



**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, August 27, 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 June 25, 2019**
6. **Presentations**
  - A. Training - Question Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report August 2019
    - b. Credit Usage Report August 2019
    - c. CACFP Financial Report August 2019
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report August 2019
  - C. Executive Director Report Dan Boyd
8. **Committee Reports**
  - A. Appoint Committee Member(s)

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**Tuesday, August 27, 2019 9:15 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**9. Action Items**

- A. Discuss and/or Approve adding \$1,000.00 into the Head Start Grant #06CH7174/05 budget line item vehicle repairs from the sale of two Head Start buses.

**10. Discussion Items**

**None**

**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, June 25, 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	Jun-19
<b>Chairperson - Tara Overmyer</b>			x		x	x	x	x	x		x
<b>Vice Chairperson - Kimberly Jordan</b>			x	x		x	x				
<b>Secretary - Cecelia Huff</b>			x		x			x	x		x
Brenda Swisher	Board Liaison/CC	Representative	x	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	x
Olivia Woodruff	Linden	Representative	x								
Tara Overmyer	Linden	Alternate		x							
Tara Overmyer(12/4/18)	Linden	Representative			x	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	x
Tim Oleson	New Boston	Alternate	x								
Stacey Armour	Pittsburg	Representative	x	x		x		x	x		x
Adrianna Smith-Hart	Pittsburg	Alternate									
Cecelia Huff	Texarkana	Representative	x		x			x	x		x
Trinchelle Morine	Texarkana	Alternate									

**Others in attendance: CSNT Staff:** Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall, Shelley Mitchell and Susan Horner.

**1. Call to Order:**

The meeting was called to order by Tara Overmyer, Policy Council Chairperson at 9:18 am, June 25, 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, Stacey Armour, Cecelia Huff 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 Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**5. Approval of Minutes from May 28, 2019:**

Brenda Swisher moved to accept the minutes of May 28, 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:**

**B. Training – Bernadette Harris**

None

**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

**List of Committee Participants:**

**Self-Assessment**

1. Cecelia Huff
2. Brenda Swisher

**Community Assessment**

1. Ashley Oleson

**Finance Committee**

1. Sheran West

**School Readiness Committee**

1. Ashley Oleson
2. Kimberly Jordan

**ERSEA Committee**

1. Stacey Armour

**Strategic Planning Committee**

1. Brenda Swisher

**Health Advisory Committee**

1. Sheran West
2. Kimberly Jordan

**Policy Council Liaison**

1. Ashley Oleson

**9. Action Items:**

- A. Discuss and/or Approve Head Start Grant #06CH7174/06 – Total Amount \$4,913,580 (\$3,885,226 funds, \$45,638 Training and Technical Assistance and \$982,716 Non-Federal Share)**

Bernadette Harris reviewed the grant details. Brenda Swisher moved to 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) 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.

- B. Discuss and/or Approve not having a July Meeting**

Ashley Oleson moved to approve not having a July Meeting 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 Final PIR 2018-2019**

Bernadette Harris reviewed the data as presented.

- B. Discuss Nutrition Menu Change**

Bridgette Parton stated that the Dietician requested to change milk allergy on the menu to milk intolerance.

**11. Audience Comments:**

None

**12. Executive Session:**

Ashley Oleson moved for Policy Council to go into Executive Session at 9:37 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 9:39 am. Peggy Peters 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 Peggy Peters. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**14. Adjourn:**

A motion to adjourn was made by Ashley Oleson at 9:40 am. The motion was seconded by Peggy Peters.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# Head Start

## Financial Report for the month of August 2019

(July 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	\$189,989.17	\$1,557,794.68	\$983,251.32	\$211,753.83	\$1,694,030.67	\$136,235.99
Fringe Benefits	\$632,404.00	\$51,735.24	\$422,128.98	\$210,275.02	\$52,700.33	\$421,602.67	(\$526.31)
Travel (4120)	\$22,150.00	\$1,891.48	\$15,282.97	\$6,867.03	\$1,845.83	\$14,766.67	(\$516.30)
Equipment	\$51,751.00	\$0.00	\$50,954.00	\$797.00	\$4,312.58	\$34,500.67	(\$16,453.33)
Supplies	\$143,036.00	\$4,405.50	\$68,677.17	\$74,358.83	\$11,919.67	\$95,357.33	\$26,680.16
Contractual	\$18,005.00	\$0.00	\$10,443.04	\$7,561.96	\$1,500.42	\$12,003.33	\$1,560.29
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$0.00	\$9,409.78	\$14,078.22	\$1,957.33	\$15,658.67	\$6,248.89
Other (4122)	\$498,984.00	\$55,398.30	\$382,727.29	\$116,256.71	\$41,582.00	\$332,656.00	(\$50,071.29)
<b>Total</b>	<b>\$3,930,864.00</b>	<b>\$303,419.69</b>	<b>\$2,517,417.91</b>	<b>\$1,413,446.09</b>	<b>\$327,572.00</b>	<b>\$2,620,576.00</b>	<b>\$103,158.09</b>
T&TA	\$45,638.00	\$1,891.48	\$24,692.75	\$20,945.25	\$3,803.17	\$30,425.33	\$5,732.58
<b>Total</b>							<b>\$83,473.80</b>
USDA Reimbursements through May 2019							\$0.00
Estimated USDA Reimbursement for							<u>\$186,631.89</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$50,000.00

<b>Further Analysis</b>	
Number of children	516
Number of classrooms	20

	<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	\$196,543.20	\$15,170.98	\$125,870.90	\$16,378.60	\$131,028.80	\$5,157.90
Per Child	\$7,617.95	\$588.02	\$4,878.72	\$634.83	\$5,078.64	\$199.92

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$982,716.00	\$59,241.34	\$944,827.74	\$37,888.26

# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -August 2019

#### Capital One Credit Card

Purchases for May 2019		4,804.75
Payment due by 06/30/2019	Pd on 07/02/2019	<u>(4,640.30)</u>
Balance		164.45

charges not CSNT's

#### Capital One Credit Card

Purchases for June 2019		2,362.76
Payment due by 07/30/2019	Pd on 07/23/2019	<u>(2,362.76)</u>
Balance		-

#### Sam's Club Credit Card

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

#### Line of Credit

Program	CSBG A	VET Ser NOW	Local Admin	CSBG D
Highest July 2019 Balance	6,000.00	25,255.00	-	-
Current balance	8,000.00	32,355.00	-	-
Exp pay off date	09/31/2019	09/31/2019		

#### In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW	CSBG A
Highest Julye 2019 Balance	200.00	200.00	26,122.08	200.00
Current balance	-	-	-	-
Exp pay off date	1/31/2020	1/31/2020	09/31/2019	

#### TEXANA BANK LOANS

-  
-





Capital One, N.A.  
Corporate Card Statement



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

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

COMMUNITY SERVICES  
CSNT INC  
PO BOX 427  
LINDEN TX 75663-0427

\*\*T0001015

ACCOUNT NUMBER	XXXX XXXX XXXX <del>0000</del>
PAYMENT DUE DATE	07-30-19
MINIMUM PAYMENT	\$2,323.76
NEW BALANCE	\$2,362.76

AMOUNT  
ENCLOSED \$



Please tear payment coupon at perforation.

STATEMENT MESSAGES

Your account is past due \$164.45. Past due amount is included in the minimum payment. Please remit immediately.

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX ~~0000~~

CLOSING DATE	07-05-19	PREVIOUS BALANCE	4,804.75
PAYMENT DUE DATE	07-30-19	PURCHASES AND OTHER CHARGES	2,093.00
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
		PAYMENTS	4,640.30-
FOR CUSTOMER SERVICE CALL:		LATE PAYMENT CHARGES	39.00
1-866-772-4497		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO:		FINANCE CHARGES	66.31
CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		OVERLIMIT FEES	.00
		<b>NEW BALANCE</b>	<b>2,362.76</b>
		MINIMUM PAYMENT DUE	2,323.76
		DISPUTED AMOUNT	.00



25201860 - 001004 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx <b>7600</b>			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	2,362.76	MINIMUM PAYMENT DUE	2,323.76
AVAILABLE CREDIT	7,637.24	PAYMENT DUE DATE	07-30-19

### 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	\$6,371.39	1.0408%	12.49%	\$66.31
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-**7600**

TOTAL CORPORATE ACTIVITY  
 \$4,534.99 CR

Post Date	Trans Date	Reference Number	Transaction Description	Amount
07-05	07-05	75528023136583000040019	PAYMENT RECEIVED -- THANK YOU	4,640.30 PY
07-05	07-05		PURCHASE *FINANCE CHARGE*	66.31
07-05	07-05		LATE PAYMENT CHARGE	39.00

### INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD  
 xxxx-xxxx-xxxx-**7600**

CREDITS \$0.00 PURCHASES \$2,093.00 CASH ADV \$0.00 TOTAL ACTIVITY \$2,093.00

Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-06	06-05	55457029156083337142424	COMMUNITY ACTION PARTN 2022657546 DC	675.00
06-10	06-06	85504999158900017549667	TTAS WEB 270-7454041 KY	920.00
06-21	06-20	55429509171637766158892	FROG STREET PRESS, INC 8008843764 TX	498.00



Capital One, N.A.  
Corporate Card Statement



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

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

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

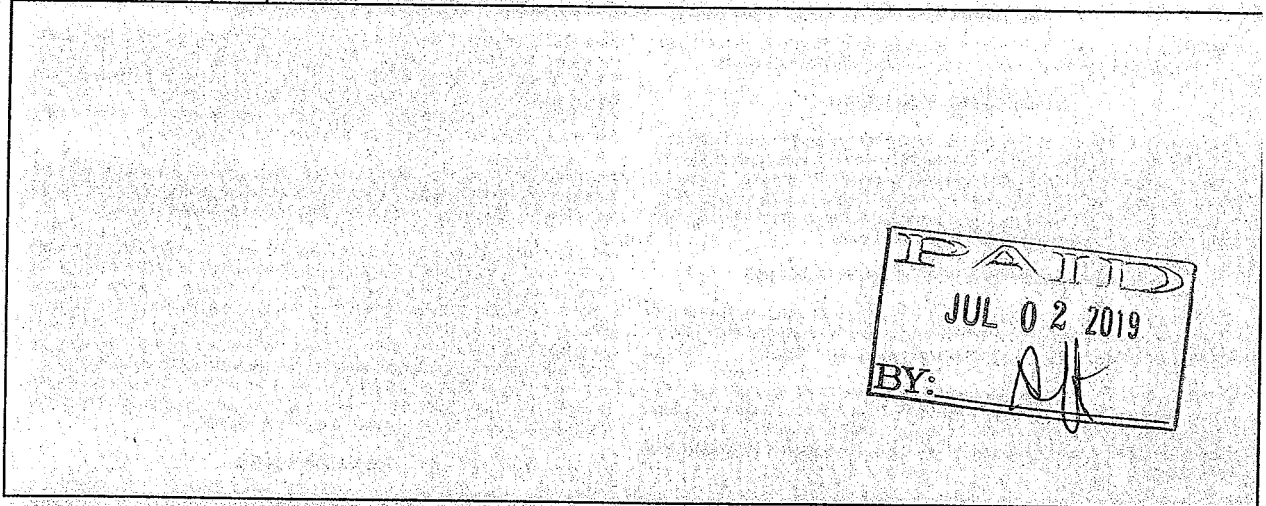
ACCOUNT NUMBER XXXX XXXX XXXX ~~XXXX~~  
PAYMENT DUE DATE 06-30-19  
MINIMUM PAYMENT \$4,804.75  
NEW BALANCE \$4,804.75

AMOUNT  
ENCLOSED \$

\*\*T0001043



Please tear payment coupon at perforation.



**CORPORATE ACCOUNT SUMMARY**

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX ~~0000~~

CLOSING DATE	06-05-19	PREVIOUS BALANCE	4,524.14
PAYMENT DUE DATE	06-30-19	PURCHASES AND OTHER CHARGES	4,708.17
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	4,511.15-
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
		FINANCE CHARGES	83.59
		OVERLIMIT FEES	.00
		<b>NEW BALANCE</b>	<b>4,804.75</b>
		MINIMUM PAYMENT DUE	4,804.75
		DISPUTED AMOUNT	.00



ACCT. NUMBER: xxxx xxxx xxxx <del>0000</del>		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE .00
NEW BALANCE	4,804.75	MINIMUM PAYMENT DUE 4,804.75
AVAILABLE CREDIT	5,195.25	PAYMENT DUE DATE 06-30-19

JUN 14 2019

FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$8,032.14	1.0408%	12.49%	\$83.59
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 xxxx-xxxx-xxxx- <del>0000</del>			TOTAL CORPORATE ACTIVITY \$4,427.56 CR	
Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-03	06-03	75528029154443000930016	PAYMENT RECEIVED - THANK YOU	4,511.15 PY
06-05	06-05		PURCHASE *FINANCE CHARGE*	83.59

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD xxxx-xxxx-xxxx- <del>0000</del>		CREDITS \$0.00	PURCHASES \$4,708.17	CASH ADV \$0.00	TOTAL ACTIVITY \$4,708.17
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
05-06	05-02	55310209123722204289810	GRAND HYATT SAN ANTONI 8885874589 TX 31605398 ARRIVAL: 04-28-19	1,089.28	
05-06	05-02	55310209123722204297797	GRAND HYATT SAN ANTONI 8885874589 TX 31605687 ARRIVAL: 04-28-19	1,275.48	
05-10	05-09	55432869129200585657713	MARRIOTT DALLAS QUORUM DALLAS TX 048681 ARRIVAL: 05-06-19	398.92	
05-10	05-09	55432869129200585657721	MARRIOTT DALLAS QUORUM DALLAS TX 048682 ARRIVAL: 05-06-19	338.30	
05-13	05-11	75470699132514204301835	HABITAT SUITES HOTEL AUSTIN TX 1000190221 ARRIVAL: 05-06-19	569.25	
05-15	05-14	55436879135151355810643	OMNI FORT WORTH HOTEL FORT WORTH TX 3421221 ARRIVAL: 05-14-19	466.86	
05-20	05-18	55310209139708776535708	HOLIDAY INN EXPRESS DEFUNIAK SPRI FL 1319737 ARRIVAL: 05-17-19	151.46	
05-29	05-29		ANNUAL MEMBERSHIP FEE	25.00	
05-31	05-29	55310209150878000533035	AMERICAN 00123572798893 8004337300 TX BOYD/DAN	369.60	
05-31	05-30	55480779150026730084972	DFW AA S ORD AA N DFW TRAVEL INSURANCE POLIC 8007296021 VA	24.02	

# HEAD START NUTRITION PROGRAM

## Financial Report

For the month of July 2019

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,482.26	\$ 59,297.58
Administrative Labor	433.36	\$ 9,949.27
Food	-	\$ 63,940.35
Supplies & Equipment	-	\$ 8,843.03
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 432.00
Other	0	113.56
Total	\$ 6,915.62	\$ 142,575.79

TDHS REVENUE - 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	NA	NA				
# additional students (partnerships)	2	5	4	3	3	2	NA	NA				
% with Special Needs	6%	6%	6%	8%	9%	10%	NA	NA				
ADA Funded Enrolled* (516)	93%	92%	90%	92%	93%	93%	NA	NA				
Enrollment (w/additional students)	92%	92%	90%	92%	94%	93%	NA	NA				
Present/ Absent	477/41	476/43	462/58	477/44	484/35	480/38	NA	NA				
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA				

## Non-Federal Share

\$965,823 **\$20,997** \$944,826 2% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
<b>\$944,826</b>	\$ 131,092	\$ 139,037	\$ 141,998	\$ 135,476	\$ 146,532	\$ 131,503	\$ 59,947	\$ 59,241				

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>11%</b>	\$ 38,054	\$ 85,840	\$ 141,140	\$ 192,247	\$ 242,059	\$ 301,101	\$ 348,083	\$ 298,720				

## 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	NA	NA				
# of meals served	5,055	6,173	7,189	6,021	7,963	6,540	NA	NA				
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	NA	NA				
# Classrooms Observed	26	64	92	93	80	76	NA	NA				
Incomes Verified	2	15	10	5	100	150	NA	NA				
# Parents Interviewed	2	2	0	27	7	18	NA	NA				
# of Staff interviewed	7	4	0	18	20	18	NA	NA				
# Bus Routes Observed	1	1	2	1	1	1	NA	NA				
# Staff Files Reviewed	0	0	10	0	0	4	NA	NA				
# Community Contacts	25	25	48	52	50	25	NA	NA				
# of Findings Corrected	14	23	81	33	40	16	NA	NA				

## 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	2	2				
# findings corrected					0	0	0	0				
# findings remaining					0	0	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	7	7				
# findings corrected	13	13	1	1	5	7	7	7				
# findings remaining	0	0	6	6	2	0	0	0				

## Program Updates

Completing 45 and 90 day deadlines  
Preparing for Regional Office Site Visit



**Documentation of Disposition of Head Start Equipment  
Head Start Grant #06CH7174/05**

Date	Description of Item(s)	Cost of Sales	Budget Line Item
8/6/19	2000 GMC/Thomas 14 passenger bus VIN# 1GDHG31R7Y1178230 64,500 miles #829	\$500.00	Vehicle Repairs (Split between Naples, New Boston, Pittsburg, and Hughes Springs Head Starts)
8/12/19	(1) 2000 GMC/Thomas 14 passenger bus VIN# 1GBHG31R321165054 51,041 miles #833	\$500	
	Total	\$1,000.00	