





Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, August 25, 2020 9:00 am
Linden Administrative Kaufman Offices
123 Kaufman
Linden, Texas 75563
CALL TO ASSEMBLY


Please rise.

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

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

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

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

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

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for June 23, 2020**
6. **Presentations**
Will resume in the September Meeting
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report July and August 2020
 - b. Credit Usage Report July and August 2020
 - c. CACFP Financial Report July and August 2020
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report July and August 2020
 - C. Executive Director Report Dan Boyd
8. **Committee Reports**
 - A. Appoint Committee Member(s)

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, August 25, 2020 9:00 am
Linden Administrative Kaufman Offices
123 Kaufman
Linden, Texas 75563

9. Action Items

- A. Discuss and/or Approve Updated Head Start/Early Head Start Conversion Grant #06CH011282/01 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457)
 - a. Prorated Head Start \$831,305 (\$665,044 Non-Federal Share - \$166,261)
 - b. Prorated Early Head Start \$68,474 (\$68,474 Non-Federal Share \$17,119)
- B. Discuss and/or Approve Updated Head Start/Early Head Start Continuation Grant #06CH011282/02 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457)
 - a. Head Start \$4,890,026 (\$3,912,021 Non-Federal Share - \$978,005)
 - b. Early Head Start \$292,255 (\$233,804 Non-Federal Share \$58,451)
- C. Discuss and/or Approve Early Head Start Expansion Grant 2021-2022 \$1,138,209 (\$1,138,209 Non Federal Share \$284,552)
- D. Discuss and/or Approve Remote Learning Plan
- E. Discuss and/or Approve Updated Policies and Procedure – Emergency Statement
- F. Discuss and/or Approve Daily Weekly Monthly Duties Form

10. Discussion Items

- A. Discuss 2020-2021 School Readiness Goals
- B. Discuss Calendar Changes 2020-2021

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

Discussion with respect to any matter specifically made confidential by law or regulation. Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of a confidential nature.

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, June 23, 2020 9:30 am
Linden Administration Offices
304 East Houston Street
Linden, Texas
Conference Call**

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Chairperson - Cecelia Huff			x		x	x	x	x	x	x	x
Vice Chairperson - Denise Hill			x								
Secretary - Martavius Jones			x			x	x		x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x					x
Cecelia Huff	Bowie County	Representative	x	x	x	x	x	x	x	x	x
LaTronya Andrews	Atlanta	Representative	x			x		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	x	x		x
Tiandra Lee	D/LS	Alternate									
Maria Bello	Hughes Springs	Representative	x								
Wendy Bolton (2/25/2020)	Hughes Springs	Representative					x	x			
Ashley Avant	Hughes Springs	Alternate								x	
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							x	x	x
Matravius "Lamont" Jones	Pittsburg	Representative	x			x	x		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 and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Brenda Swisher, Policy Council Representative at 9:36 am, June 23, 2020, on a Conference Call due to COVID-19.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Brenda Swisher, Martavius Jones, Peggy Peters and Madison Cooper. Cecelia Huff came on the call at 9:38 am and took over leading the meeting.

4. Approval of Agenda:

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

5. Approval of Minutes from June 2, 2020:

Martavius Jones moved to accept the minutes of the June 2, 2020 meeting as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Policy Council Question - Bernadette Harris
None

7. Reports:

A. Financial Report
Shelley Mitchell gave the report as presented.
*Ms. Huff took over the Chairperson role.

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

C. Executive Directors Report
None

8. Committee Reports:

A. Appoint Committee Members
None

B. Committee Reports

A. Strategic Planning Committee Meeting
Bridgette Parton reviewed.

9. Action Items:

A. Discuss and/or Approve Moving funds to Equipment line item \$ 11,238 (Head Start, HVAC repair, Hughes Springs, ~ \$8,500.00 and Administrative Building ~\$2,738.00)
Bernadette Harris explained that the money would be moved from the Personnel line item to the equipment line item to help repair the back HVAC

at Hughes Springs and the HVAC at the old Administrative Building. Martavius Jones approved moving funds to Equipment line item \$ 11,238 (Head Start, HVAC repair, Hughes Springs, ~ \$8,500.00 and Administrative Building ~\$2,738.00) as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

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

Martavius Jones approved not having a July Meeting unless necessary. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

C. Discuss and/or Approve Cost Allocation Plan

Bernadette Harris stated that the only change to the plan is adding Early Head Start (Head Start allocations was changed to a 90/10 split with Early Head Start). Martavius Jones approved the Cost Allocation Plan as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss 2019-2020 Final PIR Data

Bernadette Harris reviewed the information as presented. She stated that Office of Head Start did not require the PIR data to be reported this year due to COVID-19 and the numbers possibly being skewed.

B. Discuss Program Goals Progress 2019-2020

Bridgette Parton reviewed the goals as presented. Bernadette Harris stated the goals were not changed from the approved PY01 goals due to COVID-19, so the goals for PY 2 do not require another approval.

11. Audience Comments:

None

12. Executive Session:

None

13. Required Action from Executive Session:

None

14. Adjourn:

A motion to adjourn was made by Martavius Jones at 9:52 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of July 2020

(June 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	\$2,434,092.00	\$185,628.57	\$1,364,507.46	\$1,069,584.54	\$202,841.00	\$1,419,887.00	\$55,379.54
Fringe Benefits	\$608,523.00	\$48,023.84	\$367,667.65	\$240,855.35	\$50,710.25	\$354,971.75	(\$12,695.90)
Travel (4120)	\$22,150.00	\$817.52	\$6,907.65	\$15,242.35	\$1,845.83	\$12,920.83	\$6,013.18
Equipment	\$56,000.00	\$0.00	\$21,450.00	\$34,550.00	\$4,666.67	\$32,666.67	\$11,216.67
Supplies	\$250,110.00	\$27,145.78	\$64,455.80	\$185,654.20	\$20,842.50	\$145,897.50	\$81,441.70
Contractual	\$18,330.00	\$10,442.90	\$10,442.90	\$7,887.10	\$1,527.50	\$10,692.50	\$249.60
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$7,138.60	\$16,309.40	\$7,178.60	\$1,957.33	\$13,701.33	(\$2,608.07)
Other (4122)	\$518,171.00	\$230,081.19	\$496,811.73	\$21,359.27	\$43,180.92	\$302,266.42	(\$194,545.31)
Total	\$3,930,864.00	\$509,278.40	\$2,348,552.59	\$1,582,311.41	\$327,572.00	\$2,293,004.00	(\$55,548.59)
T&TA	\$45,638.00	\$7,956.12	\$23,217.05	\$22,420.95	\$3,803.17	\$26,622.17	\$3,405.12
Total							
USDA Reimbursements through May 2020							\$48,104.88
Estimated USDA Reimbursement for June 2020							\$0.00
							<u>Resulting (over)/under with USDA</u>
							<u>(\$7,443.71)</u>

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$10,500.00

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	\$25,463.92	\$117,427.63	\$16,378.60	\$114,650.20	(\$2,777.43)
Per Child	\$7,617.95	\$986.97	\$4,551.46	\$634.83	\$4,443.81	(\$107.65)

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$982,716.00	\$52,738.01	\$780,595.38	\$202,120.62

Head Start

Financial Report for the month of August 2020

(July 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	\$2,419,842.00	\$185,950.06	\$1,550,457.52	\$869,384.48	\$201,653.50	\$1,613,228.00	\$62,770.48
Fringe Benefits	\$605,135.00	\$41,477.64	\$409,145.29	\$195,989.71	\$50,427.92	\$403,423.33	(\$5,721.96)
Travel (4120)	\$22,150.00	\$0.00	\$6,907.65	\$15,242.35	\$1,845.83	\$14,766.67	\$7,859.02
Equipment	\$73,638.00	\$25,007.75	\$46,457.75	\$27,180.25	\$6,136.50	\$49,092.00	\$2,634.25
Supplies	\$450,110.00	\$65,090.52	\$129,546.32	\$320,563.68	\$37,509.17	\$300,073.33	\$170,527.01
Contractual	\$18,330.00	\$0.00	\$10,442.90	\$7,887.10	\$1,527.50	\$12,220.00	\$1,777.10
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$0.00	\$16,309.40	\$7,178.60	\$1,957.33	\$15,658.67	(\$650.73)
Other (4122)	\$771,636.00	\$64,465.02	\$561,276.75	\$210,359.25	\$64,303.00	\$514,424.00	(\$46,852.75)
Total	\$4,384,329.00	\$381,990.99	\$2,730,543.58	\$1,653,785.42	\$365,360.75	\$2,922,886.00	\$192,342.42
T&TA	\$45,638.00	\$0.00	\$23,217.05	\$22,420.95	\$3,803.17	\$30,425.33	\$7,208.28
Total							
USDA Reimbursements through June 2020							\$48,104.88
Estimated USDA Reimbursement for July 2020							\$0.00
							<u>\$240,447.30</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$10,500.00

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	\$219,216.45	\$19,099.55	\$136,527.18	\$18,268.04	\$146,144.30	\$9,617.12
Per Child	\$8,496.76	\$740.29	\$5,291.75	\$708.06	\$5,664.51	\$372.76

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$982,716.00	\$54,502.61	\$835,097.99	\$147,618.01

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report - July 2020

Capital One Credit Card

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

Sam's Club

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

Line of Credit

Program	CSBG B	CSBG D	CEAP A	CEAP B
Highest June 2020 Balance	40,472.00	3,546.00	-	
Current balance	17,200.00	-	11,000.00	15,800.00
Exp pay off date	7/31/2020		7/31/2020	7/31/2020

In House Line of Credit

Program	CSBG B	CSBG D	CEAP B	CEAP CARES	CSBG CARES	EARLY HEAD START
Highest June 2020 Balance	18,380.00	4,300.00	200.00	-		
Current balance	4,940.00	11,800.00	200.00	500.00	100.00	100.00
Exp pay off date	7/31/2020	7/31/2020		7/31/2020	7/31/2020	7/31/2020

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - August 2020

Capital One Credit Card

Purchases for May 2020	929.00	
Payment due by 06/30/2020	(510.62)	
Payment due by 06/30/2020	<u>(418.38)</u>	Credit Used
Balance	-	

Sam's Club

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

Line of Credit

Program	CSBG B	CSBG D	CEAP A	CEAP B	CSBG CARES
Highest July 2020 Balance	42,300.00	3,546.00	11,000.00	15,800.00	
Current balance	34,500.00	-	407.71	-	10,900.00
Exp pay off date	8/31/2020		8/31/2020		8/31/2020

In House Line of Credit

Program	CSBG B	CSBG D	CEAP A	CEAP B	CSBG CARES	CEAP CARES	EARLY HS
Highest July 2020 Balance	6,740.00	14,600.00	16,700.00	9,000.00	6,100.00	500.00	
Current balance	6,740.00	14,600.00	-	-	-		100.00
Exp pay off date	8/31/2020	8/31/2020					9/30/2020

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



Capital One, N.A.
Corporate Card Statement



25201570 - 000925 - 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

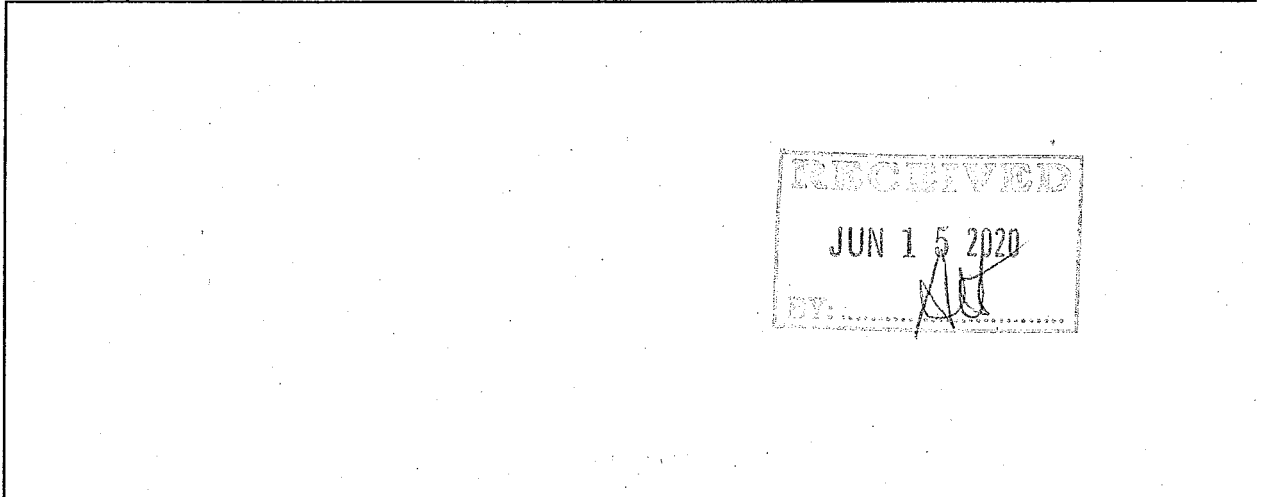
**T0000687

ACCOUNT NUMBER	XXXX XXXX XXXX
PAYMENT DUE DATE	06-30-20
MINIMUM PAYMENT	\$378.09
NEW BALANCE	\$378.09

AMOUNT
ENCLOSED \$



Please tear payment coupon at perforation.



CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

XXXXXXXXXXXX

CLOSING DATE	06-05-20	PREVIOUS BALANCE	550.91 CR
PAYMENT DUE DATE	06-30-20	PURCHASES AND OTHER CHARGES	929.00
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	.00
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	.00
SEND BILLING INQUIRIES TO: CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
		FINANCE CHARGES	.00
		OVERLIMIT FEES	.00
		NEW BALANCE	378.09
		MINIMUM PAYMENT DUE	378.09
		DISPUTED AMOUNT	.00



25201570 - 000925 - 0002 - 0002 - 7

ACCT. NUMBER: xxxx xxxx xxxx			
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	378.09	MINIMUM PAYMENT DUE	378.09
AVAILABLE CREDIT	9,621.91	PAYMENT DUE DATE	06-30-20

FINANCE CHARGE SUMMARY				
	<u>AVERAGE DAILY BALANCE</u>	<u>MONTHLY PERIODIC RATE</u>	<u>CORRESPONDING ANNUAL PERCENTAGE RATE</u>	<u>PERIODIC FINANCE CHARGE</u>
PURCHASES	\$0.00	0.8533%	10.24%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
ANNUAL PERCENTAGE RATE*: 10.24%				
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.				

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
xxxx-xxxx-xxxx		\$0.00	\$929.00	\$0.00	\$929.00 ✓
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
05-14	05-12	85180890134980176692944	THE HR SOUTHWEST CONFE DALLAS TX	929.00	

HEAD START NUTRITION PROGRAM

July 2020 Financial Report

For the month of June 2020

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,590.30	62,379.81
Administrative Labor	1,374.95	11,327.59
Food	-	51,506.31
Supplies & Equipment	741.30	5,189.45
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	280.83
Other	-	119.02
Total	<u>\$ 8,706.55</u>	<u>\$ 130,803.01</u>

TDHS REVENUE - 80,299.64 (Income Starts October 2019)

HEAD START NUTRITION PROGRAM

August 2020 Financial Report

For the month of July 2020

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,545.79	68,925.60
Administrative Labor	1,147.56	12,475.15
Food	-	51,506.31
Supplies & Equipment	22.50	5,211.95
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	280.83
Other	-	119.02
Total	\$ 7,715.85	\$ 138,518.86

TDHS REVENUE - 80,299.64 (Income Starts October 2019)

CSNT Head Start Monthly Report

Program Year 01 2020 06CH011282/01 2020

CSNT HS Report
Revised 2/21/17

Head Start Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516	516	NA					
# additional students (partnerships)	9	11	9	7	7	7	NA					
% with Special Needs	6%	7%	8%	7%	10%	10%	NA					
ADA Funded Enrolled* (516)	92%	92%	91%	90%	0%	0%	NA					
Enrollment (w/additional students)	90%	90%	89%	89%	0%	0%	NA					
Present/ Absent	476/49	477/50	471/54	469/54	COVID-19	COVID-19	NA					
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA					

Non-Federal Share

\$965,823 \$184,717 \$781,106 19% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 781,106	\$ 122,595	\$ 132,053	\$ 130,822	\$115,760	\$ 113,319	\$ 113,819	\$ 52,738					

Adimin 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	\$ 200,628	\$ 250,858	\$ 310,151	\$ 357,201					

Meals/Reimbursements

\$49,055	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	18	19	11	5	NA	NA					
# of meals served	5,496	6,924	7,014	2,504	426	NA	NA					
CACFP Reimbursement	\$ 12,081	\$ 15,143	\$ 15,293	\$ 5,588	\$ 950	COVID-19	NA					

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	195	195	141	20	0	0	NA					
# Classrooms Observed	42	47	73	32	0	0	NA					
Incomes Verified	15	6	4	0	0	0	NA					
# Parents Interviewed	20	4	10	0	0	0	NA					
# of Staff interviewed	0	18	14	0	0	0	NA					
# Bus Routes Observed	3	1	2	0	0	0	NA					
# Staff Files Reviewed	5	0	0	0	0	0	NA					
# Community Contacts	11	68	72	0	0	0	NA					
# of Findings Corrected	38	22	30	0	0	0	NA					

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	3	3	3	3					
# findings corrected	2	0	0	0	0	1	1					
# findings remaining	0	3	3	3	3	2	2					

Annual Detailed Monitoring Findings

Week of 1/17/2020 Completed 6/5/2020

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

Program Updates

Waiting for Instructions from OHS/TEA for the 2020-2021 School Year
Started Closures March 16, 2020
Preparing to Start Early Head Start Services in Fall 2020

CSNT Head Start Monthly Report

Program Year 01 2020 06CH011282/01 2020

CSNT HS Report
Revised 2/21/17

Head Start Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment	516	516	516	516	516	516	NA	NA				
# additional students (partnerships)	9	11	9	7	7	7	NA	NA				
% with Special Needs	6%	7%	8%	7%	10%	10%	NA	NA				
ADA Funded Enrolled* (516)	92%	92%	91%	90%	0%	0%	NA	NA				
Enrollment (w/additional students)	90%	90%	89%	89%	0%	0%	NA	NA				
Present/ Absent	476/49	477/50	471/54	469/54	COVID-19	COVID-19	NA	NA				
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA				

Non-Federal Share

\$965,823 \$130,214 \$835,609 13% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 835,609	\$ 122,595	\$ 132,053	\$ 130,822	\$115,760	\$ 113,319	\$ 113,819	\$ 52,738	\$ 54,503				

Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
11%	\$ 37,765	\$ 98,536	\$ 150,027	\$ 200,628	\$ 250,858	\$ 310,151	\$ 357,201	\$ 408,865				

Meals/Reimbursements

\$49,055	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	18	19	11	5	NA	NA	NA				
# of meals served	5,496	6,924	7,014	2,504	426	NA	NA	NA				
CACFP Reimbursement	\$ 12,081	\$ 15,143	\$ 15,293	\$ 5,588	\$ 950	COVID-19	NA	NA				

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	195	195	141	20	0	0	NA	NA				
# Classrooms Observed	42	47	73	32	0	0	NA	NA				
Incomes Verified	15	6	4	0	0	0	NA	NA				
# Parents Interviewed	20	4	10	0	0	0	NA	NA				
# of Staff interviewed	0	18	14	0	0	0	NA	NA				
# Bus Routes Observed	3	1	2	0	0	0	NA	NA				
# Staff Files Reviewed	5	0	0	0	0	0	NA	NA				
# Community Contacts	11	68	72	0	0	0	NA	NA				
# of Findings Corrected	38	22	30	0	0	0	NA	NA				

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	3	3	3	3	3				
# findings corrected	2	0	0	0	0	1	1	1				
# findings remaining	0	3	3	3	3	2	2	2				

Annual Detailed Monitoring Findings

Week of 1/17/2020 Completed 6/5/2020

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

Program Updates

School starts w/COVID-19 procedures in place
Attendance has been down this year - parents are apprehensive to send their children to school
Applying for EHS Expansion Funds

Justification
Head Start/Early Head Start Conversion
Grant Budget Update
#06CH011282/01

Date	Description																						
8/25/2020	<p>CSNT Head Start is requesting approval to update the budget for the Head Start Conversion Grant Application for a prorated reduction of \$106,296.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>Old Budget Totals</u></td> <td style="width: 40%; text-align: right;"><u>Old Cost Per Child</u></td> </tr> <tr> <td>\$167,507 Program Expenditures</td> <td style="text-align: right;">\$25,613</td> </tr> <tr> <td>\$ 4,564 Training and Technical Assistance</td> <td></td> </tr> <tr> <td><u>\$ 62,604 NFS</u></td> <td></td> </tr> <tr> <td>\$234,675 Total Budget Amount</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td><u>New Budget Totals</u></td> <td style="text-align: right;"><u>New Cost Per Child</u></td> </tr> <tr> <td>\$67,556 Program Expenditures</td> <td style="text-align: right;">\$14,613</td> </tr> <tr> <td>\$ 918 Training and Technical Assistance</td> <td></td> </tr> <tr> <td><u>\$17,119 NFS</u></td> <td></td> </tr> <tr> <td>\$85,593 Total Budget Amount</td> <td></td> </tr> </table>	<u>Old Budget Totals</u>	<u>Old Cost Per Child</u>	\$167,507 Program Expenditures	\$25,613	\$ 4,564 Training and Technical Assistance		<u>\$ 62,604 NFS</u>		\$234,675 Total Budget Amount		 		<u>New Budget Totals</u>	<u>New Cost Per Child</u>	\$67,556 Program Expenditures	\$14,613	\$ 918 Training and Technical Assistance		<u>\$17,119 NFS</u>		\$85,593 Total Budget Amount	
<u>Old Budget Totals</u>	<u>Old Cost Per Child</u>																						
\$167,507 Program Expenditures	\$25,613																						
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\$234,675 Total Budget Amount																							
<u>New Budget Totals</u>	<u>New Cost Per Child</u>																						
\$67,556 Program Expenditures	\$14,613																						
\$ 918 Training and Technical Assistance																							
<u>\$17,119 NFS</u>																							
\$85,593 Total Budget Amount																							

New Conversion Budget Line Items by Program

Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,483,600	\$143,670	\$2,627,270
Fringe	\$620,900	\$35,918	\$656,817
Travel (4120)	\$13,500	\$2,000	\$15,500
Equipment	\$56,000	\$28,057	\$84,057
Supplies	\$193,453	\$11,900	\$205,353
Contractual	\$18,330	\$0	\$18,330
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$26,881	\$3,257	\$30,138
Other (4122)	\$499,358	\$9,003	\$508,361
	HS	EHS	TOTAL
Expenditures	\$3,871,640	\$228,547	\$4,100,187
Total (T&TA)	\$40,381	\$5,257	\$45,638
NFS	\$978,005	\$58,451	\$1,036,456
Total Budget	\$4,890,027	\$292,255	\$5,182,281

Justification
Head Start/Early Head Start Continuation
Grant Budget Update
#06CH011282/02

Date	Description
8/25/2020	<p>CSNT Head Start is requesting approval to update the budget for the Head Start/Early Head Start Continuation Grant Application for due to a realignment of cost per child for Early Head Start.</p> <p><u>Old Budget Totals</u> <u>Old Cost Per Child</u> \$405,251 Program Expenditures \$25,613 \$ 4,564 Training and Technical Assistance <u>\$ 102,454 NFS</u> \$512,269 Total Budget Amount</p> <p><u>New Budget Totals</u> <u>New Cost Per Child</u> \$228,547 Program Expenditures \$14,613 \$ 5,257 Training and Technical Assistance <u>\$ 58,541 NFS</u> \$292,255 Total Budget Amount</p>

New Continuation Budget Line Items by Program

Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,275,326	\$144,988	\$2,420,313
Fringe	\$588,831	\$36,247	\$605,078
Travel (4120)	\$10,000	\$2,190	\$12,190
Equipment	\$97,000	\$6,000	\$103,000
Supplies	\$196,250	\$18,859	\$215,109
Contractual	\$227,370	\$0	\$227,370
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$30,381	\$3,067	\$33,448
Other (4122)	\$506,863	\$22,453	\$529,315
	HS	EHS	TOTAL
Expenditures	\$3,871,640	\$228,547	\$4,100,187
Total (T&TA)	\$40,381	\$5,257	\$45,638
NFS	\$978,005	\$58,451	\$1,036,456
Total Budget	\$4,890,026	\$292,255	\$5,182,281

**Justification
Early Head Start Expansion Grant
2021/2022**

Date	Description
8/25/2020	CSNT Head Start is requesting approval to apply for an Early Head Start Expansion Grant for a total of \$1,422,761. <div style="display: flex; justify-content: space-between;"> <div> <p>\$1,110,448 Program Expenditures</p> <p>\$ 27,761 Training and Technical Assistance</p> <p>\$ 284,552 NFS</p> <p>\$1,422,761 Total Budget Amount</p> </div> <div> <p>COST PER CHILD: \$14,976 (76 Slots)</p> <p>(4) Sites</p> </div> </div>

Budget Line Items by Program

Budget Category	Early Head Start Expansion Budget	
Personnel	\$729,638	
Fringe	\$182,410	
Equipment	\$22,000	
Supplies	\$80,500	
Contractual	NA	
Facilities/ Construction	NA	
Other	\$95,900	
Total Expenditures	\$1,110,448	
Total (T&TA)	\$27,761	
Base Funding Total	\$1,138,209	
NFS	\$284,552	
Total Budget	\$1,422,761	

4 – locations in Bowie, Camp, Cass, and Morris Counties
(New Boston, Pittsburg, Linden, and Daingerfield)

Remote Learning Plan

The goal of the **CSNT Head Start** Learning Plan is to provide direction, information, and resources to ensure all students have opportunities for continued learning that regularly engage them and focus on both content and skills. **CSNT Head Start** is committed to serving our students and families by taking into consideration languages, diverse learning needs, home living situations, and access to technology. We understand that “our most vulnerable student populations still need us most”.

Guiding Principles

- All students and families will have access to quality educational materials and to the supports needed to successfully access those materials.
- Given the reality of the digital divide, we will provide digital and nondigital access to content. (**Hatch Tablets**)
- Students will have access to meaningful/high-quality educational materials that align to ***Head Start Early Learning Outcomes Framework***.
- Students and family/teachers will maintain a personal connection that supports necessary, rigorous academic work in a manner that is respectful of students’ contexts (their mindset, feelings, responsibilities, home considerations, etc.)
- Support the whole child—their mental health, nutritional needs, and safety needs.
- Parents and other caregivers need access to clear information and ample resources.
- Teachers may need support, encouragement, and compassion to ensure their success and resilience.

Essential Instructional

- Planning for remote learning that respects the needs of all students and staff.

- Implementing remote learning that attends to the diversity of our **Head Start** community to ensure that all students have access to equitable educational opportunities.
- Documenting the best efforts possible being made under the current emergency conditions regarding students with Individualized Education Programs (IEPs) and Section 504 Plans.
- Structuring active student engagement with learning in accordance with the age-appropriate thresholds.
- Selecting content for remote learning that is aligned to **Head Start Early Learning Outcomes Framework**, relevant, and appropriate for each student.
- Practicing consistent communication with students, families, and staff to understand how the health emergency is impacting them. (**Weekly**)
- Teacher will have a minimum of 90 mins of virtual contact with the family/child weekly.
- Family Services will contact the family on a weekly basis to ensure all social service needs are met.

Educational Content Delivery

Teachers will use digital platforms that may be accessed via multiple types of electronic devices (i.e., cell phones, tablets, or computers). Platforms chosen will be ones that students are already generally familiar with including:

- Email
- Websites and other browser-based activities
- Google Classroom
- Seesaw
- Zoom for Education

- Short videos (not live) containing short mini lessons that are skill reviews and media clips
- Frog Street Online Curriculum

Policy Council Approval Date: _____

Governing Board Approval Date: _____

Implementation Date: _____

Justification
Update to Head Start Policies and Procedures
Grantee #06CH011282/01

Date	Description
7/28/2020	<p>CSNT Head Start is requesting approval to add the following statement to all Head Start Standard Operating Policies and Procedures:</p> <p>During a state of emergency triggered by the Federal, state and/or local governments these Administrative policies and procedures as well as the Operating Manuals, the Finance Manual, and the Personnel Policies and Procedures will be amended to include instructions from the Federal, State, and Local Governments. Copies of these amended policies and procedures will be included where necessary.</p>

Daily/Weekly/Monthly Duties

Head Start Campus:

Month/Year:

Checklist	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Daily Indoor Duties																																			
Sweep/vacuum/mop																																			
Bathroom sinks/commododes																																			
Dispose of garbage & Replace garbage can liners																																			
Inspect & Replenish Glove Dispensers																																			
Sanitize all toys daily and remove toys immediately after put in the mouth.																																			
Inspect Electrical outlets for missing plug protectors																																			
Wash:																																			
Tables/Chairs after meals/snacks																																			
Water Cooler																																			
Door knobs/Glass doors/Mirrors																																			
Light Switch plates																																			
Cots/kinder mats																																			
Daily Outdoor Duties:																																			
Sweep porches																																			
Sanitize playground equipment																																			
Inspect/ Maintain Fall Surface																																			
Clear property of debris/trash																																			

Weekly Duties	Date/Init	Date/Init	Date/Init	Date/Init	Date/Init	Monthly Duties	Date/Init
Dust and Deep clean, as necessary, all furniture, toys, doormats, vents, window sills etc.						Inspect/Maintain A/C Filters—change last day of each month	
Help load/unload supplies as needed						Inspect/Maintain Interior walls (free of dust, holes, chipping/peeling paint)	
Wash and/or Sanitize Weekly:						Maintain/Clean coils to refrigerators & freezers	
Bathroom & campus floors w/sanitizing solution, including baseboards						Inspect for and remove collections of water on the playground	
Toothbrush Sanitizers each Friday						Inspect/Maintain Playground equipment / retaining walls for safety hazards	
Weekly outdoor duties:						Inspect/Maintain Fixed equipment / Large equipment for safety hazards	
Mow, weed eat, trim shrubs						Check Fire Extinguishers, Carbon Dioxide and Smoke Detectors, and Vent Hood for current certification.	
Inspect/Maintain outside toys/tricycles						Inspect/Maintain safety equipment	
Clear sidewalks, porches, play structure of grass						Inspect Electrical outlets for missing plug protectors, electrical equipment and submit MAT ticket for major repairs	
						Inspect/Maintain playground fall surface markers—ensure markers remain intact and fall surface level meets requirement (9”).	

Maintenance/Custodial staff required to complete all assigned duties. Campus Directors or designated staff must monitor all duty items or perform items when indicated & document findings and actions taken. (i.e. MAT/Supply tickets, etc.) **Submit to Health Specialist by the 5th of each month.**

Campus Director

Date

Maintenance/Custodial Staff

Date

Inspection Criteria:

- Fall Surface should be at depth indicated by markers on equipment (9"). There should not be any compaction, holes or uneven areas.
- There should be no obstructions or foreign objects in the Fall Zone under or around fixed equipment, including grass and/or weeds.
- Concrete supports and large equipment should be secure and supports below the ground.
- There should be no obstructions that interfere with normal play activities.
- There should be no sharp edges, broken parts, loose bolts, or locations which may cause pinching action.
- Check A/C filters monthly and replace the last day of each month.
- Inspect plastic retaining walls for cracks and positioning.
- All toys should be in good repair and sanitized daily/weekly and after periods of illness
- No protrusions that can catch clothing or skin.
- No crush points or shearing actions as with seesaws and undercarriages of revolving equipment.
- Gates should be secure and in good repair.
- No standing water or toxic materials on the playground.
- Grass, trees, shrubs trimmed appropriately.
- Inspect play structure monthly to ensure there is no bending, warping, breaking, sinking, or rusting areas.
- Maintain and clean coils on refrigerators and freezers monthly.
- Safety equipment such as guard rails, padded areas, and protective covers are without tears, wear or damage.
- No sanitary hazards, broken glass or rocks.
- Check date on Fire Extinguishers, they should be inspected by contractor annually.
- Test battery on Carbon Dioxide and Smoke Detectors monthly-**Change battery twice a year** or as needed if detector malfunctions.
- Check date on vent hood fire suppression system, contractor should inspect every 6 months.
- Monitor electrical equipment for frayed or damaged cords, loose or missing safety covers, damage, etc...
- Check all electrical outlets for covers on a daily basis; be sure to inspect computer surge suppressors.
- Deep clean, as necessary, all furniture, toys, doormats, vents, window sills, etc.
- Clean Toothbrush Sanitizers each Friday.

Indicate any problems or concerns noted (sign and date): _____

Maintenance/Custodial staff required to complete all assigned duties. Campus Directors or designated staff must monitor all duty items or perform underlined items when indicated. & document findings and actions taken. (i.e. MAT tickets/Supply Tickets etc.) Submit to Health Specialist by the 5th of each month.

Community Services of Northeast Texas

School Readiness Goals

2020 - 2021

Approaches to Learning

Goal: *Children will demonstrate a positive approach to learning.*

Early Learning Outcomes Framework: Approaches To Learning Domain: Goal Infant/Toddler-ATL-6 thru Goal IT-ATL-9.

Goal Preschool-ATL-10 thru Goal P-ATL-13

Texas Pre- Kindergarten Guidelines: Social and Emotional Domain: Goal I.A.4.

Objective: 90% of the children will meet or exceed expectations demonstrating an interest in various topics and activities.

Implementation Strategies

- Staff provides manipulatives, toys and other equipment and games that are of interest.
- Staff rotates materials often to create interest.
- Staff model deliberate, strategic engagement in activities.

Cognitive Mathematics Development

Goal: *Children will learn and begin to use Math Concepts.*

Early Learning Outcomes Framework: Mathematics Development Domain: Goal Infant/Toddler-C-8 thru Goal IT-C-10.

Goal Preschool-Math-1 thru Goal P- Math-10

Texas Pre- Kindergarten Guidelines: Mathematics Domain: Goal V.A.4. – Goal V.E.3.

Objective: *70% of Infants/Toddlers will meet or exceed expectations in naming numbers and sequence counting.*

70% of the 3-year-old children will meet or exceed expectations in naming numbers and sequence counting.

75% of the 4-year-old children will meet or exceed expectations in naming numbers and sequence counting.

Implementation Strategies

Community Services of Northeast Texas

School Readiness Goals

2020 - 2021

- Staff will utilize a variety of materials for children to count.
- Staff model counting out loud by starting with 1 and counting throughout the day.

Language and Literacy

Language Goal: Children will develop strong receptive and expressive language skills.

*Early Learning Outcomes Framework: Language and Communication Domain: Goal Infants/Toddlers-LC-7 thru IT-LC-8.
Goal Preschool-LC-7*

Texas Pre- Kindergarten Guidelines: Language and Communication Domain: Goal II.D.3.

Literacy Goal: Children will learn and demonstrate alphabet knowledge.

Early Learning Outcomes Framework: Emergent Literacy Domain: Goal Infant/Toddlers-LC-13.

Literacy Domain Goal Preschool-Lit-3

Texas Pre- Kindergarten Guidelines: Emerging Literacy/Reading Domain: Goal III.C.1.

Objective:

- 45% of the 3-year-old children will name 15 upper/13 lowercase and produce sounds associated with letters.
- 60% of the 4-year-old children will name 20 upper/17 lower case letters and produce sounds associated with letters.

Implementation Strategies

- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for language and literacy.
- Staff utilizes the letter wall with advanced vocabulary for theme units.
- Staff give children opportunities to play with words and sounds in songs.

Community Services of Northeast Texas

School Readiness Goals

2020 - 2021

Perceptual, Motor, and Physical Development

Goal: Children will demonstrate control of large and small muscles for movement, coordination, and balance.

Early Learning Outcomes Framework: Perceptual, Motor, and Physical Development Domain: Goal Infants/Toddlers-PMP 3.

Goal Preschool-PMP 1

Texas Pre- Kindergarten Guidelines: Physical Development Domain: Goal IX.A.2.

Objective: 100% of Infants/Toddlers will coordinate movement and action with a purpose.

100% of the 3-year-old children will meet or exceed expectations demonstrating control, movement, coordination, and balance of large and small muscles.

100% of the 4-year-old children will meet or exceed expectations demonstrating control, movement, coordination, and balance of large and small muscles.

Implementation Strategies

- Staff uses a variety of gross motor activities in the classroom.
- Staff will utilize *I Am Moving, I Am Learning*.
- Staff will spend time engaged in gross motor play in the classroom, gym and outdoors to gain gross motor manipulative skills.
- Staff will guide children on the process of how to open and close hands (e.g. by using clothes pins, stress balls and/or tongs leading to cutting with scissors).

Social and Emotional Development

Goal: Children will demonstrate an increasing ability to manage their own emotions and behaviors.

Early Learning Outcomes Framework: Social and Emotional Development Domain: Goal Infants/Toddlers-SE-4

Goal Preschool-SE 6

Community Services of Northeast Texas

School Readiness Goals

2020 - 2021

Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.B 1.c

Objective: 90% of Infants/Toddlers will show increasing interest in interacting with other children.

90% of the 3-year-old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

90% of the 4-year-old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

Implementation Strategies

- Staff plans activities with the children that promote connection and self control, including Conscious Discipline Strategies (Example: Feeling buddies, I Love You Rituals, Shubert Books).
- Staff establishes consistent and developmentally appropriate classroom routines and rules with children input.

Parent Goal

Goal: Families will work with child/children to complete weekly Home Activities.

Early Learning Outcomes Framework: Social And Emotional Development Domain: Goal Infants/Toddlers-SE-1.

Goal Preschool-SE 1

Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.3.

Objective: 80% of all parents will work with their child/children to complete Home Activities.

Implementation Strategies

- Staff will send Activities home on Tuesday and Thursday of each week.
- Parents will sign how many minutes spent with child.
- Parents will sign Home Activities Form indicating activity has been completed.