



**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.*



**Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

 **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 February 28, 2018**
6. **Presentations**
  - A. Atlanta Head Start Catherine Early
  - B. Training Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report March 2018
    - b. Credit Usage Report March 2018
    - c. CACFP Financial Report March 2018
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report March 2018
    - b. PIR Report March 2018
  - C. Executive Director Report Dan Boyd

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**8. Committee Reports**

A. Appoint Committee Member(s)

**9. Action Items**

- A. Discuss and/or Approve TSR! Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-Item
- B. Discuss and/or Approve Sale of Used Head Start Classroom Furniture Stored at the Texarkana Depot (All funds obtained will be placed into the Classroom Supplies Line-Item in the PY04 Head Start Budget)
- C. Discuss and/or Approve Cost Allocation Plan

**10. Discussion Items**

None

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

PC Attendance	Campus	Title	Sep-17	Nov-17	Dec-17	Jan-18	Feb-18
<b>Chairperson - Tamaithia Sartor</b>			x	x	x	x	x
<b>Vice Chairperson - Olivia Woodruff</b>			x	x	x		x
<b>Secretary - Stacy Guerrero</b>			x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	x
April Bennett	Morris County	Representative			x	x	
Tamaithia Sartor	Atlanta Head Start	Representative	x	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	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		x
Dawn Hansche	Linden	Alternate					
Whitney Williams	Naples	Representative					
Kassi Croley	Naples	Alternate					
Jessica Wilson	New Boston	Representative	x		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, Charlotte Hall, Susan Horner, Debra Goodnight-Byrd, Michele Rowe, Frances Evans and Venus Hornbuckle

**1. Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:18 am February 28, 2018 in the Linden Administrative Conference Room.

**2. Recognize New Policy Council Members**  
None

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Jessica Wilson, Brenda Swisher, Tamaithia Sartor, Stacy Guererro and Olivia Woodruff

**4. Approval of Agenda:**

Members reviewed the agenda. Olivia Woodruff moved to accept the agenda as presented. The motion was seconded by Brenda Swisher. 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 January 24, 2018:**

Olivia Woodruff moved to approve the minutes of the January 24, 2018 meeting as presented. 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.

**6. Presentations:**

**A. New Boson Head Start**

Venus Hornbuckle, New Boston Head Start, Campus Director gave a presentation on Music and Movement each day throughout the entire school day at New Boston Head Start.

**B. Texarkana Head Start**

Debra Goodnight-Byrd, Texarkana Family Service Worker, reviewed activities that were done with the children and their families at Paul Laurence Dunbar Early Education Center. A few examples include the following: Tunnel of Hope, Parent make and take, Veteran's Day Program, Family bingo night and a program for Black History Month which included the children learning parts and completing a skit.

**C. Training**

None

**7. Reports:**

**A. Financial Report – Shelley Mitchell**

Dan Boyd 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**

Dan Boyd reviewed information learned at the TACCA Board Meeting with the members.

**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

## **9. Action Items:**

### **A. Discuss and/ or Approve Safety Policy #501**

Charlotte Hall reviewed the updated safety policy. Olivia Woodruff moved to approve the Safety Policy #501 as presented. The motion was seconded by Jessica Wilson. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

## **10. Discussion Items:**

### **A. Discuss CLASS Self-Assessment Data 2018**

Michele Rowe reviewed the CLASS Self-Assessment Data 2018 as presented.

**B. Discuss CIRCLE Assessment Data Wave 2**

Frances Evans reviewed the CIRCLE Assessment Data Wave 2 as presented.

**C. Discuss Frog Street Assessment Wave 2**

Frances Evans reviewed the Frog Street Assessment Wave 2 Data as presented.

**D. Discuss Wave 2 School Readiness Performance Data – Circle Assessment**

Frances Evans reviewed the Circle Assessment School Readiness Performance Data as presented.

**E. Discuss Wave 2 School Readiness Performance Data – Frog Street**

Frances Evans reviewed the Frog Street Assessment School Readiness Performance Data as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Olivia Woodruff moved for Policy Council to go into Executive Session at 10:35 am. Stacy Guerrero seconded the motion.

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

Olivia Woodruff made a motion to come back into regular session at 10:42 am. Jessica Wilson seconded the motion.

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

A motion was made by Olivia Woodruff to accept new hires, transfers, and terminations as presented. The motion was seconded by Stacy Guerrero. 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 Olivia Woodruff at 10:43 am. The motion was seconded by Stacy Guerrero.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**

# Head Start

## Financial Report for the month of March 2018

(February 2018 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 11-30-2018</i>							
Personnel	\$2,382,989.00	\$176,147.55	\$502,268.81	\$1,880,720.19	\$198,582.42	\$595,747.25	\$93,478.44
Fringe Benefits	\$613,858.00	\$51,288.10	\$149,644.07	\$464,213.93	\$51,154.83	\$153,464.50	\$3,820.43
Travel (4120)	\$22,150.00	\$1,080.39	\$5,845.32	\$16,304.68	\$1,845.83	\$5,537.50	(\$307.82)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$14,000.00	\$14,000.00
Supplies	\$144,726.00	\$8,292.61	\$13,297.99	\$131,428.01	\$12,060.50	\$36,181.50	\$22,883.51
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$4,459.50	\$4,459.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$1,150.00	\$6,652.53	\$16,071.47	\$1,893.67	\$5,681.00	(\$971.53)
Other (4122)	\$460,625.00	\$61,252.15	\$137,940.99	\$322,684.01	\$38,385.42	\$115,156.25	(\$22,784.74)
<b>Total</b>	<b>\$3,720,910.00</b>	<b>\$299,210.80</b>	<b>\$815,649.71</b>	<b>\$2,905,260.29</b>	<b>\$310,075.83</b>	<b>\$930,227.50</b>	<b>\$114,577.79</b>
T&TA	\$44,874.00	\$2,230.39	\$12,497.85	\$32,376.15	\$3,739.50	\$11,218.50	(\$1,279.35)
<b>Total</b>							
USDA Reimbursements through January 2018							\$22,161.48
Estimated USDA Reimbursement for February 2018							\$15,080.15
							<u>\$151,819.42</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = \$49,000.00

<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	\$155,037.92	\$12,467.12	\$33,985.40	\$12,919.83	\$38,759.48	\$4,774.07
Per Child	\$7,211.07	\$579.87	\$1,580.72	\$600.92	\$1,802.77	\$222.05

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,466.00	\$150,591.38	\$430,743.00	\$510,723.00

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -March 2018

#### Capital One Credit Card

Purchases for January & February 2018		3,539.80
Payment due by 03/02/2018	Pd on 02/21/2018	<u>(3,539.80)</u>
Balance		-

#### Lowe's Credit Card

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

#### Sam's Club Credit Card

Purchases for January 2018		1,512.76
Payment due by 03/05/2018	Pd on 02/14/2018	<u>(1,512.76)</u>
Balance		-

#### Line of Credit

Program	CSBG	CEAP	LOCAL ADMIN		
Highest February 2018 balance	-	-	18,000.00	-	-
Current balance	-	-	-	-	-
Exp pay off date			5/31/2018		

#### In House Line of Credit

Program	CSBG	ETCOG	CSBG D	CEAP	
Highest January 2018 balance	146,390.00	107,021.06	-	-	-
Current balance	146,390.00	107,021.06	-	-	-
Exp pay off date	-	-			

#### Capital One Bank Loans



1-2

Summary of Account Activity	
Previous Balance	\$479.90
- Payments	\$479.90
+ Purchases/Debits	\$1,512.76
<b>New Balance</b>	<b>\$1,512.76</b>
Credit Limit	\$5,500.00
Available Credit	\$3,987.00
Statement Closing Date	02/08/2018
Days in Billing Cycle	31

Payment Information	
New Balance	\$1,512.76
Total Minimum Payment Due	\$64.00
Payment Due Date	03/05/2018

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BY: *[Signature]*

Transaction Summary					
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount	
01/23	01/23	P928000D900XXN9PQ	SAM'S CLUB 006422 LONGVIEW TX SAM'S/WAL-MART PURCHASE(S)	\$581.50	
01/23	01/23	P928000D900XXN9PL	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	\$867.30	
01/25	01/25	P928000DQ00YJV3MA	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	\$63.96	
Total for COMMUNITY COUNCIL OF CASS				\$1,512.76	
01/28	01/28	P928000DE01NPKM02	PAYMENT - THANK YOU	(\$479.90)	

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	24.15% (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. 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 180208 PAGE 1 of 3 9280 2000 MP17 01EW6709 10358

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



Account Number: 0035 0020 3032 7414

Total Minimum Payment Due	Payment Due Date	New Balance
\$64.00	03/05/2018	\$1,512.76

Payment Enclosed: Please use blue or black ink. \$



New address or email? Print changes on back.

COMMUNITY COUNCIL OF CASS 103585  
KAY PHILLIPS 0302  
PO BOX 427  
LINDEN TX 75563-0427



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



00064000047990 000640000151276

00604500 2030327 42422

0-1-2

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 040 0020 3032 7414		DATE OF SALE #: 180123	P.O. #:		
INVOICE#: 004525		AUTHORIZATION #: 001345	CLUB #: 6422		
REFERENCE #: P928000D900XXN9PQ		TRANSACTION #: 4525	REGISTER #: 49		
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
037989538	POM 2PLY BATH TISSUE	2.000	EA	\$19.9800	\$39.96
050897620	STACK CHAIR	15.000	EA	\$24.7800	\$371.70
052942890	PRO PLUS WATER	1.000	EA	\$169.8400	\$169.84
SUB \$581.50		TAX \$0.00		TOTAL INVOICE	\$581.50
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$581.50

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 040 0020 3032 7414		DATE OF SALE #: 180123	P.O. #:		
INVOICE#: 001037		AUTHORIZATION #: 001631	CLUB #: 8295		
REFERENCE #: P928000D900XXN9PL		TRANSACTION #: 1037	REGISTER #: 2		
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
050897620	STACK CHAIR	35.000	EA	\$24.7800	\$867.30
SUB \$867.30		TAX \$0.00		TOTAL INVOICE	\$867.30
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$867.30

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: 040 0020 3032 7414		DATE OF SALE #: 180125	P.O. #:		
INVOICE#: 003077		AUTHORIZATION #: 000829	CLUB #: 8295		
REFERENCE #: P928000DQ00YJV3MA		TRANSACTION #: 3077	REGISTER #: 91		
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
005690280	PEDIASURE VANILLA	2.000	EA	\$36.9800	\$73.96
053708772	IS \$ 7.00 OFF	2.000	EA	\$5.0000-	\$10.00-
SUB \$63.96		TAX \$0.00		TOTAL INVOICE	\$63.96
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$63.96


  
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 FEB 12 2018
   
 BY:





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FEB 12 2018

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ACCT. NUMBER: xxxx xxxx xxxx	10,000.00	BY: CCH	CASH ADVANCE BALANCE	.00
CREDIT LIMIT	3,539.80		MINIMUM PAYMENT DUE	3,539.80
NEW BALANCE	6,460.20		PAYMENT DUE DATE	03-02-18
AVAILABLE CREDIT				

**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  
 xxxx-xxxx-xxxx-7041

TOTAL CORPORATE ACTIVITY  
 \$4,989.64 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
01-29	01-29	75528028029970000330016	PAYMENT RECEIVED -- THANK YOU	4,989.64 PY

**INDIVIDUAL CARDHOLDER ACTIVITY**

DAN LUCKY BOYD  
 xxxx-xxxx-xxxx-7050

CREDITS      PURCHASES      CASH ADV      TOTAL ACTIVITY  
 \$0.00      \$3,539.80      \$0.00      \$3,539.80

Post Date	Trans Date	Reference Number	Transaction Description	Amount
01-09	01-09	55436878009730099857294	HAMPTON INNS MOBILE AL 1140109042	101.46
01-09	01-09	55436878009730099857302	HAMPTON INNS MOBILE AL 1140109042	101.46
01-12	01-10	55310208011722468160704	HYATT REGENCY HOUSTON HOUSTON TX 16462833	473.40
01-15	01-12	55310208013722467525343	HYATT REGENCY HOUSTON HOUSTON TX 16333344	946.80
01-15	01-13	55436878013150137639360	HAMPTON INNS MOBILE AL 1180113042	112.86
01-15	01-13	55436878013150137639410	HAMPTON INNS MOBILE AL 1180113042	112.86
02-01	01-31	05227028031300180611653	THE HR SOUTHWEST CONFE 214-631-8775 TX	869.00
02-05	02-02	55432868034200131077990	SOUTHWES 5261409524968 800-435-9792 TX VENZOR/APRIL LYNN	410.98
02-05	02-02	55432868034200131078006	DAL WN Y CMH SOUTHWES 5261409524969 800-435-9792 TX VENZOR/JUSTIN S DAL WN Y CMH	410.98

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of February 2018

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,318.72	\$ 32,404.44
Administrative Labor	957.68	\$ 4,101.50
Food	9,474.98	\$ 41,613.66
Supplies & Equipment	816.41	\$ 2,299.83
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 150.00
Total	<u>\$ 17,567.79</u>	<u>\$80,569.43</u>

TDHS REVENUE                      15,080.15              67,607.54 (Income Starts October 2017)

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 mat receive Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	559	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	240	42.93% of cumulative enrollment
Four Years Old	319	57.07% 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	4.65% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	12	2.15% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	174	31.13% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	87	15.56% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	472	84.44% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	5	0.89% of cumulative enrollment
Asian	3	0.54% of cumulative enrollment
Black or African American	282	50.45% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.18% of cumulative enrollment
White	170	30.41% of cumulative enrollment
Biracial or Multi-Racial	52	9.3% of cumulative enrollment
Other Race	46	8.23% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	505	90.34% of cumulative enrollment
Spanish	47	8.41% 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	1.25% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	539	35.42% of cumulative enrollment
Children With Health Insurance At End of Enrollment	198	35.42% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	514	91.95% of cumulative enrollment
Children With A Medical Home At End of Enrollment	319	57.07% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	548	98.03% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	544	97.32% of cumulative enrollment
Children with a dental home at start of enrollment	491	87.84% of cumulative enrollment
Children with a dental home at end of enrollment	309	55.28% 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	48	8.59% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	527	100% of total families
Families Who Received at Least One Family Service	327	62.05% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	15	2.85% of total families
Housing Assistance	9	1.71% of total families
Mental Health Services	13	2.47% of total families
English as a Second Language (ESL) Training	8	1.52% of total families
Adult Education	40	7.59% of total families
Job Training	4	0.76% 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
Child Support Assistance	1	0.19% of total families
Health Education	273	51.8% of total families
Assistance to Families of Incarcerated Individuals	0	0% of total families
Parenting Education	291	55.22% of total families
Relationship or Marriage Education	0	0% of total families

# 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	516									
# additional students (partnerships)	11	12	12									
% with Special Needs	8%	8%	8%									
ADA Funded Enrolled* (516)	92%	92%	93%									
Enrollment (w/additional students)	90%	90%	91%									
Present/ Absent	474/53	473/55	479/49									
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$941,446    \$510,704    \$430,742    54% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$430,742</b>	\$ 126,784	\$ 153,367	\$ 150,591									

## Admin Expenditures (including non-federal share)

*Should not be above 15%												
<b>14%</b>	\$ 43,518	\$ 101,577	\$ 171,656									

## Meals/Reimbursements

\$37,242	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20									
# of meals served	4,868	5,768	7,266									
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121	411									
# Classrooms Observed	54	42	64									
Incomes Verified	0	7	3									
# Parents Interviewed	5	5	5									
# of Staff interviewed	5	4	3									
# Bus Routes Observed	1	1	2									
# Staff Files Reviewed	15	8	0									
# Community Contacts	15	30	40									
# of Findings Corrected	25	55	37									

## Annual Detailed Monitoring Findings

Date:    Week of    2/13/2017    Completed

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	11	11	12									
# findings corrected	11	11	1									
# findings remaining	0	0	11									

## Program Updates

Preparing for the end of the school year  
Scheduling ISD Partnership Meetings





Invoice for Substitute Reimbursement

#01790253

2017-18

Invoice #REG8ESC12

0344

Date: 01/30/18

Please remit to: COMMUNITY SERVICES OF NORTHEAST TEXAS

School Name:

Address: 304 E. HOUSTON STREET

P. O. BOX 427

LINDEN, TX 75563

SITE VENDOR CODE: 65529

TSR Teacher	Type of Training	Date of Training	Reimbursement Amount
Kishina Shaw	2 DAY CIRCLE	10/04/17	75.00
Kishina Shaw	2 DAY CIRCLE	10/11/17	75.00
Ronald King	2 DAY CIRCLE	10/04/17	75.00
Ronald King	2 DAY CIRCLE	10/11/17	75.00
Ronald King	Progress Monitoring	10/17/17	75.00

Total: \$375.00

Gina Lee Wilcox 2/19/18  
Substitute Reimbursement

Funding: # 12997 ; Class Code: 23041

