





Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, June 28, 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 May 26, 2022**
- 6. Presentations**
 - A. Training Bernadette Harris
- 7. Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start and Early Head Start Financial Report June 2022
 - b. Credit Usage Report June 2022
 - c. CACFP Financial Report June 2022
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start and Early Head Start Report June 2022
 - b. PIR Head Start and Early Head Start Report June 2022
 - C. Executive Director Report Dan Boyd

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, June 28, 2022 9:00 am
Linden Administrative Kaufman Building Offices
123 Kaufman
Linden, Texas
ZOOM Video/Call

8. Committee Reports

- A. Appoint Committee Member(s)
- B. Committee Meeting Reports
 - a. Strategic Planning Committee Meeting

9. Action Items

- A. Discuss and/or Approve Program Goals 2022-2023
 - 1. Program Goals 2022 – 2023
 - 2. PFCE Goals 2022-2023
 - 3. School Readiness Goals 2022-2023
- B. Discuss and/or Approve not having a meeting in July

10. Discussion Items

None

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

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

13. Required Action from Executive Session

14. Adjourn

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, May 24, 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	Apr-22	May-22		
Chairperson - Cecelia Huff			x	x	NO Meeting	x	NO Meeting	x	x	x		
Vice Chairperson - Destiny Whatley			x					x				
Secretary - Brittany Lee			x									
Cecelia Huff	Bowie County	Representative	x	x				x		x	x	x
Harmony Roberson	Atlanta	Representative	x	x				x		x	x	x
Whitney Graham	Atlanta	Alternate										
LaToya Jones	Bloomburg	Representative	x	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							x	
Robyn Goins	Naples	Alternate	x									
Destiny Whatley	New Boston	Representative	x							x	x	x
Dora Doyle	New Boston	Alternate										
Shanequa Harris	Pittsburg	Representative	x	x						x	x	
Deidra Wilkerson	Pittsburg	Alternate										
Kia Hamilton	Texarkana	Representative										
Jessica Martinez	Texarkana	Alternate										

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Misty Van Hooser, Charlotte Hall, Susan Horner, Sarah Wilson and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, May 24, 2022 at 9:00 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, Harmony Roberson and Destiny Whatley

4. Approval of Agenda:

Members reviewed the agenda. Destiny Whatley moved to accept the agenda as presented. This motion was seconded by Harmony Roberson. 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 April 26, 2022:

Harmony Roberson moved to accept the minutes of April 26, 2022 meeting as presented. The motion was seconded by Destiny Whatley. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Policy Council Question

Bernadette Harris reviewed the grant application and the reason members approve the grant application.

7. Reports:

A. Financial Report

Shelly Mitchell gave the Financial Report as presented. She stated that the personnel and some fringe would be added to the May Report.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Dan Boyd gave special thanks to the members that participated this year.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

b. Health Services Advisory Committee Meeting

Misty Van Hooser stated that there was a great turn out, the meeting was held on Zoom and no action was required for a vote.

9. Action Items:

A. Discuss and/or Approve Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274)

Bernadette Harris reviewed the Head Start/Early Head Start COLA as presented. Destiny Whatley moved to approve the Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274) as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Head Start/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272)

Bernadette Harris reviewed the Quality Funds as presented. She stated that the Quality funds would help with staff retention. Destiny Whatley moved to approve the Head Start/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272) presented. Harmony Roberson 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 Head Start/Early Head Start Continuation Grant #06CH011282/04 \$5,394,929 (\$4,270,305, \$45,638 T&TA, Non Federal Share \$1,078,986)**
a. Head Start \$5,091,006 (\$4,072,805, \$40,381 T&TA, Non-Federal Share - \$1,018,201)
b. Early Head Start \$303,923 (\$243,138, \$5,257 T&TA, Non-Federal Share \$60,785)

Bernadette Harris reviewed the Head Start/Early Head Start Continuation Grant as presented. She stated that we had not received the official funding letter and she has worked it up with the COLA amount that has not yet been approved. She asked for permission to submit the grant with or without COLA once the funding letter is sent. Destiny Whatley moved to approve as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

D. Discuss and/or Approve 2022-2023 Parent Handbook

Bridgette Parton reviewed the 2022-2023 Parent Handbook as presented. Destiny Whatley moved to approve the 2022-2023 Parent Handbook as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

E. Discuss and/or Approve Nutrition Menus 2022 - 2023

Susan Horner reviewed the Nutrition Menus as presented. Harmony Roberson moved to approve the Nutrition Menus 2022 - 2023 as presented. Destiny 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.

F. Discuss and/or Approve 2022 – 2023 School Calendars

- 1. New Boston Head Start**
- 2. Hughes Springs Early Head Start**

Bernadette Harris reviewed the 2022 – 2023 School Calendars as presented. Destiny Whatley moved to approve the 2022 – 2023 School Calendars as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

G. Discuss and/or Approve Cost Allocation Plan

Dan Boyd reviewed the Indirect Cost Rate Procedure that was added to the Cost Allocation Plan as presented. Destiny Whatley moved to approve the Cost Allocation Plan as presented. Harmony Roberson 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 Hughes Springs Early Head Start Calendar 2021-2022

Bernadette Harris reviewed as presented.

B. Discuss Circle Assessment/Frog Street AIM Wave 3 Data Spring 2021-2022

Bridgette Parton reviewed as presented.

C. Discuss 2021-2022 School Readiness Performance Data

Bridgette Parton reviewed as presented.

D. Discuss PFCE Goals Progress 2021-2022

Misty Van Hooser reviewed as presented.

E. Discuss Program Goals Progress 2021-2022

Bridgette Parton reviewed as presented.

F. Discuss Financial Audit FY 2021

Dan Boyd stated that the Agency had an Awesome Audit with zero findings and that every .89 cents on the dollar is spent on serving people.

G. Discuss ERSEA Operating Manual Change

Misty Van Hooser stated that the food stamp benefit was added under public assistance due to the IM Head Start sent. Families that receive food stamps will be categorized under public assistance now.

11. Audience Comments:

None

12. Executive Session:

Destiny Whatley moved for Policy Council to go into Executive Session at 10:13 am. Harmony Roberson seconded the motion.

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

Destiny Whatley made a motion to come back into regular session at 10:15 am. Harmony Roberson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Destiny Whatley to accept new hires, transfers, and terminations as presented. The motion was seconded by Harmony Roberson. 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 Destiny Whatley at 10:16 am. The motion was seconded by Harmony Roberson.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of June 2022

(May 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	\$373,683.17	\$910,153.94	\$1,179,902.06	\$174,171.33	\$1,045,028.00	\$134,874.06
Fringe Benefits	\$512,064.00	\$34,407.52	\$239,700.60	\$272,363.40	\$42,672.00	\$256,032.00	\$16,331.40
Travel (4120)	\$10,000.00	\$144.76	\$399.45	\$9,600.55	\$833.33	\$5,000.00	\$4,600.55
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$17,500.00	\$17,500.00
Supplies	\$174,635.00	\$6,790.97	\$46,341.24	\$128,293.76	\$14,552.92	\$87,317.50	\$40,976.26
Contractual	\$276,650.00	\$0.00	\$0.00	\$276,650.00	\$23,054.17	\$138,325.00	\$138,325.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$1,975.00	\$7,982.93	\$22,398.07	\$2,531.75	\$15,190.50	\$7,207.57
Other (4122)	\$830,469.00	\$77,154.98	\$446,762.46	\$383,706.54	\$69,205.75	\$415,234.50	(\$31,527.96)
Total	\$3,959,255.00	\$494,156.40	\$1,651,340.62	\$2,307,914.38	\$329,937.92	\$1,979,627.50	\$328,286.88
T&TA	\$40,381.00	\$2,119.76	\$8,382.38	\$31,998.62	\$3,365.08	\$20,190.50	\$11,808.12
Total							
USDA Reimbursements through April 2022							\$52,756.25
Estimated USDA Reimbursement for May 2022							\$9,933.38
							<u>\$390,976.51</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$74,000.00

\$4.00

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	\$19,006.02	\$63,513.10	\$12,689.92	\$76,139.52	\$12,626.42
Per Child	\$8,514.53	\$1,062.70	\$3,551.27	\$709.54	\$4,257.26	\$705.99

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$989,814.00	\$139,898.26	\$866,702.33	\$123,111.67

Head Start C5

Financial Report for the month of June 2022

(May 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	\$0.00	\$60,737.16	(\$5,389.97)
Other	\$78,200.00	\$2,092.86	\$64,716.97	\$17,462.84
Total	\$137,527.00	\$2,092.86	\$125,454.13	\$12,072.87

Head Start C6

Financial Report for the month of June 2022

(May 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	\$0.00	\$560.88	\$110,995.12
Other	\$180,591.00	\$0.00	\$0.00	\$180,591.00
Total	\$546,741.00	\$0.00	\$226,417.69	\$320,323.31

Early Head Start

Financial Report for the month of May 2022

(April 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	\$20,838.75	\$51,115.17	\$80,968.83	\$11,007.00	\$66,042.00	\$14,926.83
Fringe Benefits	\$32,361.00	\$2,607.54	\$25,320.17	\$7,040.83	\$2,696.75	\$16,180.50	(\$9,139.67)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$1,095.00	\$1,095.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$339.23	\$2,228.66	\$16,771.34	\$1,583.33	\$9,500.00	\$7,271.34
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	\$1,533.50	(\$29.37)
Other (4122)	\$47,890.00	\$2,655.19	\$14,109.35	\$33,780.65	\$3,990.83	\$23,945.00	\$9,835.65
Total	\$236,592.00	\$26,440.71	\$94,336.22	\$142,255.78	\$19,716.00	\$118,296.00	\$23,959.78
T&TA	\$5,257.00	\$0.00	\$1,562.87	\$3,694.13	\$438.08	\$2,628.50	\$1,065.63
Total							
USDA Reimbursements through April 2022							\$6,413.60
Estimated USDA Reimbursement for May 2022							\$1,549.17
							<u>\$31,922.55</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	\$13,220.36	\$47,168.11	\$9,858.00	\$59,148.00	\$11,979.89
Per Child	\$14,787.00	\$1,652.54	\$5,896.01	\$1,232.25	\$7,393.50	\$1,497.49

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$59,148.00	\$1,969.30	\$12,540.09	\$46,607.91

Early Head Start C5

Financial Report for the month of June 2022

(May 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	\$0.00	\$799.33	\$1,439.67
Other	\$5,000.00	\$50.05	\$2,008.71	\$2,991.29
Total	\$7,239.00	\$50.05	\$2,808.04	\$4,430.96

Early Head Start C6

Financial Report for the month of June 2022

(May 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

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report - June 2022

Sam's Club

Purchases for
Payment due by
Balance

-

American Express

Purchases for March 2022 and April 2022
Payment due by ---
Balance

Pd on 05/11/2022

2,801.64

(2,801.64)

-

Line of Credit

Program
Highest May 2022 Balance
Current balance
Exp pay off date

CSBG B

11,700.00

CEAP B

14,150.00

VSN

2,600.00

-

-

-

In House Line of Credit

Program
Highest May 2022 Balance
Current balance
Exp pay off date

CEAP CARES

5,741.00

CSBG B

9,850.00

5,741.00

9,850.00

-

7/31/2022

-

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



**Corporate Purchasing
Cardmember Report**

**Sign-up For Online
Statements**

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Prepared For
**DAN BOYD
CSNT INC**

Account Number
XXXX-XXXX-XXXX

Closing Date
04/29/22

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Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
5,889.43	2,824.71	0.00	5,912.50	0.00	2,801.64	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		
04/23/22 PAYMENT RECEIVED - THANK YOU 04/23	08016000000	-5,912.50
04/27/22 CCI*RESERVATIONS.COM 855-956-2201 TX REF# ITN39932236 HOTELROOMS 04/27/22 ROC NUMBER ITN39932236		124.77
04/23/22 COTTON COURT HOTEL O LUBBOCK TX FOL# 44517 LODGING 04/22/22 ARRIVAL DATE DEPARTURE DATE 04/21/22 04/22/22 00 ROOM RATE \$160.00 ROC NUMBER 44517	16490685000	186.75
04/08/22 HILTON HOTELS OK CIT OKLAHOMA CITY OK FOL# 00893601 HILTON HOTELS 04/07/22 ARRIVAL DATE DEPARTURE DATE 04/03/22 04/07/22 00 ROOM RATE \$743.20 ROC NUMBER 00893601	00893601000	743.20
03/31/22 WPY*COMBINED COMMUNI AUSTIN TX REF# 21105172090 855-469-3729 03/30/22	21105172090	1,750.00

000277 1/2

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

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

MB 01 000277 68255 H 3 A



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

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

00449MR1 11922

000000827

0000



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXXX-XXXX

Closing Date
 04/29/22

Page 3 of 3

Activity Continued

Reference Code

Amount \$

04/27/22	WWW.RESERVATIONS.COM ORLANDO FOL# NT_LAQWNYEH LODGING ARRIVAL DATE DEPARTURE DATE 04/27/22 04/27/22 00 ROC NUMBER NT_LAQWNYEH	FL 04/27/22	19.99
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Total for DAN BOYD	New Charges/Other Debits	2,824.71
	Payments/Other Credits	-5,912.50

000277 2/2

HEAD START and EHS NUTRITION PROGRAM

June 2022 Financial Report

For the month of April 2022

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 16,680.70	59,015.62
Administrative Labor	2,157.99	6,195.96
Food	8,652.93	71,156.07
Supplies & Equipment	269.30	7,591.07
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	859.00
Other	-	0.00
Total	<u>\$ 27,760.92</u>	<u>\$ 144,817.72</u>

****Operating Labor includes C5 and C6 money****

TDHS REVENUE	11,482.55	98,724.74
	(Income Starts October 2021)	

CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month

June

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	16	16	16						
Over/Under Enrollment EHS	0	0	-2	0	0	-3						
% with Special Needs	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%						
ADA Funded Enrolled* (16)	84%	64%	73%	76%	81%	66%						
Enrollment (acutal students)	84%	73%	83%	78%	81%	82%						
Present/ Absent	13/3	12/2	12/2	12/4	13/3	11/3						
* If below 85% (Why) -	COVID Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	COVID/Flu-Like Cases	Children Dropped						

Non-Federal Share

Early HS	December	January	February	March	April	May	June	July	August	September	October	November
\$ 12,539	\$ 2,165	\$ 2,054	\$ 2,165	\$ 2,093	\$ 2,093	\$ 1,969						

Early HS

\$59,148

\$46,609

\$12,539

79% Needed

Grant Total

83.82% Received

\$879,242

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	\$ 1,635	\$ 793						

*Grant hould not be above 15%

EHS Total 0%

\$ 7,501

\$ 942

\$ 1,413

\$ 1,435

\$ 1,283

\$ 1,635

\$ 793

Grant Total

\$ 415,021

Expended

\$ 150,265

Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$ 7,963	\$ 1,113	\$ 812	\$ 1,393	\$ 1,398	\$ 1,698	\$ 1,549						

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16	8	25	17						
# Classrooms Observed	12	6	6	8	14	14						
Incomes Verified	0	0	0	0	0	0						
# Parents Interviewed	0	0	0	0	0	0						
# of Staff interviewed	2	0	0	0	3	0						
# Bus Routes Observed	0	0	0	0	0	N/A						
# Staff Files Reviewed	0	0	0	0	0	1						
# Community Contacts	8	3	5	3	5	0						
# of Findings/# Corrected	4	0	0	0	2	3						

Annual Self-Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4	4	4						
# findings corrected	2	2	0	2	3	4						
# findings remaining	0	0	4	2	1	0						

Date:

Week of

3/3/2022

Completed

5/26/2022

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7	7	7						
# findings corrected	7	2	2	4	5	7						
# findings remaining	0	5	5	3	2	0						

Week of

1/24/2022

Completed

5/25/2022

Program Updates

EHS Preparing for End-of-Year
Fully Enrolled for the 2022-2023 School Year

CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **June**

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	465	465						
Over/Under Enrollment HS	-10	-16	-21	-25	-34	-35						
% with Special Needs	6%	8%	9%	10%	11%	11%						
ADA Funded Enrolled* (465)	86%	80%	80%	82%	83%	80%						
Enrollment (acutal students)	89%	85%	86%	86%	90%	88%						
Present/ Absent	399/56	379/70	377/60	390/62	400/34	385/45						
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

Head Start	\$989,814		\$123,112	\$866,702		12% Needed	Grant Total	83.63% Received		\$877,273		
	December	January	February	March	April	May	June	July	August	September	October	November
\$	866,702	\$ 138,762	\$ 143,161	\$ 146,855	\$149,467	\$ 148,559	\$ 139,898					

Indirect Cost Pool Expenditures (including % Admin)

	ICP		\$ 391,886	\$ 249,122	Grant Total		\$ 415,021	Expended	\$ 149,472			
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 11%	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ 22,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	142,764	\$ 16,125	\$ 21,947	\$ 25,668	\$ 24,175	\$ 32,021	\$ 22,828	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

\$	December	January	February	March	April	May	June	July	August	September	October	November
\$ 62,690												
# of service days	13	16	18	22	20	20						
# of meals served	3,696	3,677	4,436	5,202	5,593	4,245						
CACFP Reimbursement	\$ 8,619	\$ 8,613	\$ 10,356	\$ 12,119	\$ 13,050	\$ 9,933						

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	152	46	46	466	215	160						
# Classrooms Observed	48	22	22	112	59	39						
Incomes Verified	10	6	8	4	4	0						
# Parents Interviewed	12	12	0	0	27	45						
# of Staff interviewed	5	14	17	10	3	0						
# Bus Routes Observed	0	0	0	0	0	N/A						
# Staff Files Reviewed	0	0	0	0	0	4						
# Community Contacts	63	50	43	134	51	51						
# of Findings	11	57	38	38	29	20						

Annual Self-Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	2	2	4	4	4	4						
# findings corrected	2	2	0	2	3	4						
# findings remaining	0	0	4	2	1	0						

Annual Detailed Monitoring Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	7	7	7	7	7	7						
# findings corrected	7	2	2	4	5	7						
# findings remaining	0	5	5	3	2	0						

Program Updates

Head Start Campuses CLOSED for Summer
Fully Enrolled for the 2022-2023 School Year

6/21/22
4:23 PM

9803 - HEAD START PIR Snapshot (Grid)

Total

Percentage

Report: Head Start PIR Snapshot (Grid)

PIR: Head Start 2021-2022

Section: a. Total Funded Enrollment

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

465

100%

Section: b. Funded Enrollment by Program Option

Center-Based

465

100%

Home-Based

0

0%

Combination

0

0%

Family Child Care

0

0%

Locally Designed

0

0%

Section: c. Detail - Center-based Funded Enrollment

Center-based Part Day (4 days per week)

0

0% of Center-based Total

Center-based Full Day (4 days per week > 6 Hours per Day)

0

0% of Center-based Total

Center-based Part Day (5 days per week)

426

91.61%

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.

512

100% of participants

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

Two Years Old

2

0.39%

Three Years Old

237

46.29%

Four Years Old	273	53.32%
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	33	6.45%
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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	3.13%
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Section: h. Prior Enrollment of Children (Percentage of Cumulative Enrollment)

Second Year	123	24.02%
Three (or more) Years	0	0.00%

Section: i. Ethnicity (Percentage of Cumulative Enrollment)

Hispanic or Latino Origin	74	14.45%
Non-Hispanic or Non-Latino Origin	438	85.55%

Section: j. Race (Percentage of Cumulative Enrollment)

American Indian or Alaska Native	1	0.20%
Asian	7	1.37%
Black or African American	266	51.95%
Native Hawaiian or Pacific Islander	0	0.00%
White	159	31.05%
Biracial or Multi-Racial	50	9.77%
Other Race	29	5.66%
Unspecified Race	0	0.00%

Section: k. Language (Percentage of Cumulative Enrollment)

English	481	93.95%
Spanish	27	5.27%
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	484	94.53%
Children With Health Insurance At End of Enrollment	483	94.34%
Children With A Medical Home At Start of Enrollment	476	92.97%
Children With A Medical Home At End of Enrollment	452	88.28%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	480	93.75%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	471	91.99%
Children with a dental home at start of enrollment	447	87.30%
Children with a dental home at end of enrollment	431	84.18%

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

Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	49	11.04%
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Section: n. Family Services (Percentage of Total Families)

Total Number of Families	483	100.00%
Families Who Received at Least One Family Service	463	95.86%

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

Emergency or Crisis Intervention	58	12.01%
Housing Assistance	7	1.45%

Asset building services (Financial Education)	77	15.94%
Mental Health Services	16	3.31%
Substance Abuse Prevention	5	1.04%
Substance Abuse Treatment	4	0.83%
English as a Second Language (ESL) Training	7	1.45%
Assistance enrolling in Education or Job Training	49	10.14%
Research-Based Parenting Curriculum	300	62.11%
Involvement in their child's screening and assessment results and their child's progress	360	74.53%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	268	55.49%
Education on preventative medical and oral health	430	89.03%
Education on health and developmental consequences of tobacco product use	173	35.82%
Education on Nutrition	449	92.96%
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	1.24%

6/21/22
4:23 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

2

10.00%

One Year Old	8	40.00%
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	20	100.00%
Children With Health Insurance At End of Enrollment	20	100.00%
Children With A Medical Home At Start of Enrollment	20	100.00%
Children With A Medical Home At End of Enrollment	20	100.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	19	95.00%
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	18	90.00%
Children with a dental home at start of enrollment	18	90.00%
Children with a dental home at end of enrollment	18	90.00%

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	18	100.00%

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

Emergency or Crisis Intervention	0	0.00%
Housing Assistance	1	5.56%
Asset building services (Financial Education)	2	11.11%
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	14	77.78%
Research-Based Parenting Curriculum	14	77.78%
Involvement in their child's screening and assessment results and their child's progress	16	88.89%
Supporting transitions between programs (i.e., EHS to HS, HS to Kindergarten)	15	83.33%
Education on preventative medical and oral health	18	100.00%
Education on health and developmental consequences of tobacco product use	1	5.56%
Education on Nutrition	18	100.00%
Education on postpartum care (e.g. breastfeeding support)	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to Families of Incarcerated Individuals	0	0.00%

CSNT Head Start 2022-2023 Program Goals Progress Report

Program Goal 1: Strengthen comprehensive Health Services within the program.					
Year Four Objective One Outcome: 85% of parents will obtain (EPDST) health requirements for their children					
Fall Progress		Winter Progress		Spring Progress	
Program Goal 1 Challenges: Parents understanding the importance of completing health steps					

Program Goal 1: Strengthen comprehensive Health Services within the program.					
Year Four Objective Two Outcome: 85% of parents/staff will participate in wellness activities for their children					
Fall Progress		Winter Progress		Spring Progress	
Program Goal 1 Challenges: Parents/staff feeling connected to the activities offered					

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

Program Goal 2: Provide Comprehensive School Readiness					
Year Four Objective Two Outcome: 70% of children will sequence count to 50					
Fall Progress		Winter Progress		Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Four Objective Three Outcome: <u>Head Start</u> - 6 (Quality Score) in CLASS Emotional Support (ES) And Classroom Organization (CO) and 3 (Quality Score) increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES CO IS EB EL RC	Winter Progress	ES CO IS EB EL RC	Spring Progress	ES CO IS EB EL RC
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 2: Provide Comprehensive School Readiness					
Year Four Objective Four Outcome: 80% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress		Winter Progress		Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 3: Increase Parent Involvement in the Head Start Program					
Year Four Objective One Outcome: 65% of parents will be involved in their child’s education					
Fall Progress		Winter Progress		Spring Progress	
Program Goal 3 Challenges: Parent’s ability to participate in activities due to other commitments such as work or family responsibilities					

Parent, Family, and Community Engagement Framework School Readiness Goals 2022-2023

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

Objective: 87% of all students will complete health requirements.

Action Steps:

1. 87% compliance of all EPTSD physical requirements.
2. 92% Compliance on initial physicals.
3. 87% Compliance on all six month dentals.
4. 85% compliance on lead and hemoglobin.

2. Goal: Parents will increase family engagement skills.

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

Action Steps:

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

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

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

Action Steps:

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

4. Goal: Parent and Staff will participate in Mental Wellness activities.

Objective: 85% of parents and staff will participate in mental wellness activities.

Action Steps:

1. 90% participation in wellness trainings at staff meetings.
2. 40% participation in wellness trainings at parent meetings..
3. 80% of parents will receive a monthly Health/Wellness Newsletter.

Community Services of Northeast Texas
School Readiness Goals
2022 - 2023

Approaches to Learning

Goal: Children will demonstrate initiative and independence.

*Early Learning Outcomes Framework: Approaches to Learning Domain: Goal Infant/Toddler-ATL-6 thru Goal IT-ATL-9;
Goal Preschool-ATL-10 thru Goal P-ATL-13*

Texas Pre- Kindergarten Guidelines: Social and Emotional Domain: Goal I.A.4.

Objective: 90% of the children will meet or exceed expectations demonstrating an interest in various topics and activities.

Implementation Strategies

- Staff provides manipulatives, toys and other equipment and games that are of interest.
- Staff rotates materials often to create interest.
- Staff model deliberate, strategic engagement in activities.

Cognitive Mathematics Development

Goal: Children will know number names and the count sequence.

*Early Learning Outcomes Framework: Mathematics Development Domain: Goal Infant/Toddler-C-8 thru Goal IT-C-10;
Goal Preschool-Math-1 thru Goal P- Math-10*

Texas Pre- Kindergarten Guidelines: Mathematics Domain: Goal V.A.4. – Goal V.E.3.

Objective: 40% of Infants/Toddlers will meet or exceed expectations in naming numbers and sequence counting.
50% of the 3-year-old children will meet or exceed expectations in naming numbers and sequence counting.
60% of the 4-year-old children will meet or exceed expectations in naming numbers and sequence counting.

Implementation Strategies

Community Services of Northeast Texas

School Readiness Goals

2022 - 2023

- Staff will utilize a variety of materials for children to count.
- Staff model counting out loud by starting with 1 and counting throughout the day.
- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for math concept skills.

Language and Literacy

Language Goal: Children will develop strong receptive and expressive language skills.

*Early Learning Outcomes Framework: Language and Communication Domain: Goal Infants/Toddlers-LC-7 thru IT-LC-8;
Goal Preschool-LC-7*

Texas Pre- Kindergarten Guidelines: Language and Communication Domain: Goal II.D.3.

Literacy Goal: Children will learn and demonstrate alphabet knowledge.

*Early Learning Outcomes Framework: Emergent Literacy Domain: Goal Infant/Toddlers-LC-13;
Literacy Domain Goal Preschool-Lit-3*

Texas Pre- Kindergarten Guidelines: Emerging Literacy/Reading Domain: Goal III.C.1.

Objective: 45% of the 3-year-old children will name 15 upper/13 lowercase and produce sounds associated with letters.
60% of the 4-year-old children will name 20 upper/17 lower case letters and produce sounds associated with letters.

Implementation Strategies

- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for language and literacy.
- Staff utilizes the letter wall with advanced vocabulary for theme units.
- Staff give children opportunities to play with words and sounds in songs.

Community Services of Northeast Texas

School Readiness Goals

2022 - 2023

Perceptual, Motor, and Physical Development

Goal: Children will demonstrate control of large and small muscles for movement, coordination, and balance.

*Early Learning Outcomes Framework: Perceptual, Motor, and Physical Development Domain: Goal Infants/Toddlers-PMP 3;
Goal Preschool-PMP 1*

Texas Pre- Kindergarten Guidelines: Physical Development Domain: Goal IX.A.2.

Objective: *100% of Infants/Toddlers will coordinate movement and action with a purpose.*

100% of the 3-year-old children will meet or exceed expectations demonstrating control, movement, coordination, and balance of large and small muscles.

100% of the 4-year-old children will meet or exceed expectations demonstrating control, movement, coordination, and balance of large and small muscles.

Implementation Strategies

- Staff uses a variety of gross motor activities in the classroom.
- Staff will utilize *I Am Moving, I Am Learning*.
- Staff will spend time engaged in gross motor play in the classroom, gym and outdoors to gain gross motor manipulative skills.
- Staff will guide children on the process of how to open and close hands (e.g. by using clothes pins, stress balls and/or tongs leading to cutting with scissors).

Social and Emotional Development

Goal: Children will demonstrate interact with peers, cooperating and solving social problems.

Early Learning Outcomes Framework: Social and Emotional Development Domain: Goal Infants/Toddlers-SE-4

Goal Preschool-SE 3

Community Services of Northeast Texas

School Readiness Goals

2022 - 2023

Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.B 1.c

Objective: 70% of Infants/Toddlers will show increasing interest in interacting with other children.

80% of the 3-year-old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

90% of the 4-year-old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

Implementation Strategies

- Staff plans activities with the children that promote connection and self-control, including Conscious Discipline Strategies (Example: Feeling buddies, I Love You Rituals, Shubert Books).
- Staff establishes consistent and developmentally appropriate classroom routines and rules with children input.

Parent Goal

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

Early Learning Outcomes Framework: Social and Emotional Development Domain: Goal Infants/Toddlers-SE-1;

Goal Preschool-SE 1

Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.3.

Objective: 80% of all parents will work with their child/children to complete Home Activities.

Implementation Strategies

- Staff will send Activities home on Tuesday and Thursday of each week.
- Parents will sign how many minutes spent with child.
- Parents will sign Home Activities Form indicating activity has been completed.