




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, December 4, 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 October 23, 2018**
6. **Presentations**
 - A. Naples Head Start Felicia Williams
 - B. Eligibility Final Rule Training Misty Van Hooser
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report November 2018
 - b. Credit Usage Report November 2018
 - c. CACFP Financial Report November 2018
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report November 2018
 - b. PIR November 2018
 - C. Executive Director Report Dan Boyd

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8. Committee Reports

- A. Appoint Committee Member(s)
 - a. Policy Council Liaison

9. Action Items

- A. Nominate/Elect Policy Council Chairperson
- B. Discuss and/or Approve 2019 Community Assessment
- C. Discuss and/or Approve Update Subpart J
- D. Discuss and/or Approve Update Training Manual
- E. Discuss and/or Approve Disability Waiver Request Grant# 06CH7174/05
- F. Discuss and/or Approve Personnel Policies
 - a. #301
 - b. #325
- G. Discuss and/or Approve Updated Dispute/Impasse Resolution to the Policy Council By Laws

10. Discussion Items

- A. Discuss Frog Street Assessment Fall 2018 Data
- B. Discuss Circle Assessment Fall 2018 Data
- C. Discuss School Readiness Performance Fall 2018 Data
- D. Discuss CLASS Fall 2018 Data

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

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

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, October 23, 2018 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-18	Oct-18
Chairperson - Vacant			x	
Vice Chairperson - Kimberly Jordan			x	x
Secretary - Cecelia Huff			x	
Brenda Swisher	Board Liaison/CC	Representative	x	x
La'Kimberly Simmons	Atlanta	Representative		
Chelsie McElwee(10/23/18)	Atlanta	Representative		x
Evelyn Benjamin	Atlanta	Alternate		
Kimberly Jordan	Bloomburg	Representative	x	x
Hayley Allums	Bloomburg	Alternate	x	x
Sheran West	D/LS	Representative	x	x
Kimber Fair	D/LS	Alternate	x	
Ocie Ellison	Hughes Springs	Representative		
Peggy Peters	Hughes Springs	Alternate		x
Olivia Woodruff	Linden	Representative	x	
Tara Overmyer	Linden	Alternate		x
Misha Diaz	Naples	Representative		
Sara Finley(10/23/18)	Naples	Representative		x
Victor Diaz	Naples	Alternate		
Ashley Oleson	New Boston	Representative	x	
Tim Oleson	New Boston	Alternate	x	
Stacey Armour	Pittsburg	Representative	x	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, Candie Harris and Teresa Endsley

1. Call to Order:

The meeting was called to order by Kimberly Jordan, Policy Council Vice Chairperson at 9:25 am, October 23, 2018, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Chelsie McElwee – Atlanta Representative; Peggy Peters – Hughes Springs – Alternate; Sara Finley – Naples – Representative; Tara Overmyer – Linden Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Brenda Swisher, Chelsie McElwee, Kimberly Jordan, Sheran West, Peggy Peters, Tara Overmyer, Sara Finley 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 September 26, 2018:

Stacey Armour moved to accept the minutes of September 26, 2018 meeting as presented. The motion was seconded by Peggy Peters. 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. Bloomberg Pre-K Academy Head Start – Candie Harris

Candie Harris, Bloomberg Pre-K Academy Head Start, Campus Director/Family Service Worker introduced Mrs. Teresa Endsley. She is the Teacher for Bloomberg. She presented a power point presentation to the members. The power point was titled “Our Pre-K World”. It revealed a day at Bloomberg Pre-K.

7. Reports:

A. Financial Report

Dan Boyd gave the financial report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

None

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

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

Bernadette Harris reviewed the Head Start Standard Operating Procedures. Chelsie McElwee moved to approve the Head Start Standard Operating Procedures as presented. Sheran West seconded the motion. 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 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**

Bernadette Harris reviewed the Head Start Standard Operating Manuals and Forms. Tara Overmyer moved to approve the Head Start Standard Operating Manuals and Forms as presented. Peggy Peters seconded the motion. 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 Financial Policies and Procedures including the Financial Code of Conduct

Dan Boyd reviewed. Brenda Swisher moved to approve the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Chelsie McElwee. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve Personnel Policies and Procedures

Dan Boyd and Charlotte Hall reviewed the Personnel Policies and Procedures as presented. Dan Boyd reviewed Policy #183 and #701 in detail on the hiring and termination process. Brenda Swisher moved to approve the Personnel Policies and Procedures as presented. The motion was seconded by Chelsie McElwee. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Updated Volunteer Rates

Bernadette Harris and Bridgette Parton reviewed. Chelsie McElwee moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Chelsie McElwee moved for Policy Council to go into Executive Session at 10:31 am. Tara Overmyer seconded the motion.

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

Brenda Swisher made a motion to come back into regular session at 10:38 am.
Sara Finley seconded the motion.

13. Required Action from Executive Session:

A motion was made by Chelsie McElwee to accept new hires, transfers, and terminations as presented. The motion was seconded by Sheran West. 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 Tara Overmyer at 10:40 am. The motion was seconded by Sheran West.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of December 2018

(October 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	\$92,337.13	\$2,101,464.21	\$358,922.79	\$205,032.25	\$2,255,354.75	\$153,890.54
Fringe Benefits	\$633,204.00	\$36,946.56	\$573,050.66	\$60,153.34	\$52,767.00	\$580,437.00	\$7,386.34
Travel (4120)	\$22,150.00	\$372.30	\$24,551.13	(\$2,401.13)	\$1,845.83	\$20,304.17	(\$4,246.96)
Equipment	\$56,000.00	\$0.00	\$2,094.00	\$53,906.00	\$4,666.67	\$51,333.33	\$49,239.33
Supplies	\$145,490.00	\$9,932.34	\$90,734.01	\$54,755.99	\$12,124.17	\$133,365.83	\$42,631.82
Contractual	\$17,838.00	\$0.00	\$10,346.04	\$7,491.96	\$1,486.50	\$16,351.50	\$6,005.46
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$605.00	\$16,174.09	\$7,313.91	\$1,957.33	\$21,530.67	\$5,356.58
Other (4122)	\$504,735.00	\$59,858.93	\$540,117.07	(\$35,382.07)	\$42,061.25	\$462,673.75	(\$77,443.32)
Total	\$3,863,292.00	\$200,052.26	\$3,358,531.21	\$504,760.79	\$321,941.00	\$3,541,351.00	\$182,819.79
T&TA	\$45,638.00	\$977.30	\$40,725.22	\$4,912.78	\$3,803.17	\$41,834.83	\$1,109.61
Total							
USDA Reimbursements through September 2018							\$105,619.24
Estimated USDA Reimbursement for October 2018							\$18,080.73
							<u>\$306,519.76</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	\$8,335.51	\$139,938.80	\$13,414.21	\$147,556.29	\$7,617.49
Per Child	\$7,487.00	\$387.70	\$6,508.78	\$623.92	\$6,863.08	\$354.30

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$965,823.00	\$149,571.81	\$1,322,058.29	(\$356,235.29)

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -December 2018

Capital One Credit Card

Purchases for August 2018 & September 2018		1,550.13
Purchases for September 2018 and October 2018		204.00
Payment due by 09/30/2018	Pd on 10/03/2018	<u>(1,550.13)</u>
Payment due by 09/30/2018	Pd on 10/17/2018	<u>(204.00)</u>
Balance		-

Lowes Credit Card

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

Sam's Club Credit Card

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

Line of Credit

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

In House Line of Credit

Program	CEAP B	ETCOG	VET Ser NOW		
Highest October 2018 balance	-	107,021.06	-	-	-
Current balance	-	107,021.06	6,300.00	0.00	-
Exp pay off date		-	12/31/18		

Capital One Bank Loans



Capital One, N.A.
Corporate Card Statement



CAPITAL ONE CARD SERVICES
CORPORATE CARD
PO BOX 60024
NEW ORLEANS LA 70160-0024

ACCOUNT NUMBER
PAYMENT DUE DATE 10-30-18
MINIMUM PAYMENT \$1,771.24
NEW BALANCE \$1,810.24

CAPITAL ONE, N.A.
CORPORATE CARD
P.O. BOX 60024
NEW ORLEANS LA 70160-0024

AMOUNT ENCLOSED \$

COMMUNITY SERVICES
CSNT INC
PO BOX 427
LINDEN TX 75563-0427

**T0001142

007100000037041000000001771240181024

Please tear payment coupon at perforation.

STATEMENT MESSAGES

Your account is past due \$1,550.13. Past due amount is included in the minimum payment. Please remit immediately.

RECEIVED
OCT 15 2018
BY: AH

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX0412

Table with 2 columns: Description and Amount. Rows include CLOSING DATE, PAYMENT DUE DATE, CREDIT LIMIT, AVAILABLE CREDIT, PREVIOUS BALANCE, PURCHASES AND OTHER CHARGES, CASH ADVANCES, CREDITS, PAYMENTS, LATE PAYMENT CHARGES, CASH ADVANCE FEE, FINANCE CHARGES, OVERLIMIT FEES, NEW BALANCE, MINIMUM PAYMENT DUE, and DISPUTED AMOUNT.



25202780 - 001126 - 0002 - 0002 - 7

ACCT. NUMBER:	XXXX XXXX XXXX 7041		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	1,810.24	MINIMUM PAYMENT DUE	1,771.24
AVAILABLE CREDIT	8,189.76	PAYMENT DUE DATE	10-30-18

FINANCE CHARGE SUMMARY

	<u>AVERAGE DAILY BALANCE</u>	<u>MONTHLY PERIODIC RATE</u>	<u>CORRESPONDING ANNUAL PERCENTAGE RATE</u>	<u>PERIODIC FINANCE CHARGE</u>
PURCHASES	\$1,713.33	0.9992%	11.99%	\$17.11
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00

ANNUAL PERCENTAGE RATE*: 11.99%
 Periodic rates may vary
 Number of days in billing cycle: 30

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

CORPORATE ACCOUNT ACTIVITY

COMMUNITY SERVICES OF NORTHEAS XXXX-XXXX-XXXX-7041				TOTAL CORPORATE ACTIVITY	\$56.11
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
10-05	10-05		PURCHASE *FINANCE CHARGE*	17.11	
10-05	10-05		LATE PAYMENT CHARGE	39.00	

INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD XXXX-XXXX-XXXX-7058		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$204.00	\$0.00	\$204.00
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
09-12	09-10	55499678254823496022685	AMTRAK .CO2530699085036 8008727245 DC WILSON/LONNIE TXA 2V Y CHI	204.00 ✓	

HEAD START NUTRITION PROGRAM

Financial Report

For the month of October 2018

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 2,269.54	\$ 2,269.54
Administrative Labor	480.20	\$ 480.20
Food	10,003.36	\$ 10,003.36
Supplies & Equipment	774.19	\$ 774.19
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ -
Total	<u>\$ 13,527.29</u>	\$13,527.29
TDHS REVENUE	-	18,080.73 (Income Starts October 2018)

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	516	516	
# additional students (partnerships)	11	12	12	13	14	13	NA	NA	5	8	6	
% with Special Needs	8%	8%	8%	10%	11%	11%	NA	NA	4%	5%	5%	
ADA Funded Enrolled* (516)	92%	92%	93%	95%	97%	95%	NA	NA	96%	96%	94%	
Enrollment (w/additional students)	90%	90%	91%	93%	95%	92%	NA	NA	94%	95%	93%	
Present/ Absent	474/53	473/55	479/49	490/39	500/30	489/40	NA	NA	506/15	496/28	486/40	
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

\$941,446 (\$380,611) \$1,322,057 -40% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$1,322,057	\$ 126,784	\$ 153,367	\$ 150,591	\$ 146,748	\$ 133,034	\$ 132,051	\$ 60,526	\$ 62,693	\$ 61,363	\$ 145,328	\$ 149,572	

Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
12%	\$ 43,518	\$ 101,577	\$ 171,656	\$ 230,464	\$ 279,334	\$ 321,876	\$ 380,846	\$ 427,370	\$ 480,399	\$ 540,608	\$ 581,657	

Meals/Reimbursements

\$123,700	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	17	20	16	20	19	NA	NA	12	19	22	
# of meals served	4,868	5,768	7,266	6,014	7,659	6,721	NA	NA	4,504	7,688	8,446	
CACFP Reimbursement	\$ 10,168	\$ 11,993	\$ 15,080	\$ 12,563	\$ 15,897	\$ 14,069	\$ -	\$ -	\$ 9,507	\$ 16,341	\$ 18,081	\$ -

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	652	
# Classrooms Observed	54	42	64	77	61	46	NA	NA	42	93	98	
Incomes Verified	0	7	3	0	3	221	NA	NA	310	76	10	
# Parents Interviewed	5	5	5	5	5	5	NA	NA	0	5	0	
# of Staff interviewed	5	4	3	9	16	32	NA	NA	0	0	12	
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0	1	2	
# Staff Files Reviewed	15	8	0	0	0	8	NA	NA	0	9	0	
# Community Contacts	15	30	40	50	53	53	NA	NA	0	33	33	
# of Findings Corrected	25	55	37	23	23	55	NA	NA	0	46	32	

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

Program Updates

Completed 2019 Head Start Community Assessment
 Preparing for 2019 Detailed Monitoring and Self-Assessment
 New Information on Enhancing Father Engagement - ACF
 Using Social Media for Your Program - OHS Director VLOG



New Information Memorandum (IM) on Enhancing Father Engagement

On October 17, 2018, the Administration for Children and Families (ACF) issued a joint Information Memorandum (IM) emphasizing the importance of meaningful father engagement in all ACF programs to better serve children and families.

The IM highlights research findings that demonstrate the value of father involvement in the lives of children and families. It also identifies promising practices to promote and sustain meaningful father engagement, regardless of a father's physical location or custodial participation.

Engaging fathers in Head Start and Early Head Start programs can have a deep impact on children, their families, and the community as a whole. Engaging fathers in Head Start and Early Head Start centers across the country builds a lasting impact on fathers' connection and involvement in their children's development and well-being, leading to a larger impact on the family as a whole as well as on the entire local community.

Fathers as Contributors to School Readiness and Well-being

The Office of Head Start (OHS) has a long history of engaging male family members and father figures as important contributors to the school readiness of children and to the well-being of families and communities. ACF encourages Head Start and Early Head Start programs to continue to engage fathers as advocates and lifelong educators of their children in ways that meet the different needs of their individual families and communities. Investing in ongoing professional development for staff to help them assess and evaluate how they work with fathers and examining cultural perspectives to improve their understanding of the unique needs and strengths of fathers are some of the ways in which Head Start programs are working to engage fathers.

Integration of Fathers Critical for Children's Success

Father engagement is critical to successful outcomes for children. Ideally, father engagement should not be a stand-alone initiative but rather a vital and integrated aspect of parent, family, and community work in Head Start and Early Head Start programs. Head Start programs should also consider opportunities to strengthen community partnerships. For example, programs can reach out to child care partners, domestic violence providers, local child welfare agencies, child support locations, and Temporary Assistance for Needy Families (TANF) offices to align and reinforce father responsive strategies that strengthen families and support father-child relationships.

OHS strongly encourages all Head Start programs to redouble their efforts in working with fathers.

The newly released IM can be found on ACF's website at

https://www.acf.hhs.gov/sites/default/files/assets/acffatherhoodim_final.pdf.

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 numbers.	539	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	216	40.07% of cumulative enrollment
Four Years Old	323	59.93% 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	28	5.19% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	8	1.48% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	179	33.21% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	80	14.84% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	459	85.16% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	1	0.19% of cumulative enrollment
Asian	5	0.93% of cumulative enrollment
Black or African American	287	53.25% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.19% of cumulative enrollment
White	150	27.83% of cumulative enrollment
Biracial or Multi-Racial	51	9.46% of cumulative enrollment
Other Race	44	8.16% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	488	90.54% of cumulative enrollment
Spanish	48	8.91% 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	484	56.96% of cumulative enrollment
Children With Health Insurance At End of Enrollment	307	56.96% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	420	77.92% of cumulative enrollment
Children With A Medical Home At End of Enrollment	174	32.28% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	529	98.14% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	302	56.03% of cumulative enrollment
Children with a dental home at start of enrollment	408	75.7% of cumulative enrollment
Children with a dental home at end of enrollment	171	31.73% 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	27	5.01% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	498	100% of total families
Families Who Received at Least One Family Service	266	53.41% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	20	4.02% of total families
Housing Assistance	19	3.82% of total families
Mental Health Services	3	0.6% of total families
English as a Second Language (ESL) Training	10	2.01% of total families
Adult Education	59	11.85% of total families
Job Training	17	3.41% 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	2.21% of total families
Domestic Violence Services	2	0.4% of total families
Child Support Assistance	2	0.4% of total families
Health Education	229	45.98% of total families
Assistance to Families of Incarcerated Individuals	1	0.2% of total families
Parenting Education	238	47.79% of total families
Relationship or Marriage Education	3	0.6% of total families

Key Priority Area Nine:

Program survey information

Priority Area 9-1 Events that have impacted the CSNT Head Start service area Identified by HS Survey

- Lack of Jobs/Unemployment/Businesses Closing/Low Paying Jobs (53%)
- New Affordable Low-income Homes (15%)
- New Employment Opportunities/New Businesses/Higher Paying Jobs (9%)
- Lack of Transportation (4%)
- Available Community Resources (4%)
- Lack of Social Activities for Children/Day Care/After School Activities (3%)
- New Teachers/Frequent Classroom Interruptions/Classroom Management (2%)
- Need for More Head Start Slots (1%)
- Substance Abuse (1%)
- Drop in ISD Enrollment/Lower Population Rates (1%)

Priority Area 9-1 Events that have impacted the CSNT Head Start Children and Families Identified by HS Survey

- Poor Parenting Skills/Young Parents/Lack of Parent Involvement (52%)
- Children Raised by Grandparents/Family Members (13%)
- Substance Abuse/Parents Incarcerated (11%)
- Changes/Lack of Affordable Health Care (5%)
- Lack of Jobs/Unemployment/Low Paying Jobs (3%)
- Education Level of Parents/Educational Opportunities (3%)
- Home Environment/No Social Standards/No Healthy Lifestyle (2%)
- Available Community Resources/Strong Partnerships (1%)
- Short Staffed/New Teachers/Frequent Turnover (1%)
- More Male Involvement (1%)

Key Priority Area Ten:

Needs, Strategies, Conclusions

Priority Area 10-1 CSNT Head Start Identified Needs and Strategies Identified Needs

Need: Program that addresses the needs of children and their families (ages three and under)

Strategy: Request Early Head Start Grant/slots for CSNT Head Start service area including Camp, Cass, and Morris Counties

Strategy: Analyze program impact on transitioning designated slots from Head Start to Early Head Start

Need: Availability of high quality health and dental care providers that will accept Medicaid and CHIP

Strategy: Form partnerships with State and local programs to assist families in meeting the needs of the children

Strategy: Educate parents on resources available through the state including CHIP and Medicaid

Strategy: Be an advocate in the community to promote awareness of the resources that are available to low-income families

Need: Form partnerships with Health Care Centers in the CSNT Head Start service area to develop health networks for Head Start parents

Strategy: Form stronger partnerships with health care providers

Strategy: Inform the providers of the benefits in forming a partnership with Head Start

Strategy: Educate parents and the community on the benefits of healthy families within the community

Need: Hire staff that are bi-lingual

Strategy: Post job openings on electronic Websites (i.e., Workforce Commission, Region VIII ESC, etc.) listing the need for applicants with bi-lingual skills

Strategy: Attend job fairs within the service area indicating the need for bi-lingual staff

Strategy: Develop a training class to teach Spanish to existing employees

- Need: Provide activities within the Head Start Program that support best practices for parent
- Strategy: Seek resources to teach parenting skills
- Strategy: Survey parents to narrow the scope of parenting skills needed
- Strategy: Provide activities that parents enjoy doing with their children
- Need: Implement School Readiness within the Head Start Service area
- Strategy: Create Partnerships with local School Districts that focus on School Readiness skills for children
- Strategy: Develop systems for parents to be a part of building School Readiness for their children
- Strategy: Support highly-qualified teaching staff that develop School Readiness skills within their classroom
- Need: Create highly diverse classrooms that include dual-language learners
- Strategy: Educate teachers on teaching strategies that benefit dual-language learners
- Strategy: Educate teachers on strategies to utilize with families of dual-language learners
- Strategy: Analyze/monitor data for success of dual-language learners in the program

Priority Area 10-2 CSNT Community Assessment Update Conclusions Number of eligible Head Start Children:

- 6.4% of the population within the service area were 0-4 years of age or 9,541 children (a slight increase from last year in all counties with the largest increase in Bowie County of 111 children)
- The racial make-up of the service area did not have any significant changes (there was a slight increase in the number of multiple races and slight decrease in the number of Caucasians)
- Over a ten year period, there has been a steady increase in the number of “Other Races” moving into the service area
- The Hispanic population increased by less than 1% from last year to 8.14% of the total population

- The Hispanic median age was 18 years younger than the average non-Hispanic median age (White 43 yrs., Black 38 yrs., and Hispanic 25 yrs.)
- English remains the dominant language spoken in the service area with only 3.05% of the population with Limited English Proficiency
- 83.77% of the population with Limited English Proficiency spoke Spanish (this was almost a 1% drop from the previous year)
- 33% of households in the service area were made up of households with children under age 18 (no change from last year)
- Over 59.6% of Grandparents were responsible for Grandchildren when they lived in the same household (no change from last year)
- The homeless population was 2.07% for the State of Texas; 2.71% for Region VIII ESC and 1.52% in the CSNT Head Start service area; However, it was 4.60% for the Head Start Program
- Over 62.0% of the children in the CSNT service area are eligible for Free/Reduced lunches (there was a 2% increase from previous year)
- 64 students in the CSNT Head Start service area were in Foster Care compared to 71 the previous year
- Within the service area, there were 10.7% of children with a diagnosed disability (With changes to the HSPPS and the Texas State Laws, it should be easier for CSNT Head Start to reach 10% of the funded enrollment be children with a disability)

Location of eligible children:

- While there are pockets of children under 4-yrs-old living in poverty throughout the four county CSNT Head Start service area, the bulk of the children are located within a few miles of the major towns and cities
- Most areas are within driving distance to any Head Start Campus
- Each of the nine Head Start locations are centrally positioned to serve the largest number of eligible children and families

Access to Head Start:

- Texarkana ISD Head Start is the largest campus in the CSNT service area serving 148 children and transporting over 50 children daily

- Atlanta ISD Head Start and the Hughes Springs Head Start are the second largest campuses with the second greatest need for transportation with an estimated 48 AISD students transported daily and an estimated 65 HSHS students (15 through the ISD and 50 through Head Start)
- Hughes Springs Campus provides transportation to the children who live outside of the Hughes Springs ISD service area including Avinger and Daingerfield/Lone Star
- Transportation is a part of the partnerships that are formed with the ISDs and accounts for a large amount of in-kind for the program each year

Service Needs:

- Families living within the service area have experienced financial problems and over half did not find assistance
- Families living within the service area obtained assistance with medical insurance, food and clothing during the past year
- CSNT Head Start partners with resources within the community to assist families in need of assistance
- The greatest impact in the service is unemployment and the lack of jobs
- With the lack of employment opportunities in most areas, it is beneficial when any new businesses open
- Unemployment (at 5% in the service area) has had a slight decrease within the past four years overall
- There are 105 primary care physicians practicing in the service area (a slight decrease from the previous year)
- There are 67 dentists within the service area and 109 Mental Health Providers
- 24% of the service area population reported fair or poor health which is higher than the average of 12.7% for the State of Texas and the US average of 15.7%
- 16.5% of the adults in the service area had poor dental health which is higher than Texas with 12.7% and the US at 15.7%
- 17% of the population were smokers (smoking on a regular basis); this was down 2% from the previous year
- 15.7% of the total population were diagnosed with a disability (a slight decrease from last year), 10.3% of students, and 4.6% of children under age 18

- 14% of preschoolers were considered obese within the service area and 36% of adults
- 9.4% of all births were considered low-weight births and 6.5% of teen births ages 15-19
- 314 births were to mothers aged 15-19 within the service area
- 4,068 households with children under 5 were receiving benefits from the (SNAP) in the service area Supplemental Nutrition Assistance Program (this was 3% higher than last year)
- 43.7% of the population under 18 years of age received Medicaid (This is 20% higher than last year)
- Only 10.3% of the population under 18 was w/o Medical Insurance (This was .1% lower than last year)
- 4.6% of the children under 18 years of age were receiving CHIP (Children's Health Insurance Program) (This was 1% higher than last year)
- Average income per capita for the service area was \$22,790 (this was an average of \$1,148 lower than last year)
- 2.4% of the population under age 18 were receiving Supplemental Security Income (this was slightly higher than last year)
- 411 Section 8 Housing Units were available within the service area
- 1.74% of households within the service area had public assistance income (This was slightly lower than last year)
- 29.6% of the population under Age 18 residing in the service area were considered living in poverty (this .8% higher than last year and 6% higher than the average in Texas and 9% higher than the national average)
- Only 233 people residing within the service area relied on public transportation to commute to work (this was less than last year)
- Only 7.0% of the household within the service area reported that they did not own a motor vehicle (this was the same as last year)
- According to STAAR (State of Texas Academic Assessment Report 2018) data Morris County had the lowest percentage of students at grade level or above all subjects rate at 69% of students and Camp County had the highest at 87%

- According to the STAAR (State of Texas Academic Assessment Report 2018) data Bowie County had the lowest percentage of students at grade level or above ELA/reading rate at 70% of students and Camp had the highest at 85%
- According to the STAAR (State of Texas Academic Assessment Report 2018) data Morris County had the lowest percentage of students at grade level or above math rate at 70% of students and Camp had the highest at 94%
- According to the STAAR (State of Texas Academic Assessment Report 2018) data Morris County had the lowest percentage of students at grade level or above writing rate at 50% of students and Camp had the highest at 75%
- According to the STAAR (State of Texas Academic Assessment Report 2018) data Morris County and Cass County tied in the lowest percentage of students at grade level or above science rate at 73% of students and Camp had the highest at 92%
- According to the STAAR (State of Texas Academic Assessment Report 2018) data Morris County had the lowest percentage of all students at grade level or above social studies rate of 69% of students and Cass and Camp had the highest at 73%
- Pittsburg ISD had the highest percentage of students meeting grade level or above in reading 85%; Pittsburg ISD had the highest percentage meeting grade level or above in math 94%; Pittsburg ISD had the highest number of students meeting grade level or above in writing 75%; Pittsburg ISD had the highest amount of students meeting grade level or above in science with 92%; Hughes Springs had the highest number of students meeting grade level or above in social studies at 85%; Pittsburg ISD had the highest with 87% of all students at satisfactory or higher for all subjects tested under STAAR
- Pittsburg ISD, New Boston ISD, and Hughes Springs ISD all scored highest on the State of Texas Performance Index 1 - Student Achievement at 83 (State Target = 60)
- New Boston ISD scored the highest on the State of Texas Performance Index 2 – Student Progress at 88 (State Target = 33)
- Pittsburg ISD scored highest on the State of Texas Performance Index 3 – Closing Performance Gaps at 83 (State Target = 28)

- Texarkana ISD scored highest on the State of Texas Performance Index 4 – Postsecondary Readiness at 86 (State Target = 12)

References

Child Plus Data Base System for CSNT Head Start

US Census Bureau

USDA (CACFP)

Texas Education Agency (TEA)

Region VIII Education Service Center

Texas Department of Health (Center for Health Statistics)

Texas Department of Family and Protective Service

US Housing and Urban Development

Texas Department of Health and Human Services

Community Commons

Kids Kount

Texas Education Agency

The National Center on Homelessness

2019 CA Update

Summary of Key Priority Area 1



Demographics

- 1-1 Geographic Locations
- 1-2 Racial/Ethnic
Composition
- 1-3 Estimated Numbers
- 1-4 Languages Spoken

HIGHLIGHTS

- ★ POPULATION HAS STAYED CONSISTENT
- ★ 49% OF SERVICE AREA IS RURAL AND 51% IS URBAN
- ★ 8.14% POPULATION IS HISPANIC (SMALL INCREASE)
- ★ 6.4% OF POPULATION WAS UNDER 4-YRS OF AGE
- ★ 40.6 MEDIAN AGE IN SERVICE AREA

3.05%
**5+ Population with
Limited English
Language Proficiency**

50.4%
**Service Area
Female Population**

59.6%
**Grandparents Raising
Grandchildren When
Living In Same House**

25
**Median Age of
Hispanic Population**

Spanish
**2nd Most Used
Language After
English**

**CSNT Service Area
Population Density
Estimated at 66 persons
per square mile (less than
Texas at 103 persons and
the US at 90 Persons.**

2019 CA Update

Summary of Key Priority Area 2

Homelessness



2-1 Homeless Populations

HIGHLIGHTS

- ★ IN 2017, AT ANY POINT-IN-TIME TEXAS HAD AN ESTIMATED 23,548 INDIVIDUALS EXPERIENCING HOMELESSNESS
- ★ 9 IN EVERY 10,000 PERSONS WERE EXPERIENCING HOMELESSNESS IN TEXAS ACCORDING TO THE 2017 ANNUAL HOMELESS ASSESSMENT REPORT TO CONGRESS
- ★ 6,840 ESTIMATED HOMELESS FAMILIES WITH CHILDREN AT ANY POINT-IN-TIME IN TEXAS (2017)
- ★ 3,497 ESTIMATED UNACCOMPANIED HOMELESS YOUTH 2017 POINT-IN-TIME DATA

2%
Texas School-Aged Children Experienced Homelessness

1.52%
Of Students in the Region 8 ESC Service Area Experienced Homelessness

1.41% of
Students in the CSNT Head Start Service Area Experienced Homelessness

4.6%
Homeless Students Identified within the CSNT Head Start Program

On a single night in 2017, 553,742 people were experiencing homelessness in the US at any point-in-time.

2019 CA Update

Summary of Key Priority Area 3



Information Foster Care

3-1 Children In Foster Care

HIGHLIGHTS

- ★ 64 CHILDREN IN FOSTER CARE WITHIN THE PUBLIC SCHOOL SYSTEMS WITHIN THE SERVICE AREA
- ★ 1.2% OF CHILDREN ENROLLED IN CSNT HEAD START WERE IN FOSTER CARE 2017-2018
- ★ 1,023 CHILDREN LIVING WITHIN THE TEXAS HHS REGION 04 SERVICE AREA WERE IN FOSTER CARE AUGUST 2018

40
Bowie County
Children in Foster
Care August 2018

12
Camp County
Children in Foster
Care August 2018

7
Cass County
Children in Foster
Care August 2018

9
Morris County
Children in Foster
Care August 2018

CSNT Head Start works closely with the Texas Department of Family and Protective Services within the service area.

2019 CA Update

Summary of Key Priority Area 4



Children with Disabilities

4-1 Children with Disabilities

HIGHLIGHTS

- ★ 10.1% OF CHILDREN ENROLLED IN CSNT HAD A DISABILITY 2017-2018
- ★ 10.7% SCHOOL ENROLLMENT WITH A DISABILITY 2017-2018
- ★ 15.7% OF THE SERVICE AREA POPULATION HAD A DISABILITY
- ★ 4.6% OF THE TOTAL POPULATION UNDER 18 HAD A DIAGNOSED DISABILITY
- ★ 10.0% STUDENTS DIAGNOSED WITH A DISABILITY ENROLLED IN CSNT 2016-2017

1,091
Public School Students Diagnosed with Learning Disability

583
Public School Students Diagnosed with Speech Impairment

320
Public School Students Diagnosed with Autism

135
Public School Students Diagnosed with Emotional Disturbance

CSNT Head Start works closely with local school districts to serve children with disabilities within the service area.

2019 CA Update

Summary of Key Priority Area 5



Socio-Economic Factors

- 5-1 Education Levels
- 5-2 Health Statistics
- 5-3 Nutrition Information
- 5-4 Social Service Needs
- 5-5 Economic Factors

HIGHLIGHTS

- ★ 13.4% OF PERSONS LIVING IN THE SERVICE AREA HAD NO HIGH SCHOOL DIPLOMA
- ★ 102 PRIMARY CARE PHYSICIANS WITHIN THE SERVICE AREA
- ★ 24% OF ADULTS REPORTED POOR PHYSICAL HEALTH WITHIN THE SERVICE AREA
- ★ 17% OF ADULTS REPORTED POOR DENTAL HEALTH WITHIN THE SERVICE AREA

15.8%
**SNAP Recipients in
the Service Area**

62.0%
**Public School
Students Eligible for
Free Lunch**

43.7%
**Children Under Age 18
Receiving Medicaid**

5.0%
**Unemployment Rate
within the Service
Area**

**29.6% of the population
under the age of 18 in the
service area lives at or
below the Federal Poverty
Rate.**

2019 CA Update

Summary of Key Priority Area 6



Child Care Programs

- 6-1 Private Child Care Providers
- 6-2 Publicly Funded Pre-K

HIGHLIGHTS

- ★ 44 LICENSED CHILD CARE CENTERS WITHIN SERVICE AREA
- ★ 154 CHILDREN ESTIMATED TO BE ENROLLED IN SUBSIDIZED CHILD CARE
- ★ 2,328 CHILDREN NOT ENROLLED IN EDUCATION PROGRAM
- ★ 4,772 PRE-K AGED CHILDREN IN SERVICE AREA

9
ISD Partnerships

480
Children Enrolled in
ISD Partnership
Program

58.4%
Public School
Students Eligible
For Free Lunch

23%
Public School
Students Considered
At-Risk

22,901
Public School
Students Eligible for
Title 1 Program

**CSNT Service Area has
23 Independent School
Districts (9 are in
partnership with CSNT
Head Start).**

2019 CA Update

Summary of Key Priority Area 7



Housing Needs

7-1 Housing Resources

HIGHLIGHTS

- ★ 65,318 AVAILABLE HOUSING UNITS IN THE SERVICE AREA
- ★ 15.9% OF THE HOUSING UNITS IN THE SERVICE AREA WERE VACANT
- ★ \$589 MEDIAN RENT IN THE SERVICE AREA
- ★ 28.6% OF THE HOUSING UNITS IN THE SERVICE AREA HAD ONE OR MORE SUBSTANDARD CONDITIONS
- ★ 1,165 PUBLIC HOUSING AUTHORITY UNITS AVAILABLE IN THE SERVICE AREA

9.8%
Rental Units Vacant in the Service Area

Substandard Conditions:

- 1. Lacking complete plumbing**
- 2. Lacking complete kitchen**
- 3. More than 1 occupant per room**
- 4. 30% or greater monthly owner's cost**
- 5. 30% or greater gross rent as a % of household income**

4.2% of the housing units within the service area are considered overcrowded (Overcrowding – more than 1 occupant per room.)

2019 CA Update

Summary of Key Priority Area 8



General Information

- 8-1 Transportation
- 8-2 Preferred Services
- 8-3 Program Schedule
- 8-4 Barriers to Participation
- 8-5 School Readiness

HIGHLIGHTS

- ★ 230 PEOPLE IN THE SERVICE AREA RELY ON PUBLIC TRANSPORTATION
- ★ PARENTS ARE MADE AWARE OF THEIR CHILD'S PROGRESS IN KEY EARLY CHILDHOOD DEVELOPMENT AREAS
- ★ HEAD START PROGRAM SCHEDULES MIRROR THE PARTNERSHIP ISD
- ★ RURAL AREAS AND LANGUAGE CAN CAUSE BARRIERS TO PARTICIPATION

23
**School Districts in
the Service Area**

**CSNT Head Start
Partners with
Region VIII ESC**

**Texas Public Schools
Implement the
STAAR Assessment**

**Enrollment in Most
Public Schools within
the Service Area
Remained Even or
Saw A Slight Increase**

**AISD, HSISD, NBISD,
PISD, and TISD all
received a "B" ranking on
District Overall
Performance.**

2019 CA Update

Summary of Key Priority Area 9



Program Survey

9-1 Impacted Service Area
9-2 Impacted Children

HIGHLIGHTS

IMPACTED SERVICE AREA

- ★ 53% - LACK OF JOBS/ UNEMPLOYMENT/ BUSINESSES CLOSING
- ★ 15% - NEW AFFORDABLE LOW-INCOME HOUSING
- ★ 9% - NEW EMPLOYMENT OPPORTUNITIES
- ★ 4% - LACK OF PUBLIC TRANSPORTATION
- ★ 4% - AVAILABLE COMMUNITY RESOURCES

Highlights Impacted Children

52% Poor
Parenting Skills/
Young Parents

13% Children
Raised By
Grandparents

11% Substance
Abuse by Parents/
Family Members

5% Changes/Lack of
Affordable Health
Care

Lack of good paying jobs and poor parenting skills were at the top of the survey lists this year for impacting the service and children respectively.

**Justification
Updated Subpart J
Program Management and Quality Improvement
Policies and Procedures
CSNT Head Start Standard Operating Procedures
Grantee 06CH7174/04**

Date	Description of areas updated Section 1302.101(a)(4) Procedures	Cost of Sales	Budget Line Item
12/4/2018	<p>Added the statement: "Prior to beginning of each five-year grant cycle, these systems will be reviewed to see they are the best option for the program." (Systems mentioned in this section were MIP Financial System, ChildPlus Program Database, and CIRCLE Child Assessment System)</p>	-0-	NA
	Total	-0-	NA

Justification
Updated Head Start Staff Development & Training
Standard Operating Procedures
CSNT Head Start Operating Manual
Grantee 06CH7174/04

Date	Description of areas updated (3)	Cost of Sales	Budget Line Item
12/4/2018	1. Section I.H. Training Requirements Section (c.) State Child Care Licensing Standards Training Requirements (Updated this section to align with recent changes to Child Care Licensing Minimum Standards. Changes were minor.)	-0-	NA
12/4/2018	2. Section II.B. CDA Training Policy (Updated this section to include State-Adopted, Web-based CDA training programs. Also, changed person providing CDA assistance as Practice-Based Coach and not Program Manager)	-0-	NA
	3. Increased CSNT Head Start College Tuition payments An increase of \$600 per calendar year to a total of \$1,600 per calendar year	-0-	NA
	Total	-0-	NA

**Justification Head Start Disability Waiver Request
Grantee 06CH7174/05**

Date	Description of Item(s)	Cost of Sales	Budget Line Item
12/4/2018	CSNT Head Start 5.2% of children enrolled in the program with a disability. There are several children in the program that have a concern. Some of these children will have a diagnosed disability after they are assessed by the Local Education Agency. CSNT Head Start will confirm the number of children with a disability after the Christmas break. At that time, if the number is below 10%, the program will request a Disability Wavier.	-0-	NA
	Total	-0-	

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

301 Employee Benefits

Effective Date: 9/1/2003

Revision Date: 11/1/17

Eligible employees at Community Services are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee Handbook.

The following benefit programs are available to eligible employees:

- * Paid Personal Leave
- * Approved Auto Mileage
- * Bereavement Leave
- * Dental Insurance
- * Family Medical Leave
- * Health Insurance
- * Approved Agency Holidays
- * Jury Duty Leave
- * Military Leave
- * Personal Leave
- * Retirement Plan (403B)
- * Travel Allowances
- * Vision Care Insurance
- * Voting Time Off
- * Life Insurance
- * Short-Term Disability - Voluntary
- * Long-Term Disability - Voluntary
- * Employee Assistance Program (EAP)
- * HealthJoy (Tele-doc)

Some benefit programs require contributions from the employee, but most are fully paid by Community Services.

Any or all of these benefits may be discontinued at the discretion of Community Services. In addition, employees may be required to participate in the costs of benefits.

Community Services of Northeast Texas, Inc.
Personnel Policies & Procedures

325 HealthJoy Program

Effective Date: 10/16/18

Revision Date: 10/16/18

HealthJoy is a non-insurance product which consists of coverage for employees and their families regardless of their medical election.

ALL REGULAR PART-TIME AND FULL-TIME EMPLOYEES RECIEVE THIS BENEFIT AS PART OF THEIR BENEFITS PACKAGE.

HealthJoy consists of:

Telemedicine

Healthcare Concierge

RX saving Review

Medical Bill Review™

Appointment Booking

Provider Recommendations

**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** Tuesday 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(a-c), 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: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT Staff, Board members, Policy Council members, immediate family or persons in the

employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

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 11/27/18



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	147
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Students Age

Three Year Old :	44%	Four Year Old:	56%
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Gender

Male:	46%	Female:	54%
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Race

White: 3%	Black/African American: 87%	Two or more: 6%
	Other: 4%	Not Specified: 0%

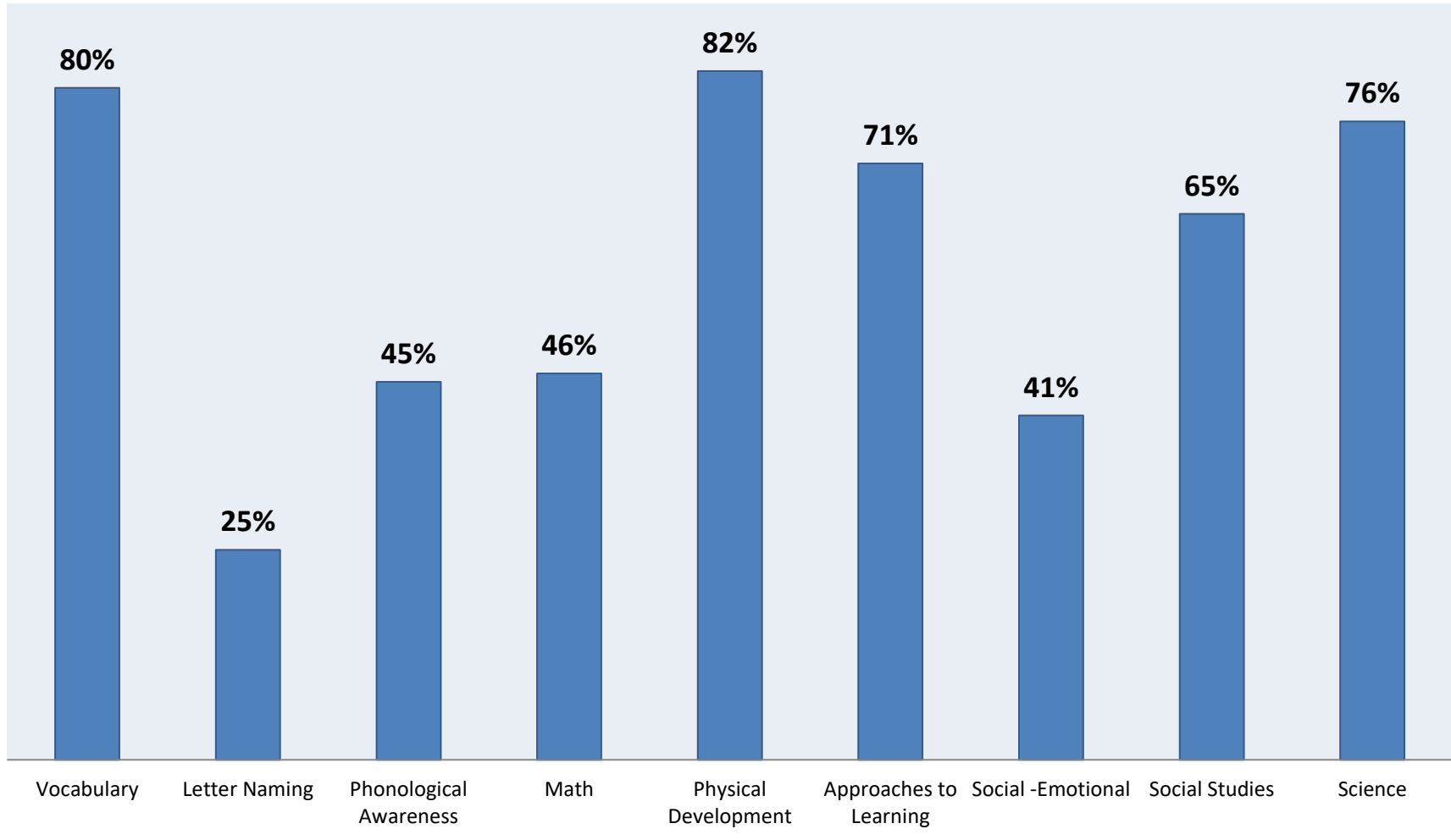
Language*

English: 96%	Spanish 4%	Unknown: 0%
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Disabilities

Yes:	1%	No:	99%
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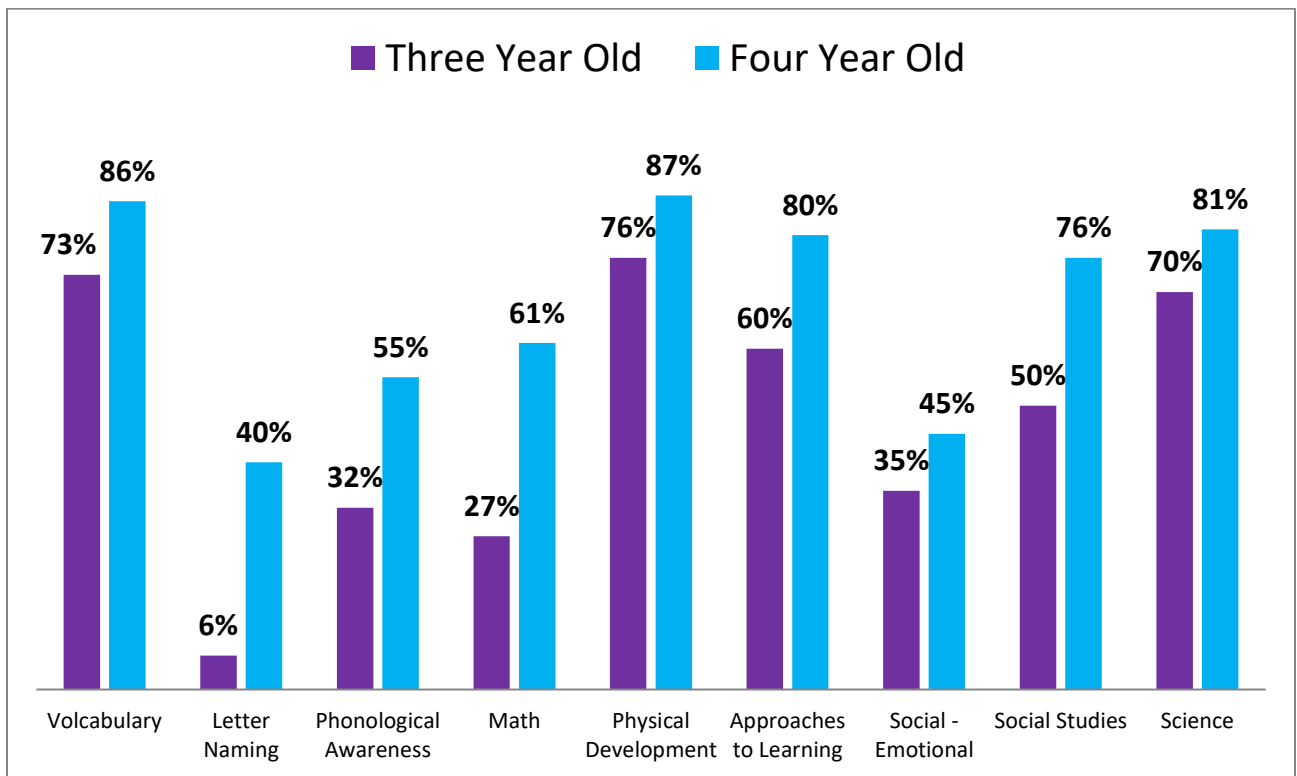
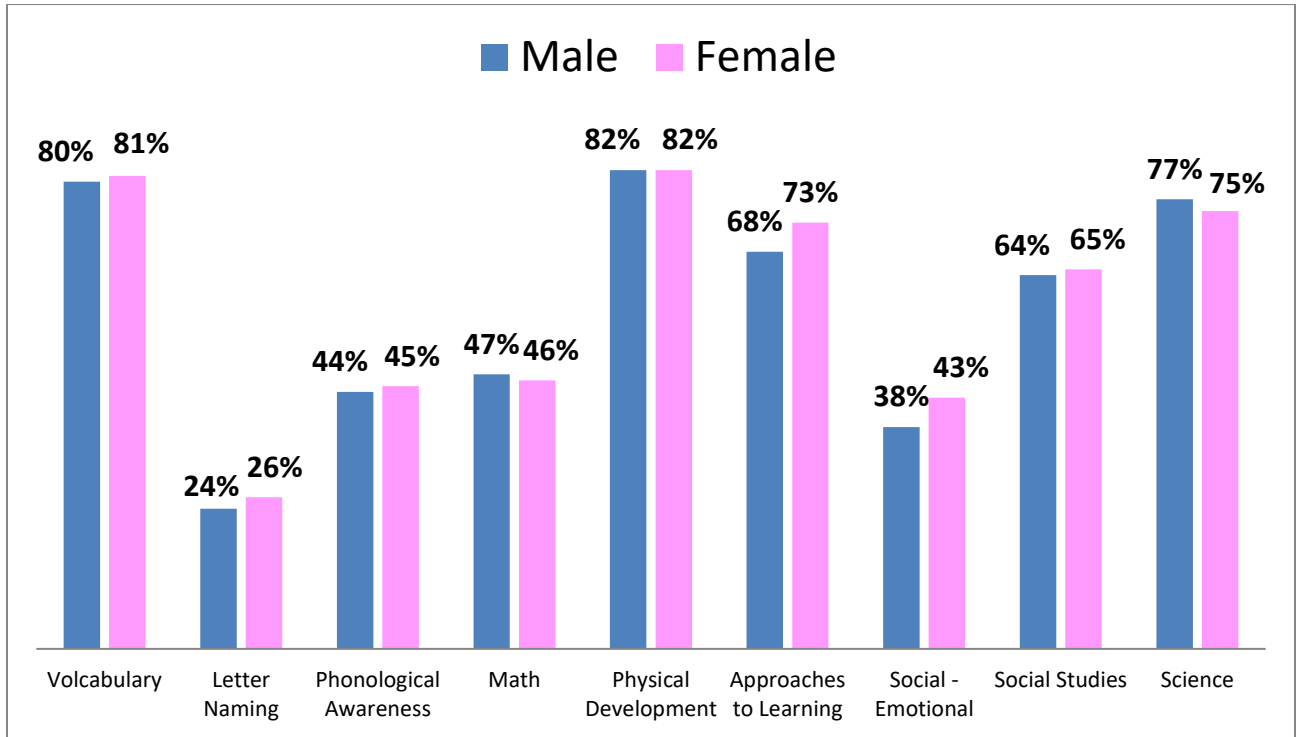
CSNT Head Start - Frog Street Assessment Beginning of Year - 2018-2019



Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

Comparison Data – Beginning of Year 2018-2019



Percentage represents total number of correct responses for each domain.

CSNT Head Start – Frog Street Assessment

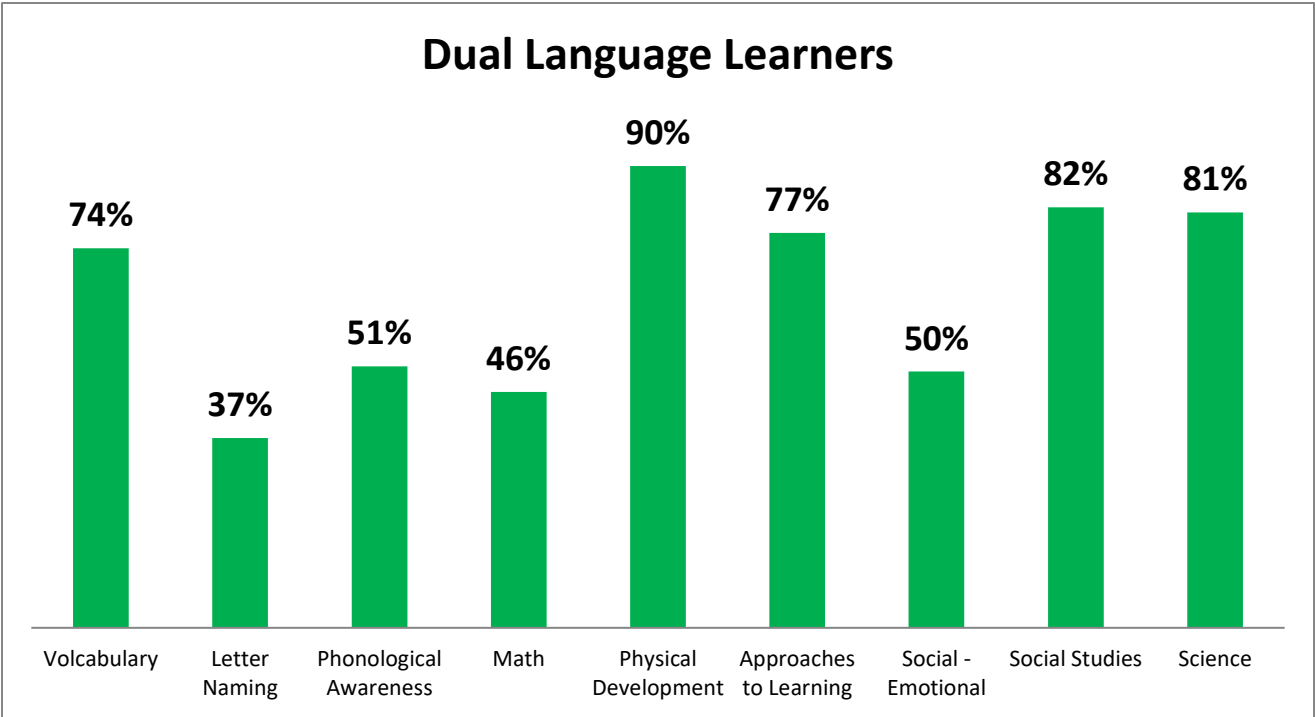
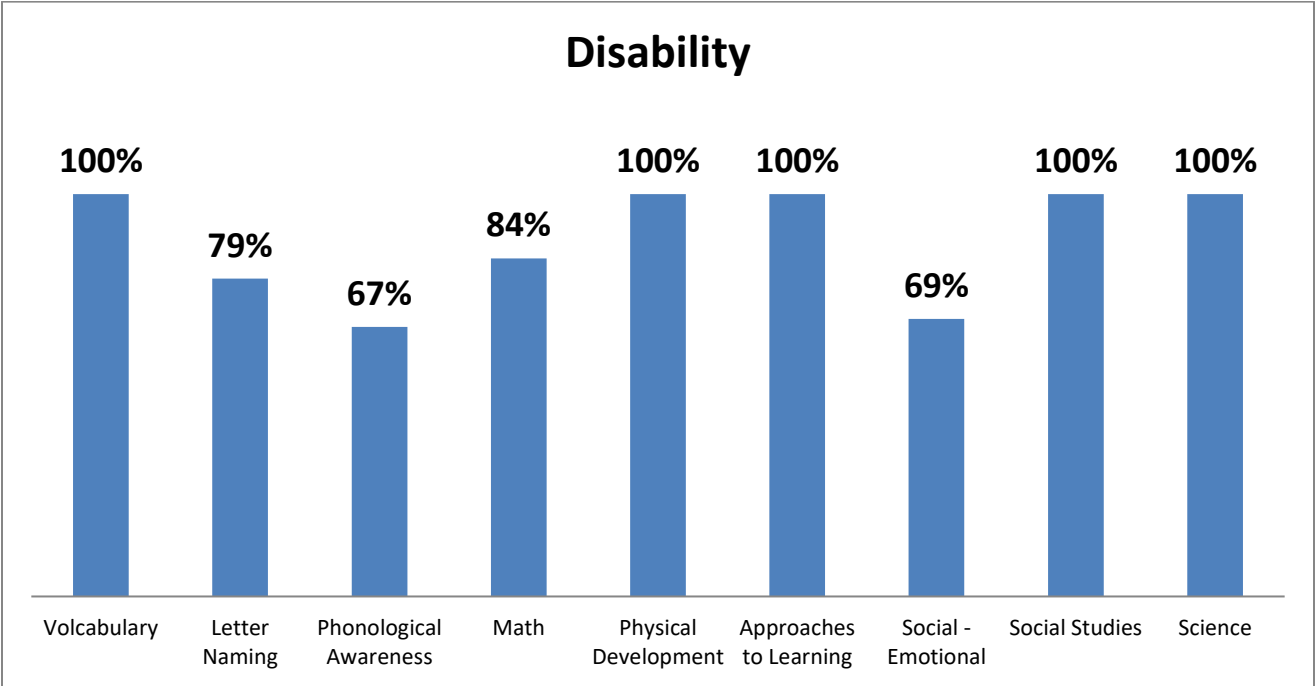
Beginning of Year - Race Comparison Data 2018-2019

Race	White	African American	Two or More	Other
Vocabulary	95%	80%	86%	74%
Letter Naming	54%	25%	26%	20%
Phonological Awareness	58%	44%	49%	41%
Math	67%	46%	46%	35%
Physical Development	94%	82%	76%	85%
Approaches to Learning	94%	70%	71%	69%
Social -Emotional	53%	40%	36%	50%
Social Studies	78%	63%	72%	78%
Science	91%	76%	68%	73%
Total Students Tested	4	128	9	6

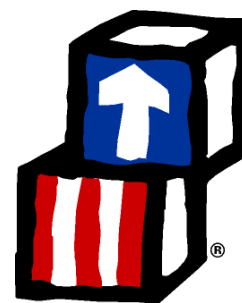
Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

Beginning of Year 2018-2019



Percentage represents total number of correct responses for each domain.



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	371
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Students Age

Three Year Old :	38%	Four Year Old:	62%
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Gender

Male:	56%	Female:	44%
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Race

White: 37%	Black/African American: 40%	Two or more: 12%
	Other: 11%	Not Specified: 0%

Language*

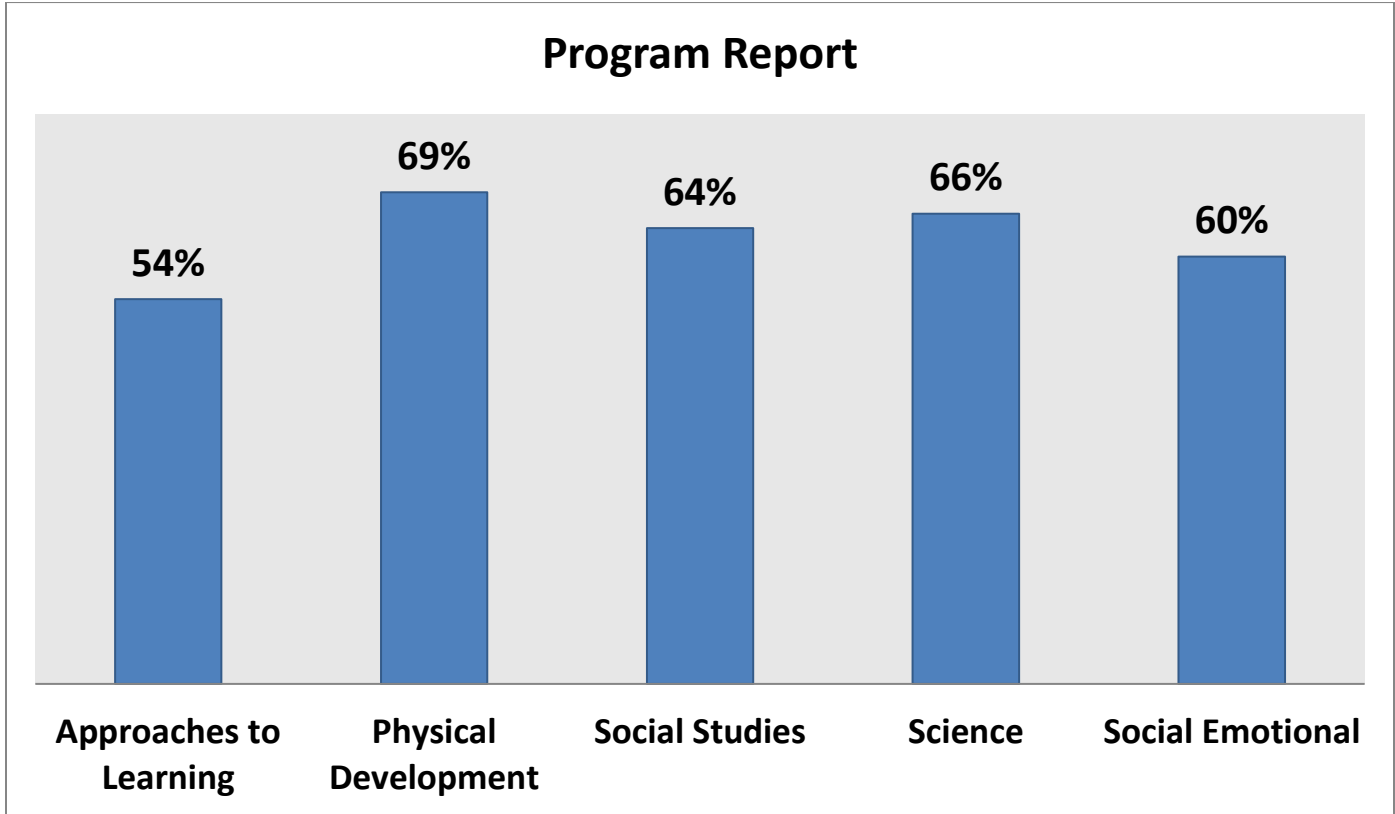
English: 89%	Spanish 11%	Unknown: 0%
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Disabilities

Yes:	6%	No:	94%
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CSNT Head Start CIRCLE Assessment

Wave 1 2018-2019

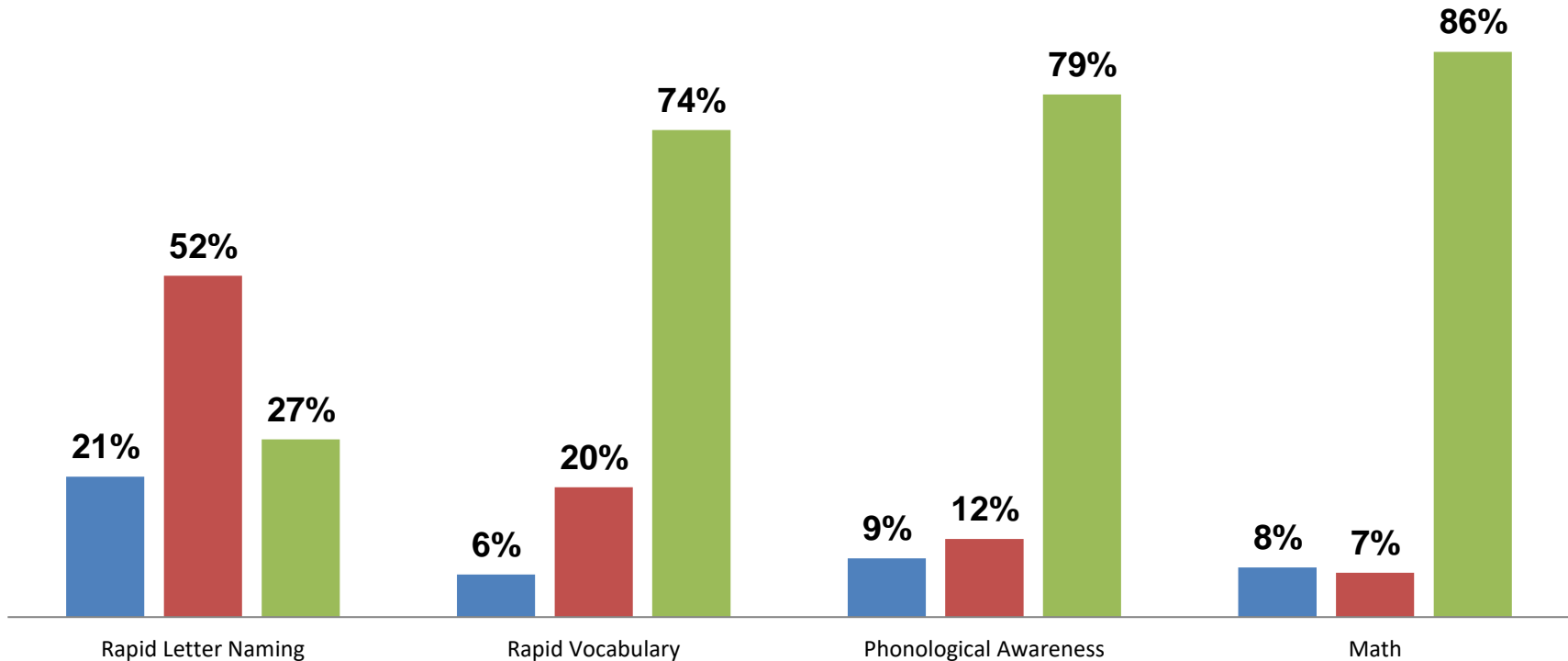


Head Start Campus	Approaches to Learning	Physical Development	Social Studies	Science	Social Emotional
Atlanta	49%	69%	66%	66%	63%
Bloomberg	85%	95%	63%	69%	88%
Daingerfield	45%	48%	63%	66%	37%
Hughes Springs	66%	85%	68%	69%	70%
Linden	29%	51%	72%	74%	49%
Naples	48%	62%	44%	56%	55%
New Boston	56%	73%	66%	61%	63%
Pittsburg	56%	66%	70%	70%	53%

Total percentage represents average of correct responses for each domain.

CSNT Head Start CIRCLE Assessment Wave 1 Program Report 2018-2019

■ Monitor ■ Needs Support ■ On Track



Students were assessed in Math and Phonological Awareness in the following area:

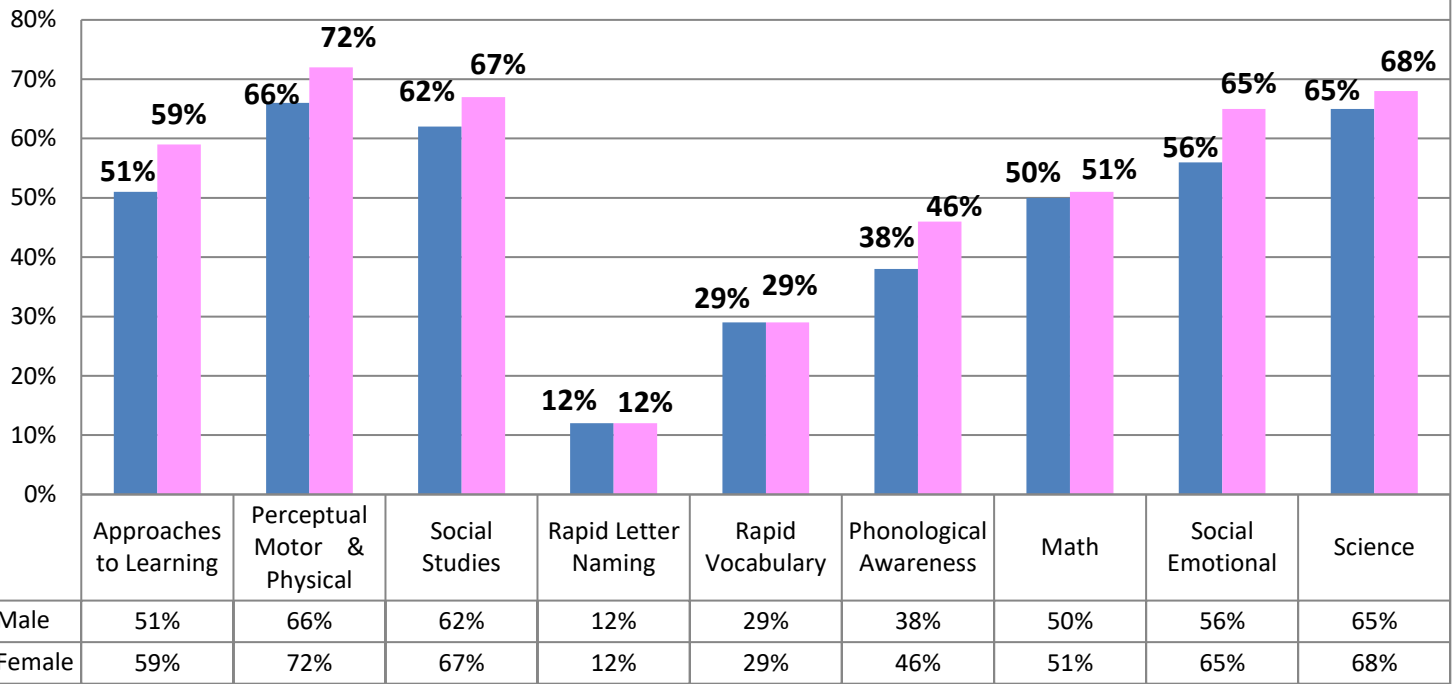
Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

Phonological Awareness: Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

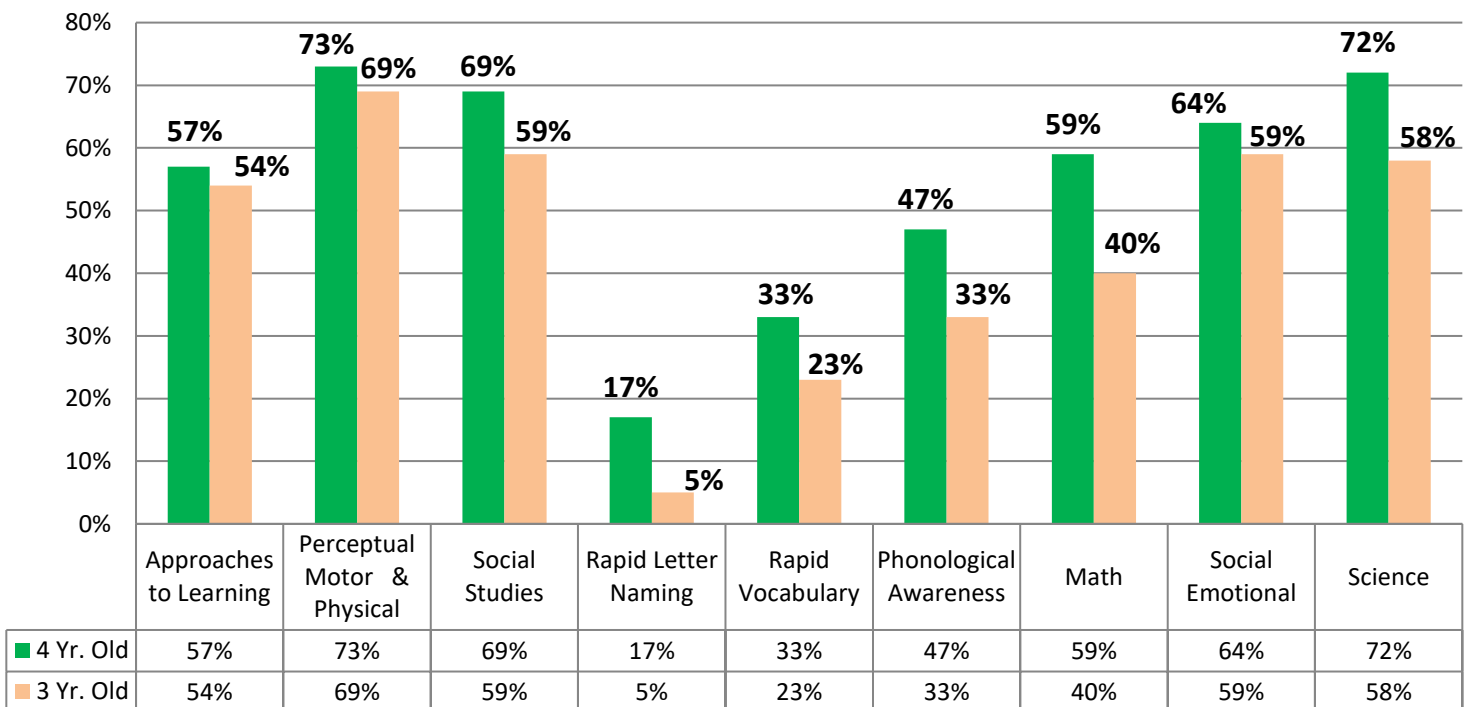
CSNT Head Start – CIRCLE Assessment

Wave 1 Comparison Data 2018-2019

Male / Female Comparison



Age Comparison



CSNT Head Start – CIRCLE Assessment

Wave 1 Race Comparison Data 2018-2019

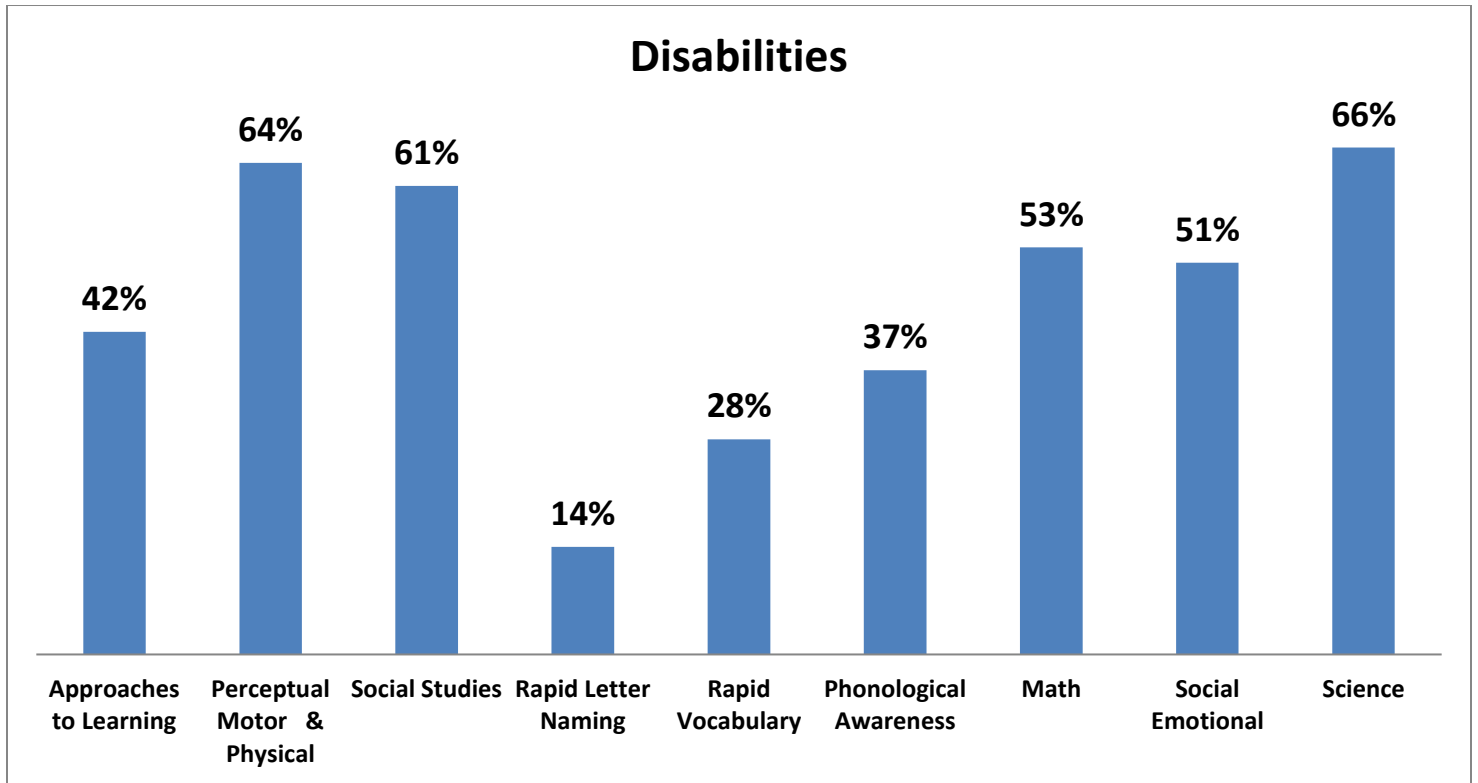
	White	Black / African American	Other	2 or More Races
Approaches to Learning	52%	55%	45%	61%
Perceptual Motor/Physical	69%	68%	68%	71%
Social Studies	66%	62%	57%	61%
Rapid Letter Naming	10%	13%	12%	6%
Rapid Vocabulary	31%	28%	22%	27%
Phonological Awareness	44%	42%	40%	34%
Math	51%	51%	50%	44%
Social Emotional	58%	61%	56%	65%
Science	68%	65%	64%	62%

Percentage represents total number of correct responses for each domain.

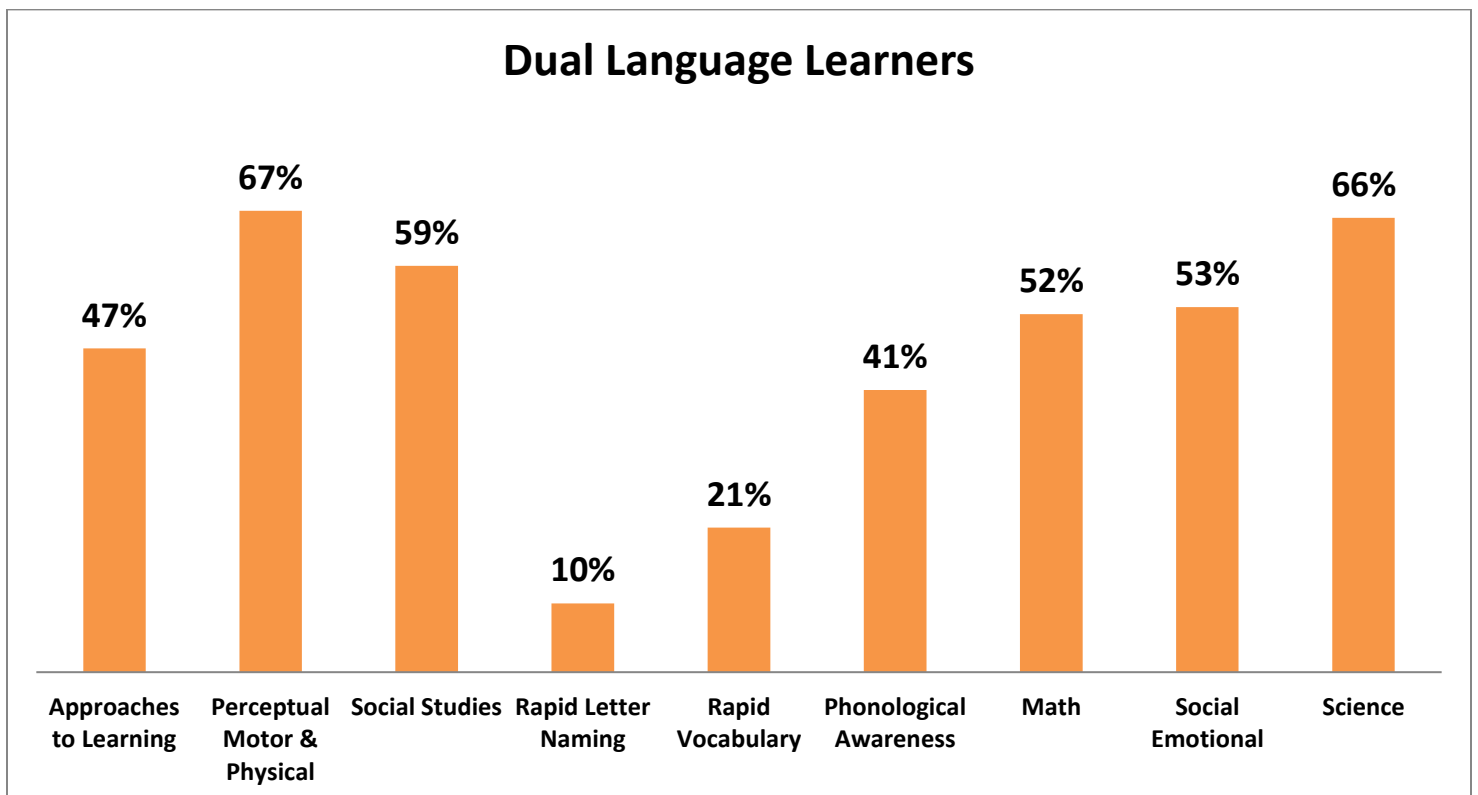
CSNT Head Start – CIRCLE Assessment

Wave 1 2018-2019

Disabilities



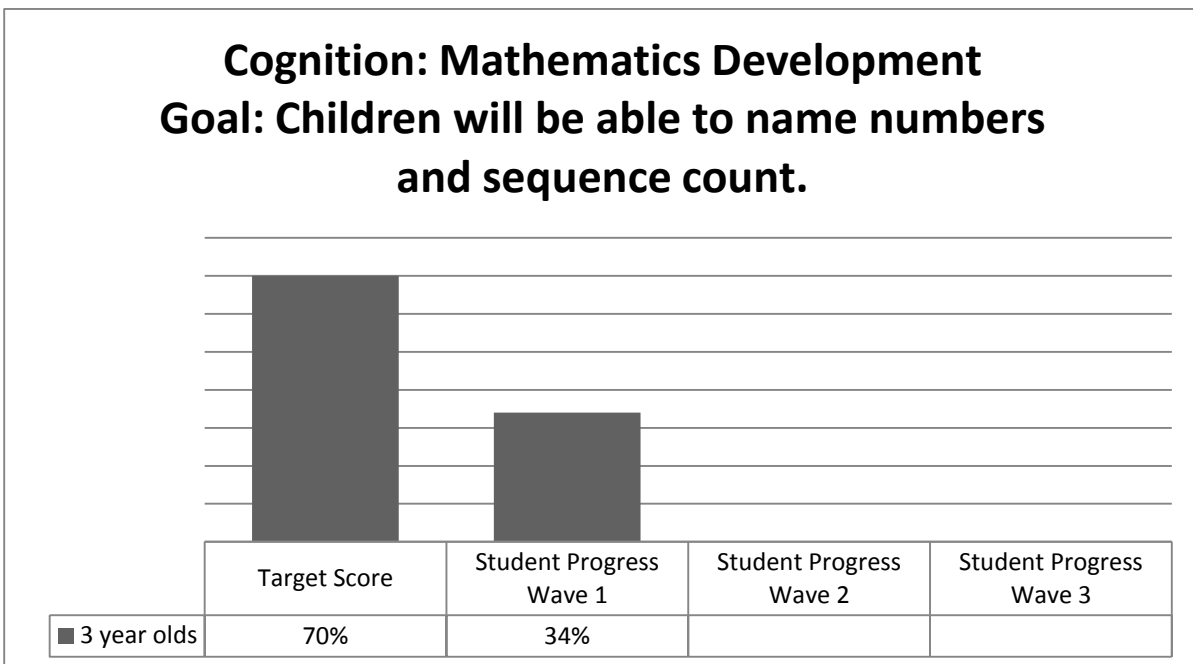
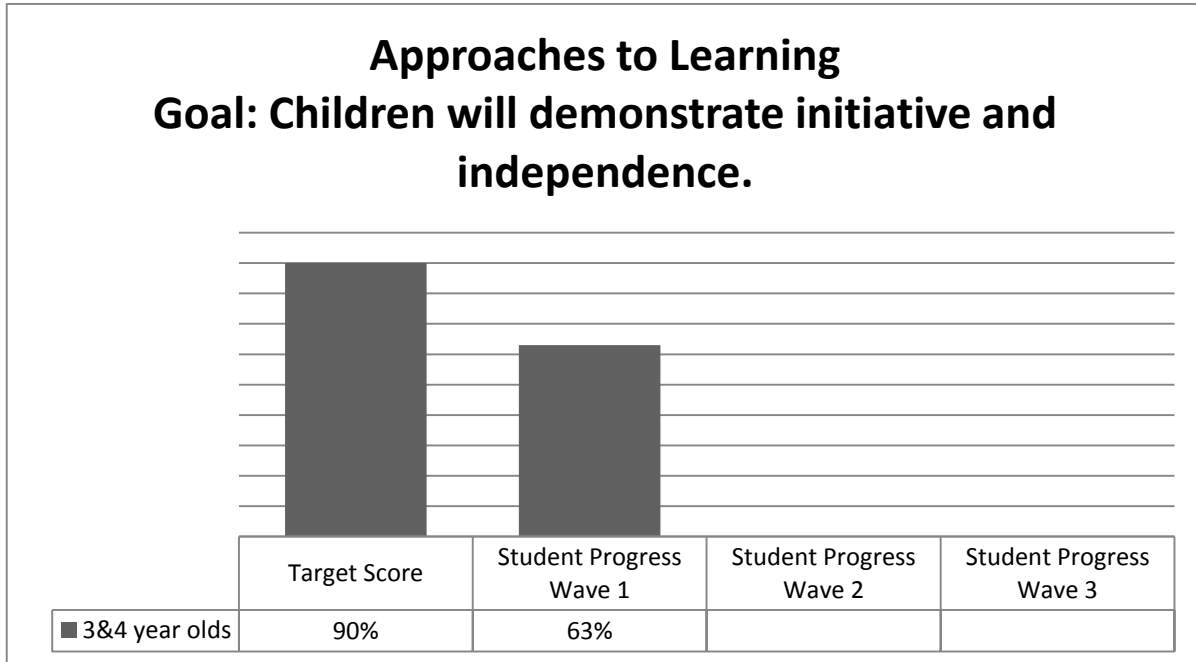
Dual Language Learners



CSNT Head Start

School Readiness Performance Data Report

2018-2019

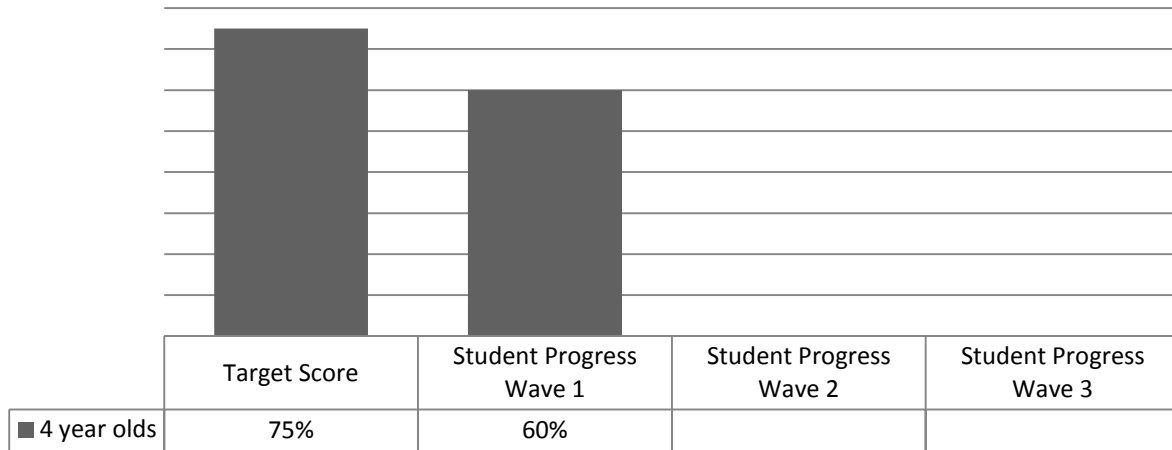


CSNT Head Start

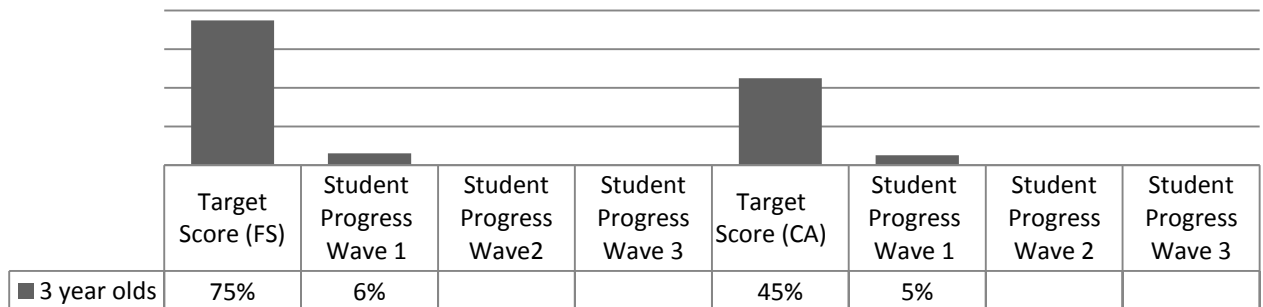
School Readiness Performance Data Report

2018-2019

Cognition: Mathematics Development
Goal: Children will be able to name numbers and sequence count.



Language and Literacy
Goal: Children will develop strong receptive and expressive language skills.
Children will name letters of the alphabet and produce correct sounds associated with letters....



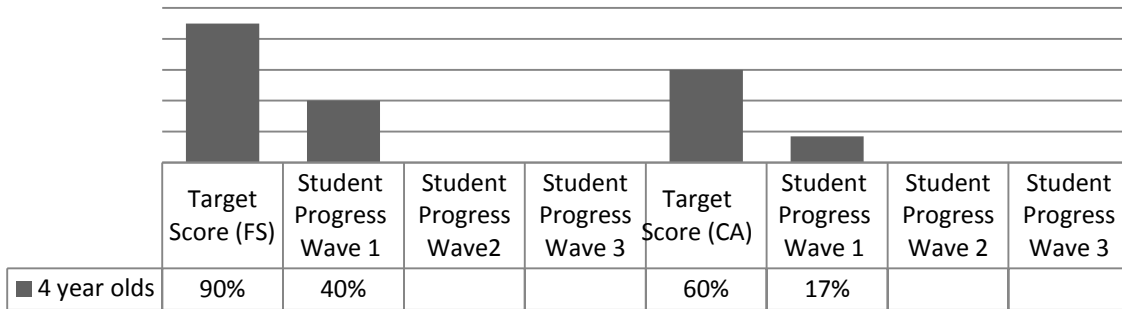
CSNT Head Start

School Readiness Performance Data Report

2018-2019

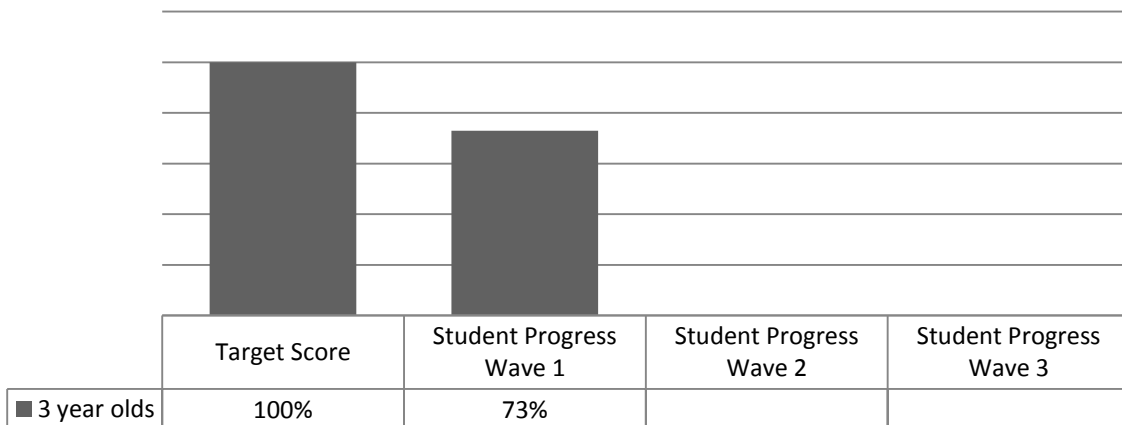
Language and Literacy

Goal: Children will develop strong receptive and expressive language skills.
Children will name letters of the alphabet and produce correct sounds associated with...



Perceptual, Motor, and Physical Development

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

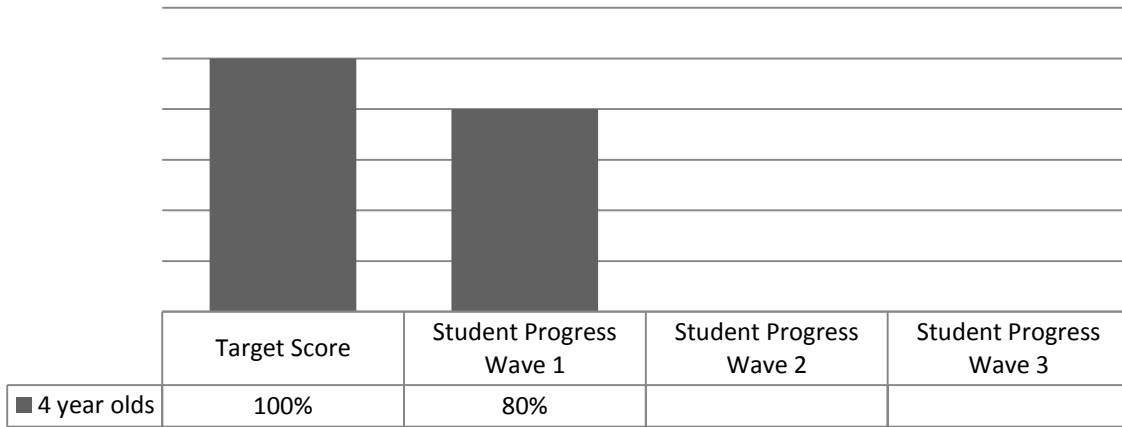


CSNT Head Start

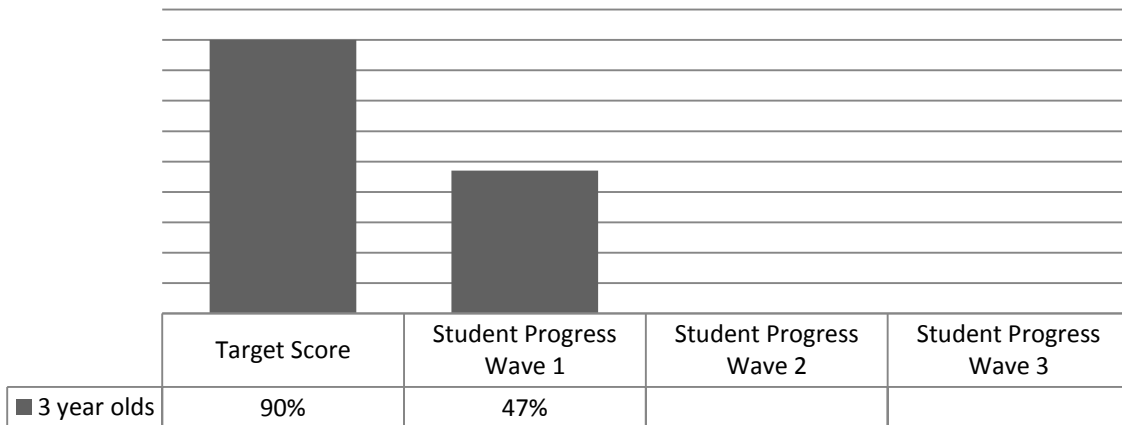
School Readiness Performance Data Report

2018-2019

Perceptual, Motor, and Physical Development
Goal: Children will demonstrate effective and efficient use of large and small muscles.



Social and Emotional Development
Goal: Children will use basic problem-solving skills to resolve conflicts with other children.

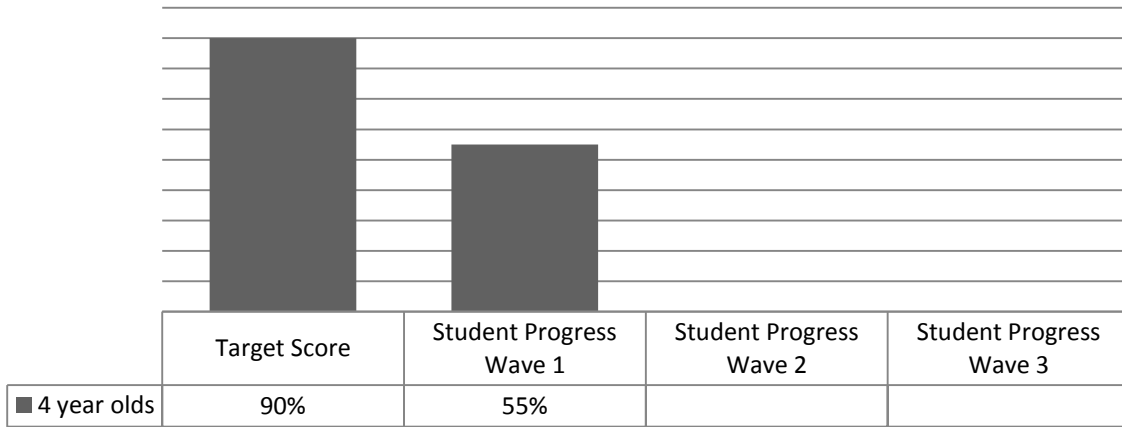


CSNT Head Start

School Readiness Performance Data Report

2018-2019

Social and Emotional Development
Goal: Children will use basic problem-solving skills to resolve conflicts with other children.



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

