



Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, June 25, 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 May 28, 2019**
6. **Presentations**
 - A. Training Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report June 2019
 - b. Credit Usage Report June 2019
 - c. CACFP Financial Report June 2019
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report June 2019
 - C. Executive Director Report Dan Boyd
8. **Committee Reports**
 - A. Appoint Committee Member(s)

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, June 25, 2019 9:15 am
Linden Administrative Offices
304 East Houston
Linden, Texas

9. Action Items

- A. Discuss and/or Approve Head Start Grant #06CH7174/06 – Total Amount \$4,913,580(\$3,885,226 funds, \$45,638 Training and Technical Assistance and \$982,716 Non-Federal Share)
- B. Discuss and/or Approve not having a July Meeting

10. Discussion Items

- A. Discuss 2018-2019 Final PIR Data
- B. Discuss Nutrition Menu Change

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, May 28, 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	Apr-19	May-19
Chairperson - Tara Overmyer			x		x	x	x	x	x	
Vice Chairperson - Kimberly Jordan			x	x		x	x			
Secretary - Cecelia Huff			x		x			x	x	
Brenda Swisher	Board Liaison/CC	Representative	x	x	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		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	x	
Kimber Fair	D/LS	Alternate	x							
Ocie Ellison	Hughes Springs	Representative								
Peggy Peters	Hughes Springs	Alternate		x	x		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	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		x
Tim Oleson	New Boston	Alternate	x							
Stacey Armour	Pittsburg	Representative	x	x		x		x	x	
Adrianna Smith-Hart	Pittsburg	Alternate								
Cecelia Huff	Texarkana	Representative	x		x			x	x	
Trinchelle Morine	Texarkana	Alternate								

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Charlotte Hall, Shelley Mitchell, Susan Horner, Frances Evans, Misty Van Hooser, Natash White, Rachel Sprague-Moreno and Bobbie Summers.

1. Call to Order:

The meeting was called to order by Peggy Peters, Policy Council Representative at 9:28 am, May 28, 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: Brenda Swisher, Peggy Peters and Ashley Oleson

4. Approval of Agenda:

Members reviewed the agenda. Ashley Oleson moved to accept the agenda with placing presentations after reports. This motion was seconded by Brenda Swisher. 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 April 23, 2019:

Brenda Swisher moved to accept the minutes of April 23, 2019 meeting as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Hughes Springs Head Start – Natash White

Natash White, Campus Director for Daingerfield/Hughes Springs Head Start, presented a power point presentation on the importance of having children in Head Start. She presented data to the members to show that Head Start is a foundation that children need to build their success.

B. Training – Policy Council Question – Bernadette Harris

The members were asked the question “Is Policy Council responsible for approving the Head Start Grant?” The members answered the question. They were also asked “What are you approving with the Head Start Grant?” The members answered the question.

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.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

None

B. Committee Meeting Reports

a. Health Services Advisory

Mr. Lee Gill with Region 8 Education Service Center was the speaker on Active Shooter preparedness.

b. School Readiness

Frances Evans stated that it went well and the Independent School Districts participated. She also stated that Bridgette Parton presented an overview of Head Start.

c. ERSEA

Misty Van Hooser stated that the meeting went well and there are action items to discuss.

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 2019-2020 Campus Operating Manual

Ashley Oleson moved to approve 2019-2020 Campus Operating Manual as presented. The motion was seconded by Brenda Swisher. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

B. Discuss and/or Approve 2019 Strategic Plan

Bridgette Parton reviewed the 2019 Strategic Plan. Brenda Swisher moved to approve the 2019 Strategic Plan 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.

C. Discuss and/or Approve School Readiness Committee Meeting Action Items

- a. School Readiness Goals 2019-2020**
- b. Curriculum**
- c. Developmental Screener**
- d. Progress Monitoring System**
- e. Classroom Observation Tool**
- f. Coaching Action Plan Form**
- g. Coaching Agreement Form**

Frances Evans reviewed the School Readiness Meeting Action Items. Brenda Swisher moved to approve School Readiness Committee Meeting Action Items 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.

D. Discuss and/or Approve Health Services Advisory Committee Meeting Action Items

- a. CSNT Physical Form**
- b. Health History Form**
- c. Missing Information Form**
- d. Medical-Dental Home Form**
- e. Lead Exposure Questionnaire**
- f. TB Questionnaire**
- g. Health Services Policies and Procedures Updates**

Rhonda Shirley reviewed the Health Services Advisory Committee Meeting Action Items. Brenda Swisher moved to approve Health Services Advisory Committee Meeting Action Items with changing the Health Request Form Title to Missing Information Form. 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 ERSEA Committee Meeting Action Items**
 - a. Selection Criteria**
 - b. Child Database Tracking System**
 - c. Parent Curriculum**
 - d. PFCE Goals 2019-2020**
 - e. Social/Emotional Screener**

Misty Van Hooser reviewed the ERSEA Committee Meeting Action Items. Brenda Swisher moved to approve ERSEA Committee Meeting Action Items with a change on the PFCE Goals to state “on and off the Campus” in one of the goals. 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.

- F. Discuss and/or Approve Personnel Policy #309 Bereavement**

Charlotte Hall reviewed the Personnel Policy. Ashley Oleson moved to approve Personnel Policy #309 Bereavement as presented. The motion was seconded by Brenda Swisher. 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 2018-2019 Circle Assessment Wave 3 Data**

Frances Evans reviewed the data as presented.

- B. Discuss 2018-2019 Frog Street Wave 3 Data**

Frances Evans reviewed the data as presented.

- C. Discuss 2018-2019 School Readiness Performance Data**

Frances Evans reviewed the data as presented.

- D. Discuss PFCE Goals Progress 2018-2019**

Misty Van Hooser reviewed the data as presented.

- E. Discuss Program Goals Progress 2018-2019**

Bridgette Parton reviewed the data as presented.

11. Audience Comments:

None

12. Executive Session:

Ashley Oleson moved for Policy Council to go into Executive Session at 10:55 am.
Brenda Swisher seconded the motion.

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

Brenda Swisher made a motion to come back into regular session at 10:56 am.
Ashley Oleson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Ashley Oleson to accept new hires, transfers, and terminations as presented. The motion was seconded by Brenda Swisher. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Ashley Oleson at 10:57 am. The motion was seconded by Brenda Swisher.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of June 2019

(May 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	\$2,541,046.00	\$284,491.73	\$1,177,480.70	\$1,363,565.30	\$211,753.83	\$1,270,523.00	\$93,042.30
Fringe Benefits	\$632,404.00	\$57,558.92	\$318,730.23	\$313,673.77	\$52,700.33	\$316,202.00	(\$2,528.23)
Travel (4120)	\$22,150.00	\$2,330.78	\$9,553.16	\$12,596.84	\$1,845.83	\$11,075.00	\$1,521.84
Equipment	\$51,751.00	\$23,180.00	\$50,954.00	\$797.00	\$4,312.58	\$25,875.50	(\$25,078.50)
Supplies	\$143,036.00	\$11,331.47	\$50,241.91	\$92,794.09	\$11,919.67	\$71,518.00	\$21,276.09
Contractual	\$18,005.00	\$0.00	\$0.00	\$18,005.00	\$1,500.42	\$9,002.50	\$9,002.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$500.00	\$6,032.50	\$17,455.50	\$1,957.33	\$11,744.00	\$5,711.50
Other (4122)	\$498,984.00	\$48,068.37	\$280,203.87	\$218,780.13	\$41,582.00	\$249,492.00	(\$30,711.87)
Total	\$3,930,864.00	\$427,461.27	\$1,893,196.37	\$2,037,667.63	\$327,572.00	\$1,965,432.00	\$72,235.63
T&TA	\$45,638.00	\$2,830.78	\$15,585.66	\$30,052.34	\$3,803.17	\$22,819.00	\$7,233.34
Total							
USDA Reimbursements through April 2019							\$69,348.00
Estimated USDA Reimbursement for May 2019							\$14,125.80
							<u>\$155,709.43</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	\$163,786.00	\$17,810.89	\$78,883.18	\$13,648.83	\$81,893.00	\$3,009.82
Per Child	\$7,617.95	\$828.41	\$3,668.99	\$634.83	\$3,808.98	\$139.99

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$965,823.00	\$131,502.53	\$825,639.10	\$140,183.90

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -June 2019

Capital One Credit Card

Purchases for March 2019 and April 2019		4,511.15
Payment due by 05/30/2019	Pd on 05/29/2019	<u>(4,511.15)</u>
Balance		-

Lowes Credit Card

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

Sam's Club Credit Card

Purchases for March 2019		-
Payment due by 04/28/2019	Pd on	<u>-</u>
Balance		-

Line of Credit

Program	CEAP A	VET Ser NOW
Highest May 2019 Balance		4,150.00
Current balance		8,825.00
Exp pay off date	6/30/2019	8/31/2019

In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW
Highest May 2019 Balance	200.00	200.00	26,122.08
Current balance	-	-	-
Exp pay off date	1/31/2020	1/31/2020	8/31/2019

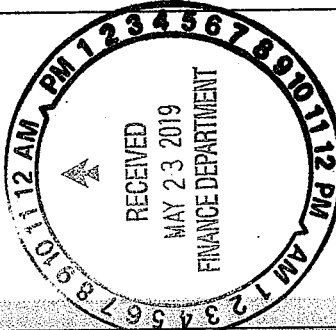
TEXANA BANK LOANS

Highest May 2019 Balance	10,600.00	-	-
Current balance	10,600.00	-	-
Exp pay off date	6/30/2019		



ACCT. NUMBER: xxxx xxxx xxxx

CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	7,769.09	MINIMUM PAYMENT DUE	7,730.09
AVAILABLE CREDIT	2,230.91	PAYMENT DUE DATE	04-30-19



FINANCE CHARGE SUMMARY

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$6,156.62	1.0408%	12.49%	\$64.07
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.

CORPORATE ACCOUNT ACTIVITY

COMMUNITY SERVICES OF NORTHEAS

TOTAL CORPORATE ACTIVITY
\$3,801.69 CR

xxxx-xxxx-xxxx

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-11	03-11	75528029070129000530010	PAYMENT RECEIVED - THANK YOU	3,904.76 PY
04-05	04-05		PURCHASE *FINANCE CHARGE*	64.07
04-05	04-05		LATE PAYMENT CHARGE	39.00

INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD

CREDITS
\$28.04

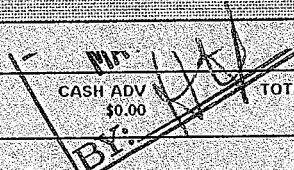
PURCHASES
\$4,130.19

CASH ADV
\$0.00

TOTAL ACTIVITY
\$4,102.15

xxxx-xxxx-xxxx

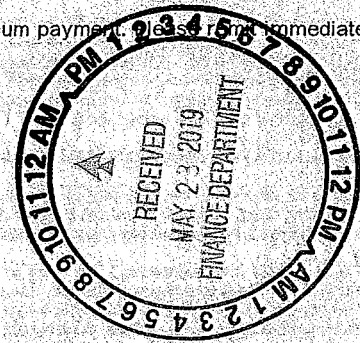
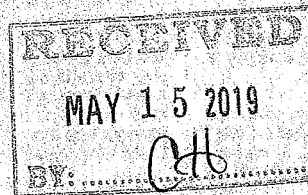
Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-08	03-08	55436879050260402519601	HAMPTON INNS/MERCH CRDT FORT WORTH TX	336.60
03-08	03-08	55436879050260402519619	HAMPTON INNS/MERCH CRDT FORT WORTH TX	375.90
03-11	03-08	55429509067713412591070	HOTELBOOKINGSERVFEE 8007279059 UT	12.99
		0041259107	ARRIVAL: 03-08-19	
03-13	03-12	05227029072500249728251	MENGER HOTEL SAN ANTONIO TX	446.82
		0000435274	ARRIVAL: 03-11-19	
03-13	03-12	55432869071200605972660	CCI*HOTEL RESERVATION 855-707-6654 TX	1,014.93
03-29	03-21	55436879087160803570665	SHERATON AUSTIN TX	28.04 CR
		1092023	ARRIVAL: 03-20-19	
04-01	03-07	55432869089200474654365	LA QUINTA INNS 0907 AUSTIN TX	487.69
		443377	ARRIVAL: 03-27-19	
04-04	04-03	55480779093014000801903	NATIONAL HEAD START AS 7037390875 VA	550.00
04-04	04-03	55480779093014000801911	NATIONAL HEAD START AS 7037390875 VA	550.00
04-05	04-04	55310209094036005002917	SHERATON HOTEL OKLAHOMA CITY OK	355.26
		1196264	ARRIVAL: 04-01-19	



Please tear payment coupon at perforation.

STATEMENT MESSAGES

Your account is past due \$3,432.42. Past due amount is included in the minimum payment. Please remit immediately.

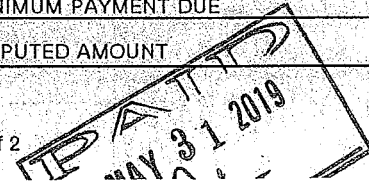


CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

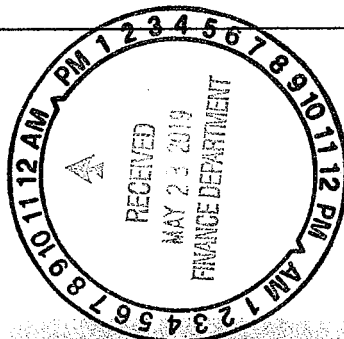
CLOSING DATE	05-05-19	PREVIOUS BALANCE	7,769.09
PAYMENT DUE DATE	05-30-19	PURCHASES AND OTHER CHARGES	958.52
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	21.30
FOR CUSTOMER SERVICE CALL:		PAYMENTS	4,276.37-
1-866-772-4497		LATE PAYMENT CHARGES	39.00
SEND BILLING INQUIRIES TO:		CASH ADVANCE FEE	.00
CAP ONE COMMERCIAL		FINANCE CHARGES	55.20
MASTERCARD		OVERLIMIT FEES	.00
P.O. BOX 84012		NEW BALANCE	4,524.14
COLUMBUS GA 31908-4012		MINIMUM PAYMENT DUE	4,485.14
		DISPUTED AMOUNT	.00





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ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	4,524.14	MINIMUM PAYMENT DUE	4,485.14
AVAILABLE CREDIT	5,475.86	PAYMENT DUE DATE	05-30-19



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	\$5,303.87	1.0408%	12.49%	\$55.20
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:				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-xxxx				TOTAL CORPORATE ACTIVITY \$4,182.17 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
04-15	04-15	75528029105263000550014	PAYMENT RECEIVED - THANK YOU	4,276.37 PY
05-03	05-03		PURCHASE *FINANCE CHARGE*	55.20
05-03	05-03		LATE PAYMENT CHARGE	39.00

INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD xxxx-xxxx-xxxx-xxxx		CREDITS \$21.30	PURCHASES \$958.52	CASH ADV \$0.00	TOTAL ACTIVITY \$937.22
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
04-15	04-11	05227029102300262515352	MENGER HOTEL SAN ANTONIO TX 0000441244 ARRIVAL: 04-09-19	21.30 CR	
04-19	04-17	55310209108708405539540	HOLIDAY INN EXPRESS KILLEEN TX 1307946 ARRIVAL: 04-15-19	132.25	
04-19	04-17	55310209108708405540787	HOLIDAY INN EXPRESS KILLEEN TX 1307945 ARRIVAL: 04-15-19	132.25	
04-19	04-18	55432869108200824657800	SPRINGHILL SUITES FT W FT WORTH TX 108014 ARRIVAL: 04-18-19	220.14	
04-19	04-18	55432869108200824657818	SPRINGHILL SUITES FT W FT WORTH TX 108015 ARRIVAL: 04-18-19	236.94	
04-19	04-18	55432869108200824657826	SPRINGHILL SUITES FT W FT WORTH TX 108016 ARRIVAL: 04-18-19	236.94	

HEAD START NUTRITION PROGRAM

Financial Report

For the month of May 2019

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 9,862.68	\$ 46,304.08
Administrative Labor	1,632.90	\$ 8,769.25
Food	10,046.34	\$ 63,877.40
Supplies & Equipment	579.85	\$ 8,843.03
Purchased Services	-	\$ 150.00
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 284.97
Total	<u>\$ 22,121.77</u>	<u>\$128,228.73</u>
TDHS REVENUE	14,125.80	114,994.98 (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	516	516						
# additional students (partnerships)	2	5	4	3	3	2						
% with Special Needs	6%	6%	6%	8%	9%	10%						
ADA Funded Enrolled* (516)	93%	92%	90%	92%	93%	93%						
Enrollment (w/additional students)	92%	92%	90%	92%	94%	93%						
Present/ Absent	477/41	476/43	462/58	477/44	484/35	480/38						
* If below 85% (Why) -	NA	NA	NA	NA	NA							

Non-Federal Share

\$965,823 **\$140,185** \$825,638 15% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$825,638	\$ 131,092	\$ 139,037	\$ 141,998	\$ 135,476	\$ 146,532	\$ 131,503						

Admin 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	\$ 242,059	\$ 301,101						

Meals/Reimbursements

\$83,564	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	15	17	19	16	21	18						
# of meals served	5,055	6,173	7,189	6,021	7,963	6,540						
CACFP Reimbursement	\$ 10,982	\$ 13,194	\$ 15,300	\$ 12,891	\$ 17,071	\$ 14,126						

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	29	130	221	269	327	138						
# Classrooms Observed	26	64	92	93	80	76						
Incomes Verified	2	15	10	5	100	150						
# Parents Interviewed	2	2	0	27	7	18						
# of Staff interviewed	7	4	0	18	20	18						
# Bus Routes Observed	1	1	2	1	1	1						
# Staff Files Reviewed	0	0	10	0	0	4						
# Community Contacts	25	25	48	52	50	25						
# of Findings Corrected	14	23	81	33	40	16						

Annual Self-Assessment Findings

Date: **Week of 4/3/2019** Completed **6/3/2019**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings					2	2						
# findings corrected					0	0						
# findings remaining					0	0						

Annual Detailed Monitoring Findings

Week of **2/13/2019** Completed **6/3/2019**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	13	13	7	7	7	7						
# findings corrected	13	13	1	1	5	7						
# findings remaining	0	0	6	6	2	0						

Program Updates

Preparing for New School Year
Completing Five-Year Grant Application
Preparing for Summer Break

Head Start Continuation Grant

Grant #06CH7174/06

Detailed Justification

The PY06 Continuation Grant Application requests a total of \$3,885,226 in federal funding along with \$45,638 for Training and Technical Assistance. A total of \$982,716 of Non Federal Share will be collected as part of this Grant Application. Total Grant Application is for a total of \$4,913,580.

Budget Categories

Attached is a copy of the Budget Justification Narrative and several reports from the Head Start Enterprise System.

Budget Justification Narrative

Continuation Grant #06CH7174/06

First year of a Five-Year Project Period

Section II: Budget and Budget Justification Narrative

Section II – 1. Detailed Budget Narrative

Personnel (\$2,434,092): CSNT Head Start employs an estimated 91 employees that implement the Head Start Program at nine campuses located in four rural Northeast Texas Counties. Among these employees are 17 teachers, 24 Teacher Assistants, 8 Campus Directors, 12 Family Service Workers, 5 nutrition staff (4 reimbursed through CACFP), 6 custodians, 1 CDL Bus Driver, and an estimated 25 administrative employees. Of the 25 administrative employees, 15 are allocated through other programs. No employee meets or exceeds the \$187,000 compensation cap. (See Supporting Documents in the HSES for the CSNT Head Start Salaries & Fringe, Base Salary Scale and the Employee Compensation Cap)

Fringe Benefits (\$608,523): The estimated amount paid for fringe benefits is based on 25.00% of the total spent for personnel. This amount includes health, dental and vision insurance as well as FICA related expenses. This amount also includes the estimated costs of Health Insurance premiums due in the 2020 program year. Expenses in the “Other” box below are for the “TeleDoc” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	1.66%	11.37%	0.11%	1.15%	2.46%	0.60%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Travel (T/TA \$12,150): Listed below is the estimated cost that may be associated with out-of-town travel for T/TA training purposes. This amount is based on travel from prior years and in no way guarantees that these training conferences or seminars will be available for the five-year grant project. (See Supporting Documents in the HSES for the CSNT FY2020 Training and Technical Plan)

State and/or Regional Training (Family and Community Engagement)

Lodging	3 nights @ \$125 X 2 staff = \$750.00
Per Diem	\$71.00 X 3 days X 2 staff = \$426.00
Gas/Fuel	<u>\$111.00</u>
Estimated Total	\$1,287.00

Office of Head Start Training (Systems Management)

Lodging	3 nights @ \$125 X 4 staff = \$ 750.00 (Share rooms)
Per Diem	\$99.00 X 3 days X 4 staff = \$1,188.00
Gas/Fuel	<u>\$ 111.00</u>
Estimated Total	\$2,049.00

State and/or Regional Training (Health and Safety)

Lodging	3 nights @ \$125 X 5 staff = \$1,125.00
Per Diem	\$99.00 X 2 days X 5 staff = \$1,485.00
Gas/Fuel	<u>\$ 111.00</u>
Estimated Total	\$2,721.00

State and/or Regional (Early Childhood Education)

Lodging	6 nights @ \$125 X 6 staff = \$2,250 (Share rooms)
Per Diem	\$99.00 X 6 days X 6 staff = \$3,564.00
Gas/Fuel	<u>\$ 111.00</u>
Estimated Total	\$5,925.00

Local/Regional Seminars (Human Resources)

Gas/Fuel	<u>\$168.00</u>
Estimated Total	\$168.00

Equipment (\$51,000): Items listed in this line-item are considered equipment. (Vehicle Purchase) – (\$30,000) CSNT Head Start will purchase one new SUV to be located at the Management Building. This vehicle will be used by Management staff to provide services to all Head Start locations on a daily basis.

(Health Supply Purchase) – (\$26,000) CSNT Head Start will purchase three new vision spot screeners that will be located at the Head Start Management Building. These spot screeners will be used by Head Start staff to provide vision acuity services to all Head Start locations. (See Appendix 2: Vehicle & Visual Spot Screener Cost Analysis)

Supplies (\$249,346) general budget (\$764 TTA): Supplies listed in this item are used for the operation of the Head Start Program. They are consumable goods that will include all classroom supplies, curriculum, all paper products used in the campuses, playground supplies, nutritional supplies not covered by USDA, supplies used by the Family Service Workers for family engagement and community partnerships, and all office supplies including computers, screens, keyboards, tablets, etc. used in the operation of the program. This also includes office supplies used for training and professional development activities.

With the new five-year grant project, there will be some changes to the supplies and materials used by the program. Listed below are some of the supplies and materials:

Type of Supply	# of Units Ordered	Total Cost	Reason for Purchase
Interactive Tables with convertible stands for Classrooms (ordered as two separate pieces)	13 computer screens and 13 tables Screens = \$4,250 Tables = \$2500	Interactive Computer Boards = \$55,250 Convertible Stands = \$32,500	These tables build student skills in letter recognition, letter sounds, and early literacy skills – this supply will assist the program with reaching program goals
Social-Emotional Screener	600 students (cumulative # of students per year)	\$1,400 per year (estimated cost per year)	Program currently using a paper screener, but need an on-line version to collect data and information quickly for the program

Parent Curriculum (Research Based)	29 units – one for each classroom	\$7,250 per year	Program needs a research-based parent curriculum that is technology driven and contains useful data reports.
Instructional Support Kit	20 kits	\$400 per kit \$8,000 estimated cost	Build teacher skills in classroom management, behavior management, and best practices
Early Childhood Developmental Assessment	21 units	Total estimated price with initial setup \$17,000	Provide teachers with electronic baseline data on the development of children entering the Head Start Program
	Total Materials/ Supplies	Estimated \$121,400	

Contractual: (\$18,330): This is the amount that CSNT Head Start will provide for contracted teaching services. A certified teacher located at the Bloomburg Pre-K Academy will provide teaching services that follow all State and Federal guidelines and regulations including the HSPPS.

Other: (\$518,935): Listed below are the line-item categories that will be used by CSNT Head Start and a brief explanation of the expenditure:

Rent (\$109,500): CSNT Head Start leases a total of six sites for Head Start Campuses, one administrative office, one management building, one maintenance building, and one finance office. (See Appendix 3: Appraisal of Properties) for a breakdown of the lease payments and the in-kind attached to each location. The in-kind amounts are based on the last appraisal that was completed on/or around 7/30/2017.

Utilities/Telephone (\$125,000): This is the amount that CSNT Head Start will pay for utilities, phones and internet services for the Head Start Program. CSNT Head Start has cut costs in this area over the years through partnerships with school districts. School districts assume some of the costs associated with utilities and technology costs including phone and internet usage when the Head Start services are delivered at the School District.

Insurance (\$38,313): This is the amount that CSNT Head Start will pay for building and liability insurance. This amount includes liability insurance at the Campuses and at the Administrative Offices. With the purchases of new vehicles over the past few years, the cost of insurance has had a slight increase.

Building Maintenance/Repair (\$40,000): This is the amount that will be used for the repair/maintenance of the 13 buildings/9 playgrounds that CSNT Head Start occupies throughout the program year. This cost includes general repairs to plumbing, A/C, heating units, flooring, windows, doors, etc. and updating current safety measures at each location. This will increase safety at these locations.

Local Travel (\$60,670): This line-item will be used to pay for travel costs associated with the transportation of children and staff within the service area. This figure also covers the costs of maintaining buses and Head Start vehicles for staff travel. When looking at the gas price trends of the past few months, this is an estimate of the travel costs for the next grant year. The increase in the amount is attributable to the estimated fuel cost over the next year. A transportation waiver has been requested to begin August 1st with the 2019-2020 school year and a transportation waiver has been requested to begin with the Dec. 1, 2019 grant year for PY06.

Nutrition Services (\$15,500): This line-item will be used for Nutrition expenses not covered by the USDA/CACFP/School Lunch Program. CSNT Head Start classrooms that are located on Texas Public School Districts are covered under the National School Lunch Program. Children receive their daily nutritional needs through the School Lunch Program with breakfast and lunch. At these locations, CSNT Head Start offers children a packaged snack at the end of the school day.

Child Services Consultants (\$25,000): This line-item will be used for Nutrition, Mental Health and Health Consultants. This amount is based on actual expenditures in past grant years. It also assists children that are receiving services for behavioral issues not covered by insurance. Once again, CSNT Head Start is working closely with LEAs and local providers in the service area to find cost effective ways to provide services.

Volunteers (\$5,000): The money allotted to this line-item will be used for the expenses associated with volunteers including the cost of fingerprints for all regular or frequent (more than two times in a month) volunteers at an estimated cost of \$40.00 each.

Substitutes (\$54,952): Substitutes are considered temporary employees through CSNT Head Start and are not paid benefits. They are an integral part of the classroom and fill a need when regular classroom staff must be out of the classroom.

Parent Services (\$5,000): This amount is for all parent related expenses including parent travel to and from Policy Council Meetings, Parent Meetings, Self-Assessment Meetings, trainings, etc.

Accounting & Legal Services (\$35,000): In this line-item are the expenses associated with all legal and accounting services given to the Head Start Program. This amount is estimated from last year's expenses.

Publications/Advertising/Printing (\$5,000 general budget) (\$1,000 T/TA): This amount includes the cost associated with printing Campus Operating Manuals, Parent Handbooks, and training materials. Also included in this line-item are the expenses for newspaper job listings, recruitment ads, and any publishing that may be required during the program year.

Training & Staff Development (\$31,724 T/TA): This amount includes the cost associated with staff development and training. This amount includes fees charged by consultants and the Texas Education Service Center. Staff certifications, licenses, and college courses are also paid from this line-item. (See Supporting Documents in the HSES for the CSNT FY2020 Training and Technical Plan)



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2020 - 12/01/2019-11/30/2020 - Non-Competing New

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$2,434,092	\$0	\$285,000
Fringe Benefits	\$608,523	\$0	\$71,251
Travel	\$0	\$12,150	\$0
Equipment	\$56,000	\$0	\$0
Supplies	\$249,346	\$764	\$3,495
Contractual	\$18,330	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$518,935	\$32,724	\$622,970
Total Direct Charges	\$3,885,226	\$45,638	\$982,716
Indirect Charges	\$0	\$0	\$0
Total	\$3,885,226	\$45,638	\$982,716

Note: This report only includes values specified in the Budget tab.



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2020 - 12/01/2019-11/30/2020 - Non-Competing New

Other Funding

Other Funding Source

<i>Other Funding</i>	<i>Head Start</i>
Federal Funding	
1. Federal Child Care and Development Fund (CCDF)	\$0
2. Child and Adult Care Food Program (CACFP) Funds	\$178,879
3. Other Federal Funding	\$0
State Funding	
4. State Preschool Programs	\$0
5. Other State Funding	\$0
Local Government Funding	
6. School District Funding	\$0
7. Other Local Government Funding	\$0
Other Funding	
8. Tribal Government Funding	\$0
9. Fundraising Activities	\$0
10. Other	\$0
Total	\$178,879



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
 FY2020 - 12/01/2019-11/30/2020 - Non-Competing New

Enrollment by Program Option

	<i>Center-based</i>	<i>Combination Program</i>	<i>Family Child Care</i>	<i>Home-based</i>	<i>Locally Designed Program</i>	<i>Funded Child Enrollment Total</i>
Total Enrollment	516	0	0	0	0	516

Program Schedules

Center-based

<i>Schedule Number</i>	<i>2. Funded Child Enrollment</i>	<i>3a. Number of classes / groups</i>	<i>3b. Double Session</i>	<i>4. Number of hours of classes / groups per child per day</i>	<i>5. Number of days of classes / groups per child per week</i>	<i>6. Number of days of classes / groups per child per year</i>	<i>7. Number of home visits per child per year</i>	<i>8. Number of hours per home visit</i>
CB-000-1	516	29	no	6.5	5	175	2	0.5



Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2020 - 12/01/2019-11/30/2020 - Non-Competing New

Head Start - Application Summary Items

This report uses values from the Budget, Program Schedule and Other Funding tab. This report does not include any values from the SF424A that were not pre-populated from the Budget tab.

1. Administrative Costs:

The maximum allowable expenditure for administrative costs is 15% of the total budget.

	<i>Amount</i>
Total Admin Cost	\$545,529.70
Total Budget	\$4,913,580.00
Admin as a % of Total Budget	11.10%

2. Non-Federal Share:

For most grantees, a minimum of 20% of the total budget must be non-federal share:

	<i>Amount</i>
Total Non-Federal Costs	\$982,716.00
Total Budget	\$4,913,580.00
Non-Federal Share as a % of Total Budget	20.00%

3. Average Class Size:

Average class size for CB Program Schedules that involve double sessions should be between 13 and 20.

Average class size for the CB and CO Program Schedules (including double sessions) should be between 15 and 20:

Center-Based Double Sessions	0.00
Center-Based AND Combination Non-double Sessions	17.79
All Center-Based AND Combination Sessions	17.79

4. Cost Per Child and Hours of Service Per Child:

The following table shows information about costs and hours of service for this agency:

	<i>Amount</i>
Total Hours of Service Per Child	1,138.50
Overall Cost Per Child Per Hour	\$8.36

5. Federal Personnel and Fringe Costs:

	<i>Amount</i>
Federal Personnel Cost	\$2,434,092.00
Federal Fringe Cost	\$608,523.00
Total Federal Budget	\$3,930,864.00
Federal Personnel Cost as a % of Total Federal Budget	61.95%
Federal Fringe Cost as a % of Total Federal Budget	15.48%
Federal Personnel plus Fringe Cost as a % of Total Federal Budget	77.40%

*In general, Personnel costs should account for 60% to 80% of the federal budget.

6. Fringe Rate:

If the fringe cost for an agency is less than 10% or more than 30% of Personnel, there may be an inaccurate entry in Personnel:

	<i>Amount</i>
Total Fringe Cost	\$679,774.00
Total Personnel Cost	\$2,719,092.00
Total Fringe Cost as % of Total Personnel Cost	25.00%

7. Fringe Benefits:

The following shows if this agency pays for health / dental / life and/or retirement benefits:

Health / Dental / Life	Yes
Retirement	No

8. Out-of-Town Staff Travel:

Most agencies have out-of-town staff travel costs between \$60 and \$65 per child. If the costs for this agency are higher, check that they are justified:

	<i>Amount</i>
Out-of-Town Staff Travel Cost	\$12,150.00
Out-of-Town Staff Travel Cost Per Child	\$23.55

9. Case Loads:

For Home Visitors, case loads are typically between 8 and 10:

Home Visitor Case Load	0.00
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10. Child and Adult Care Food Program (CACFP) Funds:

	<i>Amount</i>
CACFP Funding	\$178,879.00
CACFP Funding as a percentage of Total Federal Budget	4.55%



2018-2019 HEAD START PROGRAM INFORMATION REPORT
 06CH7174-000 COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	06CH7174
Program Number	000
Program Type	Head Start
Program Name	COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
Program Address	304 E Houston St Linden TX 75563-5600
Program Phone Number	(903) 756 5596 - 211
Program Fax Number	(903) 756 7294
DUNS Number	613840503
Program Email Address	berny.harris@csntexas.org
Head Start Director Name	Ms. Bernadette Harris
Head Start Director Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates
Agency Affiliation	A secular or non-religious agency

ENROLLMENT YEAR

Enrollment dates

A.1 Enrollment Year	Date
a. Start Date	08/15/2018
b. End Date	05/31/2019

FUNDED ENROLLMENT

Funded enrollment by funding source

A.2 Funded Head Start or Early Head Start Enrollment	# of children/ pregnant women
a. Head Start/Early Head Start Funded Enrollment, as identified on NOA	516
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0

Funded enrollment by program option - children

A.3 Center-based program - 5 days per week:	# of children
a. Full-day enrollment	516
1. Of these, the number available as full-working-day enrollment	516
a. Of these, the number available for the full-calendar-year	516
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.4 Center-based program - 4 days per week:	# of children

a. Full-day enrollment	0
b. Part-day enrollment	0
1. Of these, the number in double sessions	0
A.5 Home-based program	0
A.6 Combination option program	
A.7 Family child care option	0
a. Of these, the number available as full-working-day enrollment	0
1. Of the these, the number available for the full-calendar-year	0
A.8 Locally designed option	0

Funded enrollment at child care partner

	# of children
A.10 Funded enrollment at child care partners in the center-based program option	0
A.11 Total funded enrollment at child care partners (A.10, center-based partner and A.7, family child care program option)	0

CLASSES

Classes

	# of classes
A.12 Total number of classes operated	29
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

A.13 Children by age:	# of children at enrollment
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	0
d. 3 years old	241
e. 4 years old	335
f. 5 years and older	0

Total cumulative enrollment

	# of children / pregnant women
A.15 Total cumulative enrollment	576

Type of eligibility

A.16 Report each enrollee only once by primary type of eligibility:	# of children
a. Income below 100% of federal poverty line	355
b. Public assistance such as TANF, SSI	67
c. Status as a foster child - # children only	13
d. Status as homeless	32
e. Over income	52

	<i># of children</i>
f. Number of children exceeding the allowed over income enrollment (as noted below) with family incomes between 100% and 130% of the federal poverty line	57
A.17 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
Specify:	Selection criteria ensures that all eligible children are selected prior to the 101-130% or AG children

Prior enrollment

	<i># of children</i>
A.18 Enrolled in Head Start or Early Head Start for:	
a. The second year	179
b. Three or more years	0

Transition and Turnover

	<i># of children</i>
A.19 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	58
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	13
A.19.b. Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	300

Child care subsidy

	<i># of children at end of enrollment year</i>
A.24. The number of enrolled children for whom the program received a child care subsidy	0

Race and Ethnicity

A.25 Race and Ethnicity	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Latino origin
a. American Indian or Alaska Native	0	1
b. Asian	0	5
c. Black or African American	2	305
d. Native Hawaiian or other Pacific Islander	1	0
e. White	19	145
f. Biracial/Multi-racial	17	36
g. Other	44	1
1. Explain: Some Hispanic parents do not consider their children to be in any of these selections		
h. Unspecified	0	0

Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	525
b. Spanish	48
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. Other	3
1. Explain: Chinese, Cambodian, and Vietnamese	
l. Unspecified	0

TRANSPORTATION

Transportation services

A.27 Does the program provide transportation to some or all of the enrolled children either directly or through a formal contractual agreement with a transportation provider?	Yes
--	-----

	# of children
a. Number of children for whom transportation is provided	89

Buses

	# of buses owned
A.28 Total number of buses owned by the program that were purchased with ACF grant funds and are currently used to support program operations, regardless of year purchased	10
a. Of these, the number of buses purchased since last year's PIR was reported	1
A.29 Are any of the buses used by the program leased by the program itself?	No

RECORD KEEPING

Management Information Systems

A.30 Does your program use a management information system to track enrollees, program services, characteristics of families, and information on program staff?		Yes
<i>Name/title</i>	<i>Locally designed</i>	<i>Web Based</i>
ChildPlus/ChildPlus.net	No	Yes

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by Type

	(1) # of Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	107	1
a. Of these, the number who are current or former Head Start or Early Head Start parents	45	0
b. Of these, the number who left since last year's PIR was reported	10	0
1. Of these, the number who were replaced	7	0

TOTAL VOLUNTEERS

Volunteers by Type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program since last year's PIR was reported	603
a. Of these, the number who are current or former Head Start or Early Head Start parents	581

MANAGEMENT STAFF

Coordination of services

B.4 On average, the number of hours per week services managers spend coordinating services:	Average # of hours per week
a. Child Development & Education Manager	40
b. Health Services Manager	40
c. Family & Community Partnerships Manager	40
d. Disability Services Manager	40

CHILD DEVELOPMENT STAFF

Child Development Staff Qualifications - Preschool Classroom and Assistant Teachers (HS and Migrant Programs)

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
B.5 Total number of preschool child development staff by position	29	30

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
a. An advanced degree in:		
1. Early childhood education	1	0
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
b. A baccalaureate degree in:		
1. Early childhood education	20	0
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	5	2
3. Any field and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam	0	0
Of the preschool child development staff with a baccalaureate degree in B.5.b.1 through B.5.b.3 above, the number enrolled in:		
4. Advanced degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following degrees or credentials:		
c. An associate degree in:		
1. Early childhood education	3	1
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	3
Of the preschool child development staff with an associate degree in B.5.c.1 and B.5.c.2 above, the number enrolled in:		
3. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	1	0

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position, the number with the following credentials:		
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0	21
1. Of these, a Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	21
Of the preschool child development staff with the credentials in B.5.d above, the number enrolled in:		
2. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
3. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	1

	(1) # of Classroom Teachers	(2) # of Assistant Teachers
Of the number of preschool child development staff by position:		
e. The number who do not have the qualifications listed in B.5.a through B.5.d	0	3
Of the preschool child development staff in B.5.e above, the number enrolled in:		
1. A baccalaureate degree program in early childhood education or in any field and coursework equivalent to a major relating to early childhood education	0	0
2. An associate degree program in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education	0	1
3. Any type of Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	2

	# of classes
B.6 Total number of center-based option classes serving preschool-aged children	29
B.7 Number of center-based option classes serving preschool-aged children in which at least one teacher (excluding assistant teachers) has one of the following: - An advanced or baccalaureate degree in early childhood education or in any field and coursework equivalent to a major relating to early childhood education with experience teaching pre-school age children, or - A baccalaureate degree and has been admitted into and is supported by the Teach for America program and passed a rigorous early childhood content exam - An associate degree in early childhood education or in a related field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	29

Child development staff qualifications - Home-based and FCC

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
B.9 Total number of child development staff by position	0	0	0	0

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees or credentials:				
a. An advanced degree in/licensed as:				
1. Social work/ Licensed clinical social worker (LCSW)/ Licensed master social worker (LCMW)	0	0	0	0
2. Marriage and family therapy/ Licensed marriage and family therapist (LMFT)	0	0	0	0
3. Psychology	0	0	0	0
4. Sociology	0	0	0	0
5. Human services (include related areas such as child and family services or social services)	0	0	0	0
6. Nursing plus Nurse Practitioner (NP) license	0	0	0	0
7. Early childhood education	0	0	0	0
8. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
b. A baccalaureate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following degrees and licenses:				
c. An associate degree in:				
1. Social work	0	0	0	0
2. Psychology	0	0	0	0
3. Sociology	0	0	0	0
4. Human services (include related areas such as child and family services or social services)	0	0	0	0
5. Nursing plus Registered Nurse (RN) license	0	0	0	0
6. Early childhood education	0	0	0	0
7. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home-Based Visitors	(2) # of Home-Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position, the number with the following credentials:				
d. License, certification, or credential held:				
1. Nursing, non-RN, i.e. LPN, CNA, etc.	0	0	0	0
2. Family development credential (FDC)	0	0	0	0
3. Child development associate credential (CDA)	0	0	0	0
4. State-awarded certification, credential, or license appropriate to the option in which they are working, i.e. home-based option or family child care option	0	0	0	0
5. Other	0	0	0	0
Home-Based Visitors:				
Home-Based Visitor Supervisors:				
Family Child Care Providers:				
Family Child Care Specialists:				

	(1) # of Home- Based Visitors	(2) # of Home- Based Visitor Supervisors	(3) # of Family Child Care Providers	(4) # of Family Child Care Specialists
Of the number of child development staff by position:				
e. The number who do not have the qualifications listed in B.9.a through B.9.d	0	0	0	0
Of the child development staff in B.9.e above, the number enrolled in:				
1. An advanced degree or license	0	0	0	0
2. A baccalaureate degree	0	0	0	0
3. An associate degree	0	0	0	0
4. Studies leading to a non-degree license, certificate, or credential	0	0	0	0

NON-SUPERVISORY CHILD DEVELOPMENT STAFF

Child development staff - ethnicity and race

B.12 Race and Ethnicity:	# of non-supervisory child development staff	
	(1) Hispanic or Latino origin	(1) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	32
d. Native Hawaiian or other Pacific Islander	0	0
e. White	5	22
f. Biracial/Multi-racial	0	0
g. Other	0	0
h. Unspecified	0	0

Child development staff - language

	# of non-supervisory child development staff
B.13 The number who are proficient in a language(s) other than English	1
a. Of these, the number who are proficient in more than one language other than English	0
B.14 Language groups in which staff are proficient	# of non-supervisory child development staff
a. Spanish	1
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. Other	0
k. Unspecified	0

Child development staff - classroom teacher turnover

	# of classroom teachers
B.15 The number of classroom teachers who left your program during the year.	2
B.16 Of these, the number who left for the following reasons:	# of classroom teachers
a. Higher compensation/benefits package in the same field	1
b. Change in job field	0
c. Other	1
1. Comments: Retired	
B.17 Number of classroom teacher vacancies in your program that remained unfilled for a period of 3 months or longer	1
B.18 Number of classroom teachers hired during the year due to turnover	1

Child development staff - Home-based visitor turnover

	# of home-based visitors
B.19 The number of home-based visitors who left your program during the year	0
B.20 Of these, the number who left for the following reasons:	
a. Higher compensation/benefits package in the same field	0
b. Change in job field	0
c. Other	0
B.21 Number of home-based visitor vacancies in the program that remained unfilled for a period of 3 months or longer	0
B.22 Number of home-based visitors hired during the year due to turnover	0

FAMILY & COMMUNITY PARTNERSHIPS STAFF

Family & community partnerships staff - qualifications

	(1) # of family workers	(2) # of FCP supervisors
B.23 Total number of family & community partnerships staff	17	1
a. Of the FCP supervisors, the number who work directly with families, i.e. staff with a family caseload		0
B.24 Comments on staff shared by Head Start and Early Head Start programs:		

B.25 Of the family & community partnerships staff, the number with the following as the highest level of education completed:	(1) # of family workers	(2) # of FCP supervisors
a. A related advanced degree	3	1
b. A related baccalaureate degree	11	0
c. A related associate degree	1	0
d. A family-development-related credential, certificate, or license	0	0
e. None of the qualifications listed in B.25.a through B.25.d above	2	0
Of the staff in B.25.e above, the number enrolled in:		
1. A related degree at the associate, baccalaureate, or advanced level	1	0
2. Studies leading to a non-degree credential, certificate, or license that is family-development-related	0	0
B.26 Of the family & community partnerships staff, the number with a family-development-related credential, regardless of highest level of education completed	0	0

Education and Child Development Managers/Coordinators - Qualifications

	# of ECD managers/coordinators
B.27 Total number of education & child development managers/coordinators	3
	# of ECD managers/coordinators
Off the education & child development managers/coordinators, the number with the following degrees or credentials:	
a. An advanced degree in early childhood education, or an advanced degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	2
b. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
c. An associate degree in early childhood education, or an associate degree in any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0
Of the education & child development managers/coordinators preschool child development staff in B.27.c above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
d. A Child Development Associate (CDA) credential or state-awarded preschool, infant/toddler, family child care or home-based certification, credential, or licensure that meets or exceeds CDA requirements	0
Of the education & child development managers/coordinators preschool child development staff in B.27.d above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
	# of ECD managers/coordinators
Of the education & child development managers/coordinators, the number with the following degrees or credentials:	
e. None of the qualifications listed in B.27.a through B.27.d	0
Of the education & child development managers/coordinators preschool child development staff in B.27.e above, the number enrolled in:	
1. A baccalaureate degree in early childhood education, or a baccalaureate degree in any field and coursework equivalent to a major relating to early childhood education	0
B.28 Comments on education & child development managers/coordinators shared by Head Start and Early Head Start programs:	

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.1 Number of all children with health insurance	556	567
a. Number enrolled in Medicaid and/or CHIP	512	522
b. Number enrolled in state-only funded insurance (for example, medically indigent insurance)	0	0
c. Number with private health insurance (for example, parent's insurance)	41	42
d. Number with health insurance other than those listed above, for example, Military Health (Tri-Care or CHAMPUS)	3	3
1. Specify	Tri-Care	
C.2. Number of children with no health insurance	20	9

Medical

Medical home - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.5 Number of children with an ongoing source of continuous, accessible health care	563	564
C.6 Number of children receiving medical services through the Indian Health Service	0	0
C.7 Number of children receiving medical services through a migrant community health center	0	0

Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment year
C.8 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	48	350
		# of children at end of enrollment year
a. Of these, the number diagnosed by a health care professional with a chronic condition needing medical treatment since last year's PIR was reported		35
1. Of these, the number who have received or are receiving medical treatment		29
b. Specify the primary reason that children who needed medical treatment, for any chronic condition diagnosed by a health care professional since last year's PIR was reported, did not receive it:		Parents did not keep/make appointment

C.9 Number of all children who received medical treatment for the following chronic conditions since last year's PIR was reported, regardless of when the condition was first diagnosed by a health care professional:	<i># of children</i>
a. Anemia	0
b. Asthma	10
c. Hearing Difficulties	2
d. Vision Problems	30
e. High Lead Levels	0
f. Diabetes	0

Body Mass Index (BMI) - children (HS and Migrant programs)

C.10 Number of all children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	<i># of children at enrollment</i>
a. Underweight (BMI less than 5th percentile for child's age and sex)	39
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	383
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	64
d. Obese (BMI at or above 95th percentile for child's age and sex)	80

Immunization services - children

	<i>(1) # of children at enrollment</i>	<i>(2) # of children at end of enrollment year</i>
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	524	545
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	32	21
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	8	8

Dental

Dental home - children

	<i>(1) # of children at enrollment</i>	<i>(2) # of children at end of enrollment year</i>
C.17 Number of children with continuous, accessible dental care provided by a dentist	542	559

Preschool dental services (HS and Migrant programs)

	# of children
C.18 Number of children who received preventive care since last year's PIR was reported	471
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination since last year's PIR was reported	483
a. Of these, the number of children diagnosed as needing treatment since last year's PIR was reported.	48
1. Of these, the number of children who have received or are receiving treatment	40
b. Specify the primary reason that children who needed dental treatment did not receive it:	Parents did not keep/make appointment

MENTAL HEALTH SERVICES

Mental health professional

	# of hours
C.22 Average total hours per operating month a mental health professional(s) spends on-site	10

Mental health services

	# of children at end of enrollment year
C.23 Indicate the number of enrolled children who were served by the mental health (MH) professional(s) since last year's PIR was reported.	
a. Number of children for whom the MH professional consulted with program staff about the child's behavior / mental health	33
1. Of these, the number for whom the MH professional provided three or more consultations with program staff since last year's PIR was reported	18
b. Number of children for whom the MH professional consulted with the parent(s) / guardian(s) about their child's behavior/mental health	33
1. Of these, the number for whom the MH professional provided three or more consultations with the parent(s) / guardian(s) since last year's PIR was reported	16
c. Number of children for whom the MH professional provided an individual mental health assessment	19
d. Number of children for whom the MH professional facilitated a referral for mental health services	15

Mental health referrals

	# of children at end of enrollment year
C.24 Number of children who were referred by the program for mental health services outside of Head Start since last year's PIR was reported	13
a. Of these, the number who received mental health services since last year's PIR was reported	11

DISABILITIES SERVICES

Preschool disabilities services (HS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who have an Individualized Education Program (IEP) indicating they have been determined eligible by the LEA to receive special education and related services	53
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to enrollment into the program for this enrollment year	23
2. During this enrollment year	30
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

C.27 Diagnosed primary disability	(1) # of children determined to have this disability	(2) # of children receiving special services
a. Health impairment (i.e. meeting IDEA definition of 'other health impairments')	2	2
b. Emotional disturbance	0	0
c. Speech or language impairments	46	46
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	2	2
i. Autism	2	2
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	1	1
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.28 Number of all newly enrolled children since last year's PIR was reported	396
C.29 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	360
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	38
C.30 The instrument(s) used by the program for developmental screening: ESI-R (Early Screening Inventory Revised - Preschool)	

Assessment

C.31 Approach or tool(s) used by the program to support ongoing child assessment:	
<i>Name/title</i>	<i>Locally designed</i>
Other (Please Specify) - CIRCLE Assessment	No
Other (Please Specify) - Frog Street Assessment	No

Curriculum

C.32 What curriculum does your program use:	
a. For center-based services:	
<i>Name/title</i>	<i>Locally designed</i>
Frog Street Pre-K	No
Other (Please Specify) - Frog Street Three's	No

b. For family child care services:

c. For home-based services:

STAFF-CHILD INTERACTION OBSERVATION TOOLS

		<i># of programs</i>
C.33 Does the program routinely use staff-child interaction observation tools to assess quality?		Yes
C.34 If yes, interaction observation tool(s) used by the program:		
	<i>(1)</i> <i>Name/title</i>	<i>(2)</i> <i>Locally designed</i>
a. Center-based settings	Classroom Assessment Scoring System	No
b. Home-based settings		
c. Family child care settings		

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	<i># of families at enrollment</i>
C.35 Total number of families:	532
a. Of these, the number of two-parent families	181
b. Of these, the number of single-parent families	351

	<i># of two-parent families at enrollment</i>
C.36 Of the number of two-parent families, the number in which the parent/guardian figures are best described as:	
a. Parents (biological, adoptive, stepparents, etc.)	166
b. Grandparents	8
c. Relatives other than grandparents	2
d. Foster parents not including relatives	5
e. Other	0
1. Specify:	

	<i># of single-parent families at enrollment</i>
C.37 Of the number of single-parent families, the number in which the parent/guardian figure is best described as:	
a. Mother (biological, adoptive, stepmother, etc.)	320
b. Father (biological, adoptive, stepfather, etc.)	12
c. Grandparent	14
d. Relative other than grandparent	2
e. Foster parent not including relative	3
f. Other	0
1. Specify:	

Employment

	<i># of families at enrollment</i>
C.38 Of the number of two-parent families, the number of families in which:	
a. Both parents/guardians are employed	37
b. One parent/guardian is employed	110
c. Both parents/guardians are not working (i.e. unemployed, retired, or disabled)	34

	<i># of families at enrollment</i>
C.39 Of the number of single-parent families, the number of families in which:	
a. The parent/guardian is employed	192
b. The parent/guardian is not working (i.e. unemployed, retired, or disabled)	159

	<i># of families at enrollment</i>
C.40 The number of all families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	7
b. At least one parent/guardian is a veteran of the United States military	9

Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment year
C.41 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance for Needy Families (TANF) Program	5	4
C.42 Total number of families receiving Supplemental Security Income (SSI)	55	54
C.43 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	221	220
C.44 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	336	329

Job training/school

C.45 Of the number of two-parent families, the number of families in which:	# of families at enrollment
a. Both parents/guardians are in job training or school	6
b. One parent/guardian is in job training or school	35
c. Neither parent/guardian is in job training or school	140
C.46 Of the number of single-parent families, the number of families in which:	# of families at enrollment
a. The parent/guardian is in job training or school	39
b. The parent/guardian is not in job training or school	312
C.47 Of the total number of all families, the number in which one or more parent/guardian:	# of families at end of enrollment year
a. Completed a grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)	38
b. Completed high school or was awarded a GED during this program year	31
c. Completed an associate degree during this program year	10
d. Completed a baccalaureate or advanced degree during this program year	6
C.48 Of the total number of all families, the number in which one or more parent/guardian completed a job training program, professional certificate, or license during this program year	# of families at end of enrollment year
	32

Parent/guardian education

C.49 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	# of families at enrollment
a. An advanced degree or baccalaureate degree	128
b. An associate degree, vocational school, or some college	59
c. A high school graduate or GED	258
d. Less than high school graduate	87

Family services

C.50 Types of family services	(1) # of families with an expressed interest or identified need during the program year	(2) # of families that received the following services during the program year
a. Emergency/crisis intervention such as meeting immediate needs for food, clothing, or shelter	26	32
b. Housing assistance such as subsidies, utilities, repairs, etc.	33	26
c. Mental health services	10	10
d. English as a Second Language (ESL) training	14	13
e. Adult education such as GED programs and college selection	52	66
f. Job training	41	19
g. Substance abuse prevention	3	3
h. Substance abuse treatment	2	2
i. Child abuse and neglect services	14	15
j. Domestic violence services	5	2
k. Child support assistance	8	5
l. Health education	277	368
m. Assistance to families of incarcerated individuals	3	7
n. Parenting education	251	354
o. Relationship/marriage education	3	2
p. Asset building services (such as financial education, opening savings and checking accounts, debt counseling, etc.)	53	85
C.51 Of these, the number of families who were counted in at least one of the services listed above	339	417

Father engagement

C.52 Number of fathers/father figures who were engaged in the following activities during this program year:	# of father/ father figures
a. Family assessment	144
b. Family goal setting	166
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	225
d. Head Start program governance, such as participation in the Policy Council or policy committees	20
e. Parenting education workshops	82

Homelessness services

	# of families
C.53 Total number of families experiencing homelessness that were served during the enrollment year	35
	# of children
C.54 Total number of children experiencing homelessness that were served during the enrollment year	36
	# of families
C.55 Total number of families experiencing homelessness that acquired housing during the enrollment year	15

Foster care and child welfare

	# of children
C.56 Total number of enrolled children who were in foster care at any point during the program year	16
C.57 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	7

Collaboration Agreements and Community Engagement

Child care partners

	# of formal agreements
C.58 Total number of formal agreements with Child Care Partners during program year	0
a. Of the Child Care Partners, the number of formal contractual agreements made void or broken during the program year	0

Local education agency (LEA)

	# of LEAs
C.59 Number of LEAs in the program's service area	23
	# of formal agreements
C.60 Number of formal agreements the program has with LEAs:	
a. To coordinate services for children with disabilities	6
b. To coordinate transition services	23

Public school pre-kindergarten programs

	Yes / No
C.61 Does the program have formal collaboration and resource sharing agreements with public school pre-kindergarten programs?	Yes
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	9

Part C agencies

	# of Part C Agencies
C.62 Number of Part C agencies in the program's service area	2
	# of formal agreements
a. Number of formal agreements the program has with Part C agencies to coordinate services for children with disabilities	2

Child welfare agencies

	Yes / No
C.63 Does the program have formal collaboration agreements with child welfare agencies?	Yes
	# of formal agreements
a. If yes, the number of formal agreements in which the program is currently participating	1

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	19061442750
Last Update Date	06/14/2019



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 Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST 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	1% MILK MANDARIN ORANGES+* WHOLE GRAIN BISCUIT / jelly	1% MILK APPLE SLICES* CHEESY TOAST	1% MILK FRESH FRUIT WHOLE GRAIN CEREAL	1% MILK PEACHES WG BAGEL /cream cheese	1% MILK MANDARIN ORANGES+* PANCAKE ON A STICK
LUNCH 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.	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
PM SNACK 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	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.

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

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

** CN Product

Handwritten signature and date: *Tracie L. M... 06/12/19*



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 Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast Milk - 3/4 c / 1/2 pt. Fruit/vegetable - 1/2 c Grain- 1/2 oz. eq. Meat/Meat Alternate- may be served 3 times a week in place of grain	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
Lunch 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.	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
PM SNACK 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	SUPER DRINK* WHEAT CRACKERS WATER	DRY FRUIT YOGURT WATER	WG 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.

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

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

** CN Product

Sheree Colman TX Doc #PT06118 06/12/19



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 Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST 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	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 WG BAGEL w/ cream cheese
LUNCH 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.	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**
PM SNACK 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	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

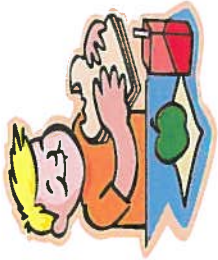
The Milk we serve is 1/2 pint of 1% Unflavored, white.

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

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

** CN Product

Shelby Chan Moore 774 Lu # 5706118 06/12/19



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 Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST 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	1% MILK TROPICAL FRUIT* SAUSAGE BISCUIT	1% MILK PEACHES CINNAMON TOAST	1% MILK BERRIES* WW BAGEL w/ cream cheese	1% MILK APRICOTS*+ GOLDEN PORRIDGE	1% MILK COOKED APPLES* WG WAFFLE
LUNCH 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.	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
PM SNACK 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	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.

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

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

** CN Product

J. Keeble *Char Moore* *TX Lic # 1706118* *06/24/19*



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 Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST 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	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
LUNCH 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.	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*+
PM SNACK 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	BERRY BANANA SPLIT* WATER	BABY CARROTS + SUN BUTTER WATER	CELERY STICKS SCOOP IT UP CHEESE SPREAD WATER	APPLE WEDGES* SCOOBY 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

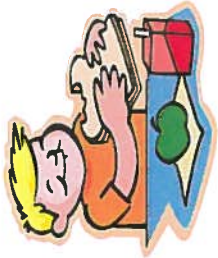
The Milk we serve is 1/2 pint of 1% Unflavored, white.

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

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

** CN Product

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 [Signature] # 1706118 06/12/19



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 Food Program

Component size	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST 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	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* WW TOAST w/ jelly
LUNCH 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.	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
PM SNACK 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	WG 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.

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

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

** CN Product

Handwritten signature and date:
 [Signature] TX Lee #A706118 06/22/19