




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 28, 2021 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 24, 2021**
6. **Presentations**
 - A. Head Start Policy Council Orientation – Training/ History of Head Start Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report September 2021
 - b. Credit Usage Report September 2021
 - c. CACFP Financial Report September 2021
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report September 2021
 - b. PIR Report September 2021
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 28, 2021 9:00 am
Linden Administrative Offices
304 East Houston
Linden, Texas

8. Actions Items

- A. Nominations/Elections of New 2021-2022 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 7, 2021
- D. Discuss and/or Approve CSNT Annual Report
- E. Discuss and/or Approve Policy Council By-Laws
- F. Discuss and/or Approve Head Start/Early Head Start 06CH011282/02 Estimated Budget Revision
 - 1. 10% De Minimis Pro Rated Cost Rate
 - 2. Equipment Line Item Purchase of Bus to increase from \$61,000 to \$63,000
- G. Discuss and/or Approve Continuation Grant Application for Head Start/Early Head Start 06CH011282/03 for a total of \$5,244,808 with \$415,021 in the Indirect Cost Line-Item (10% De Minimis)
- H. Discuss and/or Approve Personnel Policy 723 Office Decorations

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 24, 2021 9:00 am
Linden Administrative Kaufman Offices
123 Kaufman
Linden, Texas
Zoom

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21			
Chairperson - Cecelia Huff			x	x	x	x	No Meeting due to Inclement Weather	x	x		No Meeting	No Meeting	x			
Vice Chairperson - Ashley Roberts			x													
Secretary - Marsha Luong			x	x												
Brenda Swisher	Board Liaison/CC	Representative	x	x												
Cecelia Huff	Bowie County	Representative	x	x	x	x			x	x						x
Marsha Luong	Atlanta	Representative	x	x												
Whitney Graham(03/23/21)	Atlanta	Representative							x				x			
Audrey Maxie	Atlanta	Alternate			x											
Anita Sullivan	Bloomburg	Representative		x		x				x						
Courtney Stewart	Bloomburg	Alternate														
Amber White	D/LS	Representative														
Peggy Peters	D/LS	Alternate			x	x			x				x			x
Tanesha Jones	Hughes Springs	Representative														
Matthew Bonaparte	Hughes Springs	Alternate														
Ashley Roberts	Naples	Representative	x		x											
Alvita Moore	Naples	Alternate														
Raven Martinez	New Boston	Representative	x	x	x					x			x			x
Karlisha Bland	New Boston	Alternate														
Gisel Garcia	Pittsburg	Representative		x					x	x						
Jessica Butler 12-8-2020	Pittsburg	Alternate			x											
Charmaine Jones	Texarkana	Representative														
Dneishia Bruce	Texarkana	Alternate														

Others in attendance: CSNT Staff: Dan Boyd, Bernadette Harris, Bridgette Parton, Charlotte Hall, Michelle Morehead and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:17 am, August 24, 2021, on a Zoom call due to COIVD-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 Raven Martinez.

4. Approval of Agenda:

Members reviewed the agenda. Peggy Peters moved to accept the agenda with removing training. This motion was seconded by Raven Martinez. 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 May 25, 2021:

Peggy Peters moved to accept the minutes of the May 25, 2021 meeting as presented. The motion was seconded by Raven Martinez. 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. Training
None

7. Reports:

A. Financial Report

Shelley Mitchell gave the report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start/Early 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 Personnel Policy 412 – Additional Pay

Peggy Peters moved to approve the Personnel Policy 412 – Additional Pay as presented. The motion was seconded by Raven Martinez. 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 Tooth Brushing Policy Addendum

Peggy Peters approved the Tooth Brushing Policy Addendum as presented. The motion was seconded by Raven Martinez. 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 CSNT Annual Report**
Tabled until next month

10. Discussion Items:

- A. Discuss Final PIR Head Start and Early Head Start 2020 - 2021**
Bernadette Harris the Final Report.

11. Audience Comments:
None

12. Executive Session:

Raven Martinez made a motion to go into Executive Session at 9:29 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.
Raven Martinez made a motion to return to regular session at 9:33 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:

Raven Martinez 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 Raven Martinez at 9:34 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Policy Council Orientation

(Things to Remember)

Meeting Overview

1. Meets every month (Zoom – Admin Building) **except Nov/Dec are combined. Normally, there are no meetings in July/August.**
2. Time and Dates are set by each PC at the beginning of the school year (Typically the 4th Tuesday of the month at 9:00 to 9:15 AM)
3. PC consists of elected parents of currently enrolled students and community representatives (Cannot serve more than 5 years total)
4. PC Agenda and packets are made available at prior to meeting date (72 hours is the rule)

Shared Governance

5. PC shares governance with the Governing Board. Governing Board has the majority of the responsibility is the grantee.
6. CSNT (Community Services of Northeast Texas Inc) is a non-profit that delivers resources to communities including Head Start/Early Head Start Services
7. General responsibility of PC is to approve policies and procedures that govern the implementation of services

Monitoring, Evaluation, Planning

8. PC monitors monthly reports, plan updates, annual audit information, Annual Self-Assessment, all Monitoring Reports, and Long & Short Range Goals with progress

Fiscal Management

9. PC approves all funding applications including budget amendments and budget revisions

Personnel Management

10. PC approves hiring of the Head Start/Early Head Start Director, Human Resources Director, Chief Financial Officer, and all personnel that are paid from Head Start funds

Most Important

11. Attend meetings, participate in committee meetings, ask questions when you have questions.

Thank you for being a part of our Policy Council

Head Start

Financial Report for the month of September 2021

(August 2021 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 11-30-2021</i>							
Personnel	\$2,313,149.00	\$185,255.54	\$1,725,046.71	\$588,102.29	\$192,762.42	\$1,734,861.75	\$9,815.04
Fringe Benefits	\$578,242.00	\$42,659.56	\$406,849.07	\$171,392.93	\$48,186.83	\$433,681.50	\$26,832.43
Travel (4120)	\$10,000.00	\$1,444.60	\$1,819.18	\$8,180.82	\$833.33	\$7,500.00	\$5,680.82
Equipment	\$93,000.00	\$27,108.87	\$27,108.87	\$65,891.13	\$7,750.00	\$69,750.00	\$42,641.13
Supplies	\$200,250.00	\$49,224.75	\$99,528.77	\$100,721.23	\$16,687.50	\$150,187.50	\$50,658.73
Contractual	\$227,370.00	\$0.00	\$11,482.90	\$215,887.10	\$18,947.50	\$170,527.50	\$159,044.60
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$5,574.30	\$29,581.58	\$799.42	\$2,531.75	\$22,785.75	(\$6,795.83)
Other (4122)	\$506,863.00	\$61,324.44	\$475,527.36	\$31,335.64	\$42,238.58	\$380,147.25	(\$95,380.11)
Total	\$3,959,255.00	\$372,592.06	\$2,776,944.44	\$1,182,310.56	\$329,937.92	\$2,969,441.25	\$192,496.81
 T&TA	 \$40,381.00	 \$7,018.90	 \$31,400.76	 \$8,980.24	 \$3,365.08	 \$30,285.75	 (\$1,115.01)
Total							\$81,301.58
USDA Reimbursements through July 2021							\$7,095.68
Estimated USDA Reimbursement for August 2021							<u>\$280,894.07</u>
					Resulting (over)/under with USDA		

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$70,000.00

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>
Per Classroom	\$152,279.04	\$14,330.46	\$106,805.56
Per Child	\$8,514.53	\$801.27	\$5,971.92

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
	\$12,689.92	\$114,209.28	\$7,403.72
	\$709.54	\$6,385.90	\$413.97

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$989,814.00	\$116,165.22	\$979,343.46	\$10,470.54

Head Start C5

Financial Report for the month of September 2021

(August 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$59,327.00	\$723.85	\$2,679.90	\$56,647.10
Other	\$78,200.00	\$5,731.34	\$24,495.28	\$53,704.72
Total	<u>\$137,527.00</u>	<u>\$6,455.19</u>	<u>\$27,175.18</u>	<u>\$110,351.82</u>

Head Start C6

Financial Report for the month of September 2021

(August 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$254,594.00	\$225,025.22	\$225,025.22	\$29,568.78
Supplies	\$111,556.00	\$0.00	\$0.00	\$111,556.00
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	<u>\$546,741.00</u>	<u>\$225,025.22</u>	<u>\$225,025.22</u>	<u>\$321,715.78</u>

Early Head Start

Financial Report for the month of September 2021

(August 2021 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 11-30-2021</i>							
Personnel	\$147,175.00	\$13,132.24	\$96,895.87	\$50,279.13	\$12,264.58	\$110,381.25	\$13,485.38
Fringe Benefits	\$36,850.00	\$4,076.32	\$28,781.49	\$8,068.51	\$3,070.83	\$27,637.50	(\$1,143.99)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$1,642.50	\$1,642.50
Equipment	\$6,000.00	\$0.00	\$5,000.00	\$1,000.00	\$500.00	\$4,500.00	(\$500.00)
Supplies	\$18,857.00	\$162.12	\$6,671.27	\$12,185.73	\$1,571.42	\$14,142.75	\$7,471.48
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$2,015.24	\$1,051.76	\$255.58	\$2,300.25	\$285.01
Other (4122)	\$22,453.00	\$1,006.31	\$11,548.69	\$10,904.31	\$1,871.08	\$16,839.75	\$5,291.06
Total	\$236,592.00	\$18,376.99	\$150,912.56	\$85,679.44	\$19,716.00	\$177,444.00	\$26,531.44
T&TA	\$5,257.00	\$0.00	\$2,015.24	\$3,241.76	\$438.08	\$3,942.75	\$1,927.51
Total							\$7,761.03
USDA Reimbursements through July 2021							\$880.91
Estimated USDA Reimbursement for August 2021							\$35,173.38
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,000.00

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$118,296.00	\$9,188.50	\$75,456.28	\$9,858.00	\$88,722.00	\$13,265.72
Per Child	\$14,787.00	\$1,148.56	\$9,432.04	\$1,232.25	\$11,090.25	\$1,658.22

Further Analysis

Number of children	16
Number of classrooms	2

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$59,148.00	\$1,969.09	\$14,898.39	\$44,249.61

\$4.00

Early Head Start C5

Financial Report for the month of September 2021

(August 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Supplies	\$2,239.00	\$14.68	\$114.63	\$2,124.37
Other	\$5,000.00	\$244.95	\$714.10	\$4,285.90
Total	\$7,239.00	\$259.63	\$828.73	\$6,410.27

Early Head Start C6

Financial Report for the month of September 2021

(August 2021 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$12,606.00	\$13,555.35	\$13,555.35	(\$949.35)
Supplies	\$6,761.00	\$0.00	\$0.00	\$6,761.00
Other	\$9,409.00	\$0.00	\$0.00	\$9,409.00
Total	\$16,170.00	\$13,555.35	\$13,555.35	\$2,614.65

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report - September 2021

Sam's Club

Purchases for
 Payment due by
 Balance

Paid on

-
 -

 -

American Express

Purchases for
 Payment due by
 Balance

Paid on

-
 -

 -

Line of Credit

Program
 Highest August 2021 Balance
 Current balance
 Exp pay off date

CSBG A
 43,750.00
 21,700.00
 10/31/2021

CSBG Cares
 -

CEAP A
 -

CEAP CARES
 12,200.00
 -
 10/31/2021

In House Line of Credit

Program
 Highest August 2021 Balance
 Current balance
 Exp pay off date

CSBG A
 23,720.00
 9,670.00
 10/31/2021

CSBG CARES
 -

CEAP A

CEAP CARES
 -

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

HEAD START and EHS NUTRITION PROGRAM

September 2021 Financial Report

For the month of August 2021

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 18,567.98	85,987.96
Administrative Labor	1,424.20	14,870.06
Food	6,261.28	76,276.36
Supplies & Equipment	6,402.86	19,024.11
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	316.00
Other	-	0.00
Total	<u>\$ 32,656.32</u>	<u>\$ 196,474.49</u>

****Operating Labor includes C6 money****

TDHS REVENUE - 114,750.61 (Income Starts October 2020)

CSNT Early Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month August

CSNT Early HS Report
Revised 1/8/21

Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16/-16	16	16	16	16	16	16	NA	16			
Over/Under Enrollment EHS	NA	-2	-1	0	0	0	0	NA	-1			
% with Special Needs	NA	14%	14%	19%	19%	19%	12%	NA	13%			
ADA Funded Enrolled* (16)	NA	60%	70%	80%	90%	84%	57%	NA	80%			
Enrollment (acutal students)	NA	80%	80%	92%	90%	84%	59%	NA	90%			
Present/ Absent	NA	14/11	14/11	16/14	16/14	16/13	16/9	NA	15/2			
* If below 85% (Why) -	NA	Sickness	Sickness	NA	NA	ISD Out	ISD Out	NA	NA			

Non-Federal Share

\$58,451 \$44,522 \$13,929 76% Needed Grant Total 94.78% Received \$994,240

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 13,929	\$ 1,052	\$ 1,052	\$ 1,052	\$ 2,158	\$ 3,684	\$ 1,992	\$ 969	NA	\$1,969			

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 7%	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117	\$ 9,037	\$ 9,818	\$ 10,433	\$ 11,039	\$ 11,725			
Grant Total 11%	NA	NA	\$ 45,883	\$ 61,623	\$ 84,258	\$ 101,484	\$ 126,562	\$ 146,034	\$ 165,811			

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
\$ 8,642												
# of service days	0	9	14	17	20	20	16	NA	10			
# of meals served	0	295	484	674	844	784	415	NA	383			
CACFP Reimbursement	\$ -	\$ 654	\$ 1,073	\$ 1,491	\$ 1,869	\$ 1,747	927	NA	\$ 881			

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6	6	0	0	NA	0			
# Classrooms Observed	NA	1	6	6	7	1	0	NA	2			
Incomes Verified	NA	14	14	0	0	0	0	NA	0			
# Parents Interviewed	NA	0	0	1	1	0	0	NA	0			
# of Staff interviewed	NA	0	0	0	0	0	0	NA	0			
# Bus Routes Observed	NA	0	NA	NA	NA	0	0	NA	0			
# Staff Files Reviewed	NA	0	0	0	0	0	0	NA	0			
# Community Contacts	NA	1	0	5	5	0	0	NA	0			
# of Findings/# Corrected	NA	2	3	0	0	1	1	NA	0			

Annual Self-Assessment Findings

Date: Week of 2/18/2020 Completed 3/8/2021

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

Annual Detailed Monitoring Findings

Week of 2/8/2021 Completed NA

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6	6	6	6	6	6			
# findings corrected	NA	0	4	4	6	6	6	6	6			
# findings remaining	NA	6	2	2	0	0	0	0	0			

Program Updates

EHS starting second year of service
Preparing for 45 and 90 day deadlines

CSNT Early Head Start Monthly Report

Program Year 02 2021 06CH011282/02

2021

Data Month **August**

CSNT Early HS Report
Revised 1/8/21

Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16/-16	16	16	16	16	16	16	NA	16			
Over/Under Enrollment EHS	NA	-2	-1	0	0	0	0	NA	-1			
% with Special Needs	NA	14%	14%	19%	19%	19%	12%	NA	13%			
ADA Funded Enrolled* (16)	NA	60%	70%	80%	90%	84%	57%	NA	80%			
Enrollment (acutal students)	NA	80%	80%	92%	90%	84%	59%	NA	90%			
Present/ Absent	NA	14/11	14/11	16/14	16/14	16/13	16/9	NA	15/2			
* If below 85% (Why) -	NA	Sickness	Sickness	NA	NA	ISD Out	ISD Out	NA	NA			

Non-Federal Share

\$58,451 **\$44,522** \$13,929 76% Needed **Grant Total** 94.78% Received \$994,240

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 13,929	\$ 1,052	\$ 1,052	\$ 1,052	\$ 2,158	\$ 3,684	\$ 1,992	\$ 969	NA	\$1,969			

Adimin Expenditures (including non-federal share)

*Grant Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 7%	\$ 1,515	\$ 4,873	\$ 7,368	\$ 8,117	\$ 9,037	\$ 9,818	\$ 10,433	\$ 11,039	\$ 11,725			
Grant Total 11%	NA	NA	\$ 45,883	\$ 61,623	\$ 84,258	\$ 101,484	\$ 126,562	\$ 146,034	\$ 165,811			

Meals/Reimbursements

\$ 8,642	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	0	9	14	17	20	20	16	NA	10			
# of meals served	0	295	484	674	844	784	415	NA	383			
CACFP Reimbursement	\$ -	\$ 654	\$ 1,073	\$ 1,491	\$ 1,869	\$ 1,747	927	NA	\$ 881			

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	NA	0	6	6	6	0	0	NA	0			
# Classrooms Observed	NA	1	6	6	7	1	0	NA	2			
Incomes Verified	NA	14	14	0	0	0	0	NA	0			
# Parents Interviewed	NA	0	0	1	1	0	0	NA	0			
# of Staff interviewed	NA	0	0	0	0	0	0	NA	0			
# Bus Routes Observed	NA	0	NA	NA	NA	0	0	NA	0			
# Staff Files Reviewed	NA	0	0	0	0	0	0	NA	0			
# Community Contacts	NA	1	0	5	5	0	0	NA	0			
# of Findings/# Corrected	NA	2	3	0	0	1	1	NA	0			

Annual Self-Assessment Findings

Date: **Week of 2/18/2020** **Completed 3/8/2021**

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

Annual Detailed Monitoring Findings

Week of 2/8/2021 **Completed NA**

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	NA	6	6	6	6	6	6	6	6			
# findings corrected	NA	0	4	4	6	6	6	6	6			
# findings remaining	NA	6	2	2	0	0	0	0	0			

Program Updates

EHS starting second year of service
Preparing for 45 and 90 day deadlines

9/21/21 3:43 PM	9803 - HEAD START PIR Snapshot (Grid)	1 of 4	
		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.	465	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	465	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	465	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	428	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Two Years Old	0	0.00%
Three Years Old	192	44.86%

Four Years Old	249	58.18%
Five Years Old and Older	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	21	4.91%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	9	2.10%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	121	28.27%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	70	16.36%
Non-Hispanic or Non-Latino Origin	382	89.25%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	0.23%
Asian	7	1.64%
Black or African American	235	54.91%
Native Hawaiian or Pacific Islander	0	0.00%
White	128	29.91%
Biracial or Multi-Racial	42	9.81%
Other Race	24	5.61%
Unspecified Race	1	0.23%

Section: k. Language (Percentage of Cumulative Enrollment)

English	382	89.25%
Spanish	26	6.07%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	4	0.93%

Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	30	7.01%

Section: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	288	67.29%
Children With Health Insurance At End of Enrollment	236	55.14%
Children With A Medical Home At Start of Enrollment	194	45.33%
Children With A Medical Home At End of Enrollment	144	33.64%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	358	83.64%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	13	3.04%
Children with a dental home at start of enrollment	182	42.52%
Children with a dental home at end of enrollment	136	31.78%

Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	19	4.28%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	428	100.00%
Families Who Received at Least One Family Service	428	100.00%

Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset building services (Financial Education)	0	0.00%
Mental Health Services	0	0.00%

Substance Abuse Prevention	0	0.00%
Substance Abuse Treatment	0	0.00%
English as a Second Language (ESL) Training	0	0.00%
Assistance enrolling in Education or Job Training	0	0.00%
Research-Based Parenting Curriculum	0	0.00%
Involvement in their child's screening and assessment results and their child's progress	0	0.00%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	0	0.00%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	0	0.00%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%

9/21/21 3:57 PM	9803 - EARLY HEAD START PIR Snapshot (Grid)	1 of 4	
		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.	16	100%
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Section: b. Funded Enrollment by Program Option

Center-Based	16	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	16	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

<p>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.</p>	17	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Under One Year	0	0.00%
One Year Old	7	41.18%

Two Years Old	10	58.82%
Three Years Old	0	0.00%

Section: f. Homelessness Services (Percentage of Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	2	11.76%
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Section: g. Foster Care (Percentage of Cumulative Enrollment)

Total number of enrolled children who were in foster care at any point in the program year	0	0.00%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	12	70.59%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	1	5.88%
Non-Hispanic or Non-Latino Origin	16	94.12%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	5.88%
Asian	0	0.00%
Black or African American	14	82.35%
Native Hawaiian or Pacific Islander	0	0.00%
White	0	0.00%
Biracial or Multi-Racial	1	5.88%
Other Race	1	5.88%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	16	94.12%
Spanish	1	5.88%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian	0	0.00%

Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
Other Languages	0	0.00%
Unspecified Language	0	0.00%

Section: I. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	17	100.00%
Children With Health Insurance At End of Enrollment	12	70.59%
Children With A Medical Home At Start of Enrollment	16	94.12%
Children With A Medical Home At End of Enrollment	11	64.71%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	17	100.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	0	0.00%
Children with a dental home at start of enrollment	12	70.59%
Children with a dental home at end of enrollment	7	41.18%

Section: m. Disability Services (Percentage of Actual Enrollment)

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	2	12.50%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	15	100.00%
Families Who Received at Least One Family Service	15	100.00%

Section: o. Specific Services (Percentage of Total Families)

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset building services (Financial Education)	0	0.00%
Mental Health Services	0	0.00%

Substance Abuse Prevention	0	0.00%
Substance Abuse Treatment	0	0.00%
English as a Second Language (ESL) Training	0	0.00%
Assistance enrolling in Education or Job Training	0	0.00%
Research-Based Parenting Curriculum	0	0.00%
Involvement in their child's screening and assessment results and their child's progress	0	0.00%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	0	0.00%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	0	0.00%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%

Nominations/Election 2021-2022
Policy Council Officers

Chairperson was opened for nominations.

1. _____
2. _____
3. _____

was nominated for Chairperson. The floor was asked **three times** if there were other nominations for Chairperson.

_____ moved to cease nominations.

This motion was seconded by _____. 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.

1. _____
2. _____
3. _____

was nominated for Vice Chairperson. The floor was asked **three times** if there were other nominations for Vice Chairperson.

_____ moved to cease nominations. This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Secretary was opened for nominations.

1. _____
2. _____
3. _____

was nominated for Secretary. The floor was asked **three times** if there were other nominations for Secretary.

_____ moved to cease nominations.

This motion was seconded by _____. 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.

1. _____
2. _____
3. _____

was nominated for Policy Council Liaison. The floor was asked **three times** if there were other nominations for Policy Council Liaison.

_____ moved to cease nominations.

This motion was seconded by _____. The motion was put to a vote with a majority of members voting in favor of by signaling aye.

Nominations/Election 2021-2022
Policy Council Officers

The following slate was adopted:

Chairperson: _____

Vice Chairperson: _____

Secretary: _____

Policy Council Liaison: _____

_____ made a motion to approve the elected slate as presented.
The motion was seconded by _____. The motion was put
to a vote with a majority of members voting in favor by signaling aye. The motion
carried.

**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 (Head Start)
One (1) representative and One (1) alternate (Early Head Start)
- * Naples/Omaha – One (1) representatives and One (1) alternate
- * New Boston – One (1) representative and One (1) alternate
- * Pittsburg – One (1) representative and One (1) alternate
- * Texarkana – One (1) representative and One (1) alternate

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

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

SECTION II: Term of Office

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

SECTION III: Voting Rights

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

SECTION IV: Member Obligations

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

SECTION V: Confidentiality

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

SECTION VI: Termination of Membership

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

SECTION VII: Alternates

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

SECTION VIII: Head Start Staff Attendance

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

SECTION VIII: Council Representatives

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

ARTICLE IV: OFFICERS

SECTION I: Election and Term

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

SECTION II: Executive Committee

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

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

SECTION III: Special Committees

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

SECTION IV: Chairperson

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

SECTION V: Vice –Chairperson

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

SECTION VI: Secretary

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

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

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

CSNT Head Start and Early Head Start Estimated Budget FY21PY02

(These amounts were based on actual expenses
and 16.5% of prorated expenses)

Budget Area	Total Budget Budget COLA/QI	Total Head Start SF 424 Line Items	Total Early Head Start SF 424 Line Items	Head Start Prorated ICR Taken Budget	Early Head Start Prorated ICR Taken Budget	10% De Minimis Cost Prorated ICR Budget
Personnel	\$2,466,324	\$2,313,149	\$153,175	(\$41,121)	(\$87)	\$0
Fringe Benefits	\$615,092	\$578,242	\$36,850	(\$10,280)	(\$22)	\$0
Travel (TTA)	(TTA \$12,190)	(TTA \$10,000)	(TTA \$12,190)	\$0	\$0	\$0
Equipment	\$93,000	\$93,000	\$0	\$0*	\$0	\$0
Supplies	\$219,107 (TTA \$931)	\$200,250 (TTA \$631)	\$18,857 (TTA \$200)	(\$5,000) \$0	\$0 \$0	\$0 \$0
Contractual	\$227,370	\$227,370	\$0	\$0	\$0	\$0
Other	\$529,316 (TTA \$32,617)	\$506,863 (TTA \$29,750)	\$22,453 (TTA \$2,867)	(\$11,990) \$0	\$0 \$0	\$0 \$0
<i>Rent</i>	\$109,500					
<i>Utilities/Telepho ne</i>	\$125,000			(\$10,990)		
<i>Insurance</i>	\$38,313					
<i>Building/ Maintenance/R epair</i>	\$42,211					
<i>Local Travel</i>	\$48,670					

Nutrition Services	\$15,500					
Child Services Consultants	\$32,720					
Volunteers	\$5,000					
Substitutes	\$42,116					
Parent Services	\$9,000					
Accounting & Legal Services	\$35,000					
Publications/ Advertising/ Printing	\$6,000 (TTA \$1,000)			(\$1,000)		
Training & Staff Development	(TTA \$31,724)					
InDirect Costs						\$68,500
Total	\$4,150,209	\$3,918,874	\$231,335	(\$68,391)	(\$109)	\$68,500
Total TTA	\$45,638	\$45,638	\$45,638	\$0	\$0	\$0
Budget Total	\$4,145,825	\$4,145,825	\$4,145,825	\$0	\$0	\$0

*\$415,022 will be the 10% De Minimis Indirect Cost Amount per Year (\$68,500 moved to the Indirect Cost Line-Item) ***14-Passenger Bus Estimated Price Increased to \$63,000 from \$61,000**

**Justification w/Indirect Cost Rate
Head Start/Early Head Start Continuation Grant
#06CH011282/03**

Date	Description
9/28/2021	<p>CSNT Head Start is requesting approval to submit the Continuation Grant Application for Head Start/Early Head Start for a total of \$5,244,808 with \$415,021 in the Indirect Cost Line-Item (10% De Minimis)</p> <p>\$4,150,208 Program Expenditures \$ 45,638 Training and Technical Assistance <u>\$1,048,962 NFS</u> \$5,244,809 Total Budget Amount</p>

Budget Line Items by Program

Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,090,056	\$149,058	\$2,239,114
Fringe	\$512,064	\$36,519	\$548,583
Travel (4120)	\$10,000 (TTA)	\$2,190 (TTA)	\$12,190 (TTA)
Equipment	\$35,000	\$0	\$35,000
Supplies	\$151,500 (HS) \$631 (TTA)	\$19,000 (EHS) \$200 (TTA)	\$170,500 (HS/EHS) \$831 (TTA)
Contractual	\$276,650	\$0	\$276,650
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$29,750 (TTA)	\$2,867 (TTA)	\$32,617 (TTA)
Other (4122)	\$438,583	\$26,758	\$465,341
Indirect Charges	\$415,021	\$0	\$415,021
	HS	EHS	TOTAL
Expenditures	\$3,918,874	\$231,335	\$4,150,208
Total (T&TA)	\$40,381	\$5,257	\$45,638
NFS	\$989,814	\$59,148	\$1,048,962
Total Budget	\$4,949,069	\$295,740	\$5,244,809

*Approving purchase of (1) SUV
 Approving replacement of (1) HVAC Unit – Pittsburg Head Start
 Approving Indirect Cost Rate – 10% De Minimis*

723 Office Decorations

Effective Date: 9/27/2021

Revision Date: 9/27/2021

Background

CSNT recognizes that decorations congruous with certain seasons or traditions placed in common areas can promote a sense of community, unity, and comfort with both employees and customers.

CSNT also recognizes that employees may wish to use decorations in their own work areas. Employees are encouraged to decorate their workspaces to accentuate a professional and pleasant work environment without inhibiting or disrupting its intended use.

Policy

Department or Division Directors and members of the C-level leadership team have the ultimate duty to approve the installation of and facilitate the removal of decorations in common areas. Supervisors must oversee and approve decorations in employee workspaces.

Decorations in common areas will be tasteful and limited, as well as appropriate to office décor. Staff will avoid decorations of a religious nature, instead choosing those reflecting non-religious images or traditions.

Employees choosing to decorate their workspace must do so in moderation and be respectful of others' beliefs and customs when choosing and displaying workplace-appropriate decorations.

When displaying decorative items:

No décor depicting representations of religious holidays is allowed except inside classrooms where the nature of the décor is educational and represents an expansive list of world religions.

Seasonal decorations are allowed but must remain free of religious representations.

Employees must apply these principles when decorating personal workspaces, such as cubicles or offices. Any décor inconsistent with this policy shall be removed.

Any decorations viewed as offensive by reasonable standards are not allowed.

Employees are asked to remain focused on maintaining an environment of professionalism and respect for others throughout the year.

Questions regarding this policy should be directed to supervisory staff who may then contact the HR department for clarification.

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
 - Pre-Employment Drug Screen Acknowledgment 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 Human Resource 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.