




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, March 24, 2020 9:15 am
Linden Administrative Offices
304 East Houston
Linden, Texas
Conference Call


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 February 25, 2020**
6. **Presentations**
 - A. Policy Council Question Bernadette Harris
7. **Reports**
 - A. **Financial Report** **Shelley Mitchell**
 - a. Head Start Financial Report March 2020
 - b. Credit Usage Report March 2020
 - c. CACFP Financial Report March 2020
 - B. **Head Start Director Report** **Bernadette Harris**
 - a. Head Start Report March 2020
 - b. PIR March 2020

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C. Executive Director Report

Dan Boyd

- 8. Committee Reports**
 - A. Appoint Committee Member(s)**
 - B. Committee Reports**

None
- 9. Action Items**
 - A. Discuss and/or Approve Linden Head Start Playground Disposition \$8,421.90**
 - B. Discuss and/or Approve to Convert 47 Head Start Slots to 16 Early Head Start Slots**
 - C. Discuss and/or Approve Head Start 2% COLA-Quality Improvement Grant Application (\$77,705 COLA & \$137,256 Quality Improvement = Total Grant Application \$214,961 NFS \$53,740)**
- 10. Discussion Items**
 - A. Discuss Progress on Head Start Goals**
 - a. Head Start Program Goals 2019-2020**
 - b. Parent, Family and Community Engagement 2019-2020**
- 11. Audience Comments**
- 12. Executive Session**
 - A. Personnel**
 - 1. New hires and terminations**

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.
- 13. Required Action from Executive Session**
- 14. Adjourn**

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, February 25, 2020 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20
Chairperson - Cecelia Huff			x		x	x	x
Vice Chairperson - Denise Hill			x				
Secretary - Martavius Jones			x			x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x	
Cecelia Huff	Bowie County	Representative	x	x	x	x	x
LaTronya Andrews	Atlanta	Representative	x			x	
LaKetha Steger	Atlanta	Alternate					
Madeline McGill	Bloomburg	Representative	x				
Latoya Jones	Bloomburg	Alternate	x		x	x	x
Peggy Peters	D/LS	Representative	x	x		x	x
Tiandra Lee	D/LS	Alternate					
Maria Bello	Hughes Springs	Representative	x				
Wendy Bolton (2/25/2020)	Hughes Springs	Representative					x
Eva Reese	Hughes Springs	Alternate					
LaTrina Castleberry	Linden	Representative					
Maria Castillo	Linden	Alternate	x	x			
Denise Hill	Naples	Representative	x	x			x
Nickie Carrillo	Naples	Alternate					
Candice Mendez	New Boston	Representative	x	x	x		
Madison Cooper	New Boston	Alternate					
Martavius "Lamont" Jones	Pittsburg	Representative	x			x	x
Chandra Sheppard Duffey	Pittsburg	Alternate					
Teresa Davis	Texarkana	Representative	x				
Jessica Chauncy	Texarkana	Alternate					

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Charlotte Hall, Shelley Mitchell, Sarah Wilson, Frances Evans, Debra Jackson and Charesa Willis
Public: Betty McNeal and Brooklynn McCray

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:33 am, February 25, 2020, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:
Wendy Bolton – Hughes Springs Representative

3. Establishment of Quorum:
Quorum was established with the following Policy Council Members present: Cecelia Huff, Martavius Jones, Denise Hill, Latoya Jones Wendy Bolton and Peggy Peters.

4. Approval of Agenda:
Members reviewed the agenda. Martavius Jones moved to accept the agenda as presented. This motion was seconded by Latoya Jones. 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 January 28, 2020:
Martavius Jones moved to accept the minutes of the January 28, 2020 meeting as presented. The motion was seconded by Latoya Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:
A. Texarkana Head Start – Debra Jackson
Debra Jackson, Texarkana Head Start, Campus Director presented information on the 7 Habits of Leader in Me. Brooklynn McCray a student in Texarkana presented 7 Habits through words, song a movements.

B. Policy Council Question - Bernadette Harris
Ms. Huff asked the questions “What data is evaluated by the Self-Assessment Teams?” and “What information is learned from completing a Self-Assessment?” The members answered the questions.

7. Reports:
A. Financial Report
Shelley Mitchell gave the report as presented.

B. Head Start Report
Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report
None

8. Committee Reports:

A. Appoint Committee Members

a. Appoint Policy Council Liaison

Celia Huff, Policy Council Chairperson appointed Wendy Bolton the Policy Council Liaison.

B. Committee Reports

a. Self-Assessment Committee Meeting:

Bernadette Harris stated the Self-Assessment is an action item and will be reviewed during that time.

9. Action Items:

A. Discuss and/or Approve Self-Assessment Results 2020

Bernadette Harris reviewed the Self-Assessment Results as presented. Martavius Jones approved the Self-Assessment Results 2020 as presented. The motion was seconded by Latoya Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss Circle Assessment Data Winter 2020

Frances Evans reviewed the Circle Assessment Data Winter 2020 as presented.

B. Discuss Frog Street Assessment Data Winter 2020

Frances Evans reviewed the Frog Street Assessment Data Winter 2020 as presented.

C. Discuss School Readiness Performance Data Winter 2020

Frances Evans reviewed the School Readiness Performance Data Winter 2020 as presented.

D. Discuss Progress on Program Goals 2019-2020

Bridgette Parton discussed the Program Goals as presented.

E. Discuss Progress on Parent, Family and Community Engagement Goals 2019-2020

Bridgette Parton discussed the Parent, Family and Community Engagement Goals as presented.

F. Discuss School District Partnerships

Bernadette Harris explained the House Bill 3 that was put into law in Texas that will cause how we deliver services to be changed a little. She stated as more information is received the members will be notified.

11. Audience Comments:

None

12. Executive Session:

Martavius Jones moved for Policy Council to go into Executive Session at 10:29 am. Latoya Jones seconded the motion.

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

Martavius Jones made a motion to come back into regular session at 10:32 am. Latoya Jones seconded the motion.

13. Required Action from Executive Session:

A motion was made by Martavius Jones to accept new hires, transfers, and terminations as presented. The motion was seconded by Latoya Jones. 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 10:33 am. The motion was seconded by Latoya Jones.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of March 2020

(February 2020 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 11-30-2020</i>							
Personnel	\$1,217,046.00	\$190,152.96	\$526,380.20	\$690,665.80	\$202,841.00	\$608,523.00	\$82,142.80
Fringe Benefits	\$304,262.00	\$54,627.53	\$164,598.57	\$139,663.43	\$50,710.33	\$152,131.00	(\$12,467.57)
Travel (4120)	\$22,150.00	\$833.26	\$3,893.96	\$18,256.04	\$3,691.67	\$11,075.00	\$7,181.04
Equipment	\$56,000.00	\$0.00	\$0.00	\$56,000.00	\$9,333.33	\$28,000.00	\$28,000.00
Supplies	\$125,055.00	\$32,497.36	\$44,994.62	\$80,060.38	\$20,842.50	\$62,527.50	\$17,532.88
Contractual	\$9,165.00	\$0.00	\$0.00	\$9,165.00	\$1,527.50	\$4,582.50	\$4,582.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$1,574.00	\$1,851.80	\$21,636.20	\$3,914.67	\$11,744.00	\$9,829.20
Other (4122)	\$208,266.00	\$53,452.00	\$146,482.62	\$61,783.38	\$34,711.00	\$104,133.00	(\$42,349.62)
Total	\$1,965,432.00	\$333,137.11	\$888,201.77	\$1,077,230.23	\$327,572.00	\$982,716.00	\$94,514.23
T&TA	\$45,638.00	\$2,407.26	\$5,745.76	\$39,892.24	\$7,606.33	\$22,819.00	\$17,073.24
Total							\$27,223.88
USDA Reimbursements through January 2020							\$15,292.73
Estimated USDA Reimbursement for February 2020							\$137,030.84
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$10,500.00

	<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	\$98,271.60	\$16,656.86	\$44,410.09	\$8,189.30	\$24,567.90	(\$19,842.19)
Per Child	\$3,808.98	\$645.61	\$1,721.32	\$317.41	\$952.24	(\$769.08)

Further Analysis	
Number of children	516
Number of classrooms	20

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$491,358.00	\$130,822.34	\$385,460.08	\$105,897.92

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -March 2020

Capital One Credit Card

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

Sam's Club

Purchases for January 2020		614.82
Payment due by 02/28/2020	Pd on 02/19/2020	<u>(614.82)</u>
Balance		-

Line of Credit

Program	CSBG B	VET Ser NOW	TBRA
Highest February 2020 Balance	45,816.78	-	-
Current balance	21,993.57	700.00	-
Exp pay off date	4/30/2020	4/30/2020	

In House Line of Credit

Program	CSBG B	CEAP B	VET Ser NOW
Highest February 2020 Balance	395.20	200.00	26,422.04
Current balance	395.20	200.00	-
Exp pay off date	4/30/2020	4/30/2020	

TEXANA BANK LOANS

Sam's Club Credit

COMMUNITY COUNCIL OF CASS
Account Number ending in 7789

Statement Closing Date 02/08/2020

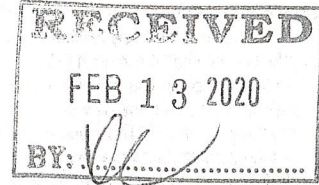
Visit samsclub.com/credit or Call 1-800-203-5764

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

Payment Information	
New Balance	\$614.82
Total Minimum	
Payment Due	\$50.00
Payment Due Date	02/28/2020

Account Summary	
Previous Balance as of 01/09/2020	\$0.00
Purchases/Debits	+614.82
New Balance as of 02/08/2020	\$614.82

Credit Limit	\$5,500
Available Credit	\$4,885
Statement Closing Date	02/08/2020
Days in Billing Cycle	31



Transaction Summary					
Tran	Date	Post	Transaction Reference #	Description	Amount
01/09	01/09		P928000QS01GK30L1	SAMS CLUB.COM 006279 BENTONVILLE AR	\$539.88
				Total for COMMUNITY COUNCIL OF CASS	\$539.88
01/08	01/09		P928000QS01Q50Q8H	SAM'S CLUB 006422 LONGVIEW TX	\$74.94
				SAM'S/WAL-MART PURCHASE(S)	
				Total for TOMMY HOOPER	\$74.94

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					(v) = variable rate
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Regular Purchases	N/A	24.40% (v)	\$0.00	\$0.00	2D

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

MEMBER SERVICE: For Account Information log on to samsclub.com/credit. This account is registered.

See your On-line Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764.

6709 0001 A7H 1 7 8 200207 PAGE 1 of 3 9280 2000 MP17 01EM6709 24701

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number ~~6045 0020 3930 7789~~

Total Minimum Payment Due	Payment Due Date	New Balance
\$50.00	02/28/2020	\$614.82

Payment Enclosed: Please use blue or black ink.

\$



New address or email? Print changes on back.

COMMUNITY COUNCIL OF CASS
KAY PHILLIPS
PO BOX 427
LINDEN TX 75563-0427

247012
Q302



Make Payment to: SAM'S CLUB/SYNCHRONY BANK
P.O. BOX 530981
ATLANTA, GA 30353-0981



~~00050000001783 000500000061482 00000400 203830? 2266789~~

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6046 0020 3930 7789~~ DATE OF SALE #: 200109 P.O. #:
 INVOICE#: 000000 AUTHORIZATION #: 001325 CLUB #: 6279
 REFERENCE #: P928000QS01GK30L1 TRANSACTION #: 0 REGISTER #: 89

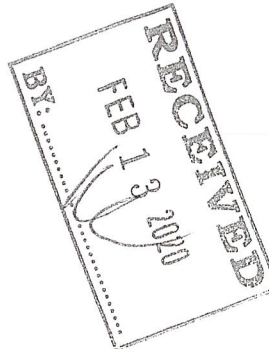
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000739770	CORPORATE ITEM	6.000	EA	\$89.9800	\$539.88
SUB \$539.88		TAX \$0.00		TOTAL INVOICE	\$539.88
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$539.88

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6046 0020 3930 7789~~ DATE OF SALE #: 200108 P.O. #:
 INVOICE#: 004557 AUTHORIZATION #: 000860 CLUB #: 6422
 REFERENCE #: P928000QS01Q50Q8H TRANSACTION #: 4557 REGISTER #: 95

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
052741890	FIRST AID KIT	3.000	EA	\$24.9800	\$74.94
SUB \$74.94		TAX \$0.00		TOTAL INVOICE	\$74.94
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$74.94

1-2



HEAD START NUTRITION PROGRAM

February 2020 Financial Report

For the month of March 2020

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,421.45	33,022.27
Administrative Labor	1,020.79	5,246.41
Food	8,777.75	42,344.64
Supplies & Equipment	593.69	4,048.28
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	475.00	625.00
Other	-	0.00
Total	<u>\$ 17,288.68</u>	<u>\$ 85,286.60</u>

TDHS REVENUE 15,292.73 74,711.37 (Income Starts October 2019)

CSNT Head Start Monthly Report

Program Year 01 2020 06CH011282/01 2020

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									
# additional students (partnerships)	9	11	9									
% with Special Needs	6%	7%	8%									
ADA Funded Enrolled* (516)	516	516	516									
Enrollment (w/additional students)	525	527	525									
Present/ Absent	476/49	477/50	471/54									
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

\$965,823 \$580,353 \$385,470 60% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$385,470	\$ 122,595	\$ 132,053	\$ 130,822									

Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
12%	\$ 37,765	\$ 98,536	\$ 150,027									

Meals/Reimbursements

\$42,517	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	18	19									
# of meals served	5,496	6,924	7,014									
CACFP Reimbursement	\$ 12,081	\$ 15,143	\$ 15,293									

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	195	195	141									
# Classrooms Observed	42	47	73									
Incomes Verified	15	6	4									
# Parents Interviewed	20	4	10									
# of Staff interviewed	0	18	14									
# Bus Routes Observed	3	1	2									
# Staff Files Reviewed	5	0	0									
# Community Contacts	11	68	72									
# of Findings Corrected	38	22	30									

Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 0/00/00

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	3	3									
# findings corrected	2	0	0									
# findings remaining	0	3	3									

Annual Detailed Monitoring Findings

Week of 1/17/2020 Completed 0/00/00

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	9	9									
# findings corrected	7	2	5									
# findings remaining	0	7	4									

Program Updates

Preparing for Spring Activities
IM-HS-20-01 Inclusion of Children with Disabilities
PI-HS-20-01 Head Start Service Duration
IM-HS-20-02 Head Start Modular Units

From: Office of Head Start <no-reply@hsicc.org>
Sent: Thursday, March 5, 2020 10:30 AM
To: berny.harris@csntexas.org
Subject: ACF-IM-HS-20-02 Head Start Modular Units

[View the web version](#)

[Go to ECLKC](#)



U.S. Department of Health & Human Services & Administration for Children & Families



OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-20-02	2. Issuance Date: 03/05/2020
	3. Originating Office: Office of Head Start, Office of Grants Management	
	4. Key Words: Modular Unit; Portable Prefabricated Structure; Mobile Units; Manufactured; Real Property; Disposition	

INFORMATION MEMORANDUM

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

SUBJECT: Head Start Modular Units

INFORMATION:

A modular unit is defined as "a portable prefabricated structure made at another location and moved to a site for use by a Head Start grantee to carry out a Head Start program, regardless of the manner or extent to which the modular unit is attached to underlying real property." The definition includes modular units used for any program purpose, including classrooms, kitchens, administrative offices, and storage buildings. See [Terms, 45 CFR §1305.2](#). The purchase of any modular units with Head Start funds is subject to the provisions of [45 CFR Part 1303 Subpart E](#).

Many different types of prefabricated structures fall within the general term "modular unit." Some are structurally similar to traditional construction, subject to local building codes and firmly attached to an underlying foundation. These units can provide high-quality learning environments with a useful life similar to traditional construction.

At the other end of the spectrum are units that arrive on wheels and are installed by placement on supports without a full foundation. Local building codes are not usually applicable to these types of units. They are often referred to as manufactured or mobile units. Their useful life is significantly less than traditionally constructed buildings. Especially in harsh climates, these units tend to deteriorate quickly and require significant ongoing maintenance. They also lose structural stability, develop mold issues, and lose quality as a learning environment much sooner than high-quality modular units or traditional construction. See [Teaching and the learning environment, 45 CFR §1302.31](#).

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when

replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available.

To assure modular units used as Head Start facilities result in quality, cost effective learning environments, OHS is implementing the following requirements.

Application for Purchase of a Modular Unit

When a grantee applies for purchase of a modular unit under **45 CFR Part 1303 Subpart E**, the following additional information is required per **45 CFR §1303.44(a)(14)**.

1. A statement indicating whether the modular unit will be classified as real property or equipment in the grantee's financial records. This classification must be maintained until the modular unit is disposed of in accordance with **Real Property, 45 CFR §75.318(c)** or **Equipment, 45 CFR §75.320(e)**, as applicable.
2. A description of the procurement procedures that will be used to purchase the modular unit in compliance with **45 CFR §75.329**.
3. If the modular unit proposed for purchase will be classified as real property, the grantee must submit standard form (SF)-429 with Attachment B. If the modular unit proposed for purchase will be classified as equipment, follow **45 CFR §75.407(a)(7)** for prior approval. The modular unit must be included in the grantee's equipment inventory maintained in accordance with **45 CFR §75.320(d)(1)–(5)**.
4. The cost comparison required by **45 CFR §1303.45** must address the full cost of initial purchase of the modular unit. This includes site acquisition and preparation, delivery, set-up, and additional site work needed (e.g., ramps, fencing, parking, play area, landscaping). Estimated operating costs, including ongoing maintenance and repairs, must be also be provided, with an assumed estimated useful life of 15 years. For purposes of comparison with available alternatives within the community (see below), the cost of replacement of the modular unit at the end of 15 years must also be included.
5. Modular unit costs must be compared to available alternatives within the community, including construction of a new facility and purchase or lease of an existing facility (with any associated renovation costs). Initial and ongoing costs for comparable facilities must be estimated, including depreciation, with an assumed useful life of 30 years.
6. The application must describe the placement of the modular unit proposed for purchase. It also must indicate if the modular unit will be placed on leased or grantee-owned property and the method of installation (e.g., placed on a poured foundation, on blocks, or other supports). The extent to which the modular unit can be removed and relocated must also be addressed, including whether it is possible to relocate the unit without significant damage to its structure once installed.
7. The statement of a real estate professional described in **45 CFR §1303.42(b)** must clearly show the realtor making the certification considered the options of construction, purchase, or leasing of facilities as an alternative to purchase of a modular unit.

Request for Disposition of a Modular Unit

The disposition process for a modular unit depends on how the unit was classified in the grantee's financial records (real property or equipment) at the time of purchase and during its period of ownership by the grantee. A grantee may not change the historic classification of a modular unit for purposes of disposition. If classified as real property, the unit is subject to the disposition requirements described in **45 CFR §75.318(c)** and **45 CFR §75.308(c)(1)(xi)**. A unit classified as equipment is subject to the disposition requirements described in **45 CFR §75.320(e)** and **45 CFR §75.308(c)(1)(xi)**. For more information, please see the **ACF Property: Disposition** website.

Real Property

When the modular unit has been classified as real property, the grantee is required to submit SF-429 with Attachment C in the **GrantSolutions Online Data Collection (OLDC)** to request approval for disposition of the

unit. Note that line 14e requires the grantee to enter the third-party appraised value of the real property (current market value). Current market value must be established by an independent certified real property appraiser (no more than three years old). The appraisal must be uploaded to the SF-429 Attachment C in **GrantSolutions OLDC** to verify the current market value amount.

The modular unit should be appraised separately from the land upon which it is located. The appraisal must clearly indicate the appraised value of:

1. The land, if owned by the grantee
2. The modular unit value in its existing location

Modular units classified as real property are usually firmly attached to the land upon which they are located. If the grantee does not own the land, all costs related to the proposed disposition (e.g., demolition, site restoration, takedown, moving, and new site preparation) must be identified in the disposition request. If the overall cost of all disposition options result in a net value that is \$0 or less, there is no value for OHS to recover in the modular unit. The Office of Grants Management (OGM) will review all disposition requests in which there is no recoverable value. If there are no issues or concerns, the respective Grants Management Officer (GMO) will approve release of the federal interest.

Equipment

When the modular unit has been classified as equipment and has a current market value of \$5,000 or more, grantees are required to submit the Tangible Personal Property Report—Disposition Request using SF-428 with Attachment C through the Head Start Enterprise System (HSES). Send correspondence to the GMO no later than 30 days before the proposed disposition. The modular unit may be retained, sold, or transferred as directed by the Administration for Children and Families (ACF) in accordance with **45 CFR §75.320**.

When the modular unit has been classified as equipment and has a current market value of \$5,000 or less, the modular unit may be retained, sold, or otherwise disposed of without payment of proceeds to the awarding agency (**45 CFR §75.320(e)(1)**). However, proceeds must be recognized as additive program income and used only for allowable Head Start program expenses. All requests for disposition instructions must be made in writing through HSES Correspondence to the GMO no later than 30 days before the proposed change. If there are no issues or concerns, the respective GMO will proceed with approval to release the federal interest.

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

/ Dr. Deborah Bergeron /

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Director
Office of Head Start
Office of Early Childhood Development

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**OFFICE OF HEAD START**

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-02	2. Issuance Date: 03/11/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2020; Funding Increase; Cost of Living Adjustment (COLA); Quality Improvement	

PROGRAM INSTRUCTION**SUBJECT:** FY 2020 Head Start Funding Increase**INSTRUCTION:**

President Trump signed Public Law 116-94, the Further Consolidated Appropriations Act, 2020, on December 20, 2019. Included is \$10,613,095,000 for programs under the Head Start Act, an increase of \$550 million over the fiscal year (FY) 2019 funding level.

This increase includes \$193 million to provide all Head Start, Early Head Start (EHS), and Early Head Start-Child Care (EHS-CC) Partnership grantees a 2% cost-of-living adjustment (COLA); \$100 million for expansion of EHS and EHS-CC Partnerships; \$250 million for quality improvement; and \$4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program.

This Program Instruction (PI) primarily provides information about the COLA and quality improvement funds available to grantees in FY 2020 and describes the requirements for applying for these funds. All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive COLA and quality improvement funds. Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until the outcome of the DRS competitions has been finalized.

Preliminary information is also included on availability of competitive funding for EHS and EHS-CC Partnerships expansion and the Tribal Colleges and University Partnership grants, with more details coming in the near future. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2020 COLA

Each grantee may apply for a COLA increase of 2% of the FY 2019 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2019.

Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 2%. This includes salaries of current staff and the pay range of unfilled vacancies. An equivalent increase must be provided to delegate agencies and other partners to adjust their salaries and scales. Any grantee concerned that they cannot increase salary due to wage comparability issues should ensure public school salaries for kindergarten are included in their considerations.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of COLA funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head

Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Sec. 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing a COLA percentage less than 2% across its pay scale, or differential increases between delegates or partners, must justify its rationale in its budget narrative.

As specified in **Personnel policies, 45 CFR §1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee. They must be available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Any remaining funds may be applied to fringe benefits costs, or to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

FY 2020 Quality Improvement

Each grantee will be allocated a proportionate amount of quality improvement funding based on the number of slots they are funded to serve (approximately \$250 per Head Start slot and \$350 per EHS slot). However, there will be a minimum floor established to ensure all grantees are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Head Start Act. Grantees are strongly encouraged to invest this funding into ongoing program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. Activities must align with Sec. 640(a)(5) of the Act, as outlined in **Attachment A**. However, programs are not bound by the requirements that at least 50% of the funds be used for staff compensation or that no more than 10% of funds be used on transportation. Further, programs have flexibility to use any amount of their quality improvement funding on Early Head Start and/or Head Start, based on community needs, and not to exceed the total amount available in a given grant. If a program chooses to use this flexibility, they must justify how this approach supports the greatest needs of their community.

Importantly, grantees should consider ongoing, sustained investments in quality improvements, as opposed to one-time investments, while also acknowledging one-time investments in FY 2020 may be necessary to sustain ongoing quality improvement. Grantees encountering other one-time program improvement needs are invited to apply for supplemental funding as needs emerge. These separate requests are addressed by priority and subject to availability of funds. Below is further information on the definitions of *trauma* and *trauma-informed approach*, developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) at the U.S. Department of Health and Human Services (HHS).

Trauma occurs when frightening events or situations overwhelm a child or adult's ability to cope or deal with what has happened. These kinds of experiences cause an extended stress response and lasting effects on the physical and mental health of the individual. Trauma can occur in the form of a single event (e.g., a natural disaster or death of a close family member) or as a series of events or chronic condition (e.g., substance misuse, domestic and community violence, child abuse and neglect, extended homelessness, or food insecurity). Exposure to traumatic experiences is more common than most people believe, and the experience of trauma is highly individualized. What is traumatic to one person does not necessarily have the same traumatic effect on another person who experienced the same event or situation. In addition to enrolled children and families, Head Start staff may themselves experience trauma, as well as stress associated with their role in supporting children and families impacted by trauma.

A trauma-informed approach is one that realizes the widespread impact of trauma and understands potential paths for recovery; looks out for potential signs and symptoms of trauma among children, families, and staff; fully integrates knowledge about trauma into program policies, procedures, and practices; and seeks to actively resist re-traumatization. Related activities vary widely. They can include additional qualified staff to lower teacher-child ratios or family service staff caseloads; enhanced mental health partnerships and services for children and families; and transportation services. See **Attachment B** for additional information, including several concrete examples.

There is also flexibility in the use of these quality improvement funds to meet grantees' most pressing local needs. Therefore, a program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5) of the Act, except that any amount of these funds may be used on any of the activities specified in such section. See Attachment A for the list of activities. If a program applies to invest quality improvement funds in an activity or activities specified under Sec. 640(a)(5) that are not directly related to promoting trauma-informed care and supporting children, families, and staff impacted by trauma, the program must justify why this is the best use of these funds.

The Office of Head Start recently held a webinar on the quality improvement funding, and the webinar recording will be available on the Early Childhood Learning and Knowledge Center (ECLKC) soon.

Application Requirements

Grantees are required to request COLA and quality improvement funds through a grant application. Shortly, grantees will be issued a funding guidance letter specifying each funding level and additional instructions on how to apply for these funds. Grantees will be required to submit their applications in the Head Start Enterprise System (HSES).

EHS Expansion and EHS-CC Partnerships

One hundred million dollars is available to support new grants for traditional EHS and EHS-CC Partnerships to increase access to high-quality infant and toddler early learning. Funding will be awarded by March 2021. A funding opportunity announcement (FOA) is expected in summer 2020. This announcement will equally prioritize EHS expansion and EHS-CC Partnerships, as determined by the needs of local communities. More information on this opportunity will be available later this year.

Tribal Colleges and University Partnership Grants

Four million dollars is available to fund grants to Tribal Colleges or Universities who partner with at least one American Indian and Alaska Native (AIAN) Head Start agency. The grants will be designed to:

- Increase the number of degrees in the early childhood education fields
- Provide assistance to Head Start staff and parents enrolled in such programs
- Develop curricula to promote high-quality services and instruction
- Provide activities to upgrade the skills and qualifications of education personnel
- Offer technology literacy programs for AIAN Head Start agency staff
- Develop and implement virtual learning opportunities

Eligible entities will be Tribal Colleges and Universities meeting the definition in Sec. 316(b) of the Higher Education Act of 1965. Funding will be awarded by the end of September 2020. A FOA is expected in Spring 2020.

Please direct any questions regarding this PI to your Regional Office.

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

/ Dr. Deborah Bergeron /

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PIR Snapshot	Total	Percentage
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%
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.	577	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	259	44.89% of cumulative enrollment
Four Years Old	318	55.11% 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	39	6.76% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	20	3.47% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	161	27.9% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	98	16.98% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	479	83.02% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	3	0.52% of cumulative enrollment
Asian	6	1.04% of cumulative enrollment
Black or African American	277	48.01% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.17% of cumulative enrollment
White	183	31.72% of cumulative enrollment
Biracial or Multi-Racial	61	10.57% of cumulative enrollment
Other Race	46	7.97% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

Section: k. Language

English	527	91.33% of cumulative enrollment
Spanish	47	8.15% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	3	0.52% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	550	63.6% of cumulative enrollment
Children With Health Insurance At End of Enrollment	367	63.6% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	539	93.41% of cumulative enrollment
Children With A Medical Home At End of Enrollment	228	39.51% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	566	98.09% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	540	93.59% of cumulative enrollment
Children with a dental home at start of enrollment	525	90.99% of cumulative enrollment
Children with a dental home at end of enrollment	228	39.51% 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	35	6.07% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	540	100% of total families
Families Who Received at Least One Family Service	329	60.93% of total families

Section: o. Specific Services

Emergency or Crisis Intervention	18	3.33% of total families
Housing Assistance	13	2.41% of total families
Mental Health Services	2	0.37% of total families
English as a Second Language (ESL) Training	11	2.04% of total families
Adult Education	47	8.7% of total families
Job Training	13	2.41% of total families
Substance Abuse Prevention	2	0.37% of total families
Substance Abuse Treatment	1	0.19% of total families
Child Abuse and Neglect Services	5	0.93% of total families
Domestic Violence Services	2	0.37% of total families
Child Support Assistance	6	1.11% of total families
Health Education	277	51.3% of total families
Assistance to Families of Incarcerated Individuals	2	0.37% of total families
Parenting Education	279	51.67% of total families
Relationship or Marriage Education	7	1.3% of total families

Playground Disposition Form for Head Start

Location	Description of Playground	Condition (Poor, Fair, Good, Excellent)	Disposition Process	Policy Council and Governing Board Approval Date	Estimated Monetary Value
Linden Head Start	2015 London Bridge Play Structure (\$11,887.00) – American Parks - For Children Ages 2-5	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$3,566.10
Linden Head Start	2015 Custom Shade Canopy (\$3,342.00) – American Parks - For Children Ages 2-5	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$1,002.60
Linden Head Start	2015 Rubber Mulch (\$10,450.00) – American Parks	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$3135.00
Linden Head Start	2015 Landscape Timbers and Wear Mats (\$2,394.00) – American Parks	Good	Potential sale to School District where equipment is located	3/24/2020	Estimated Depreciated Value - \$718.20
TOTAL COST					\$8,421.90
<u>Justification of sale</u>					
<p>This playground equipment was purchased for Linden Head Start children ages 3-4. These slots are being converted to Early Head Start slots at another location. The School District where the equipment is located is still offering Pre-kindergarten services and could use the equipment. If the District does not purchase the equipment, CSNT Head Start will move the equipment to another location. Costs to move the playground is very expensive and would cost as much as a new playground.</p>					

Justification

Grantee 06CH011282/01

Date	Description
3/24/2020	Convert (47) Head Start slots to (16) Early Head Start slots with the 2020-2021 school year (4 of the Head Start slots would be served at Atlanta Head Start)
<p>51 Head Start slots will not be needed in Linden with the 2020-2021 school year. The School District is providing services for these children and providing child care for younger students. The child care will be provided in the facility where we are located. We have to vacate this location at the end of the school year.</p>	
<p>Hughes Springs Head Start has space available to provide services for (16) Early Head Start children. The ages would be 12-36 months of age. When converting slots from Head Start to Early Head Start, the number of children served drops due to the cost associated with providing services to younger children. Therefore, the number of Early Head Start slots to be served at this location would be (16).</p>	
<p>Hughes Springs ISD is excited about the possibility of Early Head Start children being served in their District. They inquired about Early Head Start a few years ago. The data that has been collected suggests that this would be the best option for the Linden Head Start slots.</p>	

Justification

Grantee 06CH7174/06

Date	Description
3/24/2020	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA and Quality Improvement Funding for a total of \$214,961.</p> <p>2% COLA Funding = \$77,705 Quality Improvement Funding = \$137,256</p>

2% COLA Funding

Increase staff salaries 2% and increase the base rate for the following Job Titles:

- Assistant Head Start Director (Job Realignment) \$3.00 per hour increase
- Campus Director (Working on Degree/Associates Degree) \$.50 per hour increase
- Lead Teacher (Working on Degree/Associates Degree) \$.50 per hour increase
- Lead Teacher (Bachelor Degree/Master's Degree) \$.80 per hour increase
- Nutrition Manager II \$.50 per hour increase
- Health Coordinator \$.50 per hour increase
- Program Monitor \$.50 per hour increase
- Family Service Coordinator (Added position due to Job Realignment – No salary increase)
- Executive Director – Does not get COLA increases
- Positions increased due to DOL changes did not get COLA increase

# of employees receiving 2% COLA	Estimated annual Increase to Personnel Budget	Estimated annual Increase to Fringe Budget	Estimated Total Increase to Head Start Budget
91	\$62,166	\$15,539	\$77,705

Quality Improvement Funding

Expand Mental Health Services and increase classroom quality by providing extra staff in classrooms experiencing behavior issues, providing consultants to train with staff dealing with trauma/stress related behaviors, and train with parents dealing with trauma/stress related issues. The \$137,256 budget is as follows:

Total New Staff	Total added Personnel/Fringe	Total Consultants/Training Dollars	Total Supplies for Classrooms
5	\$130,000	\$5,000	\$2,256

CSNT Head Start 2019-2020 Program Goals

Progress Report

Program Goal 1: Strengthen comprehensive Health Services for Head Start Children and their families.					
Year One Objective One Outcome: 78% of parents will obtain health requirements					
Fall Progress	78%	Winter Progress	61%	Spring Progress	

Program Goal 2: Provide Comprehensive School Readiness.					
Year One Objective One Outcome: 60% of children will name upper and lowercase letters					
Fall Progress	40%	Winter Progress	54%	Spring Progress	

Program Goal 2: Provide Comprehensive School Readiness.					
Year One Objective Two Outcome: 75% of children will sequence count to 50					
Fall Progress	46%	Winter Progress	69%	Spring Progress	

Program Goal 2: Provide Comprehensive School Readiness.					
Year One Objective Three Outcome: .5% increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2% increase in Instructional Support (IS)					
Fall Progress	ES .14% Increase CO .2% Decrease IS .75% Decrease	Winter Progress	ES .50% Decrease CO .52% Decrease IS 1.45% Decrease	Spring Progress	

Program Goal 3: Increase Parent Involvement in the Head Start Program.					
Year One Objective One Outcome: 35% of parents will be involved in their child's education					
Fall Progress	44%	Winter Progress	18%	Spring Progress	

Parent, Family, and Community Engagement Framework School Readiness Goals 2019-2020

1. Goal: Parents will ensure that all children are healthy.

Objective: 85% of all students will complete health requirements. **79%**

Action Steps:

1. 85% compliance of all EPTSD physical requirements. **77%**
2. 90% Compliance on initial physicals. **85%**
3. 85% Compliance on all six month dentals. **97%**
4. 85% compliance on lead and hemoglobin. **56%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **72%**

Action Steps:

1. 40% Parent Meeting Attendance **43.50%**
2. 75% participation in Literacy Program/Walk Across Texas. – **Later Date**
3. Parents needing a GED will receive information/resources to complete GED program. **100%**
4. 30% parent attendance at yearly budget training.- **Later Date**

3. Goal: Parents will be prepared for transition into Kindergarten.

Objective: 80% of all parents will complete activities with their child and on campus to ensure their child is ready to transition to ISD campus.

Action Steps:

1. 75% participation in Literacy Program – **Later Date**
2. 85% parent participation in Home Visits and Parent Teacher Conferences. **92%**
3. 80% completion of home activities.