




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, February 8, 2022 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 October 26, 2021**
6. **Presentations**
  - A. Eligibility Final Rule Training Misty Van Hooser
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report January 2022
    - b. Credit Usage Report January 2022
    - c. CACFP Financial Report January 2022
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report January 2022
    - b. PIR January 2022
  - C. Executive Director Report Dan Boyd

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**Head Start**  
**Policy Council Meeting**  
**Tuesday, February 8, 2022 9:00 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**8. Committee Reports**

- A. Appoint Committee Member(s)
  - a. Health Services Advisory Committee Meeting

**9. Action Items**

- A. Discuss and/or Approve Personnel Policies
  - 1. #704 Absenteeism and Job Abandonment
  - 2. #706 Return of Property
  - 3. #708 Resignation

**10. Discussion Items**

- A. Discuss CLASS Fall 2021 Data
- B. Discuss School Readiness Performance Fall 2021 Data
- C. Discuss Parent, Family and Community Engagement Goals Fall 2021 Progress
- D. Discuss Head Start Program Goals Fall 2021 Progress
- E. Discuss Detailed Monitoring Summary of Results Grantee 06CH011282/03

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

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

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, October 26, 2021 9:00 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-21	Oct-21
<b>Chairperson - Cecelia Huff</b>			<b>x</b>	<b>x</b>
<b>Vice Chairperson - Destiny Whatley</b>			<b>x</b>	
<b>Secretary - Brittany Lee</b>			<b>x</b>	
Cecelia Huff	Bowie County	Representative	x	x
Harmony Roberson	Atlanta	Representative	x	x
Whitney Graham	Atlanta	Alternate		
LaToya Jones	Bloomburg	Representative	x	x
Heather Lundy	Bloomburg	Alternate		
Brittany Lee	D/LS	Representative	x	
Meagan Monkhouse	D/LS	Alternate		
Payton Wertz	Hughes Springs	Representative	x	
Simone Frazier	Hughes Springs	Alternate		
Catrice Boyd	Hughes Springs	Representative	x	x
	Hughes Springs	Alternate		
Robyn Goins(10/26/2021)	Naples	Representative		x
Robyn Goins	Naples	Alternate	x	
Destiney Whatley	New Boston	Representative	x	
Dora Doyle	New Boston	Alternate		
Shanequa Harris	Pittsburg	Representative	x	x
Deidra Wilkerson	Pittsburg	Alternate		
Kia Hamilton	Texarkana	Representative		
Jessica Martinez	Texarkana	Alternate		

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

**1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:02 am, October 26, 2021, on the ZOOM Conference.

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

Robyn Goins – Naples Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Harmony Roberson, Latoya Jones, Catrice Boyd, Robyn Goins and Shanequa Harris.

**4. Approval of Agenda:**

Members reviewed the agenda. Harmony Roberson moved to accept the agenda. This motion was seconded by Shanequa Harris. 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 September 28, 2021:**

Harmony Roberson moved to accept the minutes of September 28, 2021 meeting as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**6. Presentations:**

**A. Policy Council Question**

Bernadette Harris reviewed Community Assessment Overview with the members.

**7. Reports:**

**A. Financial Report**

Shelly Mitchell gave the financial report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

Dan Boyd stated that he is staying up to date on items coming from Washington DC and the State of Texas to ensure we are following anything new that arises.

**8. Committee Reports:**

**A. Appoint Committee Members**

**B. Committee Report**

a. Community Assessment Committee Report

Bernadette Harris reviewed during the Action Items.

**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

Bernadette Harris reviewed the Head Start Standard Operating Procedures. Shanequa Harris moved to approve the Head Start Standard Operating Procedures as presented. Latoya Jones seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**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**

Bernadette Harris reviewed the Head Start Standard Operating Manuals and Forms. Latoya Jones moved to approve the Head Start Standard Operating Manuals and Forms as presented. Catrice Boyd 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 Financial Policies and Procedures including the Financial Code of Conduct**

Bernadette Harris reviewed the Financial Policies and Procedures and Financial Code of Conduct. Latoya Jones moved to approve the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**D. Discuss and/or Approve Personnel Policies and Procedures**

Charlotte Hall reviewed the Personnel Policies and Procedures as presented. Bernadette Harris reviewed Policy #183, #405 and #701 in detail on the hiring and termination process. Shanequa Harris moved to approve the Personnel Policies and Procedures as presented. The motion was seconded by Harmony Roberson. 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 Job Descriptions**

Bernadette Harris reviewed the Job Descriptions. Latoya Jones moved to approve the Job Descriptions as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**F. Discuss and/or Approve Updated Volunteer Rates**

Bridgette Parton reviewed the Updated Volunteer Rates. Latoya Jones moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**G. Discuss and/or Approve 2022 Community Assessment Update**

Bernadette Harris reviewed the 2022 Community Assessment Update. Harmony Roberson moved to approve the 2022 Community Assessment Update as presented. The motion was seconded by Latoya Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**H. Discuss and/or Approve Disability Waiver Grant #06CH011282/03**

Bernadette Harris reviewed the Disability Waiver Grant #06CH011282/03. Latoya Jones moved to approve the Disability Waiver Grant #06CH011282/03 as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**I. Discuss and/or Approve Personnel Policy #724 – Workforce Wellness Policy**

Charlotte Hall reviewed the Personnel Policy #724 – Workforce Wellness Policy. Harmony Roberson moved to approve the Personnel Policy #724 – Workforce Wellness Policy as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**10. Discussion Items:**

**A. Discuss Fall 2021 Circle Assessment Data**

Bernadette Harris reviewed the Fall 2021 Circle Assessment Data as presented.

**B. Discuss Fall 2021 Frog Street AIM Assessment Data**

Bernadette Harris reviewed the Fall 2021 Frog Street AIM Assessment Data as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Harmony Roberson moved for Policy Council to go into Executive Session at 9:52 am. Latoya Jones seconded the motion.

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

Harmony Roberson made a motion to come back into regular session at 9:54 am. Shanequa Harris seconded the motion.

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

A motion was made by Shanequa Harris to accept new hires, transfers, and terminations as presented. The motion was seconded by Catrice Boyd. 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 Harmony Roberson at 9:55 am. The motion was seconded by Catrice Boyd.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# *Community Services of Northeast Texas, Inc.*

## Personnel Policies & Procedures

### **704 Absenteeism and Job Abandonment**

Effective Date: 9/1/2003

Revision Date: 9/23/2009

To maintain a safe and productive work environment, the Agency expects employees to be reliable and punctual when reporting for scheduled work.

Absenteeism and tardiness place a burden on other employees and on the Agency. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they are required to notify their supervisor at least one hour prior to the start of their scheduled workday.

An employee's failure to notify their supervisor may lead to disciplinary action, up to and including termination of employment.

**In the event an employee is absent for eight consecutive hours without providing the proper notice, the Agency will accept that act as a voluntary resignation and will be expected to comply with other policies that deal with, and are in affect at the time of the voluntary termination.**

In the event an employee is absent three consecutive days (with proper notice) due to an illness or an injury that has prevented them from returning to their job responsibilities, they will be required to provide a physician's statement releasing them for full duty prior to resuming their scheduled workdays.

When an employee's presence on the Agency's property causes a safety or health concern, the employee will be asked to vacate the property until the concern has subsided and may be asked to provide a physician's statement even if they have been absent fewer than three days. Any physician's statement must be specific regarding the employee's ability to return to full work duties.

Poor attendance and excessive tardiness are considered forms of absenteeism and are disruptive to the mission of the Agency. Such behaviors will be reported to and evaluated by the Executive Director and may lead to disciplinary action, up to and including termination of employment.

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

## **Personnel Policies & Procedures**

### **706 Return of Property**

Effective Date: 9/1/2003

Revision Date: 9/1/2003

Employees are responsible for all Agency property, materials, or written information issued to them or in their possession or control.

Employees must return all Agency property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Agency may withhold from the employee's pay the cost of any items that are not returned when required. The Agency may also take all action deemed appropriate to recover or protect its property.

While all possible items cannot be listed, the following items are included in the list of property that must be returned when requested:

- Laptop computers
- Laptop computer batteries
- Laptop computer power cables
- Laptop computer cases
- Any other cables or items issued
- Air cards
- Cell phones
- Phone charging cables
- Phone cases
- Computer and phone accessories
- Marketing material
- Employee handbook
- Employee identification badge
- Any keys issued to the employee
- Any passwords that the employee has used on agency computers or phones
- Tools or toolboxes issued to the employee
- Any safety equipment issued to the employee
- Any items issued to the employee in accommodation of a disability



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

## **Personnel Policies & Procedures**

### **708 Resignation**

Effective Date: 9/1/2003

Revision Date: 8/25/2004

Resignation is a voluntary act initiated by the employee to terminate employment with the Agency. Advance notice is required for rehire eligibility. The Agency requires a three-week written advance notification for the Directors, Administrators, Managers and Supervisors. The remaining staff are required to provide a two-week written advance notice.

Written notice of resignation is to be submitted to your immediate supervisor and a copy is to be submitted to the Human Resources Director.

If an employee does not provide written advance notice as requested, the employee will be considered ineligible for rehire.

An email or text does not qualify as written notice.

# Head Start

## Financial Report for the month of January 2022

(December 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	\$2,090,056.00	\$96,674.24	\$96,674.24	\$1,993,381.76	\$174,171.33	\$174,171.33	\$77,497.09
Fringe Benefits	\$512,064.00	\$32,763.28	\$32,763.28	\$479,300.72	\$42,672.00	\$42,672.00	\$9,908.72
Travel (4120)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$833.33	\$833.33	\$833.33
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$2,916.67	\$2,916.67
Supplies	\$174,635.00	\$490.87	\$490.87	\$174,144.13	\$14,552.92	\$14,552.92	\$14,062.05
Contractual	\$276,650.00	\$0.00	\$0.00	\$276,650.00	\$23,054.17	\$23,054.17	\$23,054.17
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$300.00	\$300.00	\$30,081.00	\$2,531.75	\$2,531.75	\$2,231.75
Other (4122)	\$830,469.00	\$54,877.31	\$54,877.31	\$775,591.69	\$69,205.75	\$69,205.75	\$14,328.44
<b>Total</b>	<b>\$3,959,255.00</b>	<b>\$185,105.70</b>	<b>\$185,105.70</b>	<b>\$3,774,149.30</b>	<b>\$329,937.92</b>	<b>\$329,937.92</b>	<b>\$144,832.22</b>
T&TA	\$40,381.00	\$300.00	\$300.00	\$40,081.00	\$3,365.08	\$3,365.08	\$3,065.08

Total

USDA Reimbursements through

Estimated USDA Reimbursement for December 2021

\$8,618.88

Resulting (over)/under with USDA

\$153,451.10

\* Total Over/Under without USDA

Accruals:

\$4.00

Actual year end payroll accrual \$74,000.00

<b>Further Analysis</b>	
Number of children	465
Number of classrooms	26

	<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	\$152,279.04	\$7,119.45	\$7,119.45	\$12,689.92	\$12,689.92	\$5,570.47
Per Child	\$8,514.53	\$398.08	\$398.08	\$709.54	\$709.54	\$311.47

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$989,814.00	\$138,762.27	\$138,762.27	\$851,051.73

# Head Start C5

## Financial Report for the month of January 2022

(December 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	\$0.00	\$7,098.59	(\$25,959.34)
Other	\$78,200.00	\$7,463.07	\$85,286.34	\$71,101.41
Total	\$137,527.00	\$7,463.07	\$92,384.93	\$45,142.07

# Head Start C6

## Financial Report for the month of January 2022

(December 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	\$0.00	\$225,856.81	\$28,737.19
Supplies	\$111,556.00	\$0.00	\$0.00	\$111,556.00
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	\$546,741.00	\$0.00	\$225,856.81	\$320,884.19

# Early Head Start

**Financial Report for the month of January 2022**

(December 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 11-30-2022</i>							
Personnel	\$132,084.00	\$5,061.03	\$5,061.03	\$127,022.97	\$11,007.00	\$11,007.00	\$5,945.97
Fringe Benefits	\$32,361.00	\$3,957.24	\$3,957.24	\$28,403.76	\$2,696.75	\$2,696.75	(\$1,260.49)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$182.50	\$182.50
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$21.07	\$21.07	\$18,978.93	\$1,583.33	\$1,583.33	\$1,562.26
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	\$0.00	\$3,067.00	\$255.58	\$255.58	\$255.58
Other (4122)	\$47,890.00	\$1,583.38	\$1,583.38	\$46,306.62	\$3,990.83	\$3,990.83	\$2,407.45
<b>Total</b>	<b>\$236,592.00</b>	<b>\$10,622.72</b>	<b>\$10,622.72</b>	<b>\$225,969.28</b>	<b>\$19,716.00</b>	<b>\$19,716.00</b>	<b>\$9,093.28</b>
T&TA	\$5,257.00	\$0.00	\$0.00	\$5,257.00	\$438.08	\$438.08	\$438.08

Total

USDA Reimbursements through

Estimated USDA Reimbursement for December 2021

Resulting (over)/under with USDA	<u>\$1,113.14</u>
	<u><u>\$10,206.42</u></u>

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$4,800.00

\$4.00

<b><i>Further Analysis</i></b>	
Number of children	16
Number of classrooms	2

	<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	\$5,311.36	\$5,311.36	\$9,858.00	\$9,858.00	\$4,546.64
Per Child	\$14,787.00	\$663.92	\$663.92	\$1,232.25	\$1,232.25	\$568.33

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$59,148.00	\$2,165.05	\$2,165.05	\$56,982.95

# Early Head Start C5

## Financial Report for the month of January 2022

(Decemberr 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	\$0.00	\$125.64	\$2,113.36
Other	\$5,000.00	\$366.17	\$1,685.02	\$3,314.98
Total	\$7,239.00	\$366.17	\$1,810.66	\$5,428.34

# Early Head Start C6

## Financial Report for the month of January 2022

(December 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	\$0.00	\$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	\$28,776.00	\$0.00	\$13,555.35	\$15,220.65

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

**Board Report - January 2022**

Sam's Club

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

American Express

Highest December 2021 Balance		70.01
Payment due by Not listed	Paid on 12/16/2021	<u>(70.01)</u>
Balance		-

Line of Credit

Program	CSBG A	CEAP A	VSN
Highest December 2021 Balance	-	-	-
Current balance	-	-	-
Exp pay off date			

In House Line of Credit

Program	CSBG A	CSBG B	CEAP A
Highest December 2021 Balance	3,000.00	5,400.00	100.00
Current balance	6,400.00	14,200.00	-
Exp pay off date		2/28/2022	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



# Corporate Purchasing Cardmember Report

RECEIVED  
DEC 06 2021  
BY: W  
Account Number  
XXXX-XXXXX1-21009

Sign-up For Online  
Statements  
www.americanexpress.com/gopaperless

Prepared For  
DAN BOYD  
CSNT INC

Closing Date  
11/28/21

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
1,272.93	70.01	0.00	1,296.00	0.00	46.94	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX1-21009		
11/14/21 PAYMENT RECEIVED - THANK YOU 11/14	05601000000	-1,296.00
11/17/21 EXPEDIA 721997273302 EXPEDIA.COM WA REF# 76GK09R5D TRAVEL 11/17/21 MARCUS NICKLEBERRY TRAVEL INN, ATLANTA ROC NUMBER 76GK09R5D		70.01
<b>Total for DAN BOYD</b>	New Charges/Other Debits Payments/Other Credits	70.01 -1,296.00

11/11/21

1062

Do not staple or use paper clips

## Payment Coupon

Account Number ~~3796-565931-21009~~ Enter 15 digit account number on all payments.

MB 01 000210 53796 E 2 A



DAN BOYD  
CSNT INC  
304 E HOUSTON BX 427  
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.





# CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **December**

CSNT HS Report  
Revised 1/19/22

## Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	465											
Over/Under Enrollment EHS	-10											
% with Special Needs	6%											
ADA Funded Enrolled* (465)	86%											
Enrollment (acutal students)	89%											
Present/ Absent	399/56											
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

Head Start	December	January	February	March	April	May	June	July	August	September	October	November
\$989,814	\$851,052			\$138,762								
86% Needed	13.43% Received											
Grant Total	\$140,927											
\$138,762	\$138,762											

## Indirect Cost Pool Expenditures (including % Admin)

ICP	December	January	February	March	April	May	June	July	August	September	October	November
\$391,886	\$375,761											
Grant Total	\$415,021											
Expended	\$17,049											
*Grant hold not be above 15%												
HS Total 4%	\$16,125	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
\$16,125	\$16,125	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-

## Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$8,619												
# of service days	13											
# of meals served	3,696											
CACFP Reimbursement	\$8,619											

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	46											
# Classrooms Observed	22											
Incomes Verified	6											
# Parents Interviewed	12											
# of Staff interviewed	14											
# Bus Routes Observed	0											
# Staff Files Reviewed	0											
# Community Contacts	50											
# of Findings	11											

## Annual Self-Assessment Findings

Date:	December	January	February	March	April	May	June	July	August	September	October	November
Week of 2/18/2020												
Completed 3/10/2021												
# of findings	2											
# findings corrected	2											
# findings remaining	0											

## Annual Detailed Monitoring Findings

Week of	December	January	February	March	April	May	June	July	August	September	October	November
1/24/2022												
Completed 2/8/2021												
# of findings	7											
# findings corrected	7											
# findings remaining	0											

## Program Updates

Classrooms/Campuses/Offices/School Districts Closing Due to COVID Cases Rising  
Preparing for Winter Assessments/Activities

# CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **December**

CSNT Early HS Report  
Revised 1/19/22

## Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16											
Over/Under Enrollment EHS	0											
% with Special Needs	12.50%											
ADA Funded Enrolled* (16)	84%											
Enrollment (acutal students)	84%											
Present/ Absent	13/3											
* If below 85% (Why) -	COVID Cases											

## Non-Federal Share

Early HS	January	February	March	April	May	June	July	August	September	October	November
\$ 2,165	\$ 2,165										

## Indirect Cost Pool Expenditures (including % Admin)

ICP	January	February	March	April	May	June	July	August	September	October	November
\$ 23,135	\$ 924										

## Meals/Reimbursements

December	January	February	March	April	May	June	July	August	September	October	November
\$ 1,113											

## Program Monitoring

December	January	February	March	April	May	June	July	August	September	October	November
27											
6											
0											
0											
0											
0											
0											
3											
4											

## Annual Self-Assessment Findings

December	January	February	March	April	May	June	July	August	September	October	November
2											
2											
0											

## Annual Detailed Monitoring Findings

December	January	February	March	April	May	June	July	August	September	October	November
7											
7											
0											

## Program Updates

Classrooms/Campuses/Offices/School Districts Closing Due to COVID Cases Rising  
Preparing for Winter Assessments/Activities

1/20/22  
10:24 AM

# 9803 - HEAD START PIR Snapshot (Grid)

Total

Percentage

Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2021-2022

Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.

465

100%

## 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)

441

94.84%

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.

495

100% of participants

## Section: e. Participants By Age (Percentage of Cumulative Enrollment)

Two Years Old

2

0.40%

Three Years Old

223

45.05%

Four Years Old	270	54.55%
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	32	6.46%
--	----	-------

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	11	2.22%
--	----	-------

Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	122	24.65%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	69	13.94%
Non-Hispanic or Non-Latino Origin	426	25.45%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	2	0.40%
Asian	7	1.41%
Black or African American	260	52.53%
Native Hawaiian or Pacific Islander	0	0.00%
White	150	30.30%
Biracial or Multi-Racial	47	9.49%
Other Race	28	5.66%
Unspecified Race	1	0.20%

Section: k. Language (Percentage of Cumulative Enrollment)

English	465	93.94%
Spanish	26	5.25%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%

Middle Eastern or South Asian Languages	1	0.20%
East Asian	3	0.61%
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: l. Health Services (Percentage of Cumulative Enrollment)

Children With Health Insurance At Start of Enrollment	451	91.11%
Children With Health Insurance At End of Enrollment	314	63.43%
Children With A Medical Home At Start of Enrollment	447	90.30%
Children With A Medical Home At End of Enrollment	227	45.86%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	462	93.33%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	242	48.89%
Children with a dental home at start of enrollment	418	84.44%
Children with a dental home at end of enrollment	220	44.44%

#### 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	30	6.76%
---	----	-------

#### Section: n. Family Services (Percentage of Total Families)

Total Number of Families	467	100.00%
Families Who Received at Least One Family Service	380	81.37%

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

Emergency or Crisis Intervention	49	10.49%
Housing Assistance	6	1.28%

Asset building services (Financial Education)	74	15.85%
Mental Health Services	15	3.21%
Substance Abuse Prevention	3	0.64%
Substance Abuse Treatment	3	0.64%
English as a Second Language (ESL) Training	8	1.71%
Assistance enrolling in Education or Job Training	45	9.64%
Research-Based Parenting Curriculum	229	49.04%
Involvement in their child's screening and assessment results and their child's progress	274	58.67%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	230	49.25%
Education on preventative medical and oral health	343	73.45%
Education on health and developmental consequences of tobacco product use	135	28.91%
Education on Nutrition	364	77.94%
Education on postpartum care (e.g. breastfeeding support)	3	0.64%
Education on relationship/marriage	3	0.64%
Assistance to Families of Incarcerated Individuals	5	1.07%

1/20/22  
10:31 AM

# 9803 - EARLY HEAD START PIR Snapshot (Grid)

1 of 4

Total

Percentage

Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2021-2022

Section: a. Total Funded Enrollment

Number of enrollment slots that the program is funded to serve.

16

100%

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

100.00%

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.

17

100% of participants

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	11	64.71%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	2	11.76%
Non-Hispanic or Non-Latino Origin	15	88.24%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	5.88%
Asian	0	0.00%
Black or African American	13	76.47%
Native Hawaiian or Pacific Islander	0	0.00%
White	1	5.88%
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: l. 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	13	76.47%
Children With A Medical Home At Start of Enrollment	17	100.00%
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	1	5.88%
Children with a dental home at start of enrollment	15	88.24%
Children with a dental home at end of enrollment	9	52.94%

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

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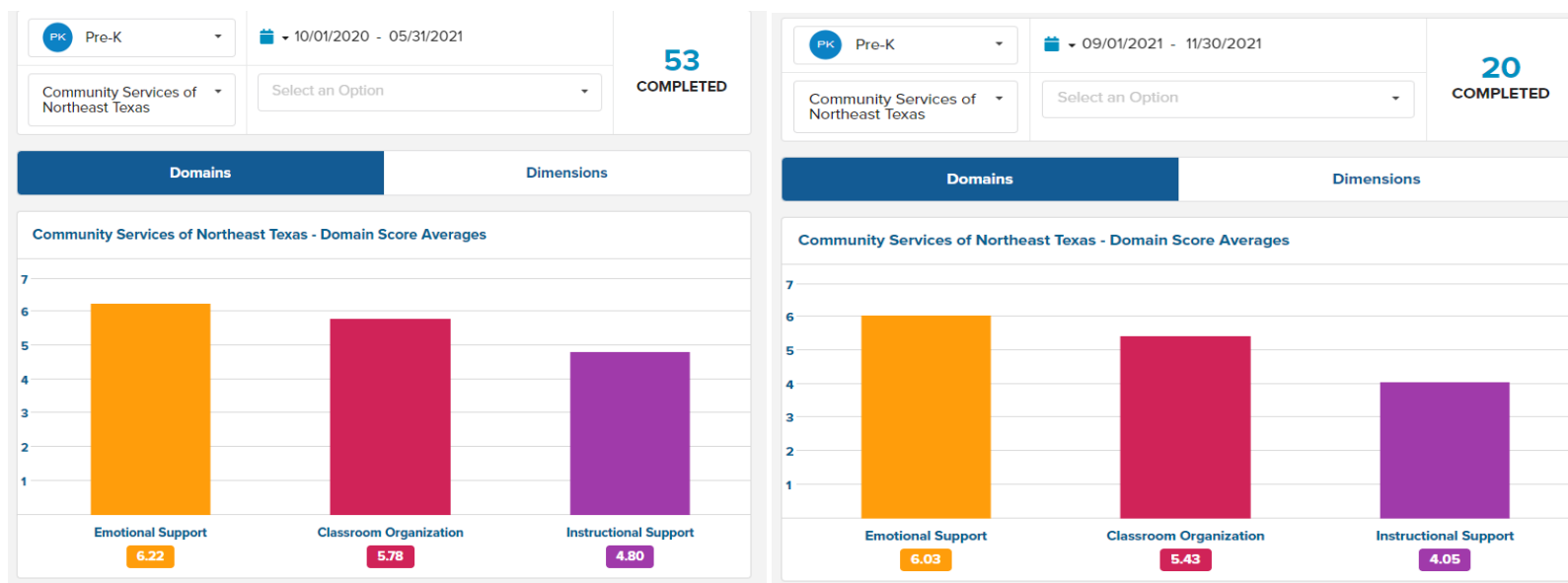
#### Section: n. Family Services (Percentage of Total Families)

Total Number of Families	15	100.00%
Families Who Received at Least One Family Service	13	86.67%

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	6	40.00%
Involvement in their child's screening and assessment results and their child's progress	5	33.33%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	86.67%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	80.00%
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%

## 2020-2021 CSNT CLASS Scores Compared to Fall 2021 (Pre-K)



2020-2021 Program Year	ES	Co	IS
10/01/2020-05/31/2021	6.22	5.78	4.80

Fall 2021	ES	CO	IS
09/1/2021-11/30/21	6.03	5.43	4.05

Quality Thresholds	Competitive Thresholds
Emotional Support-6	Emotional Support-5
Class Organization-6	Class Organization-5
Instructional Support-3	Instructional Support-2.3

Emotional Support Quality Thresholds    Classroom Organization Quality Thresholds    Instructional Support Quality Thresholds

**Fall 2020-6.22**

**Fall 2021-6.03**

**Fall 2020-5.78**

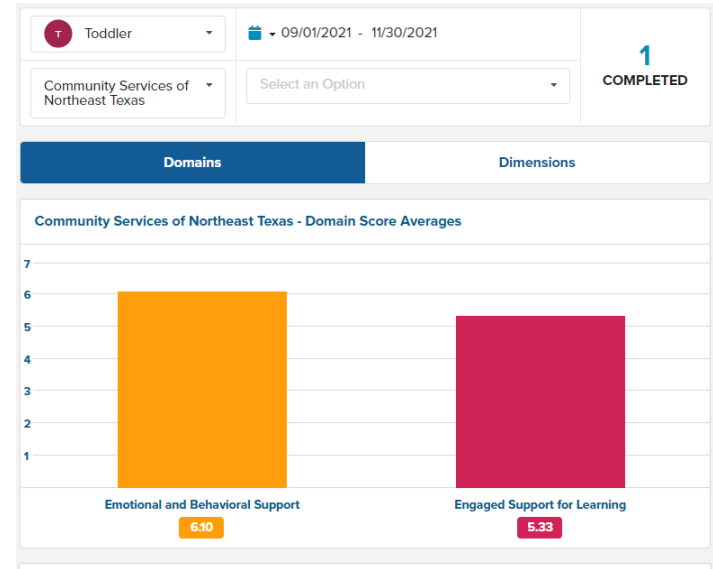
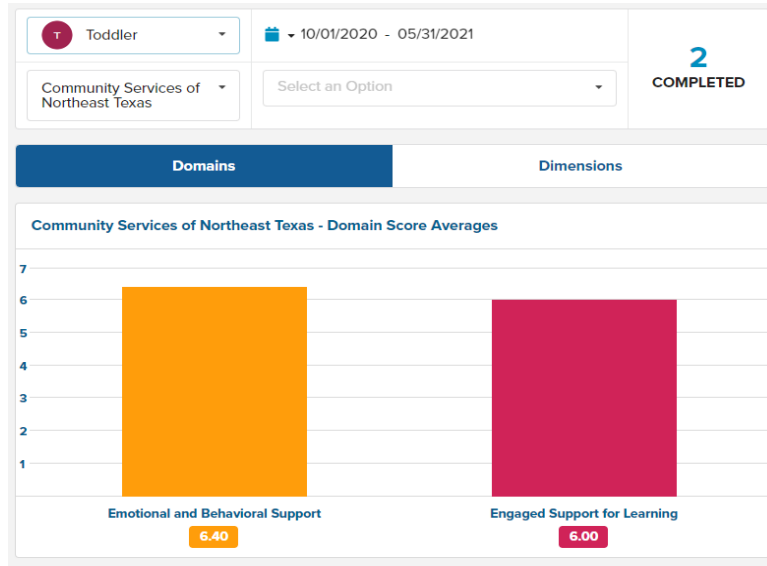
**Fall 2021-5.43**

**Fall 2020-4.80**

**Fall 2021-4.05**

**4 Teacher Assistants were conducting the classrooms during the 2021 Fall Observations.**

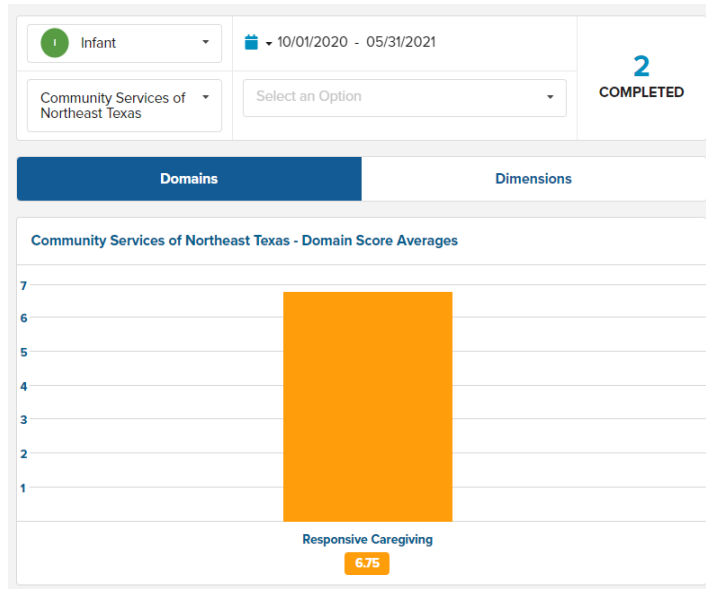
## 2020-2021 CSNT CLASS Scores Compared to Fall 2021 (Toddler)



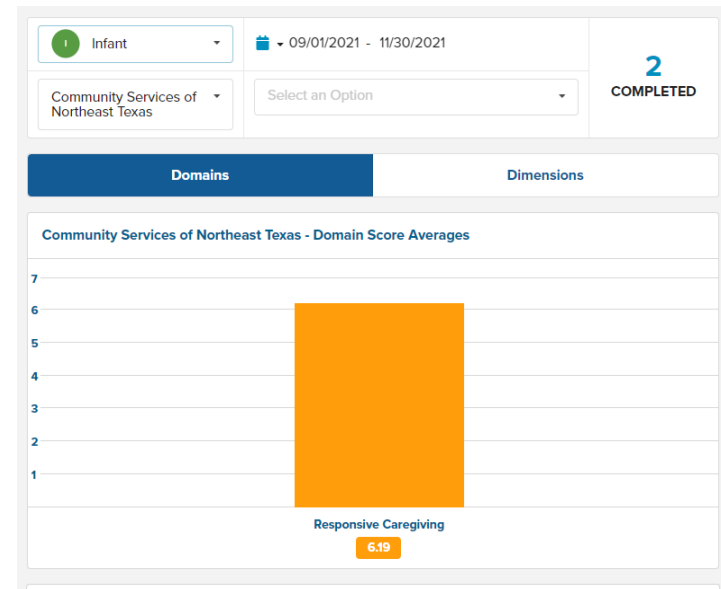
2020-21 Program Year 10/01/2020-5/31/2021	Emotional and Behavioral Support 6.40	Engaged Support for Learning 6.00	2021 Fall 09/01/2021-11/20/2021	Emotional and Behavioral Support 6.30	Engaged Support for Learning 5.78
--	--	--------------------------------------	------------------------------------	--	--------------------------------------

**1 Teacher was not observed during Fall 2021.**

## 2020-2021 CSNT CLASS Scores Compared to Fall 2021 (Infant)



2020-21 Program Year	Responsive Caregiving
10/01/2020-5/31/2021	6.75



2021 Fall	Responsive Caregiving
09/01/2021-11/20/2021	6.19

**Program Year**  
**2020-2021-6.75**

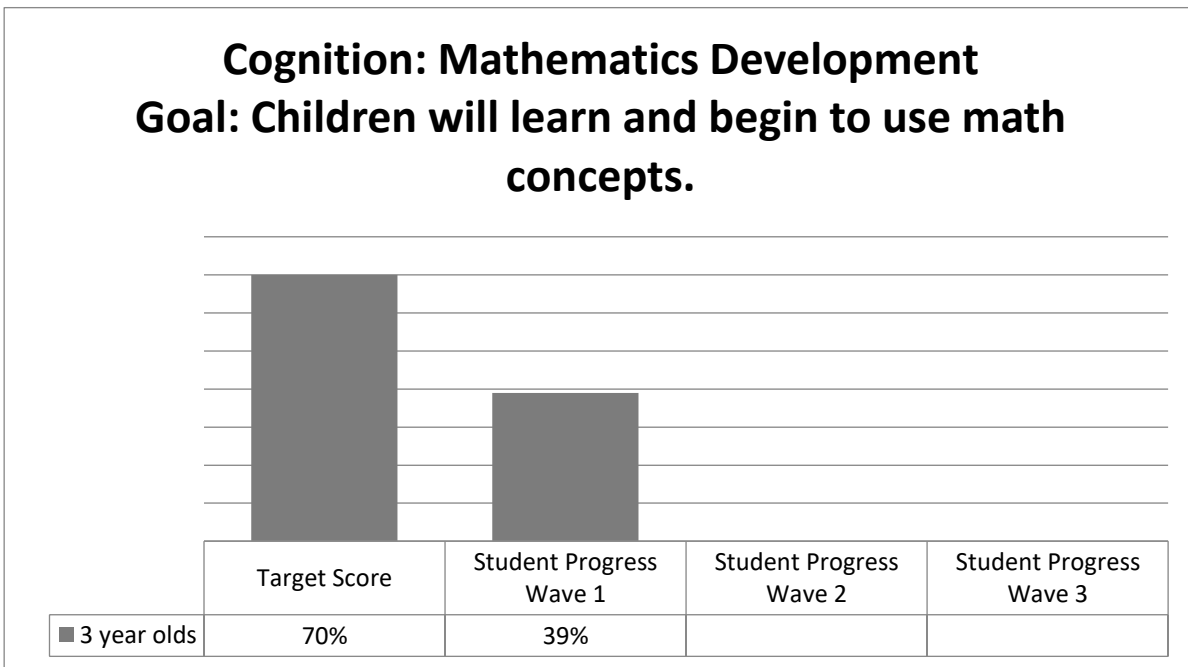
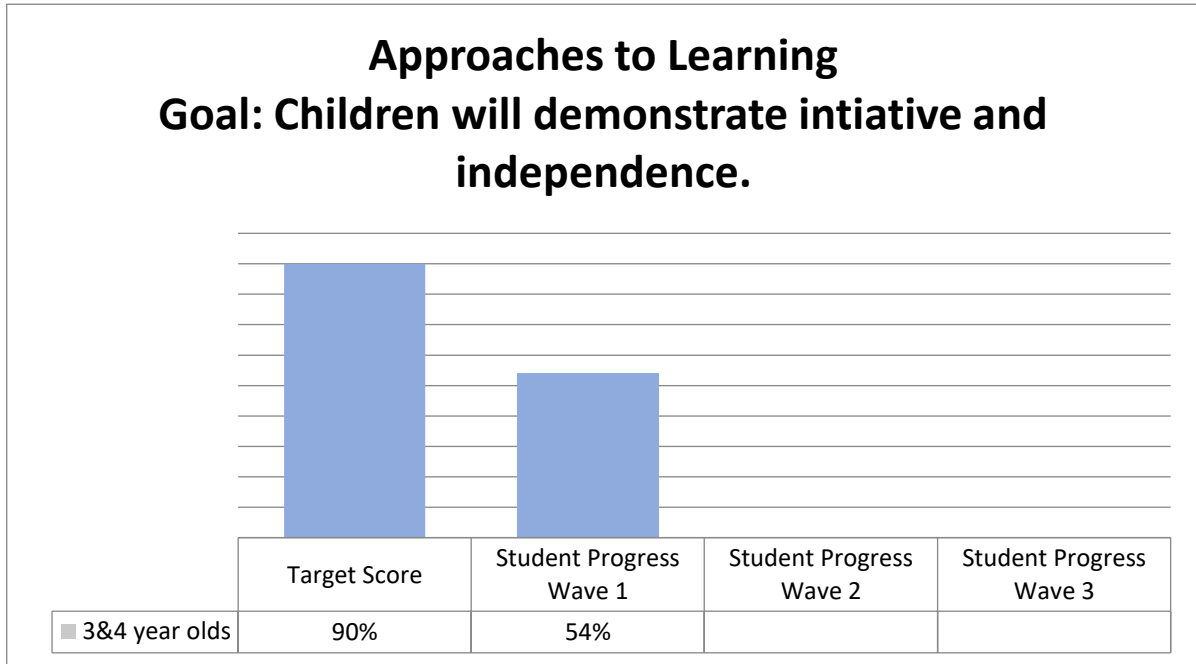
**Fall 2021-6.19**

**1 Teacher was new conducting the Infants classroom during the 2021 Fall Observations.**

# CSNT Head Start

## School Readiness Performance Data Report

### 2021-2022

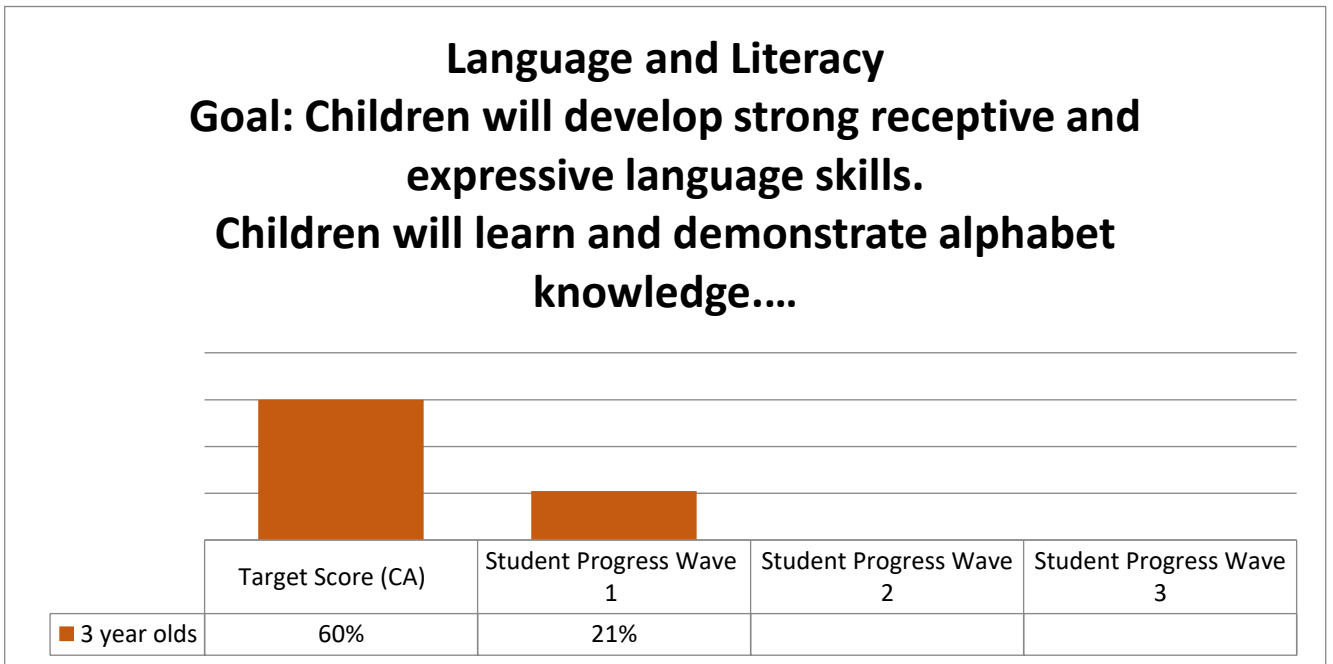
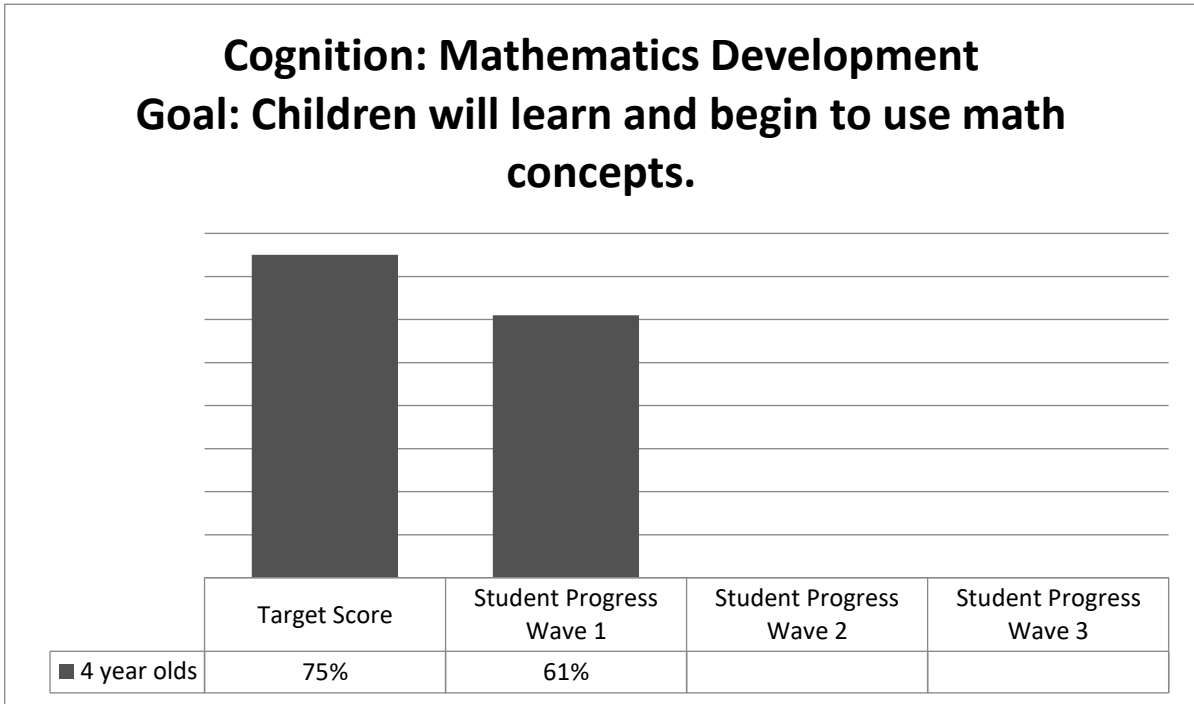


*Percentages are based on actual data from Circle Assessment.*

# **CSNT Head Start**

## **School Readiness Performance Data Report**

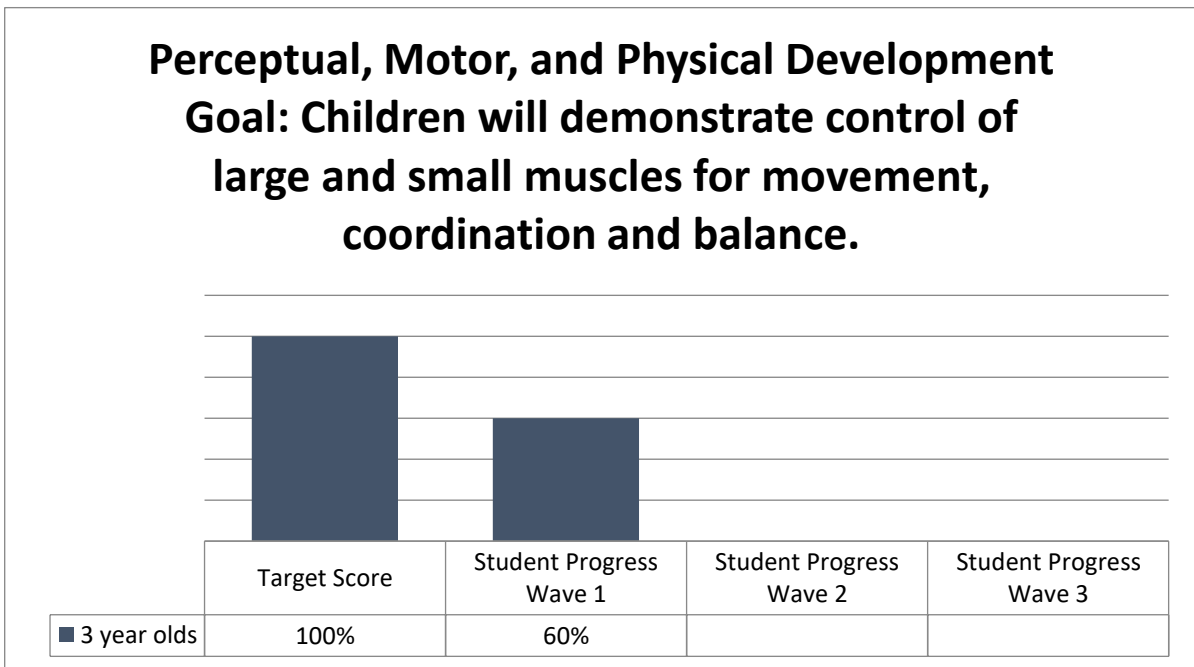
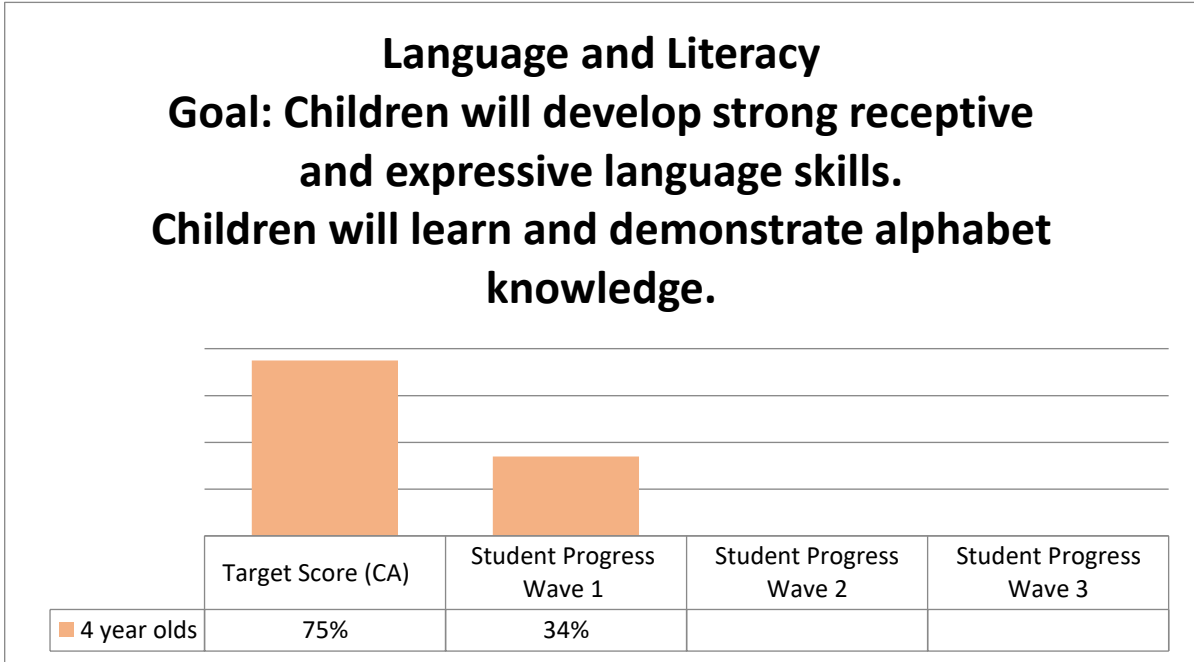
### **2021-2022**



# **CSNT Head Start**

## **School Readiness Performance Data Report**

### **2021-2022**



*Percentages are based on actual data from Circle Assessment.*

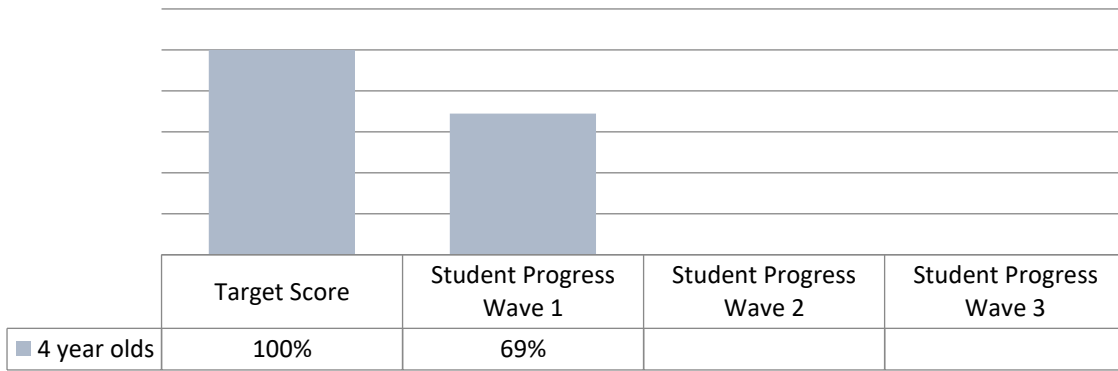


# **CSNT Head Start**

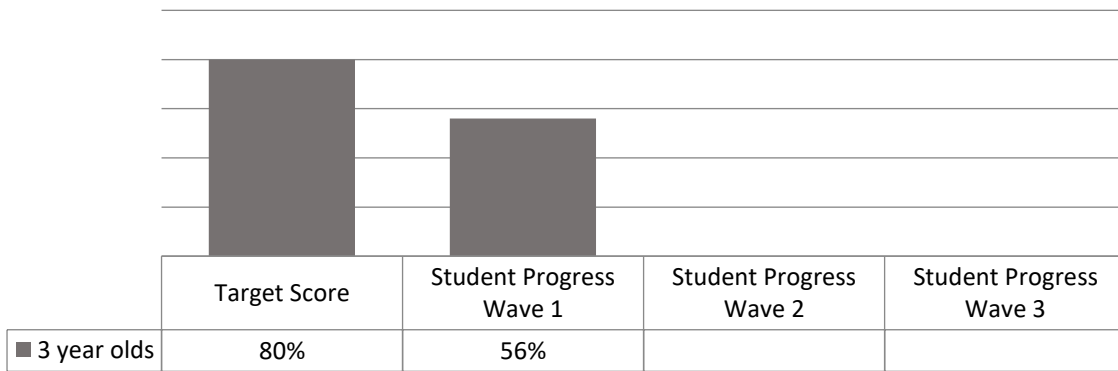
## **School Readiness Performance Data Report**

### **2021-2022**

**Perceptual, Motor, and Physical Development**  
**Goal: Children will control of large and small muscles for movement, coordination and balance.**



**Social and Emotional Development**  
**Goal: Children will demonstrate interact with peers, cooperating and solving social problems.**

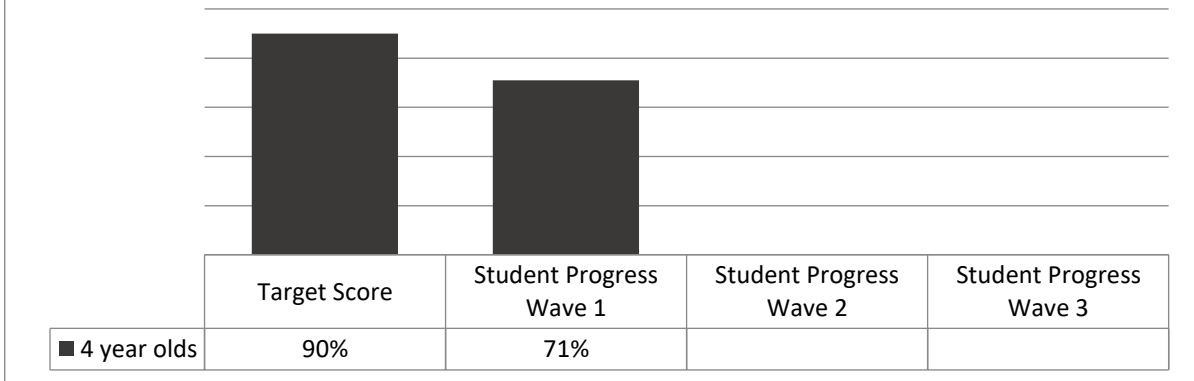


# CSNT Head Start

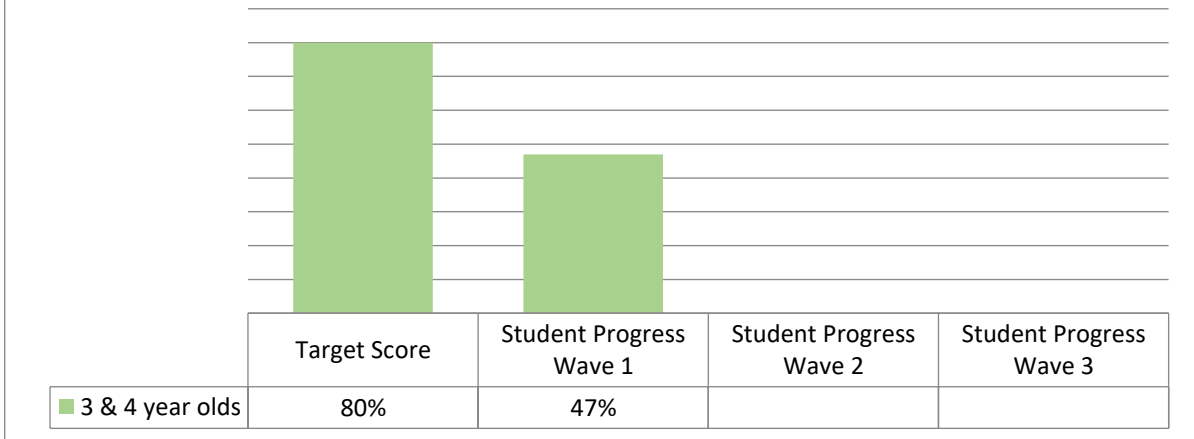
## School Readiness Performance Data Report

### 2021-2022

**Social and Emotional Development**  
**Goal: Children will demonstrate interact with peers, cooperating and solving social problems.**



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

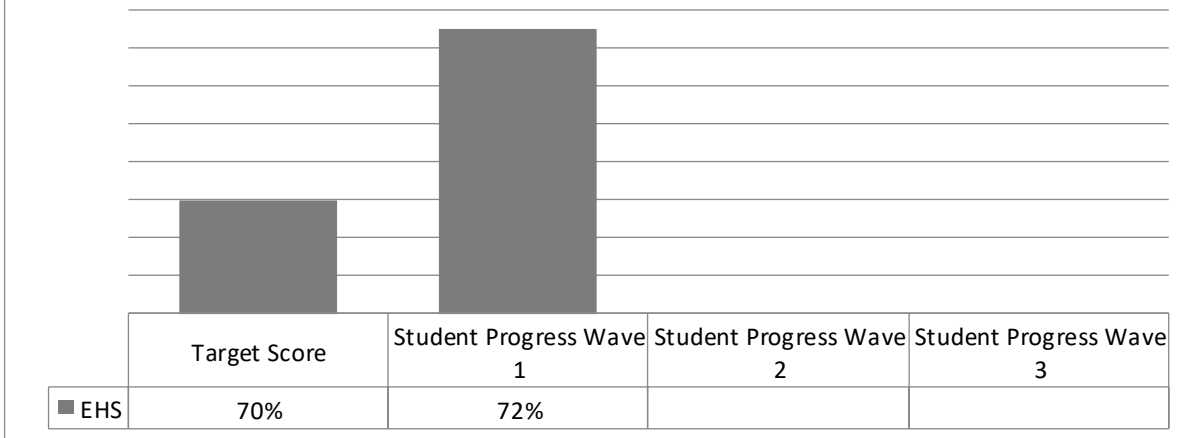


# **CSNT Early Head Start**

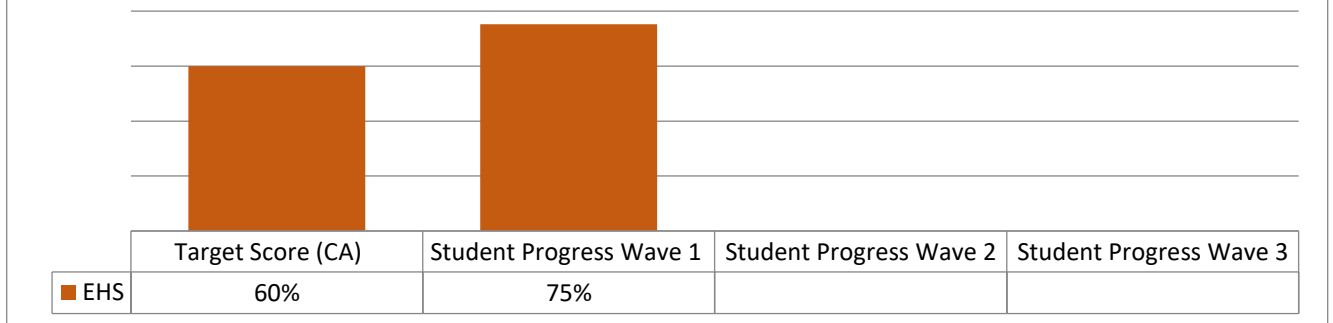
## **School Readiness Performance Data Report**

### **2021-2022**

**Cognition: Mathematics Development**  
**Goal: Children will learn and begin to use math concepts.**

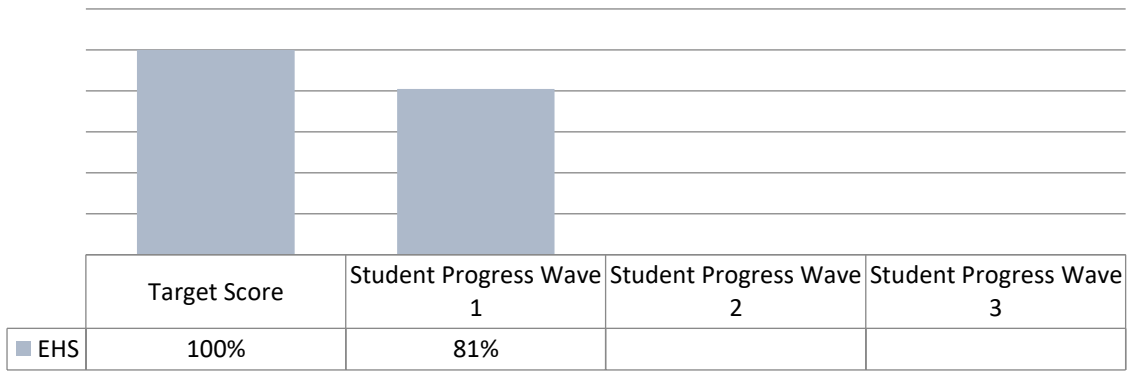


**Language and Literacy**  
**Goal: Children will develop strong receptive and expressive language skills.**  
**Children will learn and demonstrate alphabet knowledge....**

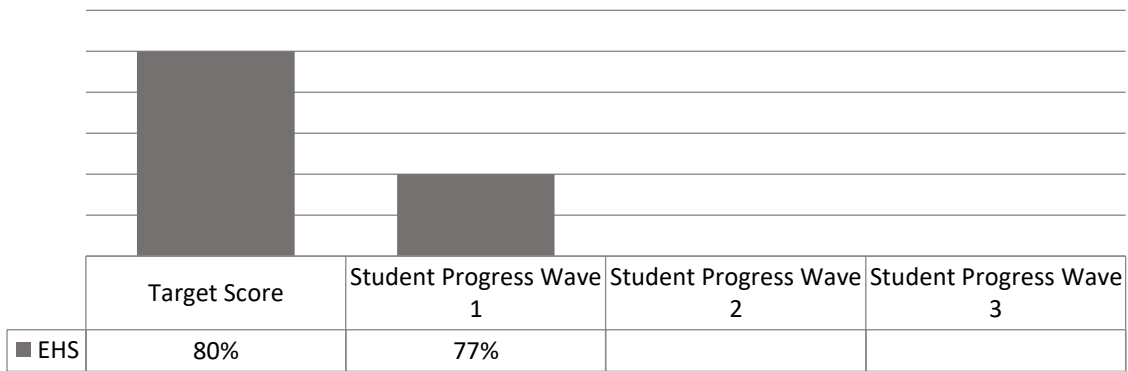


**CSNT Early Head Start**  
**School Readiness Performance Data Report**  
**2021-2022**

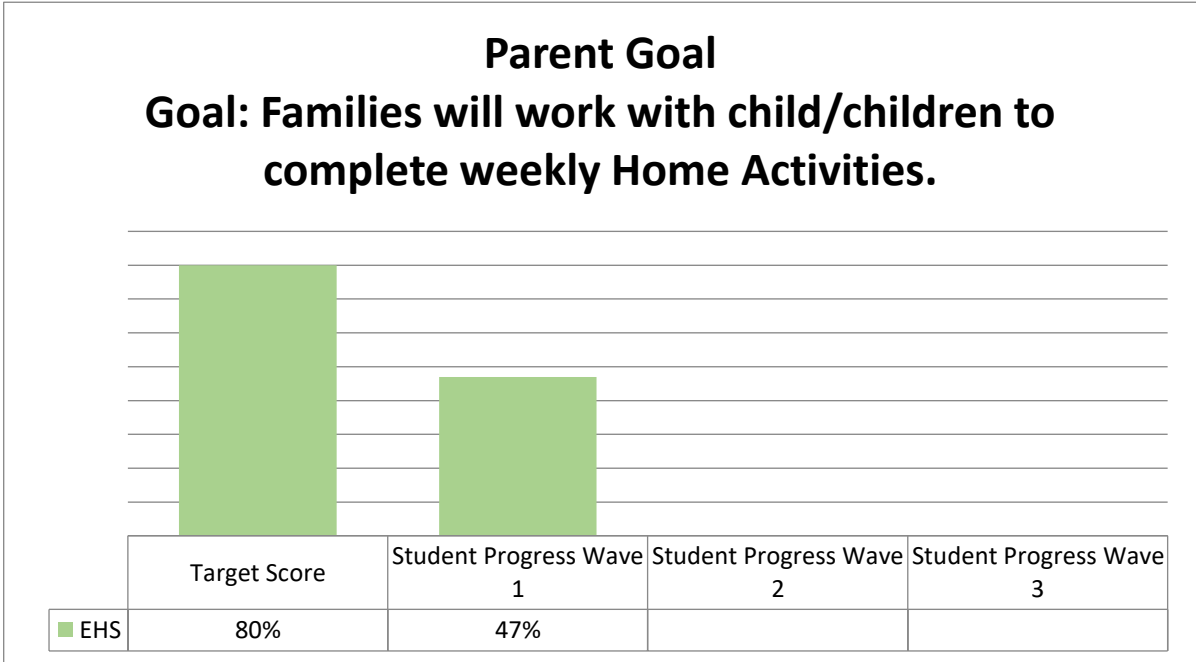
**Perceptual, Motor, and Physical Development**  
**Goal: Children will control of large and small muscles for movement, coordination and balance.**



**Social and Emotional Development**  
**Goal: Children will demonstrate interact with peers, cooperating and solving social problems.**



**CSNT Early Head Start**  
**School Readiness Performance Data Report**  
**2021-2022**



*Percentages are based on actual data from Frog Street.*

# Parent, Family, and Community Engagement Framework School Readiness Goals 2021-2022

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

**Objective:** 87% of all students will complete health requirements. **71% HS 92% EHS**

**Action Steps:**

1. 87% compliance of all EPTSD physical requirements. -**71.5% HS 100% EHS**
2. 92% Compliance on initial physicals. – **79% HS 100% EHS**
3. 87% Compliance on all six month dentals. – **0% HS 0% EHS**
4. 85% compliance on lead and hemoglobin. – **63% HS 75% EHS**

**2. Goal:** Parents will increase family engagement skills.

**Objective:** 80% of Parents will participate in Family Engagement Activities. **60%**

**Action Steps:**

1. 40% Parent Meeting Attendance -**22%**
2. 75% participation in Literacy Program/Walk Across Texas. – **na**
3. 100% of parents needing a GED will receive information/resources to complete GED program. – **100%**
4. 80% Ready Rosie Parent Participation – **58%**

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

**Objective:** 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. **69%**

**Action Steps:**

1. 85% parent participation in Home Visits and Parent Teacher Conferences. - **91%**
2. 80% completion of home activities. **47%**
3. 40% participation at the end of the year transition parent meeting. **Na**

Updated: 11/15/2021

# CSNT Head Start 2021-2022 Program Goals Progress Report

<b>Program Goal 1:</b> Strengthen comprehensive Health Services for enrolled children and their families					
<b>Year Three Objective One Outcome:</b> 85% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	HS 71% EHS 92%	Winter Progress		Spring Progress	
<b>Program Goal 1 Challenges:</b> Parents understanding the importance of getting this done					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Three Objective One Outcome:</b> 66% of Head Start children will name upper and lowercase letters					
Fall Progress	32%	Winter Progress		Spring Progress	
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Three Objective Two Outcome:</b> 81% of children will sequence count to 50					
Fall Progress	11%	Winter Progress		Spring Progress	
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year Three Objective Three Outcome:</b> <u>Head Start</u> - .5 increase in CLASS Emotional Support (ES) and Classroom Organization (CO) and .2 increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES .19 decrease CO .35 decrease IS .75 decrease EB .10 decrease EL .22 decrease RC .56 decrease	Winter Progress	ES CO IS EB EL RC	Spring Progress	ES CO IS EB EL RC
<b>Program Goal 2 Challenges:</b> Staff turnover, Teacher motivation, lack of understanding concepts					

<b>Program Goal 2: Provide Comprehensive School Readiness</b>					
<b>Year Three Objective Four Outcome:</b> 45% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	77%	Winter Progress		Spring Progress	
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 3: Increase Parent Involvement in the Head Start Program</b>					
<b>Year Three Objective One Outcome:</b> 45% of parents will be involved in their child's education					
Fall Progress	40%	Winter Progress		Spring Progress	
<b>Program Goal 3 Challenges:</b> Parent's ability to participate in activities due to other commitments such as work or family responsibilities					



**Justification**  
**Detailed Monitoring Summary of Results**  
**Grantee 06CH011282/03**

Date	Description	
2/8/2022	CSNT Head Start has completed the 2022 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance	None
	ERSEA	1 (10% Disability 6.70%) 1 (Under Enrollment – COVID)
	Program Structure	None
	Early Childhood/CLASS	1 CLASS Score (ES 5.83) (See HR – Open Positions Classrooms)
	Additional Services	None (See Disability – ERSEA)
	Family & Community Engagement/Transition	None
	Health Program Services	1 Follow-ups Not Being Tracked
	Human Resources Management	1 – Open Positions (Finding Staff During Pandemic)
	Program Management & QI	None
	Financial Requirements	1 – Update Inventory System (Make System More Efficient in Tracking Inventory)
	Administrative Requirements	None