




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


CALL TO ASSEMBLY


Please rise.

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

 **Pledge of Allegiance (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

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

 **Our Head Start Vision** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for September 24, 2019**
6. **Presentations**
 - A. Linden Head Start Carlin Johnson
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report October 2019
 - b. Credit Usage Report October 2019
 - c. CACFP Financial Report October 2019
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report October 2019
 - b. PIR October 2019
 - C. Executive Director Report Dan Boyd

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

8. Committee Reports

- A. Appoint Committee Member(s)

9. Action Items

- A. Discuss and/or Approve Head Start Standard Operating Procedures
 - a. Administrative Requirements
 - b. Disability Services
 - c. Education and Child Development
 - d. ERSEA Policies
 - e. Family and Community Engagement
 - f. Financial Requirements
 - g. Health Program Services
 - h. Human Resources Management
 - i. Program Governance
 - j. Program Management and Quality Improvement
 - k. Program Structure
 - l. Protections for the Privacy of Child Records
 - m. Transition Services
 - n. Transportation
- B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms
 - a. Education
 - b. Family and Community Engagement
 - c. Mental Health-Disabilities
 - d. Nutrition
 - e. On-going Monitoring
 - f. Staff Development – Training
 - g. Strategic Plan
- C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct
- D. Discuss and/or Approve Personnel Policies and Procedures
- E. Discuss and/or Approve Updated Volunteer Rates
- F. Discuss and/or Approve PC By-Laws
- G. Discuss and/or Approve Head Start Grant 06CH7174/05 moving \$17,920 from the Personnel Line Item to the Equipment Line Item
- H. Discuss and/or Approve Job Descriptions

10. Discussion Items

- A. Discuss Circle Assessment Wave 1 2019
- B. Discuss Frog Street Assessment Wave 1 2019

11. Audience Comments

12. Executive Session

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

A. Training – Hiring and Terminations

Bernadette Harris

B. 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
Wednesday, September 24, 2019 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-19
Chairperson - Cecelia Huff			x
Vice Chairperson - Denise Hill			x
Secretary - Martavius Jones			x
Brenda Swisher	Board Liaison/CC	Representative	x
Cecelia Huff	Bowie County	Representative	x
LaTronya Andrews	Atlanta	Representative	x
LaKetha Steger	Atlanta	Alternate	
Madeline McGill	Bloomburg	Representative	x
Latoya Jones	Bloomburg	Alternate	x
Peggy Peters	D/LS	Representative	x
Tiandra Lee	D/LS	Alternate	
Maria Bello	Hughes Springs	Representative	x
Eva Reese	Hughes Springs	Alternate	
LaTrina Castleberry	Linden	Representative	
Maria Castillo	Linden	Alternate	x
Denise Hill	Naples	Representative	x
Nickie Carrillo	Naples	Alternate	
Candice Mendez	New Boston	Representative	x
Madison Cooper	New Boston	Alternate	
Matravius "Lamont" Jones	Pittsburg	Representative	x
Chandra Sheppard Duffey	Pittsburg	Alternate	
Teresa Davis	Texarkana	Representative	x
Jessica Chauncy	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Charlotte Hall, Susan Horner, Sarah Wilson, Natash White, Pamela Nunley and Shiandra Kemp

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Representative at 9:30 am, September 24, 2019, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Cecelia Huff – Bowie County Representative, Brenda Swisher – Board Liaison, LaTronya Andrews – Atlanta Representative, Madeline Jones – Bloomburg Head Start Representative, Peggy Peters – Daingerfield/Lone Star Head Start, Maria Bello – Hughes Springs Head Start, Maria Castillo – Linden Head Start Alternate, Denise Hill – Naples Head Start, Candice Mendez – New Boston Head Start Representative, Martavius Jones – Pittsburg Head Start Representative, Teresa Davis – Texarkana Head Start Representative

Alternates: LaTonya Jones – Bloomburg Alternate

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Brenda Swisher, LaTronya Andrews, Madeline McGill, Peggy Peters, Maria Bello, Maria Castillo, Denise Hill, Candice Mendez, Martavius Jones and Teresa Davis

LaTonya Andrews left at 10:29 am, Maria Bello left at 11:14 am, and Maria Castillo left at 11:14 am

4. Approval of Agenda:

Members reviewed the agenda. Brenda Swisher moved to accept the agenda. This motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from August 27, 2019:

Martavius Jones moved to accept the minutes of August 27, 2019 meeting as presented. The motion was seconded by Denise Hill. 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. Daingerfield/Hughes Springs Head Start – Natash White

Natash White, Hughes Springs/Daingerfield Head Start Campus Director presented a power point presentation to the members. The power point had presentations from each classroom. Each classroom presented a lesson as follows; Classroom 131 sang a song, classroom 111 presented a play showing language development, classroom 133 presented the children learning math skills and classroom 132 did an ice cube science experiment.

B. Head Start Policy Council Orientation Training – Bridgette Parton

The Policy Council members received a notebook that included the roles and responsibilities for Policy Council. Bridgette Parton explained the roles & responsibilities with the Policy Council members.

7. Reports:

A. Financial Report

Bernadette Harris gave the financial report as presented. She explained how to read the Finance Report, Credit Card Usage Report and statements.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Action Items:

A. Nominations/election of new 2019-2020 Policy Council Officers:

Policy Council Chairperson was opened for nominations. Cecelia Huff was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Martavius Jones moved to cease nominations. 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. Vice Chairperson was opened for nominations. Denise Hill was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Martavius Jones moved to cease nominations. 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. Secretary was opened for nominations. Martavius Jones was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Denise Hill moved to cease nominations. This motion was seconded by Teresa Davis. 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. Denise Hill was nominated for Policy Council Liaison. The floor was asked three times if there were other nominations for Policy Council Liaison. There were no more nominations. Brenda Swisher moved to cease nominations. 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. Brenda Swisher moved to approve the elected slate as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

The following slate is adopted: Cecelia Huff – Chairperson, Denise Hill- Vice Chairperson, Martavius Jones – Secretary and Denise Hill- Policy Council Liaison.

B. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Brenda Swisher moved to move the date to the 4th Tuesday of the month at 9:15 AM in order to meet prior to the Governing Board. Denise Hill seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

C. Discuss and/or Approve Meeting Date Changes

a. November and December – December 3, 2019

Brenda Swisher moved to approve the November and December Meeting date as presented. The motion was seconded by Martavius Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve CSNT Annual Report

Bernadette Harris reviewed the CSNT Annual Report as presented. Brenda Swisher moved to approve the CSNT Annual Report as presented. The motion was seconded by Denise Hill. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Cecelia Huff appointed the following Committee Members

List of Committee Participants:

Self-Assessment

1. Cecelia Huff
2. Denise Hill

Community Assessment

1. Martavius Jones

Finance Committee

1. Martavius Jones

School Readiness Committee

1. Brenda Swisher
2. Denise Hill

ERSEA Committee

1. Madeline McGill

Strategic Planning Committee

1. Peggy Peters

Health Advisory Committee

1. Madeline McGill
2. Cecelia Huff

Policy Council Liaison

1. Denise Hill

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Brenda Swisher moved for Policy Council to go into Executive Session at 11:28 am.
Martavius Jones 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 11:36 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 except the added person. The motion was seconded by Denis Hill. 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 Martavius Jones at 11:37 am. The motion was seconded by Denise Hill.

Minutes Submitted by: Bridgette Parton/Sarah Wilson

Minutes approved by:

Head Start

Financial Report for the month of October 2019

(September 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	\$189,743.89	\$1,967,024.14	\$574,021.86	\$211,753.83	\$2,117,538.33	\$150,514.19
Fringe Benefits	\$632,404.00	\$44,552.71	\$521,983.02	\$110,420.98	\$52,700.33	\$527,003.33	\$5,020.31
Travel (4120)	\$22,150.00	\$861.38	\$18,673.17	\$3,476.83	\$1,845.83	\$18,458.33	(\$214.84)
Equipment	\$51,751.00	\$0.00	\$50,954.00	\$797.00	\$4,312.58	\$43,125.83	(\$7,828.17)
Supplies	\$143,036.00	\$26,670.68	\$109,272.62	\$33,763.38	\$11,919.67	\$119,196.67	\$9,924.05
Contractual	\$18,005.00	\$0.00	\$10,443.04	\$7,561.96	\$1,500.42	\$15,004.17	\$4,561.13
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$540.00	\$11,919.78	\$11,568.22	\$1,957.33	\$19,573.33	\$7,653.55
Other (4122)	\$498,984.00	\$56,239.21	\$496,353.17	\$2,630.83	\$41,582.00	\$415,820.00	(\$80,533.17)
Total	\$3,930,864.00	\$318,607.87	\$3,186,622.94	\$744,241.06	\$327,572.00	\$3,275,720.00	\$89,097.06
T&TA	\$45,638.00	\$1,401.38	\$30,592.95	\$15,045.05	\$3,803.17	\$38,031.67	\$7,438.72
Total							
USDA Reimbursements through August 2019							\$93,370.19
Estimated USDA Reimbursement for September 2019							\$17,067.95
							<u>\$199,535.20</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	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	\$15,930.39	\$159,331.15	\$16,378.60	\$163,786.00	\$4,454.85
Per Child	\$7,617.95	\$617.46	\$6,175.63	\$634.83	\$6,348.29	\$172.67

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$982,716.00	\$129,056.02	\$1,134,742.34	(\$152,026.34)

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -October 2019

Capital One Credit Card

Purchases for August & September 2019		1,839.44
Payment due by 09/30/2019	Pd on 09/26/2019	<u>(1,839.44)</u>
Balance		-

Sam's Club Credit Card

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

Line of Credit

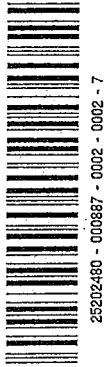
Program	CSBG A	VET Ser NOW	Local Admin	CSBG D	CEAP A
Highest September 2019 Balance	5,000.00	32,355.00	-	-	11,300.00
Current balance	-	32,100.62	-		
Exp pay off date		???			

In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW	CSBG A	CSBG D	CEAP A
Highest September 2019 Balance	200.00	200.00	26,122.08	6,400.00	861.00	3,530.00
Current balance	-	-	26,122.08	600.00	1,741.80	-
Exp pay off date	1/31/2020	1/31/2020	???		10/31/2019	

TEXANA BANK LOANS

Program	Local Admin	CEAP A	VET Ser NOW	CSBG A	CEAP A
Highest September 2019 Balance	5,420.00		11,500.00	1,600.00	980.00
Current balance	-		-	-	-
Exp pay off date					



25202480 - 000887 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	1,839.44	MINIMUM PAYMENT DUE	1,839.44
AVAILABLE CREDIT	8,160.56	PAYMENT DUE DATE	09-30-19

FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
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	\$791.75 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
08-26	08-26	75528029238776000630015	PAYMENT RECEIVED -- THANK YOU	791.75	PY

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD xxxx-xxxx-xxxx-xxxx		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$1,839.44	\$0.00	\$1,839.44
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
08-16	08-14	55310209227708622658160	CROWNE PLAZA ARLINGTON ARLINGTON TX 12722750	184.95	
			ARRIVAL: 08-13-19		
08-19	08-15	55310209228708624925657	CROWNE PLAZA ARLINGTON ARLINGTON TX 12724851	164.95	
			ARRIVAL: 08-14-19		
08-23	08-22	55432869234200729074033	CCI*HOTEL RESERVATION 855-707-6654 TX	148.22	
08-28	08-27	55436879239172398973888	SHERATON ATLANTA GA 2432079	190.87	
			ARRIVAL: 08-27-19		
09-02	09-01	55432869244200084641960	MARRIOTT CHICAGO M MIL 866-435-7627 IL 048790	1,170.45	
			ARRIVAL: 08-26-19		



25202460 - 000887 - 0001 - 0002 - 7

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



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



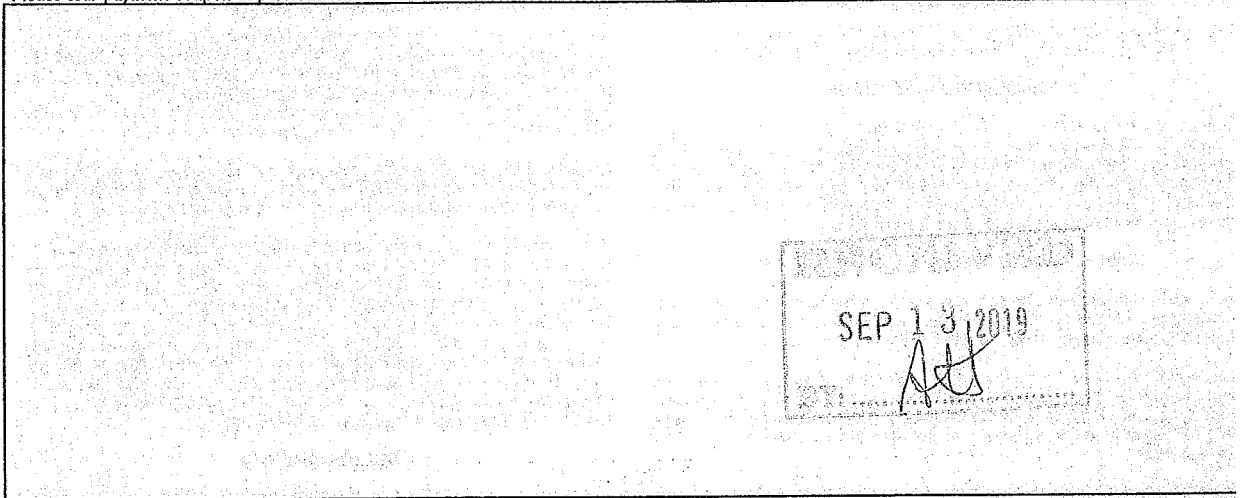
COMMUNITY SERVICES
CSNT INC
PO BOX 427
LINDEN TX 75563-0427

**T0000947

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	09-30-19
MINIMUM PAYMENT	\$1,839.44
NEW BALANCE	\$1,839.44

AMOUNT ENCLOSED \$

Please tear payment coupon at perforation.



RECEIVED
SEP 13 2019
Ad

CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

CLOSING DATE	09-05-19	PREVIOUS BALANCE	791.75
PAYMENT DUE DATE	09-30-19	PURCHASES AND OTHER CHARGES	1,839.44
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
		PAYMENTS	791.75
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		FINANCE CHARGES	.00
		OVERLIMIT FEES	.00
		NEW BALANCE	1,839.44
		MINIMUM PAYMENT DUE	1,839.44
		DISPUTED AMOUNT	.00

HEAD START NUTRITION PROGRAM

Financial Report

For the month of September 2019

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,671.54	\$ 73,373.91
Administrative Labor	689.24	\$ 11,696.00
Food	12,031.48	\$ 83,764.35
Supplies & Equipment	1,182.74	\$ 12,877.03
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 432.00
Other	0	113.56
Total	\$ 20,575.00	\$ 182,256.85

TDHS REVENUE 17,067.95 141,959.32 (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	516		
# additional students (partnerships)	2	5	4	3	3	2	NA	NA	12	8		
% with Special Needs	6%	6%	6%	8%	9%	10%	NA	NA	5%	5%		
ADA Funded Enrolled* (516)	93%	92%	90%	92%	93%	93%	NA	NA	96%	96%		
Enrollment (w/additional students)	92%	92%	90%	92%	94%	93%	NA	NA	94%	95%		
Present/ Absent	477/41	476/43	462/58	477/44	484/35	480/38	NA	NA	483/45	496/32		
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		

Non-Federal Share

\$965,823 (\$168,918) \$1,134,741 -17% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$1,134,741	\$ 131,092	\$ 139,037	\$ 141,998	\$ 135,476	\$ 146,532	\$ 131,503	\$ 59,947	\$ 59,241	\$ 60,859	\$ 129,056		

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	\$ 495,413		

Meals/Reimbursements

\$110,528	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	15	17	19	16	21	18	NA	NA	15	20		
# of meals served	5,055	6,173	7,189	6,021	7,963	6,540	NA	NA	4,528	7,802		
CACFP Reimbursement	\$ 10,982	\$ 13,194	\$ 15,300	\$ 12,891	\$ 17,071	\$ 14,126	\$ -	\$ -	\$ 9,896	\$ 17,068		

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	335		
# Classrooms Observed	26	64	92	93	80	76	NA	NA	24	67		
Incomes Verified	2	15	10	5	100	150	NA	NA	50	75		
# Parents Interviewed	2	2	0	27	7	18	NA	NA	0	10		
# of Staff interviewed	7	4	0	18	20	18	NA	NA	0	12		
# Bus Routes Observed	1	1	2	1	1	1	NA	NA	0	1		
# Staff Files Reviewed	0	0	10	0	0	4	NA	NA	0	9		
# Community Contacts	25	25	48	52	50	25	NA	NA	0	35		
# of Findings Corrected	14	23	81	33	40	16	NA	NA	16	43		

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

Program Updates

Completing 45 and 90 day deadlines
Preparing and Analyzing Data from First Assessments and Reports
ACF-IM-HS-19-03 Kinship Care

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-03	2. Issuance Date: 09/30/2019
	3. Originating Office: Office of Head Start	
	4. Key Word: Kinship care; Eligibility; Homelessness; Economic hardship relative; Foster care; Child welfare; Partnerships	

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Head Start and Early Head Start Eligibility for Children in Kinship Care

INFORMATION:

The Office of Head Start (OHS) has received questions from grantees who want to enroll children living in kinship care and are concerned about the eligibility of these children. Formal or informal kinship care, for the purposes of this IM, broadly refers to children who are living with relatives or caregivers other than their parents. In most cases, these children are eligible for Head Start services according to the Head Start Act and Head Start Program Performance Standards (HSPPS) and programs can enroll them. OHS encourages grantees to include children in kinship care in their enrollment and selection process.

The following descriptions provide grantees with information about ways children in kinship care can be eligible for Head Start.

Public Assistance

- Relative caregivers are often eligible for public assistance, such as Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI). If the caregiver receives or is eligible to receive public assistance, a child in their care is eligible for Head Start because they meet the definition of a family under HSPPS [45 CFR §1305.2](#).
- If the child living with relatives receives a "child-only" TANF grant, then the child receives public assistance. A child who receives or is eligible to receive public assistance is eligible for Head Start.
- For information about the TANF programs in your state, visit: <https://www.acf.hhs.gov/ofa/help>

Foster Care

- Each state has jurisdiction of its child welfare system. OHS considers a child in foster care if the child is placed in a setting away from parents or guardians by the child welfare system and the state agency has placement and care responsibility ([45 CFR §1305.2](#)). A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child.
- If the child welfare agency has placed the child away from parents or guardians and in the care of relatives, the child is considered to be in foster care under the HSPPS. A child in foster care is eligible for Head Start.
- For additional resources for kinship caregivers and the child welfare system, visit: <https://www.childwelfare.gov/pubs/f-kinshi/>

Homeless

- Head Start follows the definition of homeless child in the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)). If a child is living with non-parent relatives due to loss of housing, economic hardship, or a similar reason, the child may meet this definition of a homeless child. A child experiencing homelessness is eligible for Head Start.

- Some examples of circumstances leading a child to kinship care include economic hardship, substance misuse, or incarceration. If the child is living with non-parent relatives for these or similar reasons, the child may be considered homeless and then would be eligible for Head Start.
- For additional resources for early care and education and homeless children, visit: <https://www.acf.hhs.gov/ece/interagency-projects/ece-services-for-homeless-children>

If you have any questions regarding eligibility, please contact your Regional Office. Thank you for all you do to serve the most vulnerable children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-04	2. Issuance Date: 10/10/2019
	3. Originating Office: Office of Head Start	
	4. Key Word: Administrative Simplification; Accounting Codes; Common Accounting Numbers (CANs)	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Accounting Simplification for Head Start and Early Head Start Operations and Service Funds

INFORMATION:

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA) CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

Current CAN Structure	No.	New CAN Structure	No.
Head Start Operations	4122	Head Start and Early Head Start Operations	4122
Early Head Start Operations	4125		
Head Start T/TA	4120	Head Start T/TA	4120
Early Head Start T/TA	4121	Early Head Start T/TA	4121

This accounting change is expected to relieve some of the administrative burdens grantees regularly face when operating both a Head Start and Early Head Start program. The existing structure forces grantees to allocate multiple shared costs between the two programs when

submitting budget estimates through the Head Start Enterprise System Grant Application Budget Instrument. Currently, when operations funds are awarded in separate CANs for Head Start and Early Head Start, there is no flexibility to make adjustments by moving funds between programs once an award has been issued without an ACF-approved budget modification. This simplified accounting procedure will alleviate that problem. It will also allow grantee requests for enrollment conversions from Head Start to Early Head Start—and in the case of American Indian and Alaska Native programs only, from Early Head Start to Head Start—to be implemented more timely due to the ability to reallocate funds between programs within the same CAN when needs arise.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2017-2018		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	516	100%
Section: b. Funded Enrollment by Program Option		
Center-Based	516	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
Section: c. Detail - Center-based Funded Enrollment		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	516	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
Section: d. Total Cumulative Enrollment		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	565	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	245	43.36% of cumulative enrollment
Four Years Old	320	56.64% 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	27	4.78% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	12	2.12% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	175	30.97% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	88	15.58% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	477	84.42% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	5	0.88% of cumulative enrollment
Asian	3	0.53% of cumulative enrollment
Black or African American	285	50.44% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.18% of cumulative enrollment
White	172	30.44% of cumulative enrollment
Biracial or Multi-Racial	52	9.2% of cumulative enrollment
Other Race	47	8.32% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	514	90.97% of cumulative enrollment
Spanish	47	8.32% 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	0.71% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	554	98.41% of cumulative enrollment
Children With Health Insurance At End of Enrollment	556	98.41% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	562	99.47% of cumulative enrollment
Children With A Medical Home At End of Enrollment	562	99.47% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	555	98.23% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	564	99.82% of cumulative enrollment
Children with a dental home at start of enrollment	538	95.22% of cumulative enrollment
Children with a dental home at end of enrollment	545	96.46% 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	60	10.62% of cumulative enrollment
---	----	---------------------------------

Section: n. Family Services

Total Number of Families	532	100% of total families
Families Who Received at Least One Family Service	462	86.84% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	32	6.02% of total families
Housing Assistance	16	3.01% of total families
Mental Health Services	24	4.51% of total families
English as a Second Language (ESL) Training	19	3.57% of total families
Adult Education	67	12.59% of total families
Job Training	19	3.57% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	2	0.38% of total families
Child Abuse and Neglect Services	38	7.14% of total families
Domestic Violence Services	6	1.13% of total families
Child Support Assistance	1	0.19% of total families
Health Education	416	78.2% of total families
Assistance to Families of Incarcerated Individuals	2	0.38% of total families
Parenting Education	426	80.08% of total families
Relationship or Marriage Education	4	0.75% of total families



CSNT Head Start Volunteer Rates

Effective 12-1-19

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$12.87 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$9.66 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$10.20 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council Governing Board	\$16.43 per hour Policy Council \$32.56 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the 2018 Wage Comparability Study for programs between 4-8 million dollars.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$9.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$9.60 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day to day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$9.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$12.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$12.80 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.430		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-2-19, with the exception of the Governing Board. The Program Governance rates are based on averages from the 2018 Wage Comparability Study.

You will not be paid for the time documented on this form. The time is considered a donation to the Campus / Program.

**Community Services of Northeast Texas
Policy Council
By Laws**

ARTICLE I: NAME

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

ARTICLE II: PURPOSE

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

ARTICLE III: MEMBERSHIP

SECTION I

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- * Atlanta – One (1) representative and One (1) alternate
- * Bloomburg – One (1) representative and One (1) alternate
- * Daingerfield/Lone Star – One (1) representative and One (1) alternate
- * Hughes Springs – One (1) representative and One (1) alternate
- * Linden – One (1) representative and One (1) alternate
- * Naples/Omaha – One (1) representatives and One (1) alternate
- * New Boston – One (1) representative and One (1) alternate
- * Pittsburg – One (1) representative and One (1) alternate
- * Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

SECTION II: Term of Office

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

SECTION III: Voting Rights

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

SECTION IV: Member Obligations

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

SECTION V: Confidentiality

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

SECTION VI: Termination of Membership

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

SECTION VII: Alternates

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

SECTION VIII: Head Start Staff Attendance

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

SECTION VIII: Council Representatives

A Policy Council member can not profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

ARTICLE IV: OFFICERS

SECTION I: Election and Term

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

SECTION II: Executive Committee

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

SECTION III: Special Committees

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

SECTION IV: Chairperson

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

SECTION V: Vice –Chairperson

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

SECTION VI: Secretary

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month at the CSNT Administration office. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:15 AM.

SECTION II: Special Meetings

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

SECTION III: Notice of Meetings

Notification of all meetings will be sent to all members and all alternates of the Council by letter at least seven (7) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

SECTION IV: Quorum

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the “Act of the Policy Council”.

SECTION V: Conduction of Meeting

The Policy Council parliamentary process will follow PROBERT’S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

SECTION VI: Dispute/Impasse Resolution

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested** parties.

FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

** Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT Staff, Board members, Policy Council members, immediate family or persons in the

employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

ARTICLE VII: AMENDMENTS

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 11/27/18

Head Start Budget Revision

Grant #06CH7174/05

Detailed Justification

The PY05 Budget Revision Application requests that a total of \$17,920 in federal funding to be moved from the Personnel Line item to the Equipment Line item. This Budget Revision will enable the Head Start Program to spend \$17,920 to replace (4) HVAC units located at the Administrative Office. Cost of replacing the (4) units will be shared with CSBG and CEAP.

Budget Categories

Attached is a copy of the Budget Justification Narrative and the Budget Categories Report from the HSES.

Budget Justification Narrative

Section II – 1. Detailed Budget Narrative

Personnel (-\$14,336): CSNT Head Start will move a total of \$14,336 from the Personnel Budget due to open positions from (3) resignations. Listed below are the positions and the amounts:

Job Title	Date Position Came Open	Reason For Opening	Months Open	Total Not Spent
CLASS Specialist	July 2019	Resignation	August and September	\$6,036
Pittsburg Lead Teacher	May 2019	Retired/Resigned	June and July	\$4,150
Texarkana Lead Teacher	July 2019	Resigned	August and September	\$4,150
			Total Unspent Due to Resignations	\$14,336

Fringe Benefits (-\$3,584): The estimated amount that will be moved for fringe benefits is based on 25.00% of the total listed 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 2019 program year. Expenses in the “Other” box below are for the “Health Joy and Go365” electronic health management system and Employee Wellness Programs. Listed below are the estimated percentages.

7.65%	2.33%	11.58%	0.08%	1.35%	1.97%	0.04%
FICA	UIC	Health	Life	Vis/Dent	W/C	Other

Equipment (\$17,920): Items listed in this line-item are considered equipment.

(Heating, Ventilation and Air Conditioning Units) – (\$17,920) CSNT Head Start (56%) will share in the purchasing of four new HVAC units to replace the units that are not working. These units will be located at the Administrative Building on Kaufman Street, Linden, TX 75563. This purchase will be shared with the Community Services Block Grant Program (36%) and the Comprehensive Energy Assistance Program (8%).

(See Appendix 1: Heating, Ventilation and Air Conditioning Cost Analysis)



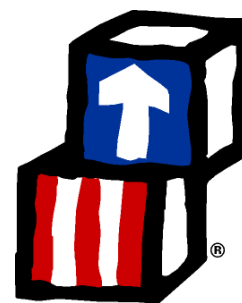
Office of Head Start

06CH7174 - COMMUNITY SERVICES OF NORTHEAST TEXAS, INC.
FY2019 - 12/01/2018-11/30/2019 - Budget Revision

Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	(\$14,336)	\$0	\$0
Fringe Benefits	(\$3,584)	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$17,920	\$0	\$0
Supplies	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Direct Charges	\$0	\$0	\$0
Indirect Charges	\$0	\$0	\$0
Total	\$0	\$0	\$0

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



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	376
--------------------------------------	------------

Students Age

Three Year Old :	38%	Four Year Old:	62%
-------------------------	------------	-----------------------	------------

Gender

Male:	49%	Female:	51%
--------------	------------	----------------	------------

Race

White: 41%	Black/African American: 35%	Two or more: 13%
	Other: 11%	Not Specified: 0%

Language*

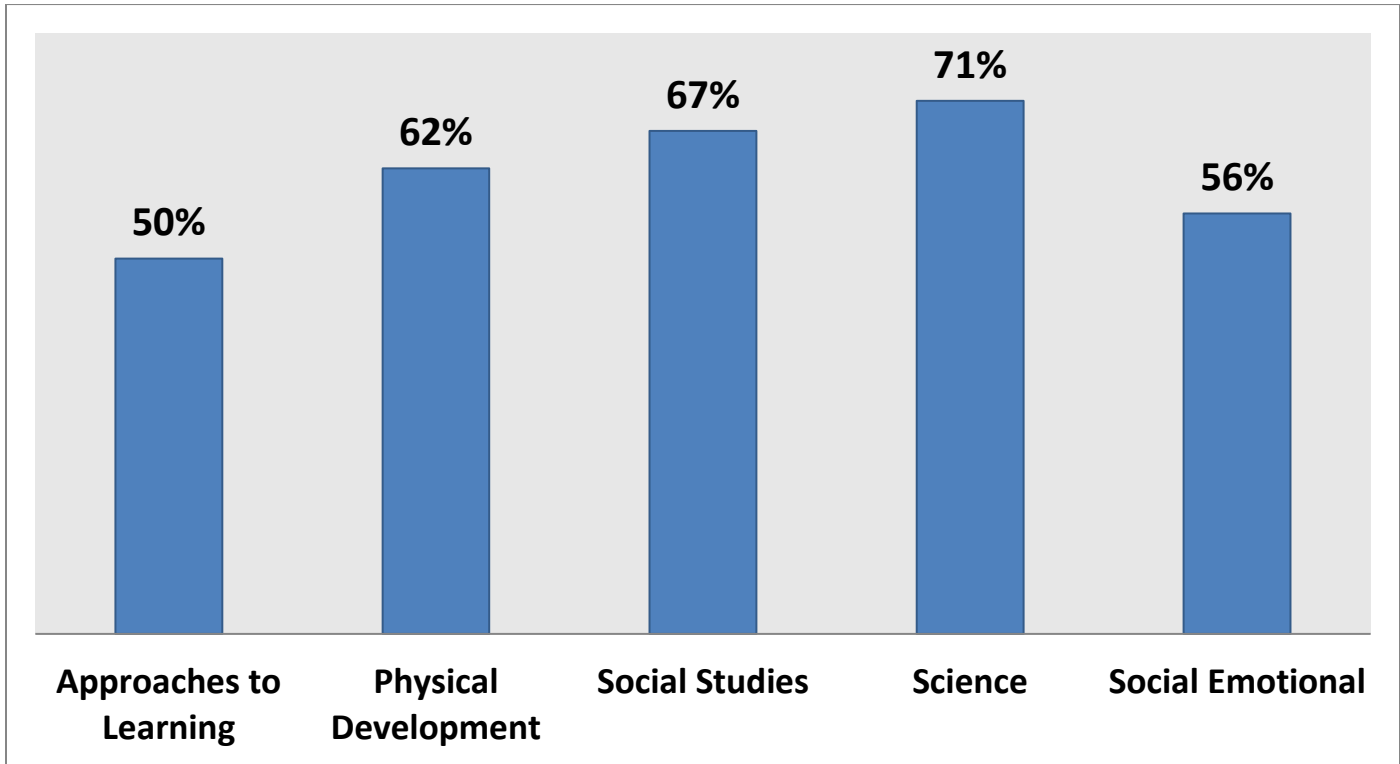
English: 91%	Spanish 9%	Unknown: 0%
-------------------------------	-----------------------------	------------------------------

Disabilities

Yes:	6%	No:	94%
-------------	-----------	------------	------------

CSNT Head Start CIRCLE Assessment

Program Report - Wave 1 2019-2020

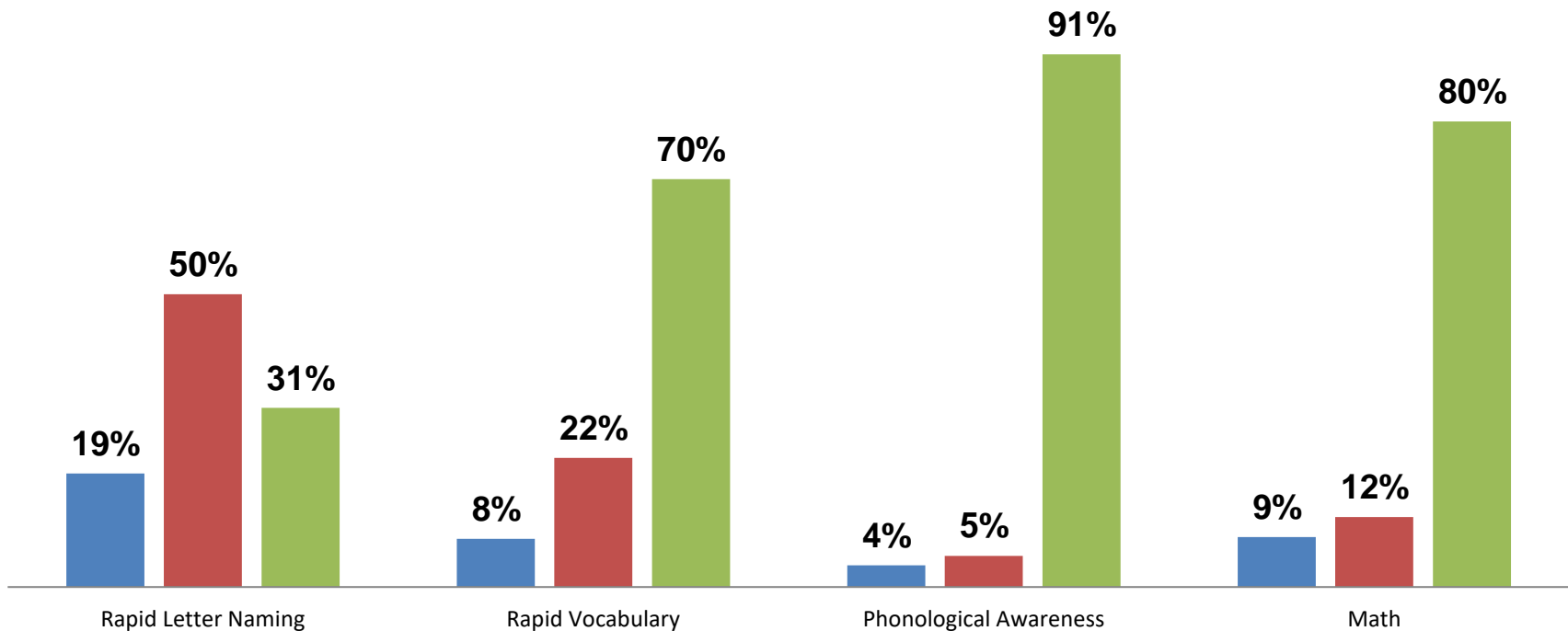


Head Start Campus	Approaches to Learning	Physical Development	Social Studies	Science	Social Emotional
Atlanta	48%	63%	65%	70%	56%
Bloomberg	76%	97%	69%	70%	85%
Daingerfield	40%	46%	66%	77%	47%
Hughes Springs	57%	70%	70%	70%	57%
Linden	35%	50%	72%	78%	47%
Naples	44%	40%	56%	63%	48%
New Boston	45%	75%	62%	61%	50%
Pittsburg	51%	58%	76%	75%	54%

Total percentage represents average of correct responses for each domain.

CSNT Head Start CIRCLE Assessment Wave 1 Program Report 2019-2020

■ Monitor ■ Needs Support ■ On Track



Students were assessed in Math and Phonological Awareness in the following area:

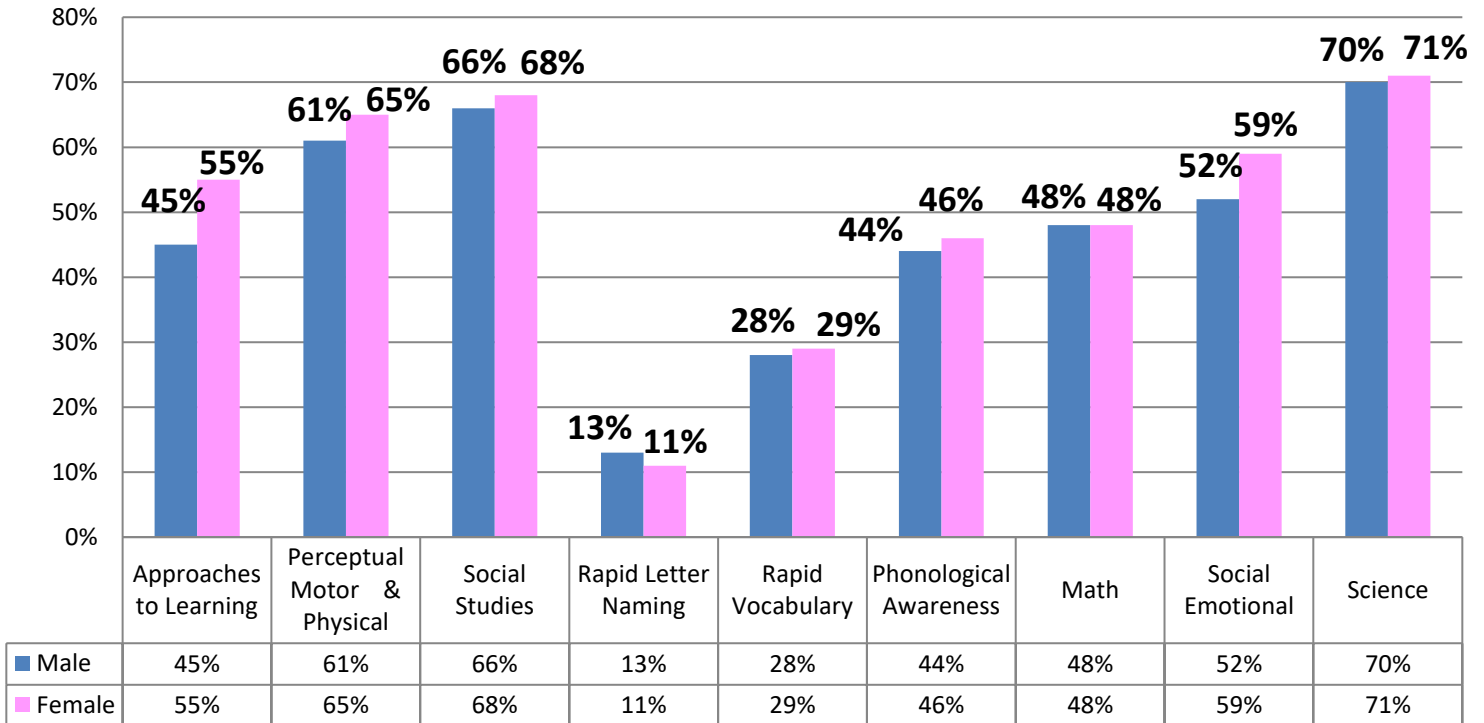
Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations and Patterns.

Phonological Awareness: Syllabication, On-set Rime, Alliteration, Rhyming, Listening and Words in a Sentence.

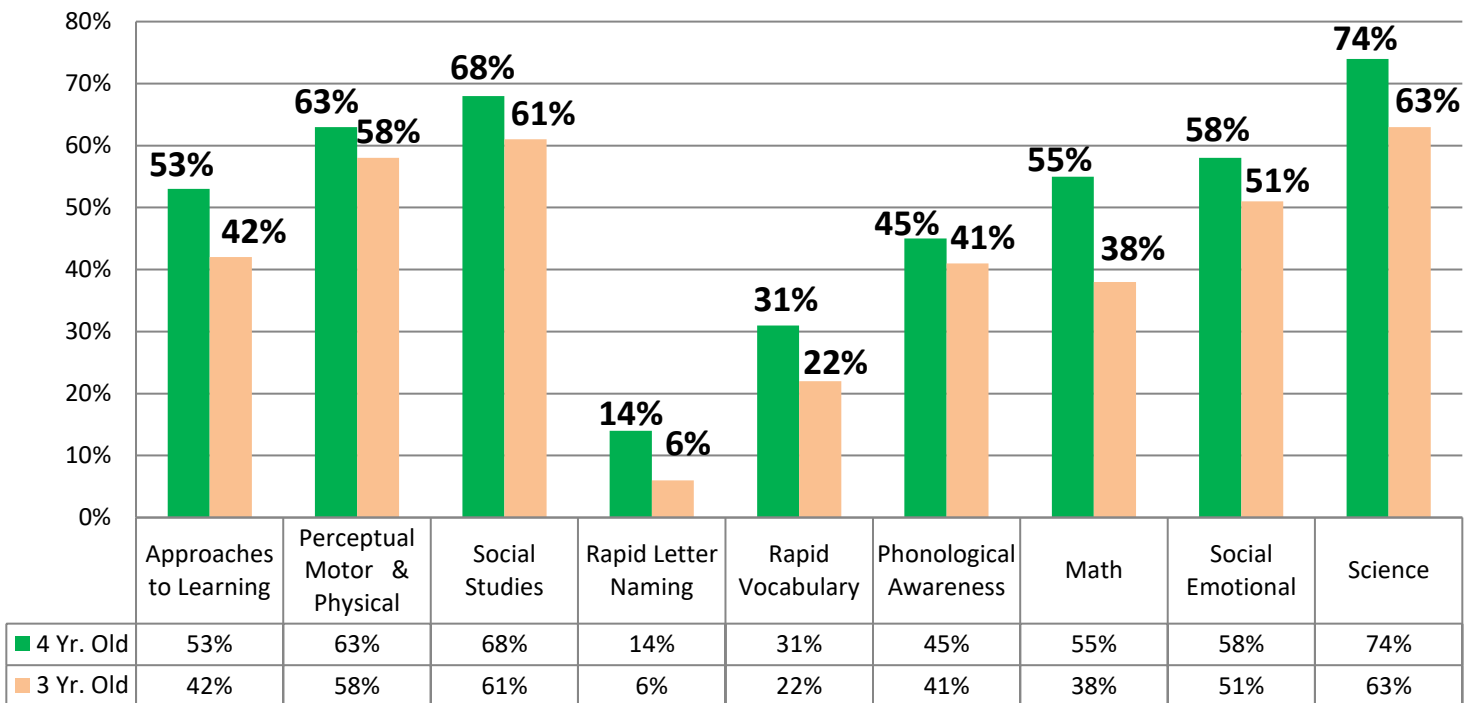
CSNT Head Start – CIRCLE Assessment

Wave 1 Comparison Data 2019-2020

Gender Comparison



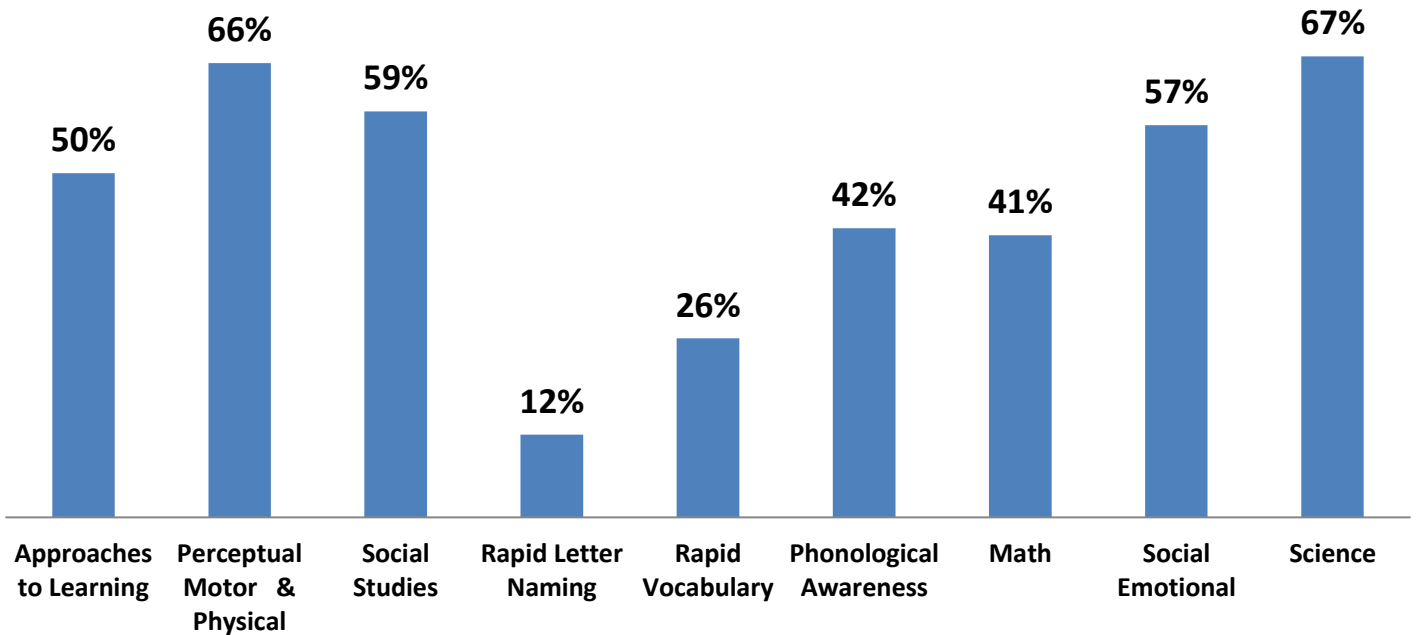
Age Comparison



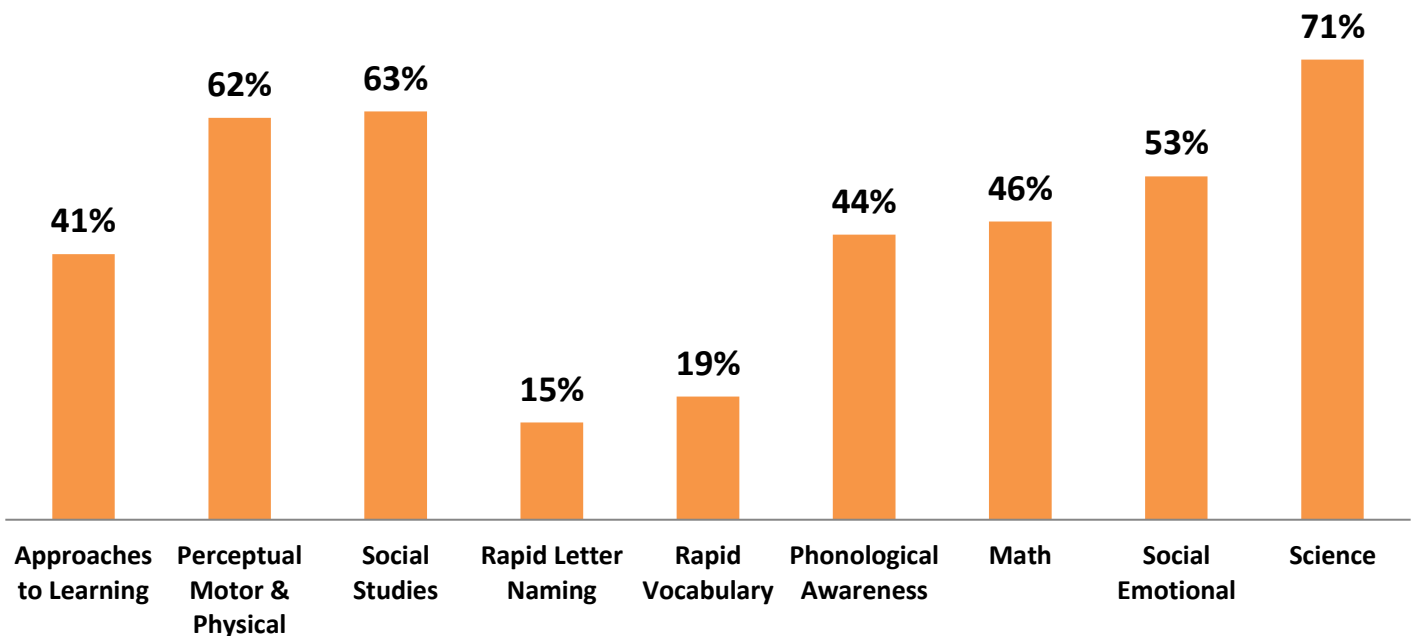
CSNT Head Start – CIRCLE Assessment

Wave 1 2019-2020

Disabilities



Dual Language Learners



CSNT Head Start – CIRCLE Assessment

Wave 1 Race Comparison Data 2019-2020

	White	Black / African American	Other	2 or More Races
Approaches to Learning	50%	41%	53%	48%
Perceptual Motor/Physical	63%	60%	64%	62%
Social Studies	67%	63%	61%	67%
Rapid Letter Naming	12%	12%	13%	10%
Rapid Vocabulary	30%	25%	21%	30%
Phonological Awareness	46%	41%	37%	45%
Math	48%	46%	50%	45%
Social Emotional	55%	52%	60%	55%
Science	70%	68%	72%	71%

Percentage represents total number of correct responses for each domain.



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	145
--------------------------------------	------------

Students Age

Three Year Old :	54%	Four Year Old:	46%
-------------------------	------------	-----------------------	------------

Gender

Male:	46%	Female:	54%
--------------	------------	----------------	------------

Race

White: 4%	Black/African American: 88%	Two or more: 2%
	Other: 6%	Not Specified: 0%

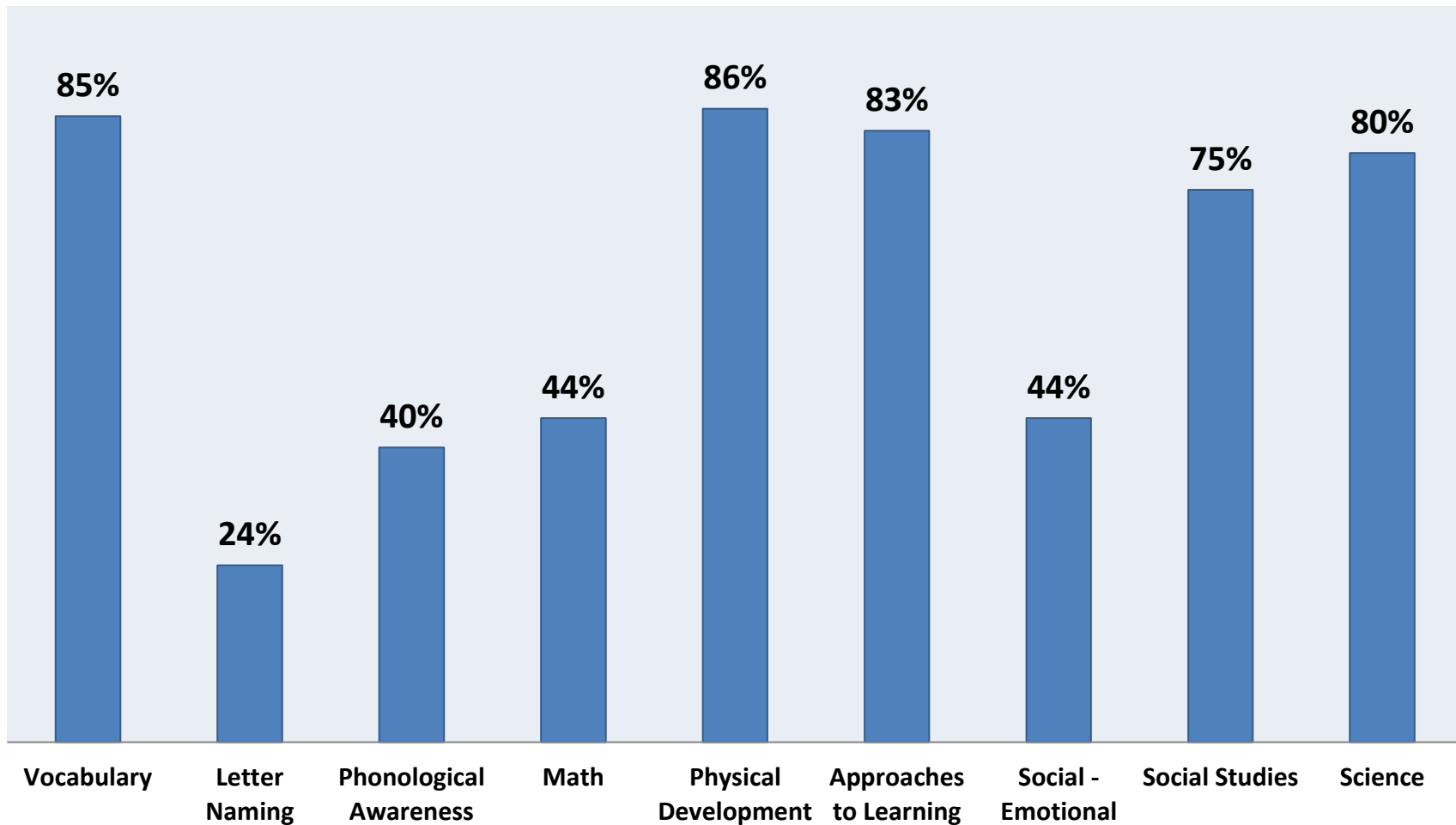
Language*

English: 97%	Spanish 3%	Unknown: 0%
-------------------------------	-----------------------------	------------------------------

Disabilities

Yes:	1%	No:	99%
-------------	-----------	------------	------------

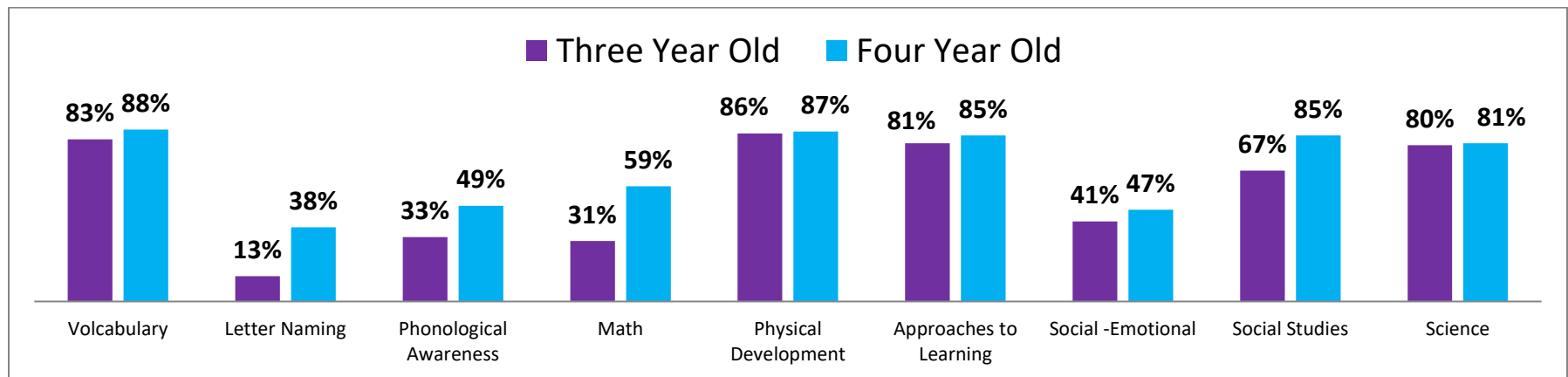
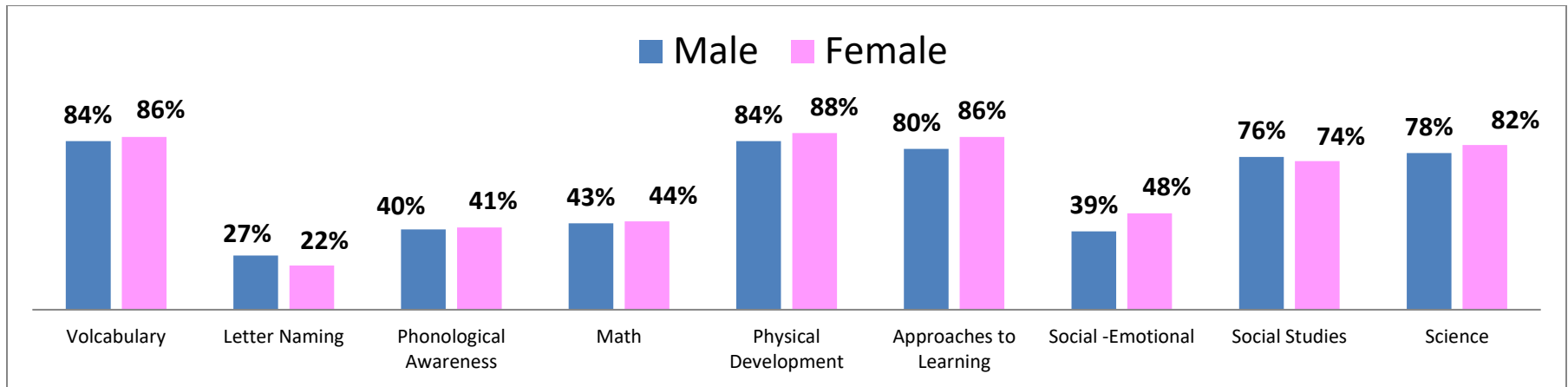
CSNT Head Start - Frog Street Assessment Beginning of Year - 2019-2020



Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

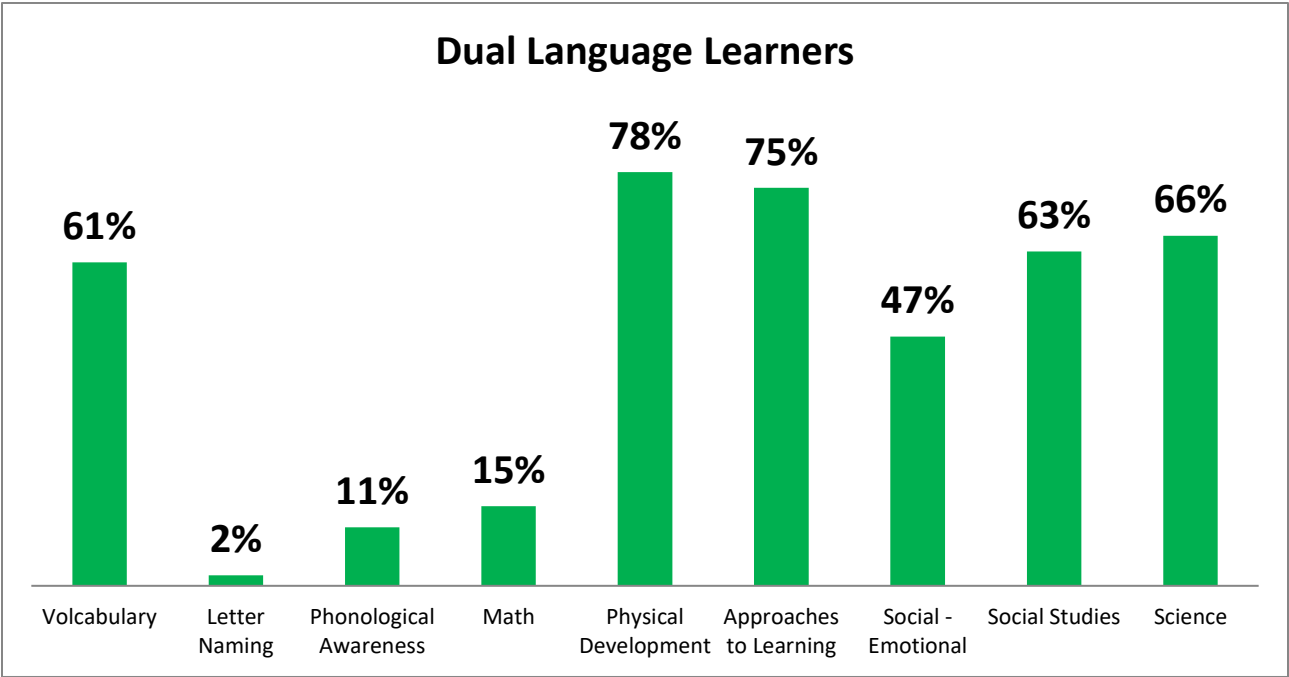
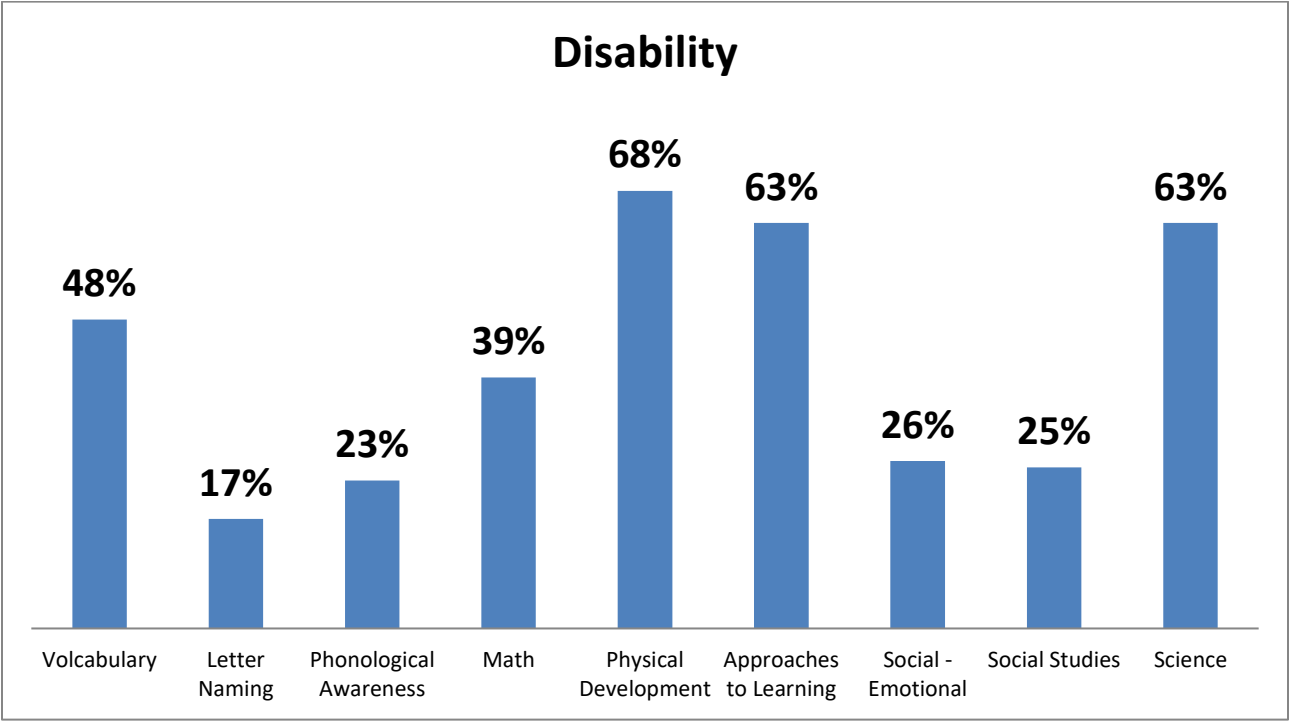
Comparison Data – Beginning of Year 2019-2020



Percentage represents total number of correct responses for each domain.

CSNT Head Start Frog Street Assessment

Beginning of Year 2019-2020



Percentage represents total number of correct responses for each domain.

CSNT Head Start – Frog Street Assessment

Beginning of Year - Race Comparison Data 2019-2020

Race	White	African American	Two or More	Other
Vocabulary	89%	86%	79%	76%
Letter Naming	34%	25%	28%	3%
Phonological Awareness	29%	41%	55%	28%
Math	47%	44%	51%	30%
Physical Development	83%	86%	70%	91%
Approaches to Learning	88%	82%	83%	92%
Social -Emotional	38%	44%	29%	50%
Social Studies	70%	76%	67%	67%
Science	81%	80%	79%	86%
Total Students Tested	6	127	3	9

Percentage represents total number of correct responses for each domain.