




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, September 26, 2018 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**


**CALL TO ASSEMBLY**

*Please rise.*

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

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

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

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

**Invocation**

- 1. Call Meeting to Order**
- 2. Recognize New Policy Council Members**
- 3. Establishment of Quorum**
- 4. Approval of Agenda**
- 5. Approval of Minutes for June 27, 2018**
- 6. Presentations**
  - A. Linden Head Start Carlin Johnson
  - B. Head Start Policy Council Bridgette Parton  
Orientation - Training
- 7. Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report September 2018
    - b. Credit Usage Report September 2018
    - c. CACFP Financial Report September 2018
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report September 2018
    - b. PIR Report September 2018
  - C. Executive Director Report Dan Boyd
- 8. Actions Items**
  - A. Nominations/Elections of New 2018-2019 Policy Council Officers
  - B. Set Date and Time for Policy Council Meetings

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**Head Start**  
**Policy Council Meeting**  
**Wednesday, September 26, 2018 9:15 am**  
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- C. Discuss and/or Approve Meeting Date Changes
  - a. November and December – December 4, 2018
- D. Discuss and/or Approve Policy Council By-Laws
- E. Discuss and/or Approve CSNT Annual Report
- F. Discuss and/or Approve Job Descriptions

**9. Committee Reports**

- A. Appoint Committee Members

**10. Discussion Items**

**None**

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

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

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Wednesday June 27, 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	Jun-18
<b>Chairperson - Tamaithia Sartor</b>			x	x	x	x	x	x	x	x	x
<b>Vice Chairperson - Olivia Woodruff</b>			x	x	x		x	x		x	x
<b>Secretary - Stacy Guerrero</b>			x	x	x	x	x	x	x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	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	x
Amber Kimbriel	Atlanta Head Start	Alternate									
Courtney Crow	Bloomburg	Representative		x	x						
Kimberly Jordan	Bloomburg	Alternate				x		x	x		x
Stacy Guerrero	D/LS	Representative	x	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	x
Dawn Hansche	Linden	Alternate									
Whitney Williams	Naples	Representative									
Kassi Croley	Naples	Alternate									
Jessica Wilson	New Boston	Representative	x		x	x	x	x	x		x
Sondra Lyon	New Boston	Alternate									
Liliana Hernandez	Pittsburg	Representative	x	x	x	x					
Martavius Jones	Pittsburg	Representative							x		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 and Susan Horner

**1. Call to Order:** The meeting was called to order by Tamaithia Sartor, Policy Council Chairperson at 9:18 am June 27, 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, Brenda Swisher, Kimberly Jordan, Jessica Wilson and Martavius Jones.

**4. Approval of Agenda:**

Members reviewed the agenda. Martavius Jones moved to accept the agenda with removing training from the agenda. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**5. Approval of Minutes from May 30, 2018:**

Stacy Guerrero moved to approve the minutes of the May 30, 2018 meeting as presented. The motion was seconded by Jessica Wilson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**6. Presentations:**

**A. Training**  
None

**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

## **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)**

Jessica Wilson moved to approve the Head Start Grant#06CH7174/05 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 2018 Strategic Plan**

- a. Program Goals**
- b. 2018-2019 School Readiness Goals**
- c. Parent Family and Community Engagement Goals**

Martavius Jones moved to approve the 2018 Strategic Plan as presented. The motion was seconded by Olivia Woodruff. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

### **C. Discuss and/ or Approve not having a meeting in July**

Olivia Woodruff moved to approve not having a meeting in July 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.

**10. Discussion Items:**

**A. Discuss Final PIR 2017-2018**

Bernadette Harris reviewed the Final PIR 2017-2018 as presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Stacy Guerrero moved for Policy Council to go into Executive Session at 9:41 am. Olivia Woodruff seconded the motion.

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

Martavius Jones made a motion to come back into regular session at 9:45 am. Stacy Guerrero 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 9:46 am. The motion was seconded by Olivia Woodruff.

**Minutes Submitted by: Bridgette Grandmaison**

**Minutes approved by:**



# **BOARD & POLICY COUNCIL Orientation Training**

**Community Services of Northeast  
Texas, Inc.**

# Table of Contents

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- Personnel Management
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# Meeting Overview

The Board meets:

- Every month in Linden Administration Conference Room (except Nov/Dec are combined)
- Typically the 4<sup>th</sup> Wednesday of the month at noon
- Lunch is served before meeting
- The \_\_\_\_\_ is the Board's Annual Meeting

# Meeting Overview

The PC meets:

- Every month in Linden Administration Conference Room (except Nov/Dec are combined)
- Typically the 4<sup>th</sup> Wednesday of the month at 9:15 AM
- Members are served a brunch
- Normally, meetings do not occur in July/August

# Meeting Overview

## **Board membership consists of:**

- Private
- Public
- Government

## **Board members counties represented:**

- Bowie
- Camp
- Cass
- Morris
- Marion

# Meeting Overview

## **PC membership consists of:**

- Elected parents/guardians of currently enrolled Head Start students
- Community Representatives
- Can not serve more than 3 years

## **PC membership counties represented:**

- Bowie
- Camp
- Cass
- Morris

# Meeting Overview

## Board membership consists of:

Individuals that reflect the communities served and have expertise in education, business, administration, or community affairs.

- Head Start funding requires at least one member with background and expertise in fiscal management or accounting; one with early childhood education and development; and one who is an attorney. If someone with those qualifications is not available to serve as a member, the Board hires a consultant to work with the Board; and parents of current and former Head Start students.
- A member of the Policy Council

# Meeting Overview

## PC membership consists of:

Elected parents/guardians of currently enrolled Head Start students and community representatives

- One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.
- One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and be a reflection of the communities being served.
- One member of the Board of Directors

# Meeting Overview

## Board Agenda:

- Packets are mailed at least one week before the meeting date

## Board meetings are:

- Professional meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that Board members have time and opportunities to reflect on – *from my point of view, does this seem right? Is there something else that needs to be considered?*

# Meeting Overview

## PC Agenda:

- Packets are mailed at least one week before the meeting date

## PC meetings are:

- Professional, but informal meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that PC members have time and opportunities to reflect on – *from my point of view, does this seem right? Is there something else that needs to be considered?*



**Governance:** Exercising authority over an organization

**Shared Governance:**

- A key value and requirement

Board has majority of governance responsibility but shares it with:

- Policy Council
- Chief Executive Director

# Governance

Community Services governance is defined by:

- Non profit agency laws
- Head Start Regulations
- The Board of Directors

# Governance

## Board of Directors responsibilities:

- Establish policies/procedures to implement high quality programs
- Establish/implement internal controls and fiscal oversight of the Agency
- Establish/implement internal dispute resolutions with other committees and councils

# Governance

## Policy Council responsibilities:

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in standards
- Develop/review policies and procedures described in standards

# Governance – Check-up???

- 1.) Which of the following are not Board Governance responsibilities?
  - a. Fiduciary
  - b. Fiscal
  - c. Operational
  - d. Legal
  - e. General Governance
  
- 2.) Shared governance is a requirement of which of the following:
  - a. Non-profit law
  - b. Texas Education Agency
  - c. Federal Head Start Grant requirements
  - d. Federal Part C of the Individuals with Disabilities Education Improvement Act (IDEA) funding requirements

# Monitoring, Evaluation, Planning

Part of every Board Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, audits

Members evaluate:

- Annual Agency Self-Assessment, annual ED performance review

Members planning:

- Long/short-range plans, all program improvement plans, all Agency issues brought before the Board

# Monitoring, Evaluation, Planning

Part of every PC Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, budgets

Members evaluate:

- Annual/monthly program assessments, monthly program performance reports

Members planning:

- Long/short-range plans, all program improvement plans, all program issues brought before the Council

# Monitoring – Check-up???

- 1.) Monitoring includes which of the following?
  - a. Updates to service plans
  - b. Audit Reports
  - c. Financial Reports
  - d. All of the above
  - e. None of the above
  
- 2.) An example of an evaluation conducted by the Board/PC is:
  - a. Site safety inspections
  - b. Agency/Program Self-Assessments
  - c. Child Accident Reports
  - d. Parent Surveys
  - e. Teacher Performance Reviews



# Monitoring – Check-up???

3.) Planning includes which of the following?

- a. The meeting Agenda when it has planning as a special topic
- b. At every meeting
- c. Once a year during Self-Assessments
- d. Only at committee meetings
- e. None of the above

4.) An example of Governance involvement in developing policies and procedures includes:

- a. Approving all policies and procedures
- b. Writing, approving and disseminating policies
- c. Explaining policies to staff
- d. Updating reference manuals with new policies and procedures
- e. Not involved, all of above are staff functions

# Financial Management

CSNT's Fiscal Year runs October 1 – September 30, although funding is received from multiple funding sources with various funding years.

- Head Start Funding Year                      Dec. 1 – Nov. 30
- CSBG Funding Year                              Jan. 1 – Dec. 31
- DADS Funding Year                              Oct. 1 – Sept. 30
- CEAP Funding Year                              Jan. 1 – Dec. 31
- CACFP Funding Year                              Oct. 1 – Sept. 30
- Salvation Army Funding Year                  Oct. 1 – Sept. 30
- TLC Funding Year                                Oct. 1 – Sept. 30

# Financial Management

The Board must approve:

- Budgets for all programs
- Budgets for funding applications
- Wage increases and salary scales
- Check signers
- Audit Reports
- Operational decisions with liability risks

# Financial Management

## Policy Council must approve:

- Head Start budget
- All Head Start budget changes
- All Head Start funding applications

# Financial Management – Check-up???

- 1.) What purchases must be approved by the Board and PC?
  - a. \$500 or more
  - b. \$5,000 or more
  - c. Any collective order over \$10,000
  - d. Only buses for Head Start
  - e. All purchases
  
- 2.) The Board/PC must approve which of the following:
  - a. Bulk food orders
  - b. Meal Delivery Driver mileage reimbursement
  - c. Program Director time sheets
  - d. All program budgets (including Head Start for PC)
  - e. Teacher classroom supplies

# Financial Management – Check-up???

- 3.) What should you do if you are feeling confused about financial management?
  - a. Re-read documents in your packet
  - b. Don't worry about it ...your role is to make decisions
  - c. Resign your position
  - d. Ask management staff to explain
  - e. Post questions about the issue to Facebook
  
- 4.) How should you vote if you do not understand the action item?
  - a. Vote like the other members
  - b. Remain quiet when vote is taken
  - c. Shout loudly that more discussion is needed
  - d. Abstain from voting due to lack of understanding of the action item
  - e. The best thing is to vote against the action item

# Personnel Management

**Policies:** Board reviews & approves personnel policies and procedures prepared by Executive Director and other management staff

***Policy Council also approves***

# Personnel Management

Board approves hiring of:

- Executive Director
- Upper management positions

Board approves other personnel actions:

- Any action related to Executive Director including and up to termination of Executive Director



# Personnel Management

## Other Board responsibilities:

- Supervision and evaluation of the Executive Director
- Hear “Whistleblower” complaints (employees reporting financial mismanagement)

# Personnel Management

PC approves hiring of:

- Head Start Director
- All personnel paid at least 50% from Head Start funding

# Personnel Management – Check-up??

1.) In which 2 areas does the Board get involved?

- a. Hiring of Finance Director
- b. Determining which staff will go to training conferences
- c. Creating routes for meal delivery drivers
- d. Completing Performance Evaluation for Executive Director
- e. Approving menu for Board lunches

2.) Which policy/procedures is not a part of the Personnel Policies and Procedures Manual?

- a. Terminations
- b. Personal Leave
- c. Staff Training
- d. FMLA
- e. Dress Code

# Personnel Management – Check-up??

- 3.) The Board participates in hiring for:
  - a. Upper management level staff
  - b. Teachers
  - c. No positions
  - d. All positions
  - e. Case Managers
  
- 4.) How does the Policy Council participate in terminations of Head Start staff?
  - a. Vote at Policy Council Meeting
  - b. One member calls the Board Chair
  - c. Policy Council Members interview prospective staff
  - d. Policy Council has no involvement in hiring or terminations of staff
  - e. Policy Council creates a Committee to handle personnel issues

# Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Executive Director
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

# Internal Controls

- Every Financial transaction has a documented trail of every involved staff (Signatures/initials and dates)
- More than one person is always involved with every cash or computer system transaction
- Clear roles and responsibilities (do's and don'ts) for every staff involved in fiscal transactions.

# Internal Controls

## Board of Directors

- Review Monthly Financial Reports
- May request information at any time
- Receives and reviews annual audits
- Establishes procedures for:
  - a. Salaries/wages
  - b. Property management
  - c. Contracting

# Internal Controls

## Independent Auditor:

- Verifies CSNT internal controls
- Identifies any problems or areas of concern
- Discusses the audit and any problems or concerns directly with the Board



# Internal Controls – Check-up???

1.) Board and PC Members will see financial information at least how many times per year?

- a. Once per year
- b. Quarterly
- c. Twice per month
- d. Once per month
- e. When they ask to see financial documents

2.) The independent auditor performs an agency audit:

- a. Every 3 years when Head Start is reviewed
- b. Every year
- c. In response to an inquiry about financial management practices
- d. As infrequently as possible
- e. When contacted by Board Chair

WHEW!!!!!!!

***Any questions,  
comments,  
or concerns?***

# Head Start

## Financial Report for the month of September 2018

(August 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	\$2,460,387.00	\$225,499.16	\$1,738,917.28	\$721,469.72	\$205,032.25	\$1,845,290.25	\$106,372.97
Fringe Benefits	\$633,204.00	\$69,794.45	\$491,615.84	\$141,588.16	\$52,767.00	\$474,903.00	(\$16,712.84)
Travel (4120)	\$22,150.00	\$2,050.59	\$23,787.39	(\$1,637.39)	\$1,845.83	\$16,612.50	(\$7,174.89)
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$4,666.67	\$42,000.00	\$42,000.00
Supplies	\$145,490.00	\$9,596.77	\$72,726.73	\$72,763.27	\$12,124.17	\$109,117.50	\$36,390.77
Contractual	\$17,838.00	\$0.00	\$10,346.04	\$7,491.96	\$1,486.50	\$13,378.50	\$3,032.46
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$464.35	\$14,639.86	\$8,848.14	\$1,957.33	\$17,616.00	\$2,976.14
Other (4122)	\$504,735.00	\$47,554.37	\$418,823.91	\$85,911.09	\$42,061.25	\$378,551.25	(\$40,272.66)
<b>Total</b>	<b>\$3,863,292.00</b>	<b>\$354,959.69</b>	<b>\$2,770,857.05</b>	<b>\$1,092,434.95</b>	<b>\$321,941.00</b>	<b>\$2,897,469.00</b>	<b>\$126,611.95</b>
T&TA	\$45,638.00	\$2,514.94	\$38,427.25	\$7,210.75	\$3,803.17	\$34,228.50	(\$4,198.75)
<b>Total</b>							
USDA Reimbursements through May 2018							\$79,771.25
Estimated USDA Reimbursement for August 2018							\$9,507.03
							<u>\$215,890.23</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	\$160,970.50	\$14,789.99	\$115,452.38	\$13,414.21	\$120,727.88	\$5,275.50
Per Child	\$7,487.00	\$687.91	\$5,369.88	\$623.92	\$5,615.25	\$245.37

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$965,823.00	\$61,362.95	\$1,027,158.87	(\$61,335.87)

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -September 2018

#### Capital One Credit Card

Purchases for July 2018		2,494.53
Payment due by 08/30/2018	Pd on 08/15/2018	<u>(2,494.53)</u>
Balance		-

#### Lowes Credit Card

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

#### Sam's Club Credit Card

Purchases for July 2018		347.42
Payment due by 08/28/2018	Pd on 08/22/2018	<u>(347.42)</u>
Balance		-

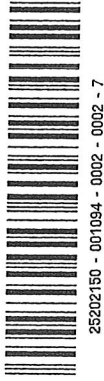
#### Line of Credit

Program	CSBG B	CSBG SP D	LOCAL ADMIN		
Highest August 2018 balance	-	-	-	-	-
Current balance	-	-	-	-	-
Exp pay off date					

#### In House Line of Credit

Program	CEAP B	ETCOG	VET Ser NOW		
Highest August 2018 balance	11,500.00	107,021.06	2,078.34	-	-
Current balance	2,800.00	107,021.06	-	0.00	-
Exp pay off date	9/30/18	-			

#### Capital One Bank Loans



ACCT. NUMBER: xxxx xxxx xxxx 7041		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE .00
NEW BALANCE	2,494.53	MINIMUM PAYMENT DUE 2,494.53
AVAILABLE CREDIT	7,505.47	PAYMENT DUE DATE 08-30-18

**RECEIVED**  
AUG 13 2018  
BY: *[Signature]*

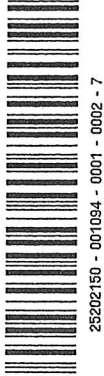
FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$0.00	0.9992%	11.99%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
			<b>ANNUAL PERCENTAGE RATE*:</b>	<b>11.99%</b>
			Periodic rates may vary	
			Number of days in billing cycle: 31	
* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.				

CORPORATE ACCOUNT ACTIVITY				
COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx 7041			TOTAL CORPORATE ACTIVITY \$5,278.57 CR	
Post Date	Trans Date	Reference Number	Transaction Description	Amount
07-30	07-30	75528028211168000410015	PAYMENT RECEIVED -- THANK YOU	5,278.57 PY

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD xxxx-xxxx-xxxx 7041		CREDITS \$207.77	PURCHASES \$2,702.30	CASH ADV \$0.00	TOTAL ACTIVITY \$2,494.53
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
07-16	07-13	55432868194200984121529	COURTYARD LOUISVILLE LOUISVILLE KY 194003 ARRIVAL: 07-13-18	1,259.80	
07-23	07-12	55436878201151946748394	OMNI HOTELS LOUISVILLE KY 1106736 ARRIVAL: 07-08-18	207.77 CR	
07-27	07-26	55500368207036000907852	ALOFT DALLAS DOWNTOWN DALLAS TX 377607 ARRIVAL: 07-23-18	499.50	
07-27	07-26	55500368207036000907894	ALOFT DALLAS DOWNTOWN DALLAS TX 377608 ARRIVAL: 07-23-18	471.50	
07-27	07-26	55500368207036000907902	ALOFT DALLAS DOWNTOWN DALLAS TX 377609 ARRIVAL: 07-23-18	471.50	



Capital One, N.A.  
Corporate Card Statement



25202150 - 001094 - 0001 - 0002 - 7

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

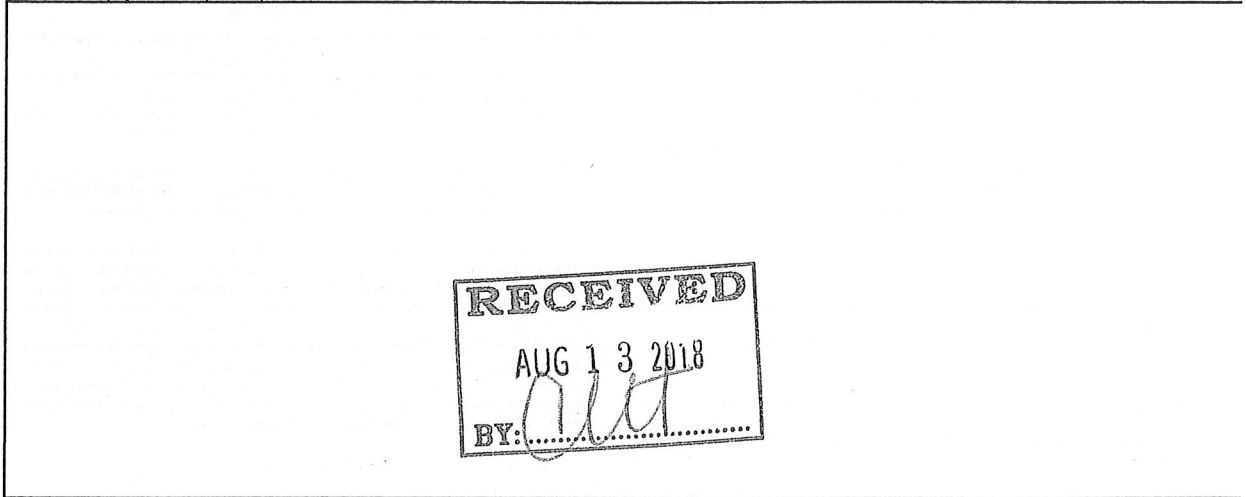
\*\*T0001106

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	08-30-18
MINIMUM PAYMENT	\$2,494.53
NEW BALANCE	\$2,494.53

AMOUNT  
ENCLOSED \$



Please tear payment coupon at perforation.



RECEIVED  
AUG 13 2018  
BY: *alt*

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXX 7041

CLOSING DATE	08-05-18	PREVIOUS BALANCE	5,278.57
PAYMENT DUE DATE	08-30-18	PURCHASES AND OTHER CHARGES	2,702.30
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	207.77
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	5,278.57-
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	.00
		OVERLIMIT FEES	.00
		NEW BALANCE	2,494.53
		MINIMUM PAYMENT DUE	2,494.53
		DISPUTED AMOUNT	.00

0-28  
1-28

# Sam's Club® Credit

COMMUNITY COUNCIL OF CASS

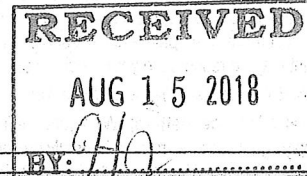
Account Number: 6046 0020 3929 1207

Visit us at samsclub.com/credit

Member Service: 1-800-203-5764

Summary of Account Activity	
Previous Balance	\$347.42
- Payments	\$347.42
+ Purchases/Debits	\$199.00
<b>New Balance</b>	<b>\$199.00</b>
Credit Limit	\$5,500.00
Available Credit	\$5,301.00
Statement Closing Date	08/08/2018
Days in Billing Cycle	31

Payment Information	
New Balance	\$199.00
Total Minimum Payment Due	\$50.00
Payment Due Date	08/28/2018



Transaction Summary				
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
07/09	07/09	P928000JG01SAT7NH	WALMART 000226 ATLANTA TX SAM'S/WAL-MART PURCHASE(S)	\$199.00
			Total for COMMUNITY COUNCIL OF CASS	\$199.00
07/23	07/23	P928000JX01ED52Q4	PAYMENT - THANK YOU	(\$347.42)

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	24.65% (v)	\$0.00	\$0.00	2D
(v) = variable rate					

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

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

MEMBER SERVICE: For Account Information log on to samsclub.com/credit. 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 180808 PAGE 1 of 5 9280 2000 MP17 01EW6709 3162

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



Account Number: 6046 0020 3929 1207

Total Minimum Payment Due	Payment Due Date	New Balance
\$50.00	08/28/2018	\$199.00

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

31620  
Q308



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



00050000034742 000500000019900 0006046002039291207

COMMUNITY COUNCIL OF CASS

ACCOUNT # 6046 0020 3929 1207

DATE OF SALE #: 180709

P.O. #:

INVOICE#: 008636

AUTHORIZATION #: 000509

CLUB #: 226

REFERENCE #: P928000JG01SAT7NH

TRANSACTION #: 8636

REGISTER #: 5

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
133950817	HAIER 8K BTU AC REM	1.000	EA	\$199.0000	\$199.00
<b>SUB \$199.00</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$199.00</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$199.00</b>

0-28  
1-28



# HEAD START NUTRITION PROGRAM

## *Financial Report*

For the month of August 2018

## CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 7,905.88	\$ 75,010.12
Administrative Labor	904.79	\$ 10,330.49
Food	3,054.76	\$ 63,596.99
Supplies & Equipment	4,883.94	\$ 9,391.29
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ 108.50
Operating Org Cost	-	\$ 827.59
Total	<u>\$ 16,749.37</u>	<u>\$159,264.98</u>

TDHS REVENUE - 119,644.19 (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	516	NA	NA	516			
# additional students (partnerships)	11	12	12	13	14	13	NA	NA	5			
% with Special Needs	8%	8%	8%	10%	11%	11%	NA	NA	4%			
ADA Funded Enrolled* (516)	92%	92%	93%	95%	97%	95%	NA	NA	96%			
Enrollment (w/additional students)	90%	90%	91%	93%	95%	92%	NA	NA	94%			
Present/ Absent	474/53	473/55	479/49	490/39	500/30	489/40	NA	NA	506/15			
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

\$941,446 (\$85,711) \$1,027,157 -9% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$1,027,157</b>	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748	\$ 133,034	\$ 132,051	\$ 60,526	\$ 62,693	\$ 61,363			

## Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>13%</b>	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464	\$ 279,334	\$ 321,876	\$ 380,846	\$ 427,370	\$ 480,399			

## Meals/Reimbursements

\$89,278	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16	20	19	NA	NA	12			
# of meals served	4,868	5,768	7,266	6,014	7,659	6,721	NA	NA	4,504			
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ 15,897	\$ 14,069	\$ -	\$ -	\$ 9,507	\$ -	\$ -	\$ -

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	87	121	411	198	350	437	NA	NA	0			
# Classrooms Observed	54	42	64	77	61	46	NA	NA	42			
Incomes Verified	0	7	3	0	3	221	NA	NA	310			
# Parents Interviewed	5	5	5	5	5	5	NA	NA	0			
# of Staff interviewed	5	4	3	9	16	32	NA	NA	0			
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0			
# Staff Files Reviewed	15	8	0	0	0	8	NA	NA	0			
# Community Contacts	15	30	40	50	53	53	NA	NA	0			
# of Findings Corrected	25	55	37	23	23	55	NA	NA	0			

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

## Program Updates

Beginning of the 2018-2019 School Year  
ACF-PI-HS-18-05 Duration Funding (1,020 hours of service)

**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-05	2. Issuance Date: 09/10/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Increased Program Hours; Duration	

**PROGRAM INSTRUCTION**

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start

**INSTRUCTION:**

The Office of Head Start (OHS) announces the availability of approximately \$295 million to be awarded for increasing the total annual hours of high-quality early education services offered to children enrolled in Head Start and Early Head Start center-based, family child care, and locally-designed programs. Of the \$295 million that may be available for award, \$257.4 million is available under Consolidated Appropriations Act of 2018 (Pub. L. 115-141), and additional funding may be available under fiscal year (FY) 2019 appropriations. Awards made under this Program Instruction (PI) are subject to the availability of federal funds.

This funding is not available to grants funded under the Early Head Start Expansion and Child Care Partnership appropriations.

OHS will award funds to grantees eligible under this PI. Funding is noncompetitive. OHS expects to award funds to eligible grantees in each of the 50 states, the District of Columbia, U.S. territories, and the Republic of Palau, pending fundable applications. Subject to appropriations, funds awarded would become part of a grantee's base funding in future years.

**Eligibility**

Eligibility criteria for Head Start and Early Head Start (EHS) grantees, including American Indian and Alaska Native (AIAN) and Migrant and Seasonal Head Start (MSHS) grantees, are described in this section.

Funds will be awarded in priority order by condition listed below. In the event fundable requests exceed available funding, conditions with lower priority will not be funded.

Grantees will not be awarded funding under this opportunity to extend program hours beyond 1,020 hours for Head Start center-based slots nor to extend program hours beyond 1,380 hours for family child care and EHS center-based slots.

For all grantees, eligibility will be determined using the data from the Program Schedule Verification Amendment in the Head Start Enterprise System (HSES), including grantees that have successfully competed and received awards since July 1, 2018.



Grantees meeting one or more of the conditions below are eligible to receive funds for the program(s) where the condition applies. Conditions are listed in priority order.

### **Conditions of Eligibility**

- **Condition 1:** EHS programs operating less than 100 percent of family child care and/or center-based slots at 1,380 hours
  - Eligible grantees may apply for funding to increase up to 100 percent of their Early Head Start center-based or family child care slots to operate for 1,380 hours.
- **Condition 2:** Head Start programs operating less than 100 percent of family child care slots at 1,380 hours
  - Eligible grantees may apply for funding to increase up to 100 percent of their Head Start family child care slots to operate for 1,380 hours.
- **Condition 3:** MSHS programs serving predominantly infants and toddlers and operating less than 45 percent center-based slots at 1,380 hours
  - Eligible grantees may apply for funding to increase up to 45 percent of their infant and toddler center-based slots to operate for 1,380 hours.
- **Condition 4:** Head Start programs operating double session variations with less than 45 percent of total center-based slots at 1,020 hours, and proposing to convert part-day, double session variations to single sessions
  - Eligible grantees may apply for funding to increase their percentage of Head Start center-based slots that operate for 1,020 hours up to 45 percent or, for very small programs, one classroom (which may exceed 45 percent in total).
- **Condition 5:** Head Start programs operating less than 45 percent of center-based slots at 1,020 hours
  - Eligible grantees may apply for funding to increase their percentage of Head Start center-based slots that operate for 1,020 hours up to 45 percent or, for very small programs, one classroom (which may exceed 45 percent in total).
- **Condition 6:** EHS programs operating a locally-designed option (LDO) with a combination model of classroom hours and home visits
  - Eligible grantees may apply for funding to increase their hours of service.
- **Condition 7:** Head Start programs operating an LDO with a combination model of classroom hours and home visits
  - Eligible grantees may apply for funding to increase their hours of service.

### **Ineligible**

- Requests proposed to supplant existing subsidies or other funding. For example, grantees using other funding sources, such as State or private funding, to operate slots for longer annual hours cannot apply to use this Head Start funding in lieu of existing streams of funding. OHS will use current program schedule data to determine eligibility for this funding.
- Grantees not meeting any of the seven conditions outlined above
- Requests to increase enrollment
- Requests proposed to increase other program costs not associated with extending service hours for applicable slots

### **Applying for Funds**

Applicants must submit all required materials, as explained below, by December 1, 2018.

Eligible applicants must submit an **Amendment to Increase Program Hours** in HSES. Application for these funds is voluntary. Further instructions are available in HSES.







Maximum no. of months to include in initial budget request based on scale-up, services to be provided, and requested start-up	7	8	9	10	11	12	13	14	15	16	17	18
---	---	---	---	----	----	----	----	----	----	----	----	----

*When proposing the initial budget, consider the implementation date of services by group/condition and the funds needed to scale up and provide such services. Identify requested start-up as a separate line item.*

Start-up costs must be identified as a separate line item in the SF-424A. Itemize and explain requests in the Narrative. Approval of start-up costs is not guaranteed. Start-up funds are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds.

Examples of start-up activities include classroom supplies, licensing, training, background checks for additional staff, busses, and space costs.

**Facilities**

Requests for funds to purchase, construct, or complete major renovations are subject to **Facilities, 45 CFR § 1303 Subpart E** of the Head Start Program Performance Standards. Applicants are encouraged to submit 45 CFR § 1303 materials with the application for funds to ensure timely review prior to award.

**Budget for 12-Month (Annual) Operations**

Applicants will provide a budget that includes the ongoing annual cost to increase program hours. The budget should be broken out by object class category on the SF-424A as "12-Month Budget" in the **Amendment to Increase Program Hours**. Further instructions are available in HSES.

In future budgets, these amounts may be added to the base CANs for Head Start and Early Head Start. Applicants must provide a narrative that describes the intended use of annual supplemental funds necessary to support the ongoing operating costs for the increased hours of service.

**Deadline**

All applications (Amendment to Increase Program Hours) must be submitted in HSES not later than December 1, 2018.

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

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

/ Deborah Bergeron /

Deborah Bergeron  
 Director  
 Office of Head Start

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](#)

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

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2018-2019		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	516	100%
Section: b. Funded Enrollment by Program Option		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Section: c. Detail - Center-based Funded Enrollment		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
Section: d. Total Cumulative Enrollment		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families mat receive Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	525	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	212	40.38% of cumulative enrollment
Four Years Old	313	59.62% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
Section: f. Homelessness Services		
Total Number of children experiencing homelessness that were served during the enrollment year	23	4.38% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	7	1.33% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	182	34.67% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	79	15.05% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	446	84.95% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	1	0.19% of cumulative enrollment
Asian	5	0.95% of cumulative enrollment
Black or African American	280	53.33% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.19% of cumulative enrollment
White	145	27.62% of cumulative enrollment
Biracial or Multi-Racial	50	9.52% of cumulative enrollment
Other Race	43	8.19% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

### Section: k. Language

English	462	88% of cumulative enrollment
Spanish	47	8.95% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	16	3.05% of cumulative enrollment

### Section: l. Health Services

Children With Health Insurance At Start of Enrollment	421	59.81% of cumulative enrollment
Children With Health Insurance At End of Enrollment	314	59.81% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	271	51.62% of cumulative enrollment
Children With A Medical Home At End of Enrollment	179	34.1% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	466	88.76% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	202	38.48% of cumulative enrollment
Children with a dental home at start of enrollment	265	50.48% of cumulative enrollment
Children with a dental home at end of enrollment	175	33.33% of cumulative enrollment

### Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	18	3.43% of cumulative enrollment
---	----	--------------------------------

### Section: n. Family Services

Total Number of Families	485	100% of total families
Families Who Received at Least One Family Service	147	30.31% of total families

### Section: o. Specific Services

Emergency or Crisis Intervention	10	2.06% of total families
Housing Assistance	6	1.24% of total families
Mental Health Services	2	0.41% of total families
English as a Second Language (ESL) Training	5	1.03% of total families
Adult Education	16	3.3% of total families
Job Training	9	1.86% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	0	0% of total families
Child Abuse and Neglect Services	10	2.06% of total families
Domestic Violence Services	1	0.21% of total families
Child Support Assistance	0	0% of total families
Health Education	130	26.8% of total families
Assistance to Families of Incarcerated Individuals	0	0% of total families
Parenting Education	124	25.57% of total families
Relationship or Marriage Education	1	0.21% of total families



Nominations/Election 2018-2019 Policy Council Officers

**Chairperson was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_ was nominated for Chairperson. The floor was asked **three times** if there were other nominations for Chairperson.

\_\_\_\_\_ moved to cease nominations.

This motion was seconded by \_\_\_\_\_. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**Vice Chairperson was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_ was nominated for Vice Chairperson. The floor was asked **three times** if there were other nominations for Vice Chairperson.

\_\_\_\_\_ moved to cease nominations. This motion was seconded by \_\_\_\_\_. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

**Secretary was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_ was nominated for Secretary. The floor was asked **three times** if there were other nominations for Secretary.

\_\_\_\_\_ moved to cease nominations.

This motion was seconded by \_\_\_\_\_. The motion was put to a vote with a majority of members voting in favor of by signaling aye. –

The following slate was adopted:

Chariperson: \_\_\_\_\_

Vice Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

\_\_\_\_\_ made a motion to approve the elected slate as presented. The motion was seconded by \_\_\_\_\_. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**Community Services of Northeast Texas  
Policy Council  
By Laws**

**ARTICLE I: NAME**

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

**ARTICLE II: PURPOSE**

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

**ARTICLE III: MEMBERSHIP**

**SECTION I**

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- \* Atlanta – One (1) representative and One (1) alternate
- \* Bloomburg – One (1) representative and One (1) alternate
- \* Daingerfield/Lone Star – One (1) representative and One (1) alternate
- \* Hughes Springs – One (1) representative and One (1) alternate
- \* Linden – One (1) representative and One (1) alternate
- \* Naples/Omaha – One (1) representatives and One (1) alternate
- \* New Boston – One (1) representative and One (1) alternate
- \* Pittsburg – One (1) representative and One (1) alternate
- \* Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

## **SECTION II: Term of Office**

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

## **SECTION III: Voting Rights**

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

## **SECTION IV: Member Obligations**

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

## **SECTION V: Confidentiality**

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

## **SECTION VI: Termination of Membership**

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

## **SECTION VII: Alternates**

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

**SECTION VIII: Head Start Staff Attendance**

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

**SECTION VIII: Council Representatives**

A Policy Council member can not profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

**ARTICLE IV: OFFICERS**

**SECTION I: Election and Term**

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

**SECTION II: Executive Committee**

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

**SECTION III: Special Committees**

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

**SECTION IV: Chairperson**

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

**SECTION V: Vice –Chairperson**

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

## **SECTION VI: Secretary**

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

## **ARTICLE V: MEETINGS**

### **SECTION I: Regular Meetings**

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Wednesday of each month at the CSNT Administration office. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:15 AM.

### **SECTION II: Special Meetings**

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

### **SECTION III: Notice of Meetings**

Notification of all meetings will be sent to all members and all alternates of the Council by letter at least seven (7) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

### **SECTION IV: Quorum**

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the "Act of the Policy Council".

### **SECTION V: Conduction of Meeting**

The Policy Council parliamentary process will follow PROBERT'S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

## **SECTION VI: Dispute/Impasse Resolution**

According to 45 CFR, Part 1301.6 , each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved\* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

### INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested\*\* parties.

### FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

\* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

\*\* Disinterested parties should not include any parents or family members of children currently enrolled in the Head Start Program, and any staff of Board members of the Grantee Agency, or Head Start Program.

## **ARTICLE VII: AMENDMENTS**

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 09/9/16





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**Offices, occupied buildings, and locations of operation in the following cities:**

Atlanta	Hughes Springs	Mt Pleasant
Bloomburg	Linden	Sulphur Springs
Naples	New Boston	Paris
Daingerfield	Texarkana	
Pittsburg	Jefferson	

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Community Services of Northeast Texas, Inc. currently employs 137 employees. The total payroll for fiscal year ending September 30, 2017 was \$3.5 million.

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CSNT, Inc. currently operates in 25 locations in a twelve county area. Nine of the locations operate the Head Start program. There is one location operating the nutrition program. Other programs are operated throughout the service area, which extends to two additional counties for the nutrition program.

# FINANCIAL DATA

Audited figures - Sept 30, 2017

## Revenue

### Federal Awards

Head Start	\$	3,694,229
Community Services Block Grant		506,636
Comprehensive Energy Assistance Program		2,214,492

### Fee-for-service contracts

Adult Nutrition		204,302
USDA-CACFP		135,302

### Private Funds

Salvation Army		3,145
Targeting Local Communities		1,122
Other cash donations		113,190
In-kind donations		1,282,651
Upshur Rural Power Company		4,819

**Total revenue all categories** \$ **8,159,887**

Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

## Expenditures

	Head Start	CSBG	CEAP	All others	Org. Total
Personnel	2,403,243	277,722	212,434	61,873	2,955,272
Fringe Benefits	591,659	58,505	40,183	29,333	719,680
Travel	11,882	25,144	1,113	3,287	41,426
Equipment <sup>1</sup>	27,500	645	3,648	19,917	51,709
Supplies <sup>2</sup>	117,196	28,876	37,878	7,349	191,299
Contractual services <sup>3</sup>					
Other (rent, utilities, operating expenses) <sup>4</sup>	2,118,059	115,744	1,919,236	109,426	4,179,224
Direct assistance services to, or on behalf of clients			15,202	1,914,932	1,930,134
					10,068,744

<sup>1</sup> For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

<sup>2</sup> Supplies in 'all others' includes all consumable and food costs for the nutrition programs

<sup>3</sup> This line item is for contracted services outside the normal scope of program operation

<sup>4</sup> The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not equal entire program funding amounts

## PROPOSED BUDGETS

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### Head Start

Personnel	\$	2,474,981
Fringe Benefits		618,745
Travel (4120)		12,150
Equipment		51,751
Supplies		143,037
Contractual		18,005
Facilities / Construction		0
Other (4120)		33,488
Other (4122)		511,135
<i>Total</i>	\$	<u>3,863,292</u>

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### Nutrition and Meal Delivery: United Health Care, and Cigna Health Spring

Salaries	\$	47,778
Fringe Benefits		16,506
Travel		0
Raw Food		76,273
Supplies		609
Equipment		1,192
Vehicle Costs		21,738
Other		14,964
<i>Total</i>		<u>\$179,062</u>

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### Community Services Block Grant

Personnel	\$	248,852
Fringe Benefits		54,958
Travel		21,005
Equipment		9,384
Supplies		22,778
Contractual		3,718
Other		69,028
Indirect Costs		0
<i>Total</i>	\$	<u>429,724</u>

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### Comprehensive Energy Assistance Program

Administration	\$	149,110
Household Crisis		830,219
Utility Assistance		830,219
Program Services		254,494
Travel		1,200
<i>Total</i>	\$	<u>2,065,242</u>

## HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	529
Average monthly enrollment (as a percentage of funded enrollment)	95%
Percentage of eligible children served	81%

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## RECENT REVIEWS

### The most recent review of the Head Start program revealed the following findings:

- CSSR - Comprehensive Services and School Readiness (no areas of non-compliance)
- Health & Safety - (No areas of non-compliance - one concern (1304.53(a)(10)(xiv) (bathroom flooring was replaced)
- Classroom Assessment Scoring System - Results within the benchmarks set by Head Start
- Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (no areas of non-compliance)
- Leadership, Governance, and Management Systems - will be reviewed in the future

### The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under A-133	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE

Auditor:

**Jarred, Gilmore & Phillips, PA**  
**Certified Public Accountants**  
**1815 S. Santa Fe**  
**P.O. Box 779**  
**Chanute, Kansas 66720**  
**620-431-6342**

## HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children up-to-date on schedule of age appropriate preventive and primary health care	79%
Percentage of enrolled children receiving dental exams	98%
Percentage of enrolled children with up-to-date immunizations	97%
Percentage of enrolled children with an IEP	10%

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## PARENT ENGAGEMENT ACTIVITIES

**CSNT, Inc. Head Start coordinates the following activities to promote parent involvement:**

- Parent Committee meetings
  - Parent Trainings and Activities
  - Monthly Policy Council meetings
  - Volunteering in classrooms
  - Stress management training
  - Job search and counseling from local colleges
  - EMS basic first aid training
  - Local college and university financial aid training
  - Cooperation with the TOYS FOR TOTS program
  - Implementation of the FRED (Families Reading Every Day) program
  - Implementation of Walk Across Texas - Parents walking with their children
- 

## PREPARING CHILDREN FOR KINDERGARTEN

**CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:**

- Provide a variety of learning styles and skill levels for school readiness
  - Provide opportunities for children to be independent and self-directed
  - Provide 'hands-on' activities
  - Establish healthy eating habits and proper lunchroom procedures
  - Provide orientation to Kindergarten Campus (when applicable)
  - Track and analyze data on each child's development using state-adopted, research-based assessments
  - Allow children to make a smooth transition into kindergarten
  - Coordinate with school districts and receiving programs for records needed
  - Initiate communication between Head Start and receiving program staff
  - Initiate joint training with Head Start teachers and receiving program staff
  - Provide parent-teacher communication for children making transition
  - Comply with new *Head Start Program Performance Standards*
-

## EFFORTS IN BUILDING SCHOOL READINESS

### CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Participation in the Texas Kindergarten Readiness System
- Implementation of the Texas Pre-K Guidelines and the Head Start Framework
- Implementation of a state-adopted, developmentally appropriate, research-based curriculum
- At least 15 hours of classroom-focused professional development annually for teachers
- Implementation of the Classroom Assessment Scoring System
- Implementation of Campus School Readiness Teams
- Monitoring of school readiness goals
- Partnerships with local education agencies
- Assessment systems that track data on a student's progress on a continuum
- Creation of student progress reports based on data

## 2018/2019 SCHOOL READINESS GOALS

<b>Social &amp; Emotional Development</b>	Children will use basic problem-solving skills to resolve conflicts with other children.
<b>Perceptual, Motor, and Physical Development</b>	Children will demonstrate effective and efficient use of large and small muscles.
<b>Approaches to Learning</b>	Children will demonstrate initiative and independence.
<b>Language and Literacy</b>	Children will develop strong receptive and expressive language skills.
	Children will name letters of the alphabet and produce correct sounds associated with letters.
<b>Cognitive Mathematics Development</b>	Children will name numbers and sequence count.
<b>Parent Involvement Goals</b>	Families will work with child/children to complete weekly home activities.

## Student Achievement/Progress in School Readiness 2017/2018

% Proficient at end of school year in each area - Frog Street Assessment				
	4-yr-old	3-yr-old	Disability	Dual Language
Language and Literacy	81%	70%	68%	NA
Mathematics	87%	78%	81%	NA
Social-Emotional	53%	48%	53%	NA
Science	83%	88%	79%	NA
Social Studies	90%	88%	83%	NA
Approaches to Learning	86%	90%	81%	NA
Perceptual Motor/Physical	98%	97%	96%	NA
% Proficient at end of school year in each area - CIRCLE Assessment				
	4-yr-old	3-yr-old	Disability	Dual Language
Rapid Letter Naming	49%	25%	37%	46%
Rapid Vocabulary	48%	34%	39%	36%

Phonological Awareness	76%	58%	62%	69%
Mathematics	74%	58%	63%	64%
Social-Emotional	89%	76%	79%	92%
Science	88%	76%	81%	80%
Social Studies	87%	74%	76%	78%
Approaches to Learning	85%	75%	75%	92%
Perceptual Motor/Physical	95%	84%	87%	97%

Number of persons receiving salary more than \$50,000

3

Federal minimum wage

\$ 7.25 per hour

Agency internal minimum wage

\$7.50 per hour

Head Start internal minimum wage

\$9.00 per hour

## Community Service Division

### Clients Served 2017

Home delivered meals

43,785

CSBG

5,364

Energy Assistance

8,208

Salvation Army

127

Food Banks

570

CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: [www.csntexas.org](http://www.csntexas.org)



## *People Helping People*

Our mantra: We do things the right way, the first time.

Our rule: The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

Our four gospels:

1. It must be legal.
2. It must be according to the regulations.
3. It must be good for the program and the families and children we serve.
4. It must be good for our employees.

# Policy Council Committee Members

## Self – Assessment

1. \_\_\_\_\_

2. \_\_\_\_\_

## Community Assessment

1. \_\_\_\_\_

## Finance Committee

1. \_\_\_\_\_

## School Readiness Committee

1. \_\_\_\_\_

2. \_\_\_\_\_

## ERSEA

1. \_\_\_\_\_

## Strategic Planning

1. \_\_\_\_\_

## Health Advisory

1. \_\_\_\_\_

2. \_\_\_\_\_