




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, December 7, 2022 9:00 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**


**CALL TO ASSEMBLY**


*Please rise.*

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

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

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

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

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

**Invocation**

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for October 25, 2022**
6. **Presentations**
  - A. Eligibility Final Rule Training Misty Van Hooser
  - B. 2022 Detailed Monitoring Questions Shirley Baker
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report November 2022
    - b. Credit Usage Report November 2022
    - c. CACFP Financial Report November 2022
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start Report November 2022
    - b. PIR November 2022
  - C. Executive Director Report Dan Boyd

**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Wednesday, December 7, 2022 9:00 am**  
**Linden Administrative Offices**  
**304 East Houston**  
**Linden, Texas**

**8. Committee Reports**

- A. Appoint Committee Member(s)

**9. Action Items**

- A. Discuss and/or Approve Disposition of two Head Start Buses Grant#06CH011282/04

**10. Discussion Items**

- A. Discuss Data School Readiness Performance Fall 2022 Data
- B. Discuss Parent, Family and Community Engagement Goals Fall 2022 Progress

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

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

**13. Required Action from Executive Session**

**14. Adjourn**

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, October 25, 2022 9:00 am  
Linden Community Building  
301 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-22	Oct-22
<b>Chairperson - Cecelia Huff</b>			x	x
<b>Vice Chairperson - Martavius Jones</b>			x	
<b>Secretary - Carlos Johnson</b>			x	x
Cecelia Huff	Board Liaison/BC	Representative	x	x
Sheran West	Morris County	Representative	x	
Mary Hurd	Atlanta	Representative	x	
La'Kimya Pinson	Atlanta	Alternate		
Marissa Jones	Bloomburg	Representative	x	
Megan Hervey	Bloomburg	Alternate	x	x
Kathrine Smith	D/LS	Representative		
Krista Huffman	D/LS	Alternate		
Chyenne Battensby	Hughes Springs EHS	Representative	x	x
Sonia Abbasi	Hughes Springs EHS	Alternate		
	Naples	Representative		
DeAndria Penelton	Naples	Alternate		
Carlos Johnson	New Boston	Representative	x	x
Vicki Taylor	New Boston	Alternate		
Martavius Jones	Pittsburg	Representative	x	
Tara Petty	Pittsburg	Alternate		x
	Texarkana	Representative		
Ramisha Jeffery	Texarkana	Alternate		

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

**1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:13 am, October 25, 2022, in the Linden Community Building.

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

Megan Hervey – Bloomburg Head Start Alternate  
Tara Petty – Pittsburg Head Start Alternate

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Chyenne Battensby, Megan Hervey, Carlos Johnson and Tara Petty.

**4. Approval of Agenda:**

Members reviewed the agenda. Tara Petty moved to accept the agenda. This motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**5. Approval of Minutes from September 27, 2022:**

Megan Hervey moved to accept the minutes of September 27, 2022 meeting as presented. The motion was seconded by Chyenne Battensby. 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 Roles and Responsibilities**

Bernadette Harris reviewed the Policy Council Roles and Responsibilities with the members.

**7. Reports:**

**A. Financial Report**

Shelly Mitchell gave the financial report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

None

**8. Committee Reports:**

**A. Appoint Committee Members**

**B. Committee Report**

a. Community Assessment Committee Report

Bernadette Harris reviewed during the Action Items.

**9. Action Items:**

**A. Discuss and/or Approve Head Start Standard Operating Procedures**

- a. Administrative Requirements
- b. Disability Services
- c. Education and Child Development
- d. ERSEA Policies
- e. Family and Community Engagement
- f. Financial Requirements
- g. Health Program Services
- h. Human Resources Management
- i. Program Governance
- j. Program Management and Quality Improvement
- k. Program Structure
- l. Protections for the Privacy of Child Records
- m. Transition Services
- n. Transportation

Bridgette Parton reviewed the Head Start Standard Operating Procedures. Carlos Johnson moved to approve the Head Start Standard Operating Procedures as

presented. Chyenne Battensby seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms**

- a. **Contracted Teachers**
- b. **Education**
- c. **Emergency Plan**
- d. **Family and Community Engagement**
- e. **Health**
- f. **Mental Health-Disabilities**
- g. **Non-Federal Share**
- h. **Nutrition**
- i. **On-going Monitoring**
- j. **Recruiting and Hiring**
- k. **Staff Development – Training**
- l. **Strategic Plan**

Bridgette Parton reviewed the Head Start Standard Operating Manuals and Forms. Megan Hervey moved to approve the Head Start Standard Operating Manuals and Forms as presented. Carlos Johnson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct**

Bridgette Parton reviewed the Financial Policies and Procedures and Financial Code of Conduct. Megan Hervey moved to approve the Financial Policies and Procedures including the Financial Code of Conduct as presented. The motion was seconded by Tara Petty. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

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

Charlotte Hall reviewed the Personnel Policies and Procedures as presented including Policy #183, #405 and #701 in detail on the hiring and termination process. Carlos Johnson moved to approve the Personnel Policies and Procedures with Policy #183, #405 and #701 as presented. The motion was seconded by Megan Hervey. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**E. Discuss and/or Approve Job Descriptions**

Charlotte Hall reviewed the Job Descriptions. Tara Petty moved to approve the Job Descriptions as presented. The motion was seconded by Megan Hervey. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

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

Bridgette Parton reviewed the Updated Volunteer Rates. Chyenne Battensby moved to approve the Updated Volunteer Rates as presented. The motion was seconded by Tara Petty. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

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

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

**H. Discuss and/or Approve Disability Waiver Grant #06CH011282/04**

Bernadette Harris reviewed the Disability Waiver Grant #06CH011282/04. Tara Petty moved to approve applying for the Disability Waiver Grant #06CH011282/04 if necessary as presented. The motion was seconded by Carlos Johnson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**I. Discuss and/or Approve November/December Meeting for Wednesday, December 7, 2022**

Megan Hervey moved to approve the November/December Meeting for Wednesday, December 7, 2022 at 9:00 AM as presented. The motion was seconded by Chyenne Battensby. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**10. Discussion Items:**

**A. Discuss Fall 2022 Circle Assessment Data**

Bernadette Harris reviewed the Fall 2022 Circle Assessment Data as presented.

**11. Audience Comments:**

None

**12. Executive Session:**

Tara Petty moved for Policy Council to go into Executive Session at 10:11 am. Chyenne Battensby seconded the motion.

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

Chyenne Battensby made a motion to come back into regular session at 10:19 am. Carlos Johnson seconded the motion.

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

A motion was made by Tara Petty to accept new hires, transfers, and terminations as presented. The motion was seconded by Megan Hervey. 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 Carlos Johnson at 10:19 am. The motion was seconded by Chyenne Battensby.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

## Policy Council Interview Questions

### **FOCUS AREA 2/Section 4:**

#### **Fiscal Infrastructure (Budget Planning and Development)**

##### **1302.102(d)(1(i))**

1. How are you involved in developing goals for the program?
2. How does the program leadership communicate with you?

### **FOCUS AREA 2/Section 1:**

#### **Program Design & Management (Composition & Training)**

##### **1301.2-3(c)**

1. What is the composition of the Policy Council?  
(Who serves on the Policy Council?)
2. How are new Policy Council members selected?
3. What trainings have you received?
4. How has the trainings that you have received helped you make decisions and provide leadership for the Head Start Program?

**FOCUS AREA 2/Section 5:**

**Monitoring and Implementing Fiscal Infrastructure (642 (c)(2)(D)(iv))**

5. How are you involved in the budget-planning process?
6. How often do you review and approve the program's budget?
7. How are you trained to understand the budget information that you receive?

**FOCUS AREA 2/Section 1:**

**Monitoring and Implementing Quality Services (1301.3(c)(2))**

8. What types of information do you receive to help you understand whether the program is delivering quality services?
9. How do you know the program is using money received from OHS for its intended purposes?
10. How do you feel the program is doing at providing services to meet the needs of the community and parents?

**END for Policy Council Interview**





# Head Start

## Financial Report for the month of November 2022

(October 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	\$160,208.15	\$1,789,798.16	\$385,881.84	\$181,306.67	\$1,994,373.33	\$204,575.17
Fringe Benefits	\$528,635.00	\$46,260.73	\$447,981.65	\$80,653.35	\$44,052.92	\$484,582.08	\$36,600.43
Travel (4120)	\$10,000.00	\$1,197.48	\$2,301.08	\$7,698.92	\$833.33	\$9,166.67	\$6,865.59
Equipment	\$35,000.00	\$0.00	\$25,862.00	\$9,138.00	\$2,916.67	\$32,083.33	\$6,221.33
Supplies	\$174,635.00	\$43,541.46	\$143,512.82	\$31,122.18	\$14,552.92	\$160,082.08	\$16,569.26
Contractual	\$276,650.00	\$0.00	\$140,470.00	\$136,180.00	\$23,054.17	\$253,595.83	\$113,125.83
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$6,000.00	\$20,379.74	\$10,001.26	\$2,531.75	\$27,849.25	\$7,469.51
Other (4122)	\$841,824.00	\$117,880.70	\$834,548.75	\$7,275.25	\$70,152.00	\$771,672.00	(\$62,876.75)
<b>Total</b>	<b>\$4,072,805.00</b>	<b>\$375,088.52</b>	<b>\$3,404,854.20</b>	<b>\$667,950.80</b>	<b>\$339,400.42</b>	<b>\$3,733,404.58</b>	<b>\$328,550.38</b>
T&TA	\$40,381.00	\$7,197.48	\$22,680.82	\$17,700.18	\$3,365.08	\$37,015.92	\$14,335.10
<b>Total</b>							
USDA Reimbursements through September 2022							\$88,920.29
Estimated USDA Reimbursement for October 2022							\$14,556.77
							<u>\$432,027.44</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$74,000.00

\$4.00

<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	\$14,426.48	\$130,955.93	\$13,053.86	\$143,592.48	\$12,636.55
Per Child	\$8,758.72	\$806.64	\$7,322.27	\$729.89	\$8,028.83	\$706.56

<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	\$138,497.04	\$1,390,746.20	(\$372,545.20)

# Head Start C5

## Financial Report for the month of November 2022

(October 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	(\$12,556.43)
Other	\$78,200.00	\$3,994.11	\$71,883.43	\$15,627.49
Total	\$137,527.00	\$3,994.11	\$134,455.94	\$3,071.06

# Head Start C6

## Financial Report for the month of November 2022

(October 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	\$616.55	\$226,473.36	\$28,120.64
Supplies	\$111,556.00	\$0.00	\$6,487.49	\$105,068.51
Other	\$180,591.00	\$0.00	\$15,852.58	\$164,738.42
Total	\$546,741.00	\$616.55	\$248,813.43	\$297,927.57

# Early Head Start

## Financial Report for the month of November 2022

(October 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	\$11,225.21	\$113,474.79	\$23,380.21	\$11,404.58	\$125,450.42	\$11,975.63
Fringe Benefits	\$33,482.00	\$3,476.68	\$42,939.90	(\$9,457.90)	\$2,790.17	\$30,691.83	(\$12,248.07)
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$2,007.50	\$2,007.50
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,000.00	\$1,607.85	\$7,118.42	\$11,881.58	\$1,583.33	\$17,416.67	\$10,298.25
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	\$795.00	\$3,998.77	(\$931.77)	\$255.58	\$2,811.42	(\$1,187.35)
Other (4122)	\$48,544.00	\$5,774.44	\$26,233.67	\$22,310.33	\$4,045.33	\$44,498.67	\$18,265.00
<b>Total</b>	<b>\$243,138.00</b>	<b>\$22,879.18</b>	<b>\$193,765.55</b>	<b>\$49,372.45</b>	<b>\$20,261.50</b>	<b>\$222,876.50</b>	<b>\$29,110.95</b>
T&TA	\$5,257.00	\$795.00	\$3,998.77	\$1,258.23	\$438.08	\$4,818.92	\$820.15
<b>Total</b>							
USDA Reimbursements through September 2022							\$11,811.32
Estimated USDA Reimbursement for October 2022							\$2,186.10
							<u>\$43,108.37</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	\$11,439.59	\$96,882.78	\$10,130.75	\$111,438.25	\$14,555.48
Per Child	\$15,196.13	\$1,429.95	\$12,110.35	\$1,266.34	\$13,929.78	\$1,819.43

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$60,785.00	\$2,124.59	\$20,691.66	\$40,093.34

# Early Head Start C5

## Financial Report for the month of November 2022

(October 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	\$152.43	\$2,170.59	\$2,829.41
Total	\$7,239.00	\$152.43	\$3,026.87	\$4,212.13

# Early Head Start C6

## Financial Report for the month of November 2022

(October 2022 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>program ending 03/31/2023</i>				
Personnel	\$12,606.00	\$0.00	\$13,555.35	(\$949.35)
Supplies	\$6,761.00	\$0.00	\$386.41	\$6,374.59
Other	\$9,409.00	\$0.00	\$771.78	\$8,637.22
Total	\$28,776.00	\$0.00	\$14,713.54	\$14,062.46

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

**Board Report - November 2022**

Sam's Club

Purchases for September 2022		443.76
Payment due by 10/28/2022	Pd on 10/20/2022	<u>(443.76)</u>
Balance		-

American Express

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

Purchases for		-
Payment due by ---	Pd on	<u>0.00</u>
Balance		-

Line of Credit

Program  
 Highest October 2022 Balance  
 Current balance  
 Exp pay off date

In House Line of Credit


Program	CEAP CARES	CSBG B	CSBG A	TBRA
Highest October 2022 Balance	5,741.00	22,220.00	6,400.00	15,160.00
Current balance	5,741.00		6,400.00	
Exp pay off date				

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

Pages 1 of 5 Visit us at SamsClubCredit.com/businesscard or Call 1-800-203-5764

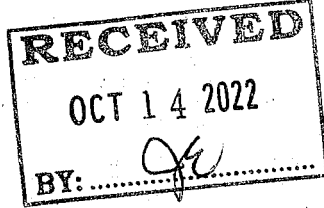
**Payment Information**

	New Balance:	\$443.76
	Total Minimum Payment Due:	\$50.00
	Payment Due Date:	10/28/2022

Payments must be received by 5pm ET on 10/28/2022 if mailed, or by 11:59pm ET on 10/28/2022 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay\* or MoneyGram locations\*. \* Fees may apply.

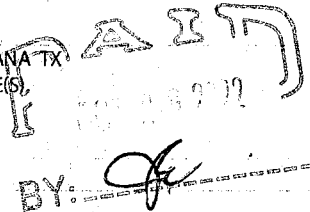



**Account Summary**

Previous Balance as of 09/09/2022	\$1,381.18	Credit Limit	\$5,500
Payments	- 1,381.18	Available Credit	\$5,056
Purchases/Debits	+ 443.76		
<b>New Balance as of 10/08/2022</b>	<b>\$443.76</b>		
30 Day Billing Cycle from 09/09/2022 to 10/08/2022			

**Transaction Detail**

Date	Reference #	Description	Amount
<b>Payments</b>			
09/17	P928000LN01HVQW1D	PAYMENT - THANK YOU	-\$1,381.18
<b>Purchases and Other Debits</b>			
09/26	P928000LY016SK1L0	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for JOHN YOUNG	\$443.76
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00







Skip the checkout line with

# Scan & Go.

Use the Sam's Club® app to scan and pay as you shop in club.  
Just show your digital receipt on the way out!

Download the Sam's Club app and Scan & Go today.

Scan & Go has a \$750 pre-tax, pre-instant savings, per transaction limit and there are certain items, e.g. tires, that cannot be purchased using Scan & Go. Go to SamsClub.com/scanandgo or see a Club associate for more details.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

Apple, the Apple logo, iPhone, and iPad are trademarks of Apple Inc., registered in the U.S. and other countries and regions. App Store is a service mark of Apple Inc.

Google Play and the Google Play logo are trademarks of Google LLC.



COMMUNITY COUNCIL OF CASS  
Account Number ending in 6224



PAGE 2 OF 5 VISIT US AT [samsclubcredit.com/businesscard](http://samsclubcredit.com/businesscard) OR CALL 800-203-5767

### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	25.15% (v)	\$0.00	\$0.00	2D

### Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

### Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit [SamsClubCredit.com/businesscard](http://SamsClubCredit.com/businesscard) to sign up. Register today to start receiving your statements online.



COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~8048 0020 2032 0879~~

DATE OF SALE #: 220926

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000779

CLUB #: 8295

REFERENCE #: P928000LY016SK1L0

TRANSACTION #: 0

REGISTER #: 5

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
056394656	MM DIAPERS SZ 4	3.000	EA	\$36.9800	\$110.94
056394698	MM DIAPERS SZ 5	3.000	EA	\$36.9800	\$110.94
056394742	MM DIAPERS SZ 6	3.000	EA	\$36.9800	\$110.94
056394835	MM DIAPERS SZ 7	3.000	EA	\$36.9800	\$110.94
<b>SUB \$443.76</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$443.76</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$443.76</b>

# HEAD START and EHS NUTRITION PROGRAM

## November 2022 Financial Report

For the month of October 2022

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 5,977.10	5,977.10
Administrative Labor	799.12	799.12
Food	16,910.97	16,910.97
Supplies & Equipment	2,207.15	2,207.15
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	0.00
Other	146.49	146.49
Total	<u>\$ 26,040.83</u>	<u>\$ 26,040.83</u>

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

TDHS REVENUE

16,742.87 16,742.87  
(Income Starts October 2022)

# CSNT Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **October**

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	465	465	
Over/Under Enrollment HS	-10	-16	-21	-25	-34	-35	NA	NA	-11	0	0	
% with Special Needs	6%	8%	9%	10%	11%	11%	NA	NA	3%	4%	5%	
ADA Funded Enrolled* (465)	86%	80%	80%	82%	83%	80%	NA	NA	83%	86%	89%	
Enrollment (acutal students)	89%	85%	86%	86%	90%	88%	NA	NA	92%	88%	90%	
Present/ Absent	399/56	379/70	377/60	390/62	400/34	385/45	NA	NA	423/31	401/63	413/49	
* If below 85% (Why) -	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share	Head Start	\$989,814	(\$400,931)	\$1,390,745	-41% Needed	Grant Total	134.35% Received	\$1,409,311				
	December	January	February	March	April	May	June	July	August	September	October	November
\$	1,390,745	\$ 138,762	\$ 143,161	\$ 146,855	\$ 149,467	\$ 148,559	\$ 139,898	\$ 63,161	\$ 62,340	\$ 125,378	\$ 134,667	\$ 138,497

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

\$	103,478	December	January	February	March	April	May	June	July	August	September	October	November
# of service days		13	16	18	22	20	20	NA	NA	18	21	20	
# of meals served		3,696	3,677	4,436	5,202	5,593	4,245	NA	NA	4,383	5,725	5608	
CACFP Reimbursement	\$	8,619	\$ 8,613	\$ 10,356	\$ 12,119	\$ 13,050	\$ 9,933	NA	NA	\$ 11,345	\$ 14,885	\$ 14,557	\$ -

## 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	279	216	
# Classrooms Observed	48	22	22	112	59	39	NA	NA	30	59	60	
Incomes Verified	10	6	8	4	4	0	NA	NA	34	211	150	
# Parents Interviewed	12	12	0	0	27	45	NA	NA	0	0	0	
# of Staff interviewed	5	14	17	10	3	0	NA	NA	0	17	12	
# Bus Routes Observed	0	0	0	0	0	N/A	NA	NA	0	NA	NA	
# Staff Files Reviewed	0	0	0	0	0	4	NA	NA	0	0	8	
# Community Contacts	63	50	43	134	51	51	NA	NA	65	42	105	
# of Findings	11	57	38	38	29	20	NA	NA	26	21	29	

## Annual Self-Assessment Findings

Date: **Week of 3/3/2022** Completed **5/26/2022**

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

## Annual Detailed Monitoring Findings

Week of **1/24/2022** Completed **5/25/2022**

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

## Program Updates

HS Campuses preparing for Holidays  
Implementing Toothbrushing Again - Stopped Due to Pandemic

# CSNT Early Head Start Monthly Report

Program Year 03 2022 06CH011282/03

2022

Data Month **October**

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	16	16	
Over/Under Enrollment EHS	0	0	-2	0	0	-3	-2	NA	-1	0	0	
% with Special Needs	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	NA	0.00%	12.50%	12.50%	
ADA Funded Enrolled* (16)	84%	64%	73%	76%	81%	66%	30%	NA	69%	84%	91%	
Enrollment (acutal students)	84%	73%	83%	78%	81%	82%	37%	NA	86%	84%	91%	
Present/ Absent	13/3	12/2	12/2	12/4	13/3	11/3	5/9	NA	11/4	13/3	15/1	
* 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	Flu-like Symptoms	NA	

## Non-Federal Share

Early HS	January	February	March	April	May	June	July	August	September	October	November
\$59,148	\$38,458	\$20,690	65% Needed	Grant Total	134.56% Received	\$1,411,435					
\$20,690	\$2,165	\$2,054	\$2,165	\$2,093	\$2,093	\$1,969	\$969	\$969	\$1,971	\$2,117	\$2,125

## Indirect Cost Pool Expenditures (including % Admin)

ICP	January	February	March	April	May	June	July	August	September	October	November
\$23,135	\$13,301	Grant Total	\$415,021	Expended	\$210,199						
\$9,834	\$942	\$1,413	\$1,435	\$1,283	\$1,635	\$793	\$1,173	\$735	\$425	\$-	\$-

## Meals/Reimbursements

December	January	February	March	April	May	June	July	August	September	October	November
\$13,997											
# of service days	13	16	18	17	20	21	15	NA	15	21	20
# of meals served	481	347	593	603	727	669	198	NA	480	825	843
CACFP Reimbursement	\$1,113	\$812	\$1,393	\$1,398	\$1,698	\$1,549	\$467	NA	\$1,241	\$2,140	\$2,186

## Program Monitoring

December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	10	27	16	8	25	17	NA	NA	5	2	12
# Classrooms Observed	12	6	6	8	14	14	NA	NA	2	1	6
Incomes Verified	0	0	0	0	0	0	NA	NA	0	0	0
# Parents Interviewed	0	0	0	0	0	0	NA	NA	0	0	0
# of Staff interviewed	2	0	0	0	3	0	NA	NA	0	0	0
# Bus Routes Observed	0	0	0	0	0	N/A	NA	NA	0	NA	NA
# Staff Files Reviewed	0	0	0	0	0	1	NA	NA	0	0	0
# Community Contacts	8	3	5	3	5	0	NA	NA	5	7	5
# of Findings/# Corrected	4	0	0	0	2	3	NA	NA	1	0	3

## Annual Self-Assessment Findings

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

## Program Updates

EHS Staff preparing for Holidays  
Implementing Toothbrushing Again - Stopped Due to Pandemic



# Office of Head Start - Head Start Services Snapshot

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

Date

11/17/2022

## 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	465	100.00%

## 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	463	99.57%
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 over Funded Enrollment</i>
Total Cumulative Enrollment	486	4.52%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	3	0.62%
3 Years Old	229	47.12%
4 Years Old	254	52.26%
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	33	6.79%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	20	4.12%

## Prior Enrollment of Children

	# of children	% of children
The second year	129	26.54%
Three or more years	9	1.85%

## 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%	1	0.21%
Asian	0	0.00%	5	1.03%
Black or African American	7	1.44%	243	50.00%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	23	4.73%	136	27.98%
Biracial or Multi-Racial	5	1.03%	35	7.20%
Other Race	31	6.38%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	458	94.24%
Of these, the number of children acquiring/learning another language in addition to English	12	
Spanish	25	5.14%
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	0.62%
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	448	92.18%	221	45.47%
Children with accessible health care	402	82.72%	197	40.53%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	437	89.92%	421	86.63%
Children with accessible dental care	405	83.33%	152	31.28%

## 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	21	4.52%

### Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	460	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	345	75.00%

### Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	18	3.91%
Housing Assistance	3	0.65%
Asset Building Services	117	25.43%
Mental Health Services	5	1.09%
Substance Misuse Prevention	2	0.43%
Substance Misuse Treatment	6	1.30%
English as a Second Language (ESL) Training	15	3.26%
Assistance in enrolling into an education or job training program	44	9.57%
Research-based parenting curriculum	238	51.74%
Involvement in discussing their child's screening and assessment results and their child's progress	266	57.83%
Supporting transitions between programs	177	38.48%
Education on preventive medical and oral health	288	62.61%
Education on health and developmental consequences of tobacco product use	122	26.52%
Education on nutrition	318	69.13%
Education on postpartum care	6	1.30%
Education on relationship/marriage	10	2.17%
Assistance to families of incarcerated individuals	1	0.22%



# Office of Head Start - Early Head Start Services Snapshot

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

Date

11/17/2022

## 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	16	100.00%
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	16	100.00%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	7	43.75%
2 Years Old	9	56.25%
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	12.50%



## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	1	6.25%

## Prior Enrollment of Children

	# of children	% of children
The second year	4	25.00%
Three or more years	1	6.25%

## 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	6.25%
Black or African American	0	0.00%	8	50.00%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	3	18.75%
Biracial or Multi-Racial	1	6.25%	1	6.25%
Other Race	2	12.50%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	14	87.50%
Of these, the number of children acquiring/learning another language in addition to English	2	12.50%
Spanish	2	12.50%
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	14	87.50%	10	62.50%
Children with accessible health care	14	87.50%	10	62.50%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	15	93.75%	14	87.50%
Children with accessible dental care	10	62.50%	8	50.00%

## 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	2	12.50%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	9	56.25%

## 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	2	12.50%
Assistance in enrolling into an education or job training program	4	25.00%
Research-based parenting curriculum	9	56.25%
Involvement in discussing their child's screening and assessment results and their child's progress	8	50.00%
Supporting transitions between programs	3	18.75%
Education on preventive medical and oral health	9	56.25%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on nutrition	9	56.25%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

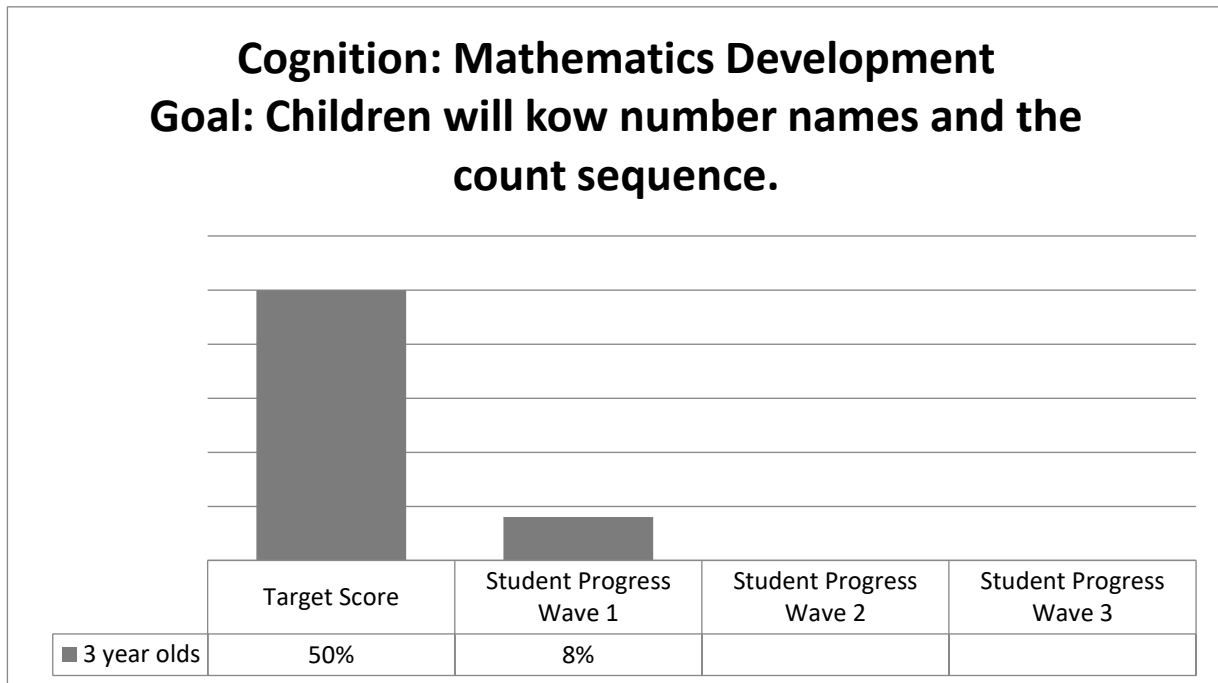
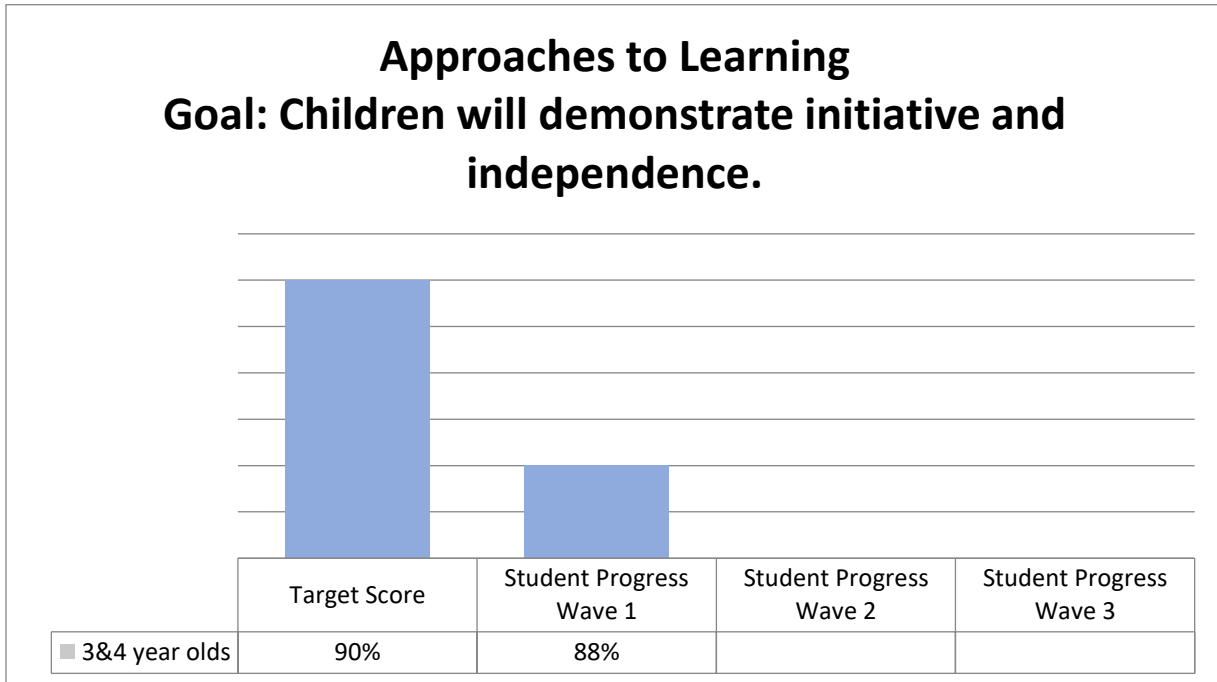
**Documentation of Request for Disposition  
Head Start Buses  
Head Start Grant #06CH011282/04**

Date	Description of Item(s)	Disposition/ Estimated Value	Budget Line Item
12/6/2022	Bus #824 – VIN#4DRBRABM93B956375 2003 International 28 Passenger Bus 82,831 miles	Salvage \$600 to \$1,000	Vehicle Repairs (Split between Naples, New Boston, Pittsburg, and Hughes Springs Head Starts)
12/6/2021	Bus #826 – VIN#4DRBRABM53A956377 2003 International 28 Passenger Bus 38,889 miles	Sealed Bid \$600 to \$1,000	
	Estimated Total Value	\$1,200 to \$2,000.00	

# CSNT Head Start

## School Readiness Performance Data Report

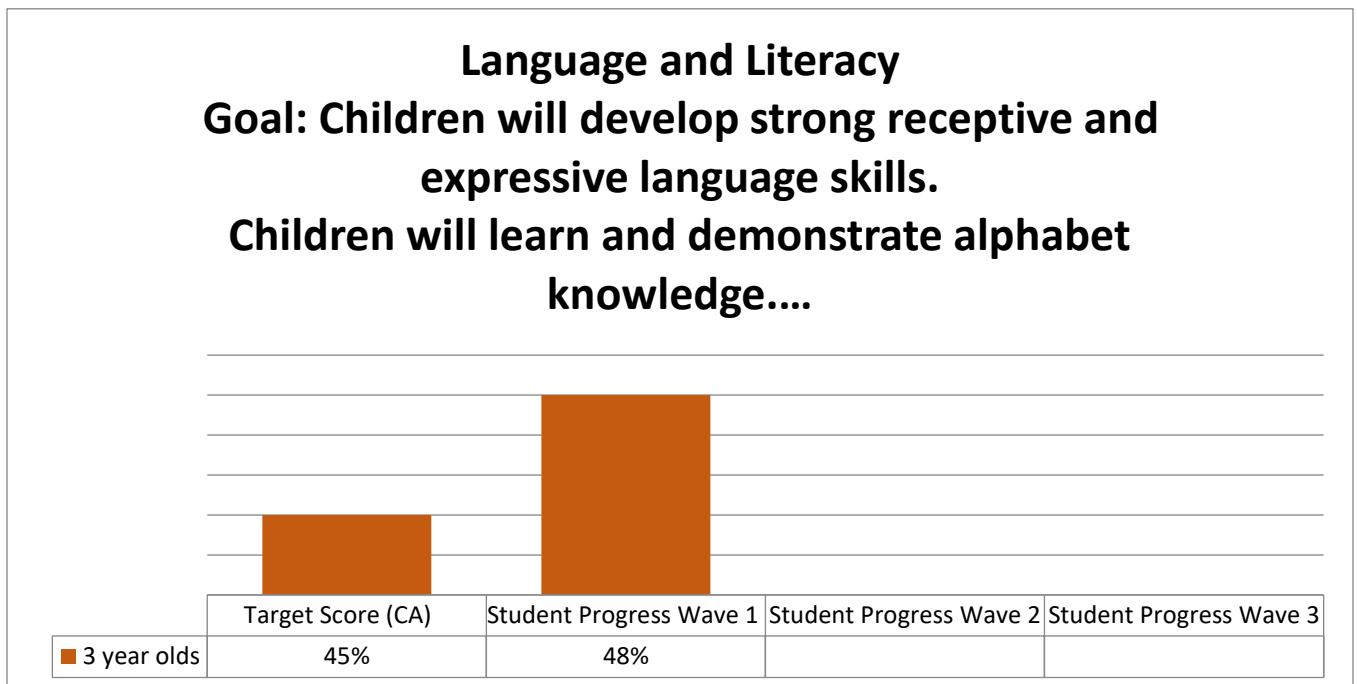
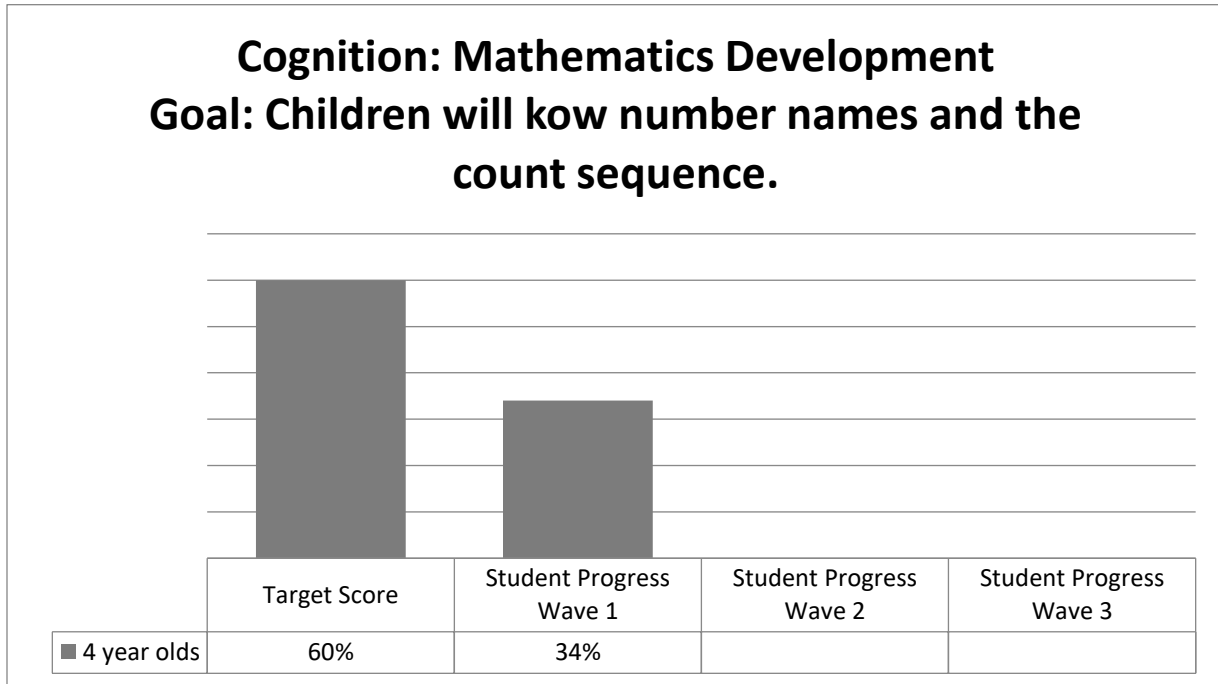
### 2022-2023



# CSNT Head Start

## School Readiness Performance Data Report

### 2022-2023

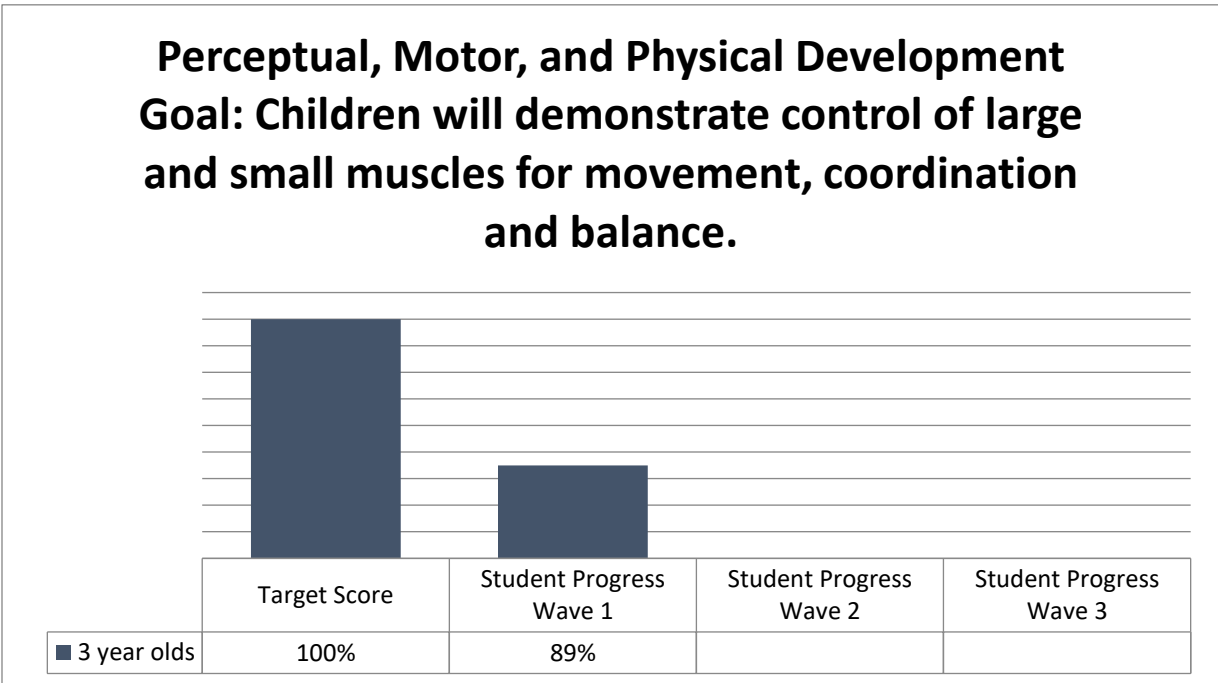
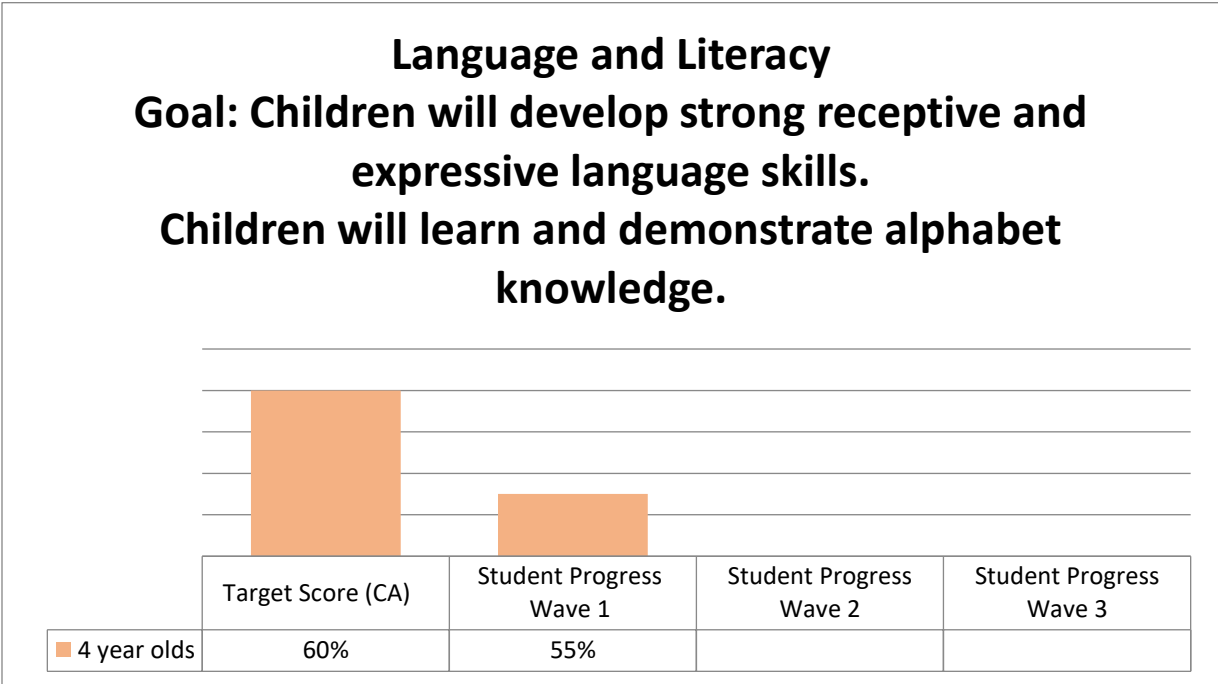


*Percentages are based on actual data from Frog Street/Circle Assessment.*

# CSNT Head Start

## School Readiness Performance Data Report

### 2022-2023



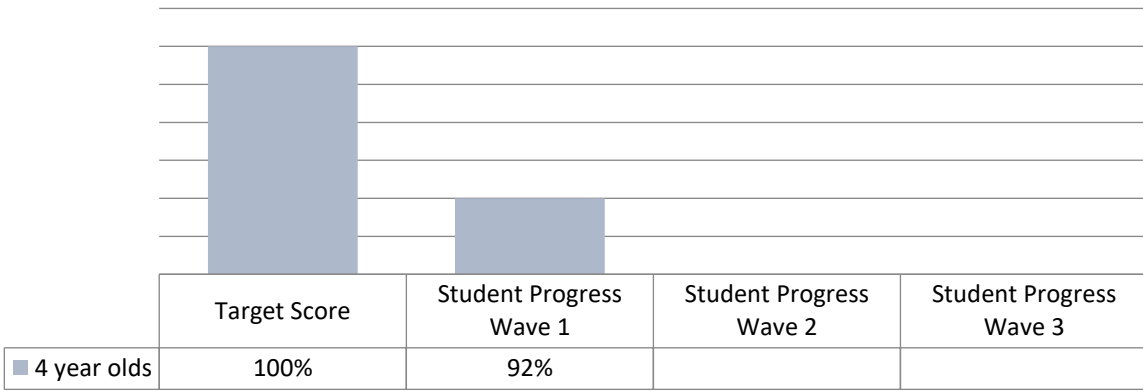
*Percentages are based on actual data from Frog Street/Circle Assessment.*

# **CSNT Head Start**

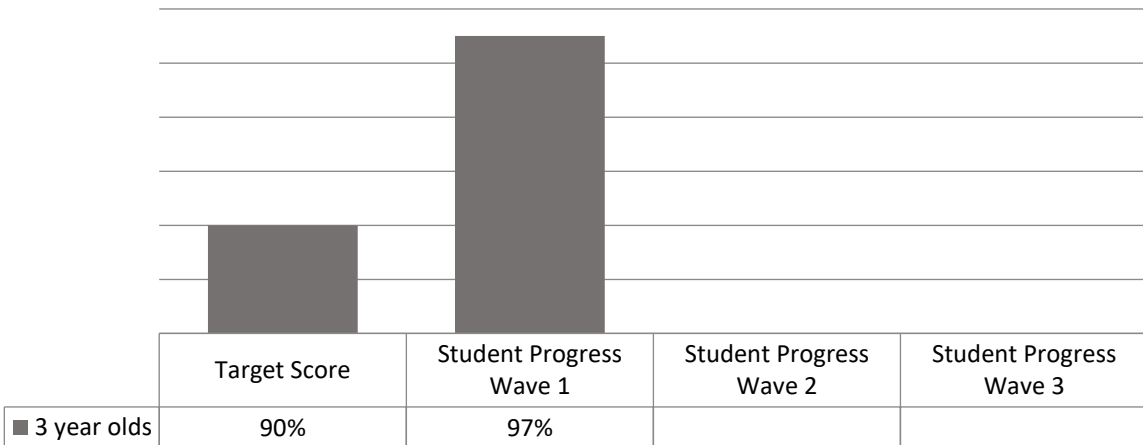
## **School Readiness Performance Data Report**

### **2022-2023**

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



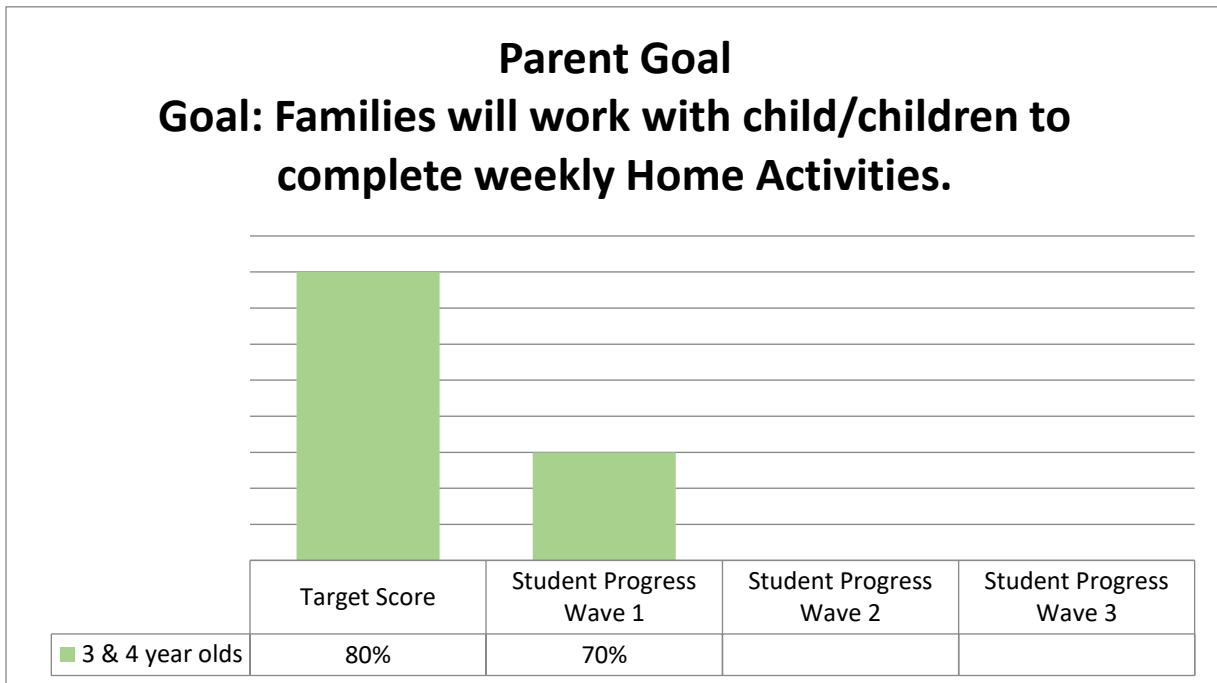
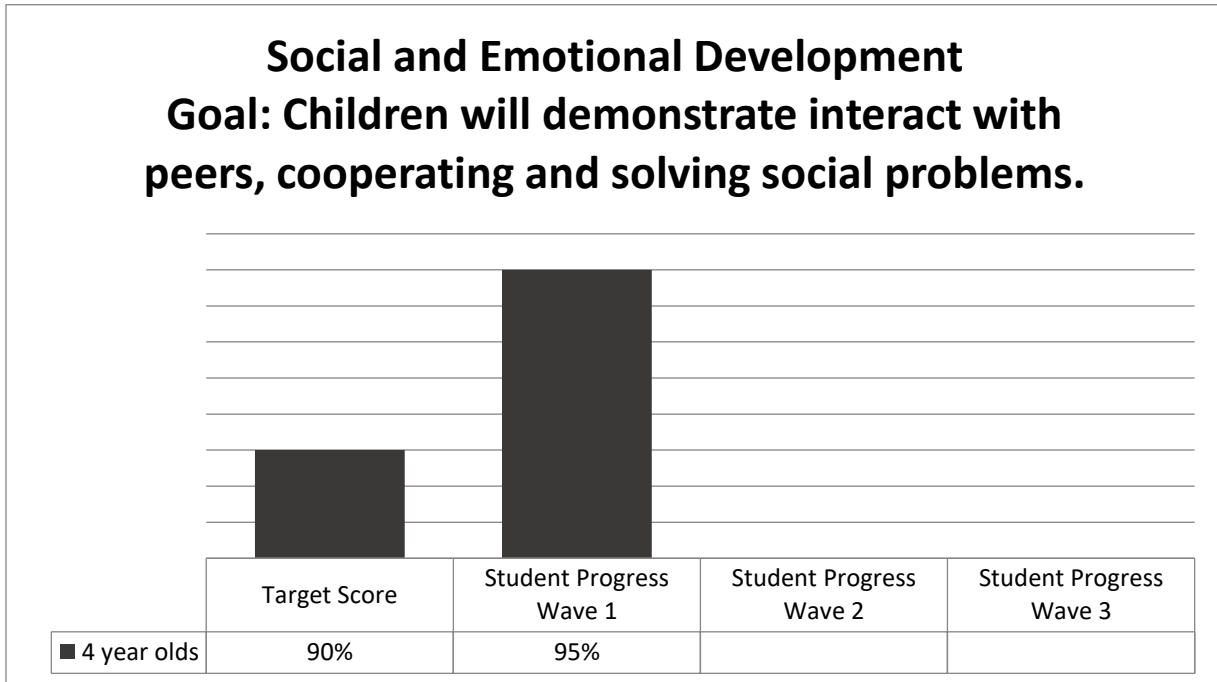
**Social and Emotional Development**  
**Goal: Children will demonstrate interact with peers, cooperating and solving problems.**



# CSNT Head Start

## School Readiness Performance Data Report

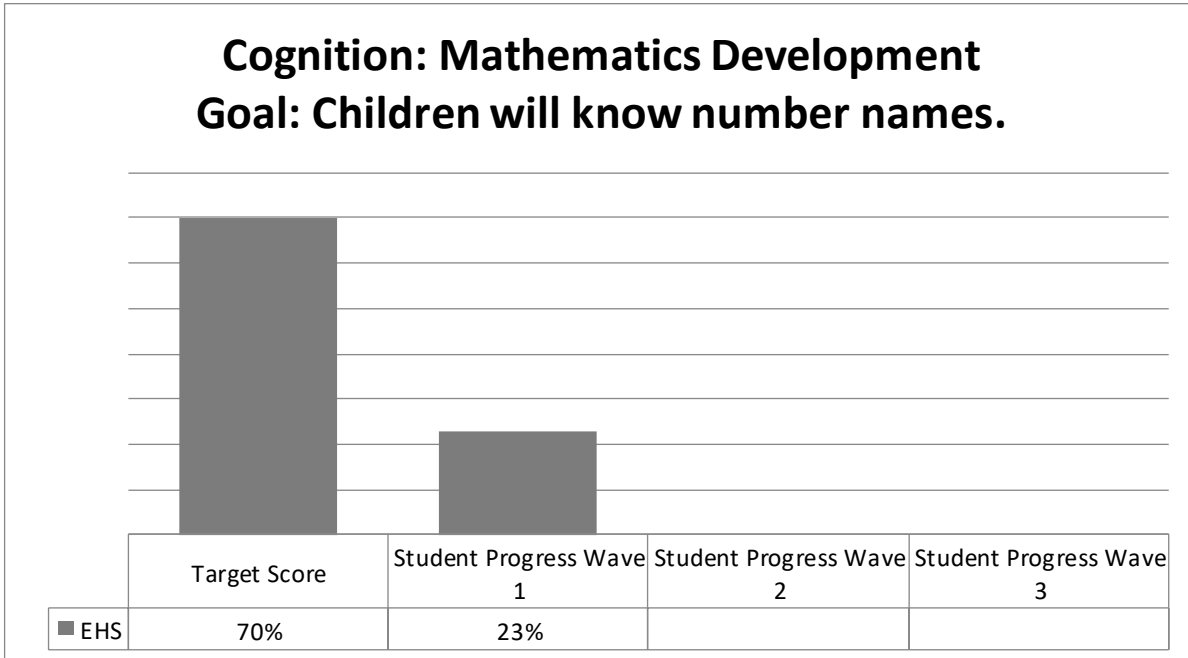
### 2022-2023



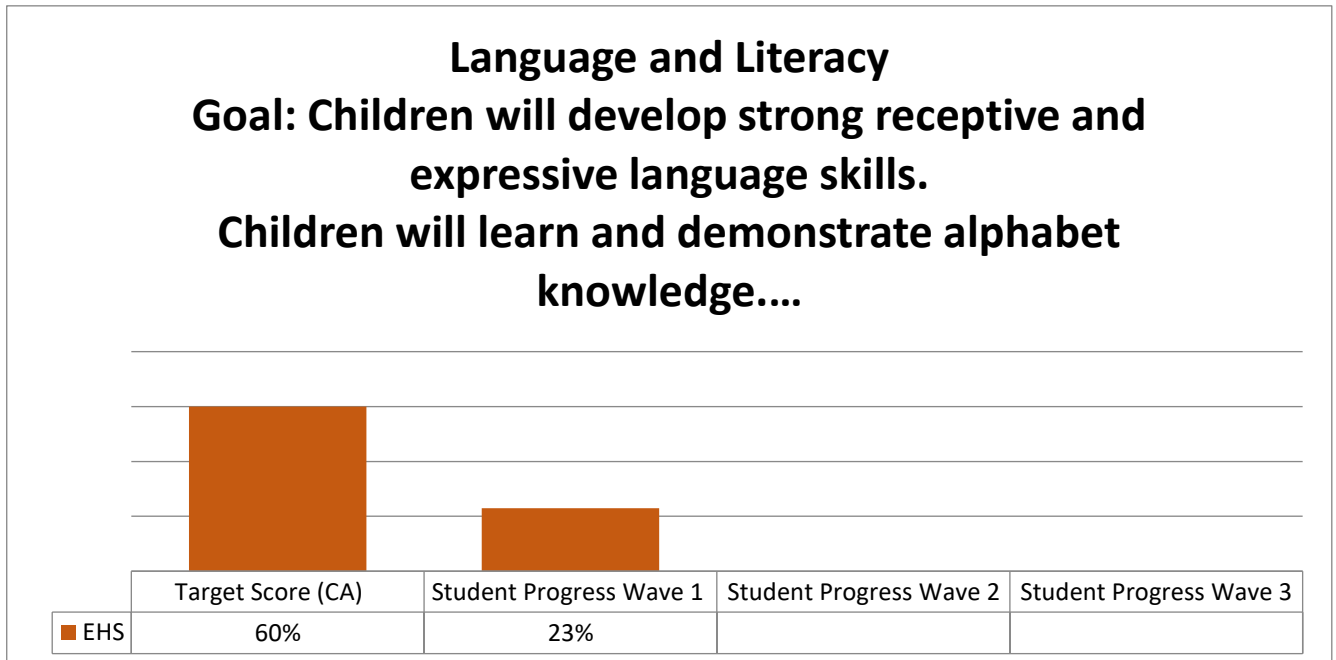


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2022-2023**

**Cognition: Mathematics Development**  
**Goal: Children will know number names.**



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

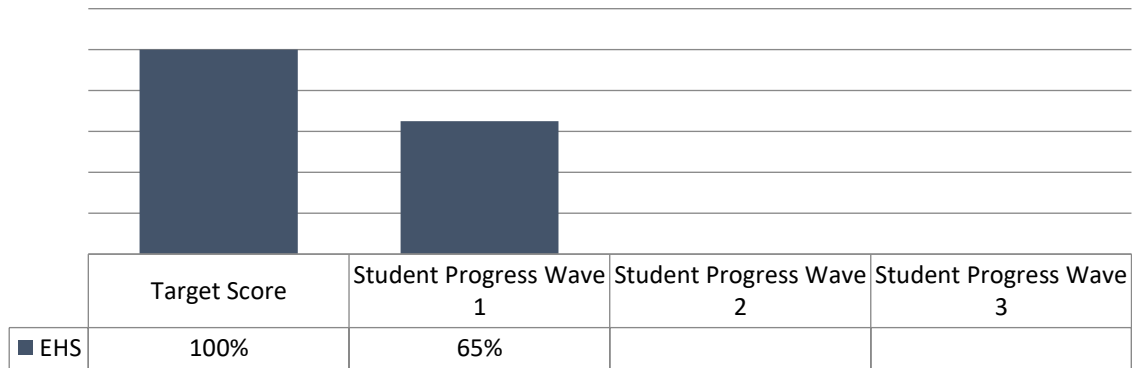


# CSNT Head Start

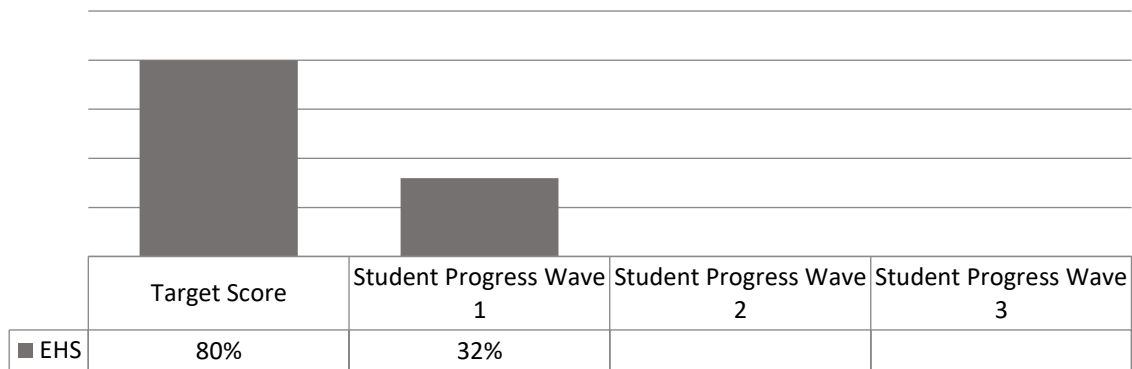
## School Readiness Performance Data Report

### 2022-2023

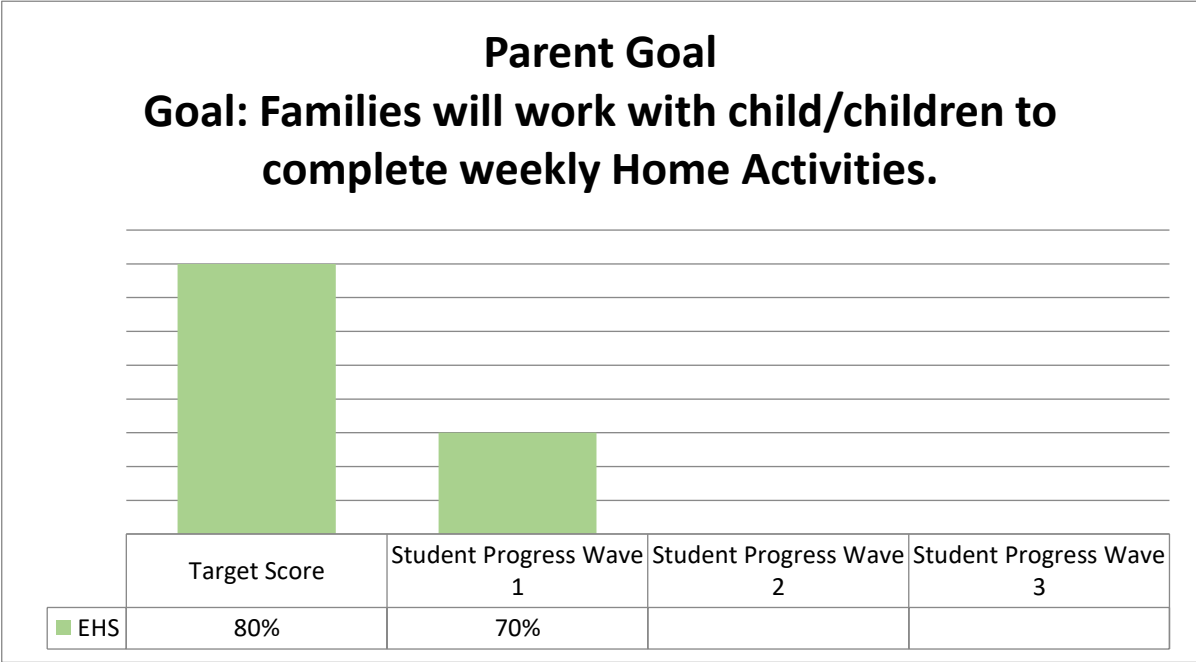
**Perceptual, Motor, and Physical Development**  
**Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.**



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



**CSNT Head Start**  
**School Readiness Performance Data Report**  
**2022-2023**



*Percentages are based on actual data from Frog Street/Circle Assessment.*

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

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

**Objective:** 87% of all students will complete health requirements. – **78.5%**

**Action Steps:**

1. 87% compliance of all EPTSD physical requirements. – **87%**
2. 92% Compliance on initial physicals. -**71%**
3. 87% Compliance on all six month dentals. – **100%**
4. 85% compliance on lead and hemoglobin. – **56%**

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

**Objective:** 80% of Parents will participate in Family Engagement Activities. – **64%**

**Action Steps:**

1. 40% Parent Meeting Attendance -**28%**
2. 75% participation in Literacy Program/Walk Across Texas. – **n/a**
3. 100% of parents needing a GED will receive information/resources to complete GED program. – **100%**
4. 80% Ready Rosie Parent Participation – **63%**

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

**Objective:** 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. – **74%**

**Action Steps:**

1. 85% parent participation in Home Visits and Parent Teacher Conferences.- **98%**
2. 80% completion of home activities. – **49%**
3. 40% participation at the end of the year transition parent meeting. -**n/a**

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

**Objective:** 85% of parents and staff will participate in mental wellness activities. **97.5%**

**Action Steps:**

1. 90% participation in wellness trainings at staff meetings. **95%**
2. 40% participation in wellness trainings at parent meetings. **n/a**
3. 80% of parents will receive a monthly Health/Wellness Newsletter. -**100%**