




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 22, 2020 9:00 am
Linden Administrative Offices
304 East Houston
Linden, Texas


CALL TO ASSEMBLY


Please rise.

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

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

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

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

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

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for August 25, 2020**
6. **Presentations**
 - A. Head Start Policy Council Orientation - Training Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report September 2020
 - b. Credit Usage Report September 2020
 - c. CACFP Financial Report September 2020
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report September 2020
 - b. PIR Report September 2020
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 22, 2020 9:00 am
Linden Administrative Offices
304 East Houston
Linden, Texas

8. Actions Items

- A. Nominations/Elections of New 2020-2021 Policy Council Officers
- B. Set Date and Time for Policy Council Meetings
- C. Discuss and/or Approve Meeting Date Changes
 - a. November and December – December 8, 2020
- D. Discuss and/or Approve CSNT Annual Report
- E. Discuss and/or Approve Policy Council By-Laws

9. Committee Reports

- A. Appoint Committee Members

10. Discussion Items

None

11. Audience Comments

12. Executive Session

A. Training – New Hires and Terminations

Bernadette Harris

B. Personnel

1. New hires and terminations

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

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, August 25, 2020 9:00 am
Linden Administrative Kaufman Offices
123 Kaufman
Linden, Texas
In Person and Zoom**

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	
Chairperson - Cecelia Huff			x		x	x	x	x	x	x	x	No Meeting	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			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	x			x
Tiandra Lee	D/LS	Alternate												
Maria Bello	Hughes Springs	Representative	x											
Wendy Bolton (2/25/2020)	Hughes Springs	Representative					x	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							x	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: Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:36 am, August 25, 2020, at 123 Kaufman and on a Zoom 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: Cecelia Huff, Peggy Peters and Madison Cooper.

4. Approval of Agenda:

Members reviewed the agenda. Madison Cooper 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 23, 2020:

Madison Cooper moved to accept the minutes of the June 23, 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:

None

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

None

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)**

Bernadette Harris explained the update. Madison Cooper moved to approve the Updated Head Start/Early Head Start Conversion Grant #06CH011282/01 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457) 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 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)

Bernadette Harris explained the updated Continuation Grant. Madison Cooper approved the Updated Head Start/Early Head Start Continuation Grant #06CH011282/02 \$5,182,281 (\$4,145,825 Non Federal Share \$1,036,457) 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.

C. Discuss and/or Approve Early Head Start Expansion Grant 2021-2022 \$1,138,209 (\$1,138,209 Non Federal Share \$284,552)

Bernadette Harris explained the Early Head Start Expansion. Madison Cooper approved the Early Head Start Expansion Grant 2021-2022 \$1,138,209 (\$1,138,209 Non Federal Share \$284,552) 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.

D. Discuss and/or Approve Remote Learning Plan

Bernadette Harris explained the Remote Learning Plan. Madison Cooper approved the Remote Learning 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.

E. Discuss and/or Approve Updated Policies and Procedure – Emergency Statement

Bernadette Harris explained the Updated Policies and Procedure – Emergency Statement. Madison Cooper approved the Updated Policies and Procedure – Emergency Statement 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.

F. Discuss and/or Approve Daily, Weekly, Monthly Duties Form

Bridgette Parton explained the Daily Weekly Monthly Duties Form. Madison Cooper approved the Daily Weekly Monthly Duties Form 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 2020-2021 School Readiness Goals

Bridgette Parton stated that we will not use Frog Street Assessment this year; therefore the goals associated with Frog Street were removed.

B. Discuss Calendar Changes 2020-2021

Bridgette Parton stated that three sites changed their start date to August 17, 2020. All sites added COVID-19 Make-up days to the month of June.

11. Audience Comments:

None

12. Executive Session:

Madison Cooper made a motion to go into Executive Session at 9:28 am. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

Madison Cooper made a motion to return to regular session at 9:34 am. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

13. Required Action from Executive Session:

Madison Cooper moved to accept, new hires, transfers and terminations as presented. Peggy Peters seconded the motion. 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 Madison Cooper at 9:35 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by:



POLICY COUNCIL Orientation Training

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

Table of Contents

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- Governance
- Monitoring, Evaluation, Planning
- Financial Management
- Personnel Management
- Internal Controls

Meeting Overview

The PC meets:

- Every month in Kaufman Building Conference Room (except Nov/Dec are combined)
- Typically the 4th Tuesday of the month at 9:00 AM
- Members are served a brunch
- Normally, meetings do not occur in July/August

Meeting Overview

PC membership consists of:

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

PC membership counties represented:

- Bowie
- Camp
- Cass
- Morris

Meeting Overview

PC membership consists of:

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

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

Meeting Overview

PC Agenda:

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

PC meetings are:

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

Governance: Exercising authority over an organization

Shared Governance:

- A key value and requirement

Board has majority of governance responsibility but shares it with:

- Policy Council

Governance

Community Services governance is defined by:

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

Governance

Policy Council responsibilities:

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

Governance – Check-up???

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

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

Monitoring, Evaluation, Planning

Part of every Board Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, audits

Members evaluate:

- Annual Agency Self-Assessment, annual ED performance review

Members planning:

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

Monitoring, Evaluation, Planning

Part of every PC Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, budgets

Members evaluate:

- Annual/monthly program assessments, monthly program performance reports

Members planning:

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

Monitoring – Check-up???

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

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

Monitoring – Check-up???

3.) Planning is included in which of the following?

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

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

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

Financial Management

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

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

Financial Management

Policy Council must approve:

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

Financial Management – Check-up???

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

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

Financial Management – Check-up???

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

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

Personnel Management

PC approves hiring of:

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

Personnel Management – Check-up??

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

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

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

- a. On-Going Monitoring
- b. Personal Leave
- c. Staff Training
- d. FMLA
- e. Dress Code

Personnel Management – Check-up??

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

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

Internal Controls

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

Financial transactions are spread over:

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

Internal Controls

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

Internal Controls

Independent Auditor:

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

Internal Controls – Check-up???

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

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

2.) The independent auditor performs an agency audit:

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

WHEW!!!!!!!

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

Head Start Governance and Management Responsibilities

Governing Body/Tribal Council

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

Adopt practices to ensure active, independent and informed governance:

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

Select:

- Delegate agencies and the service areas for such agencies

Establish:

- Procedures and criteria for recruitment, selection, and enrollment

Review:

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

Review and Approve:

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

Receive and Use:

- Annual, monthly, and periodic reports*

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

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

Policy Council

Assumes Responsibility for Head Start Program Direction

Approve and submit to the governing body decisions regarding:

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

Receive and Use:

- Annual, monthly, and periodic reports*

Take Action:

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

Provide Leadership and Strategic Direction:

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

Provide Legal Oversight:

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

Management Staff

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

Take action:

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

Head Start

Financial Report for the month of September 2020

(August 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	\$2,576,645.00	\$227,533.12	\$1,777,990.64	\$798,654.36	\$214,720.42	\$1,932,483.75	\$154,493.11
Fringe Benefits	\$644,337.00	\$53,059.51	\$462,204.80	\$182,132.20	\$53,694.75	\$483,252.75	\$21,047.95
Travel (4120)	\$22,150.00	\$0.00	\$6,907.65	\$15,242.35	\$1,845.83	\$16,612.50	\$9,704.85
Equipment	\$73,638.00	\$17,164.00	\$63,621.75	\$10,016.25	\$6,136.50	\$55,228.50	(\$8,393.25)
Supplies	\$456,346.00	\$21,031.47	\$150,558.92	\$305,787.08	\$38,028.83	\$342,259.50	\$191,700.58
Contractual	\$18,330.00	\$0.00	\$10,442.90	\$7,887.10	\$1,527.50	\$13,747.50	\$3,304.60
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$1,439.00	\$17,748.40	\$5,739.60	\$1,957.33	\$17,616.00	(\$132.40)
Other (4122)	\$784,356.00	\$63,667.68	\$624,791.10	\$159,564.90	\$65,363.00	\$588,267.00	(\$36,524.10)
Total	\$4,599,290.00	\$383,894.78	\$3,114,266.16	\$1,485,023.84	\$383,274.17	\$3,449,467.50	\$335,201.34
T&TA	\$45,638.00	\$1,439.00	\$24,656.05	\$20,981.95	\$3,803.17	\$34,228.50	\$9,572.45
Total							\$48,104.88
USDA Reimbursements through July 2020							\$6,287.76
Estimated USDA Reimbursement for August 2020							\$389,593.98
							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	\$229,964.50	\$19,194.74	\$155,713.31	\$19,163.71	\$172,473.38	\$16,760.07
Per Child	\$8,913.35	\$743.98	\$6,035.40	\$742.78	\$6,685.01	\$649.62

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,036,456.00	\$54,619.69	\$889,717.68	\$146,738.32

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - September 2020

Sam's Club

Purchases for July 2020		303.00
Payment due by 08/28/2020	Paid on 08/19/2020	<u>(303.00)</u>
Balance		-

Line of Credit

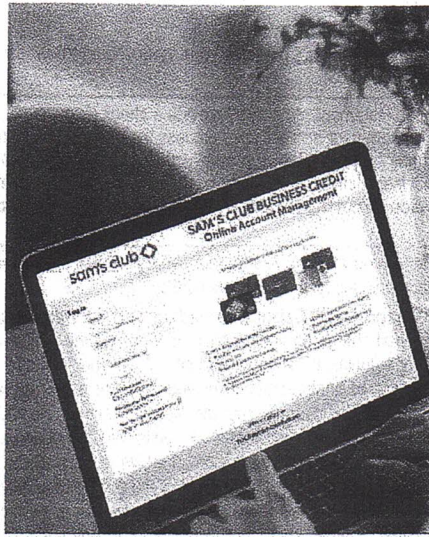
Program	CSBG B	CSBG D	CEAP A	CSBG D	CSBG CARES
Highest August 2020 Balance	34,500.00	3,546.00	407.71	3,546.00	10,900.00
Current balance	2,500.00	-	-	-	24,874.00
Exp pay off date	9/30/2020				10/31/2020

In House Line of Credit

Program	CSBG B	CSBG D	EARLY HS	CEAP B	CSBG CARES
Highest August 2020 Balance	28,590.00	18,600.00		350.00	9,560.00
Current balance	27,990.00	4,730.00	100.00	-	14,560.00
Exp pay off date	9/30/2020	9/30/2020	9/30/2020		10/31/2020

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



Never miss a payment.

Set up automatic recurring monthly payments to pay your account.

Log in to your account at
SamsClubCredit.com/BusinessCard

Sam's Club® Credit

1-2

COMMUNITY COUNCIL OF CASS
Account Number ending in 7789

Statement Closing Date 08/08/2020

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.

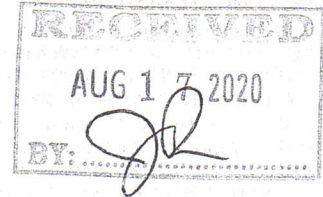
Account Summary

Previous Balance as of 07/09/2020	\$0.00
Purchases/Debits	+303.00
New Balance as of 08/08/2020	\$303.00

Payment Information

New Balance	\$303.00
Total Minimum	
Payment Due	\$50.00
Payment Due Date	08/28/2020

Credit Limit	\$5,500
Available Credit	\$5,197
Statement Closing Date	08/08/2020
Days in Billing Cycle	31



To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Transaction Summary

Tran	Date	Post	Transaction Reference #	Description	Amount
07/14	07/14		P928000JM01V7A89K	WALMART 002123 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	\$233.04
07/31	07/31		P928000KB01RXTRZR	SAMS CLUB.COM 006279 BENTONVILLE AR Total for COMMUNITY COUNCIL OF CASS	\$69.96 \$303.00

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	22.90% (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.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~000000000000000000~~

DATE OF SALE #: 200714

P.O. #:

INVOICE #: 000000

AUTHORIZATION #: 001207

CLUB #: 2123

REFERENCE #: P928000JM01V7A89K

TRANSACTION #: 0

REGISTER #: 46

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
217122064	25PC DISPOSABLE MASK	12.000	EA	\$17.9400	\$215.28
SUB \$215.28		TAX \$17.76		TOTAL INVOICE	\$233.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$233.04

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~000000000000000000~~

DATE OF SALE #: 200731

P.O. #:

INVOICE #: 000000

AUTHORIZATION #: 001059

CLUB #: 6279

REFERENCE #: P928000KB01RXTRZR

TRANSACTION #: 0

REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		0.000		\$0.0000	\$0.00
	MERCHANDISE/CONS UMABLES	1.000	EA	\$69.9600	\$69.96
SUB \$69.96		TAX \$0.00		TOTAL INVOICE	\$69.96
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$69.96

1-2

HEAD START NUTRITION PROGRAM

September 2020 Financial Report

For the month of August 2020

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 7,738.53	76,664.13
Administrative Labor	1,300.95	13,776.10
Food	5,508.31	57,014.62
Supplies & Equipment	804.13	6,016.08
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	149.00	429.83
Other	-	119.02
Total	<u>\$ 15,500.92</u>	<u>\$ 154,019.78</u>

TDHS REVENUE 6,287.76 86,587.40 (Income Starts October 2019)

CSNT Head Start Monthly Report

Program Year 01 2020 06CH011282/01 2020

CSNT HS Report
Revised 9/14/2020

Head Start Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS/EHS	516	516	516	516	516	516	NA	NA	465			
# additional students (partnerships)	9	11	9	7	7	7	NA	NA	0			
% with Special Needs	6%	7%	8%	7%	10%	10%	NA	NA	5%			
ADA Funded Enrolled* (516)	92%	92%	91%	90%	0%	0%	NA	NA	83%			
Enrollment (acutal students)	90%	90%	89%	89%	0%	0%	NA	NA	94%			
Present/ Absent	476/49	477/50	471/54	469/54	COVID-19	COVID-19	NA	NA	381/407			
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA			

Non-Federal Share

\$965,823 \$75,594 \$890,229 8% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 890,229	\$ 122,595	\$ 132,053	\$ 130,822	\$115,760	\$ 113,319	\$ 113,819	\$ 52,738	\$ 54,503	\$ 54,620			

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	\$ 408,865	\$ 465,013			

Meals/Reimbursements

\$ 55,342	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	18	19	11	5	NA	NA	NA	12			
# of meals served	5,496	6,924	7,014	2,504	426	NA	NA	NA	2,904			
CACFP Reimbursement	\$ 12,081	\$ 15,143	\$ 15,293	\$ 5,588	\$ 950	COVID-19	NA	NA	\$ 6,288			

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	0			
# Classrooms Observed	42	47	73	32	0	0	NA	NA	23			
Incomes Verified	15	6	4	0	0	0	NA	NA	0			
# Parents Interviewed	20	4	10	0	0	0	NA	NA	0			
# of Staff interviewed	0	18	14	0	0	0	NA	NA	0			
# Bus Routes Observed	3	1	2	0	0	0	NA	NA	0			
# Staff Files Reviewed	5	0	0	0	0	0	NA	NA	0			
# Community Contacts	11	68	72	0	0	0	NA	NA	0			
# of Findings/# Corrected	38	22	30	0	0	0	NA	NA	18/10			

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	3			
# findings corrected	2	0	0	0	0	1	1	1	1			
# findings remaining	0	3	3	3	3	2	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	9			
# findings corrected	7	2	5	5	5	9	9	9	9			
# findings remaining	0	7	4	4	4	0	0	0	0			

Program Updates

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

PIR Snapshot	Total	Percentage
Report: Head Start PIR Snapshot (Grid)		
PIR: Head Start 2020-2021		
Section: a. Total Funded Enrollment		
Number of enrollment slots that the program is funded to serve.	0	
Section: b. Funded Enrollment by Program Option		
Center-Based	0	
Home-Based	0	
Combination	0	
Family Child Care	0	
Locally Designed	0	
Section: c. Detail - Center-based Funded Enrollment		
Center-based Part Day (4 days per week)	0	
Center-based Full Day (4 days per week > 6 Hours per Day)	0	
Center-based Part Day (5 days per week)	0	
Center-based Full Day (5 days per week > 6 Hours per Day)	0	
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.	423	100% of participants
Section: e. Participants By Age		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	166	39.24% of cumulative enrollment
Four Years Old	257	60.76% 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	12	2.84% of cumulative enrollment
Section: g. Foster Care		
Total number of enrolled children who were in foster care at any point in the program year	19	4.49% of cumulative enrollment
Section: h. Prior Enrollment of Children		
Second Year	157	37.12% of cumulative enrollment
Three (or more) Years	1	0.24% of cumulative enrollment
Section: i. Ethnicity		
Hispanic or Latino Origin	75	17.73% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	346	81.8% of cumulative enrollment
Section: j. Race		
American Indian or Alaska Native	3	0.71% of cumulative enrollment
Asian	2	0.47% of cumulative enrollment
Black or African American	194	45.86% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.24% of cumulative enrollment
White	134	31.68% of cumulative enrollment
Biracial or Multi-Racial	56	13.24% of cumulative enrollment
Other Race	29	6.86% of cumulative enrollment
Unspecified Race	2	0.47% of cumulative enrollment

Section: k. Language

English	369	87.23% of cumulative enrollment
Spanish	40	9.46% 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	14	3.31% of cumulative enrollment

Section: l. Health Services

Children With Health Insurance At Start of Enrollment	241	28.61% of cumulative enrollment
Children With Health Insurance At End of Enrollment	121	28.61% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	134	31.68% of cumulative enrollment
Children With A Medical Home At End of Enrollment	31	7.33% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	396	93.62% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	281	66.43% of cumulative enrollment
Children with a dental home at start of enrollment	122	28.84% of cumulative enrollment
Children with a dental home at end of enrollment	29	6.86% 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	11	2.6% of cumulative enrollment
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Section: n. Family Services

Total Number of Families	0
Families Who Received at Least One Family Service	0

Section: o. Specific Services

Emergency or Crisis Intervention	0
Housing Assistance	0
Mental Health Services	0
English as a Second Language (ESL) Training	0
Adult Education	0
Job Training	0
Substance Abuse Prevention	0
Substance Abuse Treatment	0
Child Abuse and Neglect Services	0
Domestic Violence Services	0
Child Support Assistance	0
Health Education	0
Assistance to Families of Incarcerated Individuals	0
Parenting Education	0
Relationship or Marriage Education	0

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

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

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

ARTICLE III: MEMBERSHIP

SECTION I

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

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

There shall be eight (8) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

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

SECTION II: Term of Office

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

SECTION III: Voting Rights

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

SECTION IV: Member Obligations

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

SECTION V: Confidentiality

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

SECTION VI: Termination of Membership

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

SECTION VII: Alternates

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

SECTION VIII: Head Start Staff Attendance

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

SECTION VIII: Council Representatives

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

ARTICLE IV: OFFICERS

SECTION I: Election and Term

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

SECTION II: Executive Committee

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

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

SECTION III: Special Committees

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

SECTION IV: Chairperson

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

SECTION V: Vice –Chairperson

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

SECTION VI: Secretary

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

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month at the CSNT Administration office. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:00 AM.

SECTION II: Special Meetings

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

SECTION III: Notice of Meetings

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

SECTION IV: Quorum

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

SECTION V: Conduction of Meeting

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

SECTION VI: Dispute/Impasse Resolution

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

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

INFORMAL PROCEDURES

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

FORMAL PROCEDURES

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

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

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

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

ARTICLE VII: AMENDMENTS

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

Revised 9/15/20

Policy Council Committee Members

Self – Assessment

1. _____

2. _____

Community Assessment

1. _____

Finance Committee

1. _____

School Readiness Committee

1. _____

2. _____

ERSEA

1. _____

Strategic Planning

1. _____

Health Advisory

1. _____

2. _____

Head Start Hiring Process

- Prior to the interview, the applicant must have completed an application, as well as the background screening package.

Background Screen Form

Request for Driver License and Record Check

Child Care Licensing Request for Background Check

Child Abuse and Neglect Registry – ISD staff only

Pre-Employment Drug Screen Acknowledgement Form

- In most cases, the supervisor is the on the interview panel. The interview panel consists of three staff and in the case where an ISD partnership is involved, a fourth member of the panel is from the ISD. Each panelist scores the answer to each question. A score of zero to five is given for each answer based on the panelist's interpretation of the applicant's answer.
- Once the interview is complete, the Human Resources Director tabulates all scores. The interviewee with the highest score is considered to be the most qualified applicant. In the event the scores are close, a virtual tie, or special circumstances exist, the supervisor is given the opportunity to suggest which applicant is chosen.
- At this point a Personnel Action Form is completed and the Head Start Director reviews the documentation, including confirmation on qualifications. After the decision is made, the CSNT background and driver license checks are processed. The Head Start background check documents are forwarded to the Head Start Program Manager, who submits the background check to the appropriate entity.
- The Human Resources (HR) Director verifies the employer and personal references.
- When the pre-hire process is completed, the completed file is presented to the Executive Director, who reviews the documentation and signs the Personnel Action Form.
- The Executive Director's signature enables the HR Director to extend the offer of employment to the applicant, pending Policy Council Approval
- If any of the steps in the hiring process are not completed, the applicant will not be offered a position. All employees are hired for a 90-day provisional period.

Head Start Termination Process

- Policy violations that result in written documentation as defined in the Agency's discipline procedures are forwarded to the Human Resources Department.
- The Head Start Director and the Executive Director are notified of the policy violation. A complete review of the details and the documentation of the violation is initiated by the Executive Director.
- A comprehensive investigation, including interviews of knowledgeable staff or other parties with relevant information, is conducted as needed, to determine the proper course of action.
- Any decision to involuntarily terminate an employee shall be made by the Executive Director and is based on the results of the investigation.
- The Policy Council and the Governing Board shall approve the CSNT Personnel Policies and Procedures annually. The action grants the Executive Director the authority to terminate an employment after careful review of each policy violation. The process serves as assurance that each termination is based on a violation of one or more of the policies as listed in the Personnel Policies and Procedures.
- The Policy Council receives a list of terminations during the Executive Session portion of the regular Policy Council Meeting. During this time, and only during this time, discussions of terminations may be addressed.
- To ensure equity, confidentiality, and a non-biased environment during such discussions, the name of the terminated employee is withheld during this portion of the process.
- After the close of the Executive Session, during the regular Policy Council Meeting, a vote may be taken to approve or disapprove the termination as presented. Upon a properly constituted majority vote, the termination shall be deemed approved or disapproved, as the result of the vote shall determine.