




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 24, 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.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **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 Head Start Mission** – *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 August 27, 2019**
6. **Presentations**
 - A. Daingerfield/Lone Star and Hughes Springs Head Start Natash White
 - B. Head Start Policy Council Bridgette Parton
 - Orientation - Training
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report September 2019
 - b. Credit Usage Report September 2019
 - c. CACFP Financial Report September 2019
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report September 2019
 - b. PIR Report September 2019
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 24, 2019 9:15 am
Linden Administrative Offices
304 East Houston
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8. Actions Items

- A. Nominations/Elections of New 2019-2020 Policy Council Officers
- B. Set Date and Time for Policy Council Meetings
- C. Discuss and/or Approve Meeting Date Changes
 - a. November and December – December 3, 2019
- D. Discuss and/or Approve CSNT Annual Report

9. Committee Reports

- A. Appoint Committee Members

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 confidential nature.

13. Required Action from Executive Session

14. Adjourn

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, August 27, 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	Jul-19	Aug-19	
Chairperson - Tara Overmyer			x		x	x	x	x	x		x	No Meeting		
Vice Chairperson - Kimberly Jordan			x	x		x	x							
Secretary - Cecelia Huff			x		x			x	x		x			x
Brenda Swisher	Board Liaison/CC	Representative	x	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					X
Evelyn 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			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			X
Trinchelle Morine	Texarkana	Alternate												

Others in attendance: CSNT Staff: Bridgette Parton, Charlotte Hall, Shelley Mitchell, Susan Horner, Misty Van Hooser and Rachel Sprague-Moreno.

1. Call to Order:

The meeting was called to order by Tamaithia Sartor, Policy Council Representative at 9:25 am, August 27, 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 Tamaithia Sartor. Cecelia Huff came in at 9:30 AM

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda as presented. 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 June 25, 2019:

Brenda Swisher moved to accept the minutes of June 25, 2019 meeting as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Training – Bernadette Harris

None

7. Reports:

A. Financial Report

Shelley Mitchell gave the financial report as presented.

B. Head Start Report

Bridgette Parton 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 adding \$1,000.00 into the Head Start Grant #06CH7174/05 budget line item vehicle repairs from the sale of two Head Start buses**

Brenda Swisher moved to 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 as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Cecelia Huff moved for Policy Council to go into Executive Session at 9:31 am.
Peggy Peters 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 9:38 am.
Peggy Peters seconded the motion.

13. Required Action from Executive Session:

A motion was made by Brenda Swisher 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 Peggy Peters at 9:40 am. The motion was seconded by Cecelia Huff.

Minutes Submitted by: Bridgette Parton

Minutes approved by:



BOARD & POLICY COUNCIL Orientation Training

**Community Services of Northeast
Texas, Inc.**

Table of Contents

- Meeting Overview
- Governance
- Monitoring, Evaluation, Planning
- Financial Management
- Personnel Management
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Meeting Overview

The Board meets:

- Every month in Linden Administration Conference Room (except Nov/Dec are combined)
- Typically the 4th Tuesday of the month at noon
- Lunch is served before meeting
- The December meeting is the Board's Annual Meeting

Meeting Overview

The PC meets:

- Every month in Linden Administration Conference Room (except Nov/Dec are combined)
- Typically the 4th Tuesday of the month at 9:15 AM
- Members are served a brunch
- Normally, meetings do not occur in July/August

Meeting Overview

Board membership consists of:

- Private
- Public
- Poverty

Board members may represent these counties:

- Bowie
- Camp
- Cass
- Delta
- Franklin
- Hopkins
- Lamar
- Marion
- Morris
- Rains
- Red River
- Titus

Meeting Overview

PC membership consists of:

- Elected parents/guardians of currently enrolled Head Start students
- Community Representatives
- Can not serve more than 5 years

PC membership counties represented:

- Bowie
- Camp
- Cass
- Morris

Meeting Overview

Board membership consists of:

Individuals that reflect the communities served and have expertise in education, business, administration, or community affairs.

- Head Start funding requires at least one member with background and expertise in fiscal management or accounting; one with early childhood education and development; and one who is an attorney. If someone with those qualifications is not available to serve as a member, the Board hires a consultant to work with the Board; and parents of current and former Head Start students.
- A member of the Policy Council

Meeting Overview

PC membership consists of:

Elected parents/guardians of currently enrolled Head Start students and community representatives

- One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.
- One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and be a reflection of the communities being served.
- One member of the Board of Directors

Meeting Overview

Board Agenda:

- Packets are made available online at least one week before the meeting date (to meet the 72 Hour rule)

Board meetings are:

- Professional meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that Board members have time and opportunity to be fully informed about the business of the agency

Meeting Overview

PC Agenda:

- Packets are made available at least one week before the meeting date (to meet the 72 Hour rule)

PC meetings are:

- Professional, but informal meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that PC members have time and opportunity to be informed about the topics which will come before them

Governance: Exercising authority over an organization

Shared Governance:

- A key value and requirement

Board has majority of governance responsibility but shares it with:

- Policy Council

Governance

Community Services governance is defined by:

- Non-profit agency laws
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws

Governance

Board of Directors responsibilities:

- Establish policies/procedures to implement high quality programs
- Establish/implement internal controls and fiscal oversight of the Agency
- Establish/implement internal dispute resolutions with other committees and councils

Governance

Policy Council responsibilities:

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in standards
- Develop/review policies and procedures described in standards

Governance – Check-up???

- 1.) Which of the following are not Board Governance responsibilities?
 - a. Fiduciary
 - b. Fiscal
 - c. Operational
 - d. Legal
 - e. General Governance

- 2.) Shared governance is a requirement of which of the following:
 - a. Non-profit law
 - b. Texas Education Agency
 - c. Federal Head Start Grant requirements
 - d. Federal Part C of the Individuals with Disabilities Education Improvement Act (IDEA) funding requirements

Monitoring, Evaluation, Planning

Part of every Board Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, audits

Members evaluate:

- Annual Agency Self-Assessment, annual ED performance review

Members planning:

- Long/short-range plans, all program improvement plans, all Agency issues brought before the Board

Monitoring, Evaluation, Planning

Part of every PC Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, budgets

Members evaluate:

- Annual/monthly program assessments, monthly program performance reports

Members planning:

- Long/short-range plans, all program improvement plans, all program issues brought before the Council

Monitoring – Check-up???

- 1.) Monitoring includes which of the following?
 - a. Updates to service plans
 - b. Audit Reports
 - c. Financial Reports
 - d. All of the above
 - e. None of the above

- 2.) An example of an evaluation conducted by the Board/PC is:
 - a. Site safety inspections
 - b. Agency/Program Self-Assessments
 - c. Child Accident Reports
 - d. Parent Surveys
 - e. Teacher Performance Reviews

Monitoring – Check-up???

3.) Planning includes which of the following?

- a. The meeting Agenda when it has planning as a special topic
- b. At every meeting
- c. Once a year during Self-Assessments
- d. Only at committee meetings
- e. None of the above

4.) An example of Governance involvement in developing policies and procedures includes:

- a. Approving all policies and procedures
- b. Writing, approving and disseminating policies
- c. Explaining policies to staff
- d. Updating reference manuals with new policies and procedures
- e. Not involved, all of above are staff functions

Financial Management

CSNT's Fiscal Year runs October 1 – September 30, although funding is received from multiple funding sources with various funding years.

- Head Start Funding Year Dec. 1 – Nov. 30
- CSBG Funding Year Jan. 1 – Dec. 31
- Star Plus Sep. 1 – Aug. 31
- CEAP Funding Year Jan. 1 – Dec. 31
- CACFP Funding Year Oct. 1 – Sep. 30
- Salvation Army Funding Year Oct. 1 – Sep. 30
- TLC Funding Year Oct. 1 – Sep. 30

Financial Management

The Board must approve:

- Budgets for all programs
- Budgets for funding applications
- Wage increases and salary scales
- Check signers
- Audit Reports
- Operational decisions with liability risks

Financial Management

Policy Council must approve:

- Head Start budget
- All Head Start budget changes
- All Head Start funding applications

Financial Management – Check-up???

- 1.) What purchases must be approved by the Board and PC?
 - a. \$500 or more
 - b. \$5,000 or more
 - c. Any collective order over \$10,000
 - d. Only buses for Head Start
 - e. All purchases

- 2.) The Board/PC must approve which of the following:
 - a. Bulk food orders
 - b. Meal Delivery Driver mileage reimbursement
 - c. Program Director time sheets
 - d. All program budgets (including Head Start for PC)
 - e. Teacher classroom supplies

Financial Management – Check-up???

- 3.) What should you do if you are feeling confused about financial management?
 - a. Re-read documents in your packet
 - b. Don't worry about it ...your role is to make decisions
 - c. Resign your position
 - d. Ask management staff to explain
 - e. Post questions about the issue to Facebook

- 4.) How should you vote if you do not understand the action item?
 - a. Vote like the other members
 - b. Remain quiet when vote is taken
 - c. Shout loudly that more discussion is needed
 - d. Abstain from voting due to lack of understanding of the action item
 - e. The best thing is to vote against the action item

Personnel Management

Policies: Board reviews & approves personnel policies and procedures prepared by Executive Director and other management staff

Policy Council also approves

Personnel Management

Board **takes these personnel actions:**

- Hiring the Executive Director
- Any action related to Executive Director including and up to termination of Executive Director
- Executive Director Evaluation and Salary

Board **approves these personnel actions:**

- Hiring upper management positions

Personnel Management

Other Board responsibilities:

- Supervision and evaluation of the Executive Director
- Hear “Whistleblower” complaints (employees reporting financial mismanagement)

Personnel Management

PC approves hiring of:

- Head Start Director
- Human Resources Director
- Chief Financial Office
- All personnel paid at least 50% from Head Start funding

Personnel Management – Check-up??

1.) In which 2 areas does the Board get involved?

- a. Hiring of Finance Director
- b. Determining which staff will go to training conferences
- c. Creating routes for meal delivery drivers
- d. Completing Performance Evaluation for Executive Director
- e. Approving menu for Board lunches

2.) Which policy/procedures is not a part of the Personnel Policies and Procedures Manual?

- a. Terminations
- b. Personal Leave
- c. Staff Training
- d. FMLA
- e. Dress Code

Personnel Management – Check-up??

- 3.) The Board participates in hiring for:
 - a. Upper management level staff
 - b. Teachers
 - c. No positions
 - d. All positions
 - e. Case Managers

- 4.) How does the Policy Council participate in terminations of Head Start staff?
 - a. Vote at Policy Council Meeting
 - b. One member calls the Board Chair
 - c. Policy Council Members interview prospective staff
 - d. Policy Council has no involvement in hiring or terminations of staff
 - e. Policy Council creates a Committee to handle personnel issues

Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Executive Director
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

Internal Controls

- Every Financial transaction has a documented trail of every involved staff (Signatures/initials and dates)
- More than one person is always involved with every cash or computer system transaction
- Clear roles and responsibilities (do's and don'ts) for every staff involved in fiscal transactions.

Internal Controls

Board of Directors

- Review Monthly Financial Reports
- May request information at any time
- Receives and reviews annual audits
- Establishes procedures for:
 - a. Salaries/wages
 - b. Property management
 - c. Contracting

Internal Controls

Independent Auditor:

- Verifies CSNT internal controls
- Identifies any problems or areas of concern
- Discusses the audit and any problems or concerns directly with the Board

Internal Controls – Check-up???

1.) Board and PC Members will see financial information at least how many times per year?

- a. Once per year
- b. Quarterly
- c. Twice per month
- d. Once per month
- e. When they ask to see financial documents

2.) The independent auditor performs an agency audit:

- a. Every 3 years when Head Start is reviewed
- b. Every year
- c. In response to an inquiry about financial management practices
- d. As infrequently as possible
- e. When contacted by Board Chair

WHEW!!!!!!!

***Any questions,
comments,
or concerns?***

Head Start Governance and Management Responsibilities

Governing Body/Tribal Council

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

Select:

- Delegate agencies and the service areas for such agencies

Establish:

- Procedures and criteria for recruitment, selection, and enrollment

Review:

- All funding applications and amendments
- Results and follow-up activities from federal monitoring

Review and Approve:

- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

Receive and Use:

- Annual, monthly, and periodic reports*

Adopt practices to ensure active, independent and informed governance:

- Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

Policy Council

Assumes Responsibility for Head Start Program Direction

Approve and submit to the governing body decisions regarding:

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Recommendations on delegates/service areas

Receive and Use:

- Annual, monthly, and periodic reports*

Take Action:

- Hire/terminate Head Start Director and other lead staff
- Establish impasse procedures

Provide Leadership and Strategic Direction:

- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

Provide Legal Oversight:

- Ensure compliance with federal laws and state, tribal, and local laws

Management Staff

Assumes Operating Responsibility for Head Start Day-to-Day Functions

Take action:

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual, monthly, and periodic reports*
- Share reports with Policy Council and governing body*

HANDOUTS:

1. Primary Board Responsibilities
2. Non Profit Board Legal Responsibilities
3. Types of Policies
4. Safeguarding Against Conflict of Interest
5. Bylaws
6. Acronyms

Head Start

Financial Report for the month of September 2019

(August 2019 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly		YTD		
					Budget	(Over)/Under	Budget	(Over)/Under	
<i>12 month program ending 11-30-2019</i>									
Personnel	\$2,541,046.00	\$219,485.57	\$1,777,280.25	\$763,765.75	\$211,753.83	\$1,905,784.50	\$128,504.25		
Fringe Benefits	\$632,404.00	\$55,301.33	\$477,430.31	\$154,973.69	\$52,700.33	\$474,303.00	(\$3,127.31)		
Travel (4120)	\$22,150.00	\$2,528.82	\$17,811.79	\$4,338.21	\$1,845.83	\$16,612.50	(\$1,199.29)		
Equipment	\$51,751.00	\$0.00	\$50,954.00	\$797.00	\$4,312.58	\$38,813.25	(\$12,140.75)		
Supplies	\$143,036.00	\$13,924.77	\$82,601.94	\$60,434.06	\$11,919.67	\$107,277.00	\$24,675.06		
Contractual	\$18,005.00	\$0.00	\$10,443.04	\$7,561.96	\$1,500.42	\$13,503.75	\$3,060.71		
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Other (4120)	\$23,488.00	\$1,970.00	\$11,379.78	\$12,108.22	\$1,957.33	\$17,616.00	\$6,236.22		
Other (4122)	\$498,984.00	\$57,386.67	\$440,113.96	\$58,870.04	\$41,582.00	\$374,238.00	(\$65,875.96)		
Total	\$3,930,864.00	\$350,597.16	\$2,868,015.07	\$1,062,848.93	\$327,572.00	\$2,948,148.00	\$80,132.93		
T&TA	\$45,638.00	\$4,498.82	\$29,191.57	\$16,446.43	\$3,803.17	\$34,228.50	\$5,036.93		
Total									

USDA Reimbursements through May 2019

Estimated USDA Reimbursement for August 2019

Resulting (over)/under with USDA

\$83,473.80
\$9,896.39
\$173,503.12

* Total Over/Under without USDA

Actual year end payroll accrual \$50,000.00

Further Analysis	
Number of children	516
Number of classrooms	20

Accruals:	Amount Funded	Expenditures	Total To Date	Monthly		YTD	
				Budget	(Over)/Under	Budget	(Over)/Under
Per Classroom	\$196,543.20	\$17,529.86	\$143,400.75	\$16,378.60	\$147,407.40	\$4,006.65	
Per Child	\$7,617.95	\$679.45	\$5,558.17	\$634.83	\$5,713.47	\$155.30	

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$982,716.00	\$60,858.58	\$1,005,686.32	(\$22,970.32)	

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -August 2019

Capital One Credit Card

Purchases for July 2019		791.75
Payment due by 08/30/2019	Pd on 08/21/2019	<u>(791.25)</u>
Balance		0.50

Sam's Club Credit Card

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

Line of Credit

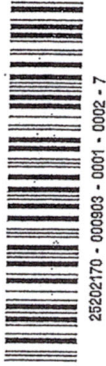
Program	CSBG A	VET Ser NOW	Local Admin	CSBG D	CEAP A
Highest August 2019 Balance	15,700.00	32,355.00	-	-	1,662.00
Current balance	-	32,355.00	-	-	-
Exp pay off date					

In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW	CSBG A	CEAP A
Highest August 2019 Balance	200.00	200.00	26,122.08	200.00	10,500.00
Current balance	-	-	26,122.08	-	-
Exp pay off date	1/31/2020	1/31/2020			

TEXANA BANK LOANS

Program	Local Admin	CEAP A	VET Ser NOW	CSBG A	CEAP A
Highest August 2019 Balance	1,070.00		11,500.00	1,600.00	980.00
Current balance	1,070.00		11,500.00	1,600.00	980.00
Exp pay off date	10/31/2019		10/31/2019	9/30/2019	9/30/2019
		-	-		
		-	-		



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



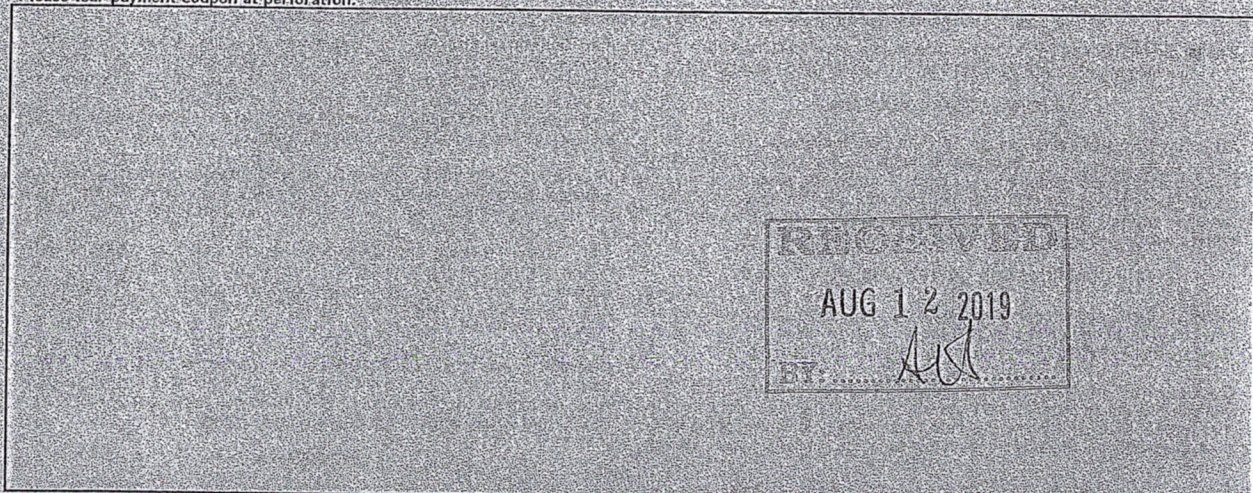
COMMUNITY SERVICES
CSNT INC
PO BOX 427
LINDEN TX 75563-0427

**T0000920

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	08-30-19
MINIMUM PAYMENT	\$791.75
NEW BALANCE	\$791.75

AMOUNT
ENCLOSED \$

Please tear payment coupon at perforation.



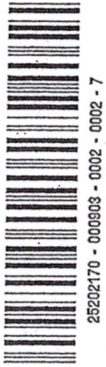
RECEIVED
AUG 12 2019
BY: *ASL*

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

CLOSING DATE	08-05-19	PREVIOUS BALANCE	2,362.76
PAYMENT DUE DATE	08-30-19	PURCHASES AND OTHER CHARGES	791.75
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
FOR CUSTOMER SERVICE CALL:		PAYMENTS	2,362.76
1-866-772-4497		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:		CASH ADVANCE FEE	.00
CAP ONE COMMERCIAL		FINANCE CHARGES	.00
MASTERCARD		OVERLIMIT FEES	.00
P.O. BOX 84012		NEW BALANCE	791.75
COLUMBUS GA 31908-4012		MINIMUM PAYMENT DUE	791.75
		DISPUTED AMOUNT	.00



ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	791.75	MINIMUM PAYMENT DUE	791.75
AVAILABLE CREDIT	9,208.25	PAYMENT DUE DATE	08-30-19

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	\$0.00	1.0408%	12.49%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
			ANNUAL PERCENTAGE RATE*	12.49%
			Periodic rates may vary	
			Number of days in billing cycle:	31

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

CORPORATE ACCOUNT ACTIVITY

COMMUNITY SERVICES OF NORTHEAS xxxx-xxxx-xxxx-xxxx	TOTAL CORPORATE ACTIVITY \$2,362.76 CR
---	---

Post Date	Trans Date	Reference Number	Transaction Description	Amount
07-29	07-29	75528029210663000430012	PAYMENT RECEIVED - THANK YOU	2,362.76 PY

INDIVIDUAL CARDHOLDER ACTIVITY

DAN LUCKY BOYD xxxx-xxxx-xxxx-xxxx	CREDITS \$0.00	PURCHASES \$791.75	CASH ADV \$0.00	TOTAL ACTIVITY \$791.75
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
07-22	07-18	55436879200262003615985	HILTON HOTELS NEW ORLEANS LA 3427945 ARRIVAL: 07-18-19	570.81
07-29	07-25	55310209207708584586528	HOLIDAY INN EXPRESS GR GRAPEVINE TX 11290766 ARRIVAL: 07-24-19	220.94

RECEIVED
AUG 12 2019
BY: *AH*

HEAD START NUTRITION PROGRAM

Financial Report

For the month of August 2019

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 7,404.79	\$ 66,702.37
Administrative Labor	1,057.49	\$ 11,006.76
Food	7,792.52	\$ 71,732.87
Supplies & Equipment	2,851.26	\$ 11,694.29
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 432.00
Other	0	113.56
Total	\$ 19,106.06	\$ 161,681.85

TDHS REVENUE 9,896.36 124,891.37 (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	516			
# additional students (partnerships)	2	5	4	3	3	2	NA	NA	12			
% with Special Needs	6%	6%	6%	8%	9%	10%	NA	NA	5%			
ADA Funded Enrolled* (516)	93%	92%	90%	92%	93%	93%	NA	NA	96%			
Enrollment (w/additional students)	92%	92%	90%	92%	94%	93%	NA	NA	94%			
Present/ Absent	477/41	476/43	462/58	477/44	484/35	480/38	NA	NA	483/45			
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA			

Non-Federal Share

\$965,823 (\$39,862) \$1,005,685 -4% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$1,005,685	\$ 131,092	\$ 139,037	\$ 141,998	\$ 135,476	\$ 146,532	\$ 131,503	\$ 59,947	\$ 59,241	\$ 60,859			

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	\$ 348,083	\$ 398,720	\$ 448,788			

Meals/Reimbursements

\$93,460	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	15	17	19	16	21	18	NA	NA	15			
# of meals served	5,055	6,173	7,189	6,021	7,963	6,540	NA	NA	4,528			
CACFP Reimbursement	\$ 10,982	\$ 13,194	\$ 15,300	\$ 12,891	\$ 17,071	\$ 14,126	\$ -	\$ -	\$ 9,896			

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	10			
# Classrooms Observed	26	64	92	93	80	76	NA	NA	24			
Incomes Verified	2	15	10	5	100	150	NA	NA	50			
# Parents Interviewed	2	2	0	27	7	18	NA	NA	0			
# of Staff interviewed	7	4	0	18	20	18	NA	NA	0			
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0			
# Staff Files Reviewed	0	0	10	0	0	4	NA	NA	0			
# Community Contacts	25	25	48	52	50	25	NA	NA	0			
# of Findings Corrected	14	23	81	33	40	16	NA	NA	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	2	2	2			
# findings corrected					0	0	0	0	0			
# findings remaining					0	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	7			
# findings corrected	13	13	1	1	5	7	7	7	7			
# findings remaining	0	0	6	6	2	0	0	0	0			

Program Updates

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

PIR Snapshot	Total	Percentage
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Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2019-2020

Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.	516	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.

534	100% of participants
-----	----------------------

Section: e. Participants By Age

Two Years Old	0	0% of cumulative enrollment
Three Years Old	229	42.88% of cumulative enrollment
Four Years Old	305	57.12% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment

Section: f. Homelessness Services

Total Number of children experiencing homelessness that were served during the enrollment year	26	4.87% of cumulative enrollment
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Section: g. Foster Care

Total number of enrolled children who were in foster care at any point in the program year	8	1.5% of cumulative enrollment
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Section: h. Prior Enrollment of Children

Second Year	162	30.34% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment

Section: i. Ethnicity

Hispanic or Latino Origin	92	17.23% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	442	82.77% of cumulative enrollment

Section: j. Race

American Indian or Alaska Native	1	0.19% of cumulative enrollment
Asian	6	1.12% of cumulative enrollment
Black or African American	261	48.88% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.19% of cumulative enrollment
White	167	31.27% of cumulative enrollment
Biracial or Multi-Racial	54	10.11% of cumulative enrollment
Other Race	44	8.24% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	485	90.82% of cumulative enrollment
Spanish	45	8.43% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	4	0.75% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	377	57.3% of cumulative enrollment
Children With Health Insurance At End of Enrollment	306	57.3% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	221	41.39% of cumulative enrollment
Children With A Medical Home At End of Enrollment	152	28.46% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	509	95.32% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	483	90.45% of cumulative enrollment
Children with a dental home at start of enrollment	215	40.26% of cumulative enrollment
Children with a dental home at end of enrollment	150	28.09% of cumulative enrollment

Section: m. Disability Services

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	24	4.49% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	502	100% of total families
Families Who Received at Least One Family Service	110	21.91% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	15	2.99% of total families
Housing Assistance	14	2.79% of total families
Mental Health Services	2	0.4% of total families
English as a Second Language (ESL) Training	3	0.6% of total families
Adult Education	8	1.59% of total families
Job Training	4	0.8% of total families
Substance Abuse Prevention	1	0.2% of total families
Substance Abuse Treatment	1	0.2% of total families
Child Abuse and Neglect Services	1	0.2% of total families
Domestic Violence Services	2	0.4% of total families
Child Support Assistance	4	0.8% of total families
Health Education	86	17.13% of total families
Assistance to Families of Incarcerated Individuals	3	0.6% of total families
Parenting Education	69	13.75% of total families
Relationship or Marriage Education	2	0.4% of total families

Nominations/Election 2019-2020 Policy Council Officers

Chairperson was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Chairperson. The floor was asked **three times** if there were other nominations for Chairperson.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

Vice Chairperson was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Vice Chairperson. The floor was asked **three times** if there were other nominations for Vice Chairperson.

_____ moved to cease nominations. This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Secretary was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Secretary. The floor was asked **three times** if there were other nominations for Secretary.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye. –

Policy Council Liaison was opened for nominations.

1. _____
2. _____
3. _____

_____ was nominated for Policy Council Liaison. The floor was asked **three times** if there were other nominations for Policy Council Liaison.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Nominations/Election 2019-2020 Policy Council Officers

The following slate was adopted:

Chairperson: _____

Vice Chairperson: _____

Secretary: _____

Policy Council Liaison: _____

_____ made a motion to approve the elected slate as presented. The motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

ANNUAL REPORT

For audited information as of 9-30-2018



Our Vision

Our Community Services Vision

To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy

Our Head Start Vision

To provide a system of education and encouragement which results in school-readiness for young children and their families



COMMUNITY ACTION CODE OF ETHICS

We, as Community Action Professionals, dedicate ourselves to eliminating poverty in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity for work; and the opportunity to live in decency and dignity; and with respect for cultural diversity, commit ourselves to:

- ☞ Recognize that the chief function of the Community Action movement at all times is to serve the best interests of the poor, thereby serving the best interests of all people.
- ☞ Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- ☞ Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- ☞ Keep the community informed about issues affecting the poor; facilitate communication by the poor with locally elected public officials and the private sector.
- ☞ Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- ☞ Exercise whatever discretionary authority we have under the law to promote the interests of the poor.
- ☞ Lead the Community Action movement with respect, concern, courtesy, and responsiveness, recognizing that service to the poor is beyond service to oneself.
- ☞ Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our Community Action activities in order to inspire confidence and trust in the Community Action movement.
- ☞ Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.
- ☞ Avoid any interest or activity that is in conflict with the conduct of official duties.
- ☞ Respect and protect privileged information to which we have access in the course of official duties.
- ☞ Strive for professional excellence and encourage the professional development of our associates, including those seeking to become certified Community Action professionals.



The 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.

PROFESSIONALISM

I exhibit professionalism in every level of my actions allowing myself and those around me to be mission-driven.

INTEGRITY

I conduct myself in a manner of integrity regardless of whether I am working alone or with others.

TEAMWORK

I work with all members of my team toward the realization of our goals, acknowledging that each member of the team is vital to our success.

CHARACTER

I am a person of moral distinction and I always take the highest position possible in matters of character.

HONESTY

I understand the value of truth and accept it as the only option in my daily activities.

ETHICS

I am guided by the highest ethical standards and the Agency's mantra, "We do things the right way, the first time."

RESPECT

I understand respect is an essential part of professional relationships. I get respect when I give respect.

COMPASSION

I will embrace the human condition, acknowledge when only kind efforts will suffice, and lead by example.

ACCOUNTABILITY

I know that all my actions will be viewed by others, and as such, I am committed to excellence and accuracy.

TRANSPARENCY

I believe my actions and the actions of my team are pure, and will withstand public scrutiny.

COURTESY

I know that all issues are more easily solved with courteous efforts. When deciding to either win a debate on principle or to be kind, I choose kindness every time.

HUMILITY

I know that I am no better nor worse than anyone. I try to see myself as others see me.

EMPATHY

I seek to understand. When I can see issues from another's perspective, I can be a greater help to them.

RELIABILITY

I maintain reliable standards, keeping appointments and promises, and never letting anyone down.

Our Core Values

A great team needs good pitchers and good catchers

P	Professionalism	Compassion	C
I	Integrity	Accountability	A
T	Teamwork	Transparency	T
C	Character	Courtesy	C
H	Honesty	Humility	H
E	Ethics	Empathy	E
R	Respect	Reliability	R



CSNT

Community Services of Northeast Texas, Inc.

**There are two types of values recognized by
CSNT:**

- Pitcher Values
- Catcher Values



PITCHER VALUES

Pitcher Values are those which we ‘throw’ out each day with our forward actions. It might be difficult for someone to see us exemplifying these values without our outward actions.



CATCHER VALUES

Catcher Values are those which are more visible by others simply by watching us do what we do each day. They are the things that people ‘catch’ us doing in our daily routine.

PROFESSIONALISM



Core Values
PITCHER Value # 1



I exhibit professionalism in every level of my actions allowing myself and those around me to be mission-driven.

INTEGRITY



I conduct myself in a manner of integrity
regardless of whether I am working
alone or with others.

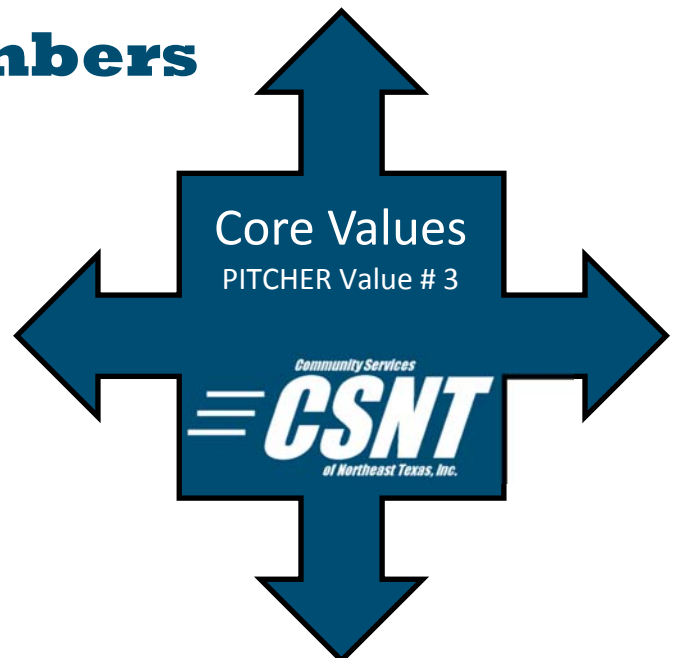
Core Values
PITCHER Value # 2



T E A M W O R K



I work with all members of my team toward the realization of our goals, acknowledging that each member of the team is vital to our success.



Character

I am a person of moral distinction and I always take the highest position possible in matters of character.

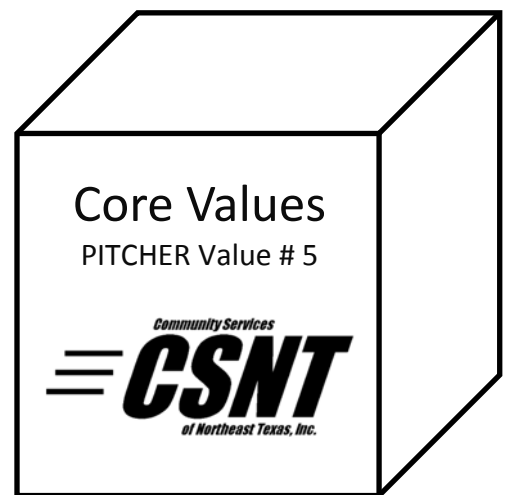
Core Values

PITCHER Value # 4

Community Services
CSNT
of Northeast Texas, Inc.



I understand the value of truth and accept it as the only option in my daily activities.





I am guided by the highest ethical standards and the Agency's mantra,

“We do things the right way, the first time.”

Core Values
PITCHER Value # 6



RESPECT

I understand respect
is an essential part of
professional relationships.

**I get respect when
I give respect.**



Core Values
PITCHER Value # 7

Community Services
CSNT
of Northeast Texas, Inc.

Programs operated and counties served:

Head Start

Operated in four counties

Bowie Camp Cass Morris

Children/Adult Care Food Program

Operated in four counties

Bowie Camp Cass Morris

Community Services Block Grant

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

Comprehensive Energy Assistance Program

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

Food Banks

Operated in four counties

Camp Cass Marion Titus

Head Start

Operated in four counties

Bowie Camp Cass Morris

Salvation Army

Operated in four counties

Camp Cass Hopkins Marion Morris

Tenant Based Rental Assistance

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

Targeting Local Communities (TLC)

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

Veterans Services Now

Operated in twelve counties

Bowie Camp Cass Delta Franklin Hopkins Lamar Marion Morris Rains Red River Titus

Offices, occupied buildings, and locations of operation in the following cities:

Atlanta	Hughes Springs	Mt Pleasant
Bloomburg	Linden	Sulphur Springs
Naples	New Boston	Paris
Daingerfield	Texarkana	
Pittsburg	Jefferson	

Community Services of Northeast Texas, Inc. currently employs 130 employees. The total payroll for fiscal year ending September 30, 2018 was \$3.5 million.

CSNT, Inc. currently operates in 25 locations in a twelve county area. Nine of the locations operate the Head Start program. There is one location operating the nutrition program. Other programs are operated throughout the service area, which extends to two additional counties for the nutrition program.

Revenue**Federal Awards**

Head Start	\$	3,702,381
Community Services Block Grant		610,270
Comprehensive Energy Assistance Program		2,414,260
Tenant Based Rental Assistance Program		16,439

Fee-for-service contracts

Veterans Services Now		16,329
USDA-CACFP		135,985

Private & State Funds

Agrilife		199
Salvation Army		420
Targeting Local Communities		593
Other cash donations		56,705
In-kind donations		2,337,479
Upshur Rural Power Company		14,580

Total revenue all categories	\$	9,305,639
-------------------------------------	----	------------------

Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

Expenditures

	Head Start	CSBG	CEAP	All others	Org. Total
Personnel	2,413,629	337,890	179,638	7,811	2,938,969
Fringe Benefits	637,129	84,644	35,946	3,223	760,942
Travel	14,754	11,277	870	2,533	29,435
Equipment ¹	61,272	10,589	2,573	44,124	118,558
Supplies ²	125,581	17,556	2,617	3,624	149,379
Contractual services ³					
Other (rent, utilities, operating expenses) ⁴	2,026,915	136,137	272,013	109,426	3,943,687
Direct assistance services to, or on behalf of clients		16,025	2,267,761		2,283,786
					10,224,755

¹ For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

² Supplies in 'all others' includes all consumable and food costs for the nutrition programs

³ This line item is for contracted services outside the normal scope of program operation

⁴ The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not equal entire program funding amounts

PROPOSED BUDGETS

Head Start

Personnel	\$	2,435,173
Fringe Benefits		608,793
Travel (4120)		12,150
Equipment		56,000
Supplies		250,110
Contractual		18,330
Facilities / Construction		0
Other (4120)		32,724
Other (4122)		517,584
<i>Total</i>	\$	3,930,864

Community Services Block Grant

Personnel	\$	269,836
Fringe Benefits		54,991
Travel		9,715
Equipment		4,095
Supplies		7,850
Contractual		4,000
Other		81,205
Indirect Costs		0
<i>Total</i>	\$	431,692

Comprehensive Energy Assistance Program

Administration	\$	200,769
Household Crisis		1,118,025
Utility Assistance		1,118,026
Program Services		342,718
Travel		1,200
<i>Total</i>	\$	2,780,738

HEAD START SERVICE DATA

Total number of children to be served based on Head Start funding	516
Average number of children served daily	520
Average monthly enrollment (as a percentage of funded enrollment)	94%
Percentage of eligible children served	91%

RECENT REVIEWS

The most recent review of the Head Start program revealed the following findings:

CSSR - Comprehensive Services and School Readiness (no areas of non-compliance)

Health & Safety - (No areas of non-compliance - one concern (1304.53(a)(10)(xiv) (bathroom flooring was replaced)

Classroom Assessment Scoring System - Results within the benchmarks set by Head Start

Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (no areas of non-compliance)

Leadership, Governance, and Management Systems - will be reviewed in the future

The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under 45 CFR Part 75 & 45 CFR Part 200	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE

Auditor:

Jarred, Gilmore & Phillips, PA
Certified Public Accountants
1815 S. Santa Fe
P.O. Box 779
Chanute, Kansas 66720
620-431-6342

HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children up-to-date on schedule of age appropriate preventive and primary health care	61%
Percentage of enrolled children receiving dental exams	83%
Percentage of enrolled children with up-to-date immunizations	94%
Percentage of enrolled children with an IEP	9%

PARENT ENGAGEMENT ACTIVITIES

CSNT, Inc. Head Start coordinates the following activities to promote parent involvement:

- Parent Committee meetings
 - Parent Trainings and Activities
 - Monthly Policy Council meetings
 - Volunteering in classrooms
 - Budget management training
 - Job search and counseling from local colleges
 - Local college and university financial aid training
 - Cooperation with the TOYS FOR TOTS program
 - Implementation of the FRED (Families Reading Every Day) program
 - Implementation of Walk Across Texas - Parents walking with their children
-

PREPARING CHILDREN FOR KINDERGARTEN

CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Provide a variety of learning styles and skill levels for school readiness
- Provide opportunities for children to be independent and self-directed
- Provide 'hands-on' activities
- Establish healthy eating habits and proper lunchroom procedures
- Provide orientation to Kindergarten Campus (when applicable)
- Track and analyze data on each child's development using state-adopted, research-based assessments
- Allow children to make a smooth transition into kindergarten
- Coordinate with school districts and receiving programs for records needed
- Initiate communication between Head Start and receiving program staff
- Initiate joint training with Head Start teachers and receiving program staff
- Provide parent-teacher communication for children making transition
- Comply with new *Head Start Program Performance Standards*

EFFORTS IN BUILDING SCHOOL READINESS

CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Participation in the Texas Kindergarten Readiness System
 - Implementation of the Texas Pre-K Guidelines and the Head Start Early Learning Outcomes Framework
 - Implementation of a state-adopted, developmentally appropriate, research-based curriculum
 - At least 15 hours of classroom-focused professional development annually for teachers
 - Implementation of the Classroom Assessment Scoring System
 - Implementation of Campus School Readiness Teams
 - Monitoring of school readiness goals
 - Partnerships with local education agencies
 - Assessment systems that track data on a student's progress on a continuum
 - Creation of student progress reports based on data
-

2018/2019 SCHOOL READINESS GOALS

Area Assessed	Goal	Progress
Social & Emotional Development	Children will use basic problem-solving skills to resolve conflicts with other children.	68%
Perceptual, Motor, and Physical Development	Children will demonstrate effective and efficient use of large and small muscles.	94%
Approaches to Learning	Children will demonstrate initiative and independence.	87%
Language and Literacy	Children will develop strong receptive and expressive language skills.	79%
	Children will name letters of the alphabet and produce correct sounds associated with letters.	47%
Cognitive Mathematics Development	Children will name numbers and sequence count.	78%
Parent Involvement Goals	Families will work with child/children to complete weekly home activities.	96%

Student Achievement/Progress in School Readiness 2018/2019

% Proficient at end of school year in each area - Frog Street Assessment				
	4-yr-old	3-yr-old	Disability	Dual Language
Vocabulary	95%	90%	94%	91%
Letter Naming	77%	53%	54%	63%
Phonological Awareness	79%	60%	64%	65%
Mathematics	89%	72%	74%	84%
Physical Development	99%	97%	100%	95%
Approaches to Learning	95%	90%	98%	98%
Social-Emotional	58%	49%	48%	68%
Social Studies	98%	81%	87%	98%
Science	91%	90%	88%	80%

% Proficient at end of school year in each area - CIRCLE Assessment				
	4-yr-old	3-yr-old	Disability	Dual Language
Approaches to Learning	85%	76%	76%	85%
Perceptual Motor & Physical	92%	84%	86%	91%
Social Studies	83%	78%	73%	83%
Rapid Letter Naming	84%	26%	39%	51%
Rapid Vocabulary	50%	36%	40%	41%
Phonological Awareness	81%	64%	68%	75%
Mathematics	84%	66%	69%	80%
Social-Emotional	85%	78%	78%	88%
Science	88%	77%	82%	85%



Number of persons receiving salary more than \$50,000 3

Federal minimum wage \$ 7.25 per hour
 Agency internal minimum wage \$7.50 per hour
 Head Start internal minimum wage \$9.00 per hour

Community Service Division
Clients Served 2018

CSBG	5,247
Energy Assistance	18,489
Salvation Army	92
Food Banks	350

COMPASSION



I will embrace the human condition, acknowledge when only kind efforts will suffice, and lead by example.

Core Values
CATCHER Value # 1

Community Services
CSNT
of Northeast Texas, Inc.

accountability

Core Values
CATCHER Value # 2

Community Services
CSNT
of Northeast Texas, Inc.



**I know that all my actions
will be viewed by others,
and as such, I am committed
to excellence and accuracy.**

TRANSPARENCY

I believe my actions
and the actions of my team
are pure, and will
withstand public scrutiny.



Core Values

CATCHER Value # 3

Community Services
CSNT
of Northeast Texas, Inc.

I know that all issues
are more easily solved
with courteous efforts.
When deciding to either
win a debate on principle
or to be kind, I choose
kindness every time.

Core Values
CATCHER Value # 4



COURTESY

HUMILITY



I know
that I am
no better nor
worse than
anyone. I try to
see myself as
others see me.

Core Values
CATCHER Value # 5

Community Services
CSNT
of Northeast Texas, Inc.

EMPATHY

I seek to understand.



Core Values
CATCHER Value # 6



**When I can see issues
from another's
perspective, I can be a
greater help to them.**

RELIABILITY

I maintain reliable standards,
keeping appointments
and promises, and never
letting anyone down.



CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: www.csntexas.org



People Helping People

Our mantra: We do things the right way, the first time.

Our rule: The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

Our four gospels:

1. It must be legal.
2. It must be according to the regulations.
3. It must be good for the program and the families and children we serve.
4. It must be good for our employees.



MISSION

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered and self-reliant lives.

Policy Council Committee Members

Self – Assessment

1. _____

2. _____

Community Assessment

1. _____

Finance Committee

1. _____

School Readiness Committee

1. _____

2. _____

ERSEA

1. _____

Strategic Planning

1. _____

Health Advisory

1. _____

2. _____