




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, June 27, 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 May 30, 2018**
6. **Presentations**

A. Training

Bernadette Harris

7. **Reports**

A. Financial Report

Shelley Mitchell

a. Head Start Financial Report June 2018

b. Credit Usage Report June 2018

c. CACFP Financial Report June 2018

B. Head Start Director Report

Bernadette Harris

a. Head Start Report June 2018

C. Executive Director Report

Dan Boyd

**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, June 27, 2018 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**8. Committee Reports**

- A. Appoint Committee Member(s)

**9. Action Items**

- A. Discuss and/or Approve Head Start) Grant #06CH7174/05 – Total Amount \$4,829,115(\$3,863,292 funds and \$965,823 Non-Federal Share)
- B. Discuss and/or Approve 2018 Strategic Plan
  - a. Program Goals
  - b. 2018 - 2019 School Readiness Goals
  - c. 2018 - 2019 Parent Family and Community Engagement Goals
- C. Discuss and/or Approve not having a July Meeting

**10. Discussion Items**

- A. Discuss 2017-2018 Final PIR Data

**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 May 30, 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	Apr-18	May-18
<b>Chairperson - Tamaithia Sartor</b>			x	x	x	x	x	x	x	x
<b>Vice Chairperson - Olivia Woodruff</b>			x	x	x		x	x		x
<b>Secretary - Stacy Guerrero</b>			x	x	x	x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	x		x	
April Bennett	Morris County	Representative			x	x		x	x	
Tamaithia Sartor	Atlanta Head Start	Representative	x	x	x	x	x	x	x	x
Amber Kimbriel	Atlanta Head Start	Alternate								
Courtney Crow	Bloomburg	Representative		x	x					
Kimberly Jordan	Bloomburg	Alternate				x		x	x	
Stacy Guerrero	D/LS	Representative	x	x	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		x
Dawn Hansche	Linden	Alternate								
Whitney Williams	Naples	Representative								
Kassi Croley	Naples	Alternate								
Jessica Wilson	New Boston	Representative	x		x	x	x	x	x	
Sondra Lyon	New Boston	Alternate								
Liliana Hernandez	Pittsburg	Representative	x	x	x	x				
Martavius Jones	Pittsburg	Representative							x	
Dwight White	Pittsburg	Alternate								
Daniela Salazar	Texarkana	Representative	x	x	x	x			x	x
Gwendolyn "Brandy" Ross	Texarkana	Alternate								

**Others in attendance: CSNT Staff:** Dan Boyd, Bernadette Harris, Bridgette Grandmaison, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser, Frances Evans, Carlin Johnson, Elisha Johnson, Trish Burton, Anntonette Fields, and Robbie Hudson  
**Parent:** Victoria Horner

**1. Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:15 am May 30, 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: Tamaithia Sartor, Olivia woodruff Stacy Guerrero and Daniela Salazar  
*Daniela Salazar came in at 9:17 am*

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

Members reviewed the agenda. Olivia Woodruff moved to accept the agenda 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.

### **5. Approval of Minutes from April 25, 2018:**

April Bennett moved to approve the minutes of the April 25, 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. Linden Head Start**

Carlin Johnson, Linden Head Start, Campus Director/Family Service Worker introduced the Linden Head Start staff for a presentation. The staff completed a team building exercise on communication. Carlin shared a presentation that included pictures of the process.

#### **B. Training**

Tamaithia Sartor asked the Policy Council members a question about fiscal audits. The members answered the question.

### **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**

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

### **B. Committee Reports**

#### **a. Health Services Advisory**

Misty Van Hooser gave an overview of the meeting.

#### **b. School Readiness**

Bridgette Grandmaison gave an overview of the meeting.

### **9. Action Items:**

#### **A. Discuss and/ or Approve Head Start Cost of Living Allowance (COLA) Grant#06CH7174/04**

Olivia Woodruff moved to approve the Head Start Cost of Living Allowance (COLA) Grant#06CH7174/04 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 \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000**

Stacy Guerrero moved to approve \$550 in Kitchen Supplies Line Item Head Start Grant #06CH7174/04 for the disposition of Kitchen Equipment less than \$5,000 as presented. 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 Discuss and/or Approve 2018-2019 Calendars**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>a. Atlanta Head Start</b>        | <b>f. Naples Head Start</b>     |
| <b>b. Bloomburg Head Start</b>      | <b>g. New Boston Head Start</b> |
| <b>c. Daingerfield Head Start</b>   | <b>h. Pittsburg Head Start</b>  |
| <b>d. Hughes Springs Head Start</b> | <b>i. Texarkana Head Start</b>  |
| <b>e. Linden Head Start</b>         |                                 |

Misty Van Hooser reviewed the 2018-2019 Calendars. Stacy Guerrero moved to approve the 2018-2019 Calendars 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.

**D. Discuss and/or Approve 2018 - 2019 USDA/CACFP Contract**

Olivia Woodruff moved to approve the 2018 - 2019 USDA/CACFP Contract 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.

**E. Discuss and/or Approve 2018 - 2019 Nutrition Menus**

Stacy Guerrero moved to approve the 2018-2019 Nutrition Menus 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.

**F. Discuss and/or Approve Updated 2016 Annual Report**

Olivia Woodruff moved to approve the Updated 2016 Annual Report 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.

**G. Discuss and/or Approve 2018-2019 Campus Operating Manual**

Olivia Woodruff moved to approve the 2018-2019 Campus Operating Manual with the knowledge that the updated immunizations and WIC guidelines will be added once they are available. 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.

**10. Discussion Items:**

**A. Discuss 2017-2018 Circle Assessment Wave 3 Data**

Bernadette Harris reviewed the 2017-2018 Circle Assessment Wave 3 Data as presented.

**B. Discuss 2017-2018 Frog Street Wave 3 Data**

Bernadette Harris reviewed the 2017-2018 Frog Street Wave 3 Data as presented.

**C. Discuss CLASS Spring 2018 Data**

Bernadette Harris reviewed the CLASS Spring 2018 Data as presented.

**D. Discuss 2017-2018 Circle Assessment School Readiness Performance Data**

Frances Evans reviewed the 2017-2018 Circle Assessment School Readiness Performance Data as presented.

**E. Discuss 2017-2018 Frog Street School Readiness Performance Data**

Frances Evans reviewed the 2017-2018 Frog Street School Readiness Performance Data as presented.

**F. Discuss Financial Audit**

Bridgette Grandmaison and Bernadette Harris stated that there was a Fiscal Audit this year and there were no findings.

**11. Audience Comments:**

None

**12. Executive Session:**

Olivia Woodruff moved for Policy Council to go into Executive Session at 10:25 am. Daniela Salazar 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 10:29 am. Daniela Salazar 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 Stacy Guerrero at 10:30 am. The motion was seconded by Daniela Salazar.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**

# Head Start

## Financial Report for the month of June 2018

(May 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	\$183,878.61	\$1,046,805.00	\$1,336,184.00	\$198,582.42	\$1,191,494.50	\$144,689.50
Fringe Benefits	\$613,858.00	\$53,440.25	\$311,267.68	\$302,590.32	\$51,154.83	\$306,929.00	(\$4,338.68)
Travel (4120)	\$22,150.00	\$1,760.09	\$13,817.67	\$8,332.33	\$1,845.83	\$11,075.00	(\$2,742.67)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$28,000.00	\$28,000.00
Supplies	\$144,726.00	\$16,044.13	\$45,050.57	\$99,675.43	\$12,060.50	\$72,363.00	\$27,312.43
Contractual	\$17,838.00	\$0.00	\$0.00	\$17,838.00	\$1,486.50	\$8,919.00	\$8,919.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$4,886.07	\$11,963.60	\$10,760.40	\$1,893.67	\$11,362.00	(\$601.60)
Other (4122)	\$505,499.00	\$56,711.34	\$292,257.63	\$213,241.37	\$42,124.92	\$252,749.50	(\$39,508.13)
<b>Total</b>	<b>\$3,765,784.00</b>	<b>\$316,720.49</b>	<b>\$1,721,162.15</b>	<b>\$2,044,621.85</b>	<b>\$313,815.33</b>	<b>\$1,882,892.00</b>	<b>\$161,729.85</b>
T&TA	\$44,874.00	\$6,646.16	\$25,781.27	\$19,092.73	\$3,739.50	\$22,437.00	(\$3,344.27)
<b>Total</b>							
USDA Reimbursements through April 2018							\$65,702.17
Estimated USDA Reimbursement for May 2018							\$14,069.08
							<u>\$241,501.10</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	\$156,907.67	\$13,196.69	\$71,715.09	\$13,075.64	\$78,453.83	\$6,738.74
Per Child	\$7,298.03	\$613.80	\$3,335.59	\$608.17	\$3,649.02	\$313.43

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$941,446.00	\$132,051.39	\$842,576.35	\$98,869.65



# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -June 2018

#### Capital One Credit Card

Purchases for April 2018		2,968.58
Payment due by 05/30/2018	Pd on 05/23/2018	<u>(2,968.58)</u>
Balance		-

#### Lowe's Credit Card

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

#### Sam's Club Credit Card

Purchases for April and May 2018		81.96
Payment due by 06/02/2018	Pd on 05/16/2018	<u>(36.40)</u>
Balance		45.56 Not ours

#### Line of Credit

Program	CSBGA	CSBG SP D	LOCAL ADMIN
Highest May 2018 balance	395.00	-	-
Current balance	-	-	-
Exp pay off date			

#### In House Line of Credit

Program	CSBG B	ETCOG	CEAP B	UPSHUR RURAL	CSBG D
Highest May 2018 balance	117,000.00	107,021.06	6,500.00	826.20	1,780.00
Current balance	132,040.00	107,021.06	-	826.20	-
Exp pay off date	-	-		6/30/18	

#### Capital One Bank Loans

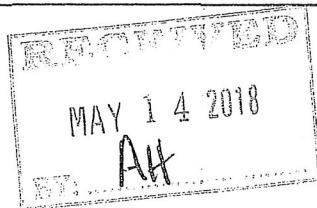
1-2

Summary of Account Activity	
Previous Balance	\$0.00
+ Purchases/Debits	\$81.98
<b>New Balance</b>	<b>\$81.98</b>
Credit Limit	\$5,500.00
Available Credit	\$0.00
Statement Closing Date	05/08/2018
Days in Billing Cycle	30

Payment Information	
New Balance	\$81.98
Total Minimum Payment Due	\$50.00
Payment Due Date	06/02/2018

Transaction Summary				
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
04/16	04/16	P928000FW01TH5RQB	SAM'S CLUB 008295 TEXARKANA TX	\$36.98
			SAM'S/WAL-MART PURCHASE(S)	
05/02	05/02	P928000GB0144W17Q	SAMS CLUB.COM 006279 BENTONVILLE AR	\$45.00
			Total for COMMUNITY COUNCIL OF CASS	\$81.98

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	24.40% (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 0005 A7H 1 7 8 180508 A PAGE 1 of 3 9280 2000 MP17 01EM6709 3375

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



Account Number: 0005000151276

Total Minimum Payment Due	Payment Due Date	New Balance
\$50.00	06/02/2018	\$81.98

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

33795 0305



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



00050000151276 000500000008198



COMMUNITY COUNCIL OF CASS					
ACCOUNT #:	<del>6046 0020 3032 7247</del>	DATE OF SALE #:	180416	P.O. #:	
INVOICE#:	000166	AUTHORIZATION #:	000883	CLUB #:	8295
REFERENCE #:	P928000FW01TH5RQB	TRANSACTION #:	166	REGISTER #:	7
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
005690280	PEDIASURE VANILLA	1.000	EA	\$36.9800	\$36.98
SUB \$36.98		TAX \$0.00		TOTAL INVOICE	\$36.98
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$36.98

COMMUNITY COUNCIL OF CASS					
ACCOUNT #:	<del>6046 0020 3032 7247</del>	DATE OF SALE #:	180502	P.O. #:	
INVOICE#:	000000	AUTHORIZATION #:	000907	CLUB #:	6279
REFERENCE #:	P928000GB0144W17Q	TRANSACTION #:	0	REGISTER #:	89
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000112	CORPORATE ITEM	1.000	EA	\$45.0000	\$45.00
SUB \$45.00		TAX \$0.00		TOTAL INVOICE	\$45.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$45.00

1-2

RECEIVED  
MAY 14 2018  
BY: ...Ait.....



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

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	05-30-18
MINIMUM PAYMENT	\$2,968.58
NEW BALANCE	\$2,968.58

AMOUNT  
ENCLOSED \$

0071600000037041027623102968580296858

Please tear payment coupon at perforation.

RECEIVED  
MAY 14 2018  
BY: AH

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

CLOSING DATE	05-05-18	PREVIOUS BALANCE	2,762.31
PAYMENT DUE DATE	05-30-18	PURCHASES AND OTHER CHARGES	2,935.44
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	2,762.31-
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
		FINANCE CHARGES	33.14
		OVERLIMIT FEES	.00
		<b>NEW BALANCE</b>	<b>2,968.58</b>
		MINIMUM PAYMENT DUE	2,968.58
		DISPUTED AMOUNT	.00



25201240 - 001149 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	2,968.58	MINIMUM PAYMENT DUE	2,968.58
AVAILABLE CREDIT	7,031.42	PAYMENT DUE DATE	05-30-18

MAY 14 2018

**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	\$3,388.46	0.9783%	11.74%	\$33.14
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
<b>ANNUAL PERCENTAGE RATE*</b>				<b>11.74%</b>
Periodic rates may vary				
Number of days in billing cycle:				30

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

**CORPORATE ACCOUNT ACTIVITY**

COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx-xxxx				TOTAL CORPORATE ACTIVITY \$2,729.17 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
04-23	04-23	75528028113395000630016	PAYMENT RECEIVED -- THANK YOU	1,713.39 PY
05-02	05-02	75528028122485000080012	PAYMENT RECEIVED -- THANK YOU	1,048.92 PY
05-04	05-04		PURCHASE *FINANCE CHARGE*	33.14

**INDIVIDUAL CARDHOLDER ACTIVITY**

DAN LUCKY BOYD xxxx-xxxx-xxxx-xxxx		CREDITS \$0.00	PURCHASES \$2,935.44	CASH ADV \$0.00	TOTAL ACTIVITY \$2,935.44
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
04-09	04-05	55310208096708768159114	ASTOR CROWNE PLAZA NEW NEW ORLEANS LA 15568216 ARRIVAL: 04-03-18	104.18	
04-09	04-06	55480778097036005644689	HILTON BIRMINGHAM PERI BIRMINGHAM AL 564468 ARRIVAL: 04-06-18	237.36	
04-20	04-18	55432868109200024705566	THE RITZ-CARLTON NEW O NEW ORLEANS LA 211429 ARRIVAL: 04-15-18	697.02	
04-20	04-18	55432868109200024705699	THE RITZ-CARLTON NEW O NEW ORLEANS LA 111429 ARRIVAL: 04-15-18	79.50	
04-20	04-19	55457028110286132000030	COMMUNITY ACTION PARTN 2022657546 DC	595.00	
04-24	04-22	55310208113722484622007	HYATT REGENCY SAN ANTO SAN ANTONIO TX 28543389 ARRIVAL: 04-18-18	1,121.38	
04-26	04-22	55310208115722485435878	HYATT REGENCY SAN ANTO SAN ANTONIO TX 28543389 ARRIVAL: 04-18-18	6.50	
04-30	04-27	55432868117200595864149	GREYHOUND LINES CNP 214-849-8966 TX	94.50	

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of June 2018

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,113.67	\$ 51,292.31
Administrative Labor	1,168.48	\$ 6,984.36
Food	7,342.59	\$ 60,491.99
Supplies & Equipment	687.94	\$ 3,777.89
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	467.59	\$ 827.59
Total	<u>\$ 15,780.27</u>	<u>\$123,374.14</u>

TDHS REVENUE                      14,069.08      110,137.16 (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	516	529						
# additional students (partnerships)	11	12	12	13	14	13						
% with Special Needs	8%	8%	8%	10%	11%	11%						
ADA Funded Enrolled* (516)	92%	92%	93%	95%	97%	95%						
Enrollment (w/additional students)	90%	90%	91%	93%	95%	92%						
Present/ Absent	474/53	473/55	479/49	490/39	500/30	489/40						
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$941,446    \$98,871    \$842,575    11% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$842,575</b>	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748	\$ 133,034	\$ 132,051						

## Adimin Expenditures (including non-federal share)

*Should not be above 15%												
<b>13%</b>	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464	\$ 279,334	\$ 321,876						

## Meals/Reimbursements

\$79,771	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16	20	19						
# of meals served	4,868	5,768	7,266	6,014	7,659	6,721						
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ 15,897	\$ 14,069	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121	411	198	350	437						
# Classrooms Observed	54	42	64	77	61	46						
Incomes Verified	0	7	3	0	3	221						
# Parents Interviewed	5	5	5	5	5	5						
# of Staff interviewed	5	4	3	9	16	32						
# Bus Routes Observed	1	1	2	1	1	1						
# Staff Files Reviewed	15	8	0	0	0	8						
# Community Contacts	15	30	40	50	53	53						
# of Findings Corrected	25	55	37	23	23	55						

## 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	12	13						
# findings corrected	11	11	1	1	2	4						
# findings remaining	0	0	11	11	10	9						

## Program Updates

Campus Summer Maintenance Activities Completed Completing Continuation Grant Application  
 Preparing for 2018-2019 School Year  
 PI - HS - 04-18 Full Enrollment and a Safety Notice on Preparing for Mudslides and Landslides





ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-04	2. Issuance Date: 06/05/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled	

## PROGRAM INSTRUCTION

**TO:** All Head Start and Early Head Start Grantees, including Early Head Start-Child Care Partnership Grantees

**SUBJECT:** Full Enrollment Initiative

### INSTRUCTION:

The Office of Head Start (OHS) is committed to preparing America's most vulnerable children to succeed by providing grantees with resources needed to deliver services to children and families in core areas of early learning, health, and family well-being. To achieve this, Head Start programs must provide services to 100 percent of the children they are funded to serve. Section [642\(g\)](#) of the Head Start Act requires each Head Start agency to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.

This Program Instruction (PI) reiterates the importance of full enrollment. It also outlines the authority of OHS to designate an agency as Chronically Underenrolled and recapture, withhold, or reduce the base grant for programs that are not fully enrolled.

### Enrollment Requirements

All Head Start grantees are required to report monthly enrollment in the Head Start Enterprise System (HSES) by program within each grant ([641A\(h\)\(2\)](#)). Reporting for the previous month is due on the seventh of each month. Grantees can make edits to reported monthly enrollment until a new reporting period opens.

A grantee must maintain its funded enrollment level and fill any vacancy as soon as possible. Grantees may report any slots that were vacant for less than 30 days as enrolled for the month. After 30 days, the slot can no longer be counted as an enrolled slot ([45 CFR § 1302.15\(a\)](#)).

#### *OHS Enrollment Review*

Section [641A\(h\)\(3\)](#) of the Head Start Act requires the Secretary of the U.S. Department of Health and Human Services (HHS) to determine which agencies are operating with an actual enrollment in their Head Start and/or Early Head Start program that is less than the funded enrollment based on not less than four consecutive months of data. The count of consecutive

months underenrolled does not restart after a program has been closed, typically for the summer break, or after the agency begins a new noncompetitive project period. For example, if a program is underenrolled in April and May, closes June–August for summer break, and after opening remains underenrolled in September and October, October would constitute the fourth consecutive month.

Grantees with four or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will receive an Underenrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the Underenrollment Letter is sent.

### **OHS Authority to Designate Grantee as Chronically Underenrolled**

#### *Achieve and Maintain 97 Percent Funded Enrollment*

If the grantee is meeting at least 97 percent enrollment after the 12-month period has concluded, OHS will continue to evaluate to ensure the grantee maintains at least 97 percent enrollment for six consecutive months. Where the grantee has achieved and maintained at least 97 percent enrollment for six consecutive months following the 12-month period, a Letter of Completion will be sent to the grantee. The Letter of Completion will serve as official notice of successful completion of the underenrollment plan.

#### *Fall Short of 97 Percent Funded Enrollment*

If the grantee is less than 97 percent of funded enrollment after the 12-month period has concluded, OHS has the authority to designate the agency as Chronically Underenrolled and take actions authorized under Section 641A(h)(5). These actions include recapturing, withholding, or reducing the annual funding and funded enrollment. OHS is committed to continuing to support such agencies in achieving and maintaining full enrollment. Any reduction in funding will adjust the funded enrollment to be consistent with the historical, actual enrollment level.

Agencies designated as Chronically Underenrolled will receive a Chronically Underenrolled Designation Letter. The Chronically Underenrolled Designation Letter will inform the grantee of their designation, any subsequent action, and an opportunity to appeal a recapture, withholding, or reduction in funding to the Administration for Children and Families (ACF) within 30 days of delivery of the Chronically Underenrolled Designation Letter.

### **Appeal Process**

Grantees who decide to appeal a recapture, withholding, or reduction in funding must submit a written appeal with supporting evidence to [OHS.Enrollment@acf.hhs.gov](mailto:OHS.Enrollment@acf.hhs.gov). Grantees may request a hearing with the written appeal. Failure to submit an appeal in the manner described in this PI will result in immediate implementation of the reduction in funding described in the Chronically Underenrolled Designation Letter.

If a grantee requests a hearing as part of their appeal, a hearing will be scheduled no later than 60 days following receipt of the written appeal and request for a hearing. The hearing will be by

telephone or web meeting and the grantee may present witness testimony or written witness statements to explain or support evidence previously submitted in the written appeal. Testimony at the hearing should be limited to no more than one hour.

Within 30 days following the date of the hearing, ACF will communicate its decision to the agency in writing and the decision will be immediately implemented. The appeal decision is final.

### **Removing the Chronically Underenrolled Designation**

Agencies designated as Chronically Underenrolled will maintain their designation until successfully demonstrating six consecutive months of enrollment not less than 97 percent of funded enrollment at its new funded enrollment level. When the grantee has achieved six consecutive months of at least 97 percent enrollment, a Chronically Underenrolled Designation Removal Letter will be sent to the grantee. The Designation Removal Letter will serve as official notice that the designation of Chronically Underenrolled has been lifted.

Should the grantee remain designated as Chronically Underenrolled, OHS may further recapture, withhold, or reduce the annual funding and funded enrollment. The agency will again have the opportunity to appeal.

Grantees are asked to review the Enrollment User Guide in HSES to assure accurate reporting.

Please direct any questions regarding this PI to your Regional Office.

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

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start



## NATIONAL CENTER ON Early Childhood Health and Wellness

### Preparing for Landslides and Mudslides

**Landslides** occur when masses of earth, rock, or debris move quickly down a slope. They can accompany heavy rains or follow droughts, earthquakes, or volcanic eruptions. Debris flows, also known as mudslides, are a common type of fast-moving landslide that tend to flow in channels. Mudslides develop when water rapidly accumulates in the ground and results in a surge of water-saturated rock, earth, and debris. They usually start on steep slopes and can be activated by natural disasters like wildfires.

Landslides and mudslides cause health hazards that affect communities across the United States. Rapidly moving water and debris can lead to physical and emotional trauma. Broken electrical, water, gas, and sewage lines may result in injury or illness. Disrupted road and railways can endanger motorists and disrupt transport and access to health care. Find out what your program can do now to prepare for landslides and mudslides and to keep children and families safe.

#### Know Your Risk and Have a Plan

Programs most at risk are located near steep mountains or hills. **Landslides can happen anywhere**, but are more likely to occur in the Appalachian Mountains, the Rocky Mountains, the Pacific Coastal Ranges, and some parts of Alaska and Hawaii. Any area composed of weak or fractured materials resting on a steep slope can and likely will experience landslides.

The recommended response to a mudslide or landslide, if you are able, is to **evacuate to a secondary location**. Whether you work alone or in a center, all staff must know what to do in an evacuation response. Emergency plans are essential. Use this [tip sheet](#) to identify staff roles and responsibilities that fit the needs of your program and keep everyone safe.

#### Your Community Is There to Help You

An effective emergency plan covers three different phases: Preparedness, Response, and Recovery. While developing your emergency plan, gather community perspectives and recommendations around these efforts. These resources may include, but are not limited to:

- Child care health consultants (CCHCs)
- Child Care Resource and Referral Agencies (CCR&Rs)
- First responders (e.g., fire, health, safety, law enforcement, public works, and emergency medical services)
- State/Territory child care licensing agency
- Mental health consultants
- **Emergency Management Agencies (EMA)**
- Transportation partners (e.g., bus companies)
- Public health department
- **Early Childhood Disaster-Related Resources**

- Send an email to [ohsepr@acf.hhs.gov](mailto:ohsepr@acf.hhs.gov) to locate a Head Start Regional Emergency Management Specialist

## Practice Your Evacuation Plan

Determine the evacuation plan that is right for the children in your program.

- **Infants and toddlers:** Practice using an evacuation crib, a stroller with multiple seats, a wagon, or an infant vest/carrier
- **Preschoolers:** Practice having children line up and follow instructions while using a walking rope (or jump rope)
- **Children with special needs:** Refer to a child's **individual care plan** and **emergency information form** to ensure your evacuation response plan meets the needs of every child in your program. Designate a staff person to help children with special needs evacuate efficiently.
  - For more information, visit [cshcn.org/resources-contacts/emergency-preparedness-for-children-with-special-needs](https://cshcn.org/resources-contacts/emergency-preparedness-for-children-with-special-needs)

Use this [sample evacuation drill](#) to help your program practice.

## Resources

Learn more about landslides and mudslides and how your program can enhance related preparedness, response, and recovery efforts:

- **Landslides and Mudslides:** What landslides are, what causes them, what areas are most at risk, and what you can do to protect yourself
- **Landslide Safety:** How to prepare, respond, and recover from landslides
- **Landslide Preparedness:** Landslide warning signs and areas generally prone to them
- **Landslides and Debris Flow:** How to prepare, respond, and recover from landslides, as well as additional warning signs
- **Emergency Preparedness:** Resources for creating an emergency plan for your program, including the **Head Start Emergency Preparedness Manual: 2015 Edition**

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201  
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

You are receiving this email because you signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can always [unsubscribe](#) here. You also may [modify your ECLKC email subscriptions](#).

Please do not reply to this email. [Contact](#) customer service for additional support.

# **Head Start Continuation Grant**

## **Grant #06CH7174/05**

### **Detailed Justification**

The PY05 Continuation Grant Application requests a total of \$3,817,654 in federal funding along with \$45,638 for Training and Technical Assistance. A total of \$965,823 of Non Federal Share will be collected as part of this Grant Application. Total Grant Application is for a total of \$4,829,115.

### **Budget Categories**

Attached is a copy of the Budget Justification Narrative and several reports from the Head Start Enterprise System.

# Budget Justification Narrative

## Continuation Grant #06CH7174/05

**Section II: Budget and Budget Justification Narrative**

**Section II – 1. Detailed Budget Narrative**

**Personnel (\$2,474,981):** CSNT Head Start employs an estimated 102 employees that implement the Head Start Program at nine campuses located in four rural Northeast Texas Counties. Among these employees are 17 teachers, 26 Teacher Assistants, 8 Campus Directors, 17 Family Service Workers, 5 nutrition staff (4 reimbursed through CACFP), 6 custodians, 1 CDL Bus Driver, and an estimated 25 administrative employees. Of the 25 administrative employees, 14 are allocated through other programs. No employee meets or exceeds the \$187,000 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Base Salary Scale and the Employee Compensation Cap)

**Fringe Benefits (\$618,745):** The estimated amount that will be paid for fringe benefits is based on 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2019 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	2.33%	11.58%	0.08%	1.35%	1.97%	0.04%
<b>FICA</b>	<b>UIC</b>	<b>Health</b>	<b>Life</b>	<b>Vis/Dent</b>	<b>W/C</b>	<b>Other</b>

**Travel (T/TA \$12,150):** Listed below is the estimated cost that may be associated with out-of-town travel for T/TA training purposes. This amount is based on travel from prior years and in

no way guarantees that these training conferences or seminars will be available for the five year grant project. (See Attachment 6: Training/Technical Assistance Training Plan)

State and/or Regional Training (Family and Community Engagement)

Lodging	3 nights @ \$125 X 2 staff = \$750.00
Per Diem	\$71.00 X 3 days X 2 staff = \$426.00
<u>Gas/Fuel</u>	<u>\$111.00</u>
Estimated Total	\$1,287.00

Office of Head Start Training (Systems Management)

Lodging	3 nights @ \$125 X 4 staff = \$ 750.00 (Share rooms)
Per Diem	\$99.00 X 3 days X 4 staff = \$1,188.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$2,049.00

State and/or Regional Training (Health and Safety)

Lodging	3 nights @ \$125 X 5 staff = \$1,125.00
Per Diem	\$99.00 X 2 days X 5 staff = \$1,485.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$2,721.00

State and/or Regional (Early Childhood Education)

Lodging	6 nights @ \$125 X 6 staff = \$2,250 (Share rooms)
Per Diem	\$99.00 X 6 days X 6 staff = \$3,564.00
<u>Gas/Fuel</u>	<u>\$ 111.00</u>
Estimated Total	\$5,925.00

Local/Regional Seminars (Human Resources)

<u>Gas/Fuel</u>	<u>\$168.00</u>
Estimated Total	\$168.00



**Equipment (\$51,751):** Items listed in this line-item are considered equipment. (Vehicle Purchase) – (\$30,000) CSNT Head Start will purchase one new truck to be located at the Maintenance Building. This vehicle will be used by Support Services staff to provide maintenance to all Head Start locations on a daily basis.

(Vehicle Purchase) – (\$21,751) CSNT Head Start will purchase one new SUV to be located at the Head Start Management Building. This vehicle will be used by Head Start Management staff to provide services to all Head Start locations on a daily basis. (See Appendix 5: Vehicle Cost Analysis)

**Supplies (\$143,036) general budget (\$764 TTA):** Supplies listed in this item are used for the operation of the Head Start Program. They are consumable goods that will include all classroom supplies, curriculum, all paper products used in the campuses, playground supplies, nutritional supplies not covered by USDA, supplies used by the Family Service Workers for family engagement and community partnerships, and all office supplies including computers, screens, keyboards, tablets, etc. used in the operation of the program. This also includes office supplies used for training and professional development activities.

**Contractual: (\$18,005):** Contractual expenses will be provided for a Lead Teacher position at the Bloomberg Primary Campus. CSNT Head Start will contract with the local school district in Bloomberg, Texas to provide Head Start teaching services for the school day. The local school district will provide a certified teacher that will follow all State and Federal guidelines and regulations including the HSPPS.

**Other: (\$511,135):** Listed below are the line-item categories that will be used by CSNT Head Start and a brief explanation of the expenditure:

Rent (\$109,500): CSNT Head Start leases a total of six sites for Head Start Campuses, one administrative office, one management building, two maintenance buildings, and one finance office. (See Appendix 6: Appraisal of Properties) for a breakdown of the lease payments and the in-kind attached to each location. The in-kind amounts are based on the last appraisal that was completed on/or around 7/30/2017.

Utilities/Telephone (\$127,215): This is the estimated amount that CSNT Head Start will pay for utilities, phones and internet services for the Head Start Program. CSNT Head Start has cut costs in this area over the years through partnerships with school districts. School districts assume some of the costs associated with utilities and technology costs including phone and internet usage when the Head Start services are delivered at the School District.

Insurance (\$35,000): This is the amount that CSNT Head Start will pay for building and liability insurance. This amount includes liability insurance at the Campuses and at the Administrative Offices. With the purchases of new vehicles over the past few years, the cost of insurance has had a slight increase.

Building Maintenance/Repair (\$45,000): This is the amount that will be used for the repair/maintenance of the 13 buildings/9 playgrounds that CSNT Head Start occupies throughout the program year. This cost includes general repairs to plumbing, A/C, heating units, flooring, windows, doors, etc. and updating current safety measures at each location. This will increase safety at these locations.

Local Travel (\$58,000): This line-item will be used to pay for travel costs associated with the transportation of children and staff within the service area. This figure also covers the costs of maintaining buses and Head Start vehicles for staff travel. When looking at the gas price trends of the past few months, this is an estimate of the travel costs for the next grant year. The

increase in the amount is attributable to the estimated fuel cost over the next year. A transportation waiver has been requested to begin August 1<sup>st</sup> with the 2017-2018 school year.

Nutrition Services (\$15,500): This line-item will be used for Nutrition expenses not covered by the USDA/CACFP/School Lunch Program. CSNT Head Start classrooms that are located in partnership with ISD classrooms are covered under the National School Lunch Program. Children receive their daily nutritional needs through the School Lunch Program with breakfast and lunch. At these locations, CSNT Head Start offers children a packaged snack at the end of the school.

Child Services Consultants (\$25,000): This line-item will be used for Nutrition, Mental Health and Health Consultants. This amount is based on actual expenditures in past grant years. It also assists children that are receiving services for behavioral issues not covered by insurance. Once again, CSNT Head Start is working closely with LEAs and local providers in the service area to find cost effective ways to provide services.

Volunteers (\$5,000): The money allotted to this line-item will be used for the expenses associated with volunteers including the cost of fingerprints for all regular or frequent (more than two times in a month) volunteers at an estimated cost of \$50.00 each.

Substitutes (\$49,920): Substitutes are considered temporary employees through CSNT Head Start and are not paid benefits. They are an integral part of the classroom and fill a need when regular classroom staff must be out of the classroom. The slight decrease is based on an estimated amount of sub usage during the school year.

Parent Services (\$5,000): This amount is for all parent related expenses including parent travel to and from Policy Council Meetings, Parent Meetings, Self-Assessment Meetings, trainings, etc.

Accounting & Legal Services (\$35,000): In this line-item are the expenses associated with all legal and accounting services given to the Head Start Program. This amount is estimated from last year's expenses.

Publications/Advertising/Printing (\$5,000 general budget) (\$1,000 T/TA): This amount includes the cost associated with printing Campus Operating Manuals, Parent Handbooks, and training materials. Also included in this line-item are the expenses for newspaper job listings, recruitment ads, and any publishing that may be required during the program year.

Training & Staff Development (\$31,724 T/TA): This amount includes the cost associated with staff development and training. This amount includes fees charged by consultants and the Texas Education Service Center. Staff certifications, licenses, and college courses are also paid from this line-item. (See Training and Technical Assistance Plan downloaded into the HSES under Documents).



## Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.  
FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

---

### Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$2,474,983	\$12,150	\$275,000
Fringe Benefits	\$618,745	\$0	\$71,500
Travel	\$0	\$0	\$0
Equipment	\$51,751	\$0	\$0
Supplies	\$143,036	\$0	\$3,495
Contractual	\$18,005	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$511,134	\$33,488	\$615,828
<b>Total Direct Charges</b>	<b>\$3,817,654</b>	<b>\$45,638</b>	<b>\$965,823</b>
Indirect Charges	\$0	\$0	\$0
<b>Total</b>	<b>\$3,817,654</b>	<b>\$45,638</b>	<b>\$965,823</b>

*Note: This report only includes values specified in the Budget tab.*



## Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

---

### Other Funding

#### Other Funding Source

<i>Other Funding</i>	<i>Head Start</i>
<b>Federal Funding</b>	
1. Federal Child Care and Development Fund (CCDF)	\$0
2. Child and Adult Care Food Program (CACFP) Funds	\$178,367
3. Other Federal Funding	\$0
<b>State Funding</b>	
4. State Preschool Programs	\$0
5. Other State Funding	\$0
<b>Local Government Funding</b>	
6. School District Funding	\$0
7. Other Local Government Funding	\$0
<b>Other Funding</b>	
8. Tribal Government Funding	\$0
9. Fundraising Activities	\$0
10. Other	\$0
<b>Total</b>	<b>\$178,367</b>



# Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.  
 FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

## Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>
<b>Total Enrollment</b>	<b>516</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>516</b>

## Program Schedules

### Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-000-1	516	29	no	6.5	5	175	2	0.5



# Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.  
FY2019 - 12/01/2018-11/30/2019 - Non-Competing Continuation

---

## Head Start - Application Summary Items

This report uses values from the Budget, Program Schedule and Other Funding tab. This report does not include any values from the SF424A that were not pre-populated from the Budget tab.

### 1. Administrative Costs:

The maximum allowable expenditure for administrative costs is 15% of the total budget.

	<i>Amount</i>
Total Admin Cost	\$626,994.32
Total Budget	\$4,829,115.00
Admin as a % of Total Budget	12.98%

### 2. Non-Federal Share:

For most grantees, a minimum of 20% of the total budget must be non-federal share:

	<i>Amount</i>
Total Non-Federal Costs	\$965,823.00
Total Budget	\$4,829,115.00
Non-Federal Share as a % of Total Budget	20.00%

### 3. Average Class Size:

Average class size for CB Program Schedules that involve double sessions should be between 13 and 20.

Average class size for the CB and CO Program Schedules (including double sessions) should be between 15 and 20:

Center-Based Double Sessions	0.00
Center-Based AND Combination Non-double Sessions	17.79
All Center-Based AND Combination Sessions	17.79

### 4. Cost Per Child and Hours of Service Per Child:

The following table shows information about costs and hours of service for this agency:

	<i>Amount</i>
Total Hours of Service Per Child	1,138.50
Overall Cost Per Child Per Hour	\$8.22



## 5. Federal Personnel and Fringe Costs:

	<i>Amount</i>
Federal Personnel Cost	\$2,487,133.00
Federal Fringe Cost	\$618,745.00
Total Federal Budget	\$3,863,292.00
Federal Personnel Cost as a % of Total Federal Budget	64.38%
Federal Fringe Cost as a % of Total Federal Budget	16.02%
Federal Personnel plus Fringe Cost as a % of Total Federal Budget	80.39%

\*In general, Personnel costs should account for 60% to 80% of the federal budget.

## 6. Fringe Rate:

If the fringe cost for an agency is less than 10% or more than 30% of Personnel, there may be an inaccurate entry in Personnel:

	<i>Amount</i>
Total Fringe Cost	\$690,245.00
Total Personnel Cost	\$2,762,133.00
Total Fringe Cost as % of Total Personnel Cost	24.99%

## 7. Fringe Benefits:

The following shows if this agency pays for health / dental / life and/or retirement benefits:

Health / Dental / Life	Yes
Retirement	No

## 8. Out-of-Town Staff Travel:

Most agencies have out-of-town staff travel costs between \$60 and \$65 per child. If the costs for this agency are higher, check that they are justified:

	<i>Amount</i>
Out-of-Town Staff Travel Cost	\$0.00
Out-of-Town Staff Travel Cost Per Child	\$0.00

## 9. Case Loads:

For Home Visitors, case loads are typically between 8 and 10:

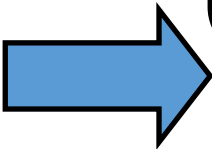
Home Visitor Case Load	0.00
------------------------	------

## 10. Child and Adult Care Food Program (CACFP) Funds:

	<i>Amount</i>
CACFP Funding	\$178,367.00
CACFP Funding as a percentage of Total Federal Budget	4.62%

# Comprehensive Services

<p><b>Program Goal 1</b> : To increase public awareness of the Head Start Program and the services offered.</p>	90%
<p>Objective: 1. Create positive awareness of the Head Start services offered by CSNT Head Start. 2. Staff will attend Community meetings throughout the service area.</p>	
<p>Outcome: 1. Serve all eligible children and families in Bowie, Camp, Cass and Morris. 2. Utilize all Community Resources.</p>	



Challenges:

1. 3-yr-old enrollment numbers 2018-2019
2. Parents utilizing community resources

Plan of Action:

1. Updated ISD MOUs in (2) locations to serve 3-yr-olds
2. FSW Staff will create new informal Agreements with community resources (i.e., bank, real estate agents, attorneys, private business)

**Program Activities that support BOTH goals AND objectives:**      **Who:**      **By when:**      **Financial Support:**      **DATA Tools or Methods for Tracking Progress:**

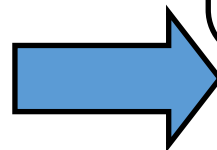
<b>Education: Parent Teacher Conferences, Home Activities, Home Visits, Parent Meetings, Newsletters, Assessments, Parent Teacher Interactions, Communication with Staff, Public Programs</b>	Teachers, Family Service Workers, Campus Directors, Education Team	May 2019	Supplies—\$1,500.00	Survey, In-Kind Forms, Parent Teacher Forms, Home Visits, Child Plus Reports/Forms, Newsletters
<b>Parent, Family and Community Engagement/ERSEA: Communication, Collaboration Meetings, Brochures, Radio/Newspaper, Facebook</b>	All Staff, Current/Former Parents	Daily	State and Federal Resources	Child Plus Reports, Surveys,
<b>Health Services: MOU's, 90 Day deadlines, 45 Day deadlines, Community Coalition, Parent Letter, Health Newsletter, Safety Recalls, Health Services Advisory</b>	Health Services Team	Monthly	Supplies—\$1,500.00	Child Plus, Monitoring— File checks, Meeting Minutes
<b>Program Design and Management: Social Media (Facebook), Public Service, Collaboration, Child Plus</b>	Executive Director	2018-2019 School Year	N/A	Websites, Newspaper Clippings, Meeting Agendas

School Readiness Goal: 1-7

PFCE Goal: 1—7

## Comprehensive Services

<p><b>Program Goal 2 :</b> To create innovative ways for each Campus to maintain 10% Disability.</p>	95%
<p>Objective: 1. Communicate with School District to recruit children with disabilities. 2. Communicate with ECI Program on ways to reach more disability children. 3. Communicate with Region 6 T&amp;TA Staff on ways to serve more disability children.</p>	
<p>Outcome: 1, 2 and 3. Maintain 10% Disability</p>	



### Challenges:

1. The time it takes for LEAs to process HS referrals - Reaching 10% earlier in the school year
2. Child Plus System tracking disability enrollment throughout the school year and not just currently enrolled students

### Plan of Action:

1. Continue to meet w/LEAs to discuss ways to decrease referral time frames
2. Contact Child Plus to work on updating the system to track disability enrollment throughout the school year

**Program Activities that support BOTH goals AND objectives:**      **Who:**      **By when:**      **Financial Support:**      **DATA Tools or Methods for Tracking**

<b>Education: Campus School Readiness Meetings, ESI/Questionnaire, Ages and Stages</b>	School Readiness Team, Teachers, Parents, Family Service Workers	45 Day after child's first day	Supplies—\$1,500.00	ESI Screeners, Child Plus Reports, Internal Data Reports
<b>Parent, Family and Community Engagement/ERSEA: Campus Intervention Meetings, Response to Intervention Meetings, ISD Partnerships, ARD Meetings, Communication. Recruitment, Selection Criteria, Flyers/Poster</b>	Parents, Staff, Independent School District Staff	2018-2019 School Year	Supplies—\$500.00	Child Plus, Meeting Minutes, Copies of Flyers
<b>Health Services: Monitor Physicals for Areas of concern, Ages and Stages, Health History, Vision and Hearing Screen, Health Implementation Meeting, Mental Health Posters</b>	FSW, Health Services Team	Monthly	N/A	Child Plus Reports On-going Monitoring of Child Files, Posters
<b>Program Design and Management: Partnerships with ISD's, School Readiness Meeting, Staff Trainings, Conference Call with the Regional Office</b>	Head Start Director	Monthly	N/A	Child Plus Report 3501, Meeting Agenda

School Readiness Goal: 1-7

PFCE Goal: 5 & 6

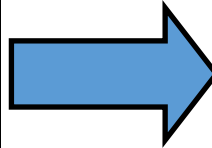
# Comprehensive Services

**Program Goal 3 :** To align professional development for staff with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.

90%

**Objective:** 1. Custodial staff will obtain CDL's. 2. Strengthen training for teachers working with children with disabilities. 3. Provide opportunities for staff to obtain professional training in their respective fields/professions. 4. Family Service Workers will receive training on SMART Goals and building relationships with families.

**Outcome:** 1. The custodian's will have the ability to drive the larger buses by obtaining CDL's. 2. Staff will increase their knowledge in specific areas of disability through Special Education Trainings. 3. Staff Professional Development goals will be met. 4. Head Start families will achieve their goals.



### Challenges:

1. Custodial staff's interest in obtaining a CDL
2. None at this time
3. Supervisors tracking/monitoring success rate of staff goals
4. Success rate of parents achieving goals

### Plan of Action:

1. Discuss advantages of staff obtaining a CDL
2. None at this time
3. Train Supervisors on tracking/monitoring staff goals
4. Train FSWs on building relationships with HS families

### Program Activities that support BOTH goals AND objectives:

### Who:

### By when:

### Financial Support:

### DATA Tools or Methods for Tracking Progress:

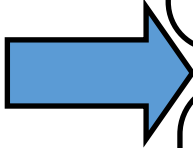
Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Safety Meeting, Pre-Service Training, Professional Development, CLASS Recertification</b>	Education Implementation Team	At least monthly	Supplies—\$1,500.00	Child Plus Reports, CLASS Re-Certification's
<b>Parent, Family and Community Engagement/ERSEA: Family Partnership Profile, Surveys, Child Plus, Community Resources, Region 6 T&amp;TA</b>	Family Service Staff	Monthly	Child Plus—\$8,500.00	Child Plus System, On-going Monitoring
<b>Health Services: Pre-Service Training, Safe Environments, CPR First Aid, Safety Training, Safe and Healthy Practices, Safe Environments Monitoring, Med Administration Training, Child Abuse</b>	Health Services Team	Monthly	Supplies—\$3,500.00	Child Plus, HR File Monitor, Safe Environments Tool
<b>Program Design and Management: Professional Development Plans, Pre-Service Training, T&amp;TA Plan</b>	HR Director, HS Director, Finance Director	Monthly	Supplies—\$3,500.00	Child Plus, HR Online, Data Reports

# School Readiness

**Program Goal 4 :** To provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework. 75%

**Objective:** 1. Children will increase skill levels in Literacy and Math. 2. Continue to implement strategies designed to ensure healthy lifestyles. 3. Continue to strengthen Practice Based Coaching. 4. Focus on strengthening CLASS Domains.

**Outcome:** 1. Children will meet the school readiness goals in Literacy and Math. 2. Children and families will make healthier choices through nutrition education. 3. Teaching staff will receive one on one time from the Practice Based Coach. 4. Agency CLASS scores will increase by 1/2 point for the Fall Assessment and increase by 1 point for Spring Assessment.



- Challenges:**
1. 3-yr-olds ability to complete timed assessment
  2. Parents willingness to change eating habits at home
  3. Teachers willingness to accept/implement assistance from PBC
  4. New Teacher score lower than veteran teachers on CLASS Observation

- Plan of Action:**
1. Education Specialist will mentor teachers on how to utilize CIRCLE Reports when individualizing with students
  2. Parents will receive nutrition training on healthy eating habits
  3. Performance-Based Monitoring will be used to assess PBC success
  4. Continue training Teachers on CLASS strategies by Ed Team

**Program Activities that support BOTH goals AND objectives:      Who:      By when:      Financial Support:      DATA Tools or Methods for Tracking Progress:**

<b>Education: Circle Assessment, Mastery Skills, Curriculum, Nugget Newsletter, Nutritional Experiments, Nibbets Newsletter, Pre-Service Training, CLASS Support in the Classroom</b>	Education Team, Health Team	Monthly	Supplies—\$1600.00	Child Plus Reports, Assessment Reports, Monitoring Reports
<b>Parent, Family and Community Engagement/ERSEA: Parent Meetings, Home Visits, Parent Curriculum</b>	FSW, Campus Directors, Teachers and Parents	Monthly	N/A	Child Plus Reports, On-going monitoring, surveys, Conscious Discipline Parent Curriculum
<b>Health Services: Monitor Ages Appropriate Tools, Safe Environments, Health Newsletters, Mental Health &amp; Physical Newsletter, Nutrition Nuggets</b>	Health Team	Monthly	Supplies—\$200.00	Child Plus Reports, On-going Monitoring
<b>Program Design and Management: School Readiness Meetings, Education Implementation Team, CLASS Observation Tool, Classroom Assessment Tool</b>	Education Team, Teachers and Campus Directors	Annually	CLASS Costs—\$1,500.00	CLASS Reports, Data Reports for Classroom(3x a year) Sign-in Sheets

School Readiness Goal: 1-7

PFCE Goal: 2, 3, 5, 6 & 7

Revised 6/4/18

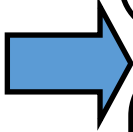
# Health and Safety

**Program Goal 5 :** To create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start program.

75%

**Objective:** 1. Strengthen relationships with Health and Dental providers. 2. Strengthen Partnerships with Department of Health and Human Services. 3. Strengthen community collaborations to facilitate parent/family trainings. 4. Strengthen communication between Head Start and ISD Staff.

**Outcome:** 1. Health and Dental Providers will have an understanding of Head Start Regulations through interagency meetings. 2. At least 98% of the students will maintain insurance coverage. 3. At least 30 % of parents will attend monthly parent meetings. 4. Head Start and ISD staff will communicate effectively when an area of concern arises through joint staff meetings.



**Challenges:**

1. Providers do not understand the requirements of Texas Health Steps
2. Parents do not maintain health insurance
3. Parents lack of motivation to attend parents meetings/activities
4. ISD/Head Start staff maintaining on-going communication

**Plan of Action:**

1. State Health Department communicates w/HS on Texas Health Step requirements
2. Health Team Meetings will focus on data (track insurance coverage)
3. FSWs will create new agreements with community resources
4. HS/ISD staff will work together to implement services to students

**Program Activities that support BOTH goals AND objectives:      Who:      By when:      Financial Support:      DATA Tools or Methods for Tracking**

<b>Education: Cavity free Kids, Mobile Dentist, Brush Teeth Daily, Transition Packets, School Readiness meetings</b>	Education Team, Teachers, Health Team	2018-2019 School Year	Supplies—\$1750.00	Lesson Plan Monitoring, Child Plus Reports, Sign-in sheets
<b>Parent, Family and Community Engagement/ERSEA: Community Partner Program with HHSC, Community Resources with CSNT, Parent Meetings</b>	FSW	2018-2019 School Year	N/A	Community Partner Program Data, Child Plus Reports
<b>Health Services: Dental Clinics, MOU’s, Meetings with Providers, Coalition Membership, Health Advisory Committee Meeting, Staff Involvement at Community Meetings, Community Involvement</b>	Health Team	Monthly	Supplies—\$1000.00	Copies of Agreements, Meeting Minutes, Child Plus Reports, Sign-in Sheets
<b>Program Design and Management: MOU’s Contracts– Providers, Partnership Meetings with ISD’s, Community Resources</b>	Education Team, HS Director, Health Team	2018-2019 School Year	N/A	Sign-In Sheets, Documents, Contracts, MOU’s

School Readiness Goal: 3, 4, 5 &6

PFCE Goal: 1, 2, 3, 6 & 7

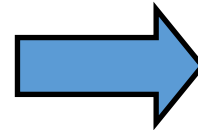
## Management Systems/Program Governance

**Program Goal 6:** To 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.

95%

**Objective:** 1. Monitor Campus Based Budgets 2. Financial objectives listed in the Strategic Plan will be discussed with the Financial Director and Executive Director. 3. Obtain Retirement Match for Head Start Staff. 4. Update the financial policies and procedures to reflect Part 2 CFR 200 and Part 45 CFR 75

**Outcome:** 1. Campus Directors will gain an understanding of costs associated with operating the Program by monitoring their budgets. 2. Financial Objectives will be met. 3. Boost employee morale. 4. Compliance with new regulations.



### Challenges:

1. Campus Director's understanding of the Head Start Budget and how it operates
2. None at this time
3. Finding ways to boost employee morale and stay within regulations
4. None at this time

### Plan of Action:

1. Provide budget training with Campus Directors during CD Meetings
2. None at this time
3. Meet with HR Director to find ways to boost employee morale
4. None at this time

**Program Activities that support BOTH goals AND objectives:**

**Who:**

**By when:**

**Financial Support:**

**DATA Tools or Methods for Tracking Progress:**

Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Curriculum Head Start Early Learning Outcomes Framework, Coordinate with ISD Staff, School Readiness Meetings, Parent Meetings</b>	Education Team	Monthly	Supplies—\$6,000.00	On- going Monitoring, Child Plus Reports, sign-in sheets, Agendas
<b>Parent, Family and Community Engagement/ERSEA: Policy Council Meeting, Agency Website, Facebook</b>	Management Staff	2018-2019 School Year	N/A	Meeting minutes, Sign-in sheets, Fiscal Documents
<b>Health Services: Management and Budget Meetings, Community Programs</b>	Management Staff	Monthly	Supplies—\$500.00	Meeting Minutes, Sign-in sheets, Agendas
<b>Program Design and Management: Finance Manual/Procedures, Finance Meetings, Board/Policy council Meetings, Audits</b>	Finance Director, Executive Director, HS Director	Monthly	Supplies—\$14,000.00	Documents, Agendas, MIP Reporting, Audits, Sign-in Sheets

School Readiness Goal: 1-7

PFCE Goal: 1-6

Revised 6/4/18

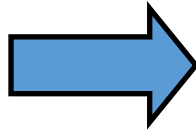
## Management Systems/Program Governance

**Program Goal 7:** To improve management systems with the full utilization of state-of-the-art technology for the Head Start program.

75%

**Objective:** 1. Full utilization of Child Assessment System. 2. Create user friendly data reports for parents and staff. 3. Update the phone system to integrate technology.

**Outcome:** 1. There will be reliable data to analyze from the Child Assessment system. 2. Staff and parents will be able to read data reports through Pre/Post Surveys. 3. Communication will be more efficient.



### Challenges:

1. One person is trained to assess Program CIRCLE Assessment Reports
2. New electronic devices are not installed in a timely manner
3. None at this time

### Plan of Action:

1. Utilize additional staff to be trained on accessing CIRCLE Program Reports; i.e. Education Team, HS Director and HS Program Manager
2. Self-Assessment Program Improvement Plan has been implemented for this area
3. None at this time

### Program Activities that support BOTH goals AND objectives:

### Who:

### By when:

### Financial Support:

### DATA Tools or Methods for Tracking Progress:

Program Activities that support BOTH goals AND objectives:	Who:	By when:	Financial Support:	DATA Tools or Methods for Tracking Progress:
<b>Education: Computers, iPad, Hatch Tablets, MP3 Players, Online Curriculum, Circle Assessment, Child Plus</b>	Education Team, Teachers, Campus Directors, Management	2018-2019 School Year	\$8,500.00—Child Plus \$2800.00—MIP \$3,000—Computer Updates	Ongoing Monitoring, Child Plus Reports
<b>Parent, Family and Community Engagement/ERSEA: Facebook, Child Plus Online Application</b>	Management, FSW	Weekly	\$8,500.00—Child Plus \$2800.00—MIP	Child Plus Application
<b>Health Services: Facebook, Child Plus Reports, Monitoring Data</b>	Health Team	Monthly	\$8,500.00—Child Plus \$2800.00—MIP	Child Plus Data Reports, Monitoring Reports, Spreadsheets
<b>Program Design and Management: Circle Assessment, Frog Street Assessment, Child Plus, MIP, cliengage website</b>	IT Specialist, Education Specialist, Program Manager, Family Service Specialist, Finance Director	3 times a year	\$8,500.00—Child Plus \$2800.00—MIP	Data Reports, Child Plus Reports, MIP Reporting

School Readiness Goal: 1-7

PFCE Goal: 1-7

Revised 6/4/18



## Management Systems/Program Governance

**Program Goal 8:** To serve as partners of change by embracing the aspirations of the CSNT Head Start Governing Board, Policy Council, and local community. 90%

**Objective:** 1. Increase Head Start volunteer participation. 2. New Governing Board and Policy Council Members will receive orientation.

**Outcome:** 1. The amount of parents and community members that volunteer will increase by 30%. 2. The Governing Body and Policy Council will be more knowledgeable of roles and responsibilities.



### Challenges:

1. Motivating parents/community members to attend meetings/activities
2. GB/PC Members retaining their knowledge of the HS Program

### Plan of Action:

1. Schedule trainings/meetings that benefit parents and the community
2. GB/PC Members will answer questions at each meeting about their roles and responsibilities

<b>Program Activities that support BOTH goals AND objectives:</b>	<b>Who:</b>	<b>By when:</b>	<b>Financial Support:</b>	<b>DATA Tools or Methods for Tracking Progress:</b>
<b>Education: Parent Volunteers, Field Trips, Make and Take Activities, Home Activities</b>	Teachers, Family Service Staff	2018-2019 School Year	Supplies—\$2500.00	In-Kind Forms, Sign-in Sheets, Agendas
<b>Parent, Family and Community Engagement/ERSEA: Volunteers, Orientation packets, Flyers, Parent Communication</b>	FSW	2018-2019 School Year	N/A	Surveys, Child Plus Reports, Orientation Packets, Parent Meeting Meetings
<b>Health Services: Child Advocate Training, Parent Letters, Health Advisory Meeting</b>	Health Team	2018-2019 School Year	Meeting Costs—\$1200.00	Agendas, Minutes, Sign-In Sheets, Child Plus Reports
<b>Program Design and Management: Board/Policy Council Meetings, Board/Policy Council Training</b>	Executive Director, HS Director, Program Manager, Executive Assistant	2018-2019 School Year	T&TA—\$2,000	Agendas, Sign in Sheets, Minutes

## 06CH7174/05 – Program Goals – Progress (Activities & Actions)/Expected Outcomes & Challenges

<b>Program Goal 1: Parent Family, and Community Engagement</b> <b>To increase public awareness of the Head Start Program and the services offered.</b>					
					<b>Financial Objective - \$3,000</b> <b>Progress Percentage – 90%</b>
Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. <i>Create positive awareness of the Head Start Services offered by CSNT Head Start</i>	<i>Serve all eligible children and families in Bowie, Camp, Cass and Morris counties.</i>	<i>{progress/outcome}</i>	...	1. The program has 529 children enrolled through partnerships with school districts.	
2. Staff will attend Community meetings throughout the Service area.	Utilize all community resources	...		2. 169 Community Resources were utilized	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>Communication, Collaboration Meetings, Flyers, Newspaper Ads, online application,</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>Enrollment reports from Child Plus for each School Year</li> <li>Monthly Reports collect the number of Community contacts</li> </ul>					
<b>Challenges</b>				1. Three year old enrollment numbers 2018-2019	
				2. Parents utilizing community resources	

**Program Goal 1: Parent Family, and Community Engagement**

To increase public awareness of the Head Start Program and the services offered.

**Financial Objective - \$3,000**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
Plan of Action for Challenges				1. Updated ISD MOUs in (2) locations to serve 3 year olds.	
				2. FSW staff will create new informal agreements with community resources(i.e., bank, real estate agents, attorneys, private business	

**Program Goal 2: - Education/ ERSEA**

**Create innovative ways for each Campus to maintain 10% Disability**

**Financial Objective - \$2,000**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. <i>Communicate with School Districts to recruit children with disabilities.</i>	<i>Serve all eligible children and families in Bowie, Camp, Cass and Morris counties.</i>	{progress/outcome}	...	1. The Program met 10% in the Spring of 2018	
2. Communicate with ECI Program on ways to reach more disability children	Maintain 10% Disability for each program year	...		2. The program met with TISD Special services to increase the communication between ISD and Head start staff on tracking disability children.	
3. Communicate with Region 6 T&TA Staff on ways to serve more disability children				3. The program applied for a waiver and was approved however the 10% has been met.	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>• Campus intervention Meetings, Response to Intervention Meetings, ISD Partnership Communication, ARD Meetings Collaboration Meetings, Flyers, Newspaper Ads, online application</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>• Enrollment reports from Child Plus for each School Year</li> <li>• Monthly Reports collect the number of disability children</li> </ul>					
<b>Challenges</b>				1. The time it takes for LEAs to process HS referrals – Reaching 10% earlier in the school year	

**Program Goal 2: - Education/ ERSEA**

**Create innovative ways for each Campus to maintain 10% Disability**

**Financial Objective - \$2,000**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. Child Plus System tracking disability enrollment throughout the school year and not just currently enrolled students	
				3. Head Start students being assessed prior to the end of the school year	
<b>Plan of Action for Challenges</b>				1. Meet with LEAs to discuss ways to decrease referral time frames	
				2. Contact Child Plus to work on updating the system to track disability enrollment throughout the school year	
				3. Create a plan of action to ensure all documentation is completed timely for the LEA to process as quickly as possible.	

**Program Goal 3: - Education/ Human Resources**

**Align professional development with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.**

**Financial Objective - \$8,500**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Custodial staff will obtain CDL's	The custodians will have the ability to drive the larger buses by obtaining their CDL's	{progress/outcome}	...	1. One out of four custodians have a CDL	
1. Strengthen training for teachers working with disabilities	Staff will increase their knowledge in specific areas of disability through Special Education Trainings	...		2. Staff received training on disabilities.	
2. Provide opportunities for staff to obtain professional training in their respective fields/professions	Staff professional development goals will be met			3. Staff professional development goals are tracked and implemented at Pre-Service Training when necessary.	
3. Family Service workers will receive training on SMART Goals and building relationships with families	Head Start families will achieve their goals			4. 21% of the families have met their goal for 2017-2018 school year.	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>Professional Development Plans, Pre-Service Training, T&amp;TA Plan, Family Partnership Profile, Home Visits, Parent/Staff Communication, Community Resources</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>Professional Development Spreadsheet for Child Plus Data System, Staff Child Plus Training Records, Progress Tracked on Goal Achievement on Professional Development Spreadsheet, Child Plus Family Goals Progress</li> </ul>					
<b>Challenges</b>				1. Custodial staff interest in obtaining their CDL's	

**Program Goal 3: - Education/ Human Resources**

**Align professional development with the Head Start Program Performance Standard 1302.92, thereby ensuring high quality, comprehensive services.**

**Financial Objective - \$8,500**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. None at this time	
				3. Supervisor's tracking/monitoring success rate of staff goals	
				4. Success rate of parents achieving goals	
<b>Plan of Action for Challenges</b>				1. Discuss advantages of staff obtaining CDL	
				2. None at this time	
				3. Train supervisors on tracking/ monitoring staff goals	
				4. Train FSWs on building relationships with HS families.	

**Program Goal 4: - Education**

**Provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework.**

**Financial Objective - \$3,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Children will increase skill levels in Literacy and Math	1. Children will meet the school readiness goals in Literacy and Math			1. In the Math domain 53% of three-year olds and 72% of the four-year olds have met or exceeded the goal. In Language and Literacy 40% of three-year olds and 57% of the four-year olds have met or exceeded the goal.	
1. Continue to implement strategies designed to ensure healthy lifestyles	2. Children and families will make healthier choices through nutrition education	...		2. Nutrition Nuggets are sent monthly to each parent. Nutrition is a topic presented at Parent Meetings.	
3. Continue to strengthen Practice-Based Coaching	3. Teaching staff will receive one-on-one training from the Practice Based Coach			3. Implemented the Teacher Learning Communities 2017-2018 School Year.	
4. Focus on strengthening CLASS Domains	4. Agency CLASS score will increase by ½ point for the Fall Assessment and increase by 1 point for the Spring Assessment			4. Emotional support increased .40, Classroom Organization increased .60 and Instructional Support increased .19 from 2016-2017 to 2017-2018 school year.	



**Program Goal 4: - Education**

**Provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework.**

**Financial Objective - \$3,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>• Parent Meetings, Circle Assessment, Mastery Checklist, Individualization with the children, Newsletters</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>• Circle Assessment Data, Parent Meeting Training Records, Practice Based Coach Individualization Documentation, Child plus CLASS Assessment Documents</li> </ul>					
<b>Challenges</b>				1. 3- yr.-olds ability to complete timed assessment.	
				2. Parents' willingness to change the diet at home.	
				3. Teachers' willingness to accept/implement assistance from PBC	
				4. New score lower than Veteran teachers on CLASS Observation	
<b>Plan of Action for Challenges</b>				1. Education Specialist will mentor teachers on how to utilize CIRCLE Reports when individualizing with students	

**Program Goal 4: - Education**

**Provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework.**

**Financial Objective - \$3,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. Parents will receive nutrition training on healthy eating habits	
				3. Performance Based Monitoring will be used to assess PBC success	
				4. Teachers will be training on CLASS strategies by ED Team	

**Program Goal 5: - Health and Safety**

**Create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program.**

**Financial Objective - \$2,750**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Strengthen relationships with Health and Dental Providers	1. Health and Dental providers will have an understanding of Head Start Regulations through inter-agency meetings			1. State Department of Health is working with Head Start to make sure providers understand what is to be completed as part of the state Health Exam for children.	
2. Strengthen partnerships with HHS and Texas Department of Health	2. At least 98% of the students will maintain insurance coverage			2. 96 % maintained health insurance	
3. Strengthen community collaborations to facilitate parent/family trainings	3. At least 30% of parents will attend monthly parent meetings			3. 28% attended parent meetings	
4. Strengthen communication between Head Start and ISD staff	4. Head Start and ISD staff will communicate effectively when an area of concern arises though joint staff meetings			4. Staff meetings were held to ensure communication	

-Activities or Action Steps to Meet Objective Above:

- Monthly Parent Meetings, Monthly Health implementation Meetings, Provider MOU's renewed every other year, Child Plus Reports reviewed monthly,

-Data, Tools, or Methods for Tracking Progress Above:

- Parent meeting records, Medical/Dental Provider Contracts and Services, Child Plus Health Insurance Reports, Health implementation meetings held monthly – agendas and sign-in sheets

**Program Goal 5: - Health and Safety**

**Create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program.**

**Financial Objective - \$2,750**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
<b>Challenges</b>				1. Providers do not understand the requirement of Texas Health Steps	
				2. Parents do not maintain health insurance	
				3. Parents lack motivation to attend parent meetings/activities	
				4. ISD/Head Start staff maintaining on-going communication	
<b>Plan of Action for Challenges</b>				1. State Health Department Communicates w/HS on Texas Health Step requirements	
				2. Health Team Meetings will focus on data ( track insurance coverage)	
				3. FSWs will create new agreements with community resources	
				4. HS/ISD staff will work together to implement services to students	

**Program Goal 6: - Management Systems/ Program Governance**

To 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.

**Financial Objective - \$20,500**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Monitor Campus Based Budgets	1. Campus Directors will gain an understanding of costs associated with operating their Campus by monitoring budgets	{progress/outcome}	...	1. Program Manager updates Campus-based budgets monthly	
2. Financial Objectives listed in the Strategic Plan will be discussed with the Financial Director and Executive Director during monthly finance meetings	2. Financial objectives will be met	...		2. Finance meetings are scheduled twice per month – at least one meeting per month is held on a regular basis	
3. Obtain Retirement Match for Head Start Staff	3. Boost employee morale			3. Executive Director has completed an extensive study on how to implement a retirement match for Agency employees – with the current funding sources this is not allowed	
4. Update the financial policies and procedures to reflect Part 2 CFR 200 and Part 45 CFR	4. Compliance with the new regulations			4. Executive Director and Finance Director have completed 75% of the Finance Manual update	

-Activities or Action Steps to Meet Objective Above:

- Finance Meetings, Campus Director Meetings, Meeting with the Executive Director to update policies

-Data, Tools, or Methods for Tracking Progress Above:

- Meeting minutes
- Monthly Reports collect the number of disability children

**Program Goal 6: - Management Systems/ Program Governance**

To 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.

**Financial Objective - \$20,500**

**Progress Percentage – 95%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
<b>Challenges</b>				1. Campus Director’s understanding of the Head Start Budget and how it operates	
				2. None at this time	
				3. Finding ways to boost employee morale and stay within regulations	
				4. None at this time	
<b>Plan of Action for Challenges</b>				1. Provide training with the Campus Directors during CD Meetings	
				2. None at this time	
				3. Meet with HR to find ways to boost employee morale	
				4. None at this time	

**Program Goal 7: - Management Systems/ Program Governance**

To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.

**Financial Objective - \$14,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Full utilization of Child Assessment System	1. There will be reliable data to analyze from the Child Assessment system	{progress/outcome}	...	1. The Child Assessment system is being fully utilized	
2. Create user friendly data reports for parents and staff	2. Staff and parents will be able to read data reports through pre/post surveys	...		2. Computers/ copiers/ printers are updated on a regular basis and discussed at Support Services meetings at least twice per year	
3. Update the phone system to integrate technology	3. Communication will be more efficient			3. Technology is constantly being updated – phone system was changed to a VOIP System	
-Activities or Action Steps to Meet Objective Above:					
<ul style="list-style-type: none"> <li>• Support services Bi-Annual Meeting, Training on Child Assessment System</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above:					
<ul style="list-style-type: none"> <li>• Child Assessment Data, Maintenance Action Tickets, Inventory Reports, Support Services Meeting Agenda/Minutes</li> </ul>					
Challenges				1. One person is trained to assess Program Circle Assessment Reports	
				2. New electronic devices are not installed in a timely manner	
				3. None at this time	
Plan of Action for Challenges				1. Utilize additional staff to be trained on accessing CIRCLE	

**Program Goal 7: - Management Systems/ Program Governance**

**To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program.**

**Financial Objective - \$14,300**

**Progress Percentage – 75%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				Program Reports; i.e. Education Team, HS Director and HS Program Manager	
				2. Self-Assessment Program Improvement Plan has been implemented for this area	
				3. None at this time	



**Program Goal 8: - Management Systems/Program Governance**

To serve as partners of change by embracing the aspirations of the Head Start Governing Board, Policy Council, and local community.

**Financial Objective - \$5,700**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. Increase Head Start volunteer participation	1. The amount of parents and community members that volunteer will increase by 30%	{progress/outcome}	...	1. 91 %of the parents volunteer	
2. New Governing Board and Policy Council Members will receive orientation	2. The Governing Board and Policy Council will be more knowledgeable of roles and responsibilities	...		2. Governing Board and Policy Council members' are trained on a regular basis. New members are provided an orientation to their roles and responsibilities. They also are given a self-assessment at least annually.	
-Activities or Action Steps to Meet Objective Above: <ul style="list-style-type: none"> <li>Governing Board and Policy Council Meetings, Volunteer Hours viewed monthly</li> </ul>					
-Data, Tools, or Methods for Tracking Progress Above: <ul style="list-style-type: none"> <li>PIR Report, Governing Board and Policy Council Minutes/Agendas, Orientation Documents, Volunteer Forms</li> </ul>					
<b>Challenges</b>				1. Motivating parents/ community members to attend meetings/ activities	
				2. GB/PC Members retaining knowledge of the HS Program	
<b>Plan of Action for Challenges</b>				1. Schedule trainings/meetings that benefit parents and the community	

**Program Goal 8: - Management Systems/Program Governance**

To serve as partners of change by embracing the aspirations of the Head Start Governing Board, Policy Council, and local community.

**Financial Objective - \$5,700**

**Progress Percentage – 90%**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
				2. GB/PC Members will answer questions at each meeting about their roles and responsibilities	

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Approaches to Learning**

**Goal:** *Children will demonstrate initiative and independence.*

*Early Learning Outcomes Framework: Approaches To Learning Domain: Goal P-ATL-10*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Domain: Goal I.A.4.*

**Objective:** 90% of the children will meet or exceed expectations demonstrating an interest in various topics and activities.

### **Implementation Strategies**

- Staff provides manipulatives, toys and other equipment and games that are of interest.
- Staff rotates materials often to create interest.
- Staff model deliberate, strategic engagement in activities.

## **Cognitive Mathematics Development**

**Goal:** *Children will be able to name numbers and sequence count.*

*Early Learning Outcomes Framework: Mathematics Development Domain: Goal P-Math -1*

*Texas Pre- Kindergarten Guidelines: Mathematics Domain: Goal V.A.4.*

**Objective:** 70% of the 3 year old children will meet or exceed expectations in naming numbers and sequence counting.  
75% of the 4 year old children will meet or exceed expectations in naming numbers and sequence counting.

### **Implementation Strategies**

- Staff will utilize a variety of materials for children to count.
- Staff model counting out loud by starting with 1 and counting throughout the day.

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Language and Literacy**

**Language Goal: Children will develop strong receptive and expressive language skills.**

*Early Learning Outcomes Framework: Language and Communication Domain: Goal P-LC-7*

*Texas Pre- Kindergarten Guidelines: Language and Communication Domain: Goal II.D.3.*

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

*Early Learning Outcomes Framework: Literacy Domain: Goal P-Lit 3*

*Texas Pre- Kindergarten Guidelines: Emerging Literacy/Reading Domain: Goal III.C.1.*

**Objective:** (FS) 75% of the 3 year old children will name 15 upper/13 lowercase and produce sounds associated with letters.  
90% of the 4 year old children will name 20 upper/17 lower case letters and produce sounds associated with letters.

(CA) 45% of the 3 year old children will name 15 upper/13 lowercase and produce sounds associated with letters.  
60% of the 4 year old children will name 20 upper/17 lower case letters and produce sounds associated with letters.

*(FS- Frog Street Assessment Objective/ CA- CIRCLE Assessment Objective)*

### **Implementation Strategies**

- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for language and literacy.
- Staff utilizes the letter wall with advanced vocabulary for theme units.
- Staff give children opportunities to play with words and sounds in songs.

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Perceptual, Motor, and Physical Development**

**Goal: Children will demonstrate effective and efficient use of large and small muscles.**

*Early Learning Outcomes Framework: Perceptual, Motor, and Physical Development Domain: Goal P-PMP 1*

*Texas Pre- Kindergarten Guidelines: Physical Development Domain: Goal IX.A.2.*

*Objective:* 100% of the 3 year old children will meet or exceed expectations demonstrating control, strength and coordination of large and small muscles.

100% of the 4 year old children will meet or exceed expectations demonstrating control, strength and coordination of large and small muscles.

### **Implementation Strategies**

- Staff uses a variety of gross motor activities in the classroom.
- Staff will utilize *I Am Moving, I Am Learning*.
- Staff will spend time engaged in gross motor play in the classroom, gym and outdoors to gain gross motor manipulative skills.
- Staff will guide children on the process of how to open and close hands (e.g. by using clothes pins, stress balls and/or tongs leading to cutting with scissors).

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2018 - 2019**

## **Social and Emotional Development**

**Goal: Children use basic problem-solving skills to resolve conflicts with other children.**

*Early Learning Outcomes Framework: Social And Emotional Development Domain: Goal P-SE 5*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.5.*

**Objective:** 90% of the 3 year old children will meet or exceed expectations in problem –solving conflicts with occasional reminders or assistance from the teacher.  
90% of the 4 year old children will meet or exceed expectations in problem-solving conflicts with occasional reminders or assistance from the teacher.

### Implementation Strategies

- Staff plans activities with the children that promote connection and self control, including Conscious Discipline strategies (Example: Feeling buddies, I Love You Rituals, Shubert Books).
- Staff establishes consistent and developmentally appropriate classroom routines and rules with children input.

## **Parent Goal**

**Goal: Families will work with child/children to complete weekly Home Activities.**

*Early Learning Outcomes Framework: Social And Emotional Development Domain: Goal P-SE 1*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.3.*

**Objective:** 80% of all parents will work with their child/children to complete Home Activities.

### Implementation Strategies

- Staff will send Activities home on Tuesday and Thursday of each week.
- Parents will sign how many minutes spent with child.
- Parents will sign Home Activities Form indicating activity has been completed.

# Parent, Family, and Community Engagement Framework School Readiness Goals 2018-2019

## **Family Well-Being:**

**1. Goal:** Parents will complete initial dental exams and six month dental follow-ups.

**Objective:** 80% of parents will complete initial dental exams and six month dental follow-ups.

### **Action Steps:**

1. All parents will receive information, monthly, on parent calendar/newsletter concerning the importance of regular dental exams.
2. Train Family Service workers on importance of regular dental exams.
3. Discuss dental exams with parents at Home Visits.

## **Positive Parent-Child Relations:**

**2. Goal:** Parents will increase parenting skills through parent trainings.

**Objective:** 40% of all parents will participate in parent curriculum activities.

### **Action Steps:**

1. Family Service Staff/Campus Directors will implement parenting curriculum on their campus.
2. Each Campus will have a family event in connection with the parenting curriculum.

## **Families as Lifelong Educators:**

**3. Goal:** Parents will increase education at home.

**Objective:** 80% of all parents will complete home activities with their child.

### **Action Steps:**

1. Family Service Staff will stress the importance of home activities to increase their child's school readiness skills.
2. Parents will receive home activities from the campus on a weekly basis.

# Parent, Family, and Community Engagement Framework School Readiness Goals 2018-2019

## **Families as Learners:**

**4. Goal:** Families will be provided resources for increased understanding in importance of a college education.

**Objective:** 25% of parents will attend college information training.

### **Action Steps:**

1. Family Service staff will give parents information regarding college information.
2. Parent Meeting will contain information on college enrollment, importance of a college education, and area colleges.

## **Family Engagement in Transition:**

**5. Goal:** Parents will learn the importance of attendance on their child's educational future

**Objective:** 97% average daily attendance

### **Action Steps:**

1. Family Service Specialist and/or ISD Partnership Staff will attend parent meetings and stress the importance of attendance.
2. Family Service Staff will contact parents daily when children are absent from the program.

## **Family Connections to Peers and Community:**

**6. Goal:** Increase family engagement to ensure parents have access to community resources

**Objective:** 75% increase in community resource knowledge

### **Action Steps:**

1. Family Service Staff will provide community resources to parents at Home Visits.
2. Parents will receive a user friend Community Resource Guide.
3. Family Service Staff will become knowledgeable of all local community resources.



# Parent, Family, and Community Engagement Framework School Readiness Goals 2018-2019

## **Parents as Advocates and Leaders:**

**7. Goal:** Ensure that each parent's opinions are heard and included in program planning process

**Objective:** 90% of parents will interact with Family Service Worker during Home Visits.

### **Action Steps:**

1. Family Service Staff will stress the importance of participation in Home Visits.
2. Parents will understand the importance of Policy Council and will be encouraged to attend Policy Council meetings even if a non-voting member.