuckle
  - B. Texarkana Head Start Debra Jackson
  - C. Training Bernadette Harris
- 7. Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report February 2018
    - b. Credit Usage Report February 2018
    - c. CACFP Financial Report February 2018
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report
    - b. PIR Report February 2018
  - C. Executive Director Report Dan Boyd
- 8. Committee Reports**
  - A. Appoint Committee Member(s)
- 9. Action Items**
  - A. Discuss and/or Approve Safety Policy #501

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**Policy Council Meeting**  
**Wednesday, February 28, 2018 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**10. Discussion Items**

- A. Discuss CLASS Data Self-Assessment 2018
- B. Discuss Circle Assessment Data Wave 2
- C. Discuss Frog Street Assessment Wave 2
- D. Discuss Wave 2 School Readiness Performance Data – Circle Assessment
- E. Discuss Wave 2 School Readiness Performance Data – Frog Street

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
 Head Start Policy Council Meeting Minutes  
 Wednesday January 24, 2018 9:15am  
 Linden Administrative Offices  
 304 East Houston  
 Linden, Texas**

PC Attendance	Campus	Title	Sep-17	Nov-17	Dec-17	Jan-18
<b>Chairperson - Tamaithia Sartor</b>			x	x	x	x
<b>Vice Chairperson - Olivia Woodruff</b>			x	x	x	
<b>Secretary - Stacy Guerrero</b>			x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x
April Bennett	Morris County	Representative			x	x
Tamaithia Sartor	Atlanta Head Start	Representative	x	x	x	x
Amber Kimbriel	Atlanta Head Start	Alternate				
Courtney Crow	Bloomburg	Representative		x	x	
Kimberly Jordan	Bloomburg	Alternate				x
Stacy Guerrero	D/LS	Representative	x	x	x	x
Shayla Peters	D/LS	Alternate				
Tia Goodwin	Hughes Springs	Representative	x		x	
Peggy Peters	Hughes Springs	Alternate				x
Olivia Woodruff	Linden	Representative	x	x	x	
Dawn Hansche	Linden	Alternate				
Whitney Williams	Naples	Representative				
Kassi Croley	Naples	Alternate				
Jessica Wilson	New Boston	Representative	x		x	x
Sondra Lyon	New Boston	Alternate				
Liliana Hernandez	Pittsburg	Representative	x	x	x	x
Dwight White	Pittsburg	Alternate				
Daniela Salazar	Texarkana	Representative	x	x	x	x
Gwendolyn "Brandy" Ross	Texarkana	Alternate				

**Others in attendance: CSNT Staff:** Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Shelley Mitchell, Charlotte Hall, Susan Horner, Kaye Nelms, and Jennifer Campbell  
**Public:** Jay Hanson

1. **Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:17 am January 24, 2018 in the Linden Administrative Conference Room.
2. **Recognize New Policy Council Members:** Kimberly Jordan – Bloomburg Head Start Alternate and Peggy Peters – Hughes Springs Head Start Alternate

### **3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: April Bennett, Peggy Peters, Jessica Wilson, Kimberly Jordan, Liliana Hernandez, Brenda Swisher, Tamaithia Sartor, Stacy Guererro and Daniela Salazar

### **4. Approval of Agenda:**

Members reviewed the agenda. Executive session 12 moved ahead of action item 9 on the agenda. April Bennett moved to accept the agenda with moving the executive session before the action items. The motion was seconded by Stacy Guerrero. 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 December 6, 2017:**

April Bennett moved to approve the minutes of the December 6, 2017 meeting as presented. The 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.

### **6. Presentations:**

#### **A. Texarkana Head Start**

Moved to the February Meeting

#### **B. Pittsburg Head Start**

Kaye Nelms, Pittsburg Campus Director, reviewed the information on the slide show. The slide show highlighted the year at Pittsburg Head Start which included the Fall Festival, Callie's Acres Field Trip, Male Involvement Activities, and Nutrition Activities.

#### **C. Eligibility Final Rule Training**

Bridgette Grandmaison trained the members on the eligibility requirements.

### **7. Reports:**

#### **A. Financial Report – Shelley Mitchell**

Shelley Mitchell gave the Financial Report as presented.

#### **B. Head Start Director Report – Bernadette Harris**

Bernadette Harris gave the Head Start Director report as presented.

#### **C. Executive Directors Report**

None

### **8. Committee Report:**

#### **A. Appoint Committee Members**

None

## **2017-2018 List of Committees**

#### **Self-Assessment**

Liliana Hernandez– Policy Council

Tia Goodwin– Policy Council

Donna Early – Governing Board

Gus Gustafson– Governing Board

### **Community Assessment**

Olivia Woodruff– Policy Council  
Gus Gustafson – Governing Board  
April Bennett– Governing Board

### **Finance Committee**

April Bennett - Policy Council  
Donna Early – Governing Board  
Kim Cook– Governing Board  
Brant Allen – Governing Board

### **School Readiness Committee**

Daniela Salazar - Policy Council  
Tia Goodwin – Policy Council  
Judge Munkres– Governing Board  
Gus Gustafson – Governing Board  
Donna Early – Governing Board  
Raegan Lee - Governing Board  
Brenda Swisher – Governing Board

### **ERSEA Committee**

Tia Goodwin - Policy Council  
Kim Cook – Governing Board  
Gus Gustafson – Governing Board  
April Bennett – Governing Board

### **Strategic Planning Committee**

Jessica Wilson– Policy Council  
Ross Hyde– Governing Board  
Gus Gustafson – Governing Board

### **Health Advisory Committee**

Olivia Woodruff– Policy Council  
Liliana Hernandez- Policy Council  
Ross Hyde – Governing Board  
Donna Early – Governing Board  
Brant Allen– Governing Board

- Tamaithia Sartor – Policy Council Chairperson is invited to serve on all committees

### **B. School Readiness Committee Report**

Bernadette Harris stated the meeting was held in Atlanta and the Primary Principal spoke. The committee leader is preparing the spring meeting.

### **9. Executive Session:**

Daniela Salazar moved for Policy Council to go into Executive Session at 9:55 am.  
Peggy Peters seconded the motion.

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

April Bennett made a motion to come back into regular session at 9:58 am. Jessica Wilson seconded the motion.

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

A motion was made by Daniela Salazar to accept new hires, transfers, and terminations as presented. The motion was seconded by Jessica Wilson. 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.

**11. Action Items:**

**A. Discuss and/ or Approve Disability Waiver Request Grant# 06CH7174/04**

Jessica Wilson moved to approve the Disability Waiver Request Grant# 06CH7174/04 as presented. The motion was seconded by April Bennett. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**B. Discuss and/ or Approve moving the May meeting to May 30, 2018**

April Bennett moved to approve moving the May meeting to May 30, 2018 as presented. The motion was seconded by Daniela Salazar. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**12. Discussion Items:**

None

**13. Audience Comments:**

None

**14. Adjourn:**

A motion to adjourn was made by Jessica Wilson at 10:05 am. The motion was seconded by Daniela Salazar.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**

# Head Start

## Financial Report for the month of February 2018

(January 2018 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly		(Over)/Under
					Budget	YTD	
<i>12 month program ending 11-30-2018</i>							
Personnel	\$2,382,989.00	\$180,128.20	\$326,121.26	\$2,056,867.74	\$198,582.42	\$397,164.83	\$71,043.57
Fringe Benefits	\$613,858.00	\$54,659.42	\$98,355.97	\$515,502.03	\$51,154.83	\$102,309.67	\$3,953.70
Travel (4120)	\$22,150.00	\$3,341.60	\$4,764.93	\$17,385.07	\$1,845.83	\$3,691.67	(\$1,073.26)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$9,333.33	\$9,333.33
Supplies	\$144,726.00	\$3,847.62	\$5,005.38	\$139,720.62	\$12,060.50	\$24,121.00	\$19,115.62
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$2,973.00	\$2,973.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$2,782.53	\$5,502.53	\$17,221.47	\$1,893.67	\$3,787.33	(\$1,715.20)
Other (4122)	\$460,625.00	\$43,318.39	\$76,688.84	\$383,936.16	\$38,385.42	\$76,770.83	\$81.99
Total	\$3,720,910.00	\$288,077.76	\$516,438.91	\$3,204,471.09	\$310,075.83	\$620,151.67	\$103,712.76
T&TA	\$44,874.00	\$6,124.13	\$10,267.46	\$34,606.54	\$3,739.50	\$7,479.00	(\$2,788.46)

USDA Reimbursements through December 2017

Estimated USDA Reimbursement for January 2018

Resulting (over)/under with USDA

\$10,168.10
\$11,993.38
<u>\$125,874.24</u>

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = \$49,000.00

	Monthly		YTD		(Over)/Under
	Budget	YTD	Budget	YTD	
Per Classroom	\$155,037.92	\$12,003.24	\$21,518.29	\$4,321.36	\$4,321.36
Per Child	\$7,211.07	\$558.29	\$1,000.85	\$200.99	\$200.99

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

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$941,466.00	\$153,367.14	\$280,151.62	\$661,314.38

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -February 2018

#### Capital One Credit Card

Purchases for December 2017		4,989.64
Payment due by 01/30/2018	Pd on 01/23/2018	<u>(4,989.64)</u>
Balance		-

#### Lowes Credit Card

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

#### Sam's Club Credit Card

Purchases for December 2017		479.90
Payment due by 02/02/2018	Pd on 01/23/2018	<u>(479.90)</u>
Balance		-

#### Line of Credit

Program	CBA UH	CBA CIGNA	CURRENT	CEAP
Highest January 2018 balance	-	-	11,100.00	-
Current balance	-	-	-	-
Exp pay off date				

#### In House Line of Credit

Program	CSBG	ETCOG	CSBG D	CEAP
Highest January 2018 balance	117,490.00	107,021.06	-	-
Current balance	117,490.00	107,021.06	-	-
Exp pay off date	-	-		

#### Capital One Bank Loans





Capital One, N.A.  
Corporate Card Statement



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



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



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

\*\*T0001005

ACCOUNT NUMBER	[REDACTED]
PAYMENT DUE DATE	01-30-18
MINIMUM PAYMENT	\$4,989.64
NEW BALANCE	\$4,989.64

AMOUNT  
ENCLOSED \$



Please tear payment coupon at perforation.

RECEIVED  
JAN 18 P.M.  
BY: *[Signature]*

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER  
[REDACTED]

CLOSING DATE	01-05-18	PREVIOUS BALANCE	484.89
PAYMENT DUE DATE	01-30-18	PURCHASES AND OTHER CHARGES	4,989.64
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CRÉDITS	.00
		PAYMENTS	484.89-
FOR CUSTOMER SERVICE CALL:		LATE PAYMENT CHARGES	.00
1-866-772-4497		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO:		FINANCE CHARGES	.00
CAP ONE COMMERCIAL		OVERLIMIT FEES	.00
MASTERCARD		NEW BALANCE	4,989.64
P.O. BOX 84012		MINIMUM PAYMENT DUE	4,989.64
COLUMBUS GA 31908-4012		DISPUTED AMOUNT	.00

25200050 - 001122 - 0002 - 0002 - 7

ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	4,989.64	MINIMUM PAYMENT DUE	4,989.64
AVAILABLE CREDIT	5,010.36	PAYMENT DUE DATE	01-30-18

**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	0.9575%	11.49%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00

**ANNUAL PERCENTAGE RATE\*: 11.49%**  
 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

TOTAL CORPORATE ACTIVITY  
\$484.89 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-22	12-22	75528027356148000270012	PAYMENT RECEIVED -- THANK YOU	484.89 PY

**INDIVIDUAL CARDHOLDER ACTIVITY**

DAN LUCKY BOYD

CREDITS \$0.00 PURCHASES \$4,989.64 CASH ADV \$0.00 TOTAL ACTIVITY \$4,989.64

Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-11	12-08	55536077343816757649389	HOLIDAY INN- MERIDIAN MERIDIAN MS 17630253 ARRIVAL: 12-07-17	124.83
12-11	12-08	55536077343816757649686	HOLIDAY INN- MERIDIAN MERIDIAN MS 17630255 ARRIVAL: 12-07-17	124.83
12-13	12-08	55436877346173463468733	SHERATON ATLANTA GA 7171212124 ARRIVAL: 12-04-17	501.74
12-13	12-08	55436877346173463470218	SHERATON ATLANTA GA 7171212124 ARRIVAL: 12-04-17	381.74
12-15	12-13	55500367349036004356396	ALOFT DALLAS DOWNTOWN DALLAS TX 358094 ARRIVAL: 12-12-17	984.40
12-19	12-18	05227027352300184656483	TEACHSTONE 434-293-3909 VA	700.00
12-20	12-18	85504997353900010981085	TTAS WEB 270-7456380 KY	790.00
12-22	12-20	85185647355702968104271	THE FLORIDA HOTEL & CO ORLANDO FL 3895694 ARRIVAL: 12-20-17	691.05
12-22	12-20	85185647355702968104271	THE FLORIDA HOTEL & CO ORLANDO FL 3895693 ARRIVAL: 12-20-17	691.05

**RECEIVED**  
 JAN 18 P.M.  
 BY: *clt*

1-1-18

Summary of Account Activity	
Previous Balance	\$0.00
- Other Credits	\$12.37
+ Purchases/Debits	\$492.27
<b>New Balance</b>	<b>\$479.90</b>
Credit Limit	\$5,500.00
Available Credit	\$5,020.00
Statement Closing Date	01/08/2018
Days in Billing Cycle	31

Payment Information	
New Balance	\$479.90
Total Minimum Payment Due	\$50.00
Payment Due Date	02/02/2018

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JAN 18 P.M.

BY: *[Signature]*

Transaction Summary					
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount	
12/16	12/16	P928000B4012JEYAY	SAMS CLUB.COM 006279 BENTONVILLE AR	\$162.35	
12/18	12/18	P928000B6012KFSVH	SAMS CLUB.COM 006279 BENTONVILLE AR	(\$12.37)	
Total for COMMUNITY COUNCIL OF CASS				\$149.98	
12/13	12/13	P928000AX01QQNP71	SAM'S CLUB 008295 TEXARKANA TX	\$329.92	
SAM'S/WAL-MART PURCHASE(S)					
Total for JANET CATE				\$329.92	

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	23.90% (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.

6709 0008 A7H 1 7 8 180108 PAGE 1 of 3 9280 2000 MPL7 01EW6709 4234

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number: [REDACTED]

Total Minimum Payment Due	Payment Due Date	New Balance
\$50.00	02/02/2018	\$479.90

Payment Enclosed: Please use blue or black ink.

\$



New address or email? Print changes on back.

COMMUNITY COUNCIL OF CASS  
 KAY PHILLIPS  
 PO BOX 427  
 LINDEN TX 75563-0427

42341  
 R301



Make Payment to: SAM'S CLUB/SYNCHRONY BANK  
 P.O. BOX 530981  
 ATLANTA, GA 30353-0981



0-2  
1-2

**COMMUNITY COUNCIL OF CASS**

ACCOUNT #: [REDACTED]      DATE OF SALE #: 171213      P.O. #:

INVOICE#: 006218      AUTHORIZATION #: 001417      CLUB #: 8295

REFERENCE #: P928000AX01QQNP71      TRANSACTION #: 6218      REGISTER #: 7

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
036500256	MM FACIAL CUBE 12PK	29.000	EA	\$11.4800	\$332.92
053696108	IS \$ 1.50 OFF	2.000	EA	\$1.5000-	\$3.00-
SUB \$329.92		TAX \$0.00		TOTAL INVOICE	\$329.92
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$329.92

**COMMUNITY COUNCIL OF CASS**

ACCOUNT #: [REDACTED]      DATE OF SALE #: 171216      P.O. #:

INVOICE#: 000000      AUTHORIZATION #: 001252      CLUB #: 6279

REFERENCE #: P928000B4012JEYAY      TRANSACTION #: 0      REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	MERCHANDISE/CONS UMABLES	1.000	EA	\$162.3500	\$162.35
SUB \$162.35		TAX \$0.00		TOTAL INVOICE	\$162.35
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$162.35

**COMMUNITY COUNCIL OF CASS**

ACCOUNT #: [REDACTED]      DATE OF SALE #: 171218      P.O. #:

INVOICE#: 000000      AUTHORIZATION #:      CLUB #: 6279

REFERENCE #: P928000B6012KFSVH      TRANSACTION #: 0      REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	MERCHANDISE/CONS UMABLES	1.000	EA	\$12.3700-	\$12.37-
SUB \$12.37-		TAX \$0.00		TOTAL INVOICE	\$12.37-
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$12.37-

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JAN 18 P.M.

BY: *Celt*

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of January 2018

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,463.30	\$ 26,085.72
Administrative Labor	885.16	\$ 3,143.82
Food	7,680.43	\$ 32,138.68
Supplies & Equipment	352.88	\$ 1,483.42
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 150.00
Total	<u>\$ 15,381.77</u>	<u>\$63,001.64</u>

TDHS REVENUE                      11,993.38              52,527.39 (Income Starts October 2017)

# CSNT Head Start Monthly Report

Program Year 04 2018 06CH7174/04

2018

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										
# additional students (partnerships)	11	12										
% with Special Needs	8%	8%										
ADA Funded Enrolled* (516)	92%	92%										
Enrollment (w/additional students)	90%	90%										
Present/ Absent	474/53	473/55										
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$941,446 \$661,295 \$280,151 70% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$280,151</b>	\$ 126,784	\$ 153,367										

## Admin Expenditures (including non-federal share)

*Should not be above 15%												
<b>13%</b>	\$ 43,518	\$ 101,577										

## Meals/Reimbursements

\$22,161	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17										
# of meals served	4,868	5,768										
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121										
# Classrooms Observed	54	42										
Incomes Verified	0	7										
# Parents Interviewed	5	5										
# of Staff interviewed	5	4										
# Bus Routes Observed	1	1										
# Staff Files Reviewed	15	8										
# Community Contacts	15	30										
# of Findings Corrected	25	55										

## 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	11	11										
# findings corrected	11	11										
# findings remaining	0	0										

## Program Updates

ACF-PI-HS-18-01 Fifty Percent Program Duration Requirement Waived

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2017-2018		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	516	100%
Section: b. Funded Enrollment by Program Option		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Section: c. Detail - Center-based Funded Enrollment		
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
Section: d. Total Cumulative Enrollment		
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.	553	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	237	42.86% of cumulative enrollment
Four Years Old	316	57.14% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
Section: f. Homelessness Services		
Total Number of children experiencing homelessness that were served during the enrollment year	26	4.7% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	11	1.99% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	174	31.46% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	87	15.73% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	466	84.27% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	5	0.9% of cumulative enrollment
Asian	3	0.54% of cumulative enrollment
Black or African American	280	50.63% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.18% of cumulative enrollment
White	166	30.02% of cumulative enrollment

PIR Snapshot	Total	Percentage
Biracial or Multi-Racial	52	9.4% of cumulative enrollment
Other Race	46	8.32% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	499	90.24% of cumulative enrollment
Spanish	47	8.5% 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	1.27% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	532	35.08% of cumulative enrollment
Children With Health Insurance At End of Enrollment	194	35.08% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	497	89.87% of cumulative enrollment
Children With A Medical Home At End of Enrollment	113	20.43% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	544	98.37% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	537	97.11% of cumulative enrollment
Children with a dental home at start of enrollment	479	86.62% of cumulative enrollment
Children with a dental home at end of enrollment	126	22.78% 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	46	8.32% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	521	100% of total families
Families Who Received at Least One Family Service	299	57.39% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	15	2.88% of total families
Housing Assistance	9	1.73% of total families
Mental Health Services	13	2.5% of total families
English as a Second Language (ESL) Training	8	1.54% of total families
Adult Education	40	7.68% of total families
Job Training	4	0.77% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	0	0% of total families
Child Abuse and Neglect Services	2	0.38% of total families
Domestic Violence Services	2	0.38% of total families



PIR Snapshot	Total	Percentage
Child Support Assistance	1	0.19% of total families
Health Education	248	47.6% of total families
Assistance to Families of Incarcerated Individuals	0	0% of total families
Parenting Education	263	50.48% of total families
Relationship or Marriage Education	0	0% of total families

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-01	2. Issuance Date: 1/19/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Fifty Percent; Duration Requirements	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees, including Delegate Agencies

**SUBJECT:** Fifty Percent Program Duration Requirement

**INSTRUCTION:** 45 CFR § 1302.21(c)(2)(iii) of the Head Start Program Performance Standards (HSPPS) final rule states that programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50 percent of its center-based funded enrollment by August 1, 2019.

However, this Program Instruction (PI) notifies programs the Secretary has exercised his authority under 45 CFR § 1302.21(c)(3)(i) of the HSPPS final rule to waive the August 1, 2019 Head Start center-based service duration requirements, effectively lowering this requirement from 50 percent to zero percent. The Secretary has determined the mandate was not coupled with sufficient funding to mitigate a substantial reduction in funded enrollment. Therefore, to avoid serving fewer children and families, this requirement will not go into effect.

Programs are still free to choose to increase the duration of services, but the Secretary’s determination waives the mandate that all programs do so for at least 50 percent of its funded enrollment. Given the funding constraints, we believe programs will have more flexibility to most effectively meet the needs of their communities.

The Department is also considering whether to remove the requirement that programs provide 1,020 annual hours of planned class operations for 100 percent of its funded enrollment by August 1, 2021. We expect to release a Notice of Proposed Rulemaking later this year. In addition, 45 CFR § 1302.21(c)(3)(ii) of the HSPPS final rule authorizes the Secretary to lower this 100 percent requirement on or before February 1, 2020. If this requirement is still in effect and Congress does not appropriate significant funds, the Secretary would likely make a similar determination.

The [Federal Register notice](#) announcing this determination with additional details is available for review. If you have questions regarding this PI, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

# **501 Safety**

## **Purpose**

Community Services of Northeast Texas, Inc.](CSNT) has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all its employees. This program serves to outline the company's commitment to this philosophy and to provide guidance to all employees on the standards the company expects its employees to adhere to.

## **Fires and Other Emergencies**

The facility where employees are assigned has an emergency procedures and evacuation plan to follow in the event of fire or other disaster. This plan is prominently posted in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. All employees are expected to familiarize themselves with the location of such equipment.

## **On-the-Job Injuries and Illnesses**

Any job-related injury or illness, regardless of severity, must be reported immediately to an employee's supervisor or the Community Services safety coordinator for prompt and trained evaluation and medical attention as necessary. The employee's supervisor will complete an initial safety incident report and forward it to HR.

## **General Safety Rules**

CSNT employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

1. Use common sense in performing duties.
2. Report any work injury or illness to a supervisor immediately and obtain first aid to prevent further injury.
3. Report unsafe conditions to a supervisor or safety committee member.
4. Keep all fire exits clear and assessable at all times.
5. Never obstruct a breaker panel (3 feet clearance is required all around).
6. Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment.
7. Keep the work area neat and tidy.
8. Use mechanical devices or request assistance in lifting heavy loads.
9. Wear seat belts when operating any company or rented vehicle or driving a personal vehicle while on company business.
10. Do not work on any electrical equipment without proper authorization and training, and use all safeguards.
11. Do not use tops of cabinets or bookcases for extra storage or displays.
12. Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
13. Keep paper clips, tacks, pins and other objects off the floors.

14. Properly store all sharp objects when not in use.
15. Open and close doors cautiously, and use extra caution at blind hallway intersections.
16. Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
17. Report or clean up all spills immediately.
18. Use stepstools, platforms or ladders for climbing. Never use chairs.
19. Report or replace frayed electrical cords.
20. No horse play is allowed.
21. Obey ALL warning signs.
22. Use cautions when lifting heavy loads. Lift with the legs instead of the back.
23. Caution should be exercised when walking on wet or slick surfaces.
24. Never move furniture or heavy equipment unless authorized to do so and with proper personal protection and other staff assistance.
25. Always be on the alert for and report any situations, which may cause an accident, personal injury or damage to equipment.

## **Emergency Evacuation Plans and Re-Entry**

In any emergency, employees should follow alarms or other alerts to evacuate the building or area near the premises. Employees should always follow the basic evacuation procedures and remember that personal safety is paramount and takes precedence. Employees should do the following:

- Check the work area for anything needing to be secured, and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave the work area, and report to the designated assembly area.

The supervisor at the location will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed to the employees.

## **Safety Data Sheets**

Required by the Occupational Safety and Health Administration (OSHA), a safety data sheet (SDS) is a detailed description of each hazardous chemical located in the workplace and includes information regarding potential health risks, symptoms and treatment measures to be taken if exposure occurs.

The company will keep SDSs on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the SDS pertains. Employees should help ensure that MSDSs are kept in their respective areas or report missing ones to their supervisor or safety committee representative.

## **Improper Health and Safety Practices**

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers.

Infractions of company health and safety practices will be dealt with in accordance with the company's policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or also co-workers.
- Whether the infraction was a first or repeat violation.

To further enhance our commitment to our Health and Safety program, the following procedures will be followed after any accident or injury that results in medical treatment being required.

1. Once the injured party has returned to work, they must contact the HR department to schedule safety training related to the incident. This must be done with 5 business days of the return to work.
2. Once this training is completed, all members of the department or team that the employee is part of will be scheduled for training with the HR department on safety topics related to the incident.

These procedures are implemented to bring awareness of potential hazards and to prevent future occurrences.

# **CLASS Self- Assessment 2018**

Bloomburg, New Boston, Texarkana 121 & 122

**CLASS Observations during Self-Assessment were not scheduled with the teachers. The observations were conducted during circle time, center time, transition time, lunch time (both family style and cafeteria style), routine time and I am Moving, I am Learning time. Three campuses were selected for the Self-Assessment which was Bloomburg, New Boston and Texarkana classrooms 121 and 122. Bloomburg and New Boston had Lead Teachers with Head Start classroom experience. Texarkana classroom 121 had an experienced Teacher Assistant acting as the Lead Teacher and a substitute acting as the Teacher Assistant. Texarkana classroom 122 had a new Lead Teacher with an experienced Teacher Assistant.**

# Community Services Of Northeast Tex

5630 - Pre-K CLASS® Average Score Charts

Observations occurring: 2/6/2018 - 2/9/2018

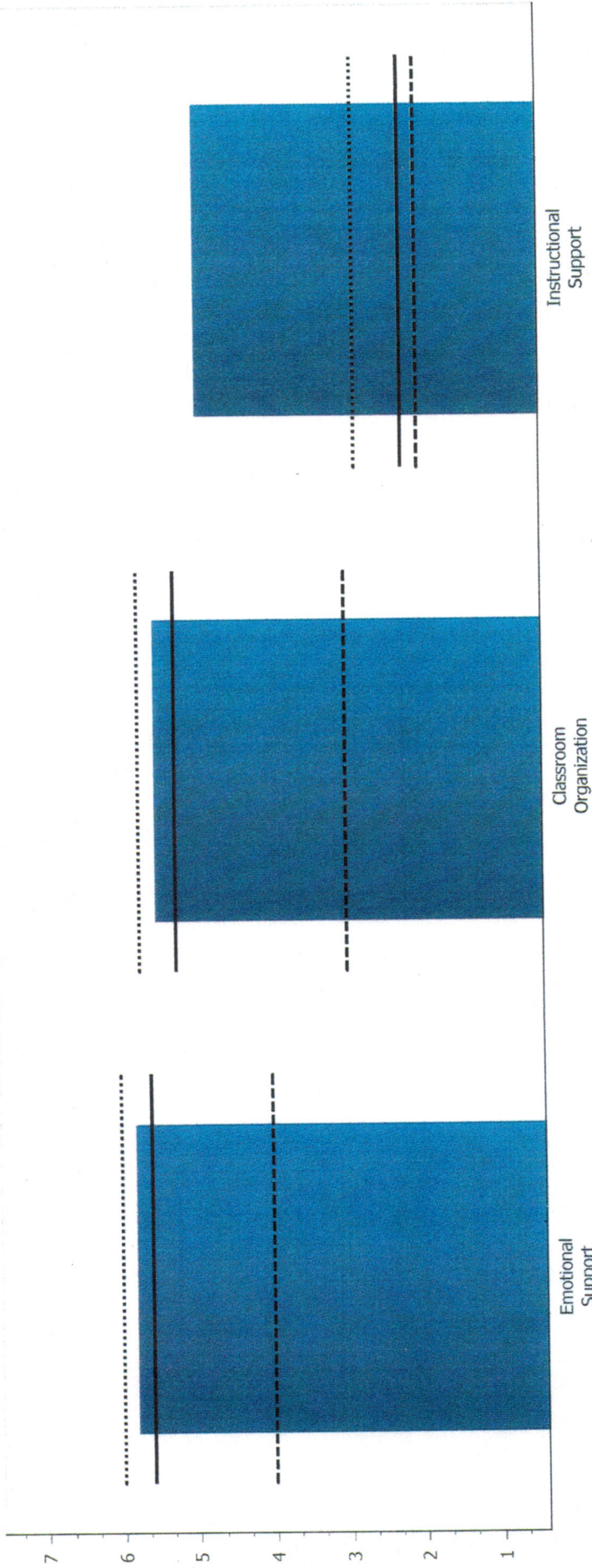
*Detailed Monitoring  
Bloomburg, New Boston, Texarkana  
121, 122*

2016 National Average .....  
Re-competition Level - - - - -  
2016 Lowest 10% Nationally \_\_\_\_\_



2/9/2018  
8:10 AM

## Community Services Of Northeast Tex



2/6/18 - 2/9/18

	ES	CO	IS
2/6/18 - 2/9/18	5.79	5.52	4.93





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

<b>Total Students Participating:</b>	<b>372</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>41%</b>	<b>Black/African American:</b> <b>37%</b>	<b>Two or more:</b> <b>10%</b>
	<b>Other:</b> <b>12%</b>	<b>Not Specified:</b> <b>0%</b>

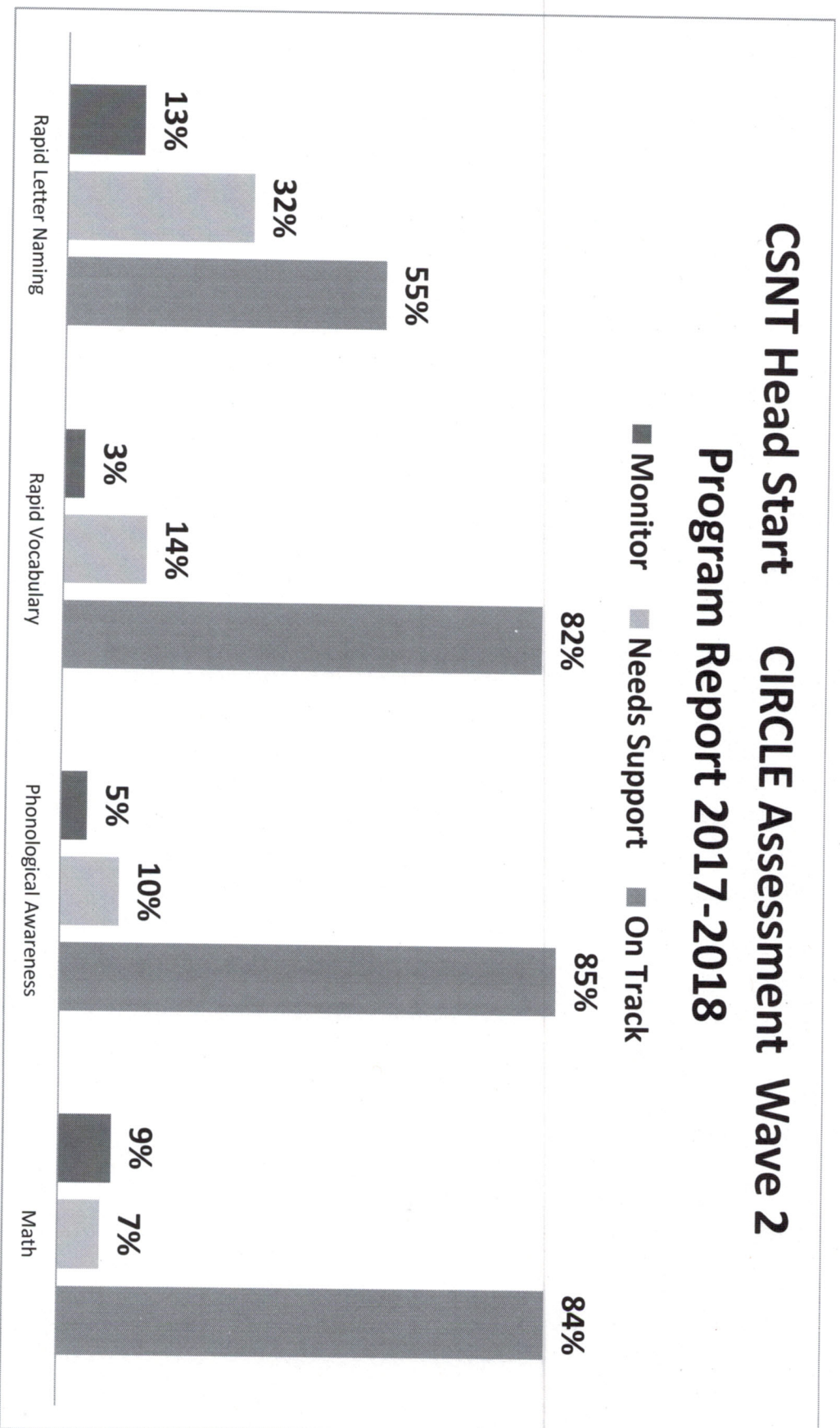
**Language\***

<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>11%</b>	<b>No:</b>	<b>89%</b>
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# CSNT Head Start CIRCLE Assessment Wave 2 Program Report 2017-2018

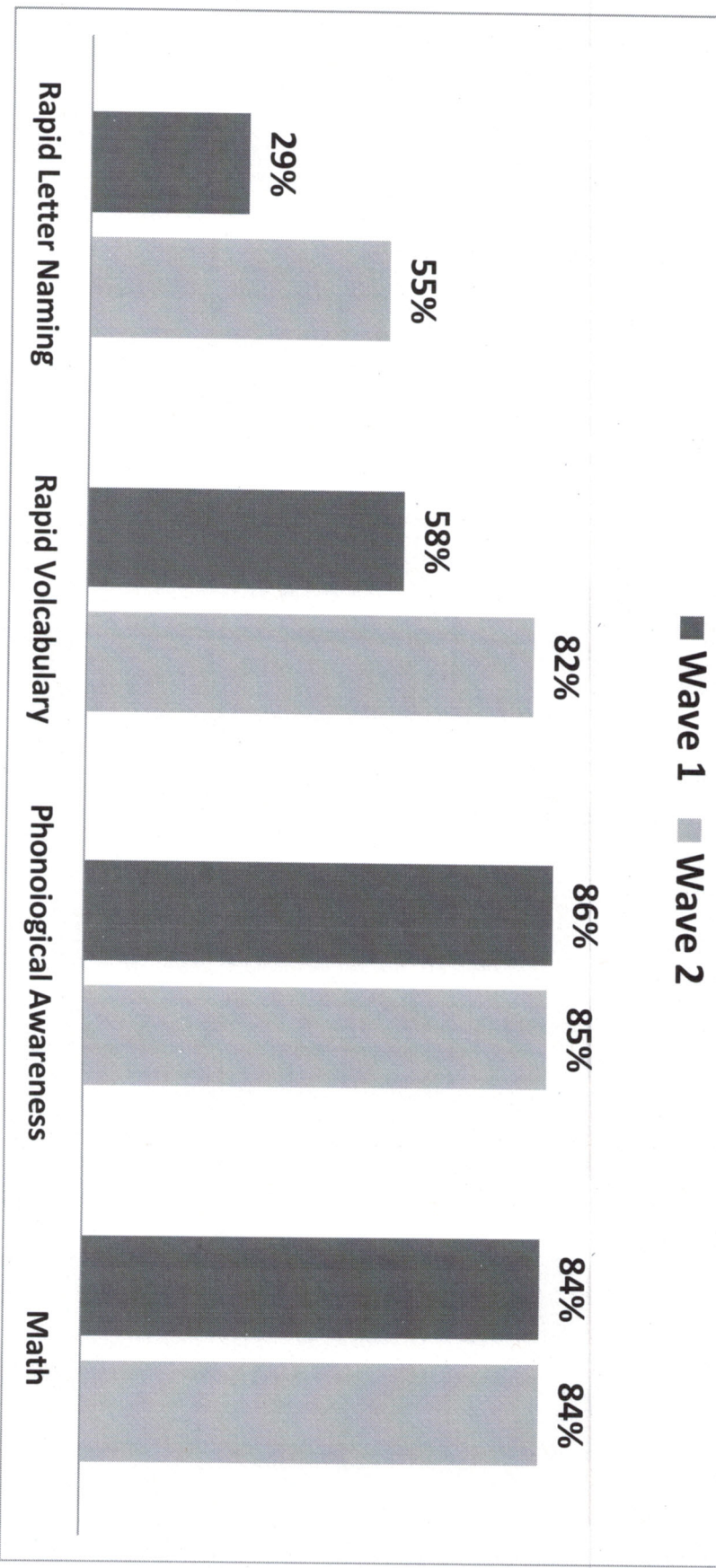


Students were assessed in Math and Phonological Awareness in the following area:

**Math:** Rote Counting, Shape Naming, 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 "On Track" Comparison Report 2017-2018



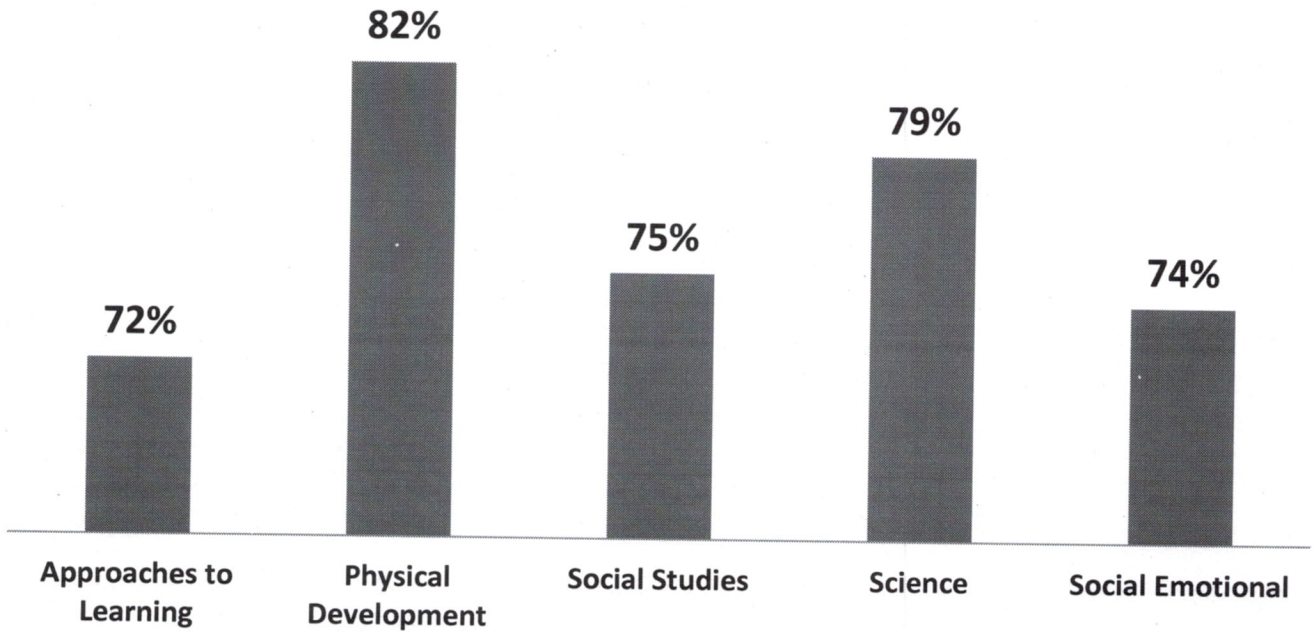
Students were assessed in Math and Phonological Awareness in the following area:

**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.

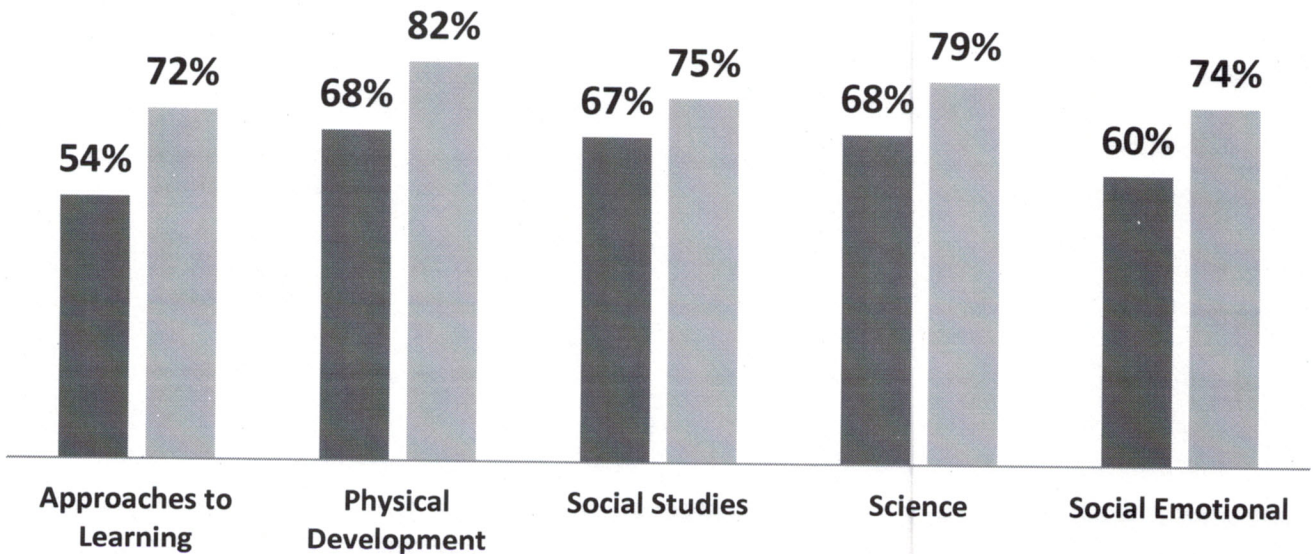
# CSNT Head Start Program Report 2017-2018

## CIRCLE Assessment - Wave 2



## Comparison

■ Wave 1 ■ Wave 2



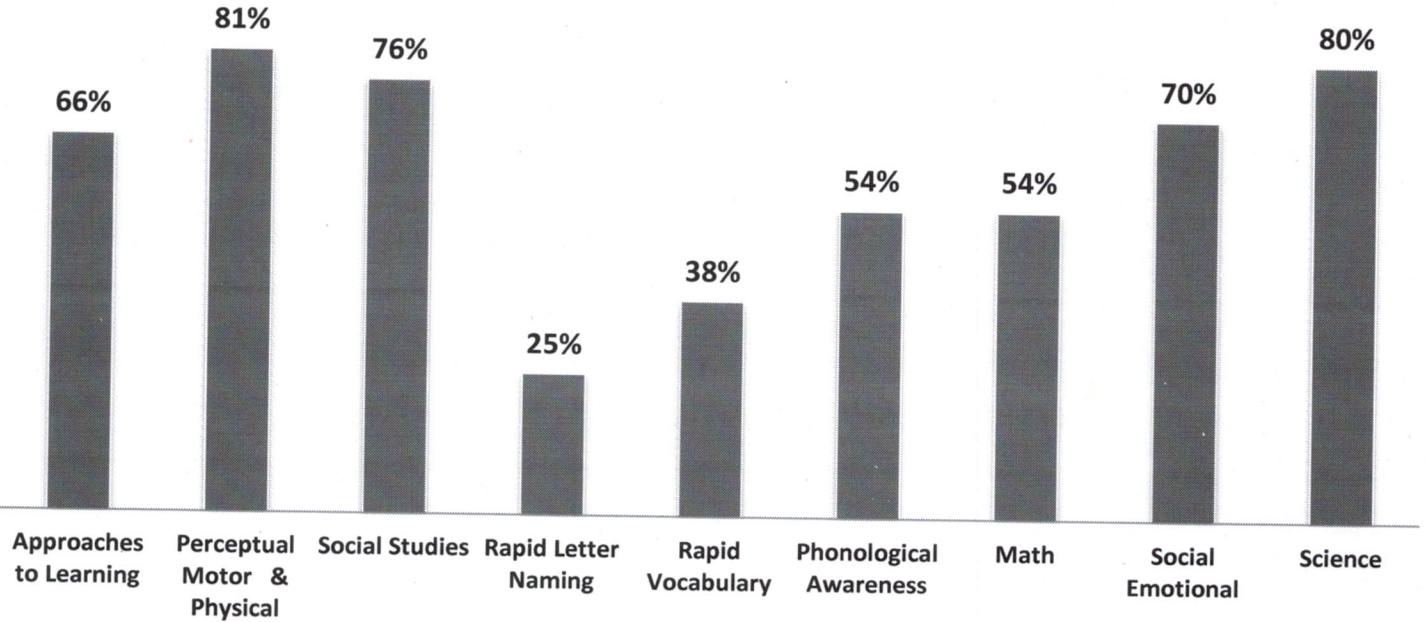
**Total percentage represents average of correct responses for each domain.**

# CSNT Head Start – CIRCLE Assessment

Wave 2

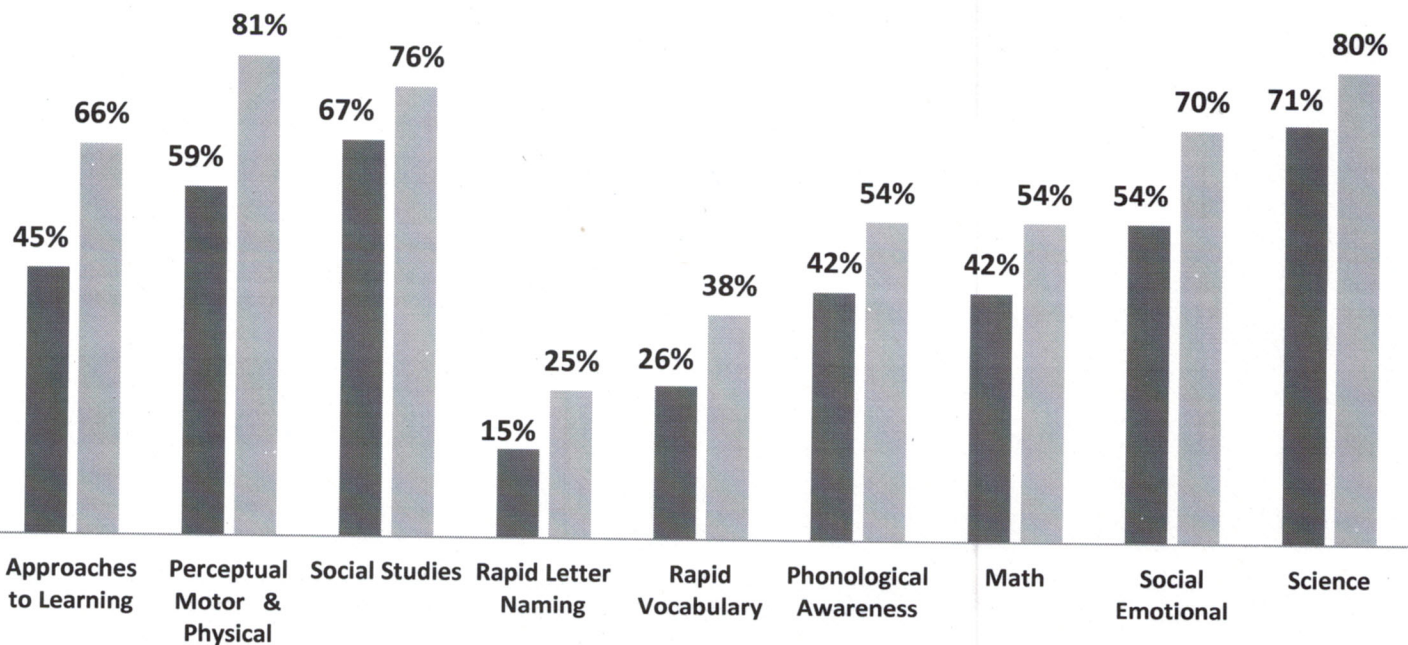
2017-2018

## Disability



## Disability Comparison

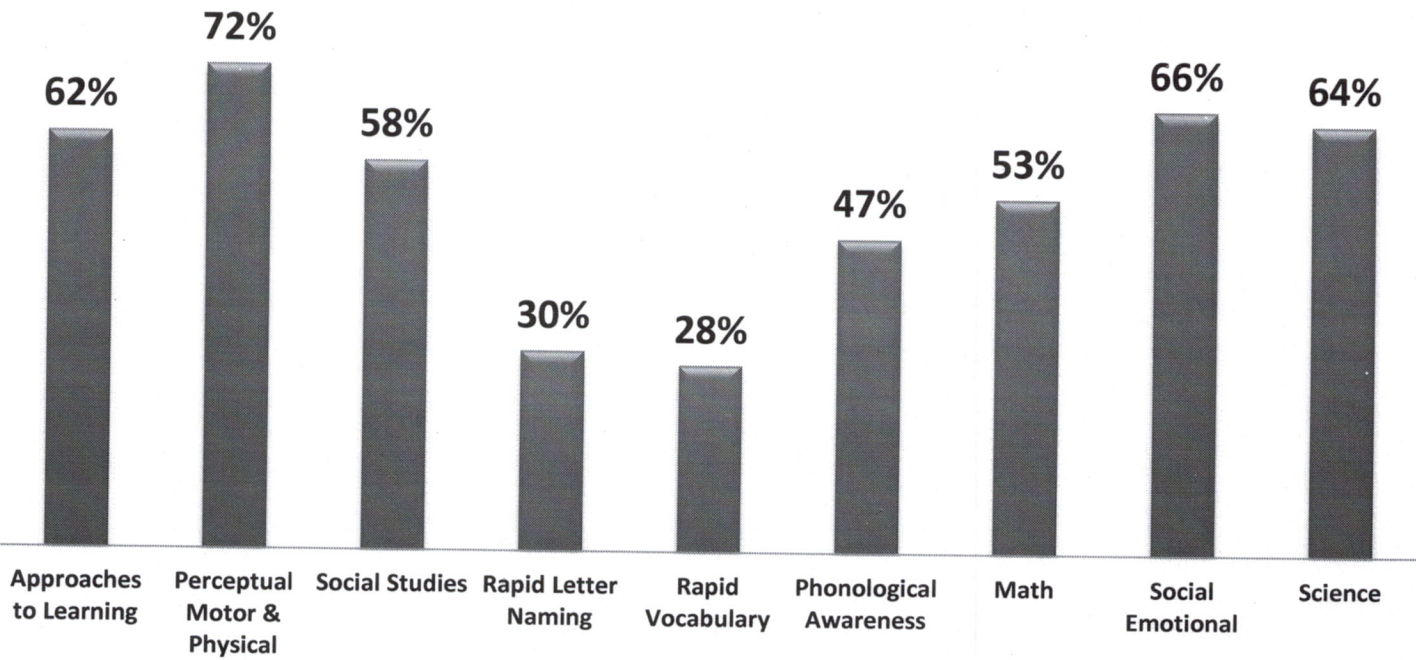
■ Wave 1 ■ Wave2



# CSNT Head Start – CIRCLE Assessment

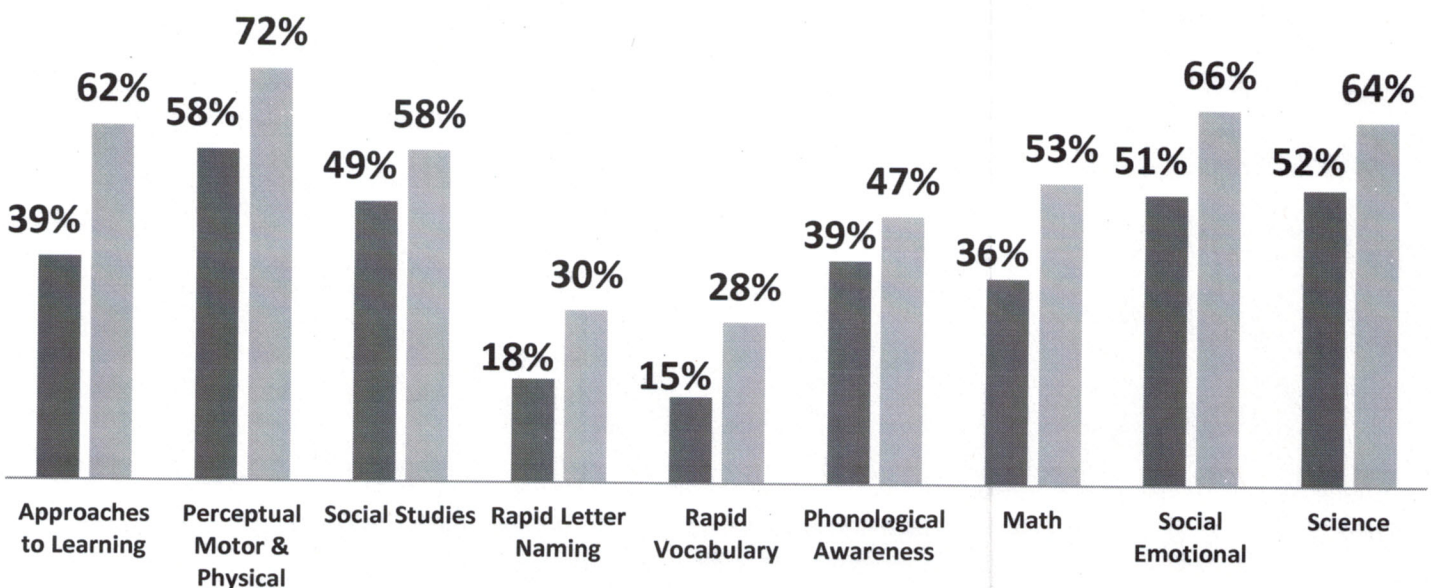
## Wave 2 2017-2018

### Dual Language Learners



### Dual Language Comparison

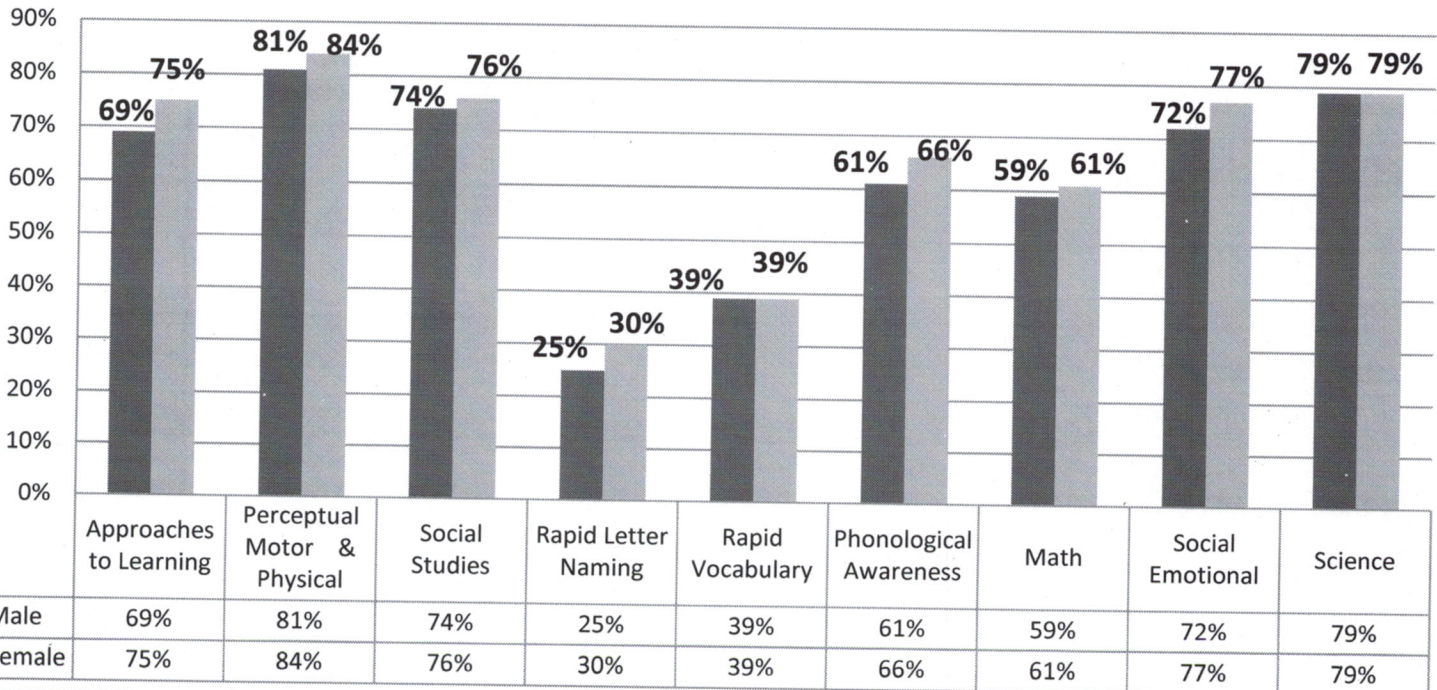
■ Wave 1 ■ Wave2



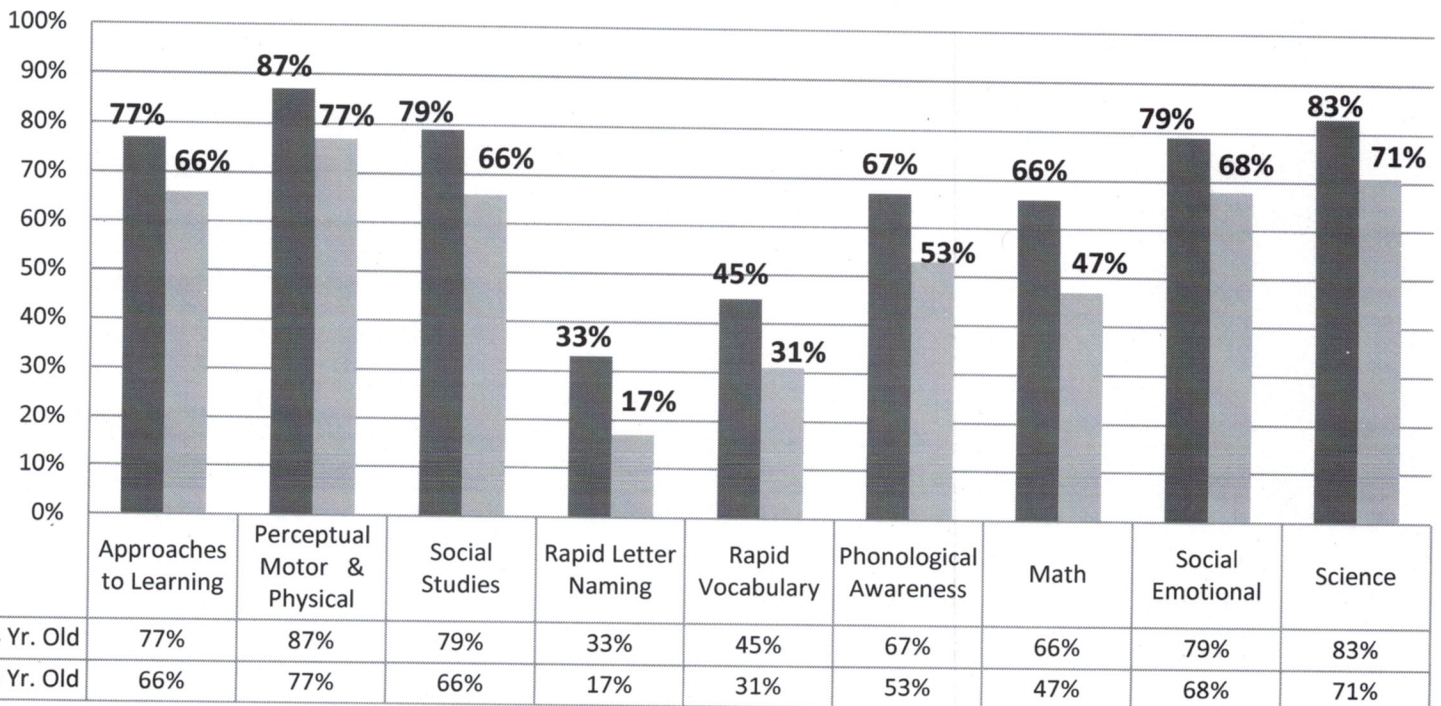
# CSNT Head Start – CIRCLE Assessment

## Wave 2 Comparison Data 2017-2018

### Male / Female Comparison



### Age Comparison



# CSNT Head Start – CIRCLE Assessment

## Wave 2 Race Comparison Data 2017-2018

	White	Black / African American	Other	2 or More Races
Approaches to Learning	72%	67%	69%	73%
Perceptual				
Motor/Physical	80%	80%	81%	84%
Social Studies	74%	74%	66%	73%
Rapid Letter Naming	25%	26%	26%	39%
Rapid Vocabulary	41%	38%	30%	45%
Phonological Awareness	62%	61%	50%	67%
Math	59%	57%	52%	64%
Social Emotional	73%	70%	75%	75%
Science	78%	75%	72%	79%

Percentage represents total number of correct responses for each domain.



Community Services of Northeast Texas, Inc. Head Start  
 Frog Street Assessment –Middle 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>
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**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>48%</b>	<b>Female:</b>	<b>52%</b>
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**Race**

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

**Language**

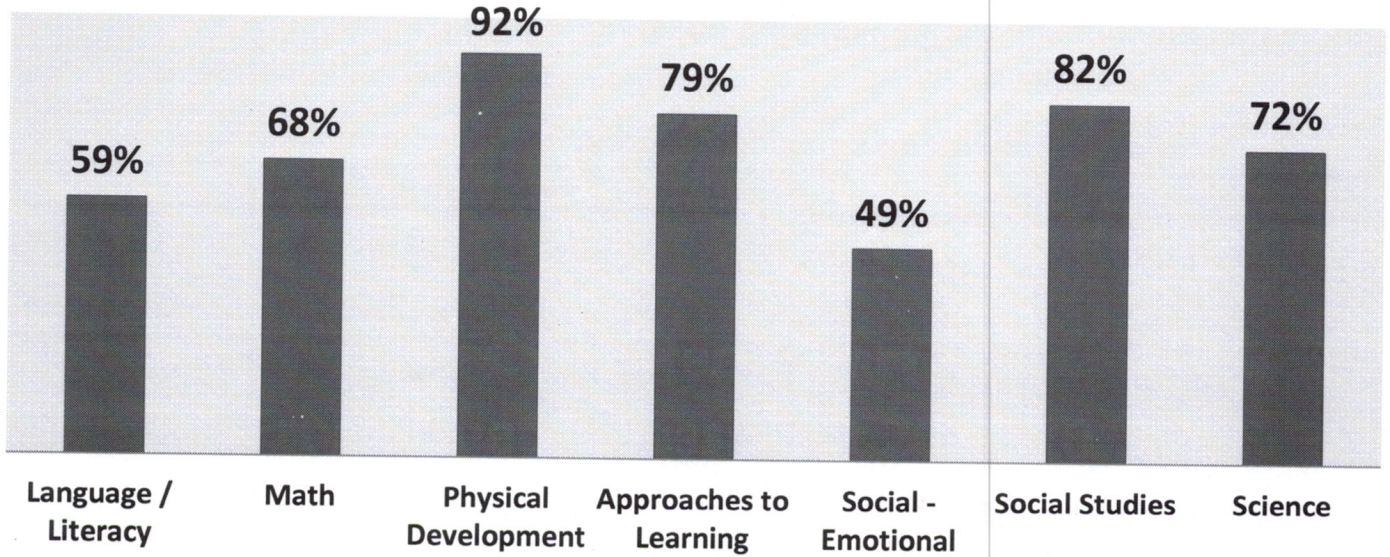
<b>English:</b> 100%	<b>Spanish</b> 0%	<b>Unknown:</b> 0%
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**Disabilities**

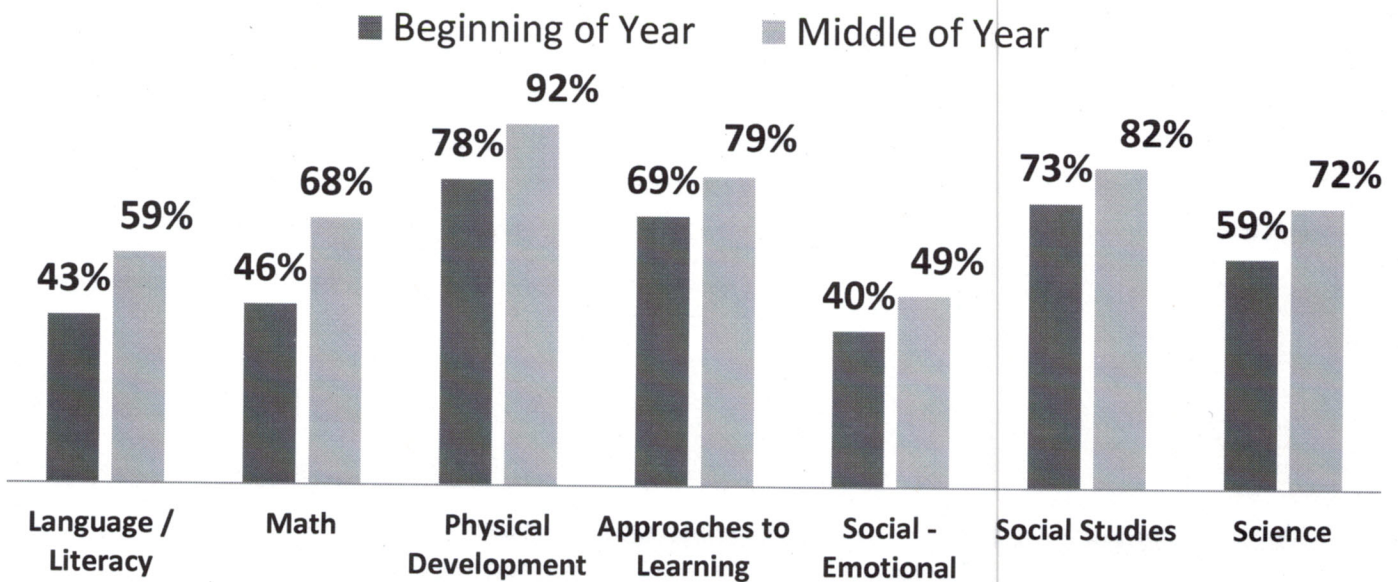
<b>Yes:</b>	<b>1%</b>	<b>No:</b>	<b>99%</b>
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# CSNT Head Start Frog Street Assessment 2017-2018

## Middle of Year



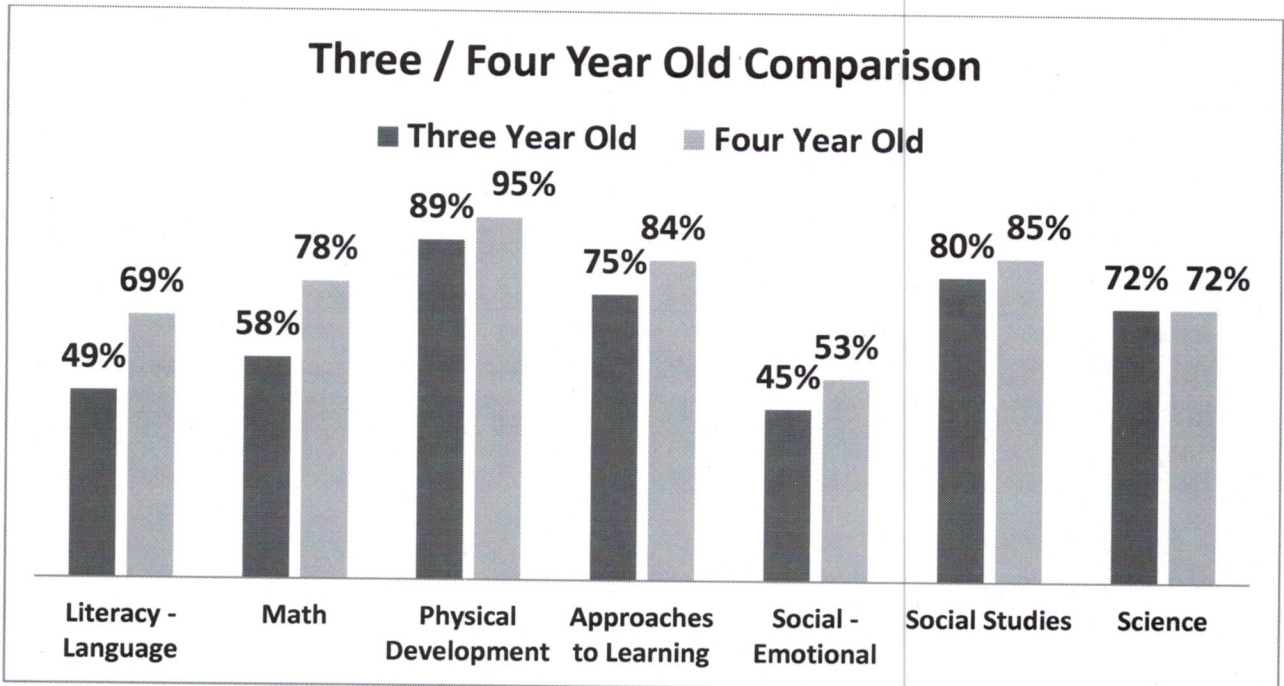
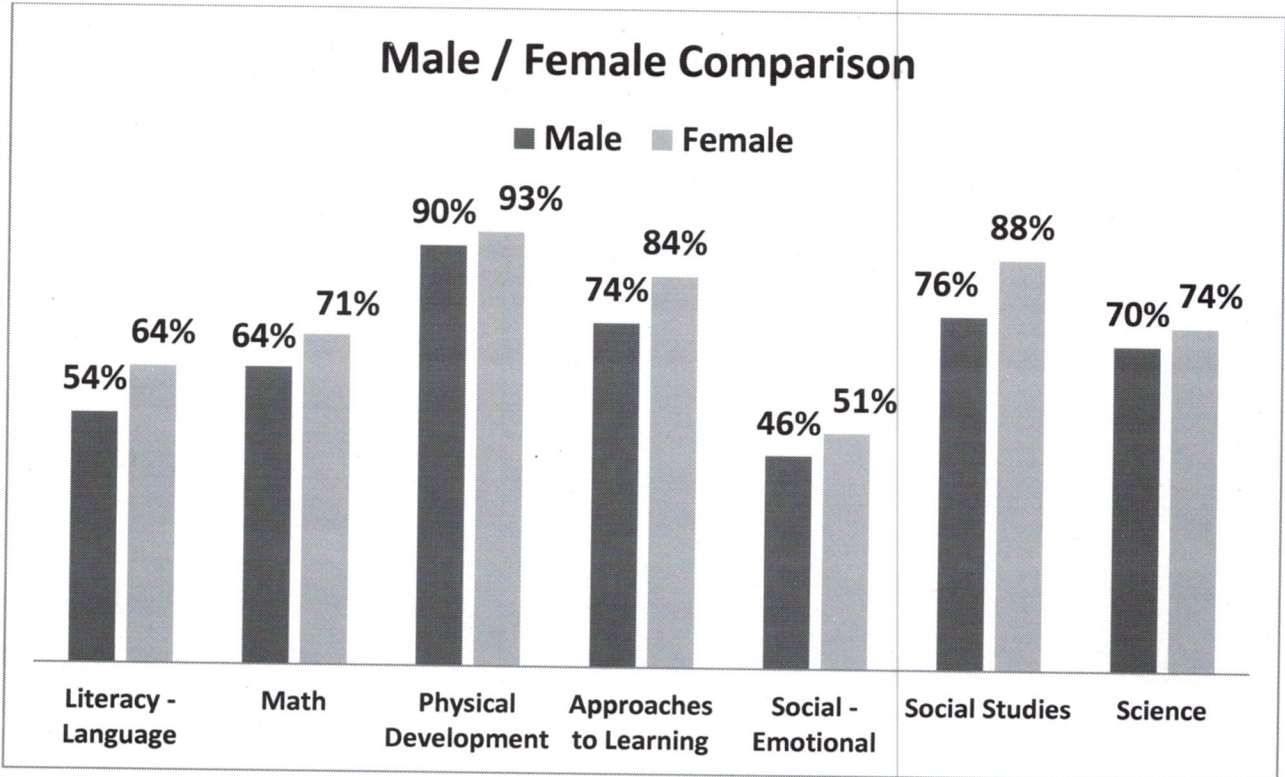
## Comparison



Percentage represents total number of correct responses for each domain.

# CSNT Head Start Frog Street Assessment

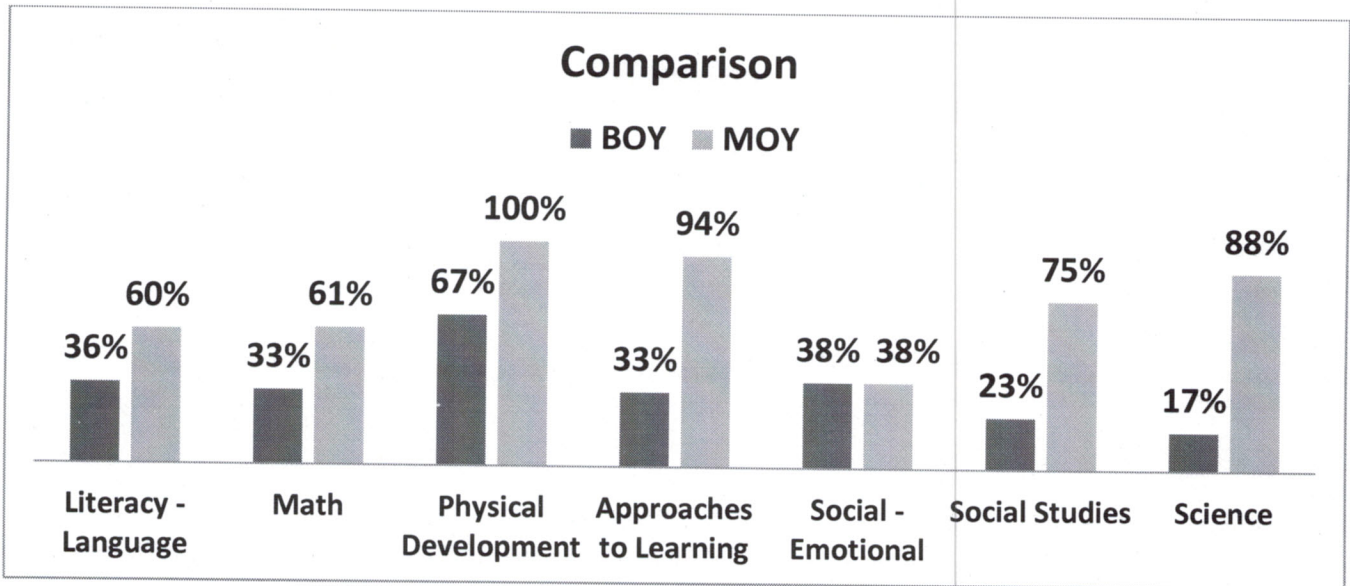
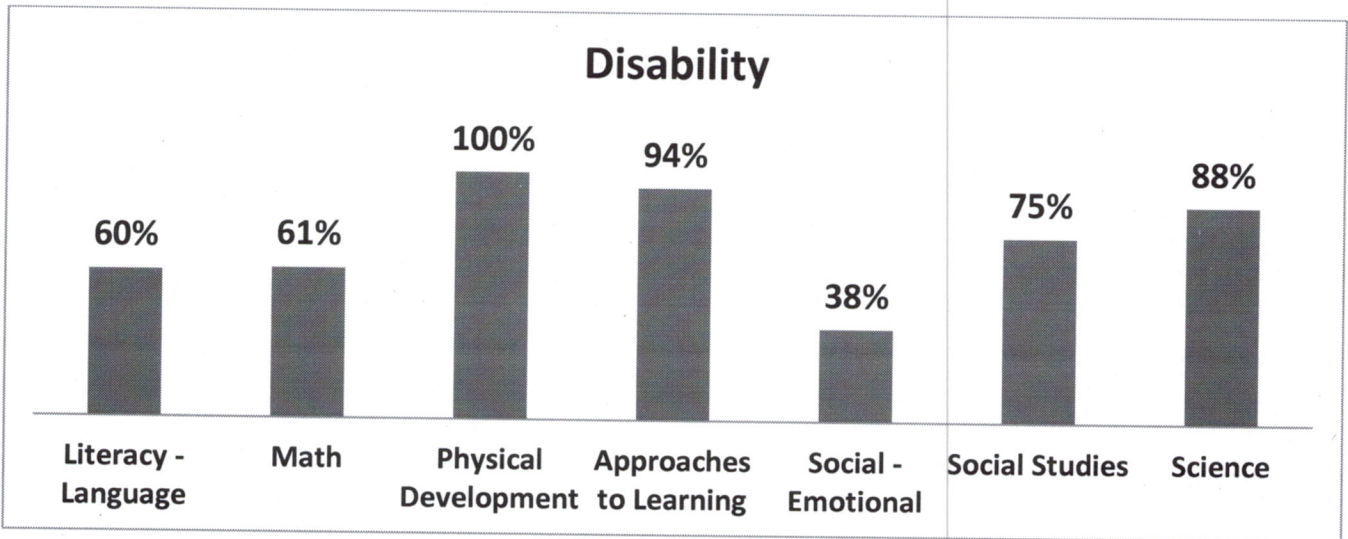
## Comparison Data – Middle of Year 2017-2018



Percentage represents total number of correct responses for each domain.

# CSNT Head Start Frog Street Assessment

## Middle 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.

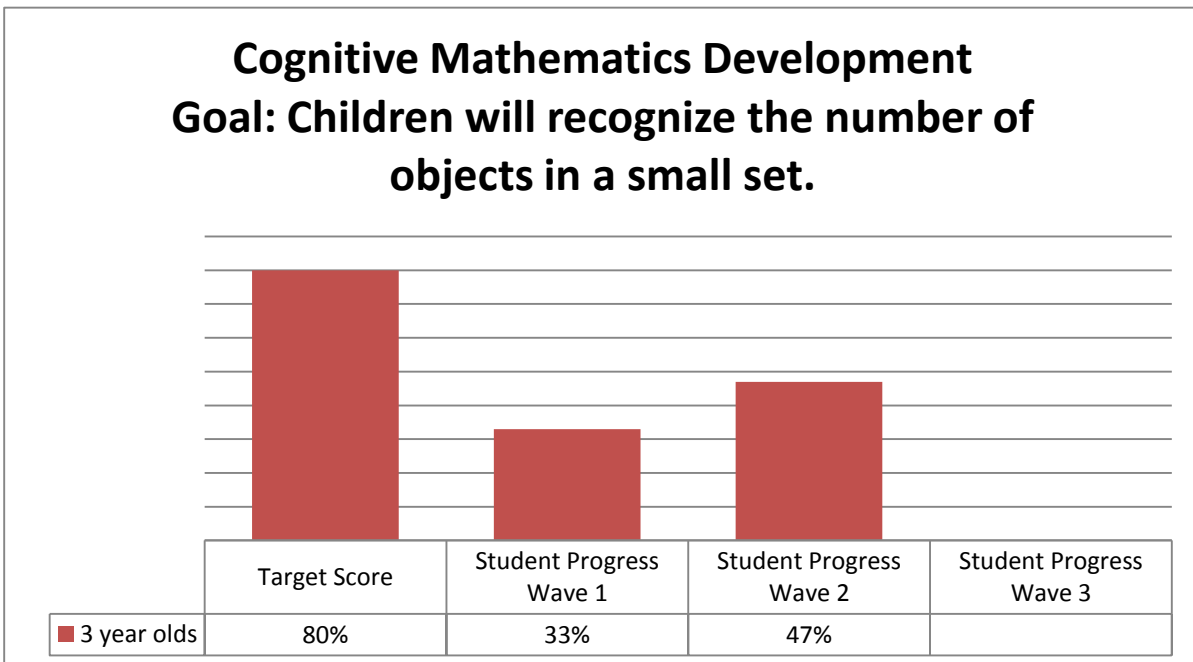
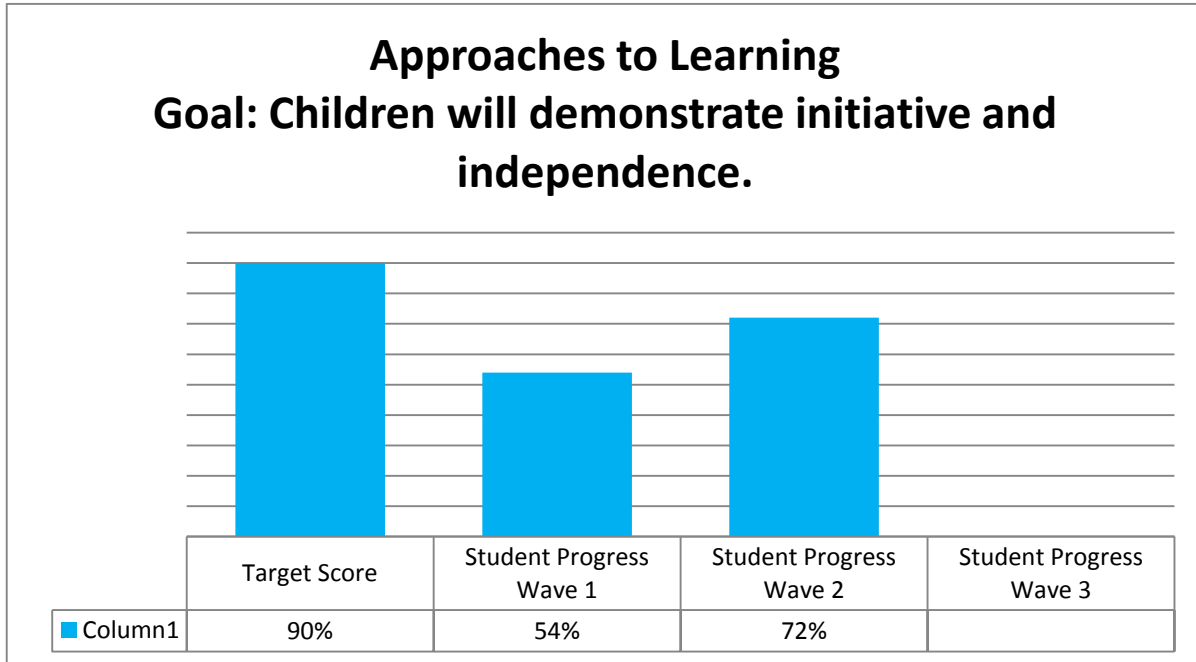
# CSNT Head Start – Frog Street Assessment

## Middle of Year - Race Comparison Data 2017-2018

	White	Black / African American	Other	2 or More Races
Literacy / Language	53%	59%	49%	73%
Math	63%	68%	57%	80%
Physical Development	91%	92%	85%	95%
Approaches to Learning	77%	78%	83%	90%
Social - Emotional	50%	48%	46%	56%
Social Studies	74%	82%	75%	95%
Science	86%	71%	66%	76%

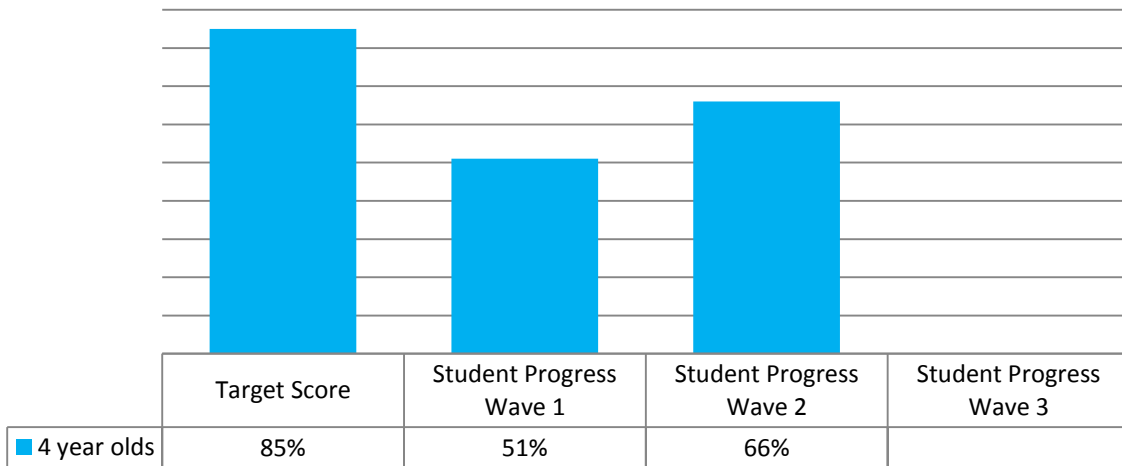
Percentage represents total number of correct responses for each domain.

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

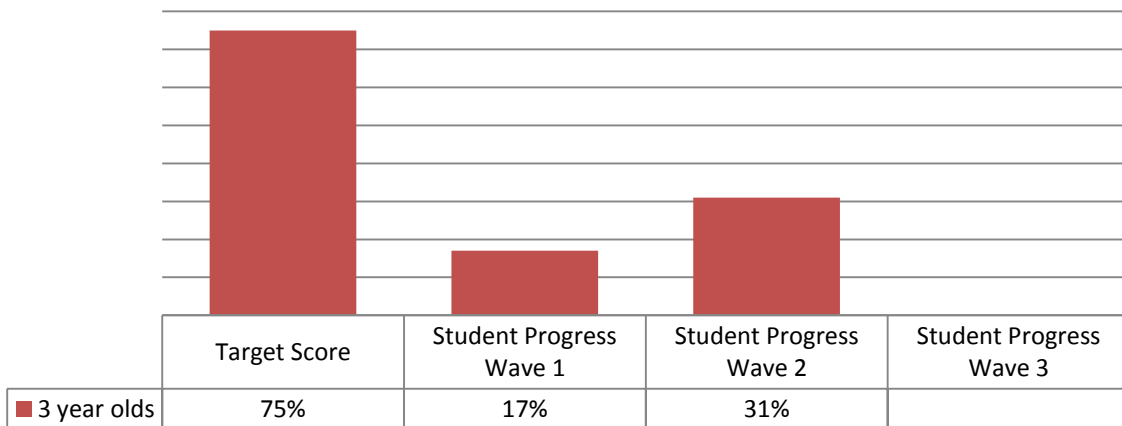


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**CIRCLE ASSESSMENT**

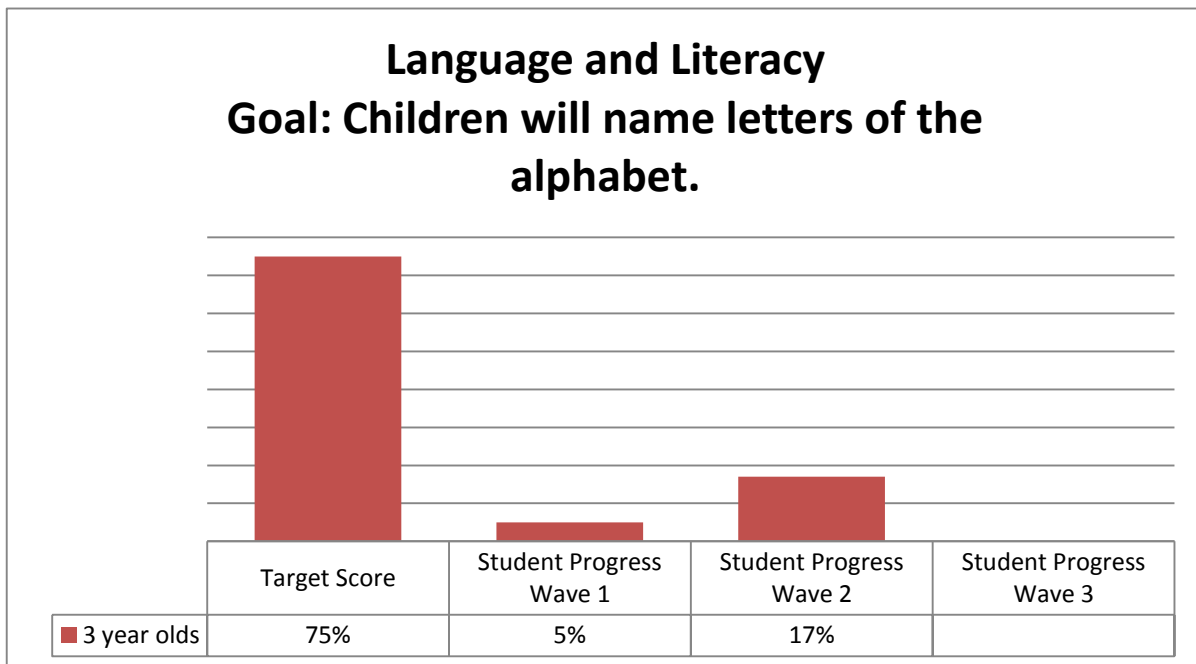
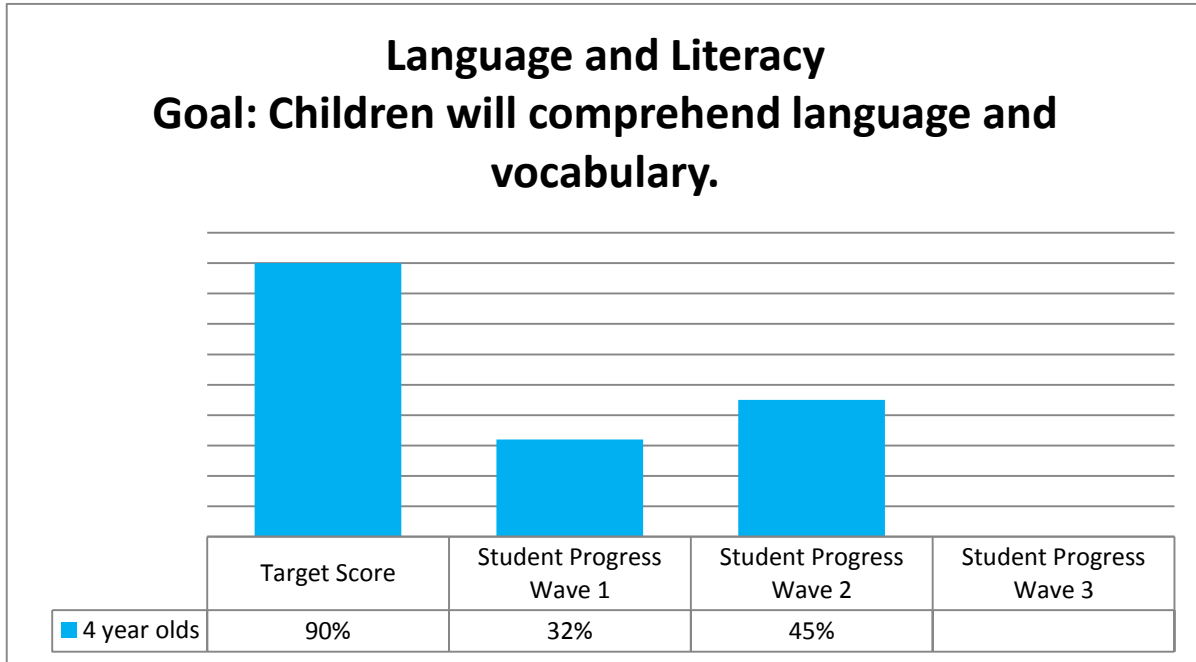
**Cognitive Mathematics Development**  
**Goal: Children will recognize the number of objects in a small set.**



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

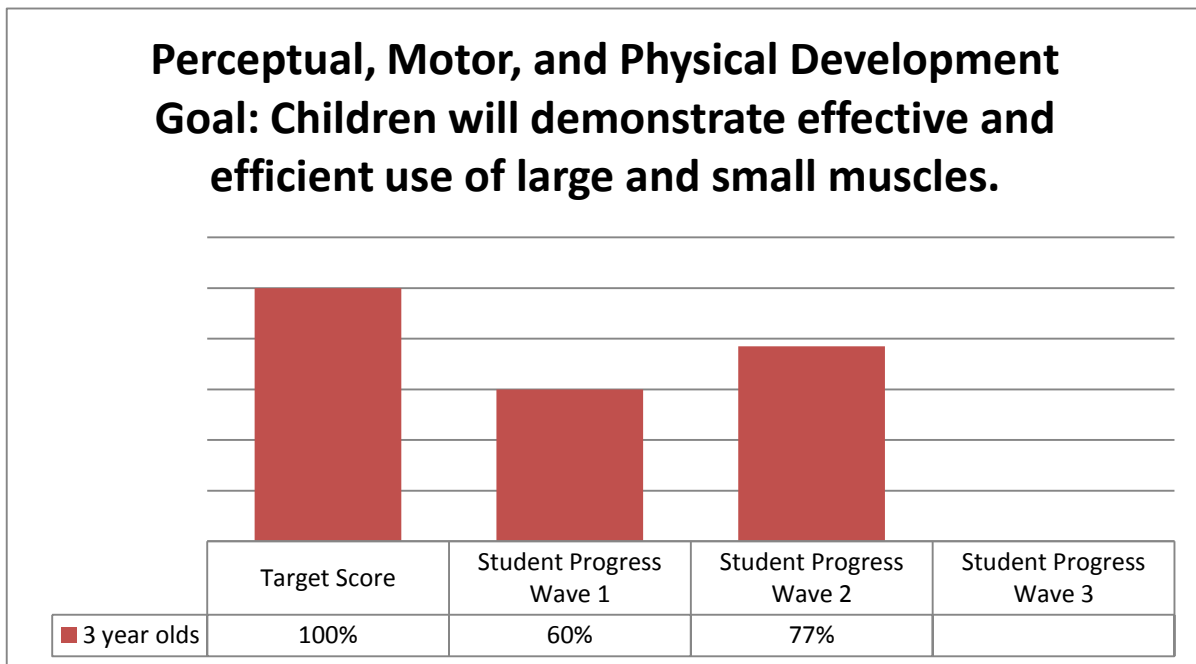
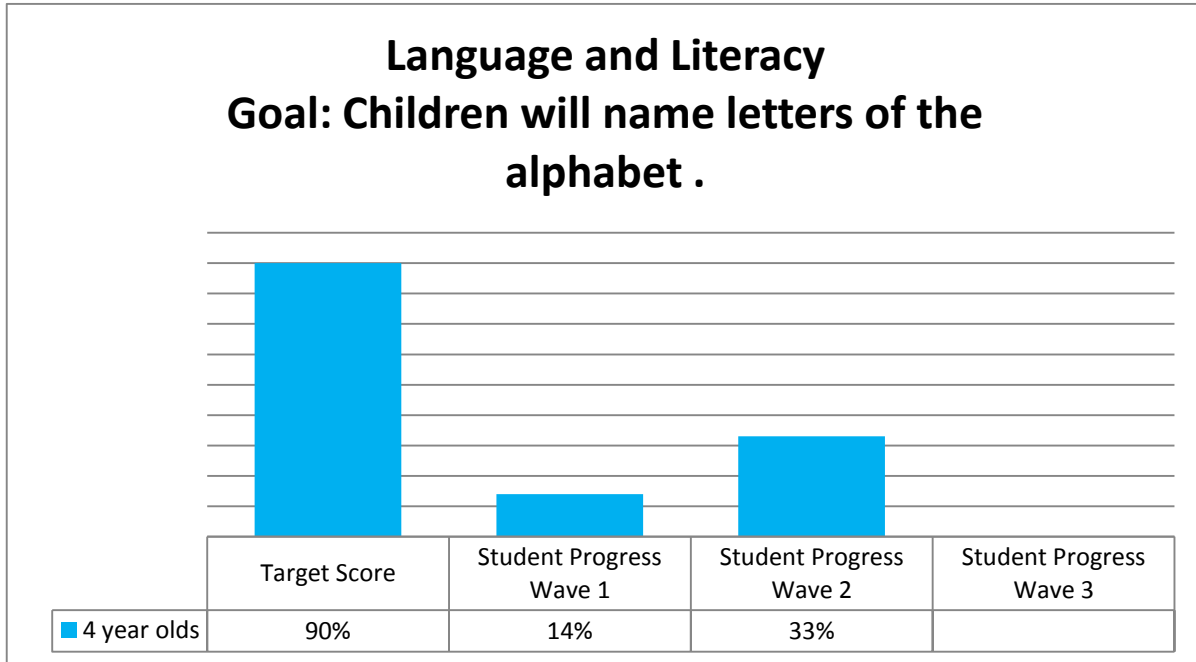


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**CIRCLE ASSESSMENT**





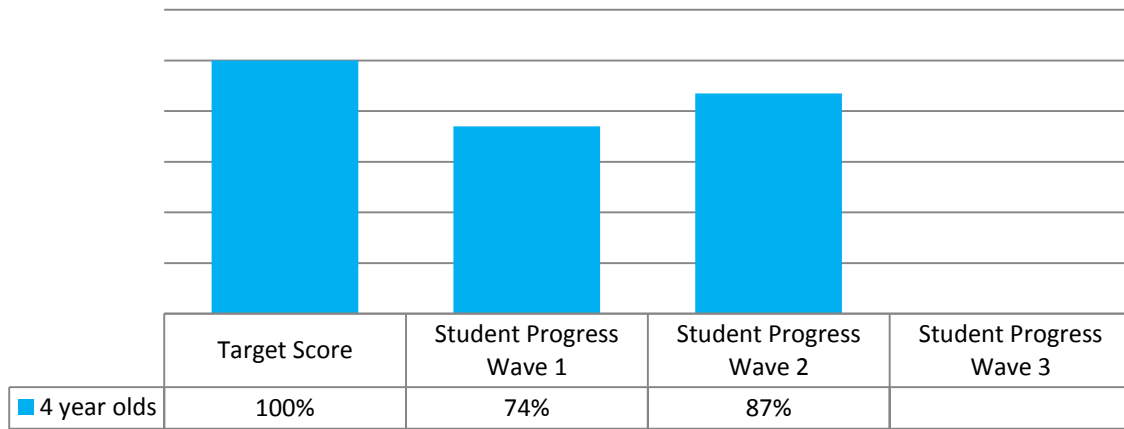
**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**CIRCLE ASSESSMENT**



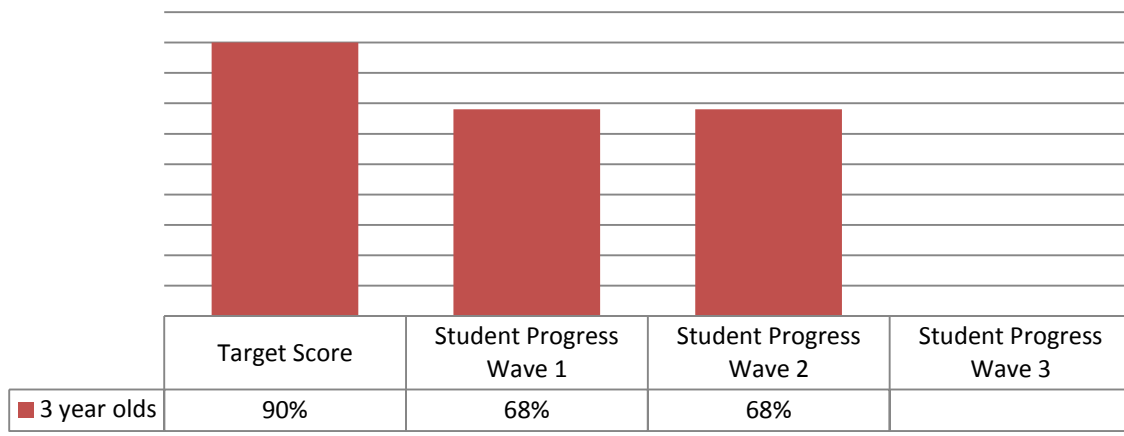
**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**

**CIRCLE ASSESSMENT**

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



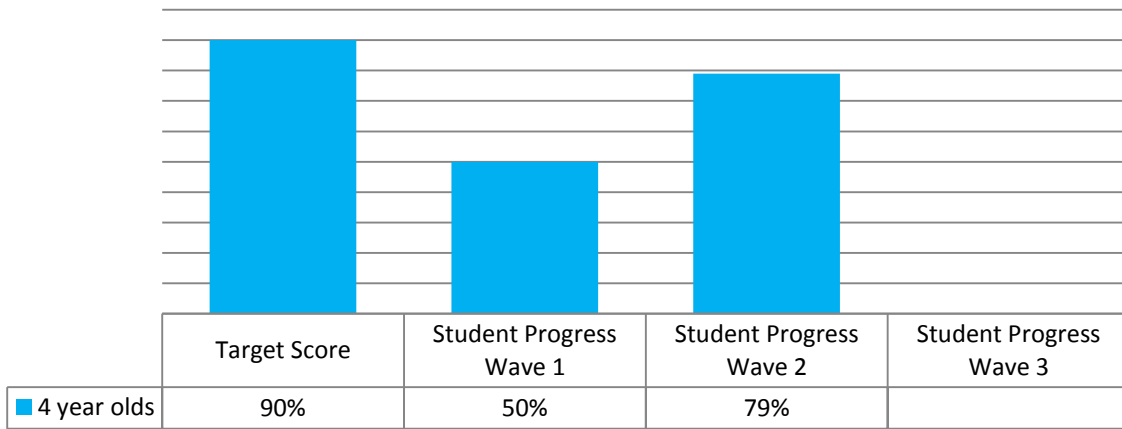
**Social and Emotional Development**  
**Goal: Children will use basic problem-solving skills to resolve conflicts with other children.**



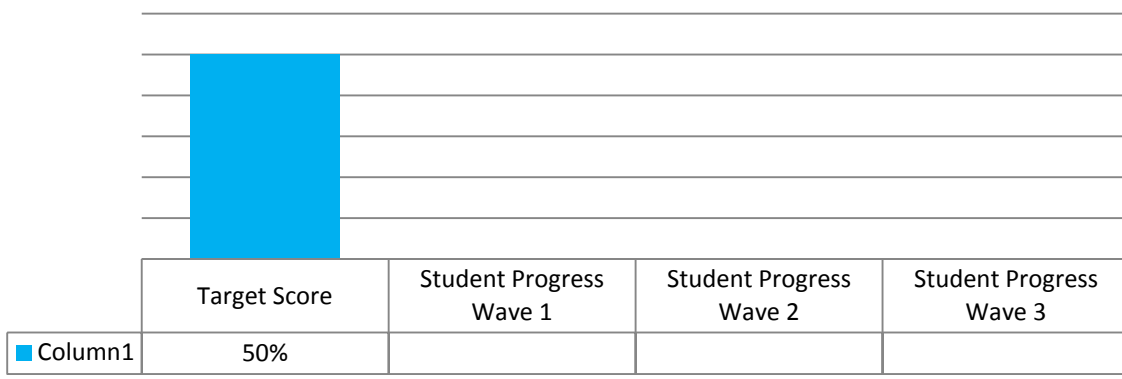
**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**

**CIRCLE ASSESSMENT**

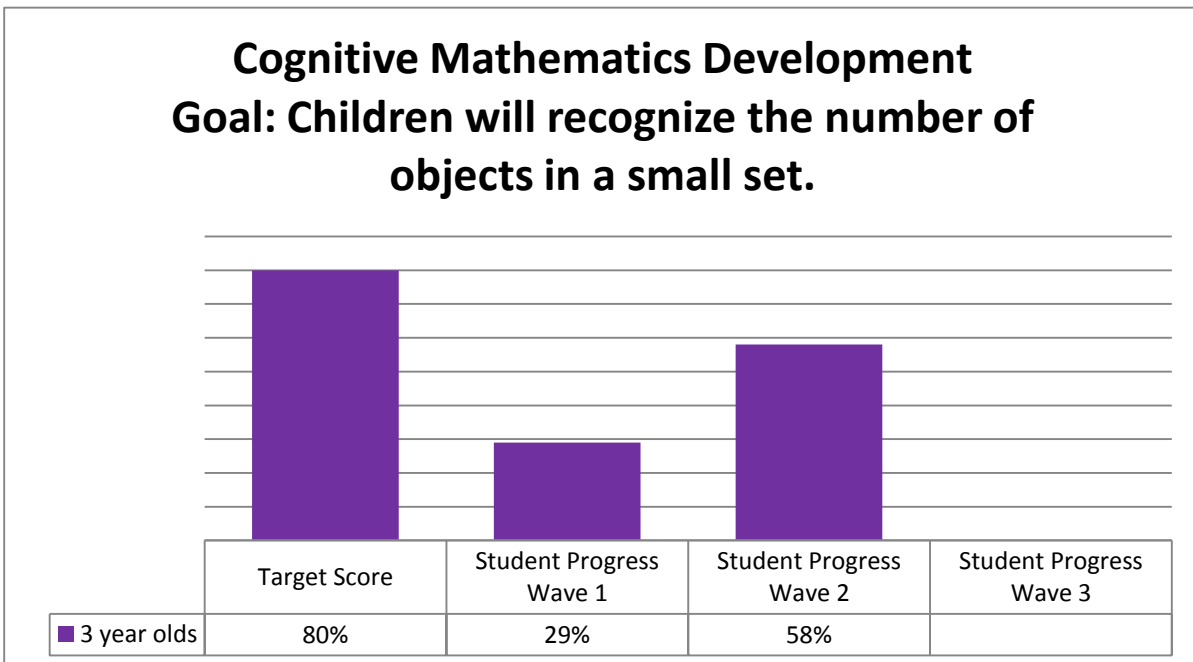
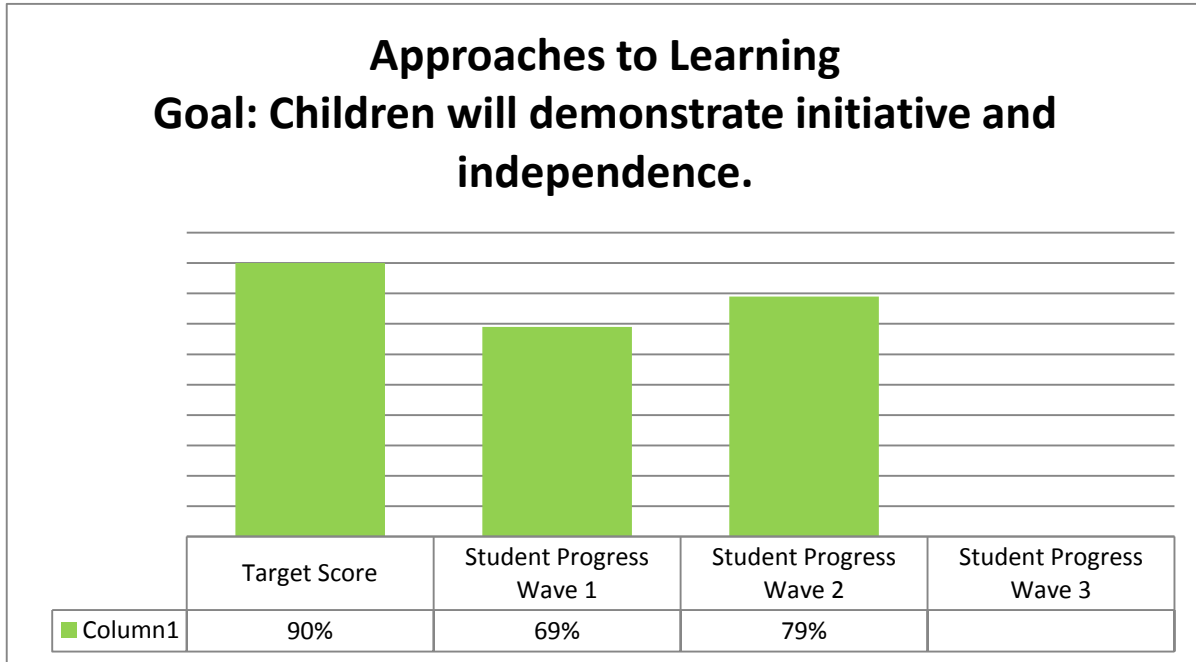
**Social and Emotional Development**  
**Goal: Children will use basic problem-solving skills to resolve conflicts with other children.**



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



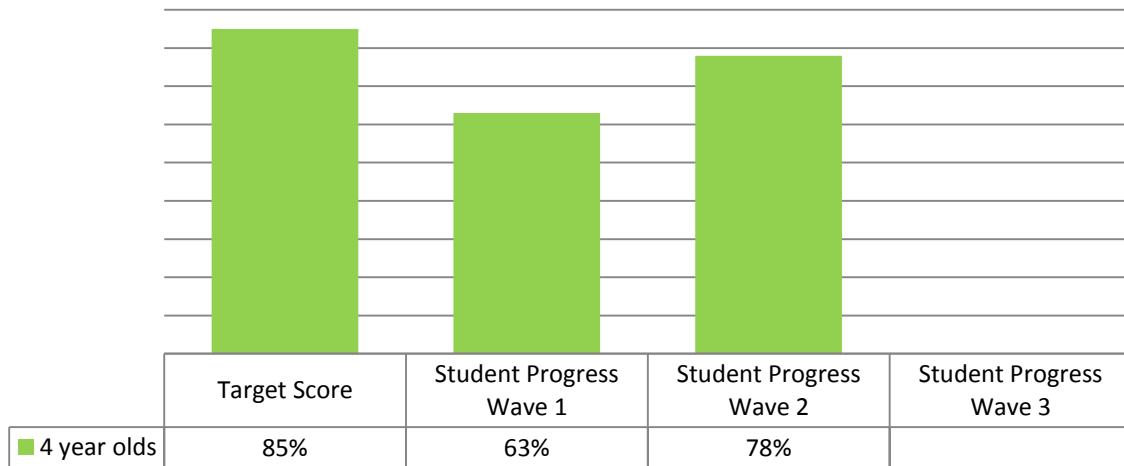
**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2017-2018**  
**Frog Street Assessment**



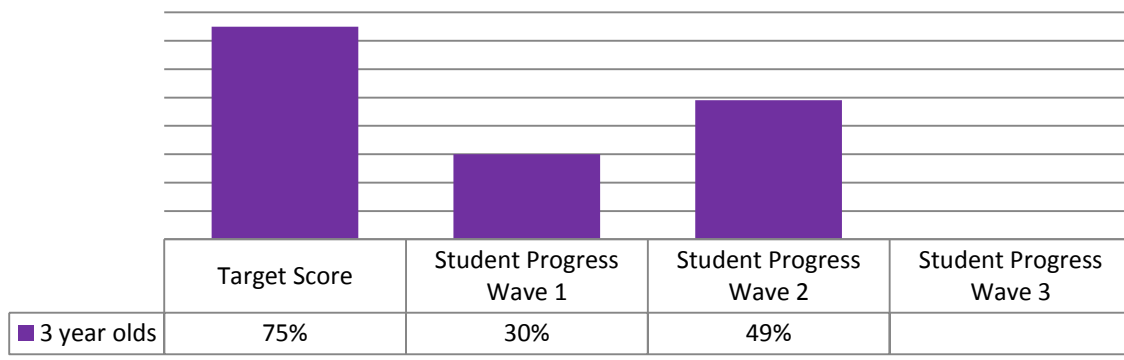
**CSNT Head Start**  
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**2017-2018**

**Frog Street Assessment**

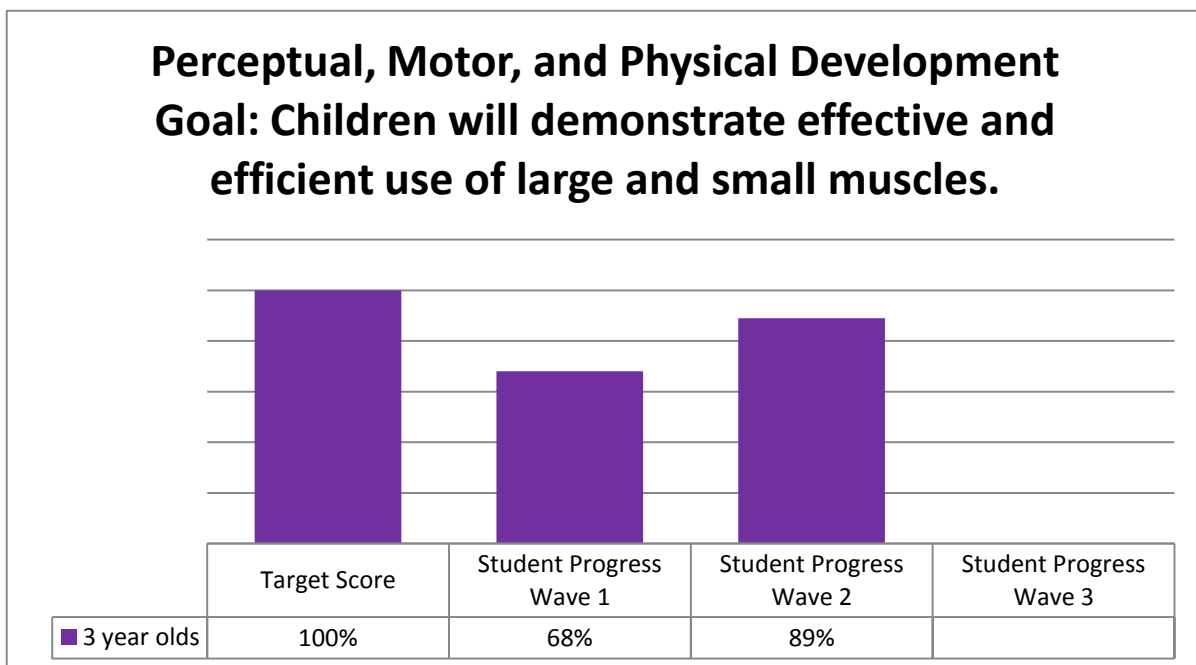
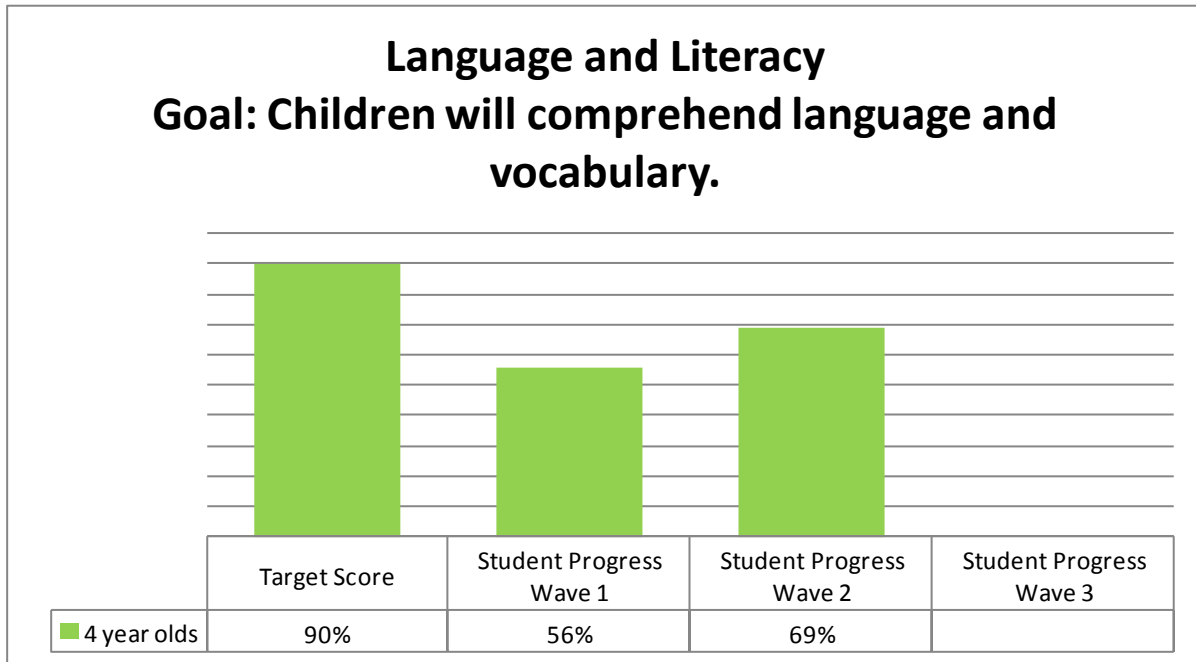
**Cognitive Mathematics Development**  
**Goal: Children will recognize the number of objects in a small set.**



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



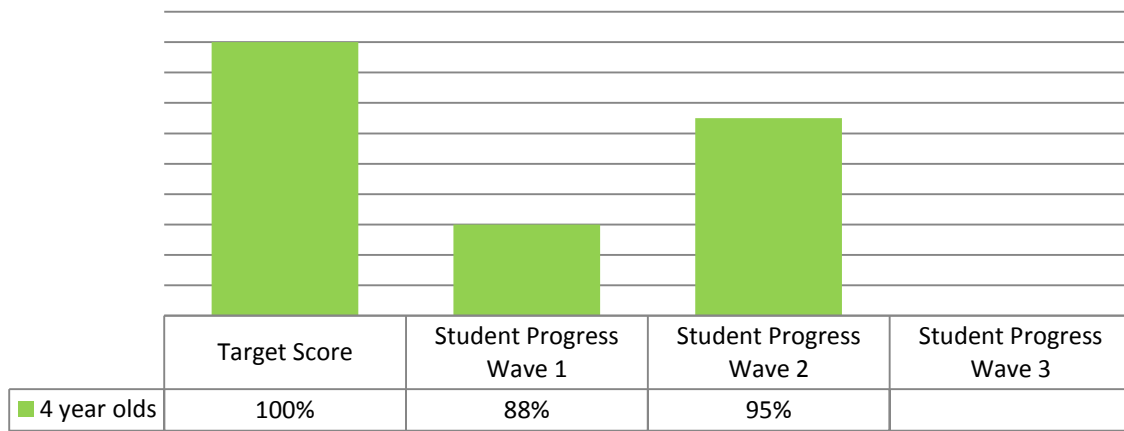
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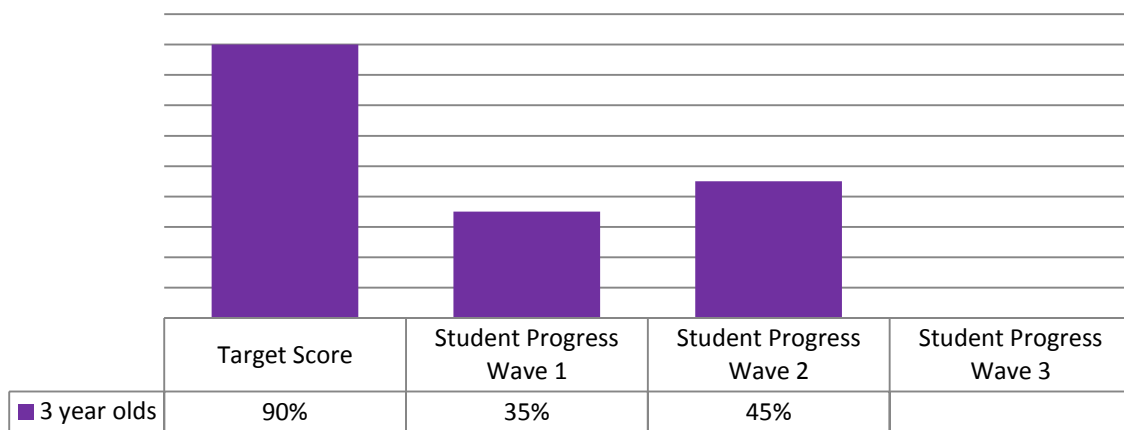
*Percentages are based on actual data from Frog Street.*

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

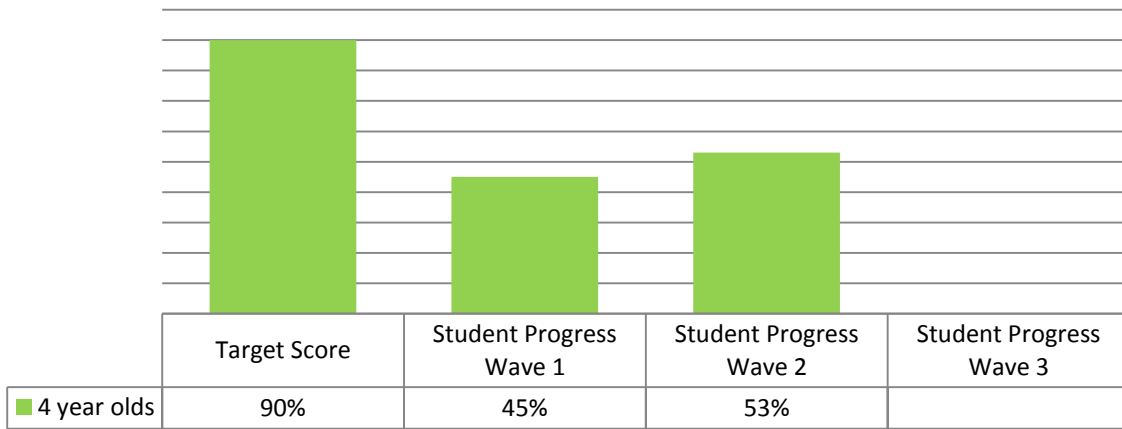


**Social and Emotional Development**  
**Goal: Children will use basic problem-solving skills to resolve conflicts with other children.**



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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.**

