




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Wednesday, April 23, 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 March 26, 2019**
6. **Presentations**
 - A. New Boston Head Start Venus Hornbuckle
 - B. Atlanta Head Start Catherine Early
 - C. Training – Policy Council Question Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report April 2019
 - b. Credit Usage Report April 2019
 - c. CACFP Financial Report April 2019
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report April 2019
 - b. PIR Report April 2019
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Wednesday, April 23, 2019 9:15 am
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304 East Houston
Linden, Texas

8. Committee Reports

- A. Appoint Committee Member(s)

9. Action Items

- A. Discuss and/or Approve 2019 Self-Assessment Report
- B. Discuss and/or Approve 2019-2020 School Calendars
- C. Discuss and/or Approve 2019 Financial Audit
- D. Discuss and/or Approve Disposition of Two Head Start Buses
- E. Discuss and/or Approve 2019 - 2020 USDA/CACFP Contract
- F. Discuss and/or Approve 2019-2020 Nutrition Menus for CACFP Campuses

10. Discussion Items

- A. CLASS Spring Data 2019

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

2. Discuss and/or Approve FSW credential increase to base pay

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, March 26, 2019 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas

| PC Attendance | Campus | Title | Sep-18 | Oct-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 |
|---|------------------|----------------|--------|--------|--------|--------|--------|--------|
| Chairperson - Tara Overmyer | | | x | | x | x | x | x |
| Vice Chairperson - Kimberly Jordan | | | x | x | | x | x | |
| Secretary - Cecelia Huff | | | x | | x | | | x |
| Brenda Swisher | Board Liaison/CC | Representative | x | x | x | | x | x |
| La'Kimberly Simmons | Atlanta | Representative | | | | | | |
| Chelsie McElwee(10/23/18) | Atlanta | Representative | | x | | | | |
| Tamaithia Sartor(1/22/19) | Atlanta | Representative | | | | x | x | |
| Eveln Benjamin | Atlanta | Alternate | | | x | | | |
| Kimberly Jordan | Bloomburg | Representative | x | x | | x | x | |
| Hayley Allums | Bloomburg | Alternate | x | x | | x | | |
| Sheran West | D/LS | Representative | x | x | | | x | x |
| Kimber Fair | D/LS | Alternate | x | | | | | |
| Ocie Ellison | Hughes Springs | Representative | | | | | | |
| Peggy Peters | Hughes Springs | Alternate | | x | x | | x | x |
| Olivia Woodruff | Linden | Representative | x | | | | | |
| Tara Overmyer | Linden | Alternate | | x | | | | |
| Tara Overmyer(12/4/18) | Linden | Representative | | | x | x | x | 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 | x | | x |
| Tim Oleson | New Boston | Alternate | x | | | | | |
| Stacey Armour | Pittsburg | Representative | x | x | | x | | x |
| Adrianna Smith-Hart | Pittsburg | Alternate | | | | | | |
| Cecelia Huff | Texarkana | Representative | x | | x | | | x |
| Trinchelle Morine | Texarkana | Alternate | | | | | | |

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall, Susan Horner, Frances Evans and Debra Jackson.

1. Call to Order:

The meeting was called to order by Tara Overmyer, Policy Council Chairperson at 9:29 am, March 26, 2019, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Tara Overmyer, Brenda Swisher, Peggy Peters, Sheran West, Cecelia Huff, Stacey Armour and Ashley Oleson

4. Approval of Agenda:

Members reviewed the agenda. Tamaithia Sartor moved to accept the agenda. This motion was seconded by Sheran West. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from February 26, 2019:

Ashley Oleson moved to accept the minutes of February 26, 2019 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. Texarkana Head Start – Debra Jackson

Debra Jackson, Campus Director for Texarkana Head Start shared a picture slideshow and read a poem about events that happened during the school year at the TISD Campus.

B. Training – OHS Video Homelessness – Bernadette Harris

The members viewed and discussed the “Policy Council as Leaders in Serving Families Experiencing Homelessness” by Dr. Deborah Bergeron OHS Director.

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

Bridgette Parton notified the members of the upcoming committee meetings.

School Readiness Meeting - May 8, 2019

Self-Assessment Committee Meeting – April 3, 2019

Health Services Advisory Committee Meeting – April 17, 2019

Strategic Planning Committee Meeting – May 7, 2019

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 requesting a new 5-Year non-competitive Head Start Grant per 1304.15 (a) (2)

Ashley Oleson moved to approve requesting a new 5-Year non-competitive Head Start Grant per 1304.15 (a) (2) 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:

A. Discuss Circle Assessment Wave 2

Frances Evans reviewed the Circle Assessment Wave 2 as presented.

- B. Discuss Frog Street Assessment Wave 2 Data**
Frances Evans reviewed the Frog Street Assessment Wave 2 Data as presented.
- C. School Readiness Performance Wave 2 Data**
Frances Evans reviewed the School Readiness Performance Wave 2 Data as presented.
- D. Discuss CLASS Detailed Monitoring Data**
Bernadette Harris reviewed the CLASS Detailed Monitoring Data as presented.
- E. Discuss Results of Governance and Leadership Screening**
Bernadette Harris gave the members a handout and reviewed the Results of Governance and Leadership Screening as presented.

11. Audience Comments:

The members had questions about transportation at the New Boston and Pittsburg Campuses. Bernadette Harris stated that transportation is decided upon need. Unfortunately we are unable to provide transportation if there is a need for only one child.

12. Executive Session:

Ashley Oleson moved for Policy Council to go into Executive Session at 10:51 am.
Peggy Peters seconded the motion.

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

Ashley Oleson made a motion to come back into regular session at 10:54 am.
Sheran West seconded the motion.

13. Required Action from Executive Session:

A motion was made by Cecelia Huff to accept new hires, transfers, and terminations as presented. The motion was seconded by Ashley Oleson. 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 Cecelia Huff at 10:55 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of April 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 | \$55,730.20 | \$628,780.86 | \$4,423.14 | \$52,767.00 | \$633,204.00 | \$4,423.14 |
| 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 | \$49,151.27 | \$139,946.15 | \$5,543.85 | \$12,124.17 | \$145,490.00 | \$5,543.85 |
| 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 | \$75,022.69 | \$604,873.62 | (\$100,138.62) | \$42,061.25 | \$504,735.00 | (\$100,138.62) |
| Total | \$3,863,292.00 | \$553,350.77 | \$3,911,897.73 | (\$48,605.73) | \$321,941.00 | \$3,863,292.00 | (\$48,605.73) |
| T&TA | \$45,638.00 | \$2,183.72 | \$45,638.00 | \$0.00 | \$3,803.17 | \$45,638.00 | \$0.00 |
| Total | | | | | | | \$137,140.42 |
| USDA Reimbursements through November 2018 | | | | | | | \$0.00 |
| Estimated USDA Reimbursement for | | | | | | | <u>\$88,534.69</u> |
| | | | | | | | Resulting (over)/under with USDA |
| | | | | | | | <u>\$88,534.69</u> |

* 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 | \$23,056.28 | \$162,995.74 | \$13,414.21 | \$160,970.50 | (\$2,025.24) |
| Per Child | \$7,487.00 | \$1,072.39 | \$7,581.20 | \$623.92 | \$7,487.00 | (\$94.20) |

| 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) |

Head Start

Financial Report for the month of April 2019

(March 2019 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 | \$187,392.32 | \$702,299.47 | \$1,784,833.53 | \$207,261.08 | \$829,044.33 | \$126,744.86 |
| Fringe Benefits | \$618,745.00 | \$57,935.53 | \$207,960.32 | \$410,784.68 | \$51,562.08 | \$206,248.33 | (\$1,711.99) |
| Travel (4120) | \$22,150.00 | (\$10.84) | \$4,148.61 | \$18,001.39 | \$1,845.83 | \$7,383.33 | \$3,234.72 |
| Equipment | \$51,751.00 | \$27,774.00 | \$27,774.00 | \$23,977.00 | \$4,312.58 | \$17,250.33 | (\$10,523.67) |
| Supplies | \$143,036.00 | \$17,113.51 | \$26,930.34 | \$116,105.66 | \$11,919.67 | \$47,678.67 | \$20,748.33 |
| Contractual | \$18,005.00 | \$0.00 | \$0.00 | \$18,005.00 | \$1,500.42 | \$6,001.67 | \$6,001.67 |
| Facilities / Construction | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other (4120) | \$23,488.00 | \$1,258.95 | \$3,851.79 | \$19,636.21 | \$1,957.33 | \$7,829.33 | \$3,977.54 |
| Other (4122) | \$498,984.00 | \$46,386.02 | \$180,185.03 | \$318,798.97 | \$41,582.00 | \$166,328.00 | (\$13,857.03) |
| Total | \$3,863,292.00 | \$337,849.49 | \$1,153,149.56 | \$2,710,142.44 | \$321,941.00 | \$1,287,764.00 | \$134,614.44 |
| T&TA | \$45,638.00 | \$1,248.11 | \$8,000.40 | \$37,637.60 | \$3,803.17 | \$15,212.67 | \$7,212.27 |
| Total | | | | | | | |
| USDA Reimbursements through February 2019 | | | | | | | \$39,385.59 |
| Estimated USDA Reimbursement for March 2019 | | | | | | | \$12,890.71 |
| | | | | | | | <u>\$186,890.74</u> |
| | | | | | | | Resulting (over)/under with USDA |

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$50,000.00

| 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 | \$14,077.06 | \$48,047.90 | \$13,414.21 | \$53,656.83 | \$5,608.94 |
| Per Child | \$7,487.00 | \$654.75 | \$2,234.79 | \$623.92 | \$2,495.67 | \$260.88 |

| IN-KIND (Non-Federal Share) | | | | |
|------------------------------------|---------------|-------------------|--------------|-------------------|
| | <u>Needed</u> | <u>This month</u> | <u>Total</u> | <u>Still need</u> |
| | \$965,823.00 | \$135,476.51 | \$547,604.39 | \$418,218.61 |

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -April 2019

Capital One Credit Card

| | | |
|--|------------------|-------------------|
| Purchases for January 2019 and February 2019 | | 3,904.76 |
| Payment due by 03/02/2019 | Pd on 03/07/2019 | <u>(3,904.76)</u> |
| Balance | | - |

Lowes Credit Card

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

Sam's Club Credit Card

| | | |
|-----------------------------|------------------|-------------------|
| Purchases for February 2019 | | 3,083.96 |
| Payment due by 03/28/2019 | Pd on 03/20/2019 | <u>(3,083.96)</u> |
| Balance | | - |

Line of Credit

| Program | CEAP B | Local Admin | VET Ser NOW | CSBG A | |
|---------------------------|-----------|-------------|-------------|--------|---|
| Highest March2019 Balance | 12,237.46 | 4,492.86 | 30,800.00 | - | - |
| Current balance | - | - | 30,800.00 | - | - |
| Exp pay off date | | | 6/30/2019 | | |

In House Line of Credit

| Program | CEAP B | CEAP A | VET Ser NOW | | |
|---------------------------|----------|----------|-------------|---|---|
| Highest March2019 Balance | 1,870.07 | 1,733.17 | 25,999.08 | | |
| Current balance | - | - | 26,107.08 | - | - |
| Exp pay off date | | - | 6/30/2019 | | |

TEXANA BANK LOANS

| Program | CSBG A | CEAP B | VET Ser NOW |
|---------------------------|--------|--------|-------------|
| Highest March2019 Balance | - | - | - |
| Current balance | - | - | - |
| Exp pay off date | | | |



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We'll fill your cart
Save time



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Sam's Club® Credit

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COMMUNITY COUNCIL OF CASS
Account Number ending in 1207

Visit samsclub.com/credit or Call 1-800-203-5764

Statement Closing Date 03/08/2019

Payments must be received by 5pm ET on due date if mailed, or by 11:59pm ET on due date for online and phone payments.

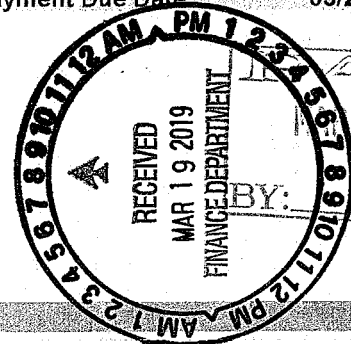
Account Summary

| | |
|-------------------------------------|-------------------|
| Previous Balance as of 02/09/2019 | \$0.00 |
| Other Credits | -65.58 |
| Purchases/Debits | +3,149.54 |
| New Balance as of 03/08/2019 | \$3,083.96 |

| | |
|------------------------|------------|
| Credit Limit | \$5,500 |
| Available Credit | \$2,416 |
| Statement Closing Date | 03/08/2019 |
| Days in Billing Cycle | 28 |

Payment Information

| | |
|------------------|------------|
| New Balance | \$3,083.96 |
| Total Minimum | |
| Payment Due | \$129.00 |
| Payment Due Date | 03/28/2019 |



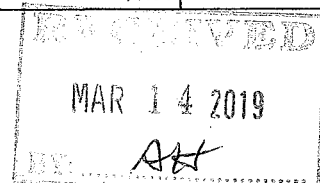
Transaction Summary

| Tran | Date | Post | Transaction Reference # | Description | Amount |
|-------------------------------------|-------|------|-------------------------|-------------------------------------|------------|
| 02/21 | 02/21 | | P9280001P018V7VFJ | SAMS CLUB.COM 006279 BENTONVILLE AR | \$860.54 |
| 02/21 | 02/21 | | P9280001S01KZ0R7Q | SAM'S CLUB 008295 TEXARKANA TX | -\$65.58 |
| 02/22 | 02/22 | | P9280001P018VW8VM | SAMS CLUB.COM 006279 BENTONVILLE AR | \$2,289.00 |
| Total for COMMUNITY COUNCIL OF CASS | | | | | \$3,083.96 |

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = variable rate

| Type of Balance | Expiration Date | Annual Percentage Rate | Balance Subject to Interest Rate | Interest Charge | Balance Method |
|-------------------|-----------------|------------------------|----------------------------------|-----------------|----------------|
| Regular Purchases | N/A | 25.15% (v) | \$0.00 | \$0.00 | 2D |



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

MEMBER SERVICE: For Account Information log on to samsclub.com/credit. This account is registered. See your On-line Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764.

| COMMUNITY COUNCIL OF CASS | | | | | |
|---|--------------------|-------------------------|----------------|---------------|-------------------|
| ACCOUNT #: 6046 0020 3929 1207 | | DATE OF SALE #: 190221 | P.O. #: | | |
| INVOICE#: 000000 | | AUTHORIZATION #: 001031 | CLUB #: 6279 | | |
| REFERENCE #: P9280001P018V7VFJ | | TRANSACTION #: 0 | REGISTER #: 89 | | |
| <u>S.K.U</u> | <u>DESCRIPTION</u> | <u>QUANTITY</u> | <u>UNIT</u> | <u>PRICE</u> | <u>EXT. PRICE</u> |
| 000662368 | CORPORATE ITEM | 12.000 | EA | \$20.6800 | \$248.16 |
| 980022772 | CORPORATE ITEM | 10.000 | EA | \$18.4800 | \$184.80 |
| 980070881 | CORPORATE ITEM | 25.000 | EA | \$14.4800 | \$362.00 |
| SUB \$794.96 | | TAX \$65.58 | | TOTAL INVOICE | \$860.54 |
| | | | | CREDITS TOTAL | \$0.00 |
| | | | | BALANCE DUE | \$860.54 |

| COMMUNITY COUNCIL OF CASS | | | | | |
|---|-----------------------------|----------------------------|----------------|---------------|-------------------|
| ACCOUNT #: 6046 0020 3929 1207 | | DATE OF SALE #: 190221 | P.O. #: | | |
| INVOICE#: 005861 | | AUTHORIZATION #: REFUND | CLUB #: 8295 | | |
| REFERENCE #: P9280001S01KZ0R7Q | | TRANSACTION #: 5861 | REGISTER #: 36 | | |
| <u>S.K.U</u> | <u>DESCRIPTION</u> | <u>QUANTITY</u> | <u>UNIT</u> | <u>PRICE</u> | <u>EXT. PRICE</u> |
| | MERCHANDISE/CONS UMABLES | 1.000 | EA | \$65.5800- | \$65.58- |
| SUB \$65.58- | | TAX \$0.00 | | TOTAL INVOICE | \$65.58- |
| | | | | CREDITS TOTAL | \$0.00 |
| | | | | BALANCE DUE | \$65.58- |

| COMMUNITY COUNCIL OF CASS | | | | | |
|---|--------------------|-------------------------|----------------|---------------|-------------------|
| ACCOUNT #: 6046 0020 3929 1207 | | DATE OF SALE #: 190222 | P.O. #: | | |
| INVOICE#: 000000 | | AUTHORIZATION #: 000460 | CLUB #: 6279 | | |
| REFERENCE #: P9280001P018VW8VM | | TRANSACTION #: 0 | REGISTER #: 89 | | |
| <u>S.K.U</u> | <u>DESCRIPTION</u> | <u>QUANTITY</u> | <u>UNIT</u> | <u>PRICE</u> | <u>EXT. PRICE</u> |
| 000469026 | CORPORATE ITEM | 1.000 | EA | \$2,289.0000 | \$2,289.00 |
| SUB \$2,289.00 | | TAX \$0.00 | | TOTAL INVOICE | \$2,289.00 |
| | | | | CREDITS TOTAL | \$0.00 |
| | | | | BALANCE DUE | \$2,289.00 |

1-2



Capital One, N.A.
Corporate Card Statement



25200360 - 000814 - 0001 - 0002 - 7

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

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

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

**T0001180

| | |
|------------------|---------------------|
| ACCOUNT NUMBER | XXXX XXXX XXXX 7041 |
| PAYMENT DUE DATE | 03-02-19 |
| MINIMUM PAYMENT | \$3,904.76 |
| NEW BALANCE | \$3,904.76 |

AMOUNT
ENCLOSED \$

0021600000057041000000003804760390476

Please tear payment coupon at perforation.

STATEMENT MESSAGES

Your total finance charge paid for 2018 was \$195.30.

RECEIVED
FEB 14 2019
BY: *[Signature]*

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX 7041

| | | | |
|----------------------------|----------|-----------------------------|-----------------|
| CLOSING DATE | 02-05-19 | PREVIOUS BALANCE | .00 |
| PAYMENT DUE DATE | 03-02-19 | PURCHASES AND OTHER CHARGES | 3,904.76 |
| CREDIT LIMIT | 10,000 | CASH ADVANCES | .00 |
| AVAILABLE CREDIT | | CREDITS | .00 |
| | | PAYMENTS | .00 |
| FOR CUSTOMER SERVICE CALL: | | LATE PAYMENT CHARGES | .00 |
| 1-866-772-4497 | | CASH ADVANCE FEE | .00 |
| SEND BILLING INQUIRIES TO: | | FINANCE CHARGES | .00 |
| CAP ONE COMMERCIAL | | OVERLIMIT FEES | .00 |
| MASTERCARD | | NEW BALANCE | 3,904.76 |
| P.O. BOX 84012 | | MINIMUM PAYMENT DUE | 3,904.76 |
| COLUMBUS GA 31908-4012 | | DISPUTED AMOUNT | .00 |



25200360 - 000814 - 0002 - 0002 - 7

| | | | |
|--|-----------|----------------------|----------|
| ACCT. NUMBER: xxxx xxxx xxxx 7041 | | | |
| CREDIT LIMIT | 10,000.00 | CASH ADVANCE BALANCE | .00 |
| NEW BALANCE | 3,904.76 | MINIMUM PAYMENT DUE | 3,904.76 |
| AVAILABLE CREDIT | 6,095.24 | PAYMENT DUE DATE | 03-02-19 |

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 | \$0.00 | 1.0408% | 12.49% | \$0.00 |
| CASH ADVANCES | \$0.00 | 1.4992% | 17.99% | \$0.00 |
| ANNUAL PERCENTAGE RATE*: 12.49% | | | | |
| 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.

INDIVIDUAL CARDHOLDER ACTIVITY

| DAN LUCKY BOYD xxxx-xxxx-xxxx- 9141 | | CREDITS | PURCHASES | CASH ADV | TOTAL ACTIVITY |
|---|------------|-------------------------|---|----------|----------------|
| | | \$0.00 | \$3,904.76 | \$0.00 | \$3,904.76 |
| Post Date | Trans Date | Reference Number | Transaction Description | Amount | |
| 01-15 | 01-11 | 55500369014036003242670 | ALOFT DALLAS DOWNTOWN DALLAS TX 397057 ARRIVAL: 01-07-19 | 807.30 | |
| 01-15 | 01-11 | 55500369014036003242688 | ALOFT DALLAS DOWNTOWN DALLAS TX 397055 ARRIVAL: 01-07-19 | 814.80 | |
| 01-18 | 01-18 | 55436679018150186478408 | OMNI FORT WORTH HOTEL FORT WORTH TX 8760118054 ARRIVAL: 01-18-19 | 233.43 | |
| 01-28 | 01-25 | 85428329027512944208538 | HRSW HOUSING 800-906-4213 TX | 239.85 | |
| 02-01 | 01-30 | 55432869032200818183806 | HAMPTON INN & SUITES D DALLAS TX 123865 ARRIVAL: 01-30-19 | 659.42 | |
| 02-01 | 01-30 | 55432869032200818183947 | HAMPTON INN & SUITES D DALLAS TX 123866 ARRIVAL: 01-30-19 | 590.14 | |
| 02-04 | 02-02 | 55310209034708557166034 | HI SAN ANTONIO RIVERWA SAN ANTONIO TX 13618576 ARRIVAL: 01-31-19 | 559.82 | |

HEAD START NUTRITION PROGRAM

Financial Report

For the month of March 2019

CACFP

| | <u>Expenditures</u> | <u>Total To Date</u> |
|----------------------|---------------------|--|
| Operating Labor | \$ 5,015.98 | \$ 30,570.61 |
| Administrative Labor | 817.62 | \$ 6,025.88 |
| Food | 3,499.38 | \$ 41,774.88 |
| Supplies & Equipment | 2,720.98 | \$ 6,709.41 |
| Purchased Services | - | \$ 150.00 |
| Financial Costs | - | \$ - |
| Media Costs | - | \$ - |
| Operating Org Cost | - | \$ - |
| Total | <hr/> \$ 12,053.96 | <hr/> \$85,230.78 |
| TDHS REVENUE | 12,890.71 | 83,797.48 (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 | 516 | 516 | 516 | | | | | | | | |
| # additional students (partnerships) | 2 | 5 | 4 | 3 | | | | | | | | |
| % with Special Needs | 6% | 6% | 6% | 8% | | | | | | | | |
| ADA Funded Enrolled* (516) | 93% | 92% | 90% | 92% | | | | | | | | |
| Enrollment (w/additional students) | 92% | 92% | 90% | 92% | | | | | | | | |
| Present/ Absent | 477/41 | 476/43 | 462/58 | 477/44 | | | | | | | | |
| * If below 85% (Why) - | NA | NA | NA | NA | | | | | | | | |

Non-Federal Share

\$965,823 \$6,092 \$959,731 1% Needed

| | December | January | February | March | April | May | June | July | August | September | October | November |
|------------------|------------|------------|------------|------------|-------|-----|------|------|--------|-----------|---------|----------|
| \$959,731 | \$ 131,092 | \$ 139,037 | \$ 141,998 | \$ 547,604 | | | | | | | | |

Adimin Expenditures (including non-federal share)

| *Should not be above 15% | December | January | February | March | April | May | June | July | August | September | October | November |
|--------------------------|-----------|-----------|------------|------------|-------|-----|------|------|--------|-----------|---------|----------|
| 11% | \$ 38,054 | \$ 85,840 | \$ 141,140 | \$ 192,247 | | | | | | | | |

Meals/Reimbursements

| \$52,367 | December | January | February | March | April | May | June | July | August | September | October | November |
|---------------------|-----------|-----------|-----------|-----------|-------|-----|------|------|--------|-----------|---------|----------|
| # of service days | 15 | 17 | 19 | 16 | | | | | | | | |
| # of meals served | 5,055 | 6,173 | 7,189 | 6,021 | | | | | | | | |
| CACFP Reimbursement | \$ 10,982 | \$ 13,194 | \$ 15,300 | \$ 12,891 | | | | | | | | |

Program Monitoring

| | December | January | February | March | April | May | June | July | August | September | October | November |
|-------------------------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| # Child Files Reviewed | 29 | 130 | 221 | 269 | | | | | | | | |
| # Classrooms Observed | 26 | 64 | 92 | 93 | | | | | | | | |
| Incomes Verified | 2 | 15 | 10 | 5 | | | | | | | | |
| # Parents Interviewed | 2 | 2 | 0 | 27 | | | | | | | | |
| # of Staff interviewed | 7 | 4 | 0 | 18 | | | | | | | | |
| # Bus Routes Observed | 1 | 1 | 2 | 1 | | | | | | | | |
| # Staff Files Reviewed | 0 | 0 | 10 | 0 | | | | | | | | |
| # Community Contacts | 25 | 25 | 48 | 52 | | | | | | | | |
| # of Findings Corrected | 14 | 23 | 81 | 33 | | | | | | | | |

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 | 13 | 7 | 7 | | | | | | | | |
| # findings corrected | 13 | 13 | 1 | 1 | | | | | | | | |
| # findings remaining | 0 | 0 | 6 | 6 | | | | | | | | |

Program Updates

Preparing for End of School Activities
 Completing 2019 Strategic Plan
 ACF-IM-HS-19-01 General Disaster Recovery Flexibilities
 Preparing New 5-Yr Grant Project Application

| 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. | 574 | 100% of participants |
| Section: e. Participants By Age | | |
| Two Years Old | 0 | 0% of cumulative enrollment |
| Three Years Old | 239 | 41.64% of cumulative enrollment |
| Four Years Old | 335 | 58.36% 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 | 35 | 6.1% of cumulative enrollment |
| Section: g. Foster Care | | |
| Total number of enrolled children who were in foster care at any point in the program year | 15 | 2.61% of cumulative enrollment |
| Section: h. Prior Enrollment of Children | | |
| Second Year | 179 | 31.18% of cumulative enrollment |
| Three (or more) Years | 0 | 0% of cumulative enrollment |
| Section: i. Ethnicity | | |
| Hispanic or Latino Origin | 83 | 14.46% of cumulative enrollment |
| Non-Hispanic or Non-Latino Origin | 491 | 85.54% of cumulative enrollment |
| Section: j. Race | | |
| American Indian or Alaska Native | 1 | 0.17% of cumulative enrollment |
| Asian | 5 | 0.87% of cumulative enrollment |
| Black or African American | 307 | 53.48% of cumulative enrollment |
| Native Hawaiian or Pacific Islander | 1 | 0.17% of cumulative enrollment |
| White | 162 | 28.22% of cumulative enrollment |
| Biracial or Multi-Racial | 53 | 9.23% of cumulative enrollment |
| Other Race | 45 | 7.84% of cumulative enrollment |
| Unspecified Race | 0 | 0% of cumulative enrollment |

Section: k. Language

| | | |
|--|-----|---------------------------------|
| English | 523 | 91.11% of cumulative enrollment |
| Spanish | 48 | 8.36% 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 | 0.52% of cumulative enrollment |

Section: l. Health Services

| | | |
|--|-----|---------------------------------|
| Children With Health Insurance At Start of Enrollment | 548 | 96.69% of cumulative enrollment |
| Children With Health Insurance At End of Enrollment | 555 | 96.69% of cumulative enrollment |
| Children With A Medical Home At Start of Enrollment | 538 | 93.73% of cumulative enrollment |
| Children With A Medical Home At End of Enrollment | 403 | 70.21% of cumulative enrollment |
| Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment | 561 | 97.74% of cumulative enrollment |
| Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment | 567 | 98.78% of cumulative enrollment |
| Children with a dental home at start of enrollment | 520 | 90.59% of cumulative enrollment |
| Children with a dental home at end of enrollment | 392 | 68.29% 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 | 45 | 7.84% of cumulative enrollment |
|---|----|--------------------------------|

Section: n. Family Services

| | | |
|---|-----|--------------------------|
| Total Number of Families | 530 | 100% of total families |
| Families Who Received at Least One Family Service | 326 | 61.51% of total families |

Section: o. Specific Services

| | | |
|--|-----|--------------------------|
| Emergency or Crisis Intervention | 23 | 4.34% of total families |
| Housing Assistance | 23 | 4.34% of total families |
| Mental Health Services | 3 | 0.57% of total families |
| English as a Second Language (ESL) Training | 12 | 2.26% of total families |
| Adult Education | 61 | 11.51% of total families |
| Job Training | 19 | 3.58% of total families |
| Substance Abuse Prevention | 1 | 0.19% of total families |
| Substance Abuse Treatment | 0 | 0% of total families |
| Child Abuse and Neglect Services | 12 | 2.26% of total families |
| Domestic Violence Services | 2 | 0.38% of total families |
| Child Support Assistance | 3 | 0.57% of total families |
| Health Education | 278 | 52.45% of total families |
| Assistance to Families of Incarcerated Individuals | 1 | 0.19% of total families |
| Parenting Education | 272 | 51.32% of total families |
| Relationship or Marriage Education | 4 | 0.75% of total families |



CSNT Head Start Program

2019 Self-Assessment Report - **Draft**

Date: 4-3-19

Section 1. Introduction

Program description

Head Start is one of several programs offered through the community action agency, Community Services of Northeast Texas, Inc. (CSNT). CSNT Head Start has been providing services to children in Northeast Texas since the 1960s. The program offers Head Start services to eligible 3-4 year olds in Bowie, Camp, Cass, and Morris Counties. All of the 29 Head Start classrooms are in partnerships with local education agencies. The program works closely with other resources in the communities where the classrooms are located. Total Funded enrollment for PY01-04 was 516 and enrollment is 516 at this point in PY05. Actual enrollment for PY04 was an average of 529; and PY05 is an average of 522. CSNT Head Start is able to serve more children than the funded enrollment due to partnerships with local education agencies.

CSNT Head Start Program has (8) broad goals for Grant #06CH7174 five-year grant project period.

| |
|---|
| Goal 1: Increase public awareness of the Head Start Program and the services offered. |
| Goal 2: Create innovative ways for each Campus to maintain 10% disability enrollment. |
| Goal 3: Align professional development for staff with the HSPPS 1309.92, thereby ensuring high quality, comprehensive services. |
| Goal 4: Provide comprehensive school readiness services to all of the Head Start children based upon program data, the HSPPS, and the HSELOF. |
| Goal 5: Create and strengthen new and existing partnerships that increase quality and the cost effectiveness of the Head Start Program. |
| Goal 6: Manage the CSNT HS Program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community. |
| Goal 7: To improve management systems with the full utilization of state-of-the-art technology for the Head Start Program. |
| Goal 8: Serve as partners of change by embracing the aspirations of the CSNT HS Governing Body, Policy Council, and local community. |

Context for Self-Assessment

1. Prior to this year's Self-Assessment, the Management team was trained on "Head Start A to Z: Self-Assessment." The Team discussed the Self-Assessment process focusing on progress in obtaining program goals, program systems, and program data instead of checking boxes for compliance.
2. The Management Team took the old Self-Assessment process and split it into two separate sections:
 - a. Detailed Monitoring is implemented as part of the On-Going Monitoring System to add a layer of monitoring that includes the creation of (4) teams made-up of Administrative, management, and Campus staff as well as parents, policy council and governing board members, and community partners, where applicable. These teams monitor the program for areas of strength, weaknesses, and non-compliances. The teams complete on-site visits, documents reviews, and interviews. A summary of the team findings becomes a part of the Self-Assessment Team data packets.
 - b. Self-Assessment Teams analyze progress made on program goals/objectives as well as strengths and weaknesses of management systems. There are (4) teams with five members on each team. Team Leaders are program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by members of each team. Teams document systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.
3. Information from the Community Assessment is provided to the Self-Assessment Teams, as needed. They analyze the data from the Community Assessment along with other program data reports. The needs found within the Community Assessment include providing support for parents, hiring bi-lingual staff, quality health care for children and families, implementing school readiness, and providing teachers with the skills to teach diverse classrooms. These needs are compared to the program goals/objectives/outcomes.
4. After the Teams analyze the program data and program goals/objectives for progress, conclusions are discussed by the management team. Strategies are developed on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.
5. One area that the program would like to improve is the collection of data across the 5-year grant cycle. The program will utilize technology to create a better system of tracking specific areas of data over the five year grant cycle.

| SA Teams | Questions to Consider |
|--|---|
| <p>Team One: Program Management/ Quality Improvement/ Fiscal – ERESEA/ Human Resources</p> | <ol style="list-style-type: none"> 1. Do Staff receive training on a regular basis that will help them perform their job duties? 2. Does the program have a system in place to monitor compliance with HSPPS in the area of Human Resources? 3. Has the program had any Audit findings? 4. Does the program have a system in place to update financial policies and procedures when regulations or requirements change? 5. Is the program using reliable data systems to create reports that are user friendly? 6. Does improved technology within the program correlate with improved communication within the program? |
| <p>Team Two: Comprehensive Health Services/ Safety/ Transportation</p> | <ol style="list-style-type: none"> 1. Has the implementation of dental clinics affected the number of children within the program that are up-to-date on dentals? 2. Are there procedures in place at the ISD locations for Head Start children to be served by the school district nurses? |
| <p>Team Three: Early Childhood Education/ Child Development/ CLASS/ School Readiness</p> | <ol style="list-style-type: none"> 1. Has the program improved literacy and math skills for children within the program 2. Has the program improved the nutritional intake of children within the program? 3. Does the program provide adequate New Hire Training for new teachers? 4. Have CLASS scores for the Program improved? |
| <p>Team Four: Family & Community Engagement – ERSEA/ Disability</p> | <ol style="list-style-type: none"> 1. Is the program continuing to actively recruit children in the Daingerfield and Linden areas? 2. Is the program continuing to seek community partners? 3. Did the program reach 10% of its funded enrollment as children with disabilities by the end of the program year? 4. Has the program made progress toward meeting 10% of its funded enrollment as children with disabilities during the Program year? 5. Are parents able to participate in meetings and activities when they are held at different times throughout the school year? 6. Would different training formats help Governing Board and Policy Council Members retain their knowledge of the HS Program? |

Section 2. Methodology

| Date | Action | Purpose |
|-----------------------|--|--|
| 11/26/2018 | <i>Detailed OGM Leadership Meeting</i> | <ul style="list-style-type: none"> • <i>Update 2019 Detailed Monitoring Process</i> • <i>Create 2019 Self-Assessment Implementation Plan</i> |
| 12/10-12/2018 | <i>Detailed Monitoring Training Sessions</i> | <ul style="list-style-type: none"> • <i>Training – Detailed Monitoring Orientation and Team Training</i> • <i>Each Team Member is trained on confidentiality</i> |
| 2/12/19 | <i>Self-Assessment Committee Meeting</i> | <ul style="list-style-type: none"> • <i>Training on SA Process</i> • <i>Discuss Proposed 2019 Self-Assessment Implementation Plan</i> • <i>Approve 2019 Self-Assessment Implementation Plan</i> |
| 2/25/19 | <i>Detailed OGM Meeting</i> | <ul style="list-style-type: none"> • <i>Discuss Detailed OGM Results</i> • <i>Approve Detailed OGM Summary</i> |
| 4/3/19 | <i>Self-Assessment Team Meeting</i> | <ul style="list-style-type: none"> • <i>Self-Assessment A to Z Team Training (including roles and responsibilities)</i> • <i>SA Team Break-out Sessions</i> |
| 4/9/19 | <i>Self-Assessment Committee Meeting</i> | <ul style="list-style-type: none"> • <i>Approve 2019 SA Program Report</i> |
| <i>Before 5/31/19</i> | <i>Final Step in Self-Assessment Process</i> | <ul style="list-style-type: none"> • <i>Policy Council and Governing Board approval of SA Report</i> • <i>Submit To Regional Office with Grant</i> |

Section 3. Key In-Sights

Strengths

- ✓ CSNT Head Start has partnerships with local public school districts in all (9) of the Head Start locations throughout the four county service area. In five of the (9) locations, Head Start services are provided on the school district campus. At these locations, school nurses provide guidance for health issues for Head Start children. Four of the (9) locations provide services from Head Start Campuses. In these four locations, the CSNT Health Coordinator provides guidance for health issues. At each location, a team teaching model is implemented with instruction being provided by a Head Start Teacher and School District Teacher throughout the school day.
- ✓ All CSNT staff receive systematic, on-going training on a regular basis. This training supports the staff in acquiring the knowledge and skills needed to provide high quality, comprehensive services within the scope of their job responsibilities. A database system enables management to align professional development training with the needs of the program as well as the staff.
- ✓ All CSNT children receive standardized and structured assessments three times per year. These assessments provide ongoing, individualized data that aligns with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines. Teachers are able to create reports from these assessments that indicate a child's progress in each of the areas designated by Head Start. The teachers as wells as parents and other Head Start staff utilize these reports.
- ✓ CSNT Head Start uses different forms of media to recruit children into the Head Start Program. One method of recruitment is Community Billboards. These billboards alert the community of Head Start enrollment opportunities. This helps maintain waiting list. School District media sites are also used to alert parents and the community of enrollment opportunities.
- ✓ CSNT Head Start partners with community resources in the Head Start service area. Formal and Informal MOUs designate the service and/or resource that will be provided by each partner. With the use of MOUs, CSNT establishes an on-going collaborative relationship with public and private entities such as state and federal government agencies, banks, grocery stores, real estate agencies, etc.

Systemic Issues

- ✓ Search for methods to reach 10% disability funded enrollment before the end of December
- ✓ Revise the process for technology related issues to be addressed in a timely manner

Innovations

- ✓ CSNT Head Start implements a Family Service Credentialing program. The Family Service Administrator is a certified Family Service Credential Trainer. CSNT Family Service Workers can attend classes that lead to a Family Service Credential.
- ✓ CSNT will schedule two dental clinics beginning with the 2019-2020 school year. This supports families in completing their child’s six-month dental. Children stay compliant with their dentals and dental problems are resolved before they become serious.
- ✓ CSNT uses spot screeners for children’s vision acuity. These devices detect additional vision issues that cannot be detected using distance visual acuity. Vision referrals increased by 44% when using the spot screener than in the previous year.

Progress in Meeting our goals and objectives

| Goals | | Status |
|---|-----|--|
| CSNT Head Start will increase public awareness of the Head Start Program and the services offered. | | The public’s awareness of the program throughout the service area has improved over the past five years through the staff’s involvement in community meetings and collaborating with the local school districts. The program has met funded enrollment all five years and has maintained an average enrollment of 525 children. The program is able to serve an estimated (9) additional students through partnerships with the local public schools. |
| Completion Rate | 90% | |
| CSNT Head Start will create innovative ways for each Campus to maintain 10% disability. | | <ul style="list-style-type: none"> • The program has met the 10% disability enrollment requirement for the past two years, but did not achieve the 10% requirement until the end of the program year • The program has met with Local Education Agencies that are serving children with disabilities located in the service area • The Disability/Mental Health Specialist will meet with Campus level Special Education staff at the beginning of the school year • The State of Texas has a Corrective Action Plan in place with the Special Education Department that may help this situation |
| Completion Rate | 90% | |
| CSNT Head Start will align with the Head Start Program Performance Standard 1302.92, thereby ensure high quality, comprehensive services. | | <ul style="list-style-type: none"> • Most custodians have received or maintained bus certifications. However, there is one open CDL position. • As staff have improved their knowledge on implementation of disability services, the program has increased the number of students receiving disability services from an estimated 8% to 10%. However, the 10% is not reached until March to April. |

| | | |
|---|-----|---|
| | | <ul style="list-style-type: none"> • The Program Manager tracks professional development goals through the database system. The program has started also tracking completion rates as well. • Family Service Staff have received training on goal setting and how to track goals in the database system. They will continue to receive more training in this area. |
| Completion Rate | 80% | |
| CSNT Head Start will provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Performance Standards, and the Head Start Early Learning Outcomes Framework. | | <ul style="list-style-type: none"> • Children have made improvements in all areas. Three-year-old children have struggled in letter recognition. However, in year five, three-year-olds that are proficient in letter recognition is 15% at the mid-point of the school year. • Children were able to name numbers and sequence count. 54% of three-year-olds and 80% of four-year-olds were proficient by mid-year. • The implementation of the Practice-Based Coach has helped teaching staff implement best practices in their classrooms. This has also had an impact on the increase in the CLASS scores of .21 in Emotional Support/.42 in Classroom Organization and .23 in Instructional Support |
| Completion Rate | 70% | |
| CSNT Head Start will create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start Program. | | <ul style="list-style-type: none"> • Texas Department of Health is communicating with the Head Start Program and will assist providers in understanding the requirements of a State Health Exam for children • 93% of families maintained Health Insurance • 33% of parents attended parent meetings and parent activities • Partnership meetings were held twice per year with School Districts to ensure communication between the programs |
| Completion Rate | 75% | |
| CSNT will manage the CSNT Head Start Program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community. | | <ul style="list-style-type: none"> • CSNT Head Start Program Manager updates Campus budgets monthly • The Head Start Director, the Chief Finance Officer, and the Executive Director meet at least once per month to analyze the Head Start Budget as well as any finance issues that may arise. • CSNT Head Start receives enough NFS to cover the 20% budget match requirement. More NFS is collected than needed to cover any disallowed NFS that may arise. • The update to the Finance Manual was completed. • The Agency has received clean audits for the past five years |
| Completion Rate | 95% | |

| | | |
|---|-----|--|
| CSNT Head Start will improve management systems with the full utilization of state-of-the-art technology for the Head Start Program. | | <ul style="list-style-type: none"> • CSNT utilizes several database systems to collect data across the Head Start Program. Circle and Frog Street Assessments are used for child development data and Child Plus is used for child and family data. • Data reports are discussed with parents during parent-teacher conferences and during home visits. Teaching staff discuss the child’s progress. • Technology (i.e., computers, printers, telephones, copiers, etc.) replacement schedule is discussed at least twice per year during the Support Services Meeting. • The Agency updated the phone systems integrating VOIP technology. This enables the Agency to connect most management sites using one integrated system. This enables the Administrative Office, Finance Office, and the Head Start Management Building to share documents and information more easily. |
| Completion Rate | 80% | |
| CSNT will serve as partners of change by embracing the aspirations of the CSNT Head Start Governing Board, Policy Council, and local community. | | <ul style="list-style-type: none"> • Eighty percent of parents volunteer in some capacity at the CSNT Head Start Campuses. CSNT Head Start has increased parent participation due to planning parent activities with the School Districts. • Governing Board and Policy Council receive training on a regular basis. New members attend an orientation that includes a segment on their roles and responsibilities. • The Board and the Policy Council complete a self-assessment at least once per year. |
| Completion Rate | 85% | |

Recommendations

These recommendations encompass the categories of progress on goals and objectives, systemic issues, and/or innovations.

- Create a Risk Assessment Report to present to Policy Council and Governing Board at least twice per year
- Meet with Campus Special Education staff at the beginning of the school year to ensure that new staff are aware of the partnership between the School District and Head Start
- Teachers will discuss returning three-year-old Child Development Progress Report data at the first home visit. If implemented, this process will be added to education policies and procedures
- Combine School District and Head Start parent activities, whenever possible, and include more opportunities for Campus Directors and Family Service Workers to communicate concerning events/activities for parents

Governing Board Approval: (4-9-19 Draft)

Policy Council Approval: (4-9-19 Draft)

2019-2020 School Calendars Synopsis

| Campus | First day of School | Labor Day | October 4th Holiday | Columbus Day | October 18th Holiday | Thanksgiving Break | Christmas Holidays | MLK Holiday | President's Day | Mini Winter Break | Spring Break |
|----------------|---------------------|-----------|---------------------|--------------|----------------------|--------------------|--|-------------|-----------------|-------------------|---------------|
| Atlanta | 8/15/19 | 9/2/19 | None | None | None | 11/25-11-29/19 | 12/23/19 - 1/3/20 | 1/20/20 | 2/17/20 | None | 3/9 - 3/13/20 |
| Bloomburg | 8/14/19 | 9/2/19 | None | 10/14/19 | None | 11/25-11-29/19 | Children 12/17/19 - 1/3/20 Staff- 12/23/19-1/3/20 | 1/20/20 | SW Day | None | 3/9 - 3/13/20 |
| Daingerfield | 8/19/19 | 9/2/19 | None | 10/14/19 | None | 11/25-11-29/19 | 12/19/19 - 1/3/20 | 1/20/20 | 2/17/20 | None | 3/9 - 3/13/20 |
| Hughes Springs | 8/15/19 | 9/2/19 | None | None | None | 11/25-11-29/19 | 12/23/19 - 1/3/20 | 1/20/20 | None | None | 3/9 - 3/13/20 |
| Linden | 8/15/19 | 9/2/19 | None | 10/14/19 | None | 11/25-11-29/19 | 12/23/19 - 1/3/20 | 1/20/20 | 2/17/20 | None | 3/9 - 3/13/20 |

2019-2020 School Calendars Synopsis

| Campus | First day of School | Labor Day | October 4th Holiday | Columbus Day | October 18th Holiday | Thanksgiving Break | Christmas Holidays | MLK Holiday | President's Day | Mini Winter Break | Spring Break |
|------------|---------------------|-----------|---------------------|--------------|----------------------|--------------------|--------------------|-------------|-----------------|-------------------|----------------|
| Naples | 8/21/19 | 9/2/19 | 10/4/19 | None | None | 11/25-11-29/19 | 12/23/19 - 1/2/20 | 1/20/20 | SW Day | None | 3/16 - 3/20/20 |
| New Boston | 8/12/19 | 9/2/19 | None | None | None | 11/25-11-29/19 | 12/23/19 - 1/3/20 | 1/20/20 | WB | 2/14-2/17/20 | 4/13-17/19 |
| Pittsburg | 8/19/19 | 9/2/19 | None | | 10/18/19 | 11/25-11-29/19 | 12/19/19 - 1/3/20 | 1/20/20 | BW Day | None | 3/9 - 3/13/20 |
| Texarkana | 8/14/19 | 9/2/19 | None | None | None | 11/25-11-29/19 | 12/23/19 - 1/3/20 | 1/20/20 | None | None | 3/16 - 3/20/20 |

2019-2020 School Calendars Synopsis

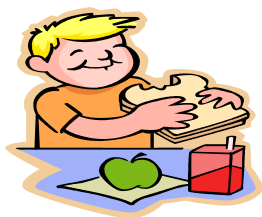
| Campus | Good Friday | April 24th Holiday | Bad Weather Days | Staff work Days | Memorial Day | Early Release Days | Last Day of School |
|----------------|-------------|--------------------|--------------------|--|--------------|---|--------------------|
| Atlanta | BW Day | None | 4/10/20 5/22/20 | 10/11/19 12/20/19 1/6/20 2/14/20 4/13/20 5/22/20 5/26/20 | 5/25/20 | 12/19/19 5/21/20 | 5/21/20 |
| Bloomburg | None | None | 5/21/20 5/22/20 | 8/30/19 10/15/19 12/16/19 1/6/20 2/17/20 3/6/20 | 5/25/20 | None | 5/20/20 |
| Daingerfield | BW Day | None | 4/10/20 4/13/20 | 1/6/20 | 5/25/20 | 12/18/19 5/22/20 | 5/22/20 |
| Hughes Springs | 4/10/20 | 4/24/20 | None | 9/30/19 11/4/19 1/6/20 2/14/20 4/3/20 5/22/20 | 5/25/20 | 11/22/19 12/20/19 3/6/20 5/21/20 | 5/21/20 |
| Linden | BW Day | None | 4/10/20 4/13/20 | 9/30/19 10/21/19 1/6/20 3/16/20 5/22/20 | 5/25/20 | 12/19/19 12/20/19 | 5/21/20 |

2019-2020 School Calendars Synopsis

| Campus | Good Friday | April 24th Holiday | Bad Weather Days | Staff work Days | Memorial Day | Early Release Days | Last Day of School |
|------------|-------------|--------------------|--------------------|--|--------------|---|--------------------|
| Naples | 4/10/20 | None | 4/13/20 | 10/7/19 1/3/20 1/6/20 2/17/20 5/29/20 | 5/25/20 | 12/20/19 5/28/20 | 5/28/20 |
| New Boston | BW Day | None | 3/20/20 4/10/20 | None | 5/25/20 | 12/20/19 5/22/20 | 5/22/20 |
| Pittsburg | 4/10/20 | None | 2/17/20 | 1/6/20 | 5/25/20 | 10/17/19 12/18/19 3/6/20 5/22/20 | 5/22/19 |
| Texarkana | BW Day | None | 4/10/20 | 9/27/19 10/14/19 11/4/19 1/6/20 1/7/20 4/13/20 5/22/20 | 5/25/20 | 9/26/19 12/19/19 12/20/19 5/20/20 5/21/20 | 5/21/20 |

Vehicle Disposition Form for Head Start

| Location | Description of Vehicle | Condition (Poor, Fair, Good, Excellent) | Disposition Process | Policy Council and Governing Board Approval Date | Estimated Monetary Value |
|-------------------------|---|--|------------------------|--|--|
| Pittsburg Head Start | 2000 GMC/Thomas 14 passenger bus VIN# 1GDHG31R7Y1178230 64,050 miles #829 | Poor Condition | sealed bid | | Estimated Value - \$500 to \$1000 |
| Naples Head Start | 2002 Chev/Girardin 14 passenger bus VIN# 1GBHG31R321165054 51,041 miles #833 | Poor Condition | sealed bid | | Estimated Value - \$500 to \$1000 |
| | | | | | |
| | | | | | |



Community Services Head Start 2019/ 2020 Menu

Cycle One

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

| Component size | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|-----------|--|---|---|---|--|
| Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/Meat Alternate - maybe served 3 times a week in place of grain | BREAKFAST | 1% MILK MANDARIN ORANGES+* WHOLE GRAIN BISCUIT / jelly | 1% MILK APPLE SLICES* CHEESY TOAST | 1% MILK FRESH FRUIT WHOLE GRAIN CEREAL | 1% MILK PEACHES WHOLE GRAIN BAGEL / cream cheese | 1% MILK MANDARIN ORANGES+* PANCAKE ON A STICK |
| Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/Meat Alternate - 1 1/2 oz eq. | LUNCH | MILK GREEN SALAD w/diced tomatoes* ROSIE APPLESAUCE CHICKEN & CHEESE QUESADILLA | MILK GREEN BEANS* PEARS SLOPPY JOE | MILK SUMMER SIZZLER+ PINEAPPLE TIDBITS* BROWN RICE | MILK COLESLAW+* APRICOTS WHEAT ROLL BAKED CHICKEN | MILK LETTUCE, TOMATOES* TROPICAL FRUIT* BURGER / WHOLE WHEAT BUN |
| Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/Meat Alternate - 1/2 oz | PM SNACK | BABY CARROTS+ SUN BUTTER WATER | WHEAT CRACKERS CHEESE CUBES WATER | APPLESAUCE SCOOBY DOO GRAHAM CRACKER WATER | CUCUMBER SLICES BOILED EGG WATER | MONKEY SNACKS GIANT GOLDFISH GRAHAM CRACKER WATER |

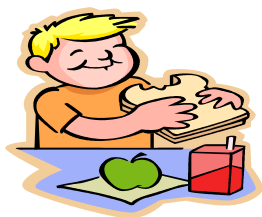
EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with milk allergies that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2019/ 2020 Menu

Cycle Two

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

| Component size | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|-----------|--|--|---|--|---|
| Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/Meat Alternate - maybe served 3 times a week in place of grain | BREAKFAST | 1% MILK MANDARIN ORANGES+* GOLDEN PORRIDGE | 1% MILK MIXED BERRIES+* WHOLE GRAIN WAFFLE | 1% MILK ORANGE WEDGES* YOGURT | 1% MILK COOKED APPLES* SAUSAGE BISCUIT | 1% MILK PEACHES CINNAMON TOAST |
| Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/Meat Alternate - 1 1/2 oz eq. | LUNCH | MILK MELON+ MONSTER MARINARA*+ | MILK COLESLAW*+ PINTO BEANS CORNBREAD FISH** | MILK GREEN SALAD w/diced tomatoes* FRESH FRUIT BEEF & CHEESE NACHOS | MILK BUNNY STICKS*+ GREEN BEANS WHEAT ROLL BBQ CHICKEN | MILK SPINACH SALAD w/diced tomatoes*+ PEACHES PASTITSIO |
| Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/Meat Alternate - 1/2 oz | PM SNACK | SUPER DRINK* WHEAT CRACKERS WATER | DRY FRUIT YOGURT WATER | WHOLE GRAIN BAGEL SUNBUTTER WATER | CHEESY TOAST WATER | FRESH VEGETABLES* SCOOP IT UP CHEESE SPREAD WATER |

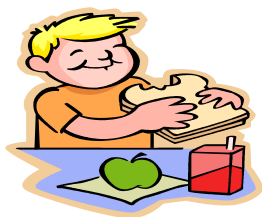
EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with milk allergies that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2019/ 2020 Menu

Cycle Three

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

| Component size | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|-----------|--|--|--|--|--|
| Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain | BREAKFAST | 1% MILK MANDARIN ORANGES+* PANCAKE | 1% MILK PEACHES BISCUIT & GRAVY | 1% MILK BANANA WHOLE GRAIN CEREAL | 1% MILK APRICOTS+* WHOLE GRAIN WAFFLE | 1% MILK PINEAPPLE TIDBITS WHOLE GRAIN BAGEL w/ cream cheese |
| Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq. | LUNCH | MILK PEAS & CARROTS*+ MASHED POTATO WHEAT ROLL SALISBURY STEAK** | MILK MANGO*+ JAMMIN JAMBALAYA* | MILK GREEN Salad w/diced tomatoes* MIXED BERRIES*+ CHICKEN SPAGHETTI | MILK BROCCOLI *+ w/ cheese CORN GROUND BEEF & SPANISH RICE | MILK SPINACH SALAD w/diced tomatoes*+ ORANGE WEDGES* HAMBURGER PIZZA** |
| Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz | PM SNACK | PEARS GIANT GOLDFISH GRAHAM CRACKER WATER | FRESH VEGETABLES* YOGURT DIP WATER | SMOOTHILICIOUS*+ PARFAIT WATER | WHEAT CRACKERS CHEESE WATER | APPLE WEDGES* CHEESE CUBES WATER |

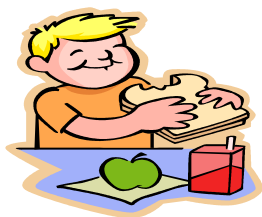
EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with milk allergies that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2019/ 2020 Menu

Cycle Four

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

| Component size | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|-----------|---|---|--|---|--|
| Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/Meat Alternate - maybe served 3 times a week in place of grain | BREAKFAST | 1% MILK TROPICAL FRUIT* SAUSAGE BISCUIT | 1% MILK PEACHES CINNAMON TOAST | 1% MILK BERRIES* WHOLE GRAIN BAGEL w/ cream cheese | 1% MILK APRICOTS*+ GOLDEN PORRIDGE | 1% MILK COOKED APPLES* WHOLE GRAIN WAFFLE |
| Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/Meat Alternate - 1 1/2 oz eq. | LUNCH | MILK APPLE SLICES* WHEAT CRACKERS HOMEMADE CHICKEN & VEGETABLE SOUP | MILK GREEN SALAD w/ diced tomatoes* PINEAPPLE BERRIE MIX* BEEF & CHEESE NACHOES | MILK COLE SLAW* MANDARIN ORANGES*+ GRILLED CHICKEN WRAP | MILK PINTO BEANS MANGO*+ CORNBREAD FISH** | MILK BROCCOLI & CAULIFLOWER SALAD*+ ORANGE WEDGES* HAM & CHEESE SANDWICH |
| Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/Meat Alternate - 1/2 oz | PM SNACK | BELL PEPPER, CUCUMBER* SLICES YOGURT DIP WATER | SAMURAI BANANA SUSHI ROLL WATER | SUPER DRINK* WHEAT CRACKERS WATER | DRY FRUIT CHEESE CUBES WATER | BABY BEARS HONEY BITES WATER |

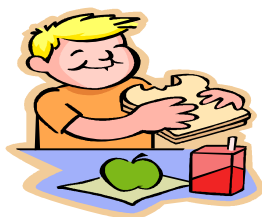
EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with milk allergies that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2019/ 2020 Menu

Cycle Five

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

| Component size | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|-----------|---|---|--|--|--|
| Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain | BREAKFAST | 1% MILK APRICOTS*+ TOAST BOILED EGG | 1% MILK BANANA WHOLE GRAIN CEREAL | 1% MILK CINNAMON APPLESAUCE* PANCAKE ON A STICK | 1% MILK PEACHES BISCUIT w/ gravy | 1% MILK COOKED APPLE * CHEESY TOAST |
| Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq. | LUNCH | MILK LETTUCE. TOMATOES* POP'S POTATOES BURGER / WHOLE WHEAT BUN | MILK SPINACH SALAD w/ diced tomatoes*+ PINEAPPLE BERRIE MIX* CHILI CORN CHIP BAKE | MILK MANGO*+ JAMMIN JAMBALAYA* | MILK GREEN SALAD w/ diced tomatoes*+ ROSIE PINEAPPLE TIDBIT CHICKEN & CHEESE QUESADILLA | MILK TROPICAL FRUIT* MONSTER MARINARA*+ |
| Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz | PM SNACK | BERRY BANANA SPLIT* WATER | BABY CARROTS + SUN BUTTER WATER | CELERY STICKS SCOOP IT UP CHEESE SPREAD WATER | APPLE WEDGES* SCOOPY DOO GRAHAM CRACKER WATER | MONKEY SNACKS GIANT GOLDFISH GRAHAM CRACKER WATER |

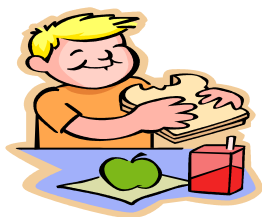
EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with milk allergies that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks



Community Services Head Start 2019/ 2020 Menu

Cycle Six

+ MEANS A GOOD SOURCE OF VITAMIN A

* MEANS A GOOD SOURCE OF VITAMIN C

The quantities of food specified are the minimum serving size for children ages 3-5 based on the Child and Adult Care Food Program

| Component size | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|-----------|--|---|--|--|---|
| Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain - 1/2 oz. eq. Meat/ma - maybe served 3 times a week in place of grain | BREAKFAST | 1% MILK DRY FRUIT YOGURT | 1% MILK PEACHES SAUSAGE BISCUIT | 1% MILK APRICOTS*+ GOLDEN PORRIDGE | 1% MILK MIXED BERRIES*+ WHOLE GRAIN WAFFLE | 1% MILK ORANGE WEDGES* WHOLE WHEAT TOAST w/ jelly |
| Milk - 3/4 c or 1/2 pt. Vegetable - 1/4 c Fruit - 1/4 c Grain - 1/2 oz eq. Meat/ma - 1 1/2 oz eq. | LUNCH | MILK PEAS & CARROTS*+ APPLE SLICES* PASTITSIO | MILK MANGO*+ WHEAT CRACKERS HOMEMADE CHICKEN & VEGETABLE SOUP | MILK BROCCOLI*+ w/cheese CORN WHEAT ROLL SALISBURY STEAK | MILK FRESH VEGETABLE SLICES PEARS HAM & CHEESE SANDWICH | MILK GREEN SALAD w/diced tomatoes*+ CORN GRILLED CHICKEN WRAP |
| Serve 2 of the 5 Milk - 1/2 c Vegetable - 1/2 c Fruit - 1/2 c Grain -1/2 oz eq. Meat/ma - 1/2 oz | PM SNACK | WHOLE GRAIN BAGEL SUNBUTTER WATER | BUNNY STICKS*+ WHEAT CRACKERS WATER | BABY BEAR HONEY BITES WATER | SMOOTHILICIOUS *+ PARFAIT WATER | FRESH FRUIT CHEESE CUBES WATER |

EXAMPLE OF SEASONAL FRESH FRUIT : Berries, Melon, Apple, Banana, Peach, Pineapple, Orange, Nectarine, Mangos, Kiwi, or Plum

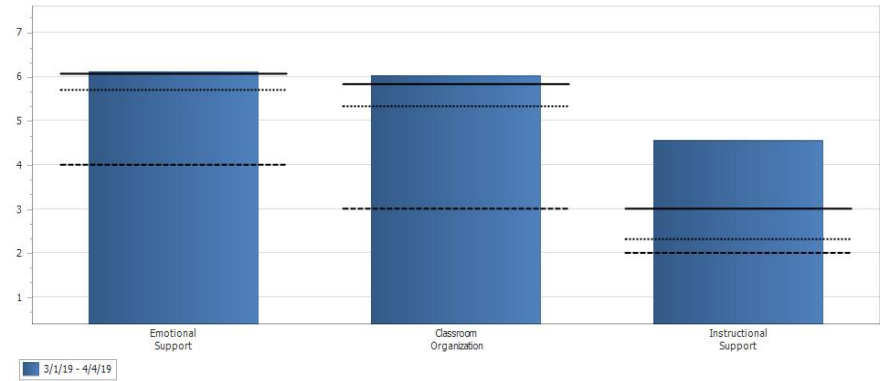
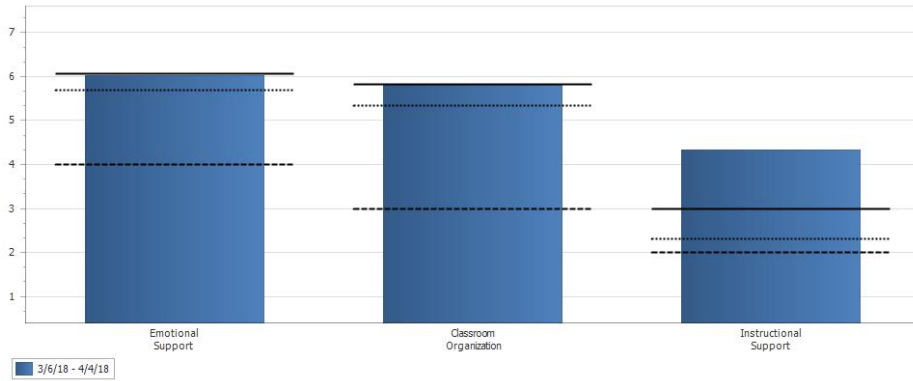
The Milk we serve is 1/2 pint of 1% Unflavored, white.

** CN Product

Milk is served with Breakfast and Lunch. (Lactose free milk is served for children with milk allergies that have a Doctor's statement)

*** We serve 1/2 cup water with our pm snacks

CLASS Spring 2019



| | | | |
|---------------|------|-----|------|
| Spring 2018 | | | |
| | ES | CO | IS |
| 3/6/18-4/4/18 | 6.02 | 5.8 | 4.32 |

2017 Lowest 10% Nationally
 Re-Competition Level -----
 2017 National Average _____

| | | | |
|---------------|------|------|------|
| Spring 2019 | | | |
| | ES | CO | IS |
| 3/1/18-4/4/19 | 6.11 | 6.02 | 4.55 |

| Domain | Lowest 10% | Median (50%) | Highest 10% |
|------------------------|------------|--------------|-------------|
| Emotional Support | 5.7024 | 6.09 | 6.48 |
| Classroom Organization | 5.3264 | 5.85 | 6.33 |
| Instructional Support | 2.3095 | 2.97 | 3.65 |

| 2018 National OHS CLASS Average Domain Scores | | | |
|---|------------|--------------|-------------|
| Domain | Lowest 10% | Median (50%) | Highest 10% |
| Emotional Support | 5.6641 | 6.09 | 6.45 |
| Classroom Organization | 5.2803 | 5.82 | 6.28 |
| Instructional Support | 2.3125 | 2.89 | 3.71 |

Emotional Support

12 of 18 (67%) Teachers at 6 or above for spring

9 of 17 (53%) Teachers improved from fall to spring
 (3 new teachers with fall/spring data, 1 new teacher fall only)

4 of 18 (22%) Teachers below the 2018 Lowest 10% for spring using 2018 National Average

Classroom Organization

10 of 18 (56%) Teachers at 6 or above for spring

11 of 17 (71%) Teachers improved from fall to spring

3 of 18 (17%) Teachers below the 2018 Lowest 10% for spring using 2018 National Average

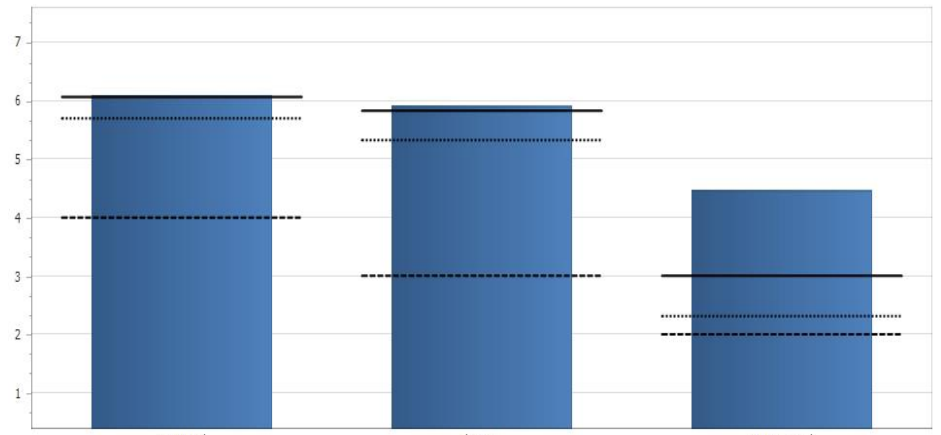
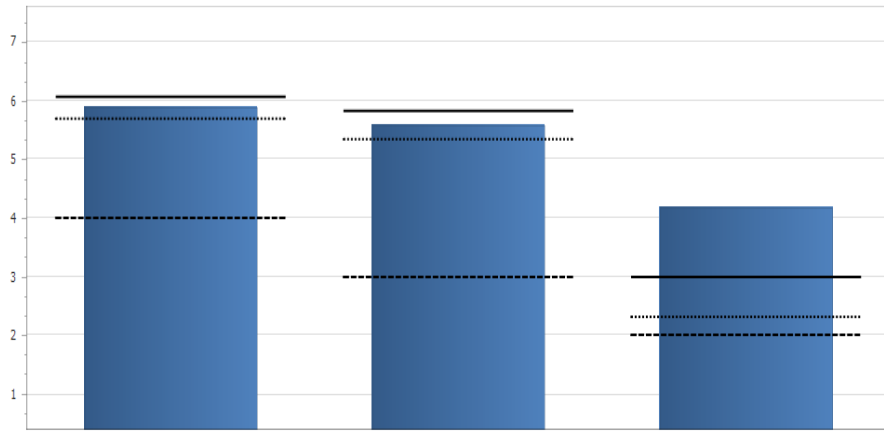
Instructional Support

10 of 18 (56%) Teachers at 5.0 to 5.99 for spring

11 of 17 (65%) Teachers improved from fall to spring

1 of 18 (6%) Teachers below the 2018 Lowest 10% for spring using 2018 National Average

CLASS 2018 - 2019



| | | | |
|------------------|------|------|------|
| 2017-2018 | ES | CO | IS |
| 10/19/17-4/4/18 | 5.89 | 5.59 | 4.18 |

2017 Lowest 10% Nationally
 Re-Competition Level
 2017 National Average

| | | | |
|------------------|------|------|------|
| 2018-2019 | ES | CO | IS |
| 10/15/18-4/4/19 | 6.09 | 5.91 | 4.47 |

| Domain | Lowest 10% | Median (50%) | Highest 10% |
|------------------------|------------|--------------|-------------|
| Emotional Support | 5.7024 | 6.09 | 6.48 |
| Classroom Organization | 5.3264 | 5.85 | 6.33 |
| Instructional Support | 2.3095 | 2.97 | 3.65 |

| 2018 National OHS CLASS Average Domain Scores | | | |
|---|------------|--------------|-------------|
| Domain | Lowest 10% | Median (50%) | Highest 10% |
| Emotional Support | 5.6641 | 6.09 | 6.45 |
| Classroom Organization | 5.2803 | 5.82 | 6.28 |
| Instructional Support | 2.3125 | 2.89 | 3.71 |

Emotional Support
 11 of 18 (61%) Teachers at 6 or above for year

Classroom Organization
 10 of 18 (56%) Teachers at 6 or above for year

Instructional Support
 8 of 18 (44%) Teachers at 5.0 to 5.99 for year

11 of 14 (79%) Teachers improved from 2017-18 to 2018-19
 (4 new teachers with no data for 2017-2018)

11 of 14 (79%) Teachers improved from 2017-18 to 2018-19

10 of 14 (72%) Teachers improved from 2017-18 to 2018-19

5 of 18 (28%) Teachers below the 2018 Lowest 10% using 2018 National Average

4 of 18 (22%) Teachers below the 2018 Lowest 10% using 2018 National Average

3 of 18 (17%) Teachers below the 2018 Lowest 10% using 2018 National Average