




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, September 27, 2022 9:00 am**  
**Linden Administrative Offices**  
**301 East Houston**  
**Linden, Texas**


**CALL TO ASSEMBLY**


*Please rise.*

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

 **Pledge of Allegiance (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

 **Our Head Start Mission** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

**Invocation**

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for August 23, 2022**
6. **Presentations**
  - A. Head Start Policy Council Orientation – Training Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start/Early Head Start Financial Report September 2022
    - b. Credit Usage Report September 2022
    - c. CACFP Financial Report September 2022
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start/Early Head Start Report September 2022
    - b. PIR Report September 2022
  - C. Executive Director Report Dan Boyd

**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, September 27, 2022 9:00 am**  
**Linden Administrative Offices**  
**301 East Houston**  
**Linden, Texas**

**8. Actions Items**

- A. Nominations/Elections of New 2022-2023 Policy Council Officers
- B. Set Date and Time for Policy Council Meetings
- C. Discuss and/or Approve Policy Council By-Laws
- D. Discuss and/or Approve the continued use of the 10% Deminimis Indirect Cost Rate
- E. Discuss and/or Approve Personnel Policy 705 Dress Code – Tattoo Addendum\*

**9. Committee Reports**

- A. Appoint Committee Members

**10. Discussion Items**

- A. Discuss Naples and New Boston Calendar Changes

**11. Audience Comments**

**12. Executive Session**

- A. Training – New Hires and Terminations
- B. Personnel

Bernadette Harris

- 1. New hires and terminations

Discussion with respect to any matter specifically made confidential by law or regulation.

Topics may include, but are not limited to: Approval of new hires, terminations, and employee matters of confidential nature.

**13. Required Action from Executive Session**

**14. Adjourn**

\*Handout will be provided at the meeting.

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, August 23, 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 | Jun-22 | Jul-22     | Aug-22 |   |  |   |
|---|----------------|----------------|--------|--------|------------|--------|------------|--------|--------|--------|--------|------------|--------|---|--|---|
| <b>Chairperson - Cecelia Huff</b>         |                |                | x      | x      | NO Meeting | x      | NO Meeting | x      | x      | x      | x      | NO Meeting | x      |   |  |   |
| <b>Vice Chairperson - Destiny Whatley</b> |                |                | x      |        |            |        |            |        | x      | x      | x      |            |        |   |  |   |
| <b>Secretary - Brittany Lee</b>           |                |                | x      |        |            |        |            |        |        |        |        |            |        |   |  |   |
| Cecelia Huff                              | Bowie County   | Representative | x      | x      |            |        |            | x      |        | x      | x      |            | x      | x |  | X |
| Harmony Roberson                          | Atlanta        | Representative | x      | x      |            |        |            | 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      |            |        | x |  | x |
| Deidra Wilkerson                          | Pittsburg      | Alternate      |        |        |            |        |            |        |        |        |        |            |        |   |  |   |
| Kia Hamilton                              | Texarkana      | Representative |        |        |            |        |            |        |        |        |        |            | x      |   |  |   |
| Jessica Martinez                          | Texarkana      | Alternate      |        |        |            |        |            |        |        |        |        |            |        |   |  |   |

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

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, August 23, 2022 at 9:11 am, on the Zoom Virtual Call.

2. **Recognize New Policy Council Members:**  
 Kia Hamilton – Texarkana Head Start Representative

3. **Establishment of Quorum:**  
 Quorum was established with the following Policy Council Members present: Cecelia Huff, Harmony Roberson and Kia Hamilton. Shanequa Harris joined the meeting at 9:23 AM

#### **4. Approval of Agenda:**

Members reviewed the agenda. Harmony Roberson moved to accept the agenda as presented. This motion was seconded by Kia Hamilton. 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 June 28, 2022:**

Harmony Roberson moved to accept the minutes of June 28, 2022 meeting as presented. The motion was seconded by Kia Hamilton. 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 Review Question**

Bernadette Harris reviewed the Federal Review process with the members.

#### **7. Reports:**

##### **A. Financial Report**

Shelley Mitchell gave the Financial Report as presented.

##### **B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

##### **C. Executive Directors Report**

Dan Boyd encouraged the members to be involved in the parent committees at their sites. He stated that week after next he would be traveling to New York for the National Community Action Partnership Conference. He also stated that there is an interim Office of Head Start Director.

#### **8. Committee Reports:**

##### **A. Appoint Committee Members**

None

#### **9. Action Items:**

##### **A. Discuss and/or Approve Personnel Policy Organization Description**

Dan Boyd reviewed the Personnel Policy Organization Description as presented. Shanequa Harris moved to approve the Personnel Policy Organization Description 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 Personnel Policy 705 Dress Code - Addendum**

Dan Boyd reviewed the Tattoo Policy Addendum for Personnel Policy 705 as presented. Harmony Roberson moved to approve the Personnel Policy 705 Dress Code - Addendum 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.

##### **C. Discuss and/or Approve Personnel Policy 708 Resignation**

Dan Boyd reviewed the Personnel Policy 708 Resignation as presented. Shanequa Harris moved to approve the Personnel Policy 708 Resignation as presented. Kia Hamilton 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 Policy 716 Disciplinary Process**

Dan Boyd reviewed the Policy 716 Disciplinary Process as presented. Shanequa Harris moved to approve the Policy 716 Disciplinary Process 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 CSNT Annual Report FYE2021**

Dan Boyd reviewed the CSNT Annual Report FYE2021 as presented. Harmony Roberson moved to approve the CSNT Annual Report FYE2021 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 Final PIR Head Start and Early Head Start 2021 – 2022**

Bernadette Harris reviewed the Final PIR Head Start and Early Head Start 2021 – 2022 as presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Shanequa Harris moved for Policy Council to go into Executive Session at 9:46 am. Harmony Roberson seconded the motion.

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

Shanequa Harris made a motion to come back into regular session at 9:50 am. Kia Hamilton seconded the motion.

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

A motion was made by Shanequa Harris to accept new hires, transfers, and terminations as presented. The motion was seconded by Kia Hamilton. 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 Shanequa Harris at 9:51 am. The motion was seconded by Harmony Roberson.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# Head Start

## Financial Report for the month of September 2022

(August 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                                    | \$2,175,680.00        | \$147,356.50        | \$1,363,505.49        | \$812,174.51          | \$181,306.67          | \$1,631,760.00        | \$268,254.51                     |
| Fringe Benefits                              | \$528,635.00          | \$42,434.35         | \$358,004.01          | \$170,630.99          | \$44,052.92           | \$396,476.25          | \$38,472.24                      |
| Travel (4120)                                | \$10,000.00           | \$0.00              | \$391.45              | \$9,608.55            | \$833.33              | \$7,500.00            | \$7,108.55                       |
| Equipment                                    | \$35,000.00           | \$25,862.00         | \$25,862.00           | \$9,138.00            | \$2,916.67            | \$26,250.00           | \$388.00                         |
| Supplies                                     | \$174,635.00          | \$10,551.40         | \$91,049.82           | \$83,585.18           | \$14,552.92           | \$130,976.25          | \$39,926.43                      |
| Contractual                                  | \$276,650.00          | \$0.00              | \$140,470.00          | \$136,180.00          | \$23,054.17           | \$207,487.50          | \$67,017.50                      |
| Facilities / Construction                    | \$0.00                | \$0.00              | \$0.00                | \$0.00                | \$0.00                | \$0.00                | \$0.00                           |
| Other (4120)                                 | \$30,381.00           | (\$10,708.54)       | \$10,880.43           | \$19,500.57           | \$2,531.75            | \$22,785.75           | \$11,905.32                      |
| Other (4122)                                 | \$841,824.00          | \$68,917.17         | \$668,004.59          | \$173,819.41          | \$70,152.00           | \$631,368.00          | (\$36,636.59)                    |
| <b>Total</b>                                 | <b>\$4,072,805.00</b> | <b>\$284,412.88</b> | <b>\$2,658,167.79</b> | <b>\$1,414,637.21</b> | <b>\$339,400.42</b>   | <b>\$3,054,603.75</b> | <b>\$396,435.96</b>              |
| T&TA   | \$40,381.00           | (\$10,708.54)       | \$11,271.88           | \$29,109.12           | \$3,365.08            | \$30,285.75           | \$19,013.87                      |
| <b>Total</b>                                 |                       |                     |                       |                       |                       |                       |                                  |
| USDA Reimbursements through July 2022        |                       |                     |                       |                       |                       |                       | \$62,689.63                      |
| Estimated USDA Reimbursement for August 2022 |                       |                     |                       |                       |                       |                       | \$11,345.31                      |
|  |                       |                     |                       |                       |                       |                       | <u>\$470,470.90</u>              |
|  |                       |                     |                       |                       |                       |                       | Resulting (over)/under with USDA |

\* Total Over/Under without USDA

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

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

|               | <u>Amount Funded</u> | <u>Expenditures</u> | <u>Total To Date</u> | <u>Monthly Budget</u> | <u>YTD Budget</u> | <u>(Over)/Under</u> |
|---------------|----------------------|---------------------|----------------------|-----------------------|-------------------|---------------------|
| Per Classroom | \$156,646.35         | \$10,938.96         | \$102,237.22         | \$13,053.86           | \$117,484.76      | \$15,247.54         |
| Per Child     | \$8,758.72           | \$611.64            | \$5,716.49           | \$729.89              | \$6,569.04        | \$852.55            |

| <b>IN-KIND (Non-Federal Share)</b> |                |                   |                |                   |
|------------------------------------|----------------|-------------------|----------------|-------------------|
|                                    | <u>Needed</u>  | <u>This month</u> | <u>Total</u>   | <u>Still need</u> |
|                                    | \$1,018,201.00 | \$125,378.21      | \$1,117,581.94 | (\$99,380.94)     |

# Head Start C5

## Financial Report for the month of September 2022

(August 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              | \$62,572.51          | (\$6,772.15)   |
| Other                            | \$78,200.00          | \$1,382.18          | \$66,099.15          | \$15,627.49    |
| Total                            | \$137,527.00         | \$1,382.18          | \$128,671.66         | \$8,855.34     |

# Head Start C6

## Financial Report for the month of September 2022

(August 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         | \$2,950.86          | \$6,487.49           | \$105,068.51   |
| Other                            | \$180,591.00         | \$227.92            | \$15,852.58          | \$164,738.42   |
| Total                            | \$546,741.00         | \$3,178.78          | \$248,196.88         | \$298,544.12   |

# Early Head Start

## Financial Report for the month of September 2022

(August 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                                    | \$136,855.00         | \$11,360.86         | \$79,244.35          | \$57,610.65         | \$11,404.58           | \$102,641.25        | \$23,396.90                      |
| Fringe Benefits                              | \$33,482.00          | \$3,545.78          | \$35,045.28          | (\$1,563.28)        | \$2,790.17            | \$25,111.50         | (\$9,933.78)                     |
| Travel (4120)                                | \$2,190.00           | \$0.00              | \$0.00               | \$2,190.00          | \$182.50              | \$1,642.50          | \$1,642.50                       |
| Equipment                                    | \$0.00               | \$0.00              | \$0.00               | \$0.00              | \$0.00                | \$0.00              | \$0.00                           |
| Supplies                                     | \$19,000.00          | \$187.73            | \$4,800.17           | \$14,199.83         | \$1,583.33            | \$14,250.00         | \$9,449.83                       |
| 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           | (\$487.44)          | \$2,802.83           | \$264.17            | \$255.58              | \$2,300.25          | (\$502.58)                       |
| Other (4122)                                 | \$48,544.00          | \$1,673.40          | \$19,410.10          | \$29,133.90         | \$4,045.33            | \$36,408.00         | \$16,997.90                      |
| <b>Total</b>                                 | <b>\$243,138.00</b>  | <b>\$16,280.33</b>  | <b>\$141,302.73</b>  | <b>\$101,835.27</b> | <b>\$20,261.50</b>    | <b>\$182,353.50</b> | <b>\$41,050.77</b>               |
| T&TA   | \$5,257.00           | (\$487.44)          | \$2,802.83           | \$2,454.17          | \$438.08              | \$3,942.75          | \$1,139.92                       |
| <b>Total</b>                                 |                      |                     |                      |                     |                       |                     |                                  |
| USDA Reimbursements through July 2022        |                      |                     |                      |                     |                       |                     | \$8,430.16                       |
| Estimated USDA Reimbursement for August 2022 |                      |                     |                      |                     |                       |                     | \$1,241.44                       |
|  |                      |                     |                      |                     |                       |                     | <u>\$50,722.37</u>               |
|  |                      |                     |                      |                     |                       |                     | Resulting (over)/under with USDA |

\* Total Over/Under without USDA

Accruals:  
Actual year end payroll accrual \$4,800.00

\$4.00

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

|               | <u>Amount Funded</u> | <u>Expenditures</u> | <u>Total To Date</u> | <u>Monthly Budget</u> | <u>YTD Budget</u> | <u>(Over)/Under</u> |
|---------------|----------------------|---------------------|----------------------|-----------------------|-------------------|---------------------|
| Per Classroom | \$121,569.00         | \$8,140.17          | \$70,651.37          | \$10,130.75           | \$91,176.75       | \$20,525.39         |
| Per Child     | \$15,196.13          | \$1,017.52          | \$8,831.42           | \$1,266.34            | \$11,397.09       | \$2,565.67          |

| <b>IN-KIND (Non-Federal Share)</b> |               |                   |              |                   |
|------------------------------------|---------------|-------------------|--------------|-------------------|
|                                    | <u>Needed</u> | <u>This month</u> | <u>Total</u> | <u>Still need</u> |
|                                    | \$60,785.00   | \$1,971.25        | \$16,449.94  | \$44,335.06       |



# Early Head Start C5

## Financial Report for the month of September 2022

(August 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              | \$856.28             | \$1,382.72        |
| Other                            | \$5,000.00           | \$0.00              | \$2,008.71           | \$2,991.29        |
| Total                            | <u>\$7,239.00</u>    | <u>\$0.00</u>       | <u>\$2,864.99</u>    | <u>\$4,374.01</u> |

# Early Head Start C6

## Financial Report for the month of September 2022

(August 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           | \$255.33            | \$386.41             | \$6,374.59         |
| Other                            | \$9,409.00           | \$0.00              | \$771.78             | \$8,637.22         |
| Total                            | <u>\$28,776.00</u>   | <u>\$255.33</u>     | <u>\$14,713.54</u>   | <u>\$14,062.46</u> |

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

**Board Report - September 2022**

Sam's Club

|                |       |  |   |
|----------------|-------|--|---|
| Purchases for  |       |  |   |
| Payment due by | Pd on |  |   |
| Balance        |       |  | - |

American Express

|                                       |                  |            |
|---------------------------------------|------------------|------------|
| Purchases for June 2022 and July 2022 |                  | 2,814.42   |
| Payment due by ---                    | Pd on 08/10/2022 | (2,814.42) |
| Balance                               |                  | -          |

|                         |                  |             |
|-------------------------|------------------|-------------|
| Purchases for June 2022 |                  | 19,759.58   |
| Purchases for July 2022 |                  | 2,609.17    |
| Payment due by ---      | Pd on 08/17/2022 | (22,368.75) |
| Balance                 |                  | -           |

Line of Credit

|                             |               |               |
|-----------------------------|---------------|---------------|
| Program                     | <b>CSBG B</b> | <b>CSBG B</b> |
| Highest August 2022 Balance | 3,200.00      | 10,000.00     |
| Current balance             | -             | -             |
| Exp pay off date            |               |               |

In House Line of Credit

|                             |                   |               |               |   |
|-----------------------------|-------------------|---------------|---------------|---|
| Program                     | <b>CEAP CARES</b> | <b>CSBG B</b> | <b>CSBG A</b> |   |
| Highest August 2022 Balance | 5,741.00          | 15,900.00     | 6,400.00      | - |
| Current balance             | 5,741.00          | 3,150.00      | 6,400.00      |   |
| Exp pay off date            |                   | 9/30/2022     |               |   |

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For  
DAN BOYD  
CSNT INC

Account Number  
XXXX-XXXXX ~~21009~~

Closing Date  
07/28/22

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|                     |                |                 |             |                  |                       |   |
|---------------------|----------------|-----------------|-------------|------------------|-----------------------|---|
| Previous Balance \$ | New Charges \$ | Other Debits \$ | Payments \$ | Other Credits \$ | <b>Balance Due \$</b> | <b>Do Not Pay</b>   |
| 4,579.51            | 3,314.43       | 0.00            | 4,579.51    | 500.01           | <b>2,814.42</b>       | For important information regarding your account refer to page 2. |

For your records only - do not pay.

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

## Activity

Date reflects either transaction or posting date

| Card Number   | Reference Code | Amount \$         |
|---|----------------|-------------------|
| XXXX-XXXXX1- <del>21009</del>   |                |                   |
| 07/17/22 PAYMENT RECEIVED - THANK YOU 07/17   | 0561500000     | -4,579.51         |
| 06/29/22 ALLIANZ TRAVEL INS RICHMOND VA<br>REF# 57718QGS 8006285404 06/29/22  |                | 31.00             |
| 06/30/22 AMERICAN AIRLINES 800-433-7300 TX<br>TKT# 0012438995056 AMERICAN AIR 06/29/22<br>PASSENGER TICKET<br>BOYD/DAN AMERICAN AIRLINES<br>AMERICAN AIRLINES 800-433-7300 TX<br>FROM<br>DALLAS/FT WORTH TX<br>TO CARRIER CLASS<br>LAGUARDIA INTL A/P AA N<br>TO<br>DALLAS/FT WORTH TX AA S<br>TO<br>UNAVAILABLE YY 00<br>TO<br>UNAVAILABLE YY 00 | 20220630000    | 404.19            |
| 07/16/22 CAESARS HOTEL & CASI LAS VEGAS NV<br>FOL# 13617989 CAESAR'S HOTE 07/15/22<br>ARRIVAL DATE DEPARTURE DATE<br>07/15/22 07/15/22 00<br>ROC NUMBER 13617989  | 13617989000    | -500.01<br>Credit |

Continued on Page 3

Do not staple or use paper clips

### Payment Coupon

Account Number Enter 15 digit account number on all payments.  
~~67062665984-21009~~

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.



**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorizations for Electronic Payments:** By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



**For all further inquiries,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-492-4920.

**International Collect:**  
1-336-393-1111.

**Hearing Impaired Services:**  
Dial Relay 711 and  
1-800-492-4920.

**Large Print and Braille Statements:**  
1-800-492-4920.



**Customer Service**  
P.O. Box 53611  
Phoenix, AZ  
85072-3611

### Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
DAN BOYD  
CSNT INC

Account Number  
XXXX-XXXXX ~~1020009~~

Closing Date  
07/28/22

Page 3 of 3

| Activity Continued        |   | Reference Code                                     | Amount \$             |
|---------------------------|---|--|-----------------------|
| 07/01/22                  | CAESARS PLACE ADV RS LAS VEGAS NV<br>FOL# 24936192 CAESAR'S HOTE 06/29/22<br>ARRIVAL DATE DEPARTURE DATE<br>06/28/22 06/29/22 00<br>ROC NUMBER 24936192 | 24936192000  | 1,510.23              |
| 07/12/22                  | COMMUNITY ACTION PAR WASHINGTON DC<br>REF# 38440939 202-265-7546 07/11/22<br>TRANSACTION<br>ROC NUMBER 38440939   | 38440939000  | 995.00                |
| 07/21/22                  | WESTIN AUSTIN DOMAIN AUSTIN TX<br>FOL# 841328 WESTIN 07/21/22<br>ARRIVAL DATE DEPARTURE DATE<br>08/03/22 08/05/22 00<br>ROC NUMBER 841328               | 97758204300  | 374.01                |
| <b>Total for DAN BOYD</b> |   | New Charges/Other Debits<br>Payments/Other Credits | 3,314.43<br>-5,079.52 |





# Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For  
CREW DYKES  
CSNT INC

Account Number  
XXXX-XXXXX7-81008

Closing Date  
06/28/22

Page 1 of 3

|                     |                |                 |             |                  |                                  |
|---------------------|----------------|-----------------|-------------|------------------|----------------------------------|
| Previous Balance \$ | New Charges \$ | Other Debits \$ | Payments \$ | Other Credits \$ | <b>Balance Due \$ Do Not Pay</b> |
| 0.00                | 19,759.58      | 0.00            | 0.00        | 0.00             | 19,759.58                        |

For important information regarding your account refer to page 2.

For your records only - do not pay.

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

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX7-81008

|  | Reference Code | Amount \$  |
|--|----------------|------------|
| 06/23/22 AMZN MKTP US*DR8EZ83 AMZN.COM/BILL WA<br>6T160XIZE 114-1025210-6355498109 06/22/22<br>ROC NUMBER 6T160XIZEVRU |                | 29.97 ✓    |
| 06/13/22 AMZN MKTP US*JG0SC7Q AMZN.COM/BILL WA<br>5JSM02AUC 114-1043404-9332298109 06/13/22<br>ROC NUMBER 5JSM02AUCOWK |                | 161.18 ✓   |
| 06/14/22 AMZN MKTP US*O74J382 AMZN.COM/BILL WA<br>3C7MYJBTH 114-7571651-6387498109 06/13/22<br>ROC NUMBER 3C7MYJBTH43F |                | 3,391.33 ✓ |
| 06/21/22 AMZN MKTP US*RU6WP2X AMZN.COM/BILL WA<br>2Z7EAGVPF 114-9147851-4637098109 06/19/22<br>ROC NUMBER 2Z7EAGVPFEOL |                | 6,667.08 ✓ |
| 06/15/22 AMZN MKTP US*S95TC23 AMZN.COM/BILL WA<br>6YQ37J4AV 114-5483890-7004298109 06/13/22<br>ROC NUMBER 6YQ37J4AVESD |                | 399.00 ✓   |
| 06/21/22 AMZN MKTP US*Y06810R AMZN.COM/BILL WA<br>3375RZM0A 114-9147851-4637098109 06/14/22<br>ROC NUMBER 3375RZM0A16A |                | 4,833.33 ✓ |
| 06/19/22 AMZN MKTP US*Y92G504 AMZN.COM/BILL WA<br>XPJDP409Q 114-0878137-8042698109 06/19/22<br>ROC NUMBER XPJDP409QT1U |                | 22.83 ✓    |

Continued on Page 3

Do not staple or use paper clips

## Payment Coupon

Account Number ~~3796256603781008~~ Enter 15 digit account number on all payments.

CREW DYKES  
CSNT INC  
302 E HOUSTON BX 427  
LINDEN TX 75563-5600

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



Prepared For  
**CREW DYKES**  
**CSNT INC**

Account Number  
 XXXX-XXXXX784008

Closing Date  
 06/28/22

Page 3 of 3

**Activity Continued**

|  | Reference Code | Amount \$  |
|--|----------------|------------|
| 06/15/22 AMZN MKTP US*0R96A5A AMZN.COM/BILL WA<br>22VLTKE7 114-5056264-4353098109 06/14/22<br>ROC NUMBER 22VLTKE7G1F   |                | 936.97 ✓   |
| 06/23/22 AMZN MKTP US*0W3RT7Y AMZN.COM/BILL WA<br>5VQRMFNS 114-4021099-3491498109 06/22/22<br>ROC NUMBER 5VQRMFFNSWTC  |                | 23.97 ✓    |
| 06/19/22 AMZN MKTP US*2M8F67D AMZN.COM/BILL WA<br>5M75YHZOS 114-9502932-6270698109 06/14/22<br>ROC NUMBER 5M75YHZOSCW3 |                | 1,488.91 ✓ |
| 06/22/22 AMZN MKTP US*4P6FU3V AMZN.COM/BILL WA<br>52Y1189W6 114-9147851-4637098109 06/21/22<br>ROC NUMBER 52Y1189W6W4H |                | 559.01 ✓   |
| 06/24/22 TECHSOUP SAN FRANCIS CA<br>REF# 248YPBZB 415-633-9300 06/24/22<br>TECHSOUP<br>ROC NUMBER 248YPBZB             |                | 1,246.00 ✓ |

**Total for CREW DYKES**

|                          |           |
|--------------------------|-----------|
| New Charges/Other Debits | 19,759.58 |
| Payments/Other Credits   | 0.00      |



# Corporate Purchasing Cardmember Report

**Sign-up For Online  
Statements**

www.americanexpress.com/gopaperless

Prepared For  
**CREW DYKES  
CSNT INC**

Account Number  
XXXX-XXXX-~~7-81008~~

Closing Date  
07/28/22

Page 1 of 2

| Previous Balance \$ | New Charges \$ | Other Debits \$ | Payments \$ | Other Credits \$ | Balance Due \$ Do Not Pay |
|---------------------|----------------|-----------------|-------------|------------------|---------------------------|
| 19,759.58           | 2,018.36       | 590.81          | 0.00        | 0.00             | <b>22,368.75</b>          |

For important information regarding your account refer to page 2.

**Your account is past due, please contact your program administrator.**

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

## Activity

Date reflects either transaction or posting date

| Card Number  | Reference Code                                     | Amount \$        |
|--|--|------------------|
| <b>XXXX-XXXX-81008</b>   |  |                  |
| 07/26/22 AMZN MKTP US*T32NC18 AMZN.COM/BILL WA<br>6LA1X3EXG 114-5129912-4389098109 07/25/22<br>ROC NUMBER 6LA1X3EXGR30 |  | 599.00 ✓         |
| 07/12/22 AMZN MKTP US*ZF2JV6G AMZN.COM/BILL WA<br>3EWGQR7JT 114-7463196-5393098109 07/12/22<br>ROC NUMBER 3EWGQR7JTMNA |  | 84.92 ✓          |
| 07/19/22 AMZN MKTP US*ZH33P4R AMZN.COM/BILL WA<br>51JHZ6VOE 114-6918501-6512298109 07/14/22<br>ROC NUMBER 51JHZ6VOEJEQ |  | 612.70 ✓         |
| 07/26/22 WALMART.COM AA 800-966-6546 AR<br>REF# WPCEXULD03S DISCOUNT STORE 07/25/22                                    |  | 721.74 ✓         |
| 07/28/22 DELINQUENCY CHARGE ON 19,759.58   |  | 590.81           |
| <b>Total for CREW DYKES</b>  | New Charges/Other Debits<br>Payments/Other Credits | 2,609.17<br>0.00 |

Do not staple or use paper clips

### Payment Coupon

Account Number Enter 15 digit account  
~~379656603781008~~ number on all payments.

CREW DYKES  
CSNT INC  
302 E HOUSTON BX 427  
LINDEN TX 75563-5600

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



# HEAD START and EHS NUTRITION PROGRAM

September 2022 Financial Report

For the month of August 2022

## CACFP

|                      |    | <u>Expenditures</u> | <u>Total To Date</u> |
|----------------------|----|---------------------|----------------------|
| Operating Labor      | \$ | 6,581.81            | 78,743.54            |
| Administrative Labor |    | 529.12              | 8,327.50             |
| Food                 |    | 12,613.14           | 84,205.57            |
| Supplies & Equipment |    | 641.86              | 8,641.03             |
| Purchased Services   |    | -                   | 0.00                 |
| Financial Costs      |    | -                   | 0.00                 |
| Media Costs          |    | -                   | 0.00                 |
| Operating Org Cost   |    | -                   | 859.00               |
| Other                |    | -                   | 0.00                 |
| Total                | \$ | 20,365.93           | \$ 180,776.64        |

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

TDHS REVENUE

12,586.75 111,778.88  
(Income Starts October 2021)

# CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **August**

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    | NA   | NA   | 465    |           |         |          |
| Over/Under Enrollment HS     | -10      | -16     | -21      | -25    | -34    | -35    | NA   | NA   | -11    |           |         |          |
| % with Special Needs         | 6%       | 8%      | 9%       | 10%    | 11%    | 11%    | NA   | NA   | 3%     |           |         |          |
| ADA Funded Enrolled* (465)   | 86%      | 80%     | 80%      | 82%    | 83%    | 80%    | NA   | NA   | 83%    |           |         |          |
| Enrollment (acutal students) | 89%      | 85%     | 86%      | 86%    | 90%    | 88%    | NA   | NA   | 92%    |           |         |          |
| Present/ Absent              | 399/56   | 379/70  | 377/60   | 390/62 | 400/34 | 385/45 | NA   | NA   | 423/31 |           |         |          |
| * If below 85% (Why) -       | NA       | NA      | NA       | NA     | NA     | NA     | NA   | NA   | NA     | NA        | NA      | NA       |

## Non-Federal Share

| Head Start | \$989,814 |            | (\$127,767) |            | \$1,117,581 |            | -13% Needed |           | Grant Total | 108.11% Received |         | \$1,134,030 |
|------------|-----------|------------|-------------|------------|-------------|------------|-------------|-----------|-------------|------------------|---------|-------------|
|            | December  | January    | February    | March      | April       | May        | June        | July      | August      | September        | October | November    |
| \$         | 1,117,581 | \$ 138,762 | \$ 143,161  | \$ 146,855 | \$149,467   | \$ 148,559 | \$ 139,898  | \$ 63,161 | \$ 62,340   | \$ 125,378       |         |             |

## Indirect Cost Pool Expenditures (including % Admin)

| ICP                            | \$ 391,886 |           | \$ 191,521 |           | Grant Total |           | \$ 415,021 |           | Expended  |           | \$ 210,199 |          |
|--------------------------------|------------|-----------|------------|-----------|-------------|-----------|------------|-----------|-----------|-----------|------------|----------|
| *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 | \$ 26,787  | \$ 23,516 | \$ 7,298  | \$ -      | \$ -       | \$ -     |
| \$                             | 200,365    | \$ 16,125 | \$ 21,947  | \$ 25,668 | \$ 24,175   | \$ 32,021 | \$ 22,828  | \$ 26,787 | \$ 23,516 | \$ 7,298  | \$ -       | \$ -     |

## Meals/Reimbursements

|                     | December | January  | February  | March     | April     | May      | June | July | August    | September | October | November |
|---------------------|----------|----------|-----------|-----------|-----------|----------|------|------|-----------|-----------|---------|----------|
| \$ 74,035           |          |          |           |           |           |          |      |      |           |           |         |          |
| # of service days   | 13       | 16       | 18        | 22        | 20        | 20       | NA   | NA   | 18        |           |         |          |
| # of meals served   | 3,696    | 3,677    | 4,436     | 5,202     | 5,593     | 4,245    | NA   | NA   | 4,383     |           |         |          |
| CACFP Reimbursement | \$ 8,619 | \$ 8,613 | \$ 10,356 | \$ 12,119 | \$ 13,050 | \$ 9,933 | NA   | NA   | \$ 11,345 |           |         |          |

## Program Monitoring

|                        | December | January | February | March | April | May | June | July | August | September | October | November |
|------------------------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| # Child Files Reviewed | 152      | 46      | 46       | 466   | 215   | 160 | NA   | NA   | 13     |           |         |          |
| # Classrooms Observed  | 48       | 22      | 22       | 112   | 59    | 39  | NA   | NA   | 30     |           |         |          |
| Incomes Verified       | 10       | 6       | 8        | 4     | 4     | 0   | NA   | NA   | 34     |           |         |          |
| # Parents Interviewed  | 12       | 12      | 0        | 0     | 27    | 45  | NA   | NA   | 0      |           |         |          |
| # of Staff interviewed | 5        | 14      | 17       | 10    | 3     | 0   | NA   | NA   | 0      |           |         |          |
| # Bus Routes Observed  | 0        | 0       | 0        | 0     | 0     | N/A | NA   | NA   | 0      |           |         |          |
| # Staff Files Reviewed | 0        | 0       | 0        | 0     | 0     | 4   | NA   | NA   | 0      |           |         |          |
| # Community Contacts   | 63       | 50      | 43       | 134   | 51    | 51  | NA   | NA   | 65     |           |         |          |
| # of Findings          | 11       | 57      | 38       | 38    | 29    | 20  | NA   | NA   | 26     |           |         |          |

## Annual Self-Assessment Findings

|                      | December | January | February | March | April | May | June | July | August | September | October | November |
|----------------------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| # of findings        | 2        | 2       | 4        | 4     | 4     | 4   | 4    | 4    | 4      |           |         |          |
| # findings corrected | 2        | 2       | 0        | 2     | 3     | 4   | 4    | 4    | 4      |           |         |          |
| # findings remaining | 0        | 0       | 4        | 2     | 1     | 0   | 0    | 0    | 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   | 7    | 7    | 7      |           |         |          |
| # findings corrected | 7        | 2       | 2        | 4     | 5     | 7   | 7    | 7    | 7      |           |         |          |
| # findings remaining | 0        | 5       | 5        | 3     | 2     | 0   | 0    | 0    | 0      |           |         |          |

## Program Updates

HS Campuses working to meet 30 day deadlines  
Teachers and children getting adapted to new school year

# CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **August**

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               | 16                    | NA   | 15     |           |         |          |
| Over/Under Enrollment EHS    | 0           | 0                    | -2                   | 0                    | 0                    | -3               | -2                    | NA   | -1     |           |         |          |
| % with Special Needs         | 12.50%      | 12.50%               | 12.50%               | 12.50%               | 12.50%               | 12.50%           | 12.50%                | NA   | 0.00%  |           |         |          |
| ADA Funded Enrolled* (16)    | 84%         | 64%                  | 73%                  | 76%                  | 81%                  | 66%              | 30%                   | NA   | 69%    |           |         |          |
| Enrollment (acutal students) | 84%         | 73%                  | 83%                  | 78%                  | 81%                  | 82%              | 37%                   | NA   | 86%    |           |         |          |
| Present/ Absent              | 13/3        | 12/2                 | 12/2                 | 12/4                 | 13/3                 | 11/3             | 5/9                   | NA   | 11/4   |           |         |          |
| * If below 85% (Why) -       | COVID Cases | COVID/Flu-Like Cases | COVID/Flu-Like Cases | COVID/Flu-Like Cases | COVID/Flu-Like Cases | Children Dropped | Children Staying Home | NA   | NA     |           |         |          |

## 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 | \$2,093 | \$1,969 | \$969 | \$969 | \$1,971 |           |         |          |
| <b>\$42,699</b> |          |         |          |         |         |         |       |       |         |           |         |          |
| \$16,449        |          |         |          |         |         |         |       |       |         |           |         |          |

## 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 | \$1,173 | \$735 | \$425  |           |         |          |
| <b>\$13,301</b> |          |         |          |         |         |       |         |       |        |           |         |          |
| \$9,834         |          |         |          |         |         |       |         |       |        |           |         |          |

## Meals/Reimbursements

| December | January | February | March   | April   | May     | June  | July | August  | September | October | November |
|----------|---------|----------|---------|---------|---------|-------|------|---------|-----------|---------|----------|
| 9,672    | 347     | 593      | 603     | 727     | 669     | 198   | NA   | 480     |           |         |          |
| \$1,113  | \$812   | \$1,393  | \$1,398 | \$1,698 | \$1,549 | \$467 | NA   | \$1,241 |           |         |          |

## Program Monitoring

| December | January | February | March | April | May | June | July | August | September | October | November |
|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| 10       | 27      | 16       | 8     | 25    | 17  | NA   | NA   | 5      |           |         |          |
| 12       | 6       | 6        | 8     | 14    | 14  | NA   | NA   | 2      |           |         |          |
| 0        | 0       | 0        | 0     | 0     | 0   | NA   | NA   | 0      |           |         |          |
| 0        | 0       | 0        | 0     | 0     | 0   | NA   | NA   | 0      |           |         |          |
| 2        | 0       | 0        | 0     | 3     | 0   | NA   | NA   | 0      |           |         |          |
| 0        | 0       | 0        | 0     | 0     | N/A | NA   | NA   | 0      |           |         |          |
| 0        | 0       | 0        | 0     | 0     | 1   | NA   | NA   | 0      |           |         |          |
| 8        | 3       | 5        | 3     | 5     | 0   | NA   | NA   | 5      |           |         |          |
| 4        | 0       | 0        | 0     | 2     | 3   | NA   | NA   | 1      |           |         |          |

## Annual Self-Assessment Findings

| Date:               | December | January | February | March | April | May | June | July | August | September | October | November |
|---------------------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| Week of 3/3/2022    | 2        | 2       | 4        | 4     | 4     | 4   | 4    | 4    | 4      |           |         |          |
| Completed 5/26/2022 | 2        | 2       | 0        | 2     | 3     | 4   | 4    | 4    | 4      |           |         |          |
|                     | 0        | 0       | 4        | 2     | 1     | 0   | 0    | 0    | 0      |           |         |          |

## Annual Detailed Monitoring Findings

| December | January | February | March | April | May | June | July | August | September | October | November |
|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| 7        | 7       | 7        | 7     | 7     | 7   | 7    | 7    | 7      |           |         |          |
| 7        | 2       | 2        | 4     | 5     | 7   | 7    | 7    | 7      |           |         |          |
| 0        | 5       | 5        | 3     | 2     | 0   | 0    | 0    | 0      |           |         |          |

## Program Updates

EHS Staff working to meet 30 day deadlines  
Teachers and children getting adapted to new school year



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

9/7/2022

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

|                         | <i># of funded enrollment slots</i> | <i>% of funded enrollment slots</i> |
|-------------------------|-------------------------------------|-------------------------------------|
| Total Funded Enrollment | 455                                 | 97.85%                              |

## Funded Enrollment by Program Option

|                   | <i># of funded enrollment slots</i> | <i>% of funded enrollment slots</i> |
|-------------------|-------------------------------------|-------------------------------------|
| Center-based      | 465                                 | 100.00%                             |
| Home-based        | 0                                   | 0%                                  |
| Family Child Care | 0                                   | 0%                                  |
| Locally Designed  | 0                                   | 0%                                  |

## Detail - Center-based Funded Enrollment

|   | <i># of center-based funded enrollment slots</i> | <i>% of center-based funded enrollment slots</i> |
|---|--|--|
| Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers | 455  | 97.85%   |
| Of these, the number that are available for the full-working-day and full-calendar-year   | 0  |  |
| Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers          | 0  | 0%   |
| Of these, the number that are available for 3.5 hours per day for 128 days  | 0  |  |
| Of these, the number that are available for a full working day  | 0  |  |

## Total Cumulative Enrollment

|                             | <i># of participants</i> | <i>% of participants</i> |
|-----------------------------|--------------------------|--------------------------|
| Total Cumulative Enrollment | 455                      | 97.85%                   |

## Participants by Age

|             | <i># of participants</i> | <i>% of participants</i> |
|-------------|--------------------------|--------------------------|
| 1 Year Old  | 0                        | 0.00%                    |
| 2 Years Old | 0                        | 0.00%                    |
| 3 Years Old | 211                      | 46.37%                   |
| 4 Years Old | 244                      | 53.63%                   |
| 5 Years Old | 0                        | 0.00%                    |

## Homelessness Services

|  | <i># of children</i> | <i>% of children</i> |
|--|----------------------|----------------------|
| Total number of children experiencing homelessness that were served during the enrollment year | 18                   | 3.96%                |

## Foster Care

|  | # of children | % of children |
|--|---------------|---------------|
| Total number of enrolled children who were in foster care at any point in the program year | 14            | 3.08%         |

## Prior Enrollment of Children

|                     | # of children | % of children |
|---------------------|---------------|---------------|
| The second year     | 137           | 30.11%        |
| Three or more years | 9             | 1.98%         |

## Ethnicity And Race

|                                     | # of Hispanic or Latino Origin participants | % of Hispanic or Latino Origin participants | # of Non-Hispanic or Non-Latino Origin participants | % of Non-Hispanic or Non-Latino Origin participants |
|-------------------------------------|---|---|---|---|
| American Indian or Alaska Native    | 1   | 0.22%                                       | 0   | 0.00%   |
| Asian                               | 0   | 0.00%                                       | 4   | 0.88%   |
| Black or African American           | 7   | 1.54%                                       | 224   | 49.23%  |
| Native Hawaiian or Pacific Islander | 0   | 0.00%                                       | 0   | 0.00%   |
| White                               | 23  | 5.05%                                       | 126   | 27.69%  |
| Biracial or Multi-Racial            | 5   | 1.10%                                       | 35  | 7.69%   |
| Other Race                          | 30  | 6.59%                                       | 0   | 0.00%   |
| Unspecified Race                    | 0   | 0.00%                                       | 0   | 0.00%   |

## Primary Language of Parents at Home

|   | # of children | % of children |
|---|---------------|---------------|
| English   | 405           | 89.01%        |
| Of these, the number of children acquiring/learning another language in addition to English | 12            |               |
| Spanish   | 24            | 5.27%         |
| 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 Languages  | 3             | 0.66%         |
| 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%         |
| American Sign Language  | 0             | 0.00%         |
| Other Languages   | 0             | 0.00%         |
| Unspecified Languages   | 23            | 5.05%         |

## Health Services

| <i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i> | # at Beginning of Enrollment Year | % at Beginning of Enrollment Year | # at End of Enrollment Year | % at End of Enrollment Year |
|---|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Children with health insurance  | 283                               | 62.20%                            | 154                         | 33.85%                      |
| Children with accessible health care  | 167                               | 36.70%                            | 38                          | 8.35%                       |
| Children with up-to-date immunizations or all possible immunizations to date, or exempt   | 372                               | 81.76%                            | 334                         | 73.41%                      |
| Children with accessible dental care  | 151                               | 33.19%                            | 36                          | 7.91%                       |

## Disabilities Services

|   | <i># of children</i> | <i>% of children</i> |
|---|----------------------|----------------------|
| Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services | 12                   | 2.58%                |

### **Family Services**

|                          | <i># of families</i> | <i>% of families</i> |
|--------------------------|----------------------|----------------------|
| Total Number of Families | 429                  | 100.00%              |

|   | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Families Who Received at Least One Family Service | 65                   | 15.15%               |

### **Specific Services**

|   | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Emergency or Crisis Intervention  | 0                    | 0.00%                |
| Housing Assistance  | 0                    | 0.00%                |
| Asset Building Services   | 18                   | 4.20%                |
| Mental Health Services  | 0                    | 0.00%                |
| Substance Misuse Prevention   | 0                    | 0.00%                |
| Substance Misuse Treatment  | 0                    | 0.00%                |
| English as a Second Language (ESL) Training   | 0                    | 0.00%                |
| Assistance in enrolling into an education or job training program                                   | 3                    | 0.70%                |
| Research-based parenting curriculum   | 57                   | 13.29%               |
| Involvement in discussing their child's screening and assessment results and their child's progress | 55                   | 12.82%               |
| Supporting transitions between programs   | 45                   | 10.49%               |
| Education on preventive medical and oral health   | 62                   | 14.45%               |
| Education on health and developmental consequences of tobacco product use                           | 54                   | 12.59%               |
| Education on nutrition  | 63                   | 14.69%               |
| Education on postpartum care  | 2                    | 0.47%                |
| Education on relationship/marriage  | 0                    | 0.00%                |
| Assistance to families of incarcerated individuals  | 0                    | 0.00%                |



# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

9/7/2022

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

|                         | <i># of funded enrollment slots</i> | <i>% of funded enrollment slots</i> |
|-------------------------|-------------------------------------|-------------------------------------|
| Total Funded Enrollment | 16                                  | 100.00%                             |

## Funded Enrollment by Program Option

|                   | <i># of funded enrollment slots</i> | <i>% of funded enrollment slots</i> |
|-------------------|-------------------------------------|-------------------------------------|
| Center-based      | 16                                  | 100.00%                             |
| Home-based        | 0                                   | 0%                                  |
| Family Child Care | 0                                   | 0%                                  |
| Locally Designed  | 0                                   | 0%                                  |

## Detail - Center-based Funded Enrollment

|   | <i># of center-based funded enrollment slots</i> | <i>% of center-based funded enrollment slots</i> |
|---|--|--|
| Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers | 15   | 93.75%   |
| Of these, the number that are available for the full-working-day and full-calendar-year   | 0  |  |
| Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers          | 0  | 0%   |
| Of these, the number that are available for 3.5 hours per day for 128 days  | 0  |  |
| Of these, the number that are available for a full working day  | 0  |  |

## Total Cumulative Enrollment

|                             | <i># of participants</i> | <i>% of participants</i> |
|-----------------------------|--------------------------|--------------------------|
| Total Cumulative Enrollment | 15                       | 93.75%                   |

## Participants by Age

|                  | <i># of participants</i> | <i>% of participants</i> |
|------------------|--------------------------|--------------------------|
| Under 1 Year Old | 6                        | 40.00%                   |
| 1 Year Old       | 0                        | 0.00%                    |
| 2 Years Old      | 9                        | 60.00%                   |
| 3 Years Old      | 0                        | 0.00%                    |
| Pregnant Women   | 0                        | 0.00%                    |

## Homelessness Services

|  | <i># of children</i> | <i>% of children</i> |
|--|----------------------|----------------------|
| Total number of children experiencing homelessness that were served during the enrollment year | 2                    | 13.33%               |

## Foster Care

|  | # of children | % of children |
|--|---------------|---------------|
| Total number of enrolled children who were in foster care at any point in the program year | 1             | 6.67%         |

## Prior Enrollment of Children

|                     | # of children | % of children |
|---------------------|---------------|---------------|
| The second year     | 4             | 26.67%        |
| Three or more years | 1             | 6.67%         |

## Ethnicity And Race

|                                     | # of Hispanic or Latino Origin participants | % of Hispanic or Latino Origin participants | # of Non-Hispanic or Non-Latino Origin participants | % of Non-Hispanic or Non-Latino Origin participants |
|-------------------------------------|---|---|---|---|
| American Indian or Alaska Native    | 0   | 0.00%                                       | 0   | 0.00%   |
| Asian                               | 0   | 0.00%                                       | 1   | 6.67%   |
| Black or African American           | 0   | 0.00%                                       | 8   | 53.33%  |
| Native Hawaiian or Pacific Islander | 0   | 0.00%                                       | 0   | 0.00%   |
| White                               | 0   | 0.00%                                       | 3   | 20.00%  |
| Biracial or Multi-Racial            | 1   | 6.67%                                       | 0   | 0.00%   |
| Other Race                          | 2   | 13.33%                                      | 0   | 0.00%   |
| Unspecified Race                    | 0   | 0.00%                                       | 0   | 0.00%   |

## Primary Language of Parents at Home

|   | # of children | % of children |
|---|---------------|---------------|
| English   | 13            | 86.67%        |
| Of these, the number of children acquiring/learning another language in addition to English | 1             | 6.67%         |
| Spanish   | 2             | 13.33%        |
| 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 Languages  | 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%         |
| American Sign Language  | 0             | 0.00%         |
| Other Languages   | 0             | 0.00%         |
| Unspecified Languages   | 0             | 0.00%         |

## Health Services

| <i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i> | # at Beginning of Enrollment Year | % at Beginning of Enrollment Year | # at End of Enrollment Year | % at End of Enrollment Year |
|---|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Children with health insurance  | 12                                | 80.00%                            | 9                           | 60.00%                      |
| Children with accessible health care  | 9                                 | 60.00%                            | 7                           | 46.67%                      |
| Children with up-to-date immunizations or all possible immunizations to date, or exempt   | 14                                | 93.33%                            | 13                          | 86.67%                      |
| Children with accessible dental care  | 9                                 | 60.00%                            | 7                           | 46.67%                      |



## Disabilities Services

|   | <i># of children</i> | <i>% of children</i> |
|---|----------------------|----------------------|
| Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services | 0                    | 0.00%                |

## Family Services

|                          | <i># of families</i> | <i>% of families</i> |
|--------------------------|----------------------|----------------------|
| Total Number of Families | 14                   | 93.33%               |

|   | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Families Who Received at Least One Family Service | 7                    | 50.00%               |

## Specific Services

|   | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Emergency or Crisis Intervention  | 0                    | 0.00%                |
| Housing Assistance  | 0                    | 0.00%                |
| Asset Building Services   | 0                    | 0.00%                |
| Mental Health Services  | 0                    | 0.00%                |
| Substance Misuse Prevention   | 0                    | 0.00%                |
| Substance Misuse Treatment  | 0                    | 0.00%                |
| English as a Second Language (ESL) Training   | 1                    | 7.14%                |
| Assistance in enrolling into an education or job training program                                   | 3                    | 21.43%               |
| Research-based parenting curriculum   | 7                    | 50.00%               |
| Involvement in discussing their child's screening and assessment results and their child's progress | 7                    | 50.00%               |
| Supporting transitions between programs   | 2                    | 14.29%               |
| Education on preventive medical and oral health   | 7                    | 50.00%               |
| Education on health and developmental consequences of tobacco product use                           | 0                    | 0.00%                |
| Education on nutrition  | 7                    | 50.00%               |
| Education on postpartum care  | 0                    | 0.00%                |
| Education on relationship/marriage  | 0                    | 0.00%                |
| Assistance to families of incarcerated individuals  | 0                    | 0.00%                |

# POLICY COUNCIL Orientation Training

Community Services of Northeast  
Texas, Inc.

- ## Training Agenda
- Meeting Overview
  - Governance
  - Monitoring, Evaluation, Planning
  - Financial Management
  - Personnel Management

- ## Meeting Overview
- The PC meets:
- Every month in the Linden Community Bldg. Conference Room (except Nov/Dec are combined)
  - Typically the 4<sup>th</sup> Tuesday of the month at 9:00 AM
  - Members are served a brunch
  - Normally, meetings do not occur in July/August
  - Governing Board meets at noon

## Meeting Overview

| PC membership consists of:  | PC membership counties represented:   |
|---|---|
| <ul style="list-style-type: none"> <li>• Elected parents/guardians of currently enrolled Head Start students</li> <li>• Community Representatives</li> <li>• Can not serve more than 5 years</li> </ul> | <ul style="list-style-type: none"> <li>• Bowie</li> <li>• Camp</li> <li>• Cass</li> <li>• Morris</li> </ul> |

## Meeting Overview

|  |   |
|--|---|
| <p><b>Board membership consists of:</b></p> <ul style="list-style-type: none"> <li>• Private</li> <li>• Public</li> <li>• Poverty</li> </ul> | <p><b>Board members may represent these counties:</b></p> <ul style="list-style-type: none"> <li>• Bowie</li> <li>• Camp</li> <li>• Cass</li> <li>• Delta</li> <li>• Franklin</li> <li>• Hopkins</li> <li>• Lamar</li> <li>• Marion</li> <li>• Morris</li> <li>• Rains</li> <li>• Red River</li> <li>• Titus</li> </ul> |
|--|---|

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## Meeting Overview

**PC membership consists of:**  
 Elected parents/guardians of currently enrolled Head Start students and community representatives

- One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.
- One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and reflect the communities being served.
- One member of the Board of Directors serves on Policy Council/one member of Policy Council serves of Board

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## Meeting Overview

**Board membership consists of:**  
 Individuals that reflect the communities served and have expertise in education, business, administration, or community affairs.

- Head Start funding requires at least one member with background and expertise in fiscal management or accounting; one with early childhood education and development; and one who is an attorney. If someone with those qualifications is not available to serve as a member, the Board hires a consultant to work with the Board; and parents of current and former Head Start students.
- A member of the Policy Council

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## Meeting Overview

**PC Agenda:**

- Packets are made available at least one week before the meeting date (to meet the 72 Hour rule)

**PC meetings are:**

- Professional, but informal meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that PC members have time and opportunity to be informed about the topics which will come before them

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## SHARED GOVERNANCE

Shared Governance:

- A key value and requirement

**Board has majority of governance responsibility but shares it with:**

- Policy Council

## Governance

Community Services governance is defined by:

- Non-profit agency laws
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws

## Governance

### Policy Council responsibilities:

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in standards
- Develop/review policies and procedures described in standards

## Monitoring, Evaluation, Planning

Part of every PC Meeting and Committee Meetings:

### Members monitor:

- Reports, planned updates, budgets

### Members evaluate:

- Annual/monthly program assessments, monthly program performance reports

### Members planning:

- Long/short-range plans, all program improvement plans, all program issues brought before the Council

## Financial Management

CSNT's Fiscal Year runs October 1 – September 30, although funding is received from multiple funding sources with various funding years.

- Head Start Funding Year      Dec. 1 – Nov. 30
- Early Head Start Year        Dec. 1 – Nov. 30
- CSBG Funding Year            Jan. 1 – Dec. 31
- CEAP Funding Year            Jan. 1 – Dec. 31
- CACFP Funding Year         Oct. 1 – Sep. 30

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## Financial Management

### Policy Council must approve:

- Head Start/Early Head Start budget
- All Head Start/Early Head Start budget changes
- All Head Start/Early Head Start funding applications

✓ Will receive information on Audits and other financial information as needed

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## Personnel Management

PC approves hiring of:

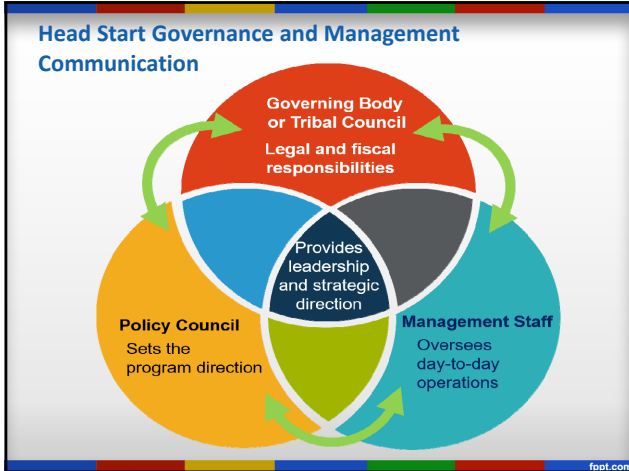
- Head Start Director
- Human Resources Director
- Chief Financial Office
- All personnel paid at least 50% from Head Start funding

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## Head Start Governance and Management Responsibilities



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WHEW!!!!!!!

***Any questions,  
comments,  
or concerns?***

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Nominations/Election 2021-2022  
Policy Council Officers

**Chairperson was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

\_\_\_\_\_ moved to cease nominations.

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

**Vice Chairperson was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

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

**Secretary was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

\_\_\_\_\_ moved to cease nominations.

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

**Policy Council Liaison was opened for nominations.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

\_\_\_\_\_ moved to cease nominations.

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

Nominations/Election 2021-2022  
Policy Council Officers

The following slate was adopted:

Chairperson: \_\_\_\_\_

Vice Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Policy Council Liaison: \_\_\_\_\_

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



**Community Services of Northeast Texas  
Policy Council  
By Laws**

**ARTICLE I: NAME**

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

**ARTICLE II: PURPOSE**

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

**ARTICLE III: MEMBERSHIP**

**SECTION I**

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- \* Atlanta – One (1) representative and One (1) alternate
- \* Bloomburg – One (1) representative and One (1) alternate
- \* Daingerfield/Lone Star – One (1) representative and One (1) alternate
- \* Hughes Springs – One (1) representative and One (1) alternate (Head Start)  
One (1) representative and One (1) alternate (Early Head Start)
- \* Naples/Omaha – One (1) representatives and One (1) alternate
- \* New Boston – One (1) representative and One (1) alternate
- \* Pittsburg – One (1) representative and One (1) alternate
- \* Texarkana – One (1) representative and One (1) alternate

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

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

## **SECTION II: Term of Office**

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

## **SECTION III: Voting Rights**

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

## **SECTION IV: Member Obligations**

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

## **SECTION V: Confidentiality**

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

## **SECTION VI: Termination of Membership**

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

## **SECTION VII: Alternates**

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

**SECTION VIII: Head Start Staff Attendance**

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

**SECTION VIII: Council Representatives**

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

**ARTICLE IV: OFFICERS**

**SECTION I: Election and Term**

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

**SECTION II: Executive Committee**

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

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

**SECTION III: Special Committees**

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

**SECTION IV: Chairperson**

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

**SECTION V: Vice –Chairperson**

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

## **SECTION VI: Secretary**

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

## **ARTICLE V: MEETINGS**

### **SECTION I: Regular Meetings**

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

### **SECTION II: Special Meetings**

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

### **SECTION III: Notice of Meetings**

Notification of all meetings will be sent to all members and all alternates of the Council electronically at least five (5) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

### **SECTION IV: Quorum**

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the “Act of the Policy Council”.

### **SECTION V: Conduction of Meeting**

The Policy Council parliamentary process will follow PROBERT’S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

## **SECTION VI: Dispute/Impasse Resolution**

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved\* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

### INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested\*\* parties.

### FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

\* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

\*\* Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT

Staff, Board members, Policy Council members, immediate family or persons in the employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

#### **ARTICLE VII: AMENDMENTS**

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 9/21/22



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



**CERTIFICATION OF DE MINIMIS INDIRECT COST RATE**

An award recipient that proposes to use federal grant funds to pay for indirect costs may elect to charge a de minimis rate of up to 10% of its modified total direct costs (MTDC) which may be used indefinitely. (2 CFR § 200.414)

In order to charge a de minimis rate of up to 10% of its MTDC, the award recipient must submit this certification form to each funding source which will be contributing to the rate.

Community Services of Northeast Texas, Inc. certifies that it meets the following eligibility criteria to use the ten (10) percent de minimis indirect cost rate:

1. Community Services of Northeast Texas, Inc. does not have a current Federally-approved indirect cost rate agreement.
2. Community Services of Northeast Texas, Inc. has received less than \$35 million in direct federal funding for the fiscal year requested.
3. The de minimis rate approved will be applied to the MTDC. This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.
4. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
5. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
6. The proper use and application of the de minimis rate is the responsibility of Community Services of Northeast Texas, Inc. The funding sources may perform a financial monitoring review to ensure compliance with 2 CFR Part 200.

SUBMITTED BY:

Board President Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(DE MINIMIS INDIRECT COST RATE implementation date 10/1/2021)**

# Policy Council Committee Members

## Self – Assessment

1. \_\_\_\_\_

2. \_\_\_\_\_

## Community Assessment

1. \_\_\_\_\_

## Finance Committee

1. \_\_\_\_\_

## School Readiness Committee

1. \_\_\_\_\_

2. \_\_\_\_\_

## ERSEA

1. \_\_\_\_\_

## Strategic Planning

1. \_\_\_\_\_

## Health Advisory

1. \_\_\_\_\_

2. \_\_\_\_\_



# 2022-2023 Calendar



# Naples/Omaha Head Start



**Student Days:**  
Full Day—7:30-2:45

**Student Hours—1290.5**  
**Student Days—178**

**Staff Training/ Students out**

- August 1-5
- Oct. 28
- April 21

**Student & Staff Holidays**

- Labor Day - Sept. 6
- Fall Break—Oct. 7
- Thanksgiving - Nov. 18-25
- Christmas - Dec. 21-Jan. 3
- Martin Luther King—Jan. 16
- Winter Break—Feb. 10
- Spring Break - Mar. 17-24
- Good Friday—April 7

**Bad Weather Day**

**Early Release @ 11:30**

- Dec. 20
- 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



# New Boston Head Start



### Student Days:

Full Day—7:30-3:00

### Student Hours-1279.63

Student Days—176.5

### Staff Training/ Students out

- August 1-5
- Oct. 28
- Jan. 3
- May 5

### Student & Staff Holidays

- Labor Day - Sept 5
- Fall Break - Oct 7
- Thanksgiving - Nov 18-25
- Christmas - Dec 16-Jan 3
- Martin Luther King- Jan 16
- Winter Break - Feb 10
- Spring Break - Mar 10-17
- Good Friday—Apr 7
- Spring Holiday—Apr 17

### Early Release @ 11:30

- May 25

Campus Director:  
Venus Hornbuckle

Family Services:  
Venus Hornbuckle

Contact Number:  
(903) 628-5621

| 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**

# Head Start Hiring Process

- As part of the interview process, the applicant must complete an application, as well as the background screening package.

Background Screen Form

Request for Driver License and Record Check

Child Care Licensing Request for Background Check

Pre-Employment Drug Screen Acknowledgement Form

- In most cases, the supervisor is on the interview panel. The interview panel consists of three staff and in the case where an ISD partnership is involved, a fourth member of the panel is from the ISD. Each panelist scores the answer to each question. A score of zero to five is given for each answer based on the panelist's interpretation of the applicant's answer.
- Once the interview is complete, the Human Resources Director tabulates all scores. The interviewee with the highest score is considered to be the most qualified applicant. In the event the scores are close, a virtual tie, or special circumstances exist, the supervisor is given the opportunity to suggest which applicant is chosen.
- At this point a Personnel Action Form is completed and the Head Start Director reviews the documentation, including confirmation on qualifications. After the decision is made, the CSNT background and driver license checks are processed. The Head Start background check documents are forwarded to the Head Start Program Manager, who submits the background check to the appropriate entity.
- The Human Resources (HR) Director verifies the employer and personal references.
- When the pre-hire process is completed, the completed file is presented to the Executive Director, who reviews the documentation and signs the Personnel Action Form.
- The Executive Director's signature enables the HR Director to extend the offer of employment to the applicant, pending Policy Council Approval
- If any of the steps in the hiring process are not completed, the applicant will not be offered a position. All employees are hired for a 90-day provisional period.

# Head Start Termination Process

- Policy violations that result in written documentation as defined in the Agency's discipline procedures are forwarded to the Human Resources Department.
- The Head Start Director and the Executive Director are notified of the policy violation. A complete review of the details and the documentation of the violation is initiated by the Executive Director.
- A comprehensive investigation, including interviews of knowledgeable staff or other parties with relevant information, is conducted as needed, to determine the proper course of action.
- Any decision to involuntarily terminate an employee shall be made by the Executive Director and is based on the results of the investigation.
- The Policy Council and the Governing Board shall approve the CSNT Personnel Policies and Procedures annually. The action grants the Executive Director the authority to terminate an employment after careful review of each policy violation. The process serves as assurance that each termination is based on a violation of one or more of the policies as listed in the Personnel Policies and Procedures.
- The Policy Council receives a list of terminations during the Executive Session portion of the regular Policy Council Meeting. During this time, and only during this time, discussions of terminations may be addressed.
- To ensure equity, confidentiality, and a non-biased environment during such discussions, the name of the terminated employee is withheld during this portion of the process.
- After the close of the Executive Session, during the regular Policy Council Meeting, a vote may be taken to approve or disapprove the termination as presented. Upon a properly constituted majority vote, the termination shall be deemed approved or disapproved, as the result of the vote shall determine.