




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Wednesday, April 25, 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 March 28, 2018**
6. **Presentations**
 - A. Daingerfield/Hughes Springs Head Start Natash White
 - B. Training - Head Start Roles and Responsibilities Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report April 2018
 - b. Credit Usage Report April 2018
 - c. CACFP Financial Report April 2018
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report April 2018
 - b. PIR Report April 2018
 - C. Executive Director Report Dan Boyd

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Head Start
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8. Committee Reports

A. Appoint Committee Member(s)

9. Action Items

A. Discuss and/or Approve 2018 Self-Assessment Report

B. Discuss and/or Approve \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000

C. Discuss and/or Approve ERSEA Committee Meeting Recommendations

a. Selection Criteria

b. Medical/Dental Home

c. Receipt of Handbook

d. Family Partnership Profile

e. Family Outcomes

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 March 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	Mar-18
Chairperson - Tamaithia Sartor			x	x	x	x	x	x
Vice Chairperson - Olivia Woodruff			x	x	x		x	x
Secretary - Stacy Guerrero			x	x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	x	
April Bennett	Morris County	Representative			x	x		x
Tamaithia Sartor	Atlanta Head Start	Representative	x	x	x	x	x	x
Amber Kimbriel	Atlanta Head Start	Alternate						
Courtney Crow	Bloomburg	Representative		x	x			
Kimberly Jordan	Bloomburg	Alternate				x		x
Stacy Guerrero	D/LS	Representative	x	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	x
Dawn Hansche	Linden	Alternate						
Whitney Williams	Naples	Representative						
Kassi Croley	Naples	Alternate						
Jessica Wilson	New Boston	Representative	x		x	x	x	x
Sondra Lyon	New Boston	Alternate						
Liliana Hernandez	Pittsburg	Representative	x	x	x	x		
Martavius Jones	Pittsburg	Representative						
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, Catherine Early, Angela Thompson and Erin Coats
Public: Victoria Horner, Margarita Campos and Cathy Snow

1. **Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:17 am March 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, April Bennett, Tamaithia Sartor, Kimberly Jordan, Stacy Guererro and Olivia Woodruff

4. Approval of Agenda:

Members reviewed the agenda. April Bennett moved to accept the agenda 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.

5. Approval of Minutes from February 28, 2018:

April Bennett moved to approve the minutes of the February 28, 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. Atlanta Head Start

Catherine Early, Atlanta Head Start, Family Service Worker/Campus Director gave a presentation on The Many Faces of Head Start. Three Atlanta parents spoke about the impact Head Start has had on their families.

B. 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 stated that he taught the National Certified Roma Implementer Phase II Session last week and two employees from CSNT attended Bridgette Grandmaison and Holly Gardner. He stated this will benefit the Agency enabling the programs to work together instead of in silos. He also discussed the Tenant Based Rental Assistance Program and the Payee Program with the members.

8. Committee Report:

A. Appoint Committee Members

Replace Liliana Hernandez with Martavius Jones on the Self-Assessment Committee and the Health Advisory Committee.

2017-2018 List of Committees

Self-Assessment

Martavius Jones– 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
Martavius Jones - 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 TSR! Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-Item

April Bennet moved to approve the TSR! Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-Item as presented. The motion was seconded by Stacy Guerrero. 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 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)

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

C. Discuss and/ or Approve Cost Allocation

Dan Boyd reviewed the Cost Allocation Plan. April Bennett moved to approve the Cost Allocation with the correction to the percentage totals. The motion was seconded by Stacy Guerrero. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

April Bennett moved for Policy Council to go into Executive Session at 10:04 am. Stacy Guerrero 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 10:10 am. Stacy Guerrero seconded the motion.

13. Required Action from Executive Session:

A motion was made by Stacy Guerrero 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.

14. Adjourn:

A motion to adjourn was made by April Bennett at 10:11 am. The motion was seconded by Stacy Guerrero.

Minutes Submitted by: Bridgette Grandmison

Minutes approved by:

Head Start

Financial Report for the month of April 2018

(March 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	\$177,944.14	\$680,212.95	\$1,702,776.05	\$198,582.42	\$794,329.67	\$114,116.72
Fringe Benefits	\$613,858.00	\$56,664.61	\$206,308.68	\$407,549.32	\$51,154.83	\$204,619.33	(\$1,689.35)
Travel (4120)	\$22,150.00	\$3,555.74	\$9,401.06	\$12,748.94	\$1,845.83	\$7,383.33	(\$2,017.73)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$18,666.67	\$18,666.67
Supplies	\$144,726.00	\$7,824.20	\$21,122.19	\$123,603.81	\$12,060.50	\$48,242.00	\$27,119.81
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$5,946.00	\$5,946.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$420.00	\$7,072.53	\$15,651.47	\$1,893.67	\$7,574.67	\$502.14
Other (4122)	\$460,625.00	\$53,375.73	\$191,316.72	\$269,308.28	\$38,385.42	\$153,541.67	(\$37,775.05)
Total	\$3,720,910.00	\$299,784.42	\$1,115,434.13	\$2,605,475.87	\$310,075.83	\$1,240,303.33	\$124,869.20
T&TA	\$44,874.00	\$3,975.74	\$16,473.59	\$28,400.41	\$3,739.50	\$14,958.00	(\$1,515.59)
Total							
USDA Reimbursements through February 2018							\$37,241.63
Estimated USDA Reimbursement for March 2018							\$12,563.49
							<u>\$174,674.32</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = \$49,000.00

	<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	\$12,491.02	\$46,476.42	\$12,919.83	\$51,679.31	\$5,202.88
Per Child	\$7,211.07	\$580.98	\$2,161.69	\$600.92	\$2,403.69	\$241.99

Further Analysis	
Number of children	516
Number of classrooms	24

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,466.00	\$146,747.53	\$577,490.53	\$363,975.47

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -April 2018

Capital One Credit Card

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

Lowe's Credit Card

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

Sam's Club Credit Card

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

Line of Credit

Program	CSBG	CSBG SP D	LOCAL ADMIN		
Highest March 2018 balance	35,244.44	395.00	-	-	-
Current balance	-	-	-	-	-
Exp pay off date	5/31/18	5/31/18			

In House Line of Credit

Program	CSBG	ETCOG	CEAP		
Highest March 2018 balance	141,082.52	107,021.06	127.88	-	-
Current balance	146,390.00	107,021.06	127.88	-	-
Exp pay off date	-	-	4/30/18		

Capital One Bank Loans

HEAD START NUTRITION PROGRAM

Financial Report

For the month of March 2018

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,587.20	\$ 38,991.64
Administrative Labor	867.73	\$ 4,969.23
Food	8,533.63	\$ 50,147.29
Supplies & Equipment	552.06	\$ 2,851.89
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	210.00	\$ 360.00
Total	<u>\$ 16,750.62</u>	<u>\$97,320.05</u>

TDHS REVENUE 12,563.49 80,171.03 (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	516	516								
# additional students (partnerships)	11	12	12	13								
% with Special Needs	8%	8%	8%	10%								
ADA Funded Enrolled* (516)	92%	92%	93%	95%								
Enrollment (w/additional students)	90%	90%	91%	93%								
Present/ Absent	474/53	473/55	479/49	490/39								
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

\$941,446 \$363,956 \$577,490 39% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$577,490	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748								

Admin Expenditures (including non-federal share)

*Should not be above 15%												
14%	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464								

Meals/Reimbursements

\$49,805	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16								
# of meals served	4,868	5,768	7,266	6,014								
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121	411	198								
# Classrooms Observed	54	42	64	77								
Incomes Verified	0	7	3	0								
# Parents Interviewed	5	5	5	5								
# of Staff interviewed	5	4	3	9								
# Bus Routes Observed	1	1	2	1								
# Staff Files Reviewed	15	8	0	0								
# Community Contacts	15	30	40	50								
# of Findings Corrected	25	55	37	23								

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	12								
# findings corrected	11	11	1	1								
# findings remaining	0	0	11	11								

Program Updates

Preparing for the end of the school year
Scheduling ISD Partnership Meetings
Completing Continuation Grant Application

PIR Snapshot	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.	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	100%
Home-Based	0%
Combination	0%
Family Child Care	0%
Locally Designed	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0% of Center-based Total
Center-based Part Day (5 days per week)	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	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.

100% of participants

Section: e. Participants By Age

Two Years Old	0% of cumulative enrollment
Three Years Old	43.14% of cumulative enrollment
Four Years Old	56.86% of cumulative enrollment
Five Years Old and Older	0% of cumulative enrollment

Section: f. Homelessness Services

Total Number of children experiencing homelessness that were served during the enrollment year	4.63% of cumulative enrollment
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Section: g. Foster Care

Total number of enrolled children who were in foster care at any point in the program year	2.14% of cumulative enrollment
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Section: h. Prior Enrollment of Children

Second Year	31.02% of cumulative enrollment
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Three (or more) Years	0% of cumulative enrollment
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Section: i. Ethnicity

Hispanic or Latino Origin	15.51% of cumulative enrollment
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Non-Hispanic or Non-Latino Origin	84.49% of cumulative enrollment
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Section: j. Race

American Indian or Alaska Native	0.89% of cumulative enrollment
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Asian	0.53% of cumulative enrollment
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Black or African American	50.45% of cumulative enrollment
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Native Hawaiian or Pacific Islander	0.18% of cumulative enrollment
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White	30.48% of cumulative enrollment
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Biracial or Multi-Racial	9.27% of cumulative enrollment
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Other Race	8.2% of cumulative enrollment
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Unspecified Race	0% of cumulative enrollment
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Section: k. Language

English	90.37% of cumulative enrollment
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Spanish	8.38% of cumulative enrollment
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Central American, South American, or Mexican Languages	0% of cumulative enrollment
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Caribbean Languages	0% of cumulative enrollment
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Middle Eastern or South Asian Languages	0% of cumulative enrollment
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East Asian	0% of cumulative enrollment
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Native North American or Alaska Native Languages	0% of cumulative enrollment
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Pacific Island Languages	0% of cumulative enrollment
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European or Slavic Languages	0% of cumulative enrollment
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African Languages	0% of cumulative enrollment
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Other Languages	0% of cumulative enrollment
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Unspecified Language	1.25% of cumulative enrollment
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Section: l. Health Services

Children With Health Insurance At Start of Enrollment	36.72% of cumulative enrollment
Children With Health Insurance At End of Enrollment	36.72% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	97.5% of cumulative enrollment
Children With A Medical Home At End of Enrollment	57.4% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	98.22% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	98.4% of cumulative enrollment
Children with a dental home at start of enrollment	92.34% of cumulative enrollment
Children with a dental home at end of enrollment	55.44% 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	9.45% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	100% of total families
Families Who Received at Least One Family Service	61.81% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	2.84% of total families
Housing Assistance	1.7% of total families
Mental Health Services	2.46% of total families
English as a Second Language (ESL) Training	1.51% of total families
Adult Education	7.56% of total families
Job Training	0.76% of total families
Substance Abuse Prevention	0% of total families
Substance Abuse Treatment	0% of total families
Child Abuse and Neglect Services	0.38% of total families
Domestic Violence Services	0.38% of total families
Child Support Assistance	0.19% of total families
Health Education	51.61% of total families
Assistance to Families of Incarcerated Individuals	0% of total families
Parenting Education	55.01% of total families
Relationship or Marriage Education	0% of total families



CSNT Head Start Program

2018 Self-Assessment Report

Date: 3-13-18

Section 1. Introduction

Program description

Head Start is one of several programs offered through the community action agency, Community Services of Northeast Texas, Inc. (CSNT). CSNT Head Start has been providing services to children in Northeast Texas since the 1960s. The program offers Head Start services to eligible 3-4 year olds in Bowie, Camp, Cass, and Morris Counties. All but two of 29 Head Start classrooms are in partnerships with local education agencies. The program works closely with other resources in the communities where the classrooms are located. Total Funded enrollment for PY01-03 was 516 and enrollment is 516 at this point in PY04. Actual enrollment for PY03 was an average of 526; and PY04 is an average of 529. CSNT Head Start is able to serve more children than the funded enrollment due to partnerships with local education agencies.

CSNT Head Start Program has (8) broad goals for Grant #06CH7174 five-year grant project period.

Goal 1: Increase public awareness of the Head Start Program and the services offered.
Goal 2: Create innovative ways for each Campus to maintain 10% disability enrollment.
Goal 3: Align professional development for staff with the HSPPS 1309.92, thereby ensuring high quality, comprehensive services.
Goal 4: Provide comprehensive school readiness services to all of the Head Start children based upon program data, the HSPPS, and the HSELOF.
Goal 5: Create and strengthen new and existing partnerships that increase quality and the cost effectiveness of the Head Start Program.
Goal 6: Manage the CSNT HS Program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community.
Goal 7: To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.
Goal 8: Serve as partners of change by embracing the aspirations of the CSNT HS Governing Body, Policy Council, and local community.

Context for Self-Assessment

1. Prior to this year's Self-Assessment, the Management team was trained on "Head Start A to Z: Self-Assessment." The Team discussed how the Self-Assessment process should focus more on program systems and data instead of checking boxes for compliance.
2. The Management Team took the old Self-Assessment process and split it into two separate sections:
 - a. Detailed Monitoring has been implemented as part of the On-Going Monitoring System to add a layer of monitoring that includes the creation of (4) teams made-up of Administrative, management, and Campus staff as well as parents, policy council and governing board members, and community partners, where applicable. These teams monitor the program for areas of strength, weaknesses, and non-compliances. The teams completed on-site visits, document reviews, and interviews. A summary of the team findings was created and became part of the Self-Assessment Focus Group data packets.
 - b. Self-Assessment Focus Groups have been created to analyze progress made on program goals/objectives as well as strengths and weaknesses of management systems. There are (4) groups with four members in each group. Groups are made up of program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by members of each Focus Group. Groups document systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.
3. The Community Assessment Update Conclusions are provided to the Self-Assessment Focus Groups. They analyze the Community Assessment data along with other program data reports. The needs found within the Community Assessment Update including training provided for staff, quality health care for children, hiring of bi-lingual staff, providing support for parents, implementing school readiness, and providing teachers with the skills to teach diverse classrooms are compared to the program goals/objectives/outcomes.
4. After the Focus Groups analyze the program data and program goals/objectives for progress, conclusions are discussed by the management team. Strategies are developed on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.
5. One area that the program would like to improve is the collection of data across the 5-year grant cycle. The program will utilize technology to create a better system of tracking specific areas of data over the five year grant cycle.

Focus Group	Questions to Consider
Focus Area One: Program Governance ERSEA Program Structure	<ol style="list-style-type: none"> 1. Are there locations within the program service area that would benefit from Head Start serving predominantly 3-yr-olds? 2. Are there CSNT Head locations that do not meet their funded enrollment or are unable to keep a waiting list? 3. Are more parents able to participate in meetings and activities when they are held at different times throughout the school year? 4. Would the creation of a Governing Board Planning Committee help the Board members to understand their roles and responsibilities?
Focus Area Two: Education School Readiness CLASS Disability Services FCE/Transitions	<ol style="list-style-type: none"> 1. Did the Program reach 10% of its funded enrollment as children with disabilities by the end of the Program year? 2. Has the Program made progress toward meeting 10% of its funded enrollment as children with disabilities during the Program year? 3. Has the Program improved literacy skills for children within the program? 4. Has the program improved the mathematics skills for children with the program?
Focus Area Three: Health Services Safety and Transportation Human Resources	<ol style="list-style-type: none"> 1. Do staff receive training on a regular basis that will help them perform their job duties? 2. Does the Program have system in place to monitor compliance with HSPPS in the area of Human Resources? 3. Has the implementation of dental clinics affected the number of children within the Program that are up-to-date on dentals? 4. Are there procedures in place at the ISD locations for Head Start children to be served by school nurses?
Focus Area Four: Program Management Quality Improvement Fiscal/ Administrative	<ol style="list-style-type: none"> 1. Does the Program have a system in place to update financial policies and procedures when regulations or requirements change? If yes, does the Program monitor to see that the regulation or requirement has been implemented properly? 2. Is the Program using reliable data systems to create reports that are user friendly? 3. Does improved technology utilized in the Program correlate with improved communication within the Program?

Section 2. Methodology

Date	Action	Purpose
11/6/208	<i>Self-Assessment Management Meeting</i>	<ul style="list-style-type: none"> • <i>Training “Head Start A to Z: Self-Assessment</i> • <i>Discuss approval process for 2018 SA Methodology and Implementation Schedule</i>
11/9/18	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Training – Self-Assessment Orientation Training</i> • <i>Discuss Proposed 2018 Self-Assessment Implementation Plan</i> • <i>Approve 2018 Self-Assessment Implementation Plan</i>
2/22/18	<i>Self-Assessment Focus Group Meeting</i>	<ul style="list-style-type: none"> • <i>Training on Focus Group Process and Group Member Responsibilities</i> • <i>Focus Group Break-out Sessions</i> • <i>Focus Group Discussion of Results</i>
Early 3/2018	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> • <i>Discuss Results of SA Focus Groups</i> • <i>Discuss SA Report</i> • <i>Approve SA Report</i>
3/28/18	<i>Completion of Self-Assessment Process</i>	<ul style="list-style-type: none"> • <i>Policy Council and Board approval of SA Report</i> • <i>Submit to Regional Office</i>
Before 5/31/18	<i>Final Step in Self-Assessment Process</i>	<ul style="list-style-type: none"> • <i>Update Policies and Procedures to include changes to SA process</i> • <i>Update On-going Monitoring to include Detailed Monitoring</i>

Section 3. Key In-Sights

Strengths

- ✓ CSNT Head Start has partnerships with local public school districts in all (9) of the Head Start locations throughout the four county service area. In five of the (9) locations, Head Start services are provided on the school district campus and four of the (9) locations provide services from Head Start Campuses. In these four locations, school district teachers provide instruction from the Head Start Campus. A team teaching model is implemented with instruction being provided by a Head Start Teacher and School District Teacher throughout the school day.
- ✓ Human Resources (HR) Director is SHRM certified. Recently, the HR Director went back to college to obtain the SHRM certification. This certification will help her stay current on the knowledge that she will need to implement a quality HR Department.
- ✓ All CSNT Lead Teachers hired after implementation of the 2007 Head Start Act have at least a Bachelor Degree in Early Childhood Education or related field. CSNT Head Start has implemented a Lead Degree minimum qualification that is higher than the current Head Start Standard. This will enable CSNT Head Start to implement a high-quality Head Start Program.
- ✓ CSNT Head Start has had a 2% increase in the number of children who have a dental home and have health insurance when they leave the Head Start Program. CSNT has implemented strategies to assist parents with finding their child a dental home and providing health insurance for their children. CNST has worked with Texas Health and Human Services to keep children enrolled on Medicaid, if eligible.
- ✓ CSNT Head Start utilizes the Child Plus Database System to not only create detailed reports based on program data that can indicate systemic issues, but also track on-going monitoring issues such as corrective action plans. This database system allows management and Campus staff to track the implementation of services within their area for quality.

Systemic Issues

- ✓ Search for methods to reach 10% disability funded enrollment before the end of December
- ✓ Revise the process for technology related issues to be addressed in a timely manner

Innovations

- ✓ CSNT Head Start Family Service Workers (FSW) implement a Peer to Peer system. This system allows each FSW to work with a peer to check files, catch Child Plus errors, share Campus information that works with families, etc. Next, the program will implement Peer to Peer at the beginning of the school year rather than in the middle of the year.
- ✓ Detailed Monitoring is included as a part of the On-going Monitoring System. Detailed Monitoring includes site visits, document reviews, and interviews. Summary of results from Detailed Monitoring are included in the Self-Assessment Focus Group Data Packets. Detailed Monitoring Teams are made up of campus staff, management staff, administrative staff, parents (of currently enrolled students), Governing Board/PC Members, and Community Partners. It is conducted annually beginning around the first of December. This allow the program to complete beginning of the school year requirements such as 45 and 90 day deadlines.

Progress in Meeting our goals and objectives

Goals	Status
CSNT Head Start will increase public awareness of the Head Start Program and the services offered.	CSNT is close to reaching this goal. The public’s awareness of the program throughout the service area has improved over the past four years through the staff’s involvement in community meetings and partnering with the local school districts. The program has met is funded enrollment all four years and has maintained an average enrollment of 526 children. The program is able to serve an estimated 10 additional students through partnerships with the local public schools. Expenses for serving children is shared with the school districts.
CSNT Head Start will create innovative ways for each Campus to maintain 10% disability.	<ul style="list-style-type: none"> • Communication with school districts to recruit and serve children with a disability has improved • Children enrolling with an IFSP are assessed to see if they need to continue services through an IEP • After analyzing data at each Campus, communication has started with the one location that has not met or maintained 10% disability. The LEA is working with the HS Director to have better communication on students enrolling in the partnership that have an IEP or students who receive an IEP after enrollment

<p>CSNT Head Start has aligned with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.</p>	<ul style="list-style-type: none"> • Most custodians have received or maintained bus certifications. However, one is working on her CDL and she has not year completed the certification process. • As staff have improved their knowledge on implementation of disability services, the program has increased the number of students receiving disability services from an estimated 8% to 10%. However, the 10% was not reached until March to April. • The Program Manager tracks professional development goals through the database system. The program has started also tracking completion rates as well. • Family Service Staff have received training on goal setting. They are also receiving training on how to track goals in the database system. They will continue to receive more training in this area as we strengthen this area of the program.
<p>CSNT Head Start will provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Performance Standards, and the Head Start Early Learning Outcomes Framework.</p>	<ul style="list-style-type: none"> • Children have made improvements in all areas. Three-year-olds have struggled in letter recognition. However, this year three-year-olds that are proficient in letter recognition is 24% higher than the scores at the end of last school year. • The increase in the scores between this year and last year are due in part to teachers receiving training on teaching strategies to use in this area as well as training on how to implement the assessment properly. • The implementation of the Practice-Based Coach has also helped teaching staff implement best practices in their classrooms. This has also had an impact on the increase in the CLASS scores of .11 in Emotional Support/.20 in Classroom Organization and .96 in Instructional Support
<p>CSNT Head Start will create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program.</p>	<p>CSNT Head Start has built strong partnerships with public school districts within the service area as well as other state and federal community resources including the State Health Department. However, it is still difficult to find dental providers throughout the service area that are willing to provide services to Head Start children. The program has worked with state and local dental providers to conduct dental clinics in high need areas. This has helped with children that have not received their initial or six-month dentals. The program will continue to seek ways to assist parents in maintaining their child's dental needs. Only 32% of parents throughout the service area have participated in parent meetings. The program will be working with school district partners to have more parents participating in meetings at the school.</p>

<p>CSNT will manage the CSNT Head Start Program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community.</p>	<ul style="list-style-type: none"> • Campus-budgets are monitored on a regular basis. The Campus Directors look for trends and see where they are spending within their respective Campuses. • Finance Meetings are held at least monthly with the Head Start Director, the Chief Finance Officer, and the Executive Director. Finance budgets are discussed during these meetings as well as any fiscal issues that may arise. • CSNT Head Start receives enough NFS to cover the 20% budget match requirement. More NFS is collected than needed to cover any disallowed NFS that may arise. • The CFO and the ED meet to update the Finance Manual. However, there are times when these meetings are cancelled due to other Agency issues that arise. The meetings have been rescheduled and the Finance Manual update should be completed by the end of the school year. • The Agency has received clean audits for the past four years and we do not foresee any issues with this year's audit.
<p>CSNT Head Start will improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.</p>	<ul style="list-style-type: none"> • CSNT has implemented (2) child assessment systems. The CIRCLE Assessment System is used in all but one Campus to assess child data. The other child assessment being used is the Frog Street Assessment. This Assessment is used at one location due to the partnership district using this assessment. • Data reports are created from both assessments so that the program can analyze where there are strengths and where there are weaknesses • Data reports are provided to parents during parent-teacher conferences and during home visits. Teaching staff discuss the reports and the child's progress. • Monthly Progress Reports are completed in all Program areas. The reports are compiled into one program report that is discussed at least once per month during Management Meetings. • The Agency updated the phone systems integrating VOIP technology. This enables the Agency to connect most management sites using one integrated system. This enables the Administrative Office, Finance Office, and the Head Start Management Building to share documents and information more easily.

<p>CSNT will serve as partners of change by embracing the aspirations of the CSNT Head Start Governing Board, Policy Council, and local community.</p>	<ul style="list-style-type: none"> • Volunteer rates decreased by 2% between 2015-2016 and 2016-2017. It looks like there will be another decrease this year. We think that this is due in part to school districts also having parent activities and meetings. We will be planning more joint meetings with our school district partners. • Policy Council members were knowledgeable of their roles and responsibilities as demonstrated during the detailed monitoring interview. However, the Governing Board was deemed to be in need of training on their roles in program planning. The ED and HSD will train with the Board in these areas.
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Recommendations

These recommendations encompass the categories of progress on goals and objectives, systemic issues, and/or innovations.

- Maintain communication with Local Education Agencies throughout the year to ensure that the Program will reach and maintain 10% disability enrollment
- Implement Performance-Based Monitoring that involves student achievement and teacher professional development
- Provide more in-depth training on the utilization of CIRCLE Assessment Reports to enable teachers to be more proficient in individualizing with students
- Agency needs to hire a full-time IT employee or (2) part-time employees
- Send an electronic reminder to Board Members about upcoming committee meetings

**Documentation of Disposition of Head Start Kitchen
Equipment (less than \$5,000)
Head Start Grant #06CH7174/04**

Date	Description of Item(s)	Cost of Sales	Budget Line Item
4/11/2018	(1) Used Vulcan Electric Oven @\$225.00 (4) Used Artic Air Single Door Freezer @\$225.00	\$225.00 \$225.00	Kitchen Supplies (Split between Naples, New Boston, Pittsburg, and Hughes Springs Head Starts)
	Total	\$550.00	

Community Services Of Northeast Tex Eligibility Configuration

Selection Criteria 2018-2019

Applies to:

Community Services Of Northeast Tex - Head Start 2018 - 2019

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 25%	95
26 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

Automatically assign points based on Class Age

0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI

95 Yes

SNAPS Medicaid, CCMS, WIC

80 Yes

Teen Parent (child born to mother under 18 yrs.)

40 Yes

Parental Status

95 Guardian

85 One Parent

75 Two Parent

105 Grandparent raising grandchild

Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

Child with sibling enrolled in the program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

4 Year old with a disability with an IEP

20 Yes

3 Year old with a disability with an IEP

25 Yes

Homeless, Foster, or Public Assistance

100 Yes

Community Services Of Northeast Tex

Eligibility Configuration

Selection Criteria 2018-2019

Other Eligibility Criteria

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Three Year old in Naples/New Boston

40 Yes



**Child Health Form
 Medical / Dental Home**

Child's Name: _____ D.O.B. _____

Medical insurance Providers

Insurance Type:

- _____ CHIPS
- _____ Medicaid
- _____ Private: _____
- _____ Other (TriCare)
- _____ No Coverage

Policy Number: _____

Insurance Effective Date: _____

Primary Insurance: _____ Yes _____ No

Dental Included: _____ Yes _____ No

Current Medical Provider: _____

Phone: _____

Current Dental Provider: _____

Phone: _____

Hospital to use in case of an emergency:

	Disability	Suspected	Identified
	Autism		
	Emotional/Behavior		
	Hearing Impairment		
	Learning Disability		
	IDD		
	Orthopedic Impairment		
	Vision Impairment		
	Speech or Language		
	Traumatic brain Injury		



Receipt of Handbook 2018-2019

I have received a copy of the Head Start Operating Manual which includes: Parent Handbook, USDA Parent Resource Guide, Volunteer Handbook, and Resource Directory for 2018-2019. You are encouraged to read and understand this manual as there will be information that you may need during the school year. The handbook includes:

<i>Discipline and guidance</i>	<i>Procedures for release of children</i>
<i>Suspension and expulsion</i>	<i>Illness and exclusion criteria</i>
<i>Emergency plans</i>	<i>Procedures for dispensing medicines</i>
<i>Procedures for conducting health checks</i>	<i>Immunization requirements</i>
<i>Safe sleep</i>	<i>Meals and food service practices</i>
<i>Procedures for parents to discuss concerns with the director</i>	<i>Procedures to visit the center without securing prior approval</i>
<i>Procedures for parents to participate in operation activities.</i>	<i>Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website.</i>
<i>Class Schedules</i>	<i>School Calendars</i>

_____ I will access the parent handbook at www.csntexas.org.

_____ I would like a paper copy of the handbook.

Signature of parent

Date

Staff Signature (for receipt of their Handbook)

Date

Please sign and date this page, remove it, and return it to your Family Service Worker.

Students Name: _____



Family Partnership Profile

Child's Name: _____

Your Name: _____

Do you as a family: ~Own Housing ~Rent Housing ~Section 8 Yes No Other _____		What type of housing does your family currently live in? House Apartment Hotel/Motel Homeless/No housing Mobile Home Community Shelter Transitional Housing			How long has your family lived at its present address? Less than 6 mths 6-12 months 1-2 years More than 2 years	
How many times has your family moved during the last 2 years? Family has not moved Once Twice Three times Four or more times				Has your family ever been homeless during the last 12 months? (Including currently homeless) Yes No IF YES, indicate the amount of time spent homeless: Less than 1 mo 1-3 Mo 3-6 Mo More than 6 mo		
WHAT TRAINING/INFORMATION WOULD YOU BE MOST INTERESTED IN ATTENDING/RECEIVING? Stress Management Budgeting Legal Counseling Job Search Substance Abuse Domestic Violence Parenting GED/HS Diploma Discipline College Immigration/Citizenship Child Development English as a Second Language Vocational Training						
PLEASE IDENTIFY FAMILY GOAL		PLEASE IDENTIFY FAMILY GOAL		PLEASE IDENTIFY FAMILY GOAL		
TIMETABLE:		TIMETABLE:		TIMETABLE:		

PARENT SIGNATURE: _____ DATE: _____

FAMILY SERVICE WORKER: _____ DATE: _____

Revised: 2/13/18

Family Name: _____

Family Needs Assessment

	Poor	Fair	Good	Very Good	Excellent
Housing					
Safety (Within Home and Community)					
Health Care (Insurance/Doctors/Ability to Pay)					
Mental Health/Substance Abuse					
Transportation					
Financial Security (Amount of Income)					
Employment					
Food and Clothing					
Relationship with your child (Behavior Problems/Relationship)					
Parenting Skills					
Child's Learning Skills					
School Readiness (Child Ready for Kindergarten)					
Home Language					
Education Level					
Volunteering					
Advocating					
Community Support					
Leadership (Activity Level in Community Groups)					