Community Services of Northeast Texas, Inc. Head Start Policy Council Meeting Tuesday, April 26, 2022 9:00 am Linden Administrative Kaufman Building Offices 123 Kaufman Linden, Texas ZOOM Video/Call

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 March 22, 2022
- 6. **Presentations**
 - A. Policy Council Question
- 7. Reports
 - A. Financial Report
 - 1. Head Start Financial Report April 2022
 - 2. Early Head Start Report April 2022
 - 3. Credit Usage Report April 2022
 - 4. CACFP Financial Report April 2022
 - **B. Head Start Director Report**
 - 1. Head Start Report April 2022
 - 2. Early Head Start Report April 2022
 - 3. Head Start PIR April 2022

Bernadette Harris

Shelley Mitchell

Bernadette Harris

Community Services of Northeast Texas, Inc. Head Start Policy Council Meeting Tuesday, April 26, 2022 9:00 am Linden Administrative Kaufman Building Offices 123 Kaufman Linden, Texas ZOOM Video/Call

4. Early Head Start PIR April 2022

C. Executive Director Report

Dan Boyd

- 8. Committee Reports
 - A. Appoint Committee Member(s)
- 9. Action Items
 - A. Discuss and/or Approve Recruiting and Hiring Operating Manual
 - B. Discuss and/or Approve School Calendars 2022-2023
 - 1. Atlanta Head Start
 - 2. Bloomburg Head Start
 - 3. Daingerfield Head Start
 - 4. Hughes Springs Head Start
 - 5. Naples Head Start
 - 6. Pittsburg Head Start
 - 7. Texarkana Head Start
 - 8. Hughes Springs Early Head Start
 - C. Discuss and/or Approve 2.28% COLA Grant #06CH011282/03 \$94,624 Early Head Start \$5,274 & Head Start \$89,350
 - D. Discuss and/or Approve Quality Funds Grant #06CH011282/03 \$25,472 Early Head Start \$1,272 & Head Start \$24,200
 - E. Discuss and/or Approve USDA/CACFP Contract
- 10. Discussion Items
 - A. Discuss CLASS Spring Data 2022
- 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, March 22, 2022 9:00 am Linden Head Start Management Building - ZOOM 124 North Main Street Linden, Texas

			Sep-21	Oct-21	Dec-21	Jan-22	Feb-22	Mar-22
PC Attendance	Campus	Title	21	21	21	22	22	22
· · · ·	on - Cecelia Huff		X	X		X		X
	on - Destiny Wha	tley	X					X
Secretar	y - Brittany Lee		X					
Cecelia Huff	Bowie County	Bowie County Representative x x x			х			
Harmony Roberson	Atlanta	Representative	х	х		х		х
Whitney Graham	Atlanta	Alternate						
LaToya Jones	Bloomburg	Representative	х	х		х		
Heather Lundy	Bloomburg	Alternate						
Brittany Lee	D/LS Representative		х		-		5	
Meagan Monkhouse	D/LS	Alternate			NO Meeting	to 02/08/2022	NO Meeting	
Payton Wertz	Hughes Springs	Representative	х		leei	3/2(leei	
Simone Frazier	Hughes Springs	Alternate			≥	5/08	≥	
Catrice Boyd	Hughes Springs	Representative	х	х	ž	00	ž	
	Hughes Springs	Alternate						
Robyn Goins(10/26/2021)	Naples	Representative		х		llec		
Robyn Goins	Naples	Alternate	х			edu		
Destiney Whatley	New Boston	Representative	х			rescheduled		х
Dora Doyle	New Boston	Alternate				es.		
Shanequa Harris	Pittsburg	Representative	х	х				х
Deidra Wilkerson	Pittsburg	Alternate				etir		
Kia Hamilton	Texarkana	Representative				Meeting		
Jessica Martinez	Texarkana	Alternate						

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Misty Van Hooser, Charlotte Hall, Rhonda Shirley, Robbie Hudson, Susan Horner, Frances Evans and Wanda Davis

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson, March 22, 2022 at 9:05 am, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Shanequa Harris, Destiney Whatley and Harmon Roberson (arrived at 9:17 AM).

4. Approval of Agenda:

Shanequa Harris moved to accept the agenda as presented. This motion was seconded by Destiney Whatley. 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 February 8, 2022:

Destiney Whatley moved to accept the minutes of February 8, 2022 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 asked the members questions about how Policy Council Members are involved with active involvement of parents in Program Operations; how they are responsive to Community and Parent needs; and how they assure we are delivering quality services.

7. Reports:

A. Financial Report

Bridgette Parton gave the Financial Report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Self-Assessment Committee Report Bernadette Harris stated she would review it during the action items.

9. Action Items:

A. Discuss and/or Approve Self-Assessment Results 2022

Bernadette Harris reviewed the Self-Assessment Results 2022 as presented. Destiney Whatley moved to approve Self-Assessment Results as presented. Shanequa Harris 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 ERSEA Committee Action Items

- 1. Head Start Selection Criteria
- 2. Early Head Start Selection Criteria
- 3. Head Start Health History Form
- 4. Early Head Start Health History Form
- 5. Returning Student Form
- 6. Medical/Dental Home Form
- 7. Receipt of Handbook Form

Misty Van Hooser reviewed the ERSEA Committee Action Items as presented. Harmony Roberson moved to approve ERSEA Committee Action Items as presented. Destiney Whatley 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 Updated Head Start Operating Manuals

1. Education Manual

2. Health Manual

3. Nutrition Manual

Bridgette Parton reviewed the changes. Destiney Whatley moved to approve the Updated Head Start Operating Manuals as presented. Shanequa Harris seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss Progress on Head Start Goals

1. Head Start Program Goals 2021-2022

Bridgette Parton reviewed the Program Goals as presented.

2. Parent, Family and Community Engagement 2021-2022

Bridgette Parton reviewed the PFCE Goals as presented.

3. School Readiness Performance Data 2021 - 2022

Frances Evans reviewed the School Readiness Goals as presented.

B. Discuss CLASS Data Winter 2022

Robbie Hudson reviewed the CLASS Data as presented.

C. Discuss Assessment Data Winter 2022

1. Circle Assessment Head Start

2. Frog Street Assessment Early Head Start

Bridgette Parton reviewed the Assessment Data Winter 2022 as presented.

11. Audience Comments:

None

12. Executive Session:

Shanequa Harris moved for Policy Council to go into Executive Session at 9:49 am. Destiney Whatley seconded the motion.

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

Destiney Whatley made a motion to come back into regular session at 9:52 am. Shanequa Harris seconded the motion.

13. Required Action from Executive Session:

A motion was made by Destiney Whatley to accept new hires, transfers, and terminations as presented. The motion was seconded by Shanequa Harris. 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. <u>Adjourn:</u>

A motion to adjourn was made by Destiney Whatley at 9:52 am. The motion was seconded by Shanequa Harris.

Minutes Submitted by: Bridgette Parton Minutes approved by:

Head Start

Financial Report for the month of April 2022

					Monthly	YTD	
Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Budget	Budget	(Over)/Under
12 month program endi	ng 11-30-2022						
Personnel	\$2,090,056.00	\$145,965.95	\$536,470.77	\$1,553,585.23	\$174,171.33	\$696,685.33	\$160,214.56
Fringe Benefits	\$512,064.00	\$40,364.25	\$153,183.91	\$358,880.09	\$42,672.00	\$170,688.00	\$17,504.09
Travel (4120)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$833.33	\$3,333.33	\$3,333.33
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$11,666.67	\$11,666.67
Supplies	\$174,635.00	\$7,268.64	\$29,906.66	\$144,728.34	\$14,552.92	\$58,211.67	\$28,305.01
Contractual	\$276,650.00	\$0.00	\$0.00	\$276,650.00	\$23,054.17	\$92,216.67	\$92,216.67
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$2,324.00	\$5,732.93	\$24,648.07	\$2,531.75	\$10,127.00	\$4,394.07
Other (4122)	\$830,469.00	\$77,469.64	\$266,390.54	\$564,078.46	\$69,205.75	\$276,823.00	\$10,432.46
Total	\$3,959,255.00	\$273,392.48	\$991,684.81	\$2,967,570.19	\$329,937.92	\$1,319,751.67	\$328,066.86
T&TA	\$40,381.00	\$2,324.00	\$5,732.93	\$34,648.07	\$3,365.08	\$13,460.33	\$7,727.40
Total							
USDA Reimbursements							\$27,587.09
Estimated USDA Reim	bursement for Marc	ch 2022				_	\$12,118.69
				Resulting (over)/und	er with USDA		\$367,772.64
* Total Over/Under withor	ıt USDA				Further Analy	sis	
					Number of chi	ldren	465
Accruals:				\$4.00	Number of clas	ssrooms	26
Actual year end payroll	accrual \$74,000.00						
					Monthly	YTD	-
	Amount Funded	Expenditures	Total To Date		Budget	Budget	(Over)/Under
Per Classroom	\$152,279.04	\$10,515.10	\$38,141.72		\$12,689.92	\$50,759.68	\$12,617.96
Per Child	\$8,514.53	\$587.94	\$2,132.66		\$709.54	\$2,838.18	\$705.52
IN-KIND (Non-Federal	Share)						
	Needed	This month	Total	Still need			
	\$989,814.00	\$149,466.69	\$578,244.74	\$411,569.26			

Head Start C5

Financial Report for the month of April 2022

(March 2022 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance
program ending 03/31/	/2023			
Supplies	\$59,327.00	\$147.05	\$60,737.16	(\$1,461.76)
Other	\$78,200.00	\$1,835.35	\$60,788.76	\$17,462.84
Total	\$137,527.00	\$1,982.40	\$121,525.92	\$16,001.08

Head Start C6

Financial Report for the month of April 2022

Funding Source	Amount Funded	Expenditures	Total To Date	Balance
program ending 03/31/	/2023			
Personnel	\$254,594.00	\$0.00	\$225,856.81	\$28,737.19
Supplies	\$111,556.00	\$560.88	\$560.88	\$110,995.12
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	\$546,741.00	\$560.88	\$226,417.69	\$320,323.31

Early Head Start

Financial Report for the month of April 2022

F H A					Monthly	YTD	
Funding Source	Amount Funded	Expenditures	Total To Date	Balance	<u>Budget</u>	Budget	(Over)/Under
12 month program endi	ng 11-30-2022						
Personnel	\$132,084.00	\$7,989.97	\$30,276.42	\$101,807.58	\$11,007.00	\$44,028.00	\$13,751.58
Fringe Benefits	\$32,361.00	\$4,126.60	\$16,304.07	\$16,056.93	\$2,696.75	\$10,787.00	(\$5,517.07)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$730.00	\$730.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$163.42	\$1,367.33	\$17,632.67	\$1,583.33	\$6,333.33	\$4,966.00
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	\$1,562.87	\$1,504.13	\$255.58	\$1,022.33	(\$540.54)
Other (4122)	\$47,890.00	\$2,355.57	\$8,652.84	\$39,237.16	\$3,990.83	\$15,963.33	\$7,310.49
Total	\$236,592.00	\$14,635.56	\$58,163.53	\$178,428.47	\$19,716.00	\$78,864.00	\$20,700.47
T&TA	\$5,257.00	\$0.00	\$1,562.87	\$3,694.13	\$438.08	\$1,752.33	\$189.46
Total							
USDA Reimbursements	••••						\$3,318.39
Estimated USDA Reim	bursement for March	h 2022					\$1,397.56
				Resulting (over)/und	er with USDA	_	\$25,416.42
					<u></u>		
* Total Over/Under withor	ut USDA				Further Analys	is	
					Number of child	lren	16
Accruals:				\$4.00	Number of class	rooms	2
Actual year end payroll	accrual \$4,800.00						
					Monthly	YTD	
	Amount Funded	Expenditures	<u>Total To Date</u>		<u>Budget</u>	Budget	(Over)/Under
Per Classroom	\$118,296.00	\$7,317.78	\$29,081.77		\$9,858.00	\$39,432.00	\$10,350.24
Per Child	\$14,787.00	\$914.72	\$3,635.22		\$1,232.25	\$4,929.00	\$1,293.78
IN-KIND (Non-Federal	Share)						
	Needed	This month	Total	Still need			
	\$59,148.00	\$2,093.28	\$8,477.51	\$50,670.49			

Early Head Start C5

Financial Report for the month of April 2022

(March 2022 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance
program ending 03/31/	/2023			
Supplies	\$2,239.00	\$13.92	\$799.33	\$1,439.67
Other	\$5,000.00	\$56.95	\$1,901.71	\$3,098.29
Total	\$7,239.00	\$70.87	\$2,701.04	\$4,537.96

Early Head Start C6

Financial Report for the month of April 2022

Funding Source	Amount Funded	Expenditures	Total To Date	Balance
program ending 03/31/	2023			
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 - April 2022

Sam's Club

Purchases for Payment due by Balance			-	
American Express				
Purchases for February 2022 Payment due by Balance	F	² d on 03/09/2022		1,404.30 (1,404.30) -
Line of Credit				
Program Highest March 2022 Balance Current balance Exp pay off date	CSBG A - -	CEAP A - - -	VSN - -	
In House Line of Credit				
Program	CSBG A	CSBG B	CEAP A	
Highest March 2022 Balance Current balance Exp pay off date	6,400.00 6,400.00	45,850.00 13,850.00 5/31/2022	21,150.00 -	-

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

	AMERICAN EXCLUSION Corpora Cardme	ate Purchasing ember Report			Sign-up Fo Statem	ents
	Prepared For DAN BOYD CSNT INC		Account Number	Closing Date 02/28/22	Page 1	of 2
	Previous Balance \$ 23.07 CR	New Chargee \$ Othe 1,404.30	r Debits \$ Payments \$ 0.00 0.00	Other Credits \$ 0:00	Balance Due \$ Do No 1,381.23 For import regardin refer to p	ortant informatio
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HEAD START and EHS NUTRITION PROGRAM

April 2022 Financial Report For the month of March 2022

CACFP

	Expenditures		<u>Total To Date</u>
Operating Labor	\$	6,655.00	42,334.92
Administrative Labor		1,352.27	4,037.97
Food		9,040.99	51,210.04
Supplies & Equipment		1,782.99	6,354.15
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	859.00
Other		-	0.00
Total	\$	18,831.25	\$ 104,796.08

****Operating Labor includes C5 andC6 money****

TDHS REVENUE

13,516.25 72,494.07 (Income Starts October 2021)

CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month March

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	465	465	465								
Over/Under Enrollment EHS	-10	-16	-21	-25								
% with Special Needs	6%	8%	9%	10%								
ADA Funded Enrolled* (465)	86%	80%	80%	82%								
Enrollment (acutal students)	89%	85%	86%	86%								
Present/ Absent	399/56	379/70	377/60	390/62								
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share	Head Start	\$989,814	\$411,569	\$578,245	42%	Needed	Grant Total	55.93%	Received	\$586,722		
	December	January	February	March	April	May	June	July	August	September	October	November
\$ 578,2	245 \$ 138,762		\$ 146,855	\$149,467								

Indirect Cost Pool Expenditur	res	(including	% A	(dmin)	IC	Р	\$ 391,886	\$ 303,971	Ι		Grant To	otal	\$ 415,021	Expended	\$	92,988			
*Grant should not be above 15%		December	J	lanuary	Febr	uary	March	April		May	Jun	е	July	August	Se	eptember	October	Nov	vember
HS Total 4%	\$	16,125	\$	21,947	\$ 2	5,668	\$ 24,175	\$ -	\$	-	\$	-	\$ -	\$.	\$	-	\$.	\$	-
\$ 87,915	\$	16,125	\$	21,947	\$ 2	5,668	\$ 24,175	\$ -	\$	-	\$	-	\$ -	\$	\$	-	\$	\$	-

Meals/Reimbursements

\$	39,706	December	January	February	March	April	May	June	July	August	September	October	November
# of service days		13	16	18	22								
# of meals served		3,696	3,677	4,436	5,202								
CACFP Reimbursemen	nt	\$ 8,619	\$ 8,613	\$ 10,356	\$ 12,119								

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	152	46	46	466								
# Classrooms Observed	48	22	22	112								
Incomes Verified	10	6	8	4								
# Parents Interviewed	12	12	0	0								
# of Staff interviewed	5	14	17	10								
# Bus Routes Observed	0	0	0	0								
# Staff Files Reviewed	0	0	0	0								
# Community Contacts	63	50	43	134								
# of Findings	11	57	38	38								

Annual Self-Assessment Find	ings_		Date:	Week of	3/3/2022	Completed	NA					
	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4								
# findings corrected	2	2	0	2								
# findings remaining	0	0	4	2								

Annual Detailed Monitoring Findings

Week of 1/24/2022 Completed NA December February January March April May June July August September October November # of findings 7 7 7 7 # findings corrected 2 4 7 2 # findings remaining 0 5 5 3

Program Updates

Campuses Preparing for End-of-Year

Enrollling for the 2022-2023 School Year

CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03



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									
Over/Under Enrollment EHS	0	0	-2									
% with Special Needs	12.50%	12.50%	12.50%									
ADA Funded Enrolled* (16)	84%	64%	73%									
Enrollment (acutal students)	84%	73%	83%									
Present/ Absent	13/3	012/2	012/2									
* If below 85% (Why) -	COVID Cases	COVID/Flu- Like Cases	COVID/Flu- Like Cases									

2022

Non-Federal Share		Early HS	\$59,148	\$50,671	\$8,477	86%	Needed	Grant Total	55.93%	Received	\$586,722		
		December	January	February	March	April	May	June	July	August	September	October	November
\$	8,477	\$ 2,165	\$ 2,054	\$ 2,165	\$ 2,093								

1	ndirect Cost Pool Expenditure	es ((including	%	Admin)	ICP	\$ 23,135	\$ 18,062		Grant Total	\$ 415,021	Expended	\$ 92,988		
*	Grant hould not be above 15%	0	December		January	February	March	April	May	June	July	August	September	October	November
	EHS Total 0%	\$	942	\$	5 1,413	\$ 1,435	\$ 1,283								
	\$ 5,073	\$	942	\$	5 1,413	\$ 1,435	\$ 1,283								

Meals/Reimbursements

\$ 4,716	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	13	16	18	17								
# of meals served	481	347	593	603								
CACFP Reimbursement	\$ 1,113		\$ 1,393	\$ 1,398								

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16	8								
# Classrooms Observed	12	6	6	8								
Incomes Verified	0	0	0	0								
# Parents Interviewed	0	0	0	0								
# of Staff interviewed	2	0	0	0								
# Bus Routes Observed	0	0	0	0								
# Staff Files Reviewed	0	0	0	0								
# Community Contacts	8	3	5	3								
# of Findings/# Corrected	4	0	0	0								

Annual Self-Assessment Find	ings_		Date:	Week of	3/3/2022	Completed	NA					
	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4								
# findings corrected	2	2	0	2								
# findings remaining	0	0	4	2								

Annual Detailed Monitoring F	<u>indings</u>			Week of	1/24/2022	Completed	NA					
	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7								
# findings corrected	7	2	2	4								
# findings remaining	0	5	5	3								
Program Updates												
Campuses Preparing for End-o	f-Year											

Enrolling for the 2022-2023 School Year

/22 7 PM		1	of 4
	9803 - HEAD START PIR Snapshot (Grid)	Total	Percentage
eport: H	lead Start PIR Snapshot (Grid)		
PIR: Hea	ad Start 2021-2022		
Sectio	n: a. Total Funded Enrollment		
	Number of enrollment slots that the program is funded to serve.	465	100%
Sectio	n: 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%
Sectio	n: 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	100.00%
	Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
Sectio	n: d. Total Cumulative Enrollment		
the p	al number of children served by the program throughout the entire year, inclusive of enrollees who left during program year and the enrollees who filled those empty places. Due to turnover, more children and families mat zeive Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	510	100% of participants
Sectio	n: e. Participants By Age (Percentage of Cummlative Enrollment)		
	Two Years Old	2	0.39%
	Three Years Old	235	46.08%

Four Years Old	273	53.53%
Five Years Old and Older	0	0.00%
Section: f. Homelessness Services (Percentage of Cummlative Enrollment)		
Total Number of children experiencing homelessness that were served during the enrollment year	32	6.27%
Section: g. Foster Care (Percentage of Cummlative Enrollment)		
Total number of enrolled children who were in foster care at any point in the program year	16	3.14%
Section: h. Prior Enrollment of Children (Percentage of Cummlative Enrollment)	·	
Second Year	123	24.12%
Three (or more) Years	0	0.00%
Section: i. Ethnicity (Percentage of Cummlative Enrollment)	·	
Hispanic or Latino Origin	73	14.31%
Non-Hispanic or Non-Latino Origin	437	85.69%
Section: j. Race (Percentage of Cummlative Enrollment)	`	
American Indian or Alaska Native	2	0.39%
Asian	7	1.37%
Black or African American	265	51.96%
Native Hawaiian or Pacific Islander	0	0.00%
White	158	30.98%
Biracial or Multi-Racial	50	9.80%
Other Race	28	5.49%
Unspecified Race	0	0.00%
Section: k. Language (Percentage of Cummlative Enrollment)		
English	480	94.12%
Spanish	26	5.10%
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	0.59%
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 Cummlative Enrollment)		
Children With Health Insurance At Start of Enrollment	477	93.53%
Children With Health Insurance At End of Enrollment	326	63.92%
Children With A Medical Home At Start of Enrollment	459	90.00%
Children With A Medical Home At End of Enrollment	318	62.35%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	481	94.31%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	460	90.20%
Children with a dental home at start of enrollment	432	84.71%
Children with a dental home at end of enrollment	308	60.39%
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	44	9.91%
Section: n. Family Services (Percentage of Total Families)		
Total Number of Families	481	100.00%
Families Who Received at Least One Family Service	427	88.77%
Section: o. Specific Services (Percentage of Total Families)		
Emergency or Crisis Intervention	49	10.19%
Housing Assistance	6	1.25%

Asset building services (Financial Education)	76	15.80%
Mental Health Services	16	3.33%
Substance Abuse Prevention	5	1.04%
Substance Abuse Treatment	3	0.62%
English as a Second Language (ESL) Training	7	1.46%
Assistance enrolling in Education or Job Training	46	9.56%
Research-Based Parenting Curriculum	273	56.76%
Involvement in their child's screening and assessment results and their child's progress	323	67.15%
Supporting transitions between prorgrams (i.e., EHS to HS, HS to Kindergarten)	249	51.77%
Education on preventative medical and oral health	388	80.67%
Education on health and developmental consequences of tobacco product use	166	34.51%
Education on Nutrition	414	86.07%
Education on postpartum care (e.g. breastfeeding support)	4	0.83%
Education on relationship/marriage	4	0.83%
Assistance to Families of Incarcerated Individuals	6	1.25%

5/22 66 PM	9803 - EARLY HEAD START PIR	1	of 4
	Snapshot (Grid)	Total	Percentage
eport: Hea	d Start PIR Snapshot (Grid)		
PIR: Head S	Start 2021-2022		
Section: a	a. Total Funded Enrollment		
	Number of enrollment slots that the program is funded to serve.	16	100%
Section: k	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: d	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	d. Total Cumulative Enrollment		·
the prog	umber of children served by the program throughout the entire year, inclusive of enrollees who left during ram year and the enrollees who filled those empty places. Due to turnover, more children and families mat e Head Start services cumulatively throughout the program year(all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	20	100% of participants
Section: e	e. Participants By Age (Percentage of Cummlative Enrollment)		
	Under One Year	0	0.00%

One Year Old	10	50.00%
Two Years Old	10	50.00%
Three Years Old	0	0.00%
Section: f. Homelessness Services (Percentage of Cummlative Enrollment)		
Total Number of children experiencing homelessness that were served during the enrollment year	2	10.00%
Section: g. Foster Care (Percentage of Cummlative Enrollment)		
Total number of enrolled children who were in foster care at any point in the program year	2	10.00%
Section: h. Prior Enrollment of Children (Percentage of Cummlative Enrollment)		
Second Year	11	55.00%
Three (or more) Years	0	0.00%
Section: i. Ethnicity (Percentage of Cummlative Enrollment)		
Hispanic or Latino Origin	2	10.00%
Non-Hispanic or Non-Latino Origin	18	90.00%
Section: j. Race (Percentage of Cummlative Enrollment)		
American Indian or Alaska Native	1	5.00%
Asian	0	0.00%
Black or African American	15	75.00%
Native Hawaiian or Pacific Islander	0	0.00%
White	2	10.00%
Biracial or Multi-Racial	1	5.00%
Other Race	1	5.00%
Unspecified Race	0	0.00%
Section: k. Language (Percentage of Cummlative Enrollment)		
English	19	95.00%
Spanish	1	5.00%

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 Cummlative Enrollment)	·	-
Children With Health Insurance At Start of Enrollment	18	90.00%
Children With Health Insurance At End of Enrollment	13	65.00%
Children With A Medical Home At Start of Enrollment	18	90.00%
Children With A Medical Home At End of Enrollment	11	55.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	20	100.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	11	55.00%
Children with a dental home at start of enrollment	16	80.00%
Children with a dental home at end of enrollment	9	45.00%
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%
Section: n. Family Services (Percentage of Total Families)		·
Total Number of Families	18	100.00%
Families Who Received at Least One Family Service	13	72.22%

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	33.33%
Involvement in their child's screening and assessment results and their child's progress	5	27.78%
Supporting transitions between prorgrams (i.e., EHS to HS, HS to Kindergarten)	0	0.00%
Education on preventative medical and oral health	13	72.22%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on Nutrition	12	66.67%
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%

	Justification Recruiting and Hiring Operating Manual Head Start and Early Head Start Program										
Date	Description										
4/8/2022	CSNT Head Start is requesting approval of the Recruiting and Hiring Operating Manual for the Head Start and Early Head Start Program										

The Recruiting and Hiring Manual will describe the recruiting and hiring process along with who is responsible for each step of the process. This manual was developed due to changes in the recruiting and hiring processes brought on by the pandemic.

Recruiting and Hiring Staff Standard Operating Procedures Manual

Aligned with the 2016 Head Start Program Performance Standards (Standards 1302.90 – 1302.94)

Revision 4/8/2022

Table of Contents

NTRODUCTION	2
DVERVIEW	
ACKGROUND	3
Recruiting New Staff	
Application Process	
nterview Process	4
ackground Check Process	4
New Hire Orientation Process	

INTRODUCTION

The following policies and procedures are intended to provide an overview of the procedures used to recruit, interview, and hire new staff to the Head Start and Early Head Start Programs.

These procedures have been approved by the Governing Board and the Policy Council. All policies and procedures listed in this manual are to align with the Personnel Policies and Procedures adopted by the Agency and with the Head Start Performance Standards Subpart I – Human Resources Management.

OVERVIEW

These policies and procedures are to provide guidance on the steps implemented when recruiting and hiring new staff. There are times when some or none of these steps will be implemented as when staff are considered returning staff or when staff are transferring to another position within Head Start or Early Head Start.

BACKGROUND

CSNT has had to change some of the recruiting and hiring practices that have been established in the Agency for a long period due to the pandemic. The ways in which staff are recruited and hired has changed. Many of the faceto-face meetings and practices are now implemented virtually. The Agency has taken the practices that work best when recruiting and hiring new staff and created this operating manual.

Recruiting New Staff

- 1. The Human Resource Director will post open or new positions on Indeed as well as internally at each location within the program. The jobs will be posted immediately following a resignation, termination, or creation of a position.
- 2. The Program Manager may also work with partnership School Districts to post open and new Head Start/Early Head Start positions to partnership District websites as well as the Region VIII ESC. Only positions open at the District Head Start site would be posted on the District Website.
- 3. The Human Resource Director and/or other management staff will attend job fairs and other events within the service area to attract potential new hires to the Agency and the Program.

Application Process

- 1. The Human Resource Director will check Indeed for potential applicants. The information on potential applicants will be placed in a file in the Human Resource Director's Office.
- 2. When the open position closes, the Human Resource Director will

send all potential applicant information to the Head Start Program Manager.

- 3. The Head Start Program Manager will also look over the potential applicant's information along with the Lead Management Staff in that Content Area. They are looking for applicant qualifications that match the job posting.
- 4. If more information is needed from a potential applicant. The Head Start Program Manager will reach out to the applicant via email, Indeed Website, or by phone, and request the additional information that is needed.

Interview Process

- 1. The Human Resource Director will create an interview team that consists of a Content Area Expert, Supervisor for the open positions, and one other staff person that serves in a position at or above the open position. The Program Manager will assist the Human Resource Director with scheduling interviews if needed. Other members of the interview panel will be added as necessary. Most interview panels will consist of no more than three people. (No one will interview a potential new hire that will supervise them.) Best practices specify that interview panels consist of staff knowledgeable of the open position. The interview panel should also consist of management staff in a related job field as the open position, but always be in a management or supervisory position above the open position.
- 2. The Human Resource Director will schedule a virtual interview for potential applicants that meet the qualifications for the open position. The HS Program Manager will assist with scheduling the interviews, as needed.
- 3. One person on the interview panel will be selected to ask the questions. This person will state the position, location, and pay rate, if applicable, for the position before they begin asking the interview questions. Interview questions are asked from a pre-determined list based on the position. Each member of the interview panel scores the answers with a numerical rating from (1) to (5). One being the least possible and (5) being the highest possible score.
- 4. The Human Resource Director will total interview score sheets for each applicant. The applicant with the highest score will be the selected new hire unless there is information that would make another applicant a better fit for the position. This can happen when applicant scores are very close or when the same interview panel was unable to interview all of the candidates.

Background Check Process

- 1. The Human Resource Director will contact the selected applicant from the interview process to have them complete the required background check screens before being considered for the position (HSPPS 1302.90 (a-b).
- 2. The Human Resource Director will assist the selected applicant in completing the background check screen through the Texas Department of Family and Protective Services. The Human Resource Director will assist them in completing the Agency background check screen.
- 3. If both background check screens clear, the applicant can be considered for the open position. Head Start standards require all potential new hires clear a state and FBI background check before being hired to a Head Start or Early Head Start position.

New Hire Orientation Process

- 1. All new hires must complete a physical examination and a drug screen prior to starting to work in their new position. The Human Resource Director will schedule the physical prior to starting the new hire orientation.
- 2. New hire orientation will be completed by all new staff. The Human Resource Director has the new hire complete required paper work.
- 3. The Human Resource Director will explain the personnel policies found in the personnel policy handbook. New hires can ask questions and discuss any or all of the policies.
- 4. The Human Resource Director or HS Program Manager will schedule the date and time for the new hire to meet with the Head Start Management Team. During this time, the new hire will receive training on the Head Start Program and the Head Start Program Performance Standards that guide the program.
- 5. New hires will spend three to five days with a mentor that is currently working in the same position as them. The Mentor will train the new hire on the day to day functions of the position. The mentor will document the areas where they mentored the new hire. They will list any additional training that is needed for the new hire. This paperwork is returned to the Program Manager.
- 6. The Program Manager schedules additional training for the new hire in their position.

Atlanta Head Start



		Aug	gusi	t 20	22			S	Sept	tem	ber	202	22		(Oct	obe	r 20)22	
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Student Days: Full Day-7:30-3:00

Student Hours-1297.50

Staff Training/ Students out

August 1 – 9 Sept 26, Oct 31, Dec 22 Jan. 9, Feb. 18, May 26 & 30

Student & Staff Holidays

- Labor Day Sept. 5Columbus Day Oct. 10
- Thanksgiving Nov. 21-2.
- Christmas Dec. 23-Jan. 6
- Martin Luther King– Jan. 1 Winter Holiday—Feb.
- 16-20 Spring Break - Mar. 20-24
- Good Friday Apr. 7
- Memorial Day May 29

Bad Weather Day

March 21

May 25

Early Release

Dec. 21

May 25

Staff Return August 1st

Campus Director: Catherine Early

Family Services: Alisha Oliver Jennifer Lang Sandy McNeil

Contact Number: (903) 796-4118



Bloomburg Head Start



		Aug	gust	: 20	22			S	Sep	tem	ber	202	22		(Oct	obe	r 2()22	
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6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
13	14	15	16	17	18	19	11	12	13	14	15	16		8	9	10	11	12	13	14
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12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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28	29	30	31				25	26	27	28	29	30		23			26	27	28	29
							<u> </u>							30	31					

Student Days: Full Day-7:30-3:00

Student Hours-1245

Staff Training/ Studen out

- August 2-6Oct 11, Dec 15-16, Jan. 3 Feb. 20, Mar. 1 Apr. 7

Student & Staff **Holidays**

- Labor Day Sept. 5
- Fall Break Oct. 7&10
- Thanksgiving Nov. 21-
- Christmas Dec. 16 -Jan
- Martin Luther King– Jan. ■ Winter Break—Feb. 6-1
- Spring Break Mar. 20-2
- Ĝood Friday Apr. 7
- Memorial Day May 5

Staff Return August 1st

Campus Director: Candie Harris

Family Services: Candie Harris

Contact Number: (903) 728-5880

Student Days: Full Day—7:30-3:00



Daingerfield Head Start



Student Hours—1260		A	ugu	st 2	2.022	2		S	Sep	tem	ber	202	22		(Oct	obe	er 20)22		
Staff Training/ Students out				1	<u> </u>			_					_								
 August 1-10 	S	Μ	Т	W	Th	F	S	S	Μ	Т	W	Th	F	S	S	Μ	Т	W	Th	F	S
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	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
Student & Staff Holidays	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
Labor Day - Sept. 5															30	31					
 Fall Break - Oct. 10-11 Thanksgiving - Nov. 21-25 Christmas - Dec. 19-Jan. 2 		Nov	/em	ber	202	22		Ι	Dec	em	ber 2	202	2		J	anu	ary	20	23		
 Martin Luther King– Jan. 16 Winter Break - Feb. 13-17 	S	М	Т	W	Th	F	S	S	М	Т	W	Th	F	S	s	м	т	w	Th	F	S
 Spring Break - Apr. 3-10 Memorial Day—May 29 			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
Early Release Days	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
Dec. 16May 26	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15						
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	s 5 12 19	M 6 13 20 27	T 7 14 21 28	W 1 8 15 22	Th 2 9 16 23	F 3 10 17	4 11 18	S 5 12 19 26	M 6 13 20 27	T 7 14 21 28	W 1 8 15 22 29	Th 2 9 16 23 30	3 10 17 24	4 11 18	S 2 9 16 23 30	A M 3 10 17 24	pri T 4 11 18 25	20 W 5 12 19 26	Th 6 13 20	7 14 21	1 8 15 22
	s 5 12 19	M 6 13 20 27	T 7 14 21	W 1 8 15 22	Th 2 9 16 23	F 3 10 17	4 11 18	S 5 12 19 26	M 6 13 20 27	T 7 14 21 28	W 1 8 15 22	Th 2 9 16 23 30	3 10 17 24	4 11 18	S 2 9 16 23 30	A M 3 10 17 24	ргі Т 4 11 18	20 W 5 12 19 26	Th 6 13 20	7 14 21	1 8 15 22
Campus Director: MaRenda Traylor	s 5 12 19 26	M 6 13 20 27 M	T 7 14 21 28 (ay 2	W 1 8 15 22 202	Th 2 9 16 23 3	F 3 10 17 24	4 11 18 25	S 5 12 19 26	M 6 13 20 27 Jun	T 7 14 21 28 e 2	W 1 8 15 22 29 0223	Th 2 9 16 23 30	3 10 17 24 31	4 11 18 25	S 2 9 16 23 30	A M 3 10 17 24 July	ргі Т 11 18 25 7 2(20 W 5 12 19 26 223	Th 6 13 20 27	7 14 21 28	1 8 15 22 29
MaRenda Traylor Family Services:	s 5 12 19	M 6 13 20 27	T 7 14 21 28	W 1 8 15 22	Th 2 9 16 23	F 3 10 17	4 11 18	S 5 12 19 26	M 6 13 20 27 Jun	T 7 14 21 28 e 2	W 1 8 15 22 29 0223	Th 2 9 16 23 30 ' Th	3 10 24 31 F	4 11 18 25 5	S 2 9 16 23 30	A M 3 10 17 24	pri T 4 11 18 25	20 W 5 12 19 26	Th 6 13 20	7 14 21	1 8 15 22
MaRenda Traylor	s 5 12 19 26	М 6 13 20 27 М	T 7 14 21 28 ay 2 T	W 1 8 15 22 202 W	Th 2 9 16 23 3	F 3 10 17 24 F	4 11 18 25 	S 5 12 19 26	M 6 13 20 27 Jun	T 7 14 21 28 e 2 1 T	W 1 8 15 22 29 023	Th 2 9 16 23 30 ' Th 1	3 10 17 24 31	4 11 18 25	S 2 9 16 23 30	A M 3 10 17 24 July	ргі Т 11 18 25 7 2(20 W 5 12 19 26 223	Th 6 13 20 27	7 14 21 28	1 8 15 22 29 S
MaRenda Traylor Family Services: MaRenda Traylor Contact Number:	s 5 12 19 26 s	м 6 13 20 27 М М 1	T 7 14 21 28 ay 2 ay 2 T 2	W 1 8 15 22 22 22 202 W 3	Th 2 9 16 23 3 Th 4	F 3 10 17 24 5	4 11 18 25 	S 5 12 19 26 S	M 6 13 20 27 Jun	T 7 14 21 28 C 2 1 T 5 6	W 1 8 15 22 29 023 0 - W - W -	Th 2 9 16 23 30 ' ' 1 8	3 10 17 24 31 F 2 9	4 11 18 25 5 5 3 10	S 2 9 16 23 30 S S	A M 3 10 17 24 Vuly	ргі Т 4 11 18 25 7 2(0	20 W 12 19 26 23 W W	Th 13 20 27 Th	7 14 21 28 7	1 8 15 22 29 S 1 8
MaRenda Traylor Family Services: MaRenda Traylor	s 5 12 19 26 s 7	м 6 13 20 27 М 1 1 8	T 7 14 21 28 Ay 7 14 21 28 T 2 9	W 1 8 15 22 202 202 8 0 202 3 10	Th 2 9 166 233 3 Th 4 111	F 3 10 17 24 -	4 11 18 25 	S 5 12 19 26 S	M 6 13 20 27 Jun 5 1 1	T 7 14 21 28 C 2 1 T 5 6 2 1	W 1 8 15 22 29 023 023 0 3 14	Th 2 9 16 23 30 ' ' 1 8 1 15	3 10 17 24 31 F 2 9 16	4 11 18 25 5 3 10 17	S 2 9 16 23 30 S 5 2	A 3 10 17 24 M M 3	Pri T 4 11 18 25 7 20 T T	200 W 12 19 26 22 20 23 W W 5 12	Th 6 13 20 27 7 Th	7 14 21 28 7	1 8 15 22 29 S 1 8
MaRenda Traylor Family Services: MaRenda Traylor Contact Number:	s 5 12 19 26 s 7 14	м 6 13 20 27 Х М 1 1 8 15	T 28 28 3 4 28 3 4 28 7 2 9 16	W 1 8 15 22 202 W 3 10 17	Th 2 9 16 23	F 3 10 17 24 7 5 12 19	4 11 18 25 	S 5 12 19 26 S 4 1:	M 6 13 20 27 Jun 5 1 1 11 3 1	T 7 14 21 28 e 2 1 T i 6 2 1.1 i 6 2 1.1 j 6 2 1.2	W 1 8 15 22 29 023 - W - W - W - - W -	Th 2 9 16 23 30 ' ' 1 8 15 22	3 10 17 24 31 F 2 9 16 23	4 11 18 25 	S 2 9 16 23 30 \$ \$ \$ 9	A 3 10 17 24 M 5 10 17	T 4 11 18 25 7 20 T 4 11	20 W 12 19 26 23 W W 5 12 19 26 19 19 26 19 26 19 19 26 19 19 26 19 19 19 19 19 19 10 10 10 10 10 10 10 10 10 10	Th 6 13 20 27 7 Th 6 13	7 14 21 28 F 7 14	1 8 15 22 29 5 1 8 15 22

Student & Staff Holidays

- Labor Day Sept. 5
- Fall Break Oct. 10-11
- Thanksgiving Nov. 21-25 Christmas - Dec. 19-Jan. 2
- Martin Luther King– Jan. 16
- Winter Break Feb. 13-17
- Spring Break Apr. 3-10
- Memorial Day—May 29

Early Release Days

- Dec. 16
- May 26

Staff Return August 1st

School	Starts:	August	11
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# **Hughes Springs** Head Start



**Student Days:** Full Day-7:30-3:00

Student Hours - 1297.5

#### **Staff Training/ Students** out

August 1-10

- Oct. 10
- Jan. 3 & 4

### Student & Staff **Holidays**

- Labor Day Sept. 5
- Thanksgiving Nov. 21-25
- Christmas Dec. 20-Jan. 4
- Martin Luther King– Jan. 17
- Winter Break Feb 21—25
- Spring Break Apr. 3 7
- Good Friday—April 15

### **Early Release Day**

- Mar. 10May 19

**Staff Return** August 1st

Campus Director: Carlin Johnson

Family Services: Samantha Moores **Bobbie Summers** 

Contact Number: (903) 639-1914

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5 12	M 6 13	T 7 14	w 1 8 15	Th 2 9 16	F 3 10 17	4 11 18	5 12	M 6 13 20	T 7 14	W 1 8 15	Th 2 9 16	3 10 17	4 11 18	S 2 9	M 3 10	Apr T 4 11 18	il 2 w 5 12	Th 6 13 20	F 7 14	1 8 15
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5 12 19 26	M 6 13 20 27	T 7 14 21 28 May	W 1 8 15 22	Th 2 9 16 23 23 23 23 7 16	F 3 10 17 24 -	4 11 18 25 	5 12 19 26	M 6 13 20 27 5 N 5 N	T 7 14 21 28 28 1 T 7 6	W 1 8 15 22 29 202 202 W W W Y Y	Th 2 9 16 23 30 23 Th 1 8	3 10 24 31 F 2 9	4 11 18 25 5 3 10	S 2 9 16 23 30	M 3 10 17 24 Ju	Apr T 4 111 18 25 11y	il 2 W 5 12 19 26 202	Th 6 13 20 27 .3	F 7 14 21 28	1 8 15 22 29
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30 31

Student Days: Full Day-7:30-3:00



Naples/Omaha Head Start



Student Hours- 1245			Aug	gus	t 20	22			Se	epte	emb	er 2	022			00	ctol	ber	202	22	
Staff Training/ Students out	s	М	Т	W	Th	F	S	S	м	Т	W	Th	F	S	S	М	Т	W	Th	F	s
August 1-5 Oct. 7		1	2	3	4	5	6	5		•	••	1	2	3	5	101		vv			
– Feb. 10	7							4	5	6	7	8	9	10	2	2	4	-	6	-	1
 Apr. 21 	7	8	9	10		12	13	11	12	13	, 14	15	16	17	2	3	4	5	6	7	8
	14	15	16				20	18	19	20	21	22	23	24	9	10	11	12	13	14	15
Student & Staff	21	22	23			26	27	25	26	27	28	29	30	27	16	17	18	19	20	21	22
Holidays ■ Labor Day - Sept. 6	28	29	30	31				25	20	27	20	29	30		23	24	25	26	27	28	29
 Thanksgiving - Nov. 21-25 Christmas - Dec. 21-Jan. 3 															30						
 Martin Luther King– Jan. 16 Spring Break - Mar. 20-24 		No	ven	nbe	r 20)22			De	cen	nbei	: 20	22		•	Jan	uar	y 20	023		
Good Friday—April 7	S	М	Т	W	Th	F	S	S	М	Т	W	Th	F	S	S	М	Т	w	Th	F	S
Bad Weather Day			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
Early Release	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
 Nov. 18 Dec. 20 	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
■ Mar. 17 ■ May 25	20	21	22	23		25	26	18	19	20	21	22	23	24	22	23					28
	27	28	29	30				25	26	27	28	29	30	31	29	30					_
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Staff Return August 1st		Fe	brua	ary	202	3			Μ	larc	h 20)23				ļ	Apr	il 2	023	3	
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	5	M 6 13	T 7 14	W 1 8 15	Th 2 9 16	F 3 10 17	4 11 18	5 12	M 6 13 20	T 7 14	W 1 8 15 22	Th 2 9 16 23	3 10 17	4 11 18	2	M 3 10 17	T 4 11 18	W 5 12 19	Th 6 13	F 7 14	1 8 15
	5 12 19	M 6 13 20	T 7 14 21	W 1 8 15	Th 2 9 16	F 3 10 17	4 11 18	5 12 19	M 6 13 20	T 7 14 21	W 1 8 15 22	Th 2 9 16 23	3 10 17 24	4 11 18	2 9 16 23	M 3 10 17	T 4 11 18	W 5 12 19	Th 6 13 20	F 7 14 21	1 8 15 22
	5 12 19	M 6 13 20 27	T 7 14 21	W 1 8 15 22	Th 2 9 16 23	F 3 10 17	4 11 18	5 12 19	M 6 13 20 27	Т 7 14 21 28	W 1 8 15 22	Th 2 9 16 23 30	3 10 17 24	4 11 18	2 9 16	M 3 10 17 24	T 4 11 18 25	W 5 12 19	Th 6 13 20 27	F 7 14 21	1 8 15 22
August 1st	5 12 19	M 6 13 20 27	T 7 14 21 28	W 1 8 15 22	Th 2 9 16 23	F 3 10 17	4 11 18	5 12 19	M 6 13 20 27	Т 7 14 21 28	W 1 8 15 22 29	Th 2 9 16 23 30	3 10 17 24	4 11 18	2 9 16 23	M 3 10 17 24	T 4 11 18 25	W 5 12 19 26	Th 6 13 20 27	F 7 14 21	1 8 15 22
	5 12 19 26	M 6 13 20 27	T 7 14 21 28 May	W 1 15 22 7 20	Th 2 9 166 23 023	F 3 10 17 24	4 11 18 25	5 12 19 26	M 6 13 20 27	T 7 14 21 28 	W 1 8 15 22 29 202	Th 2 9 16 23 30	3 10 17 24 31	4 11 18 25	2 9 16 23 30	M 3 10 17 24 Ju	T 4 11 18 25	W 5 12 19 26 202	Th 6 13 20 27 3	F 7 14 21 28	1 8 15 22 29
August 1st Campus Director:	5 12 19 26	M 6 13 20 27 	т 7 14 21 28 Мау Т	W 1 8 15 22 7 20 W	Th 2 9 16 23 0 023 Th	F 3 10 17 24 F	4 11 18 25 	5 12 19 26	M 6 13 20 27	T 7 14 21 28 	W 1 8 15 22 29 202	Th 2 9 16 23 30 23 23 7h	3 10 24 31 F	4 11 18 25 	2 9 16 23 30	M 3 10 17 24 Ju	T 4 11 18 25	W 5 12 19 26 202	Th 6 13 20 27 3	F 7 14 21 28	1 8 15 22 29 S
August 1st Campus Director: Felicia Williams	5 12 19 26 S	M 6 13 20 27 7 8 8	T 7 14 21 28 May T 2	W 1 8 15 22 7 20 W 3	Th 2 9 16 23 O23 Th 4	F 3 10 17 24 -	4 11 18 25 	5 12 19 26 S	M 6 13 20 27 Ju	T 7 14 21 28 	W 1 8 15 22 29 202 W	Th 2 9 16 23 30 2 23 30 Th 1	3 10 24 31 F 2 2	4 11 18 25 S 3	2 9 16 23 30 \$	M 3 10 17 24 Ju	T 4 11 18 25 ly 2 T	W 5 12 19 26 202 W	Th 6 13 20 27 3 Th	F 7 14 21 28 F	1 8 15 22 29 S 1
August 1st Campus Director: Felicia Williams Family Services: Felicia Williams	5 12 19 26 S 7	M 6 13 20 27 27 M 1 8	T 7 14 21 28 May T 2 9	w 1 8 15 22 7 20 7 20 8 7 20 7 20 8 8 7 20 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Th 2 9 166 23 ////////////////////////////////////	F 3 10 17 24 -	4 11 18 25 	5 12 19 26 S 4	M 6 13 20 27 Ju 5 12	T 7 14 21 28 	W 1 8 15 22 29 202 202 W 7	Th 2 9 16 23 30 23 Th 1 1 8	3 10 24 31 F 2 9	4 11 18 25 5 3 10	2 9 16 23 30 5 2	M 3 10 17 24 Ju M 3	T 4 11 18 25 ly 2 T	W 5 12 19 26 202 W 5	Th 6 13 20 27 3 Th 6	F 7 14 21 28 F 7	1 8 15 22 29 S 1 8
August 1st Campus Director: Felicia Williams Family Services:	5 12 19 26 5 7 14	M 6 13 20 27 27 8 1 1 8 15 22	T 7 14 21 28 May T 2 9 16	w 1 8 15 22 7 20 W 3 10 17	Th 2 9 16 23 0 23 0 7 11 18	F 3 10 17 24 -	4 11 18 25 	5 12 19 26 S 4 11	M 6 13 20 27 Ju 5 12 19	T 7 14 21 28 T T 6 13	W 1 8 15 22 29 202 202 W 7 14	Th 2 9 16 23 30 23 7 10 1 1 8 15	3 10 24 31 F 2 9 16	4 11 18 25 5 3 10 17	2 9 16 23 30 \$ 2 9	M 3 10 17 24 Ju Ju 3 10	T 4 11 18 25 1y 2 7 T 4 11	W 5 12 26 202 W W 5 12	Th 6 13 20 27 3 Th 6 13	F 14 21 28 F 7 14	1 8 15 22 29 S 1 8 15

Pittsburg Head Start



Student Hours—1282			Aug	gus	t 20	21			Se	epte	mb	er 2	021			0	ctol	ber	202	21	
Staff Training/ Students out	C	N.4	-	14/	Th	-	c	c	М	т	W	Th	F	S	_		-	14/	Th	-	c
August 1-10	S	M	Т	W	Th	F	S	S	IVI	Т	vv		-		S	Μ	Т	W	Th	F	S
Oct. 17Mar 20	_	1	2	3	4	5	6	4	5	6	7	1 8	2 9	3 10		-		_	-	_	1
	7	8	9	10			13	11	12	13	, 14	15	16	17	2	3	4	5	6	7	8
Student & Staff	14	15	16	17	18		20	18	19	20	21	22	23	24	9	10		12		14	15
Holidays	21	22	23	24	25	26	27	25	26	27	28	29	30	27	16 22	17 24			20	21	22
Labor Day - Sept. 5Fall Holiday - Sept. 30	28	29	30	31				25	20	27	20	25	50		23	24	25	26	27	28	29
Thanksgiving - Nov. 21-25Christmas - Dec. 19-Jan. 2				1							1	20	0.1		30			0	0.00		
 Martin Luther King– Jan. 16 Spring Break - Mar 13-17 		Nc	oven	nbe	r 20)21			De	cen	nber	: 20	21	11		Jan	uar	y 2	022		
■ Good Friday—April 7	S	Μ	Т	W	Th	F	S	S	Μ	Т	W	Th	F	S	S	Μ	Т	w	Th	F	S
Bad Weather Days			1	2	3	4	5					1	2	3							
Feb. 20April 10	6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
-	13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14
Early Release Days Sept. 23	20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
Nov. 18Dec. 16	27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
March 10															29	20) 31				
May 18															29	30	51	•			
May 18		Fe	brua	ary	202	2			М	arc	h 2()22			29				022	2	
Staff Return	s	Fe	brua T	ary w	202 Th	2 F	S	S	M	arc	h 2(w)22 Th	F	S	S				022 Th		S
	S						S	S					F 3	S 4			Apr	il 2			S 1
Staff Return		Μ	T	W 1	Th 2	F 3	4	S 5			W	Th	3		S	M	Apr T	il 2 w	Th		1
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Staff Return August 1st Campus Director: Kaye Nelms Family Services:	5 12 19 26 5 7 14	M 6 13 20 27 7 8 1 1 8 15 22	T 7 14 21 28 May T 2 9 16	W 1 8 15 22 22 V 20 W 3 10 17	Th 2 9 16 23 1 4 11 13	F 3 10 17 24 7 5 12 19	4 11 18 25 	5 12 19 26 S 4 1:	M 6 13 20 27 Ju 5 1 12 3 19	Т 7 14 21 28 ЛПС Т 6 2 13 9 20	W 1 8 15 22 29 202 202 202 203 W 0 7 14 21	Th 2 9 16 23 30 22 Th 1 8 15 22	3 10 24 31 F 2 9 16 23	4 11 18 25 5 3 10 17	S 2 9 16 23 30 S 5 2 9	M 3 10 17 24 Ju M 3 10 17	Apr T 4 111 18 25 1 1 y T 4 111 18	il 2 W 5 12 19 26 202 W 5 12 19 19	Th 6 13 20 27 2 7 7 7 7 13 20	F 7 14 21 28 7 F 7 14	1 8 15 22 29 5 1 8 15 22

Student & Staff

Student Days: Full Day-7:30-3:00

- **Holidays**
- Labor Day Sept. 5
- Fall Holiday Sept. 30
- Thanksgiving Nov. 21-25
- Christmas Dec. 19-Jan. 2
- Martin Luther King– Jan. 16
- Spring Break Mar 13-17 ■ Good Friday—April 7

Bad Weather Days

Early Release Days

- Sept. 23
- Nov. 18 Dec. 16
- March 10
- May 18

Staff Return August 1st

School Starts: August 11

Student Days: Full Day-7:30-3:00

Texarkana Head Start



Student Hours—1290			Aug	gus	t 20	21			Se	epte	mbo	er 2	021			0	cto	ber	202	21	
Staff Training/ Students out	s	М	Т	w	Th	F	S	S	М	т	W	Th	F	S	S	М	Т	w	Th	F	S
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Student & Staff	21	22	30	31	25	20	27	25	26	27	28	29	30		-	24	25	26	20		22
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Columbus Day - Oct. 10		No	ven	he	r 2()21	II		De	cen	her	20	21		· ·		1191	y 2	022)	
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 Martin Luther King– Jan. 16 President's Day—Feb. 20 	S	Μ	Т	W	Th	F	S	S	Μ	Т	W	Th	F	S	S	М	т	w	Th	F	S
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Student & Staff Holidays

- Labor Day Sept. 5Columbus Day Oct.
- Thanksgiving Nov. 2 Christmas - Dec. 19-Ja
- Martin Luther King– Jan
- President's Day—Feb.
- Spring Break Mar 13
- Good Friday—April 7

Early Release Days

Staff Return August 1st

School Starts: August 17



Hughes Springs Early Head Start



Student Days: Full Day-7:30-3:00

Student Hours - 1387.50

Staff Training/ Students out

August 1-10

- Oct. 10
- Jan. 3 & 4

Student & Staff **Holidays**

- Labor Day Sept. 5
- Thanksgiving Nov. 21-25
- Christmas Dec. 20-Jan. 4
- Martin Luther King– Jan. 17
- Winter Break Feb 21—25
- Spring Break Apr. 3 7
- Good Friday—April 15

Early Release Day

- Mar. 10May 19

Staff Return August 1st

Campus Director: Carlin Johnson

Assistant Campus Director/ Family Services: Rachel Moreno

Contact Number: (903) 639-1914

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School Starts: August 11

School Ends: June 7

	Justification									
	Head Start/Early Head Start	t								
	2.28% COLA Increase									
	Grantee 06CH011282/03									
Date	Description									
4/26/2022 CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA (\$89,350) & Early Head Start COLA (\$5,274)										
	2.28% COLA Funding = \$94,624 \$9,462 – Ind \$3,553 – (HS Personnel Line-item Open Positio									
	2.28% COLA Funding									
Campus Direc hour Campus Direc hour Cook - \$.50 p Custodian - \$ Family Servic amounts \$11 Lead Teacher hour * Increase Su	salaries 2.28% and increase the base rate for t ctor (Working on Degree) \$.50 per hour increas ctor (Associate's Degree) \$1.50 per hour increas er hour increase - \$9.50 per hour .50 per hour increase - \$9.50 per hour e Worker – average of \$.50 per hour increase a .00 to \$15.00 per hour) (CDA Credential/Working on Degree) \$.25 per bstitute pay \$1.50 per hour from \$8.00 to \$9.5	e base rate - \$12.00 per se base rate - \$14.00 per Il levels (make the base pay hour increase \$11.00 per 0 (This is not a part of COLA)								
# of employees receiving	Estimated annual Increase to HS & EHS Personnel Budgets	Estimated Total Increase to Head Start Budget								
rates for 6 pc the program The new base	2.28% COLAHS \$80,415 \$85,16274HS \$80,415 EHS \$4,747\$85,162CSNT Head Start/Early Head Start is using some of the COLA funds to raise the base rates for 6 positions within the Head Start and Early Head Start Program. This will help the program recruit new staff and retain current staff.The new base rate for CSNT Head Start/Early Head Start is \$9.50 per hour from \$9.25 per hour and the new base rate for Teaching Assistants is \$10.00 per hour from \$9.25									

Justification Head Start/Early Head Start Quality Funds										
	Grantee 06CH011282/03									
Date	Description									
4/26/2022	CSNT Head Start is requesting approval to sub Application for Head Start Quality Funds (\$24 COLA (\$1,272)									
	Quality Funding = \$25,472 \$2,547 – Indirect	Cost Rate								
	Quality Funding									
base rate. Est	f salaries for Positions that did not receive addi timated average per employee \$382 annually. help retain staff.									
# of Estimated annual Increase to HS & EHS Estimated Total Increase to HS & EHS employees Personnel Budgets Head Start/EHS Budgets receiving Quality Funds										
54	Head Start \$21,780/EHS \$1,145	\$22,950								
	will help the Head Start Program retain staff an rt/Early Head Start minimum base rate will rise									



Community Services Of Northeast Tex 5630 - Pre-K CLASS® Average Score Charts

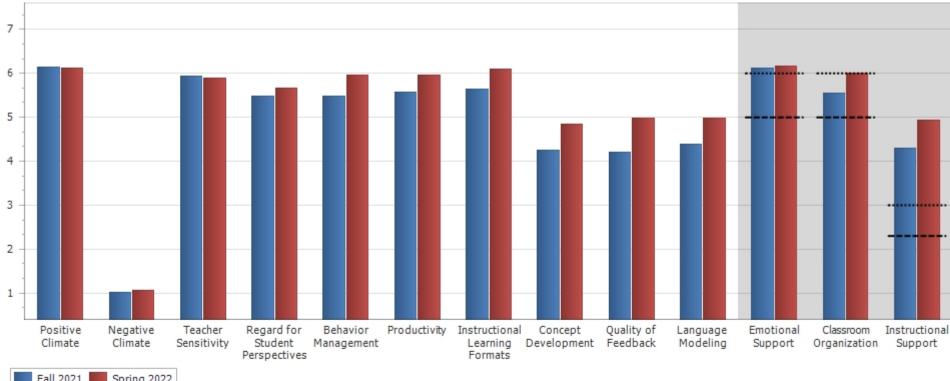
Observation Periods: Spring 2022, Fall 2021

Page 1 of 1 BParton

Community Services Of Northeast Tex

Quality Thresholds

Re-competition Level - - - -



Fall 2021	spring	2022	

	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
Fall 2021	6.14	1.02	5.93	5.48	5.48	5.57	5.64	4.26	4.21	4.38	6.13	5.56	4.29
Spring 2022	6.11	1.05	5.89	5.66	5.95	5.95	6.09	4.84	4.98	4.98	6.16	6	4.93

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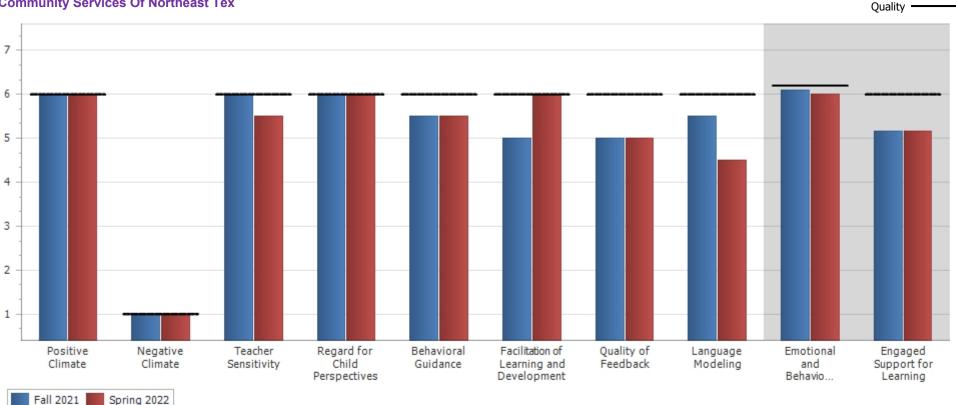
Community Services Of Northeast Tex 5631 - Toddler CLASS® Average Score Charts

Observation Periods: Spring 2022, Fall 2021

Page 1 of 1 BParton

Quality Quality - - - -

Community Services Of Northeast Tex



	PC	NC	TS	RCP	BG	FLD	QF	LM	EBS	ESL
Fall 2021	6	1	6	6	5.5	5	5	5.5	6.1	5.17
Spring 2022	6	1	5.5	6	5.5	6	5	4.5	6	5.17

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Community Services Of Northeast Tex

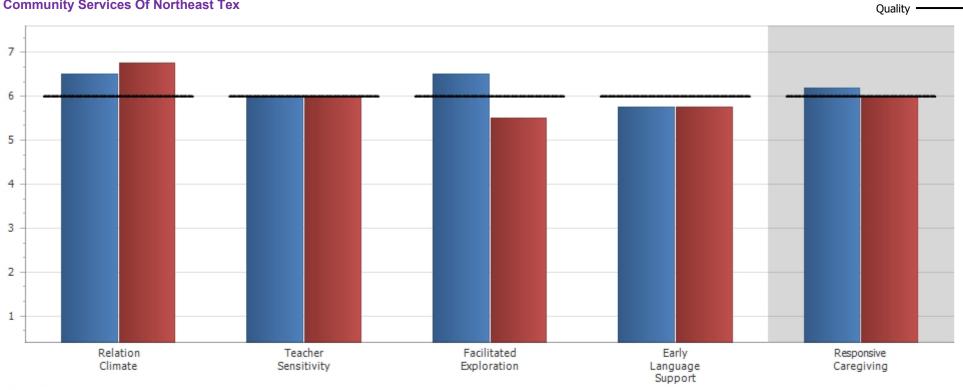
Page 1 of 1 BParton

Quality ····· Quality - - - -

5632 - Infant CLASS® Average Score Charts

Observation Periods: Spring 2022, Fall 2021

Community Services Of Northeast Tex



Fall 2021 Spring 2022

	RC	TS	FE	ELS	RCG
Fall 2021	6.5	6	6.5	5.75	6.19
Spring 2022	6.75	6	5.5	5.75	6

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