




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, October 27, 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.*

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

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

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

**Invocation**

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for September 22, 2020**
6. **Presentations**
  - A. Policy Council Question Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report October 2020
    - b. Credit Usage Report October 2020
    - c. CACFP Financial Report October 2020
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report October 2020
    - b. PIR October 2020
  - C. Executive Director Report Dan Boyd

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**8. Committee Reports**

- A. Appoint Committee Member(s)
- B. Committee Report
  - a. Community Assessment Committee Report

**9. Action Items**

- A. Discuss and/or Approve Head Start Standard Operating Procedures
  - a. Administrative Requirements
  - b. Disability Services
  - c. Education and Child Development
  - d. ERSEA Policies
  - e. Family and Community Engagement
  - f. Financial Requirements
  - g. Health Program Services
  - h. Human Resources Management
  - i. Program Governance
  - j. Program Management and Quality Improvement
  - k. Program Structure
  - l. Protections for the Privacy of Child Records
  - m. Transition Services
  - n. Transportation
- B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms
  - a. Education
  - b. Family and Community Engagement
  - c. Mental Health-Disabilities
  - d. Nutrition
  - e. On-going Monitoring
  - f. Staff Development – Training
  - g. Strategic Plan
- C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct
- D. Discuss and/or Approve Personnel Policies and Procedures
  - a. #502 Remote Work (Formerly known as Telecommuting)
  - b. #601 Medical Leave
  - c. #602 Family Medical Leave
- E. Discuss and/or Approve Job Descriptions
  - a. Mental Health Advocate
  - b. Family Service Coordinator
  - c. Content Area Assistant
  - d. Head Start Project Coordinator

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F. Discuss and/or Approve Updated Volunteer Rates

G. Discuss and/or Approve 2021 Community Assessment Update

**10. Discussion Items**

None

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

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

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Wednesday, September 22, 2020 9:00 am  
Linden Administration Offices  
123 Kaufman Street  
Linden, Texas**

<b>PC Attendance</b>	<b>Campus</b>	<b>Title</b>	<b>Sep-20</b>
<b>Chairperson - Cecelia Huff</b>			<b>x</b>
<b>Vice Chairperson - Ashley Roberts</b>			<b>x</b>
<b>Secretary - Marsha Luong</b>			<b>x</b>
Brenda Swisher	Board Liaison/CC	Representative	x
Cecelia Huff	Bowie County	Representative	x
Marsha Luong	Atlanta	Representative	x
Audrey Maxie	Atlanta	Alternate	
Anita Sullivan	Bloomburg	Representative	
Courtney Stewart	Bloomburg	Alternate	
Amber White	D/LS	Representative	
Peggy Peters	D/LS	Alternate	
Tanesha Jones	Hughes Springs	Representative	
Matthew Bonaparte	Hughes Springs	Alternate	
Ashley Roberts	Naples	Representative	x
Alvita Moore	Naples	Alternate	
Raven Martinez	New Boston	Representative	x
Karlisha Bland	New Boston	Alternate	
Gisel Garcia	Pittsburg	Representative	
OPEN	Pittsburg	Alternate	
Charmaine Jones	Texarkana	Representative	
Dneishia Bruce	Texarkana	Alternate	

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd and Charlotte Hall

**1. Call to Order:**

The meeting was called to order by Cecelia Huff, Policy Council Representative at 9:08 am, September 22, 2020, in the Linden Administrative Conference Room.

**2. Recognize New Policy Council Members:**

Cecelia Huff – Bowie County Representative, Brenda Swisher – Board Liaison, Marsha Luong – Atlanta Representative, Ashley Roberts – Naples Head Start and Raven Martinez – New Boston Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Brenda Swisher, Marsha Luong, Ashley Roberts and Raven Martinez.

**4. Approval of Agenda:**

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

**5. Approval of Minutes from August 25, 2020:**

Brenda Swisher moved to accept the minutes of August 25, 2020 meeting as presented. The motion was seconded by Marsha Luong. 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. Head Start Policy Council Orientation Training – Bernadette Harris**

Bernadette Harris explained the roles & responsibilities with the Policy Council members.

**7. Reports:**

**A. Financial Report**

Dan Boyd gave the financial report as presented. He explained how to read the Finance Report, Credit Card Usage Report and statements.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

None

**8. Action Items:**

**A. Nominations/election of new 2020-2021 Policy Council Officers:**

Policy Council Chairperson was opened for nominations. Cecelia Huff was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Ashley Roberts moved to cease nominations. This motion was seconded by Marsha Luong. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The

motion carried. Vice Chairperson was opened for nominations. Ashley Roberts was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Brenda Swisher moved to cease nominations. This motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Marsha Luong was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Brenda Swisher moved to cease nominations. This motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Policy Council Liaison was opened for nominations. Cecelia Huff was nominated for Policy Council Liaison. The floor was asked three times if there were other nominations for Policy Council Liaison. There were no more nominations. Ashley Roberts moved to cease nominations. This motion was seconded by Marsha Luong. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Ashley Roberts moved to approve the elected slate as presented. The motion was seconded by Marsha Luong. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried. The following slate is adopted: Cecelia Huff – Chairperson, Ashley Roberts- Vice Chairperson, Marsha Luong – Secretary and Cecelia Huff- Policy Council Liaison.

**B. Set Date and Time for Policy Council Meetings**

The date and time for the Policy Council Meetings was discussed. Brenda Swisher moved to leave the date the 4<sup>th</sup> Tuesday of the month at 9:00 AM in order to meet prior to the Governing Board. Cecelia Huff seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**C. Discuss and/or Approve Meeting Date Changes**

**a. November and December – December 8, 2020**

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

**D. Discuss and/or Approve CSNT Annual Report**

Dan Boyd reviewed the CSNT Annual Report as presented. Marsha Luong moved to approve the CSNT Annual Report as presented. The motion was seconded by Raven Martinez. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**E. Discuss and/or Approve Policy Council By-Laws**

Bridgette Parton reviewed the Policy Council By-Laws as presented. She stated that once the Notice of Award Letter came that the By-Laws would need to be updated to include a seat for the Hughes Springs Early Head Start Parent. Ashley Roberts moved to approve the Policy Council By-Laws with adding the Hughes Springs Early Head Start Parent Seat once the Office of Head Start approved that Grant. The motion was seconded by Marsha Luong. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**9. Committee Report:**

**A. Appoint Committee Members**

**Cecelia Huff appointed the following Committee Members**

**List of Committee Participants:**

**Self-Assessment**

1. Brenda Swisher
2. Raven Martinez

**Community Assessment**

1. Brenda Swisher

**Finance Committee**

1. Marsha Luong

**School Readiness Committee**

1. Marsha Luong
2. Ashley Roberts

**ERSEA Committee**

1. Raven Martinez

**Strategic Planning Committee**

1. Marsha Luong

**Health Advisory Committee**

1. Ashley Roberts
2. Raven Martinez

**Policy Council Liaison**

1. Cecelia Huff

**10. Discussion Items:**

**None**

**11. Audience Comments:**

**None**

**12. Executive Session:**

Ashley Roberts moved for Policy Council to go into Executive Session at 10:18 am. Marsha Luong seconded the motion.

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

Marsha Luong made a motion to come back into regular session at 10:30 am.  
Ashley Roberts seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Ashely Roberts to accept new hires, transfers, and terminations as presented. The motion was seconded by Marsha Luong. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**14. Adjourn:**

A motion to adjourn was made by Marsha Luong at 10:31 am. The motion was seconded by Ashley Roberts.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**



# Head Start

## Financial Report for the month of October 2020

(September 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	\$273,403.41	\$2,051,394.05	\$525,250.95	\$214,720.42	\$2,147,204.17	\$95,810.12
Fringe Benefits	\$644,337.00	\$51,966.34	\$514,171.14	\$130,165.86	\$53,694.75	\$536,947.50	\$22,776.36
Travel (4120)	\$22,150.00	\$0.00	\$6,907.65	\$15,242.35	\$1,845.83	\$18,458.33	\$11,550.68
Equipment	\$73,638.00	\$0.00	\$63,621.75	\$10,016.25	\$6,136.50	\$61,365.00	(\$2,256.75)
Supplies	\$456,346.00	\$21,027.78	\$171,586.70	\$284,759.30	\$38,028.83	\$380,288.33	\$208,701.63
Contractual	\$18,330.00	\$0.00	\$10,442.90	\$7,887.10	\$1,527.50	\$15,275.00	\$4,832.10
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$23,488.00	\$1,455.00	\$19,203.40	\$4,284.60	\$1,957.33	\$19,573.33	\$369.93
Other (4122)	\$784,356.00	\$57,776.48	\$682,567.58	\$101,788.42	\$65,363.00	\$653,630.00	(\$28,937.58)
<b>Total</b>	<b>\$4,599,290.00</b>	<b>\$405,629.01</b>	<b>\$3,519,895.17</b>	<b>\$1,079,394.83</b>	<b>\$383,274.17</b>	<b>\$3,832,741.67</b>	<b>\$312,846.50</b>
T&TA	\$45,638.00	\$1,455.00	\$26,111.05	\$19,526.95	\$3,803.17	\$38,031.67	\$11,920.62
<b>Total</b>							
USDA Reimbursements through August 2020							\$54,392.64
Estimated USDA Reimbursement for September 2020							\$14,211.32
							<u>\$381,450.46</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$10,500.00

<b>Further Analysis</b>	
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	\$20,281.45	\$175,994.76	\$19,163.71	\$191,637.08	\$15,642.32
Per Child	\$8,913.35	\$786.10	\$6,821.50	\$742.78	\$7,427.79	\$606.29

### IN-KIND (Non-Federal Share)

Needed	This month	Total	Still need
\$1,036,456.00	\$131,975.94	\$1,021,693.62	\$14,762.38

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report - October 2020**

Sam's Club

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

Line of Credit

Program	CSBG B	CSBG D	CEAP A	CSBG D	CSBG CARES
Highest September 2020 Balance	34,500.00	3,546.00	-	-	24,874.00
Current balance	-	-	-	-	14,574.00
Exp pay off date					11/30/2020

In House Line of Credit

Program	CSBG B	CSBG D	EARLY HS	CEAP B	CSBG CARES
Highest September 2020 Balance	30,800.00	12,330.00		6,000.00	10,560.00
Current balance	41,040.00	-	100.00	-	4,000.00
Exp pay off date	11/30/2020		12/1/2020		11/30/2020

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

# HEAD START NUTRITION PROGRAM

*October 2020 Financial Report*

For the month of September 2020

## CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 9,915.67	86,579.80
Administrative Labor	2,125.44	15,901.54
Food	10,329.66	67,344.28
Supplies & Equipment	734.13	6,750.21
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	429.83
Other	-	119.02
Total	<u>\$ 23,104.90</u>	<u>\$ 177,124.68</u>

TDHS REVENUE                      14,211.32      100,798.72 (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 HS/EHS	516	516	516	516	516	516	NA	NA	418/0	422/0		
# additional students (partnerships)	9	11	9	7	7	7	NA	NA	0	-43		
% with Special Needs	6%	7%	8%	7%	10%	10%	NA	NA	5%	7%		
ADA Funded Enrolled* (516)	92%	92%	91%	90%	0%	0%	NA	NA	83%	83%		
Enrollment (acutal students)	90%	90%	89%	89%	0%	0%	NA	NA	94%	93%		
Present/ Absent	476/49	477/50	471/54	469/54	COVID-19	COVID-19	NA	NA	381/37	387/35		
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		

## Non-Federal Share

\$965,823 (\$56,382) \$1,022,205 -6% Needed

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 1,022,205	\$ 122,595	\$ 132,053	\$ 130,822	\$115,760	\$ 113,319	\$ 113,819	\$ 52,738	\$ 54,503	\$ 54,620	\$ 131,976		

## 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	\$ 531,330		

## Meals/Reimbursements

\$ 69,728	December	January	February	March	April	May	June	July	August	September	+	November
# of service days	14	18	19	11	5	NA	NA	NA	12	21		
# of meals served	5,496	6,924	7,014	2,504	426	NA	NA	NA	2,904	6,393		
CACFP Reimbursement	\$ 12,081	\$ 15,143	\$ 15,293	\$ 5,588	\$ 950	COVID-19	NA	NA	\$ 6,462	\$ 14,211		

## 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	132		
# Classrooms Observed	42	47	73	32	0	0	NA	NA	23	40		
Incomes Verified	15	6	4	0	0	0	NA	NA	0	20		
# Parents Interviewed	20	4	10	0	0	0	NA	NA	0	0		
# of Staff interviewed	0	18	14	0	0	0	NA	NA	0	20		
# Bus Routes Observed	3	1	2	0	0	0	NA	NA	0	0		
# Staff Files Reviewed	5	0	0	0	0	0	NA	NA	0	0		
# Community Contacts	11	68	72	0	0	0	NA	NA	0	28		
# of Findings/# Corrected	38	22	30	0	0	0	NA	NA	18/10	18-Mar		

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

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

## Program Updates

School w/COVID-19 procedures in place  
Enrollment has been down this year - parents are apprehensive to send their children to school  
Parents are apprehensive about completing some Health Requirements such as heights and weights - Do not want to bring children to the Campus to complete checks

PIR Snapshot	Total	Percentage
<b>Report: Head Start PIR Snapshot (Grid)</b>		
<b>PIR: Head Start 2020-2021</b>		
<b>Section: a. Total Funded Enrollment</b>		
Number of enrollment slots that the program is funded to serve.	465	100%
<b>Section: b. Funded Enrollment by Program Option</b>		
Center-Based	465	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
<b>Section: c. Detail - Center-based Funded Enrollment</b>		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	465	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
<b>Section: d. Total Cumulative Enrollment</b>		
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 mat receive Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	435	100% of participants
<b>Section: e. Participants By Age</b>		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	173	39.77% of cumulative enrollment
Four Years Old	262	60.23% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
<b>Section: f. Homelessness Services</b>		
Total Number of children experiencing homelessness that were served during the enrollment year	15	3.45% of cumulative enrollment
<b>Section: g. Foster Care</b>		
Total number of enrolled children who were in foster care at any point in the program year	19	4.37% of cumulative enrollment
<b>Section: h. Prior Enrollment of Children</b>		
Second Year	152	34.94% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
<b>Section: i. Ethnicity</b>		
Hispanic or Latino Origin	77	17.7% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	358	82.3% of cumulative enrollment
<b>Section: j. Race</b>		
American Indian or Alaska Native	3	0.69% of cumulative enrollment
Asian	2	0.46% of cumulative enrollment
Black or African American	202	46.44% of cumulative enrollment
Native Hawaiian or Pacific Islander	1	0.23% of cumulative enrollment
White	140	32.18% of cumulative enrollment
Biracial or Multi-Racial	56	12.87% of cumulative enrollment
Other Race	31	7.13% of cumulative enrollment
Unspecified Race	0	0% of cumulative enrollment

### Section: k. Language

English	393	90.34% of cumulative enrollment
Spanish	40	9.2% 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	2	0.46% of cumulative enrollment

### Section: l. Health Services

Children With Health Insurance At Start of Enrollment	350	33.56% of cumulative enrollment
Children With Health Insurance At End of Enrollment	146	33.56% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	173	39.77% of cumulative enrollment
Children With A Medical Home At End of Enrollment	20	4.6% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	409	94.02% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	283	65.06% of cumulative enrollment
Children with a dental home at start of enrollment	157	36.09% of cumulative enrollment
Children with a dental home at end of enrollment	18	4.14% 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	17	3.91% of cumulative enrollment
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### Section: n. Family Services

Total Number of Families	410	100% of total families
Families Who Received at Least One Family Service	50	12.2% of total families

### Section: o. Specific Services

Emergency or Crisis Intervention	7	1.71% of total families
Housing Assistance	0	0% of total families
Mental Health Services	1	0.24% of total families
English as a Second Language (ESL) Training	2	0.49% of total families
Adult Education	15	3.66% of total families
Job Training	1	0.24% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	0	0% of total families
Child Abuse and Neglect Services	0	0% of total families
Domestic Violence Services	1	0.24% of total families
Child Support Assistance	0	0% of total families
Health Education	40	9.76% of total families
Assistance to Families of Incarcerated Individuals	0	0% of total families
Parenting Education	46	11.22% of total families
Relationship or Marriage Education	1	0.24% of total families

## Head Start Standard Operating Procedures Changes

- a. Administrative Requirements – No Changes
- b. Disability Services – *Added Mental Health Advocates to the process of assisting children and families needing Disability services.*
- c. Education and Child Development – None
- d. ERSEA Policies –
  - Recruitment*
    1. *All Head Start flyers will encourage the enrollment of children with disabilities.*
    2. *Head Start staff will work closely with ECI/other agencies to ensure enrollment of children with disabilities.*
    3. *When available, Family Service Staff will advertise in the local newspaper.*
    4. *When available, Family Service Staff will contact ISD to post flyer and round up information on the ISD website/Facebook.*
  - Process Overview*
    1. *During a pandemic, interviews will be contacted via virtual platform or phone calls.*
  - Training Overview*
    1. *Governing Board and Policy Council Members receive training regarding changes to the ERSEA requirements and plans within 180 days of each new school term.*
- e. Family and Community Engagement –
  - Parenting Activities*

*Remove - Parent/Guardian(s) will participate in the FRED literacy program each school year. (We no longer participate every school year).*

    1. *Parenting education training will be done with research-based curriculum and provided by Ready Rosie.*
    2. *Each parent will be sent a weekly text message/email from Ready Rosie that will provide them with weekly parent curriculum videos and parent activities.*
  - Home Visits*
    1. *Family Partnership Agreements will be taken on the first home visit in August. Family Service staff and parent/guardian(s) will jointly develop a plan on how to assist the family with achieving these goals and inform parent/guardian(s) of any resources that may be available to them.*
    2. *Home Visits will be entered into Child Plus, along with each goal the family has, with a plan of action outlining the steps that both the parent/guardian and Family Service staff.*
    3. *A follow up phone call will be conducted in November.*
    4. *A final home visit will be conducted in February and any goal adjustments will be made at this time.*
    5. *A final follow-up phone call will be conducted in May.*
    6. *During a pandemic, Home Visits may be conducted by virtual platforms or phone conferences.*
- f. Financial Requirements - None
- g. Health Program Services - None
- h. Human Resources Management - None
- i. Program Governance - None
- j. Program Management and Quality Improvement - None
- k. Program Structure - None
- l. Protections for the Privacy of Child Records – *Added Policy for staff working on Child Plus at home.*
- m. Transition Services - None
- n. Transportation - None

## **Head Start Standard Operating Manuals and Forms**

- a. Education –
  - General Timelines*
  - CIRCLE ASSESSMENT**
  - Developmental Screening (Speed DIAL-4 & Ages And Stages)*
  - Home Visits*
  - Assessment*
  - Interactive Boards/ I-pads/ MP3 Player and Speakers*
  - Classroom Assessment Scoring System*
- b. Family and Community Engagement - none
- c. Health –
  - Vision**
  - PROCEDURE: SPOT Screener*
  - A SPOT Screener is a portable Auto refraction Device used to quickly and easily identify refractive errors and ocular misalignment. Early detection and treatment of vision problems are critical to help prevent permanent vision loss. The American Academy of Pediatrics now recommends photo screening for children aged 12 months to 5 years.*
    - 1. After you power on the screener the Home screen will appear. Select age range and enter personal data for child to be screened.*
    - 2. Select GO and begin screening process. Follow the instructions as they appear on the screen until screening is completed.*
    - 3. The SPOT Screener will tell you if the child passed/failed complete exam required*
    - 4. Print a copy of examination results to put in the child's file and a copy to send to the vision exam.*
  - Updated Table of Content.**
- d. Mental Health-Disabilities – *Updated to add Mental Health Advocates in the Disability and Mental Health Referral Process.*
- e. Non Federal Share Operating Manual – *added Ready Rosie Home Activities during a Pandemic*
- f. Nutrition - none
- g. On-going Monitoring - none
- h. Staff Development – Training - none
- i. Strategic Plan – *Updated Program Goals*



## 520 Telecommuting (Remote Work Policy)

Effective Date: 9/1/2003

Revision Date: 10/21/2020

Remote working is the practice of accessing the Agency's computer system from an approved alternate location instead of physically traveling to a central workplace. This work alternative must be approved by the Executive Director.

The Agency maintains various approved accounts for the purpose of working remotely. In order for an employee to access their computer remotely, it must remain in logged in status and must be secured to the extent possible to prevent unauthorized use.

Remote working is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, Community Services has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

### Terms and Conditions:

#### Eligibility

An employee may be eligible to work remotely if their duties can be met through basic hardware and software; they have proven to be trustworthy, disciplined, and self-motivated; are accountable for productivity; and have been given permission by Community Services.

#### Rules and other company policies

While working remotely, employees must adhere to all the conditions in the Employee Guidelines. All company policies around conduct, confidentiality, personal leave, etc., continue to apply, regardless of one's location.

Failure to adhere to these policies could result in disciplinary action, up to and including termination of employment.

#### Work expectations

Employees must follow the work schedules provided to them, be sure to meet deadlines and uphold high-quality standards. And while some flexibility is allowed, the employee must agree to work set hours as much as possible, five days a week, or on your regular schedule as established in consultation with your supervisor.

- Choose a quiet and distraction-free working space
- Have adequate internet connection
- Dedicate your full attention to job duties during working hours
- Adhere to break and attendance schedules agreed upon with your supervisor

- Use time keeping policies while working remotely
- When clocked in, be available for communication

Tools may be made available to employees for managing time and tasks, communicating with co-workers, logging and tracking projects, and accessing resources. Discuss the tools necessary to complete your job with your supervisor.

Performance will be measured focusing on the same metrics that apply to work done in the office.

### **Communicate clearly and consistently**

Employees are to be online and accessible during working hours according to their regular schedule. All employees are expected to check-in with their managers at least once a day. If they leave their work location for any reason, their supervisor must be notified.

Any correspondence from a co-worker must be answered with all information requested expeditiously.

Tools have been provided for communicating with team members and collaborating on projects. On-time attendance is expected at scheduled remote meetings. Expectations will be set and agreed upon between the employee and manager.

### **Security**

Employees are advised to choose a safe and secure location to work from, and to maintain high levels of safety, applying all privacy safeguards. (See Policy 112)

Employees are expected to safeguard any equipment assigned to them when working remotely.

As per the Employee Guidelines and the confidentiality agreement signed by the employee upon employment, securing data and company information is of utmost concern.

### **Compensation**

Employees working remotely are eligible for company benefits, including health insurance and worker's compensation, according to the same terms as employees working at Pathways sites.

In accordance with our current guidance, no changes will be made to an employee's salary if said employee works from home and fulfills their regular work schedule.

## Amendment to Policy 601 and 602

The Families First Coronavirus Response Act (FFCRA) made amendments to the FMLA (Family Medical Leave Act) that are in effect April 1, 2020 to December 31, 2020 in response to the COVID-19 pandemic. The regulations will be used in conjunction with our current Policy 601 (Medical Leave) and 602 (Family Medical Leave) until their expiration. The following page is the Employee Rights given by the U. S. Department of Labor, Wage and Hour Division.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



Job Code:	<b>MH1</b>	Division:	
Branch:		Department:	
Reports To:	<b>FAMILY SERVICE ADMINISTRATOR</b>	Pay Grade:	<b>Pay Grade M</b>
FLSA Status:	<b>Exempt</b>	Employee Type:	<b>FULLTIME 80</b>
Prepared By:	<b>HR DIRECTOR</b>	Date Prepared:	<b>07/20/2020</b>
Approved By:	<b>BOARD &amp; PC</b>	Date Approved:	

## Summary

Mental Health Advocate - MH1

## Essential Duties & Responsibilities

Recruit and enroll children and families in Mental Health Resources  
Complete process for children requiring special education services  
Ensure implementation of all federal and state regulations and laws that involve Mental Health  
Identify and obtain Mental Health services for children and families  
Coordinate and schedule classroom observations for children that may require Mental Health services  
Provide support to Head Start staff working with children receiving Mental Health services, as needed  
Develop, compile, and/or update Mental Health services information in Child Plus including children receiving Special Education services through an IEP  
Complete and analyze monthly reports in the areas of Mental Health and Disabilities at each Campus  
Track and Monitor Mental Health services at each assigned Campus (including children receiving Special Education services through an IEP)  
Maintain current and confidential family data and other records

## Other Duties

Attend meetings necessary to determine Mental Health needs/requirements at each assigned Campus  
Involvement with Head Start  
Contribute to Team effort by completing other duties as indicated

## Qualifications

Graduate of an accredited College with at least a Bachelor Degree in Social Work, or closely related field required  
College hours or 3+ years of office management/General Bookkeeping experience required  
Experience with Mental Health Services preferred  
Knowledge of Disability Health Services preferred  
Strong organizational skills required  
Computer literate -- experience with Word and Excel

## Supervisory Responsibilities

None

## Physical Demands

Sitting for long periods of time  
Some lifting  
Long periods of computer use

## Training

Annual in-service  
First Aid/CPR  
Any mandated training

## Decision Making

Exercise discretion and independent judgement

## Financial Responsibilities

Budget; Requisitions; Documentation of expenditures

## Communication

Ability to communicate effectively, both orally and written

**Benefit Summary**

Employee Type: FT 80  
Benefits: Full - Refer to Policy 301  
Leave Type: PL85  
Summer Admin: Full

**Equipment Used**

General office equipment

**Work Environment**

Campus

---

Employee's Signature

---

Date

# FAMILY SERVICE COORDINATOR

Print

Job Code:	<b>FO1</b>	Division:	<b>HEAD START</b>
Branch:	<b>050-HEAD START MANAGEMENT BLDG</b>	Department:	<b>FAMILY SERVICE COORDINATOR</b>
Reports To:	<b>FAMILY SERVICE ADMINISTRATOR</b>	Pay Grade:	<b>Pay Grade J</b>
FLSA Status:	<b>Non-Exempt</b>	Employee Type:	<b>FULLTIME 80</b>
Prepared By:	<b>HR DIRECTOR</b>	Date Prepared:	<b>06/23/2020</b>
Approved By:	<b>BOARD &amp; PC</b>	Date Approved:	

## Summary

Family Service Coordinator -- FO1

## Essential Duties & Responsibilities

Assist Family Service Administrator  
Assist the Family Service Administrator with general office duties as assigned  
Ensure implementation of all federal and state regulations and laws that involve ERSEA and Family Engagement  
Assist Family Service Workers with Child Plus operation and implementation  
Coordinate and schedule Family Service Meetings in coordination with the Family Service Administrator  
Provide support to Head Start staff working with ERSEA and Family Engagement, as needed  
Develop, compile, and/or update information in Child Plus to create up-to-date Program Reports  
Complete and analyze monthly reports to the areas of ERSEA and Family Engagement at each campus  
Track and monitor Family Services at each assigned Campus (including 100% file checks)  
Maintain current and confidential family data and other records.

## Other Duties

Attend meetings necessary to determine Family Service needs/requirements at each campus  
Involvement with Head Start Committees as assigned  
Contribute to Team efforts by completing other duties as indicated

## Qualifications

Graduate of an accredited High School Program required  
Experience with Social Services preferred  
Knowledge of community resources preferred  
Strong organizational skills required  
Computer literate -- experience with Word and Excel required  
Associate Degree or higher preferred

## Supervisory Responsibilities

None

## Physical Demands

Sitting for long periods of time  
Some lifting and bending  
Long periods of computer use

## Training

Annual in-service  
First Aid/CPR  
Any mandated training

## Decision Making

Exercise discretion and independent judgement

## Financial Responsibilities

Budget; requisition; documentation of expenditures

## Communication

Ability to communicate effectively, both orally and written

**Results of Action**

Employee Type: FT 80  
Benefits: Full - Refer to Policy 301  
Leave Type: PL85  
Summer Admin: Full

**Equipment Used**

General office equipment

**Work Environment**

Campus and Office

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



# CONTENT AREA ASSISTANT

Print

Job Code:	<b>CT1</b>	Division:	<b>HEAD START</b>
Branch:	<b>050-HEAD START MANAGEMENT BLDG</b>	Department:	<b>CONTENT AREA ASSISTANT</b>
Reports To:	<b>PROGRAM MANAGER</b>	Pay Grade:	<b>Pay Grade E</b>
FLSA Status:	<b>Non-Exempt</b>	Employee Type:	<b>FULLTIME 80</b>
Prepared By:	<b>HR DIRECTOR</b>	Date Prepared:	<b>06/22/2020</b>
Approved By:	<b>BOARD &amp; PC</b>	Date Approved:	

## Summary

Content Area Assistant -- CT1

## Essential Duties & Responsibilities

Assist the Curriculum Director with general office duties as assigned  
Complete assigned tasks for Education Management Team  
Complete assigned tasks for the Head Start Management Team  
Assist the Education Team with purchase process to ensure program obtains best value for expenditures on good and services  
Coordinate and schedule delivery of Educational goods and supplies to Campuses  
Provide support to Head Start Team with training on new staff  
Assist the Head Start Management Team with New Hire Orientation as assigned  
Track office supplies as the the Head Start Management Building and complete tasks to have supplies restocked as needed  
Assist the Curriculum Director with Campus Director Meetings and Education Team Meetings, as assigned

## Other Duties

Attend meetings as necessary to determine Education Content Area needs/requirements  
Involvement with Head Start Committees as assigned  
Contribute to Team effort by completing other duties as indicated

## Qualifications

Graduate of an accredited High School Program required  
Experience with federal funding grants preferred  
Strong organizational skills required  
Computer literate -- experience with Word and Excel required  
College hours or Associate Degree preferred

## Supervisory Responsibilities

None

## Physical Demands

Sitting for long periods of time  
Some lifting and bending  
Long periods of computer use

## Training

Annual in-service  
First Aid/CPR  
Any mandated training

## Decision Making

Exercise discretion and independent judgement

## Financial Responsibilities

Budget; Requisitions; Documentation of expenditures

## Communication

Ability to communicate effectively, both orally and written

**Benefit Summary**

Employee Type: FT 80  
Benefits: Refer to Policy 301  
Leave Type: PL85  
Summer Admin: Full

**Equipment Used**

General office equipment

**Work Environment**

Campus and office

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# HEAD START PROJECT COORDINATOR

Print

Job Code:	<b>PO1</b>	Division:	<b>HEAD START</b>
Branch:	<b>050-HEAD START MANAGEMENT BLDG</b>	Department:	<b>PROJECT COORDINATOR HS</b>
Reports To:	<b>PROGRAM MANAGER</b>	Pay Grade:	<b>Pay Grade G</b>
FLSA Status:	<b>Exempt</b>	Employee Type:	<b>FULLTIME 80</b>
Prepared By:	<b>HR DIRECTOR</b>	Date Prepared:	<b>06/23/2020</b>
Approved By:	<b>Board and PC</b>	Date Approved:	

## Summary

Head Start Project Coordinator

## Essential Duties & Responsibilities

Assist the Program Manager with general office duties as assigned  
Complete requisitions for Head Start Management Team  
Ensure purchasing procedures follow federal and state regulations and laws  
Identify and control assigned purchase process to ensure program obtains best value for expenditures on goods and services  
Coordinate and schedule delivery of goods and supplies  
Provide support to Head Start Management Team on procurement matters as needed  
Develop, compile, reconcile, and/or update information in vendor files to provide effective processing, information and reporting  
Train staff on use of computer programs and data based systems  
Complete Head Start staff travel packets and reconciliations

## Other Duties

Attend meetings necessary to determine project needs/requirements  
Involvement with Head Start Committees as assigned  
Contribute to Team efforts by completing other duties as indicated

## Qualifications

Graduate of an accredited High School Program required  
College hours of 5+ years of office/general bookkeeping experience required  
Experience with federal funding required  
Strong organizational skills required  
Computer literate -- experience with Word and Excel required

## Supervisory Responsibilities

None

## Physical Demands

Sitting for long periods of time  
Some lifting and bending  
Long periods of computer use

## Training

Annual in-service  
First Aid/CPR  
Any mandated training

## Decision Making

Exercise discretion and independent judgement

## Financial Responsibilities

Budget; requisition; documentation of expenditures

## Communication

Ability to communicate effectively, both orally and written

## Benefit Summary

Employee Type: FT 80  
Benefits: Full - Refer to Policy 301  
Leave Type: PL85

**Equipment Used**

General office equipment

**Work Environment**

Campus and Office

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



## CSNT Head Start Volunteer Rates

**Effective 12-1-20**

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$12.98 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$9.59 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$9.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$9.42 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council  Governing Board	\$16.25 per hour Policy Council  \$32.56 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the 2018 Wage Comparability Study for programs between 4-8 million dollars.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$9.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$10.63 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day to day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$9.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$12.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$12.70 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.430		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-15-20, with the exception of the Governing Board. The Program Governance rates are based on averages from the 2018 Wage Comparability Study.

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

**Justification**  
**2021 Community Assessment Update**  
**Grantee 06CH011282/02**

Date	Description
10/27/2020	2020 Head Start Community Assessment Update
CSNT has updated the Community Assessment and has put the data into info graphs and an Executive Summary.	
The following documents contain data from the 2021 CA Update.	



# 2021 CA Update Summary of Key Priority Area 1



## Demographics

### Key Priority Area One

- 1-1 Geographic Locations
- 1-2 Racial/Ethnic Composition
- 1-3 Estimated Numbers
- 1-4 Estimated Languages Spoken

### SUMMARY

	POPULATION HAS STAYED CONSISTENT
	149,182 PEOPLE LIVE IN THE SERVICE AREA
	49.27% OF SERVICE AREA IS RURAL AND 50.73% IS URBAN
	8.55% POPULATION IS HISPANIC (SMALL INCREASE)
	6.4% OF THE POPULATION IS UNDER 4 YRS OF AGE
	40.2 IS THE MEDIAN AGE IN THE SERVICE AREA

1.17%  
5+ Population with  
Limited English Proficiency

50.82%  
Service Area  
Female Population

67.1%  
of Households  
had Broadband

25  
Median Age of  
Hispanic Population

2.57  
Persons Per Household  
in Service Area

1,609  
Foreign-Born Population  
in Service Area

**Fast Fact**  
**CSNT Service Area  
Population Density  
Estimated at 63 persons per  
square mile (less than Texas  
at 107 and the United States  
at 91 persons)**





# 2021 CA Update Summary of Key Priority Area 2









## HOMELESSNESS

### Key Priority Area Two

### 2-1 Homelessness

### SUMMARY

-  In 2019, AT ANY POINT-IN-TIME, TEXAS HAD 25,310 INDIVIDUALS HOMELESS
-  AN ESTIMATED 6,237 FAMILIES WITH CHILDREN WERE HOMELESS IN TEXAS IN 2019
-  9.1 IN EVERY 10,000 PEOPLE WERE HOMELESS IN TEXAS DURING 2019
-  1,355 ESTIMATED HOMELESS UNACCOMPANIED YOUTH
-  3,338 ESTIMATED CHRONICALLY HOMELESS INDIVIDUALS IN TEXAS
-  1,806 ESTIMATED HOMELESS VETERANS IN TEXAS

1.42%  
Texas School-Aged  
Children Experienced  
Homelessness

1.24%  
Region 8 ESC Students  
Experienced Homelessness

1.76%  
Head Start Children  
Experienced Homelessness

5.0%  
Homeless Children  
in Service Area

2.1%  
Increase in Homeless  
Individuals in Texas

56.6%  
Homeless People in Texas  
Who Found Shelter

**Fast Fact**  
On a Single Night in January 2019, an estimated 567,715 people in the United States were experiencing homelessness (1 in 17 People)



# 2021 CA Update Summary of Key Priority Area 3









## Foster Care Information

### Key Priority Area Three

### 3-1 Children In Service Area

### SUMMARY

-  65 PUBLIC SCHOOL CHILDREN IN SERVICE AREA WERE IN FOSTER CARE
-  272 CHILDREN IN THE SERVICE AREA HAD PARENTS CONNECTED TO THE MILITARY
-  70% OF THE CHILDREN IN SERVICE AREA WERE CONSIDERED ECONOMICALLY DISADVANTAGED
-  1,786 PUBLIC SCHOOL CHILDREN WERE DYSLEXIC IN THE SERVICE AREA
-  3,390 PUBLIC SCHOOL CHILDREN IN THE SERVICE AREA HAD A DIAGNOSED DISABILITY
-  53 CHILDREN IN THE SERVICE AREA WERE IN THE FOSTER CARE SYSTEM

20  
Children in Foster Care  
In Bowie County

11  
Children In Foster Care  
In Camp County

18  
Children In Foster Care  
In Cass County

25  
Median Age of  
Hispanic Population

4  
Children in Foster Care  
In Morris County

Region 4 Had The Most  
Children in Foster Care  
In the Service Area

**Fast Fact**  
According to the Texas  
Department of Family &  
Protective Services the State  
of Texas had 15,936 Children In  
the Foster Care System in July  
2020.



# 2021 CA Update Summary of Key Priority Area 4



## Children With Disabilities

### Key Priority Area Four

#### 4-1 Children with Disabilities

### SUMMARY



10.1% OF CHILDREN ENROLLED IN CSNT  
HAD A DISABILITY 2019-2020



12.7% SCHOOL ENROLLMENT  
WITH A DISABILITY 2019-2020



16.3% OF THE POPULATION  
IN THE SERVICE AREA HAD A DISABILITY



3.6% OF THE POPULATION IN THE  
SERVICE AREA UNDER 18 HAD A DISABILITY



4.1% OF CHILDREN UNDER 18  
IN TEXAS HAD A DISABILITY



11.5% OF POPULATION IN  
TEXAS HAD A DISABILITY

3,390 Students In  
Service Area Diagnosed  
with a Disability

2,431 Students  
Diagnosed With a  
Learning Disability

1,417 Students  
Diagnosed With a  
Speech Impairment

709 Students  
Diagnosed With  
Autism

322 Students  
Diagnosed With  
Emotional Disturbance

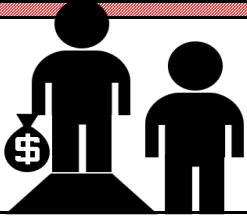
855 Students  
Diagnosed With  
Intellectual Disability

#### **Fast Fact**

**CSNT Head Start works with  
Local Education Agencies in  
the Service Area to provide  
Disability Services to Head  
Start Children.**



# 2021 CA Update Summary of Key Priority Area 5



## Socio-Economic Factors

### Key Priority Area Five

- 5-1 Education Levels
- 5-2 Health Statistics
- 5-3 Nutrition Information
- 5-4 Social Service Needs

### SUMMARY

	13.4% OF PERSONS LIVING IN THE SERVICE AREA HAD NO HIGH SCHOOL DIPLOMA
	63 PRIMARY CARE PHYSICIANS WITHIN THE SERVICE AREA
	25.2% OF ADULTS REPORTED FAIR OR POOR HEALTH
	25.2% OF ADULTS REPORTED POOR DENTAL HEALTH
	16% OF ADULTS WITHIN THE SERVICE AREA SMOKED
	17% OF ADULTS WITHIN THE SERVICE AREA DRANK EXCESSIVELY

13.9% SNAP Recipients in the Service Area
57.4% Students Eligible For Free Lunches
42.7% of Children Under 18 Receiving Medicaid
19.7% of Head Start Children Were Obese
8.9% Low-Birth Weights In Service Area
8.8% Population Under 18 With No Health Insurance
<b>Fast Fact</b> <b>27.5% of population under age 18 in the service area are living at or below the Federal Poverty Level.</b>



# 2021 CA Update Summary of Key Priority Area 6



## Other Child Care Providers

8

ISD Partnerships

1

Early Head Start Program

435

Students Enrolled in ISD Partnerships

34%

Single-Parent Households

713

Children Enrolled in Subsidized Child Care

43.6%

Students Considered At-Risk by ISDs

## Key Priority Area Six

6-1 Private Child Care Providers

6-2 Publicly Funded Pre-K

## SUMMARY



40 LICENSED CHILD CARE CENTERS IN THE SERVICE AREA



1,243 CHILDREN ENROLLED IN CENTER-BASED CHILD CARE



2,550 CHILDREN NOT ENROLLED IN CHILD CARE



2,347 CHILDREN ENROLLED IN SCHOOL PROGRAM



1,542 CHILDREN NOT ENROLLED IN A SCHOOL PROGRAM



9,204 CHILDREN IN THE SERVICE AREA BIRTH TO 4 YEARS

**Fast Fact**  
CSNT Service Area has 23 Independent School Districts (8 are in partnership with CSNT Head Start).



# 2021 CA Update Summary of Key Priority Area 7



## Housing Needs

### Key Priority Area Seven

### 1-1 Housing Resources

### SUMMARY

	66,982 HOUSING UNITS IN THE SERVICE AREA
	17.2% OF THE HOUSING UNITS IN THE SERVICE AREA ARE VACANT
	\$697 MEDIAN RENT IN THE SERVICE AREA
	27.0% OF THE HOUSING UNITS IN SERVICE AREA WERE SUBSTANDARD
	41.7% OF RENTAL PAYMENTS AT OR ABOVE 30% TOTAL INCOME
	411 SECTION 8 HOUSING UNITS IN THE SERVICE AREA

17.2%  
of Housing Units Vacant  
in Service Area

17,403  
Households Renting  
in Service Area

1,165  
Public Housing Authority  
Units in Service Area

15,595  
Housing Units Are  
Substandard

227  
Housing Units Lacking  
Complete Plumbing

5,293  
Housing Units Lacking  
A Complete Kitchen

**Fast Fact**  
20.31% of Housing Units in  
the Service Area were built  
before 1960



# 2021 CA Update Summary of Key Priority Area 8



## General Information

**23**  
School Districts  
in the Service Area

CSNT Head Start  
Partners With  
Region 8 ESC

Texas Public Schools  
Implement the  
STAAR Assessment

51 Linden HS Slots  
Converted to 16  
Hughes Springs EHS Slots

CSNT Head Start is  
Monitoring Effects of  
Pandemic on Families

**23 Minutes**  
Average Commute Time

## Key Priority Area Eight

- 8-1 Transportation
- 8-2 Preferred Services
- 8-3 Program Schedule
- 8-4 Barriers to Participation
- 8-5 School Readiness

## SUMMARY

 LITTLE OR NO PUBLIC TRANSPORTATION  
IN THE SERVICE AREA

 58,404 PEOPLE 16+ YEARS OF AGE IN  
SERVICE AREA COMMUTE TO WORK

 HEAD START SCHEDULES MIRROR THE  
PARTNERSHIP ISDs

 PARENTS SURVEYED REQUESTED  
EARLY HEAD START SERVICES

 RURAL LOCATIONS AND LANGUAGE CAN  
BE BARRIERS TO PARTICIPATION

 12 OUT OF 23 SCHOOL DISTRICTS  
HAD A DECREASE IN ENROLLMENT

### **Fast Fact**

**CSNT Applied For 76  
Early Head Start Expansion  
Slots (20 - Bowie County, 20  
Camp County, 20 Cass County,  
and 16 Morris County).**



# 2021 CA Update Summary of Key Priority Area 9



## Program Survey Information

### Key Priority Area Nine

- 9-1 Impacts To Service Area
- 9-2 Impacts To Children & Families

### SUMMARY

#### IMPACTS TO SERVICE AREA

- ➔ 33.33% EFFECTS OF COVID-19 PANDEMIC ON SERVICE AREA
- ➔ 24.07% LACK OF JOBS/UNEMPLOYMENT
- ➔ 14.81% BUSINESSES CLOSING
- ➔ 11.11% LACK OF AFFORDABLE HOUSING
- ➔ 3.70% LOW PAYING JOBS

#### HIGHLIGHTS IMPACTS ON CHILDREN AND FAMILIES

35.09%  
Results of  
COVID-19 Pandemic

19.30%  
Poor Parenting Skills/  
Young Parents

14.04%  
Substance Abuse/  
Incarcarated Parents

8.77%  
Grandparents Raising  
Grandchildren

7.02%  
Campus Closings/  
EHS Opening

**Fast Fact**  
When removing the COVID-19  
Pandemic, the top three or four  
impacts on the Service Area  
stayed consist with previous  
years.



## **Key Priority Area Nine:**

Program survey information

### **Priority Area 9-1 Events that have impacted the CSNT Head Start service area Identified by HS Survey**

- Impacts of COVID-19 Pandemic (33.33%)
- Lack of Jobs/Unemployment (24.07%)
- Businesses Closing (14.81%)
- Lack of Affordable Housing (11.11%)
- Low Paying Jobs (3.70%)
- Substance Abuse (3.70%)
- New Employment Opportunities/New Businesses (3.70%)
- Lack of Transportation (1.85%)
- Population Aging (1.85%)
- Economic Instability (1.85%)

### **Priority Area 9-1 Events that have impacted the CSNT Head Start Children and Families Identified by HS Survey**

- Impacts of COVID-19 Pandemic (35.09%)
- Poor Parenting Skills/Young Parents/Lack of Parent Involvement (19.30%)
- Substance Abuse/Parents Incarcerated/Mental Health Issues (14.04%)
- Children Raised by Grandparents/Family Members (8.77%)
- Campus Closures/EHS Opening (7.02%)
- Lack of Jobs/Unemployment/Economic Instability (5.26%)
- Changes/Lack of Affordable Health Care/Medicaid (3.51%)
- Incarcerated Parents (1.75%)
- Lack of Child Care (1.75%)
- Child Abuse (1.75%)
- Lack of Transportation (1.75%)

## **Key Priority Area Ten:**

Needs, Strategies, Conclusions

### **Priority Area 10-1 CSNT Head Start Identified Needs and Strategies Identified Needs**

- Need: Program that addresses the needs of children and their families (ages three and under)
  - Strategy: Request Early Head Start Grant/slots for CSNT Head Start service area including Camp, Cass, and Morris Counties
  - Strategy: Analyze program impact on transitioning designated slots from Head Start to Early Head Start
- Need: Availability of high-quality health and dental care providers that will accept Medicaid and CHIP
  - Strategy: Form partnerships with State and local programs to assist families in meeting the needs of the children
  - Strategy: Educate parents on resources available through the state including CHIP and Medicaid
  - Strategy: Be an advocate in the community to promote awareness of the health resources that are available to low-income families
- Need: Form partnerships with Health and Wellness Centers in the service area
  - Strategy: Form partnerships with fitness centers
  - Strategy: Inform wellness centers of the benefits of partnering with Head Start
  - Strategy: Educate parents and the community on the benefits of healthy families within the community
- Need: Hire staff that are bi-lingual
  - Strategy: Post job openings on electronic Websites (i.e., Indeed, Workforce Commission, Region VIII ESC, etc.) listing the need for applicants with bi-lingual skills
  - Strategy: Attend job fairs within the service area indicating the need for bi-lingual staff
  - Strategy: Utilize partnership school district staff that are bi-lingual to assist Head Start staff, when available
- Need: Provide activities within the Head Start Program that support best practices for parent

Strategy: Seek a parent curriculum that teaches parenting skills

Strategy: Survey parents to narrow the scope of parenting skills needed

Strategy: Provide activities that parents enjoy doing with their children

Need: Implement School Readiness within the Head Start Service area

Strategy: Create Partnerships with local School Districts and Child Care Programs that focus on School Readiness skills for children

Strategy: Develop systems for parents to be a part of building School Readiness for their children

Strategy: Support highly qualified teaching staff that develop School Readiness skills within their classroom

Need: Create highly diverse classrooms that include dual-language learners

Strategy: Educate teachers on teaching strategies that benefit dual-language learners

Strategy: Educate teachers on strategies to utilize with families of dual-language learners

Strategy: Analyze/monitor data for success of dual-language learners in the program

**Priority Area 10-2 CSNT Community Assessment Update Conclusions Number of eligible Head Start Children:**

- 6.35% of the population within the service area were 0-4 years of age or 9,203 children (-329 population change from last year)
- The racial make-up of the service area did not have any significant changes (there was a slight increase in the number of other races and a slight decrease in multiple races)
- Over a ten-year period, there has been a steady increase in the number of “Other Races” moving into the service area
- The Hispanic population increased by less than .13% from last year to 8.55% of the total population
- The Hispanic median age was 21 years younger than the average non-Hispanic median age of 46 years (this was a 4-year increase from last year) (White 41 yrs., Black 34 yrs., and Hispanic 25 yrs.)
- Less than 1% of the population was considered Asian with more than 72% considered Caucasian (There was very little change from last year)

- English remains the dominant language spoken in the service area with only 1.17% of the population 5 years and older considered Linguistically Isolated
- 91.44% of the population were considered non-Hispanic or Latino (+.22% increase from last year)
- 67.1% of households in the service area had broadband internet and 77.9% had computers in the home
- There were over 55,260 household in the service area and an average of 2.57 persons per household
- The child homeless population was 1.42% for the State of Texas; 1.24% for Region VIII ESC and 1.76% in the CSNT Head Start service area; However, it was 5.0% for the Head Start Program
- Over 57.4% of the children in the CSNT service area are eligible for Free/Reduced lunches (there was a 3% decrease from previous year)
- 65 students in the CSNT Head Start service area were in Foster Care compared to 71 the previous year
- Within the service area, there were 12.7% of school-aged children with a diagnosed disability; However, only 3.60% of the population under age 18 had a diagnosed disability

***Location of eligible children:***

- While there are pockets of children birth to 4-yr-old living in poverty throughout the four county CSNT Head Start service area, the bulk of the children are located within a few miles of the major towns and cities
- Most areas are within driving distance to any Head Start Campus
- Each of the eight Head Start and one Early Head Start locations are centrally positioned to serve the largest number of eligible children and families

***Access to Head Start:***

- Texarkana ISD Head Start is the largest campus in the CSNT service area serving 148 children and transporting over 50 children daily
- Atlanta ISD Head Start and the Hughes Springs Head Start are the second largest campuses with the second greatest need for transportation with an estimated 48 AISD students transported daily and an estimated 65 HSHS students (15 through the ISD and 50 through Head Start)

- Hughes Springs Campus provides transportation to the children who live outside of the Hughes Springs ISD service area including Avinger and Daingerfield/Lone Star
- Transportation is a part of the partnerships that are formed with the ISDs and accounts for a large amount of in-kind for the Head Start Program each year

***Service Needs:***

- Families living within the service area have experienced financial problems and over half did not find assistance
- Families living within the service area obtained assistance with medical insurance, food, and clothing during the past year
- CSNT Head Start partners with resources within the community to assist families in need of assistance
- The greatest impact in the service is unemployment and the lack of jobs
- With the lack of employment opportunities in most areas, it is beneficial when any new businesses open
- Unemployment (at 11.4% in the service area) has had over a 7.6% increase within past year due to COVID-19 Pandemic
- There are 84 primary care physicians practicing in the service area (a 14% decrease from the previous years)
- There are 67 dentists within the service area and 109 Mental Health providers in the service area
- 25.2% of the service area population reported fair or poor health which is higher than the average of 17.8% for the State of Texas and the US average of 15.7%
- 17.3% of the adults in the service area had poor dental health which is higher than Texas with 12.7% and the US at 15.7%
- 16% of the population were smokers (smoking on a regular basis); this was down 1% from the previous year
- 16.3% of the total population were diagnosed with a disability, 12.7% of students, and 3.6% of children under age 18 (a slight increase from last year)
- 19.7% of preschoolers were considered obese within the service area and 38% of adults (there was slight increase from last year)
- 8.9% of all births were considered low-weight births and 6.5% of teen births ages 15-19 (a slight decrease from previous year)
- 314 births were to mothers aged 15-19 within the service area

- 3,729 households with children under 5 were receiving benefits from the (SNAP) in the service area Supplemental Nutrition Assistance Program (this was 8% lower than last year)
- 42.7% of the population under 18 years of age received Medicaid (This is 29% lower than last year)
- Only 15.3% of the population under 18 was w/o Medical Insurance (This was 6.6% higher than last year)
- 4.4% of the children under 19 years of age were receiving CHIP (Children's Health Insurance Program) (This was about the same as last year)
- Average income per capita for the service area was \$23,058 (this was an average of \$660 higher than last year)
- 2.0% of the population under age 18 were receiving Supplemental Security Income (this was about the same as last year)
- 411 Section 8 Housing Units were available within the service area
- 1.7% of households within the service area had public assistance income (This was slightly higher than last year)
- 27.5% of the population under Age 18 residing in the service area were considered living in poverty (this .90% higher than last year and more than 5% higher than the average in Texas)
- 86% of the households within the service drove to work alone and 23 minutes was the average commute time
- Only 6.64% of the household within the service area reported that they did not own a motor vehicle (this was about the same as last year)
- According to STAAR (State of Texas Academic Assessment Report 2019) data Morris County and Bowie County had the lowest percentage of students at grade level or above all subjects rate at 71% of students and Camp County had the highest at 87%
- According to the STAAR (State of Texas Academic Assessment Report 2019) data Bowie County had the lowest percentage of students at grade level or above ELA/reading rate at 72% of students and Camp had the highest at 95%
- According to the STAAR (State of Texas Academic Assessment Report 2019) data Morris County had the lowest percentage of students at grade level or above math rate at 73% of students and Camp had the highest at 90%

- According to the STAAR (State of Texas Academic Assessment Report 2019) data Morris County and Bowie County had the lowest percentage of students at grade level or above writing rate at 47% of students and Cass had the highest at 75%
- According to the STAAR (State of Texas Academic Assessment Report 2019) data Morris County had the lowest percentage of students at grade level or above science rate at 64% of students and Camp had the highest at 83%
- According to the STAAR (State of Texas Academic Assessment Report 2019) data Morris County had the lowest percentage of all students at grade level or above social studies rate of 49% of students and Camp had the highest at 83%
- Pittsburg ISD had the highest percentage of students meeting grade level or above in reading 95%; Pittsburg ISD had the highest percentage meeting grade level or above in math 90%; Linden-Kildare CISD had the highest number of students meeting grade level or above in writing 81%; Pittsburg ISD had the highest amount of students meeting grade level or above in science with 83%; Atlanta ISD had the highest number of students meeting grade level or above in social studies at 85%
- Atlanta ISD scored highest on the State of Texas Performance Index 1 - Student Achievement at 88 (State Target = 60)
- Atlanta ISD scored the highest on the State of Texas Performance Index 2 – Student Progress at 90 (State Target = 60)
- Atlanta ISD scored highest on the State of Texas Performance Index 3 – Closing Performance Gaps at 92 (State Target = 60)
- Atlanta ISD scored highest on the State of Texas Performance Index 4 – Postsecondary Readiness at 91 (State Target = 60)

• **\*All Districts and Schools Were Not Rated in 2020 Due to COVID-19\***

The results stated above were from the 2018-2019 School year.

# References

Child Plus Data Base System for CSNT Head Start

US Census Bureau

USDA (CACFP)

Texas Education Agency (TEA)

Region VIII Education Service Center

Texas Department of Health (Center for Health Statistics)

Texas Department of Family and Protective Service

US Housing and Urban Development

Texas Department of Health and Human Services

Community Commons

Kids Kount

Texas Education Agency

The National Center on Homelessness