



Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, October 23, 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 September 26, 2018**
6. **Presentations**
 - A. Bloomberg Pre-K Academy Head Start Candie Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report October 2018
 - b. Credit Usage Report October 2018
 - c. CACFP Financial Report October 2018
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report October 2018
 - b. PIR October 2018
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, October 23, 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 Standard Operating Procedures

- a. Administrative Requirements
- b. Disability Services
- c. Education and Child Development
- d. ERSEA Policies
- e. Family and Community Engagement
- f. Financial Requirements
- g. Health Program Services
- h. Human Resources Management
- i. Program Governance
- j. Program Management and Quality Improvement
- k. Program Structure
- l. Protections for the Privacy of Child Records
- m. Transition Services
- n. Transportation

B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms

- a. Education
- b. Family and Community Engagement
- c. Mental Health-Disabilities
- d. Nutrition
- e. On-going Monitoring
- f. Staff Development – Training
- g. Strategic Plan

C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct

D. Discuss and/or Approve Personnel Policies and Procedures

E. Discuss and/or Approve Updated Volunteer Rates

10. Discussion Items

None

11. Audience Comments

12. Executive Session

A. Training – Hiring and Terminations

Bernadette Harris

B. 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, September 26, 2018 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-18
Chairperson – Olivia Woodruff			x
Vice Chairperson - Kimberly Jordan			x
Cecelia Huff			x
Brenda Swisher	Board Liaison/CC	Representative	x
La'Kimberly Simmons	Atlanta	Representative	
Chelsie McElwee	Atlanta	Alternate	
Kimberly Jordan	Bloomburg	Representative	x
Hayley Allums	Bloomburg	Alternate	x
Sheran West	D/LS	Representative	x
Kimber Fair	D/LS	Alternate	x
Ocie Ellison	Hughes Springs	Representative	
Peggy Peters	Hughes Springs	Alternate	
Olivia Woodruff	Linden	Representative	x
Tara Overmyser	Linden	Alternate	
Misha Diaz	Naples	Representative	
Victor Diaz	Naples	Alternate	
Ashley Oleson	New Boston	Representative	x
Tim Oleson	New Boston	Alternate	x
Stacey Armour	Pittsburg	Representative	x
Adrianna Smith-Hart	Pittsburg	Alternate	
Cecelia Huff	Texarkana	Representative	x
Trinchelle Morine	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Susan Horner, Samantha Moores and Robbie Hudson

1. Call to Order:

The meeting was called to order by Olivia Woodruff, Policy Council Representative at 9:30 am, September 26, 2018, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Brenda Swisher – Board Liaison, Kimberly Jordan – Bloomburg Head Start Representative, Sheran West – Daingerfield/Lone Star Head Start, Olivia Woodruff – Linden Head Start Representative, Ashley Oleson – New Boston Head Start Representative, Stacey Armour – Pittsburg Head Start Representative, Cecelia Huff – Texarkana Head Start Representative
Alternates: Hayley Allums – Bloomburg Alternate, Tim Oleson – New Boston, Kimber Fair – Daingerfield Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Brenda Swisher, Olivia Woodruff, Kimberly Jordan, Brenda Swisher, Ashley Oleson, Sheran West, Cecelia Huff, and Stacey Armour

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda. This motion was seconded by Stacey Armour. 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 June 27, 2018:

Ashley Oleson moved to accept the minutes of June 27, 2018 meeting as presented. The motion was seconded by Sheran West. 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

Robbie Hudson, Linden Head Start Lead Teacher and Samantha Moores, Linden Head Start Family Service Worker presented a power point presentation to the members. The power point had activities that had already occurred in Linden at the beginning of school. A few activities shown were the Grandparents Breakfast, Donuts with Dad and Muffins with Mom.

B. Head Start Policy Council Orientation Training – Bridgette Parton

The Policy Council members received a notebook that included the roles and responsibilities for Policy Council. Bernadette Harris explained the roles & responsibilities with the Policy Council members.

7. Reports:

A. Financial Report

Dan Boyd gave the financial report as presented. He explained how to read the Finance Report, Credit Card Usage Report and statements.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Action Items:

A. Nominations/election of new 2018-2019 Policy Council Officers:

Policy Council Chairperson was opened for nominations. Olivia Woodruff was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Ashley Oleson moved to cease nominations. This motion was seconded by Sheran West. 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. Kimberly Jordan was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Ashley Oleson moved to cease nominations. This motion was seconded by Stacey Armour. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Secretary was opened for nominations. Cecelia Huff was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Ashley Oleson moved to cease nominations. This motion was seconded by Stacey Armour. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Ashley Oleson moved to approve the elected slate 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.

The following slate is adopted: Olivia Woodruff – Chairperson, Kimberly Jordan - Vice Chairperson and Cecelia Huff - Secretary. Brenda Swisher moved to approve the formally elected slate as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

C. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Brenda Swisher moved to move the date to the 4th Tuesday of the month at 9:15 AM in order to meet prior to the Governing Board. Stacey Armour seconded the motion. 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 Meeting Date Changes

a. November and December – December 4, 2018

Stacey Armour moved to approve the November and December Meeting date as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Policy Council By-Laws

Bridgette Parton discussed the By Laws. Ashley Oleson moved to approve the Policy Council By-Laws with the change of the date to the By-Laws. The motion was seconded by Stacey Armour. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/or Approve CSNT Annual Report

Dan Boyd reviewed the CSNT Annual Report as presented. Ashley Oleson moved to approve the CSNT Annual Report as presented. The motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

G. Discuss and/or Approve Job Descriptions

Charlotte Hall reviewed the Job Descriptions. Ashley Oleson moved to approve the Job Descriptions as presented. The motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Olivia Woodruff appointed the following Committee Members

List of Committee Participants:

Self-Assessment

1. Cecelia Huff
2. Brenda Swisher

Community Assessment

1. Ashley Oleson

Finance Committee

1. Sheran West

School Readiness Committee

1. Ashley Oleson
2. Kimberly Jordan

ERSEA Committee

1. Stacey Armour

Strategic Planning Committee

1. Brenda Swisher

Health Advisory Committee

1. Sheran West

2. Kimberly Jordan

Policy Council Liaison

1. Ashley Oleson

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Sheran West moved for Policy Council to go into Executive Session at 11:40 am.

Stacey Armour seconded the motion.

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

Ashley Oleson made a motion to come back into regular session at 11:48 am.

Cecelia Huff seconded the motion.

13. Required Action from Executive Session:

A motion was made by Sheran West to accept new hires, transfers, and terminations as presented. The motion was seconded by Stacey Armour. 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 Ashley Oleson at 11:50 am. The motion was seconded by Stacey Armour.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of October 2018

(September 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	\$270,209.80	\$2,009,127.08	\$451,259.92	\$205,032.25	\$2,050,322.50	\$41,195.42
Fringe Benefits	\$633,204.00	\$44,488.27	\$536,104.11	\$97,099.89	\$52,767.00	\$527,670.00	(\$8,434.11)
Travel (4120)	\$22,150.00	\$391.44	\$24,178.83	(\$2,028.83)	\$1,845.83	\$18,458.33	(\$5,720.50)
Equipment	\$56,000.00	\$2,094.00	\$2,094.00	\$53,906.00	\$4,666.67	\$46,666.67	\$44,572.67
Supplies	\$145,490.00	\$8,074.94	\$80,801.67	\$64,688.33	\$12,124.17	\$121,241.67	\$40,440.00
Contractual	\$17,838.00	\$0.00	\$10,346.04	\$7,491.96	\$1,486.50	\$14,865.00	\$4,518.96
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$929.23	\$15,569.09	\$7,918.91	\$1,957.33	\$19,573.33	\$4,004.24
Other (4122)	\$504,735.00	\$61,434.23	\$480,258.14	\$24,476.86	\$42,061.25	\$420,612.50	(\$59,645.64)
Total	\$3,863,292.00	\$387,621.91	\$3,158,478.96	\$704,813.04	\$321,941.00	\$3,219,410.00	\$60,931.04
T&TA	\$45,638.00	\$1,320.67	\$39,747.92	\$5,890.08	\$3,803.17	\$38,031.67	(\$1,716.25)
Total							
USDA Reimbursements through August 2018							\$89,278.28
Estimated USDA Reimbursement for September 2018							\$16,340.96
							<u>\$166,550.28</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual = \$49,000.00

Further Analysis	
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	\$16,150.91	\$131,603.29	\$13,414.21	\$134,142.08	\$2,538.79
Per Child	\$7,487.00	\$751.21	\$6,121.08	\$623.92	\$6,239.17	\$118.08

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$965,823.00	\$145,327.61	\$1,172,486.48	(\$206,663.48)

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -October 2018

Capital One Credit Card

Purchases for		-
Payment due by	Pd on 08/15/2018	-
Balance		-

Lowe's Credit Card

Purchases for		-
Payment due	Pd on	-
Balance		-

Sam's Club Credit Card

Purchases for August & September 2018		194.98
Payment due by 09/28/2018	Pd on 09/19/2018	(194.98)
Balance		-

Line of Credit

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

In House Line of Credit

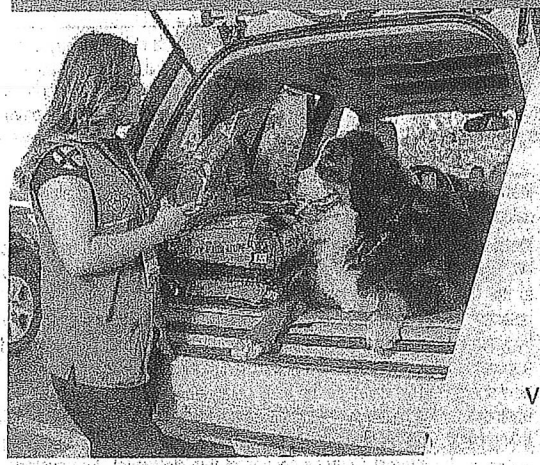
Program	CEAP B	ETCOG	VET Ser NOW		
Highest September 2018 balance	2,800.00	107,021.06	-	-	-
Current balance	-	107,021.06	-	0.00	-
Exp pay off date		-			

Capital One Bank Loans



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Summary of Account Activity	
Previous Balance	\$199.00
- Payments	\$199.00
+ Purchases/Debits	\$194.98
New Balance	\$194.98
Credit Limit	\$5,500.00
Available Credit	\$5,305.00
Statement Closing Date	09/08/2018
Days in Billing Cycle	31

Payment Information	
New Balance	\$194.98
Total Minimum Payment Due	\$50.00
Payment Due Date	09/28/2018

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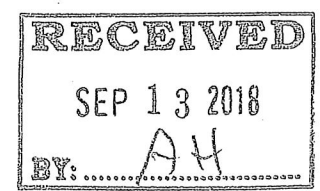
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Transaction Summary				
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
09/05	09/05	P928000LA01HN04FZ	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	\$194.98
			Total for SHELLY MITCHELL	\$194.98
08/26	08/26	P928000KZ01S392GH	PAYMENT - THANK YOU	(\$199.00)

DEP
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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.

HEAD START NUTRITION PROGRAM

Financial Report

For the month of September 2018

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 7,951.05	\$ 82,961.17
Administrative Labor	1,352.77	\$ 11,683.26
Food	17,260.12	\$ 80,857.11
Supplies & Equipment	823.23	\$ 10,214.52
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ 108.50
Operating Org Cost	-	\$ 827.59
Total	<u>\$ 27,387.17</u>	<u>\$186,652.15</u>

TDHS REVENUE - 135,985.15 (Income Starts October 2017)

CSNT Head Start Monthly Report

Program Year 04 2018 06CH7174/04

2018

CSNT HS Report
Revised 2/2/17

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	516		
# additional students (partnerships)	11	12	12	13	14	13	NA	NA	5	8		
% with Special Needs	8%	8%	8%	10%	11%	11%	NA	NA	4%	5%		
ADA Funded Enrolled* (516)	92%	92%	93%	95%	97%	95%	NA	NA	96%	96%		
Enrollment (w/additional students)	90%	90%	91%	93%	95%	92%	NA	NA	94%	95%		
Present/ Absent	474/53	473/55	479/49	490/39	500/30	489/40	NA	NA	506/15	496/28		
* If below 85% (Wh) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		NA

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
\$1,172,485	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748	\$ 133,034	\$ 132,051	\$ 60,526	\$ 62,693	\$ 61,363	\$ 145,328		
\$941,446			(\$231,039)	\$1,172,485		-25% Needed						

Admin Expenditures (including non-federal share)

	December	January	February	March	April	May	June	July	August	September	October	November
*Should not be above 15%	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464	\$ 279,334	\$ 321,876	\$ 380,846	\$ 427,370	\$ 480,399	\$ 540,608		
12%												

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$105,619	14	17	20	16	20	19	NA	NA	12	19		
# of service days	4,868	5,768	7,266	6,014	7,659	6,721	NA	NA	4,504	7,688		
# of meals served	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ 15,897	\$ 14,069	\$ -	\$ -	\$ 9,507	\$ 16,341	\$ -	\$ -
CACFP Reimbursement												

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	113		
# Classrooms Observed	54	42	64	77	61	46	NA	NA	42	93		
Incomes Verified	0	7	3	0	3	221	NA	NA	310	76		
# Parents Interviewed	5	5	5	5	5	5	NA	NA	0	5		
# of Staff Interviewed	5	4	3	9	16	32	NA	NA	0	0		
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0	0		
# Staff Files Reviewed	15	8	0	0	0	8	NA	NA	0	9		
# Community Contacts	15	30	40	50	53	53	NA	NA	0	33		
# of Findings Corrected	25	55	37	23	23	55	NA	NA	0	46		

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	11	11	12	12	12	13	13	13	13	13		
# findings corrected	11	11	1	1	2	4	4	4	1	0		
# findings remaining	0	0	11	11	10	9	9	9	12	13		

Program Updates

Working on 45 and 90 day deadlines
OHS - Delay in Compliance Date for Background Checks and QRIS

Date: 2/13/2017 Week of Completed

Berny Harris

From: Office of Head Start <no-reply@hsicc.org>
Sent: Wednesday, September 26, 2018 9:35 AM
To: berny.harris@csntexas.org
Subject: Delay in Compliance Date for Background Checks and QRIS

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 U.S. Department of Health & Human Services &  Administration for Children & Families



OFFICE OF HEAD START

Delay in Compliance Date for Background Checks and QRIS

The Office of Head Start (OHS) will delay the compliance date for comprehensive background check procedures and for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Programs have until September 30, 2019 to comply with the comprehensive background check procedures as required in **45 CFR § 1302.90(b)** and to participate in their state or local QRIS as required in **45 CFR § 1302.53(b)(2)** of the Head Start Program Performance Standards **final rule**.

OHS understands Head Start programs would bear unintended regulatory and administrative burden if they attempt to comply with the comprehensive background check standards without support from local and state law enforcement agencies. Furthermore, discussions with Head Start grantees and state organizations indicate concerns about the time and resources needed by both the states and grantees to ensure Head Start grantees are able to participate in their QRIS.

For these reasons, the Department of Health and Human Services previously delayed the compliance dates for these standards to September 30, 2018, through a notice in the Federal Register in the fall of 2017. Since then, we have learned programs could still benefit from more time as they work to align with state systems to meet these federal standards. The Federal Register notice announcing this change with the full rationale can be found at <https://www.federalregister.gov/documents/2018/09/26/2018-20848/head-start-program>.

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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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 may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment	532	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	214	40.23% of cumulative enrollment
Four Years Old	318	59.77% 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	25	4.7% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	7	1.32% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	179	33.65% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment

Section: i. Ethnicity

Hispanic or Latino Origin	79	14.85% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	453	85.15% of cumulative enrollment

Section: j. Race

American Indian or Alaska Native	1	0.19% of cumulative enrollment
Asian	5	0.94% of cumulative enrollment
Black or African American	285	53.57% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.19% of cumulative enrollment
White	146	27.44% of cumulative enrollment
Biracial or Multi-Racial	51	9.59% of cumulative enrollment
Other Race	43	8.08% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	482	90.6% of cumulative enrollment
Spanish	47	8.83% 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	3	0.56% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	465	57.14% of cumulative enrollment
Children With Health Insurance At End of Enrollment	304	57.14% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	374	70.3% of cumulative enrollment
Children With A Medical Home At End of Enrollment	174	32.71% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	516	96.99% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	200	37.59% of cumulative enrollment
Children with a dental home at start of enrollment	368	69.17% of cumulative enrollment
Children with a dental home at end of enrollment	171	32.14% 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	25	4.7% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	491	100% of total families
Families Who Received at Least One Family Service	182	37.07% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	12	2.44% of total families
Housing Assistance	7	1.43% of total families
Mental Health Services	2	0.41% of total families
English as a Second Language (ESL) Training	8	1.63% of total families
Adult Education	28	5.7% of total families
Job Training	9	1.83% of total families
Substance Abuse Prevention	1	0.2% of total families
Substance Abuse Treatment	0	0% of total families
Child Abuse and Neglect Services	11	2.24% of total families
Domestic Violence Services	2	0.41% of total families
Child Support Assistance	0	0% of total families
Health Education	160	32.59% of total families
Assistance to Families of Incarcerated Individuals	0	0% of total families
Parenting Education	154	31.36% of total families
Relationship or Marriage Education	2	0.41% of total families



CSNT Head Start Volunteer Rates

Effective 12-1-18

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$12.52 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$9.49 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$9.75 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council Governing Board	\$15.19 per hour Policy Council \$32.56 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the 2018 Wage Comparability Study for programs between 4-8 million dollars.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$9.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$9.60 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day to day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$9.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$10.55 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$12.38 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.430		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-11-18, with the exception of the Governing Board. The Program Governance rates are based on averages from the 2018 Wage Comparability Study.

You will not be paid for the time documented on this form. The time is considered a donation to the Campus / Program.