




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** **Bernadette Harris**
7. **Reports**
 - A. **Financial Report** **Shelley Mitchell**
 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** **Bernadette Harris**
 1. **Head Start Report April 2022**
 2. **Early Head Start Report April 2022**
 3. **Head Start PIR April 2022**

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Head Start
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123 Kaufman
Linden, Texas
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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

PC Attendance	Campus	Title	Sep-21	Oct-21	Dec-21	Jan-22	Feb-22	Mar-22
Chairperson - Cecelia Huff			x	x		x		x
Vice Chairperson - Destiny Whatley			x					x
Secretary - Brittany Lee			x					
Cecelia Huff	Bowie County	Representative	x	x		x		x
Harmony Roberson	Atlanta	Representative	x	x		x		x
Whitney Graham	Atlanta	Alternate						
LaToya Jones	Bloomburg	Representative	x	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					x
Dora Doyle	New Boston	Alternate						
Shanequa Harris	Pittsburg	Representative	x	x				x
Deidra Wilkerson	Pittsburg	Alternate						
Kia Hamilton	Texarkana	Representative						
Jessica Martinez	Texarkana	Alternate						

NO Meeting

Meeting rescheduled to 02/08/2022

NO Meeting

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. Adjourn:

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

(March 2022 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	\$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 through February 2022							\$27,587.09
Estimated USDA Reimbursement for March 2022							\$12,118.69
							<u>\$367,772.64</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals: \$4.00
 Actual year end payroll accrual \$74,000.00

Further Analysis	
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	\$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)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$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)

<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	\$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

(March 2022 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	\$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

(March 2022 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	\$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 through February 2022							\$3,318.39
Estimated USDA Reimbursement for March 2022							\$1,397.56
							<u>\$25,416.42</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$4,800.00

\$4.00

Further Analysis	
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	\$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)

<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	\$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

(March 2022 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



Corporate Purchasing Cardmember Report

Sign-up For Online
Statements

www.americanexpress.com/gopaperless

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXX-XXXX

Closing Date
02/28/22

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
23.07 CR	1,404.30	0.00	0.00	0.00	1,381.23	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 or call Customer Service at 1-800-492-4920.

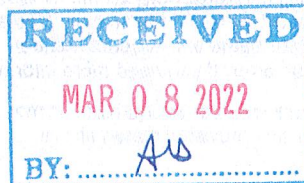
Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX-XXXX 02/05/22 WESTIN AUSTIN DOMAIN AUSTIN TX FOL# 804672 WESTIN 02/05/22 ARRIVAL DATE DEPARTURE DATE 02/01/22 02/04/22 00 ROC NUMBER 804672	87720800600	702.15
XXXX-XXXX-XXXX 02/05/22 WESTIN AUSTIN DOMAIN AUSTIN TX FOL# 804673 WESTIN 02/05/22 ARRIVAL DATE DEPARTURE DATE 02/01/22 02/04/22 00 ROC NUMBER 804673	87720805200	702.15

Total for DAN BOYD

New Charges/Other Debits 1,404.30
Payments/Other Credits 0.00



Do not staple or use paper clips

Payment Coupon

Account Number ~~XXXX-XXXX-XXXX~~ Enter 15 digit account number on all payments.

MB 01 000110 80987 E 1 B



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.

000110 1/1

000000772 R04L9NR1 05922

(000)

HEAD START and EHS NUTRITION PROGRAM

April 2022 Financial Report

For the month of March 2022

CACFP

	<u>Expenditures</u>	<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 and C6 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
\$ 578,245	\$ 138,762	\$ 143,161	\$ 146,855	\$149,467								

Indirect Cost Pool Expenditures (including % Admin)

ICP	\$ 391,886			\$ 303,971	Grant Total	\$ 415,021		Expended	\$ 92,988			
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 4%	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 87,915	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 39,706												
# of service days	13	16	18	22								
# of meals served	3,696	3,677	4,436	5,202								
CACFP Reimbursement	\$ 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 Findings

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	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-of-Year
Enrolling for the 2022-2023 School Year

CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **March**

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	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									

Non-Federal Share

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

Indirect Cost Pool Expenditures (including % Admin)

ICP	December	January	February	March	April	May	June	July	August	September	October	November
\$23,135	\$942	\$1,413	\$1,435	\$1,283								
\$18,062												
Grant Total												
\$415,021												
Expended												
\$92,988												

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$4,716	\$1,113	\$812	\$1,393	\$1,398								
# of service days	13	16	18	17								
# of meals served	481	347	593	603								
CACFP Reimbursement												

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 Findings

	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

	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-of-Year
Enrolling for the 2022-2023 School Year

4/6/22 2:17 PM	9803 - 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.	465	100%
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Section: b. Funded Enrollment by Program Option

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

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	465	100.00%
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total

Section: d. Total Cumulative Enrollment

<p>Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.</p>	510	100% of participants
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Section: e. Participants By Age (Percentage of Cumulative 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 Cumulative Enrollment)

Total Number of children experiencing homelessness that were served during the enrollment year	32	6.27%
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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	16	3.14%
--	----	-------

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

Second Year	123	24.12%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	73	14.31%
Non-Hispanic or Non-Latino Origin	437	85.69%

Section: j. Race (Percentage of Cumulative 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 Cumulative 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: l. Health Services (Percentage of Cumulative 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%
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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 programs (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%

4/6/22
2:36 PM

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.

20

100% of participants

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

Total Number of children experiencing homelessness that were served during the enrollment year	2	10.00%
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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	2	10.00%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	11	55.00%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	2	10.00%
Non-Hispanic or Non-Latino Origin	18	90.00%

Section: j. Race (Percentage of Cumulative 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 Cumulative 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: l. Health Services (Percentage of Cumulative 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%
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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 programs (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
<p>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.</p>	



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

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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 face-to-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.

2022-2023 Calendar



Atlanta Head Start



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. 5
- Columbus Day - Oct. 10
- Thanksgiving - Nov. 21-25
- Christmas - Dec. 23-Jan. 6
- Martin Luther King - Jan. 16
- 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

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 10

School Ends: May 25

2022-2023 Calendar



Bloomberg Head Start



Student Days:
Full Day—7:30-3:00

Student Hours-1245

Staff Training/ Students out

- August 2-6
- Oct 11, Dec 15-16, Jan. 3 Feb. 20, Mar. 17, Apr. 7

Student & Staff Holidays

- Labor Day - Sept. 5
- Fall Break - Oct. 7&10
- Thanksgiving - Nov. 21-25
- Christmas - Dec. 16 -Jan. 2
- Martin Luther King- Jan. 16
- Winter Break—Feb. 6-10
- Spring Break - Mar. 20-24
- Good Friday - Apr. 7
- Memorial Day - May 5

**Staff Return
August 1st**

Campus Director:
Candie Harris

Family Services:
Candie Harris

Contact Number:
(903) 728-5880

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3							
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
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 8

School Ends: May 17

2022-2023 Calendar



Daingerfield Head Start



Student Days:
Full Day—7:30-3:00

Student Hours—1260

Staff Training/ Students out

- August 1-10
- Oct. 7
- Jan. 4
- Mar. 13

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**

Campus Director:
MaRenda Traylor

Family Services:
MaRenda Traylor

Contact Number:
(903) 645-2901

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 11

School Ends: May 26

2022-2023 Calendar



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. 10
- May 19

**Staff Return
August 1st**

Campus Director:
Carlin Johnson

Family Services:
Samantha Moores
Bobbie Summers

Contact Number:
(903) 639-1914

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3							
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
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 11

School Ends: May 19

2022-2023 Calendar



Naples/Omaha Head Start



Student Days:
Full Day—7:30-3:00

Student Hours— 1245

Staff Training/ Students out

- August 1-5
- Oct. 7
- Feb. 10
- Apr. 21

Student & Staff Holidays

- Labor Day - Sept. 6
- Thanksgiving - Nov. 21-25
- Christmas - Dec. 21-Jan. 3
- Martin Luther King— Jan. 16
- Spring Break - Mar. 20-24
- Good Friday—April 7

Bad Weather Day

Early Release

- Nov. 18
- Dec. 20
- Mar. 17
- May 25

**Staff Return
August 1st**

Campus Director:
Felicia Williams

Family Services:
Felicia Williams

Contact Number:
(903) 897-0318

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 8

School Ends: May 25

2022-2023 Calendar



Pittsburg Head Start



Student Days:

Full Day—7:30—3:00

Student Hours—1282

Staff Training/ Students out

- August 1-10
- Oct. 17
- Mar 20

Student & Staff 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

- Feb. 20
- April 10

Early Release Days

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

Staff Return August 1st

Campus Director:
Kaye Nelms

Family Services:
Claudia Salinas

Contact Number:
(903) 856-1245

August 2021							September 2021							October 2021						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2021							December 2021							January 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3							
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
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				
February 2022							March 2022							April 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2022							June 2022							July 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 11

School Ends: May 18

2022-2023 Calendar



Texarkana Head Start



Student Days:

Full Day—7:30—3:00

Student Hours—1290

Staff Training/ Students out

- August 1-16
- Oct. 11
- Jan. 2—3
- Feb. 17 & 21
- April 10

Student & Staff Holidays

- Labor Day - Sept. 5
- Columbus Day - Oct. 10
- Thanksgiving - Nov. 21-25
- Christmas - Dec. 19-Jan. 3
- Martin Luther King— Jan. 16
- President's Day—Feb. 20
- Spring Break - Mar 13 -17
- Good Friday—April 7

Early Release Days

- Sept. 29
- Dec. 15 -16
- May 25 - 26

Staff Return August 1st

Campus Director:
Debra Jackson

Family Services:
Cheaneita George
Quintessa Pierce
Ashley Sanders
Tina Holmes

Contact Number:
(903) 794-8112

August 2021							September 2021							October 2021						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2021							December 2021							January 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February 2022							March 2022							April 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2022							June 2022							July 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 17

School Ends: May 26

2022-2023 Calendar



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. 10
- May 19

Staff Return August 1st

Campus Director:
Carlin Johnson

Assistant Campus Director/
Family Services:
Rachel Moreno

Contact Number:
(903) 639-1914

August 2022							September 2022							October 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November 2022							December 2022							January 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3							
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
20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28
														29	30	31				
February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May 2023							June 2023							July 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

School Starts: August 11

School Ends: June 7

**Justification
Head Start/Early Head Start
2.28% COLA Increase
Grantee 06CH011282/03**

Date	Description
4/26/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA (\$89,350) & Early Head Start COLA (\$5,274)</p> <p>2.28% COLA Funding = \$94,624 \$9,462 – Indirect Cost Rate \$3,553 – (HS Personnel Line-item Open Positions)</p>

2.28% COLA Funding

Increase staff salaries 2.28% and increase the base rate for the following Job Titles:

Campus Director (Working on Degree) \$.50 per hour increase base rate - \$12.00 per hour

Campus Director (Associate’s Degree) \$1.50 per hour increase base rate - \$14.00 per hour

Cook - \$.50 per hour increase - \$9.50 per hour

Custodian - \$.50 per hour increase - \$9.50 per hour

Family Service Worker – average of \$.50 per hour increase all levels (make the base pay amounts \$11.00 to \$15.00 per hour)

Lead Teacher (CDA Credential/Working on Degree) \$.25 per hour increase \$11.00 per hour

* Increase Substitute pay \$1.50 per hour from \$8.00 to \$9.50 (This is not a part of COLA)

# of employees receiving 2.28% COLA	Estimated annual Increase to HS & EHS Personnel Budgets	Estimated Total Increase to Head Start Budget
74	HS \$80,415 EHS \$4,747	\$85,162

CSNT 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 per hour.

**Justification
Head Start/Early Head Start
Quality Funds
Grantee 06CH011282/03**

Date	Description
4/26/2022	<p>CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds (\$24,200) & Early Head Start COLA (\$1,272)</p> <p>Quality Funding = \$25,472 \$2,547 – Indirect Cost Rate</p>

Quality Funding

Increase staff salaries for Positions that did not receive additional COLA to raise the base rate. Estimated average per employee \$382 annually. Adding the additional funds per year will help retain staff.

# of employees receiving Quality Funds	Estimated annual Increase to HS & EHS Personnel Budgets	Estimated Total Increase to Head Start/EHS Budgets
54	Head Start \$21,780/EHS \$1,145	\$22,950

These funds will help the Head Start Program retain staff and raise base rates. The Head Start/Early Head Start minimum base rate will rise from \$9.25 to \$9.50 per hour



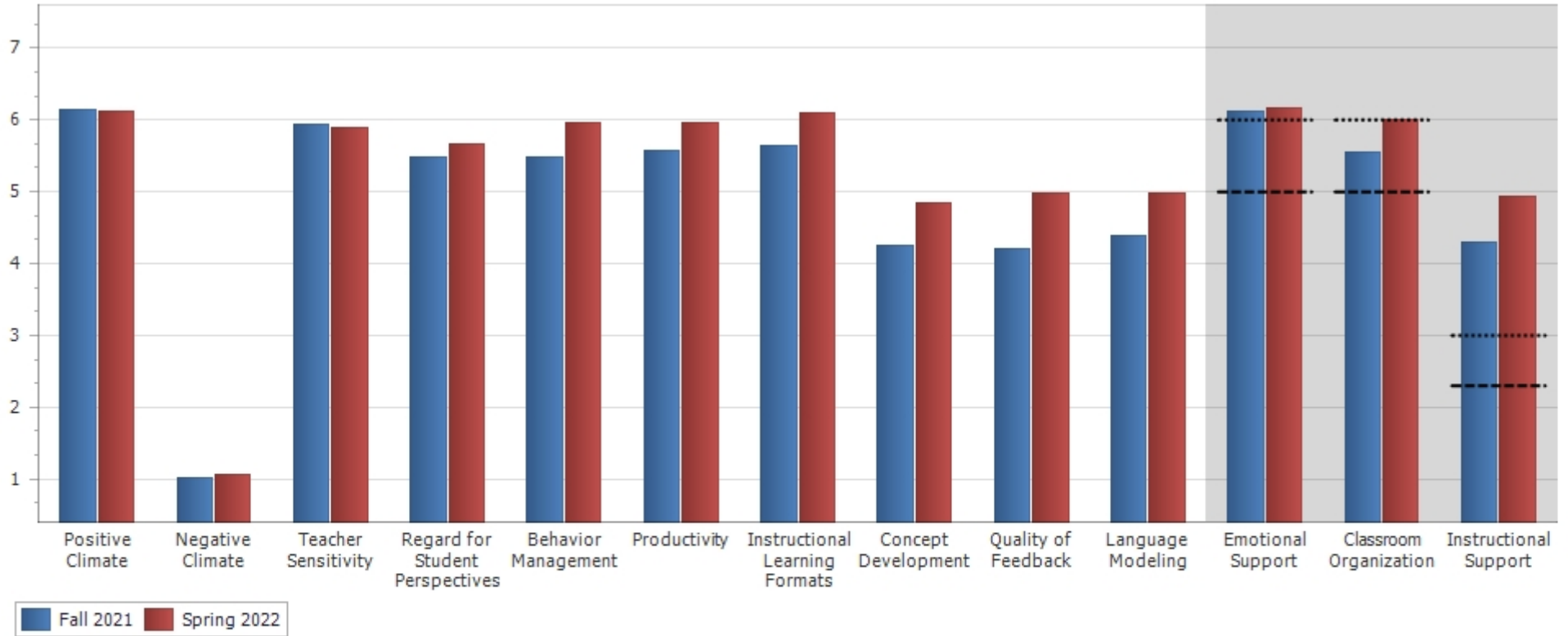
Community Services Of Northeast Tex

5630 - Pre-K CLASS® Average Score Charts

Observation Periods: Spring 2022, Fall 2021

Community Services Of Northeast Tex

Quality Thresholds
Re-competition Level - - -



	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



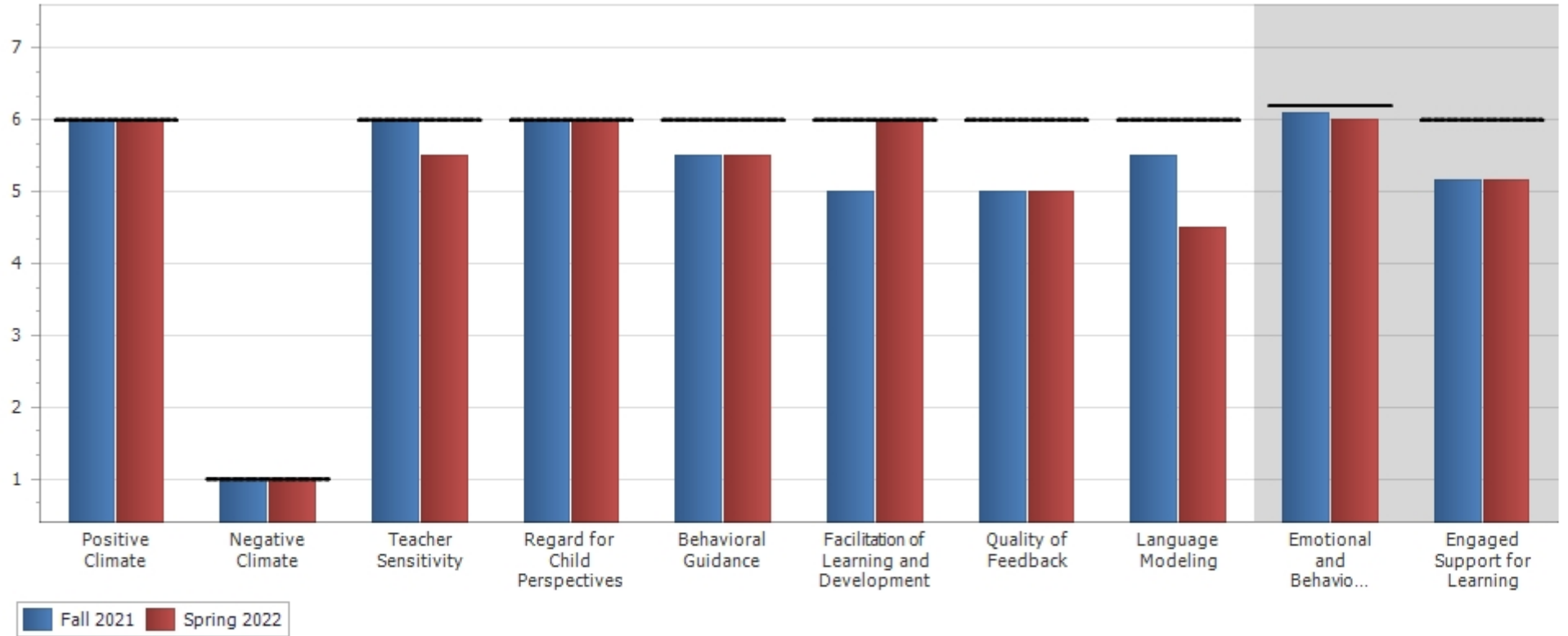
Community Services Of Northeast Tex

5631 - Toddler CLASS® Average Score Charts

Observation Periods: Spring 2022, Fall 2021

Quality
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



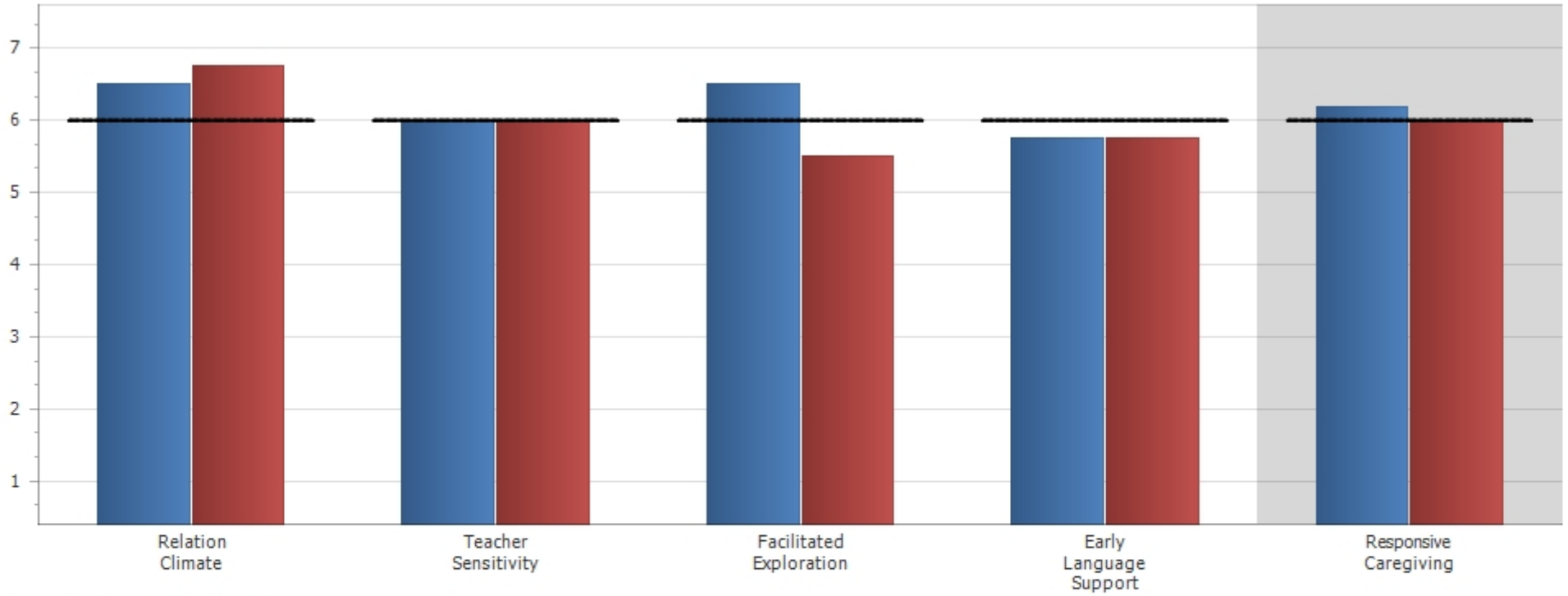
Community Services Of Northeast Tex

5632 - Infant CLASS® Average Score Charts

Observation Periods: Spring 2022, Fall 2021

Quality
Quality - - -
Quality _____

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