




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, January 22, 2019 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 December 4, 2018**
6. **Presentations**
  - A. Naples Head Start Felicia Williams
  - B. Detailed Monitoring Interview Sharon Anderson
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report December 2018 and January 2019
    - b. Credit Usage Report January 2019
    - c. CACFP Financial Report December 2018 and January 2019
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report January 2019
    - b. PIR January 2019
  - C. Executive Director Report Dan Boyd

**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, January 22, 2019 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**8. Committee Reports**

- A. Appoint Committee Member(s)
- B. Committee Reports
  - a. Health Advisory
  - b. ERSEA
  - c. School Readiness

**9. Action Items**

**None**

**10. Discussion Items**

**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, December 4, 2018 9:15 am**  
**Linden Administration Offices**  
**304 East Houston Street**  
**Linden, Texas**

PC Attendance	Campus	Title	Sep-18	Oct-18	Dec-18
<b>Chairperson - Tara Overmyer</b>			x		x
<b>Vice Chairperson - Kimberly Jordan</b>			x	x	
<b>Secretary - Cecelia Huff</b>			x		x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x
La'Kimberly Simmons	Atlanta	Representative			
Chelsie McElwee(10/23/18)	Atlanta	Representative		x	
Evelyn Benjamin	Atlanta	Alternate			x
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	x
Olivia Woodruff	Linden	Representative	x		
Tara Overmyer	Linden	Alternate		x	
Tara Overmyer(12/4/18)	Linden	Representative			x
Heather Hoffman (12/4/18)	Linden	Alternate			
Misha Diaz	Naples	Representative			
Sara Finley(10/23/18)	Naples	Representative		x	x
Victor Diaz	Naples	Alternate			
Ashley Oleson	New Boston	Representative	x		x
Tim Oleson	New Boston	Alternate	x		
Stacey Armour	Pittsburg	Representative	x	x	
Adrianna Smith-Hart	Pittsburg	Alternate			
Cecelia Huff	Texarkana	Representative	x		x
Trinchelle Morine	Texarkana	Alternate			

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Shelley Mitchell, Misty Van Hooser, Frances Evans and Catherine Early

**1. Call to Order:**

The meeting was called to order by Brenda Swisher, Governing Board Liaison to the Policy Council at 9:17 am, December 4, 2018, in the Linden Administrative Conference Room.

**2. Recognize New Policy Council Members:**

Evelyn Benjamin – Atlanta Head Start Alternate

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Brenda Swisher, Peggy Peters, Tara Overmyer, Cecelia Huff, Sara Finley and Evelyn Benjamin

Ashley Oleson arrived at 9:27 am

**4. Approval of Agenda:**

Members reviewed the agenda. Tara Overmyer moved to accept the agenda. This 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.

**5. Approval of Minutes from October 23, 2018:**

Tara Overmyer moved to accept the minutes of October 23, 2018 meeting as presented. The motion was seconded by Sara Finley. 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. Naples Head Start – Felicia Williams**

None

**B. Eligibility Final Rule Training – Misty Van Hooser**

Misty Van Hooser trained the members on the eligibility requirements for Head Start.

**7. Reports:**

**A. Financial Report**

Shelley Mitchell gave the financial report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented. She also reviewed questions from the monitoring protocol.

**C. Executive Directors Report**

Dan Boyd discussed other Program's the Agency provides. He explained each program and how they would benefit the parents.

**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. Nominate/Elect Policy Council Chairperson**

Policy Council Chairperson was opened for nominations. Tara Overmyer was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Evelyn Benjamin moved to cease nominations. This 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. Ashley Oleson moved to approve the formally elected slate as presented. The motion was seconded by Sara Finley. 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 2019 Community Assessment**

Bernadette Harris reviewed the 2019 Community Assessment. Tara Overmyer moved to approve the 2019 Community Assessment as presented. Sara Finley 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 Update Subpart J**  
Bernadette Harris reviewed. Tara Overmyer moved to approve the Update to Subpart J as presented. The motion was seconded by Sara Finley. 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 Update Training Manual**  
Bernadette Harris reviewed. Tara Overmyer moved to approve the Update to the Training Manual with a change on #2 to state Curriculum Director. The motion was seconded by Ashley Oleson. 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 Disability Waiver Request Grant# 06CH7174/05**  
Tara Overmyer moved to approve the Disability Waiver Request Grant# 06CH7174/05 as presented. The motion was seconded by Sara Finley. 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 Personnel Policies**  
**a. #301**  
**b. #325**  
Charlotte Hall reviewed and stated that Health Joy replaced Freshbennies. Tara Overmyer moved to approve the Personnel Policies 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.
- G. Discuss and/or Approve Updated Dispute/Impasse Resolution to the Policy Council By Laws**  
Dan Boyd reviewed and stated that a clearer definition of disinterested parties was added. Tara Overmyer moved to approve the Updated Dispute/Impasse Resolution to the Policy Council By Laws as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**10. Discussion Items:**

- A. Discuss Frog Street Assessment Fall 2018 Data**  
Frances Evans reviewed the data a presented.
- B. Discuss Circle Assessment Fall 2018 Data**  
Frances Evans reviewed the data a presented.
- C. Discuss School Readiness Performance Fall 2018 Data**  
Frances Evans reviewed the data a presented.

**D. Discuss CLASS Fall 2018 Data**

Bernadette Harris reviewed the data a presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Ashley Oleson moved for Policy Council to go into Executive Session at 10:24 am.

Tara Overmyer seconded the motion.

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

Evelyn Benjamin made a motion to come back into regular session at 10:29 am.

Tara Overmyer seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Evelyn Benjamin to accept new hires, transfers, and terminations as presented. The motion was seconded by Peggy Peters. 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 10:30 am. The motion was seconded by Peggy Peters.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

1. How do you submit activities to support active involvement of parents in program operations and how do you ensure the agency is responsive to community and parent needs. 642(c)(2)(D)(i)

Answer: **Participate in the Parent Meetings**  
**Share PC information with parents at Parent Meetings**  
**By attending PC Meetings**  
**By participating in Committee Meetings such as the Community Assessment Meeting/Health Advisory/Self-Assessment/ERSEA/Self-Assessment Meetings**  
**By encouraging parents to participate in surveys and activities within the Head Start Program**  
**Communicating with Campus staff about issues that may arise**

2. Describe the type of information you use to ensure the program is delivering quality services and to actively participate in the direction of the program. 1302.102(d)

Answer: **Financial Data**  
**School Readiness Data – Children’s Data**  
**CLASS Data – Classroom Data**  
**Self-Assessment Data**  
**Detailed Monitoring Data**  
**Community Assessment Data**  
**Program Policies and Procedures – Approval**  
**Budget Information**  
**Orientation and Training**



1. How do you submit activities to support active involvement of parents in program operations and how do you ensure the agency is responsive to community and parent needs. 642(c)(2)(D)(i)

2. Describe the type of information you use to ensure the program is delivering quality services and to actively participate in the direction of the program. 1302.102(d)

# Head Start

## Financial Report for the month of January 2019

(December 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 11-30-2019</i>							
Personnel	\$2,487,133.00	\$139,400.07	\$139,400.07	\$2,347,732.93	\$207,261.08	\$207,261.08	\$67,861.01
Fringe Benefits	\$618,745.00	\$47,536.95	\$47,536.95	\$571,208.05	\$51,562.08	\$51,562.08	\$4,025.13
Travel (4120)	\$22,150.00	\$718.46	\$718.46	\$21,431.54	\$1,845.83	\$1,845.83	\$1,127.37
Equipment	\$51,751.00	\$0.00	\$0.00	\$51,751.00	\$4,312.58	\$4,312.58	\$4,312.58
Supplies	\$143,036.00	\$1,367.47	\$1,367.47	\$141,668.53	\$11,919.67	\$11,919.67	\$10,552.20
Contractual	\$18,005.00	\$0.00	\$0.00	\$18,005.00	\$1,500.42	\$1,500.42	\$1,500.42
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$161.92	\$161.92	\$23,326.08	\$1,957.33	\$1,957.33	\$1,795.41
Other (4122)	\$498,984.00	\$33,526.92	\$33,526.92	\$465,457.08	\$41,582.00	\$41,582.00	\$8,055.08
<b>Total</b>	<b>\$3,863,292.00</b>	<b>\$222,711.79</b>	<b>\$222,711.79</b>	<b>\$3,640,580.21</b>	<b>\$321,941.00</b>	<b>\$321,941.00</b>	<b>\$99,229.21</b>
T&TA	\$45,638.00	\$880.38	\$880.38	\$44,757.62	\$3,803.17	\$3,803.17	\$2,922.79

Total

USDA Reimbursements through

Estimated USDA Reimbursement for December 2018

\$10,891.50

Resulting (over)/under with USDA

\$110,120.71

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual

	<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	\$9,279.66	\$9,279.66	\$13,414.21	\$13,414.21	\$4,134.55
Per Child	\$7,487.00	\$431.61	\$431.61	\$623.92	\$623.92	\$192.30

### **Further Analysis**

Number of children	516
Number of classrooms	24

### IN-KIND (Non-Federal Share)

<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
\$965,823.00	\$131,092.08	\$131,092.08	\$834,730.92

# Head Start

## Financial Report for the month of January 2019

(November 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	\$319,312.89	\$2,420,777.10	\$39,609.90	\$205,032.25	\$2,460,387.00	\$39,609.90	
Fringe Benefits	\$633,204.00	\$54,524.58	\$627,575.24	\$5,628.76	\$52,767.00	\$633,204.00	\$5,628.76	
Travel (4120)	\$22,150.00	\$1,533.72	\$26,084.85	(\$3,934.85)	\$1,845.83	\$22,150.00	(\$3,934.85)	
Equipment	\$56,000.00	\$51,950.00	\$54,044.00	\$1,956.00	\$4,666.67	\$56,000.00	\$1,956.00	
Supplies	\$145,490.00	\$42,345.79	\$133,140.67	\$12,349.33	\$12,124.17	\$145,490.00	\$12,349.33	
Contractual	\$17,838.00	\$0.00	\$17,838.00	\$0.00	\$1,486.50	\$17,838.00	\$0.00	
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (4120)	\$23,488.00	\$650.00	\$19,553.15	\$3,934.85	\$1,957.33	\$23,488.00	\$3,934.85	
Other (4122)	\$504,735.00	\$67,088.57	\$596,939.50	(\$92,204.50)	\$42,061.25	\$504,735.00	(\$92,204.50)	
<b>Total</b>	<b>\$3,863,292.00</b>	<b>\$537,405.55</b>	<b>\$3,895,952.51</b>	<b>(\$32,660.51)</b>	<b>\$321,941.00</b>	<b>\$3,863,292.00</b>	<b>(\$32,660.51)</b>	
T&TA	\$45,638.00	\$2,183.72	\$45,638.00	\$0.00	\$3,803.17	\$45,638.00	\$0.00	
<b>Total</b>								
USDA Reimbursements through November 2018							\$137,140.42	
Estimated USDA Reimbursement for							\$0.00	
Resulting (over)/under with USDA								<u>\$104,479.91</u>

\* Total Over/Under without USDA

<b>Further Analysis</b>	
Number of children	516
Number of classrooms	24

### Accruals:

Actual year end payroll accrual

	<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	\$22,391.90	\$162,331.35	\$13,414.21	\$160,970.50	(\$1,360.85)
Per Child	\$7,487.00	\$1,041.48	\$7,550.30	\$623.92	\$7,487.00	(\$63.30)

### IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$965,823.00	\$129,902.61	\$1,451,960.90	(\$486,137.90)

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -January 2019

#### Capital One Credit Card

Purchases for October 2018 and November 2018		5,673.85
Payment due by 11/30/2018	Pd on 12/04/2018	(4,961.35)
	Credit Due	(747.14)
Purchases for November 2018 and December 2018		117.92
Payment due by 12/30/2018	Pd on 12/19/2018	(83.28)
Balance		-

#### Lowes Credit Card

Purchases for		-
Payment due	Pd on	-
Balance		-

#### Sam's Club Credit Card

Purchases for		-
Payment due by	Pd on	-
Balance		-

#### Line of Credit

Program	Local Admin	CEAP B	VET Ser NOW	CSBG A	
Highest December 2018 Balance	6,200.00	9,300.00	12,000.00	-	-
Current balance	-	11,403.32	22,000.00	4,600.00	-
Exp pay off date		1/31/2019	3/31/2019	1/31/2019	

#### In House Line of Credit

Program	CSBG A	ETCOG	VET Ser NOW	CEAP A	CSBG B
Highest December 2018 Balance	785.69	107,021.06	19,400.00	1,733.17	20.00
Current balance	5,000.00	107,021.06	23,460.00	1733.17	-
Exp pay off date	1/31/2019	-	3/31/2019	1/31/2019	

#### 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

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

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

ACCOUNT NUMBER xxxx xxxx xxxx 7041
PAYMENT DUE DATE 11-30-18
MINIMUM PAYMENT \$5,673.85
NEW BALANCE \$5,673.85

AMOUNT ENCLOSED \$

00706000000970410181024056738505673858

Please tear payment coupon at perforation.

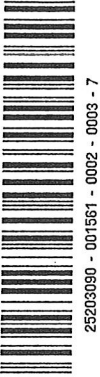
RECEIVED
NOV 13 2018
BY: [Signature]

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX 7041

Table with 2 columns: Account Information and Balance Details. 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.



ACCT. NUMBER: xxxx xxxx xxxx 7041			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	5,673.85	MINIMUM PAYMENT DUE	5,673.85
AVAILABLE CREDIT	4,326.15	PAYMENT DUE DATE	11-30-18

**RECEIVED**  
 NOV 13 2018  
 BY: *AA*

<b>FINANCE CHARGE SUMMARY</b>				
	<u>AVERAGE DAILY BALANCE</u>	<u>MONTHLY PERIODIC RATE</u>	<u>CORRESPONDING ANNUAL PERCENTAGE RATE</u>	<u>PERIODIC FINANCE CHARGE</u>
PURCHASES	\$0.00	1.0200%	12.24%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
<b>ANNUAL PERCENTAGE RATE*:</b>				<b>12.24%</b>
Periodic rates may vary				
Number of days in billing cycle:				31
* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.				

<b>CORPORATE ACCOUNT ACTIVITY</b>				
COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx-7041				<b>TOTAL CORPORATE ACTIVITY</b> \$1,810.24 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
10-10	10-09	75528028283482000330013	PAYMENT RECEIVED -- THANK YOU	1,550.13 PY
10-22	10-22	75528028295548000470011	PAYMENT RECEIVED -- THANK YOU	260.11 PY

<b>INDIVIDUAL CARDHOLDER ACTIVITY</b>					
DAN LUCKY BOYD xxxx-xxxx-xxxx-7041		<b>CREDITS</b> \$20.00	<b>PURCHASES</b> \$5,693.85	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$5,673.85
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
10-11	10-09	55436878283172835279235	HAMPTON INNS FORT WORTH TX 4891010124 ARRIVAL: 10-09-18	336.60	
10-11	10-10	55436878284152845389603	HAMPTON INNS FORT WORTH TX 4901011054 ARRIVAL: 10-10-18	375.90	
10-11	10-10	55436878284152845604977	OMNI DALLAS CONVENTN C DALLAS TX 0841011042 ARRIVAL: 10-10-18	436.83	
10-15	10-12	55309598286036035667835	WYNDHAM RIVERFRONT L-R NORTH LITTLE AR 3566783 ARRIVAL: 10-08-18	540.50	
10-16	10-16	0558745828900000020489	RBT WYNDHAM RIVERFRONT EASYSAVINGS NY	20.00 CR	
10-18	10-17	55436878291152915166577	OMNI FORT WORTH HOTEL FORT WORTH TX 6891018054 ARRIVAL: 10-14-18	473.80	
10-29	10-27	55432868300200929421886	MARRIOTT SAN ANTONIO P SAN ANTONIO TX 014397 ARRIVAL: 10-23-18	541.65	
10-31	10-30	05436848304000400438790	OMNI HOTELS- 855907319 185-590-7319 DE	507.00	
10-31	10-30	55429508303719521726511	HOTELBOOKINGSERVFEE 8007279059 UT 0052172651 ARRIVAL: 10-30-18	7.99	
10-31	10-30	55432868303200556236349	CCI*HOTEL RESERVATION 855-707-8654 TX	446.72	
10-31	10-30	55436878304153045319925	OMNI DALLAS CONVENTN C DALLAS TX 1541031042 ARRIVAL: 10-29-18	34.64	
11-01	10-31	55457028304083303881876	COMMUNITY ACTION PARTN 2022657546 DC	800.00	



25203090 - 001561 - 0003 - 0003 - 7

ACCT. NUMBER: xxxx xxxx xxxx 7041			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	5,673.85	MINIMUM PAYMENT DUE	5,673.85
AVAILABLE CREDIT	4,326.15	PAYMENT DUE DATE	11-30-18

**INDIVIDUAL CARDHOLDER ACTIVITY**

11-02	10-31	55436878305173055339299	DOUBLETREE NEW ORLEANS NEW ORLEANS LA 9211101124	ARRIVAL: 10-31-18	1,192.22
-------	-------	-------------------------	---	-------------------	----------





Capital One, N.A.
Corporate Card Statement



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

ACCOUNT NUMBER xxxx xxxx xxxx 7041
PAYMENT DUE DATE 12-30-18
MINIMUM PAYMENT \$5,030.63
NEW BALANCE \$5,044.63

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

\*\*T0001015

00716000000370410000000050306305044632

Please tear payment coupon at perforation.

STATEMENT MESSAGES

Your account is past due \$4,926.71. Past due amount is included in the minimum payment. Please remit immediately.

RECEIVED
DEC 13 2018
BY: [Signature]

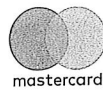
CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX7041

Table with 2 columns: Account Information (Closing Date, Payment Due Date, Credit Limit, Available Credit) and Balance Summary (Previous Balance, Purchases, CASH ADVANCES, CREDITS, PAYMENTS, LATE PAYMENT CHARGES, CASH ADVANCE FEE, FINANCE CHARGES, OVERLIMIT FEES, NEW BALANCE, MINIMUM PAYMENT DUE, DISPUTED AMOUNT).





25203390 - 000988 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx 7041			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	5,044.63	MINIMUM PAYMENT DUE	5,030.63
AVAILABLE CREDIT	4,955.37	PAYMENT DUE DATE	12-30-18

### FINANCE CHARGE SUMMARY

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$5,286.42	1.0200%	12.24%	\$53.92
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
<b>ANNUAL PERCENTAGE RATE*:</b>				<b>12.24%</b>
Periodic rates may vary				
Number of days in billing cycle:				30

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

### CORPORATE ACCOUNT ACTIVITY

COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx-7041	TOTAL CORPORATE ACTIVITY \$92.92
---	-------------------------------------

Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-05	12-05		PURCHASE *FINANCE CHARGE*	53.92
12-05	12-05		LATE PAYMENT CHARGE	39.00

### INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD xxxx-xxxx-xxxx-7041	CREDITS \$747.14	PURCHASES \$25.00	CASH ADV \$0.00	TOTAL ACTIVITY \$722.14 CR
---------------------------------------	---------------------	----------------------	--------------------	-------------------------------

Post Date	Trans Date	Reference Number	Transaction Description	Amount
11-09	10-31	55436878312153056013318	OMNI DALLAS CONVENTN C DALLAS TX 1579345 ARRIVAL: 10-29-18	34.64 CR
11-14	11-14	755325818318999999999999	*EXPEDITED CARD DELIVERY FEE	25.00
11-21	11-21	55436878283172835279235	HAMPTON INNS/FRD ADJ FORT WORTH TX	336.60 CR
11-21	11-21	55436878284152845389603	HAMPTON INNS/FRD ADJ FORT WORTH TX	375.90 CR

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of November 2018

### CACFP

	<u>Expenditures</u>		<u>Total To Date</u>
Operating Labor	\$ 8,355.33	\$	10,624.87
Administrative Labor	1,686.58	\$	2,166.78
Food	7,313.39	\$	17,316.75
Supplies & Equipment	1,321.95	\$	2,096.14
Purchased Services	-	\$	-
Financial Costs	-	\$	-
Media Costs	-	\$	-
Operating Org Cost	-	\$	-
Total	\$ 18,677.25		\$32,204.54

TDHS REVENUE

13,440.45

31,521.18 (Income Starts October 2018)

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of December 2018

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 3,663.59	\$ 14,288.46
Administrative Labor	682.24	\$ 2,849.02
Food	4,452.03	\$ 22,358.20
Supplies & Equipment	418.56	\$ 2,507.07
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ -
Total	<hr/> \$ 9,216.42	<hr/> \$42,002.75

TDHS REVENUE 10,891.50 42,412.68 (Income Starts October 2018)

# CSNT Head Start Monthly Report

Program Year 05 2019

06CH7174/05

2019

CSNT HS Report  
Revised 2/21/17

## Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516											
# additional students (partnerships)	2											
% with Special Needs	6%											
ADA Funded Enrolled* (516)	93%											
Enrollment (w/additional students)	92%											
Present/ Absent	477/41											
* If below 85% (Why) -	NA											

## Non-Federal Share

\$965,823    \$834,731    \$131,092    86% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$131,092</b>	\$ 131,092											

## Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>11%</b>	\$ 38,054											

## Meals/Reimbursements

\$10,982	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	15											
# of meals served	5,055											
CACFP Reimbursement	\$ 10,982											

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	29											
# Classrooms Observed	26											
Incomes Verified	2											
# Parents Interviewed	2											
# of Staff interviewed	7											
# Bus Routes Observed	1											
# Staff Files Reviewed	0											
# Community Contacts	25											
# of Findings Corrected	14											

## Annual Detailed Monitoring Findings

Date:    Week of    2/13/2018    Completed

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	13											
# findings corrected	13											
# findings remaining	0											

## Program Updates

Preparing for the Spring Semester  
Completing Detailed Monitoring and Preparing for Self-Assessment

PIR Snapshot	Total	Percentage
<b>Report: Head Start PIR Snapshot (Grid)</b>		
<b>PIR: Head Start 2018-2019</b>		
<b>Section: a. Total Funded Enrollment</b>		
Number of enrollment slots that the program is funded to serve.	516	100%
<b>Section: b. Funded Enrollment by Program Option</b>		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
<b>Section: c. Detail - Center-based Funded Enrollment</b>		
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
<b>Section: d. Total Cumulative Enrollment</b>		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families mat receive Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	551	100% of participants
<b>Section: e. Participants By Age</b>		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	224	40.65% of cumulative enrollment
Four Years Old	327	59.35% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
<b>Section: f. Homelessness Services</b>		
Total Number of children experiencing homelessness that were served during the enrollment year	32	5.81% of cumulative enrollment
<b>Section: g. Foster Care</b>		
Total number of enrolled children who were in foster care at any point in the program year	11	2% of cumulative enrollment
<b>Section: h. Prior Enrollment of Children</b>		

Second Year	179	32.49% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment

#### Section: i. Ethnicity

Hispanic or Latino Origin	81	14.7% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	470	85.3% of cumulative enrollment

#### Section: j. Race

American Indian or Alaska Native	1	0.18% of cumulative enrollment
Asian	5	0.91% of cumulative enrollment
Black or African American	293	53.18% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.18% of cumulative enrollment
White	155	28.13% of cumulative enrollment
Biracial or Multi-Racial	51	9.26% of cumulative enrollment
Other Race	45	8.17% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

#### Section: k. Language

English	500	90.74% of cumulative enrollment
Spanish	48	8.71% 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	0.54% of cumulative enrollment

#### Section: l. Health Services

Children With Health Insurance At Start of Enrollment	517	64.79% of cumulative enrollment
Children With Health Insurance At End of Enrollment	357	64.79% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	438	79.49% of cumulative enrollment
Children With A Medical Home At End of Enrollment	179	32.49% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	540	98% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	325	58.98% of cumulative enrollment
Children with a dental home at start of enrollment	422	76.59% of cumulative enrollment
Children with a dental home at end of enrollment	176	31.94% 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	31	5.63% of cumulative enrollment
---	----	--------------------------------

**Section: n. Family Services**

Total Number of Families	509	100% of total families
Families Who Received at Least One Family Service	280	55.01% of total families

**Section: o. Specific Services**

Emergency or Crisis Intervention	24	4.72% of total families
Housing Assistance	21	4.13% of total families
Mental Health Services	3	0.59% of total families
English as a Second Language (ESL) Training	12	2.36% of total families
Adult Education	59	11.59% of total families
Job Training	18	3.54% 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	2.16% of total families
Domestic Violence Services	2	0.39% of total families
Child Support Assistance	3	0.59% of total families
Health Education	236	46.37% of total families
Assistance to Families of Incarcerated Individuals	1	0.2% of total families
Parenting Education	244	47.94% of total families
Relationship or Marriage Education	3	0.59% of total families