




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, March 28, 2023 9:00 am**  
**Linden Community Building**  
**301 East Houston Street**  
**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 February 28, 2023**
6. **Presentations**
  - A. **Policy Council Question** **Bernadette Harris**
7. **Reports**
  - A. **Financial Report** **Shelley Mitchell**
    1. **Head Start Financial Report March 2023**
    2. **Early Head Start Report March 2023**
    3. **Credit Usage Report March 2023**
    4. **CACFP Financial Report March 2023**
  - B. **Head Start Director Report** **Bernadette Harris**
    1. **Head Start/Early Head Start Report March 2023**
    2. **Head Start/Early Head Start PIR March 2023**

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**C. Executive Director Report**

**Dan Boyd**

- 8. Committee Reports**
  - A. Appoint Committee Member(s)**
  - B. Committee Reports**
    - 1. Self-Assessment Committee Meeting**
- 9. Action Items**
  - A. Discuss and/or Approve Self-Assessment Results 2023**
  - B. Discuss and/or Approve ERSEA Committee Action Items**
    - 1. Head Start Selection Criteria**
    - 2. Early Head Start Selection Criteria**
  - C. Discuss and/or Approve 5.6% COLA Increase Head Start (\$225,816)/Early Head Start (\$13,321) total amount of \$239,137 Grantee 06CH011282/04**
  - D. Discuss and/or Approve Quality Funds Head Start (\$131,605) /Early Head Start (\$6,747) total amount \$138,352 Grantee 06CH011282/04**
- 10. Discussion Items**
  - A. Discuss Progress on Head Start Goals**
    - 1. Head Start Program Goals 2022-2023**
    - 2. Parent, Family and Community Engagement 2022-2023**
    - 3. School Readiness Performance Data 2022-2023**
  - B. Discuss CLASS Data Winter 2023**
  - C. Discuss Assessment Data Winter 2023**
    - 1. Circle Assessment Head Start**
    - 2. Circle Assessment Early Head Start**
  - D. Discuss OHS Monitoring Review Report – Head Start/Early Head Start**
  - E. Discuss Financial Audit**
- 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, February 28, 2023 9:00 am**  
**Linden Community Building**  
**301 East Houston Street**  
**Linden, Texas**

PC Attendance	Campus	Title	Sep-22	Oct-22	Dec-22	Jan-23	Feb-23
<b>Chairperson - Cecelia Huff</b>			x	x	x	x	x
<b>Vice Chairperson - Martavius Jones</b>			x			x	x
<b>Secretary - Carlos Johnson</b>			x	x	x		x
Cecelia Huff	Board Liaison/BC	Representative	x	x	x	x	x
Sheran West	Morris County	Representative	x		x		
Mary Hurd	Atlanta	Representative	x				
La'Kimya Pinson	Atlanta	Alternate					
Marissa Jones	Bloomburg	Representative	x				
Megan Hervey	Bloomburg	Alternate	x	x	x	x	x
Kathrine Smith	D/LS	Representative					
Krista Huffman	D/LS	Alternate					
Chyenne Battensby	Hughes Springs EHS	Representative	x	x	x		
Sonia Abbasi	Hughes Springs EHS	Alternate					
	Naples	Representative					
	Naples	Alternate					
Carlos Johnson	New Boston	Representative	x	x	x		x
Vicki Taylor	New Boston	Alternate					
Martavius Jones	Pittsburg	Representative	x			x	x
Tara Petty	Pittsburg	Alternate		x			
	Texarkana	Representative					
Ramisha Jeffery	Texarkana	Alternate					

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Crew Dykes, Charlotte Hall, Misty Van Hooser, Susan Horner and Rhonda Shirley

**1. Call to Order:**

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:10 am, February 28, 2023, in the Linden Community Building.

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

None

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Megan Hervey, Carlos Johnson and Martavius Jones.

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

Members reviewed the agenda. Carlos Johnson moved to accept the agenda as presented. This motion was seconded by Martavius Jones. 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 January 24, 2023:**

Martavius Jones moved to accept the minutes of January 24, 2023 meeting as presented. The motion was seconded by Megan Hervey. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

#### **6. Presentations:**

##### **A. Policy Council Question**

Bernadette Harris reviewed the process with the Policy Council Members on planning and evaluation as a Policy Council Member.

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

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

Dan Boyd 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 explained all other Programs offered by Community Services of Northeast Texas, Inc. He also stated that July 5, 2023 he is scheduled to retire and Michelle Morehead will become the Interim Executive Director.

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

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

None

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

##### **A. Discuss and/or Approve COVID Mitigation Policies**

- 1. Health Policies and Procedures Update with COVID Mitigation Procedures**
- 2. Personnel Policy Workplace Wellness #724 with COVID Mitigation Procedures**

Misty Van Hooser reviewed the Health Policy and Procedure changes with COVID mitigation as presented. Charlotte Hall reviewed the Personnel Policy changes COVID mitigation as presented. Martavius Jones moved to approve the COVID Mitigation policies 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.

#### **10. Discussion Items:**

##### **A. Discuss Detailed Monitoring Summary of Results Grantee 06CH011282/04**

Bernadette Harris reviewed the Monitoring Summary of Results Grantee 06CH011282/04 as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Martavius Jones moved for Policy Council to go into Executive Session at 9:50 am. Megan Hervey seconded the motion.

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

Martavius Jones made a motion to come back into regular session at 10:06 am. Carlos Johnson seconded the motion.

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

A motion was made by Megan Hervey to accept new hires, transfers, and terminations as presented. The motion was seconded by Megan Hervey Martavius Jones. 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 Martavius Jones at 10:07 am. The motion was seconded by Carlos Johnson.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# Head Start

## Financial Report for the month of March 2023

(February 2023 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	\$2,147,995.00	\$151,929.86	\$397,166.99	\$1,750,828.01	\$178,999.58	\$536,998.75	\$139,831.76
Fringe Benefits	\$526,259.00	\$42,533.69	\$118,251.99	\$408,007.01	\$43,854.92	\$131,564.75	\$13,312.76
Travel (4120)	\$10,000.00	\$1.66	\$998.47	\$9,001.53	\$833.33	\$2,500.00	\$1,501.53
Equipment	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$2,916.67	\$8,750.00	\$8,750.00
Supplies	\$189,500.00	\$14,913.89	\$18,961.28	\$170,538.72	\$15,791.67	\$47,375.00	\$28,413.72
Contractual	\$275,350.00	\$0.00	\$0.00	\$275,350.00	\$22,945.83	\$68,837.50	\$68,837.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$3,240.00	\$6,372.00	\$24,009.00	\$2,531.75	\$7,595.25	\$1,223.25
Other (4122)	\$858,320.00	\$66,281.94	\$152,055.35	\$706,264.65	\$71,526.67	\$214,580.00	\$62,524.65
<b>Total</b>	<b>\$4,072,805.00</b>	<b>\$278,901.04</b>	<b>\$693,806.08</b>	<b>\$3,378,998.92</b>	<b>\$339,400.42</b>	<b>\$1,018,201.25</b>	<b>\$324,395.17</b>
T&TA	\$40,381.00	\$3,241.66	\$7,370.47	\$33,010.53	\$3,365.08	\$10,095.25	\$2,724.78
<b>Total</b>							
USDA Reimbursements through January 2023							\$22,983.38
Estimated USDA Reimbursement for February 2023							\$12,773.57
Resulting (over)/under with USDA							\$360,152.12

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$75,600.00

\$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	\$10,726.96	\$26,684.85	\$13,053.86	\$39,161.59	\$12,476.74
Per Child	\$8,758.72	\$599.79	\$1,492.06	\$729.89	\$2,189.68	\$697.62

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$1,018,201.00	\$127,594.65	\$389,425.07	\$628,775.93	

# Head Start C6

## Financial Report for the month of March 2023

(February 2023 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	\$226,627.92	\$27,966.08
Supplies	\$111,556.00	\$1,300.99	\$25,604.13	\$85,951.87
Other	\$180,591.00	\$2,160.00	\$19,343.95	\$161,247.05
Total	\$546,741.00	\$3,460.99	\$271,576.00	\$275,165.00

# Early Head Start

## Financial Report for the month of March 2023

(February 2023 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	\$134,771.00	\$14,184.79	\$37,054.36	\$97,716.64	\$11,230.92	\$33,692.75	(\$3,361.61)
Fringe Benefits	\$33,019.00	\$3,994.56	\$11,372.70	\$21,646.30	\$2,751.58	\$8,254.75	(\$3,117.95)
Travel (4120)	\$2,190.00	\$0.00	\$268.51	\$1,921.49	\$182.50	\$547.50	\$278.99
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,350.00	\$1,099.11	\$1,152.38	\$18,197.62	\$1,612.50	\$4,837.50	\$3,685.12
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	\$60.00	\$528.00	\$2,539.00	\$255.58	\$766.75	\$238.75
Other (4122)	\$50,741.00	\$1,127.59	\$3,026.77	\$47,714.23	\$4,228.42	\$12,685.25	\$9,658.48
<b>Total</b>	<b>\$243,138.00</b>	<b>\$20,466.05</b>	<b>\$53,402.72</b>	<b>\$189,735.28</b>	<b>\$20,261.50</b>	<b>\$60,784.50</b>	<b>\$7,381.78</b>
T&TA	\$5,257.00	\$60.00	\$796.51	\$4,460.49	\$438.08	\$1,314.25	\$517.74
<b>Total</b>							
USDA Reimbursements through January 2023							\$3,081.26
Estimated USDA Reimbursement for February 2023							\$1,327.36
							<u>\$11,790.40</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$7,200

\$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	\$10,233.03	\$26,701.36	\$10,130.75	\$30,392.25	\$3,690.89
Per Child	\$15,196.13	\$1,279.13	\$3,337.67	\$1,266.34	\$3,799.03	\$461.36

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$243,138.00	\$2,077.04	\$6,302.78	\$236,835.22



# Early Head Start C6

## Financial Report for the month of March 2023

(February 2023 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	\$1,318.17	\$5,442.83
Other	\$9,409.00	\$0.00	\$822.59	\$8,586.41
Total	\$28,776.00	\$0.00	\$15,696.11	\$13,079.89

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

**Board Report -March 2023**

Sam's Club

Purchases for November 2022 & December 2022		486.58
Payment due by 01/28/2023	Pd on 02/08/2023	<u>(486.58)</u>
Balance		-

Sam's Club

Purchases for January 2023		1,123.63
Payment due by 02/28/2023	Pd on 02/22/2023	<u>(1,123.63)</u>
Balance		-
Balance		(1,123.63)

American Express

Purchases for December 2022 & January 2023		9,128.51
Payment due by ---	2/1/2023	<u>(9,128.51)</u>
Balance		-

Line of Credit

Program	CEAP A	CSBG A	TBRA	TX-HAF
Highest February 2023 Balance	18,680.00	11,075.00	17,240.00	10,655.00
Current balance	11,210.00	-		
Exp pay off date				

In House Line of Credit

Program	CEAP A	CSBG A	TRBA
Highest February 2023 Balance	38,159.00	41,702.00	12.00
Current balance	10,225.00	16,015.00	11,210.00
Exp pay off date	4/30/2023	4/30/2023	4/30/2023

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000

Payment Information

	New Balance:	\$486.58
	Amount Past Due:	\$50.00
	Total Minimum Payment Due:	\$107.00
	Payment Due Date:	01/28/2023

Payments must be received by 5pm ET on 01/28/2023 if mailed, or by 11:59pm ET on 01/28/2023 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 12/09/2022	\$434.98	Credit Limit	\$5,500
Fees Charged	+ 39.99	Available Credit	\$5,013
Interest Charges	+ 11.61		
New Balance as of 01/08/2023	\$486.58		
31 Day Billing Cycle from 12/09/2022 to 01/08/2023			

Transaction Detail

Date	Reference #	Description	Amount
Total Fees Charged This Period			\$39.99
12/28		LATE FEE	\$39.99
Total Interest Charged This Period			\$11.61
01/08	*INTEREST CHARGE*	PURCHASES \$11.61	\$11.61

Interest Charge Calculation

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


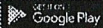
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	20.99% (v)	\$453.93	\$11.61	2D

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Use blue or black ink, detach & mail with your check.

Account Number	6046002039380674
New Balance	\$486.58
Total Minimum Payment Due	\$107.00
Payment Due Date	01/28/2023

Amount Enclosed	\$
Amount Past Due	\$50.00

No other correspondence please.  
Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
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LINDEN TX 75563-0427

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0005700003753 001070000018258 000104100 20230108 17482

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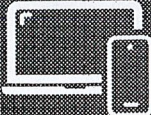
REPLACEMENT STATEMENT

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to go paperless today.

**Payment Information**

	<b>New Balance:</b>	<b>\$434.98</b>
	<b>Total Minimum Payment Due:</b>	<b>\$50.00</b>
	<b>Payment Due Date:</b>	<b>12/28/2022</b>

Payments must be received by 5pm ET on 12/28/2022 if mailed, or by 11:59pm ET on 12/28/2022 for online and phone payments.

MEMBER SERVICE: For Account Information log on to [SamsClubCredit.com/businesscard](http://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 11/09/2022	<b>\$376.64</b>	Credit Limit	\$5,500
Payments	- 376.36	Available Credit	\$5,065
Purchases/Debits	+ 434.70		
<b>New Balance as of 12/08/2022</b>	<b>\$434.98</b>		
30 Day Billing Cycle from 11/09/2022 to 12/08/2022			

**Transaction Detail**

Date	Reference #	Description	Amount
<b>Payments</b>			
11/20	P928000NN0152EXPX	PAYMENT - THANK YOU	-\$376.36
<b>Purchases and Other Debits</b>			
11/29	P928000NY01HJ955B	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for JOHN YOUNG	\$434.70
<b>Total Fees Charged This Period</b>			<b>\$0.00</b>
<b>Total Interest Charged This Period</b>			<b>\$0.00</b>

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Use blue or black ink, detach & mail with your check.

Account Number	6046 0020 3932 0674
New Balance	\$434.98
Total Minimum Payment Due	\$50.00
Payment Due Date	12/28/2022

Amount Enclosed \$

No other correspondence please. Print new address or email changes on back.

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to: ATLANTA, GA 30353-0981



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**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	25.51% (v)	\$6.00	\$0.00	2D

**Cardholder News and Information**

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**Member News and Information**

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REPLACEMENT STATEMENT

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S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
380004989	MM FRAGRANCE FREE	3.000	EA	\$18.9600	\$56.88
380044095	PULL-UPS S4 GRL 102	3.000	EA	\$41.9800	\$125.94
380044107	PULL-UPS S4 BOY 102	6.000	EA	\$41.9800	\$251.88
SUB \$434.70		TAX \$0.00		TOTAL INVOICE	\$434.70
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$434.70

COMMUNITY COUNCIL OF CASS  
 ACCOUNT #: 8043002039330674 DATE OF SALE #: 221129 P.O. #:  
 INVOICE#: 000000 AUTHORIZATION #: 000834 CLUB #: 8295  
 REFERENCE #: P928000NY01HJ955B TRANSACTION #: 0 REGISTER #: 4

584

NCHR0457 6709 1005 T117 07 230207 PAGE 00004 OF 00006

REPLACEMENT STATEMENT

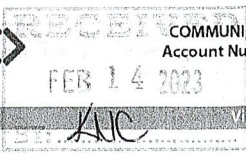
REPLACEMENT STATEMENT

REPLACEMENT STATEMENT

REPLACEMENT STATEMENT

REPLACEMENT STATEMENT

—|



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

**Payment Information**

	<b>New Balance:</b>	<b>\$1,610.21</b>
	<b>Amount Past Due:</b>	<b>\$107.00</b>
	<b>Total Minimum Payment Due:</b>	<b>\$188.00</b>
	<b>Payment Due Date:</b>	<b>02/28/2023</b>

Payments must be received by 5pm ET on 02/28/2023 if mailed, or by 11:59pm ET on 02/28/2023 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**

1-2

Previous Balance as of 01/09/2023	<b>\$486.58</b>	Credit Limit	\$1,700
Purchases/Debits	+ 1,059.32	Available Credit	\$89
Fees Charged	+ 39.99		
Interest Charges	+ 24.32		
<b>New Balance as of 02/08/2023</b>	<b>\$1,610.21</b>		
31 Day Billing Cycle from 01/09/2023 to 02/08/2023			

**Transaction Detail**

Date	Reference #	Description	Amount
<b>Purchases and Other Debits</b>			<b>\$1,059.32</b>
01/27	P928000X00XSETED	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for TOMMY HOOPER	\$1,059.32
<b>Total Fees Charged This Period</b>			<b>\$39.99</b>
01/28		LATE FEE	\$39.99
<b>Total Interest Charged This Period</b>			<b>\$24.32</b>
02/08	*INTEREST CHARGE*	PURCHASES \$24.32	\$24.32

# Skip the checkout line.

Scan, pay and head to the door with Scan & Go shopping.

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

Scan & Go™ shopping has a \$750 pre-tax, pre-Instant Savings, per-transaction limit, and there are certain items, e.g. tires, that cannot be purchased using the Scan & Go™ feature.

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

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

6709 0003 H CJ 1 7 8 230208 D PAGE 1 of 5 9280 2000 MP17 01RN6709 17740

Use blue or black ink, detach & mail with your check.

Account Number	6046 0020 3083 0674
New Balance	\$1,610.21
Total Minimum Payment Due	\$188.00
Payment Due Date	02/28/2023

Amount Enclosed  
\$107.00

Amount Enclosed \$

No other correspondence please. Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS  
KAY PHILLIPS  
PO BOX 427  
LINDEN TX 75563-0427

17740  
0302



Make SAM'S CLUB/SYNCHRONY BANK  
Payment P.O. BOX 669825  
to: DALLAS, TX 75266-0782



0001000037636 003768000161020 00060400 2088330 67422



PAGE 2 of 2 | URL: <http://SamsClubCredit.com/businesscard> | 800-203-7134

**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	29.99% (v)	\$954.59	\$24.32	2D

**Cardholder News and Information**

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

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**

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.

1-2

**Go paperless.  
Reduce clutter.**

View your statements online.



Log in or register at  
**[SamsClubCredit.com/BusinessCard](http://SamsClubCredit.com/BusinessCard)**  
to go paperless today.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6016 0020 3933 0073~~

DATE OF SALE #: 230127

P.O. #:

INVOICE #: 000000

AUTHORIZATION #: 000153

CLUB #: 8295

REFERENCE #: P9280000X00XSETED

TRANSACTION #: 0

REGISTER #: 2

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
051922884	GOODNITES SM GIRL	3.000	EA	\$41.4400	\$124.32
051926878	GOODNITES BOY S/M	1.000	EA	\$41.4400	\$41.44
056394698	MM DIAPERS SZ 5	3.000	EA	\$36.9800	\$110.94
056394742	MM DIAPERS SZ 6	3.000	EA	\$36.9800	\$110.94
380044095	PULL-UPS S4 GRL 102	4.000	EA	\$41.9800	\$167.92
380044103	PULL-UPS S3 GRL 116	4.000	EA	\$41.9800	\$167.92
380044107	PULL-UPS S4 BOY 102	4.000	EA	\$41.9800	\$167.92
380044131	PULL-UPS S3 BOY	4.000	EA	\$41.9800	\$167.92
<b>SUB \$1,059.32</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$1,059.32</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$1,059.32</b>



# Corporate Purchasing Cardmember Report

Sign-up For Online  
Statements  
www.americanexpress.com/gopaperless

Prepared For  
**CREW DYKES**  
CSNT INC

Account Number  
XXXX-XXXXX-81008

Closing Date  
01/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
20,496.41	4,844.45	0.00	20,496.41	189.92	4,654.53	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-XXXXX-81008		
01/21/23 PAYMENT RECEIVED - THANK YOU 01/21 0561000000		-20,496.41
12/29/22 AMAZON.COM*LH1KN21H3 AMZN.COM/BILL WA 12/28/22 2SEMZIC38 113-3769883-4512298109 ROC NUMBER 2SEMZIC381CU		1,197.00
01/19/23 CLDTKN AMAZON.COM*W84OF9C33 AMZN.COM/BILL W 01/18/23 2DH1X8497 111-8390913-6687498109 ROC NUMBER 2DH1X8497WFM		179.99
12/28/22 CLDTKN AMZN MKTP US AMZN.COM/BILL W 12/28/22 4TVY6WNPO 113-2093512-6948298109 ROC NUMBER 4TVY6WNPOZW		-39.95 Credit
01/10/23 CLDTKN AMZN MKTP US AMZN.COM/BILL W 01/10/23 2MIZ9XT2R 113-3390789-9182698109 ROC NUMBER 2MIZ9XT2R2O		-149.97 Credit
12/29/22 CLDTKN AMZN MKTP US*092YJ23 AMZN.COM/BILL W 12/23/22 4X87CLO8M 113-4611847-6009098109 ROC NUMBER 4X87CLO8MJO6		1,282.16
01/03/23 CLDTKN AMZN MKTP US*211IN90 AMZN.COM/BILL W 12/27/22 76TB9D70J 113-4611847-6009098109 ROC NUMBER 76TB9D70JEEJ		1,959.96

Continued on Page 3

Do not staple or use paper clips  
**Payment Coupon**

Account Number Enter 15 digit account number on all payments.  
~~829656608781008~~

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.

**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  
CREW DYKES  
CSNT INC

Account Number  
XXXX-XXXX-281008

Closing Date  
01/28/23

Page 3 of 3

Activity Continued				Reference Code	Amount \$
01/26/23	CLDTKN AMZN MKTP US*6P4IH6A	AMZN.COM/BILL	W		225.34
	6NIN3AZ8E 113-3004083-4274698109	01/25/23			
	ROC NUMBER 6NIN3AZ8ESCZ				
<b>Total for CREW DYKES</b>				New Charges/Other Debits	4,844.45
				Payments/Other Credits	-20,686.33



### Sign-up For Online Statements

www.americanexpress.com/gopaperless



## Corporate Purchasing Cardmember Report

Prepared For  
**DAN BOYD**  
**CSNT INC**

Account Number  
**XXXX-XXXX-21009**

Closing Date  
**01/28/23**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
4,405.25	4,678.68	0.00	4,691.16	204.70	4,188.07

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 \$
<b>XXXX-XXXX1-21009</b>		
01/16/23 PAYMENT RECEIVED - THANK YOU 01/16	05611000000	-4,691.16
01/19/23 ATRUIM HOTEL AND SUI IRVING TX FOL# 0000005099 LODGING 01/18/23 ARRIVAL DATE DEPARTURE DATE 01/17/23 01/18/23 00 ROOM RATE \$0.01 ROC NUMBER 0000005099	73011003019	204.70
01/19/23 ATRUIM HOTEL AND SUI IRVING TX FOL# 0000005097 LODGING 01/18/23 ARRIVAL DATE DEPARTURE DATE 01/17/23 01/18/23 00 ROOM RATE \$0.01 ROC NUMBER 0000005097	73011003019	204.70
01/19/23 ATRUIM HOTEL AND SUI IRVING TX FOL# 0000005101 LODGING 01/18/23 ARRIVAL DATE DEPARTURE DATE 01/17/23 01/18/23 00 ROOM RATE \$0.01 ROC NUMBER 0000005101	73011003019	204.70

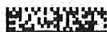
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Do not staple or use paper clips

### Payment Coupon

Account Number Enter 15 digit account number on all payments.  
**8796 365931-21009**

MB 01 000311 58546 H 3 A



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

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



Prepared For  
**DAN BOYD**  
**CSNT INC**

Account Number  
 XXXX-XXXXXX-21000

Closing Date  
 01/28/23

Page 3 of 3

**Activity Continued**

		Reference Code	Amount \$
01/26/23	ATRUIM HOTEL AND SUI IRVING TX FOL# 0000005707 LODGING 01/25/23 ARRIVAL DATE DEPARTURE DATE 01/24/23 01/25/23 00 ROOM RATE \$0.01 ROC NUMBER 0000005707	73011003026	204.70
01/26/23	ATRUIM HOTEL AND SUI IRVING TX FOL# 0000005701 LODGING 01/25/23 ARRIVAL DATE DEPARTURE DATE 01/24/23 01/25/23 00 ROOM RATE \$0.01 ROC NUMBER 0000005701	73011003026	-204.70 Credit
01/07/23	BEST WESTERN PREMIER DENTON TX FOL# 0000034229 BEST WESTERN 01/05/23 ARRIVAL DATE DEPARTURE DATE 01/03/23 01/05/23 00 ROOM RATE \$0.01 ROC NUMBER 0000034229	27240016600	259.88
01/12/23	FELDESMAN TUCKER LEI WASHINGTON DC REF# 20230112B 2024668960 01/11/23 ROC NUMBER 20230112B		3,600.00
<b>Total for DAN BOYD</b>			
		New Charges/Other Debits	4,678.68
		Payments/Other Credits	-4,895.86

737

RECEIVED  
 FEB 06 2023  
 BY: KUC

# HEAD START and EHS NUTRITION PROGRAM

March 2023 Financial Report

For the month of February 2023

## CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,783.86	32,990.84
Administrative Labor		643.15	5,040.69
Food		8,699.46	51,839.15
Supplies & Equipment		595.94	4,081.22
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		878.00	878.00
Other		-	146.49
Total	\$	17,600.41	\$ 94,976.39

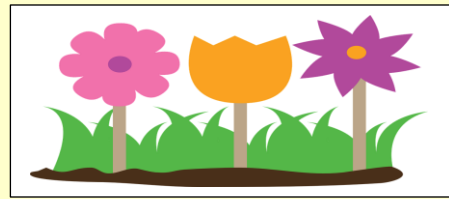
**\*\*Operating Labor includes C5 and C6 money\*\***

TDHS REVENUE		14,100.93	69,887.70
		(Income Starts October 2022)	



# CSNT Head Start Director's Report PY04/FY23

## March Report/February Data How Are We Doing?



### HEAD START Attendance - February 2023

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **89%** Disability Students – **10%** Target
- ✓ **88%** Average Daily Attendance



### HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$389,424** NFS Collected - **\$1,018,201** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **5%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$12,774** Reimbursed This Month - **\$37,757** Reimbursed This Year
- ✓ **19** days of Service – **4,884** Meals Served

## **ATTITUDE IS EVERYTHING**



### HEAD START Quality Assurance

- ✓ **192** Files Reviewed/**58** Classrooms Observed
- ✓ **10** Incomes Verified/**11** Interviews/**49** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**0** Corrections/**4** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**2** Corrections/**5** Remaining

### ANNOUNCEMENTS:

Federal Review Final Letter Received - One Concern/No Findings  
Completing Final Assessments/Gathering Data for End-Of-Year Information

# CSNT Head Start Monthly Report

Program Year 04 2023 06CH011282/04

2023

Data Month **February** Report Month **March**

CSNT HS Report  
Revised 1/19/22

## Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment HS	463	466	465									
Over/Under Enrollment HS	-2	1	0									
% with Special Needs	7%	8%	8%									
ADA Funded Enrolled* (465)	85%	89%	89%									
Enrollment (acutal students)	88%	90%	89%									
Present/ Absent	397/66	415/51	414/51									
* If below 85% (Why) -	NA	NA	NA									

## Non-Federal Share

Head Start	\$1,018,201	\$628,777	\$389,424	62% Needed	Grant Total	36.68% Received	\$ 395,727				
December	January	February	March	April	May	June	July	August	September	October	November
\$ 389,424	\$ 124,968	\$ 136,862	\$ 127,595								

## Indirect Cost Pool Expenditures (including % Admin)

ICP	\$ 403,242	\$ 403,242	Grant Total	\$ 427,030	Expended	\$ -						
*Grant should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
HS Total 5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Meals/Reimbursements

\$ 35,757	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	19	19									
# of meals served	3,436	5,369	4,884									
CACFP Reimbursement	\$ 8,978	\$ 14,006	\$ 12,774									

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	131	164	192									
# Classrooms Observed	53	60	58									
Incomes Verified	10	15	10									
# Parents Interviewed	6	0	0									
# of Staff interviewed	7	24	11									
# Bus Routes Observed	0	NA	NA									
# Staff Files Reviewed	0	0	0									
# Community Contacts	60	55	49									
# of Findings	8	104	51									

## 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	4	4	4									
# findings corrected	4	4	4									
# findings remaining	0	0	0									

## Annual Detailed Monitoring Findings

Week of **1/26/2023** Completed **NA**

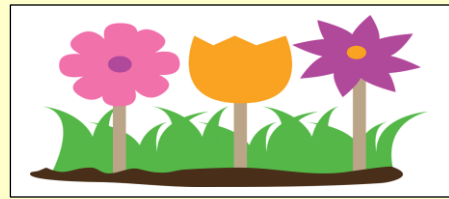
	December	January	February	March	April	May	June	July	August	September	October	November
# of Areas w/ findings	7	7	7									
# of Areas corrected	7	0	2									
# of Areas remaining	0	7	5									

## Program Updates

Gathering Data for Reports - End of Year Information  
Received Final Letter for Federal Review - One Area of Concern  
Completing Final Assessments

# CSNT Early Head Start Director's Report PY04/FY23

## March Report/February Data How Are We Doing?



### HEAD START Attendance - February 2023

- ✓ **16** Actual Enrollment (Under/Over 0 Student(s)) – Funded **16**
- ✓ **13%** Disability Students – **10%** Target
- ✓ **78%** Average Daily Attendance (Why? *Stomach Virus*)



### HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$6,303** NFS Collected - **\$54,482** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,327** Reimbursed This Month - **\$4,409** Reimbursed This Year
- ✓ **14** days of Service – **512** Meals Served

## **ATTITUDE IS EVERYTHING**



### HEAD START Quality Assurance

- ✓ **2** Files Reviewed/**6** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**5** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**0** Corrections/**4** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**2** Corrections/**5** Remaining

### ANNOUNCEMENTS:

Federal Review Final Letter Received - One Concern/No Findings  
Completing Final Assessments/Gathering Data for End-Of-Year Information

# CSNT Early Head Start Monthly Report

Program Year 04 2023 06CH011282/04

2023

Data Month **February** Report Month **March**

CSNT Early HS Report  
Revised 1/19/22

## Early Head Start Attendance/Enrollment

Report Month	December	January	February	March	April	May	June	July	August	September	October	November
Funded Enrollment EHS	16	16	17									
Over/Under Enrollment EHS	0	0	1									
% with Special Needs	12.50%	12.50%	12.50%									
ADA Funded Enrolled* (16)	77%	84%	78%									
Enrollment (acutal students)	77%	84%	78%									
Present/ Absent	14/2	13/3	13/3									
* If below 85% (Why) -	Cough/Cold	Virus Type Symptoms	Stomach Type Virus									

Non-Federal Share	Early HS	\$60,785	\$54,482	\$6,303	90% Needed	Grant Total	36.68% Received	\$395,727				
	December	January	February	March	April	May	June	July	August	September	October	November
\$	6,303	\$ 2,152	\$ 2,074	\$ 2,077								

Indirect Cost Pool Expenditures (including % Admin)	ICP	\$ 23,788	\$ 23,788	Grant Total	\$ 427,030	Expended	\$ -					
*Grant hould not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
EHS Total 0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Meals/Reimbursements

\$	4,409	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	19	14										
# of meals served	490	697	512										
CACFP Reimbursement	\$ 1,275	\$ 1,806	\$ 1,327										

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	6	7	2									
# Classrooms Observed	7	8	6									
Incomes Verified	0	2	0									
# Parents Interviewed	1	0	0									
# of Staff interviewed	0	0	0									
# Bus Routes Observed	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
# Staff Files Reviewed	0	0	0									
# Community Contacts	6	5	5									
# of Findings	1	1	0									

## 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	4	4	4									
# findings corrected	4	4	4									
# findings remaining	0	0	0									

## Annual Detailed Monitoring Findings

Week of **1/26/2023** Completed **NA**

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

## Program Updates

Gathering Data for Reports - End of Year Information  
Received Final Letter for Federal Review - One Area of Concern  
Completing Final Assessments



# Office of Head Start - Head Start Services Snapshot

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

Date

3/3/2023

## 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	466	100.22%
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 Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	517	11.18%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	6	1.16%
3 Years Old	244	47.20%
4 Years Old	267	51.64%
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	37	7.16%

## Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	24	4.64%

## Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	130	25.15%
Three or more years	10	1.93%

## Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	1	0.19%
Asian	0	0.00%	5	0.97%
Black or African American	9	1.74%	255	49.32%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	25	4.84%	147	28.43%
Biracial or Multi-Racial	5	0.97%	36	6.96%
Other Race	34	6.58%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	488	94.39%
Of these, the number of children acquiring/learning another language in addition to English	13	
Spanish	26	5.03%
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	0.58%
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>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	481	93.04%	358	69.25%
Children with accessible health care	466	90.14%	338	65.38%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	468	90.52%	443	85.69%
Children with accessible dental care	451	87.23%	329	63.64%

## 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	37	7.96%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	489	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	380	77.71%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	19	3.89%
Housing Assistance	6	1.23%
Asset Building Services	143	29.24%
Mental Health Services	8	1.64%
Substance Misuse Prevention	2	0.41%
Substance Misuse Treatment	6	1.23%
English as a Second Language (ESL) Training	14	2.86%
Assistance in enrolling into an education or job training program	65	13.29%
Research-based parenting curriculum	262	53.58%
Involvement in discussing their child's screening and assessment results and their child's progress	296	60.53%
Supporting transitions between programs	225	46.01%
Education on preventive medical and oral health	353	72.19%
Education on health and developmental consequences of tobacco product use	162	33.13%
Education on nutrition	362	74.03%
Education on postpartum care	8	1.64%
Education on relationship/marriage	10	2.04%
Assistance to families of incarcerated individuals	1	0.20%



# Office of Head Start - Early Head Start Services Snapshot

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

Date

3/3/2023

## 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	17	106.25%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	1	5.88%
1 Year Old	7	41.18%
2 Years Old	9	52.94%
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	11.76%



## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	1	5.88%

## Prior Enrollment of Children

	# of children	% of children
The second year	4	23.53%
Three or more years	1	5.88%

## 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	5.88%
Black or African American	0	0.00%	8	47.06%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	4	23.53%
Biracial or Multi-Racial	1	5.88%	1	5.88%
Other Race	2	11.76%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	15	88.24%
Of these, the number of children acquiring/learning another language in addition to English	2	11.76%
Spanish	2	11.76%
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	17	100.00%	17	100.00%
Children with accessible health care	16	94.12%	8	47.06%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	94.12%	16	94.12%
Children with accessible dental care	16	94.12%	8	47.06%

## 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	15	88.24%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	15	100.00%

## 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	2	13.33%
Assistance in enrolling into an education or job training program	10	66.67%
Research-based parenting curriculum	15	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	12	80.00%
Supporting transitions between programs	9	60.00%
Education on preventive medical and oral health	15	100.00%
Education on health and developmental consequences of tobacco product use	3	20.00%
Education on nutrition	15	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%



# CSNT Head Start Program

## 2023 Self-Assessment Report - DRAFT

Date: 3-3-2023

### Section 1. Introduction

#### Program description

Head Start and Early Head Start are two of several programs offered through Community Services of Northeast Texas, Inc. (CSNT). CSNT, a community action agency, has been providing Head Start services to eligible children in Northeast Texas since the 1960s. CSNT started providing Early Head Start services to eligible children in January of 2021. Total program funded enrollment for FY23-PY04 is 465 three-to-four-year-old Head Start children and 16 twelve-to-thirty-six-month Early Head Start children. There are eight Head Start locations within the four county service area of Bowie, Camp, Cass, and Morris Counties and one early Head location in Cass County only. Actual enrollment for PY04 is an average of 461 Head Start children and 16 Early Head Start children. The Office of Head Start (OHS) is allowing Programs to maintain enrollment of 98% or higher without consequences. At this time in the Program Year Head Start has met the funded enrollment of 465 slots. CSNT Head Start can serve more children than the funded enrollment due to partnerships with local education agencies. CSNT utilizes resources within the community to assist parents of enrolled children.

**CSNT Head Start Program has (3) broad goals for Grant #06CH011282 five-year grant project period.**

**Goal 1: Strengthen comprehensive health services within the program.**

**Goal 2: Provide comprehensive school readiness.**

**Goal 3: Increase parent involvement in the Head Start Program.**

## **Context for Self-Assessment**

1. The Self-Assessment Team Leaders receive training on implementation of the Self-Assessment. They are trained on how to utilize the program data to check for systemic issues, document innovations and list any recommendations. The data used during the Self-Assessment is comprised of previous monitoring summaries, assessment data, and Program Information Reports. The Team Leaders are instructed on how to facilitate their teams through the data analyzation process for their assigned content areas.
2. The Self-Assessment Teams analyze data from the On-Going Monitoring System including Detailed Monitoring summaries.
  - a. Detailed Monitoring is implemented as part of the On-Going Monitoring System to add a layer of monitoring that includes the creation of up to (4) teams made-up of Administrative, management, and Campus staff as well as parents, policy council and governing board members, and community partners, where applicable. These teams monitor the program for areas of strength, weaknesses, and non-compliances. They also provide recommendations as part of their reports. Each team completes an on-site visit, reviews documentation, and completes interviews. A summary of the Detailed Monitoring findings becomes a part of the Self-Assessment Team data packets.
3. Self-Assessment Teams analyze progress made on program goals/objectives as well as strengths and weaknesses of program systems. There are (4) teams with up to four members on each team. Team Leaders are program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by members of each team. The Team documents systemic strengths along with any weaknesses. They also make recommendations concerning systemic issues and document any areas of innovation within the program.
4. Information from monitoring summaries is provided to the Self-Assessment Teams including Self-Assessment Summary Reports for each area of the program and progress reports on program goals/objects. The Self-Assessment Teams analyze the program data along with child assessment data, CLASS data, and any other relevant data to develop conclusions for each area of the program. Their findings are presented to the Self-Assessment Committee for approval.
5. After the Self-Assessment Committee approves a final Self-Assessment Report, it is presented to the Policy Council and Governing Board for approval. Input from the Governing Board and the Policy Council occur when members of the Governing Board and Policy Council serve as members of a Self-Assessment Team and as part of the Committee.
6. Upon approval by the governing bodies, the program begins developing strategies on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.

SA Teams	Questions to Consider
<p>Team One: Program Governance/ Program Management &amp; QI/ Financial and Administrative Requirements/ Human Resources</p>	<ol style="list-style-type: none"> <li>1. Does the Board &amp; PC have the required composition and representation?</li> <li>2. Has training been provided throughout the program, as required?</li> <li>3. Does the program’s Personnel Policies meet the requirements including a standard of conduct?</li> <li>4. Does the program meet the background check requirements?</li> <li>5. Does the program meet the requirements for staff professional development, health &amp; wellness, and safety?</li> <li>6. Does the program meet the requirements for management systems?</li> <li>7. Is the program meeting financial and administrative requirements?</li> </ol>
<p>Team Two: Comprehensive Health Services/ Safety</p>	<ol style="list-style-type: none"> <li>1. Does the program collaborate with parents as partners in health?</li> <li>2. Does the program meet the requirements for up-to-date child health status?</li> <li>3. Does the program implement safety practices?</li> </ol>
<p>Team Three: Early Childhood Education &amp; Development/ CLASS/ Additional Disability Services</p>	<ol style="list-style-type: none"> <li>1. Do teaching practices meet the requirements?</li> <li>2. Does the program implement dual-language instruction?</li> <li>3. Does the program’s curriculum meet the requirements?</li> <li>4. Does the program utilize child assessment data to determine strengths for children?</li> <li>5. Do classrooms have a variety of age-appropriate materials that are changed on a regular basis?</li> <li>6. Does the program recognize parents’ roles in their child’s education?</li> <li>7. Have CLASS scores for the Program improved?</li> <li>8. Does the program meet the requirements for additional services for children with disabilities?</li> </ol>
<p>Team Four: Family &amp; Community Engagement – ERSEA/ Transition/ Program Structure</p>	<ol style="list-style-type: none"> <li>1. Does the program have a Community Assessment that meets the requirements and is it updated at least every (4) years?</li> <li>2. Does the program have an approved selection criterion that meets the requirements of the HSPPS?</li> <li>3. Are integrated parent and family engagement strategies implemented into all systems and program services?</li> <li>4. Did the program reach 10% of its funded enrollment as children with disabilities by the end of the program year?</li> <li>5. Does the program implement a research-based parent curriculum?</li> <li>6. Does the program implement a transition process for children coming into and out of Head Start as required?</li> </ol>

## Section 2. Methodology

Date	Action	Purpose
10/24/2022	<i>Detailed OGM Leadership Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Update 2023 Detailed Monitoring Process</i></li> <li>• <i>Create 2023 Self-Assessment Implementation Plan</i></li> </ul>
11/7/2022	<i>Detailed Monitoring Training Sessions, as needed</i>	<ul style="list-style-type: none"> <li>• <i>Training – Detailed Monitoring Orientation and Team Training</i></li> <li>• <i>Each Team Member is trained on confidentiality</i></li> </ul>
1/19/2023	<i>Detailed OGM Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Discuss Detailed OGM Results</i></li> <li>• <i>Approve Detailed OGM Summary</i></li> </ul>
2/13/2023	<i>Self-Assessment Team Leader Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Training – Team Leaders are trained on the SA Process</i></li> </ul>
2/16/2023	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Training on SA Process</i></li> <li>• <i>Each Team Analyzes Data from Their Area</i></li> <li>• <i>Each Team Gives a Short Synopsis of Their Area</i></li> </ul>
3/3/2023	<i>Self-Assessment Committee Meeting</i>	<ul style="list-style-type: none"> <li>• <i>Approve 2023 SA Program Report</i></li> </ul>
<i>Before 5/31/2023</i>	<i>Final Step in Self-Assessment Process</i>	<ul style="list-style-type: none"> <li>• <i>Policy Council and Governing Board approval of SA Report</i></li> <li>• <i>Submit to Regional Office with Grant</i></li> </ul>

## Section 3. Key In-Sights

### Strengths

- ✓ Technology plays an instrumental role in keeping CSNT Head Start and Early Head Start operating effectively and efficiently. CSNT utilizes technology to hold virtual meetings and to provide educational instruction, when needed. Technology is used to gather and analyze large amounts of program data. Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring results are tracked and analyzed electronically. This year the Inventory is tracked and monitored electronically with scanners that automatically upload the information electronically. Electronic management systems track and create reports that assist staff and governing bodies in making informed and knowledgeable decisions based on accurate information.
- ✓ CSNT Head Start/Early Head Start provides Protective Personal Equipment (PPE) to all sites to mitigate the spread of harmful viruses to children and staff. Health and safety are key to CSNT families and employees. Wellness is promoted throughout the program including adding health supplies as part of transition bags that children receive as they transition into and out of the Program. Families are provided bags that contained PPE along with toothbrushes and other health and wellness supplies. The Agency also implements a Wellness Committee to address physical and mental wellness implementation within the Program/Agency.
- ✓ CSNT Head Start/Early Head Start implements a research-based early childhood curriculum that meets or exceeds the Head Start Early Learning Outcomes Framework and the Texas Pre-K Guidelines. Head Start and Early Head Start services are provided in partnership with local public school districts throughout the four-county service area. In each partnership classroom, Head Start Standards and State Guidelines are followed creating high quality services for each child and family. The Teachstone Platform is also being implemented to assist classroom staff with CLASS implementation.
- ✓ All CSNT staff receive systematic, on-going training on a regular basis. Staff are encouraged and assisted in gaining the required education and/or certifications for their jobs. All staff receive professional development that enables them to carry out their job duties more efficiently. Currently, CSNT Lead Teachers meet or exceed the Head Start Performance Standards qualifications. Management staff are instrumental in providing college-level, certified, classroom-based training to CSNT staff.

- ✓ All CSNT children receive standardized and structured assessments three times per year. These assessments provide ongoing, individualized data that aligns with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines. Teachers create reports from these assessments that indicate a child’s progress in each of the areas designated by Head Start/Early Head Start. The teachers as well as parents and other staff utilize these reports.
- ✓ Currently, CSNT has 465 Head Start slots and 16 Early Head Start slots. The Early Head Start Program is being implemented at the Hughes Springs Head Start Campus. The CSNT Community Assessment indicated a need for Early Head Start services in the service area and CSNT is looking for opportunities to provide more Early Head Start slots. CSNT is also seeking ways to expand Head Start services within and outside the service area.

### **Systemic Issues**

- ✓ Implement method to audit required degree before hiring new employees. (45 CFR §1302.91(e)(1-2))
- ✓ Create a process to audit locations for vehicles that are on the Capital Asset List (75.30(d)(2))
- ✓ Implement methods to reach 10% disability funded enrollment by end of school year. (45 CFR §1302.14(b))
- ✓ Implement a process to assure Health related follow-ups are being implemented. (45 CFR §1302.42(b)(1)(i-ii))

### **Innovations**

- ✓ CSNT Head Start implements a Family Service Credentialing program. The Family Service Administrator is a certified Family Service Credential Trainer. CSNT Family Service Workers can attend classes that lead to a Family Service Credential.
- ✓ CSNT Head Start/Early Head Start utilizes technology to maintain quality throughout the Head Start/Early Head Start Program. The program implements Child Plus to track and monitor data, Ready Rosie to assist parents, Frog Street On-line Curriculum for students, web-based assessments and screeners, inventory scanners, and ZOOM to keep staff, parents, and governing bodies connected on a regular basis.
- ✓ CSNT Head Start utilizes Mental Health Advocates within the service area to assist CSNT staff in obtaining disability services for eligible children. The Mental Health Advocates assist Campus staff with completing the necessary paperwork to obtain vital services for students. They provide communication and documentation between the HS/EHS Program and the service provider for each child and family that require disability or mental health services.



**Progress in Meeting Program Goals and Objectives (Fall 2022)**

<b>Goals</b>		<b>Objective(s)/Outcome(s)</b>
<b>GOAL ONE:</b> Strengthen comprehensive health services within the program.		85% of parents will obtain health requirements.
Completion Rate	87%	
<b>GOAL ONE:</b> Strengthen comprehensive health services within the program.		85% of parents/staff will participate in wellness activities.
Completion Rate	98%	
<b>GOAL TWO:</b> Provide comprehensive school readiness.		66% of Head Start children will name upper and lowercase letters
Completion Rate	33%	
<b>GOAL TWO:</b> Provide comprehensive school readiness.		70% of children will sequence count to 50
Completion Rate	12%	
<b>GOAL TWO:</b> Provide comprehensive school readiness.		6 in CLASS Emotional Support (HS) 6 in CLASS Classroom Organization (HS) 3 in CLASS Instructional Support (HS)
Completion Rate	ES – 6.04 (HS) CO – 5.34 (HS) IS – 4.29 (HS)	
<b>GOAL TWO (EHS):</b> Provide comprehensive school readiness.		6 Emotional & Behavior Score 6 Engaged Learning Score 6 Responsive Caregiving Score
Completion Rate	EB – 6.10 (EHS) EL – 5.75 (EHS) RC – 6.19 (EHS)	
<b>GOAL TWO (EHS):</b> Provide comprehensive school readiness.		80% of EHS children will demonstrate interactions with their peers.
Completion Rate	32%	
<b>GOAL THREE:</b> Increase parent involvement in the Head Start Program.		65% of parents will be involved in their child’s education.
Completion Rate	64%	

## **Recommendations**

These recommendations encompass the categories of progress on goals and objectives, systemic issues, and/or innovations.

- Hire an Agency Human Resources Assistant to complete Personnel Recruitment/Retention tasks
- Increase the utilization of Facebook including training Family Service Coordinator on the use of Social Media in the Head Start/Early Head Start Program
- Find ways to strengthen the communication process between management/Administrative staff in all areas including Disabilities
- Provide a detailed New Hire Head Start Orientation with contracted ISD Teaching Staff
- Hire an Agency Procurement Specialists to oversee procurement and inventory

Governing Board Approval: (\_\_\_\_\_)

Policy Council Approval: (\_\_\_\_\_)

# Community Services Of Northeast Tex Eligibility Configuration

## Selection Criteria 2023-2024

Applies to:

Community Services Of Northeast Tex - Head Start 2023-2024

### Automatically assign points based on Income

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Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

### Automatically assign points based on Class Age

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0 - 35 mo	0
36 - 41 mo	65
42 - 47 mo	75
48 - 53 mo	85
54 - 59 mo	95

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

### Other Eligibility Criteria

---

#### Attending and/or attended Early Head Start or ECI

95 Yes

#### Medicaid/CHIPs, CCMS, WIC

80 Yes

#### Parental Status

95 Guardian

90 One Parent/Dad

85 One Parent/Mom

80 Grandparent raising grandchild

75 Two Parent

#### Disability

100 Diagnosed Disability with IEP

85 Suspected Disability with explanation

0 No Diagnosed Disability

#### Child with sibling enrolled in the program

70 Yes

#### Open case with CPS

40 Yes

#### Over income with a Disability

100 Yes

#### 4 Year old with a disability with an IEP

20 Yes

#### 3 Year old with a disability with an IEP

25 Yes

#### Homeless, Foster, Kinship, TANF, SSI, SNAP

100 Yes

# Community Services Of Northeast Tex

## Eligibility Configuration

### Selection Criteria 2023-2024

#### Other Eligibility Criteria

---

##### ESL

100 Yes

##### Active Military

100 Yes

##### Former Foster Child

100 Yes

##### Three Year old in Naples/New Boston/Pittsburg

40 Yes

##### Parent Currently Incarcerated

40 Yes

##### Parent works for ISD

40 Yes

##### Domestic Violence Victim

40 Yes

# Community Services Of Northeast Tex Eligibility Configuration

## EHS Selection Criteria 2023-2024

Applies to:

- Community Services Of Northeast Tex - Early Head Start 2023-2024
- Community Services Of Northeast Tex - Head Start 2023-2024

### Automatically assign points based on Income

---

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	85
51 - 75%	75
76 - 100%	65
101 - 130%	15
131 - 150%	10
151 - 400%	5

### Automatically assign points based on Class Age

---

0 - 11 mo	75
12 - 23 mo	85
24 - 36 mo	95

Participant is not eligible if less than 12 months old on the school-year cut-off date or at the time of enrollment.  
Participant is not eligible if 36 months old or older on the school-year cut-off date.

### Other Eligibility Criteria

---

#### Medicaid/CHIPS, CCMS, WIC

80 Yes

#### Parental Status

95 Guardian  
90 One Parent/Dad  
85 One Parent/Mom  
80 Grandparent raising grandchild  
75 Two Parent

#### Disability

100 Diagnosed Disability with IEP/IFSP  
85 Suspected Disability with explanation  
0 No Diagnosed Disability

#### Child with sibling enrolled in the Head Start program

70 Yes

#### Open case with CPS

40 Yes

#### Over income with a Disability

100 Yes

#### Homeless, Foster, SSI, TANF, SNAP

100 Yes

#### ESL

100 Yes

#### Active Military

100 Yes

#### Former Foster Child

100 Yes

#### Teen Parent

40 Yes

# Community Services Of Northeast Tex

## Eligibility Configuration

### EHS Selection Criteria 2023-2024

#### Other Eligibility Criteria

---

Parent Currently Incarcerated

40 Yes

Domestic Violence Victim

40 Yes

**Justification**  
**Head Start/Early Head Start**  
**5.6% COLA Increase**  
**Grantee 06CH011282/04**

Date	Description
3/28/2023	CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start COLA (\$225,816) & Early Head Start COLA (\$13,321) Total COLA Grant Application = \$239,137

**5.6% COLA Funding Base Rate Increases**

Increase staff salaries 5.6% and increase the base rate for the following Job Titles:

- Campus Director Assistant - \$1.00 increase to \$12.00 per hour
- Cook/Custodian - \$1.00 per hour increase to \$10.00 per hour
- Campus Directors (All Levels) – Increase ranges from \$2.00 – \$.50 (Per Hour)  
(Base Pay ranges No Degree \$13.50 to \$18.50 Master’s Degree)
- Cook - \$1.00 per hour increase to \$10.00 per hour
- CLASS Specialist - \$.50 to \$.75 per hour increase (\$18.00 to \$18.75)
- Custodian - \$1.00 per hour increase to \$10.00 per hour
- Content Area Assistant - \$1.00-\$1.50 increase (\$11.50 to \$12.00)
- Curriculum Director - \$.50 to \$.75 per hour increase (\$18.00 to \$18.75)
- Data Analysis Specialist- \$.50 per hour increase to \$18.00
- Disability/Mental Health Specialist - \$.75 per hour increase (\$18.00 to \$18.75)
- Education Specialist - \$.50 to \$.75 per hour increase (\$18.00 to \$18.75)
- Family Service Administrator - \$.75 per hour to \$18.75
- Family Service Specialist - \$.75 per hour increase (\$18.00 to \$18.75)
- Family Service Worker – (All Levels) Increase ranges from \$1.00 – \$.50 (Per Hour)  
(Base Pay ranges Working on Degree \$10.50 to \$15.00 Master’s Degree)
- Health Coordinator (LVN) - \$.50 per hour increase to \$14.00
- Health Specialist (RN – Degree) - \$.75 per hour increase (\$18.00 to \$18.75)
- Lead Teachers (All Levels) – Increase ranges from \$.50 – \$1.00 (Per Hour)  
(Base Pay ranges CDA/Working on Degree \$11.50 to \$18.00 Master’s Degree)
- Nutrition Manager - \$.50 per hour increase (\$13.50 to \$14.00)
- Head Start Office Coordinator - \$.50 per hour to \$11.50
- Practice-Based Coach - \$.75 per hour increase (\$18.00 to \$18.75)
- Program Coordinator - \$.50 per hour to \$11.50
- Program Manager - \$.40 per hour to \$17.50
- Project Coordinator - \$.50 per hour to \$11.50
- Teaching Assistant (All Levels) - Increase ranges from \$.50 – \$.75 (Per Hour)  
(Base Pay ranges HS/HSE \$10.00 to Associate’s Degree \$11.00)
- Substitute - \$.50 per hour to \$10.00

**All HS/EHS employees are receiving a 5.6% COLA Increase**

CSNT Head Start/Early Head Start is raising the base rates for 25 positions within the Head Start and Early Head Start Program. This will help the program recruit new staff and retain current staff.

The new base rate for CSNT Head Start/Early Head Start is \$10.00 per hour from \$9.00 per hour and the new base rate for Teaching Assistants is \$10.00 per hour from \$9.25 per hour.

Indirect Costs = HS \$22,582 EHS \$1,332

**Total Indirect Costs = \$23,914**





## Office of Head Start

06CH011282 - Community Services Of Northeast Texas, Inc.  
FY2023 - 12/01/2022-11/30/2023 - Supplement - COLA

---

### Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$203,434	\$0	\$89,355
Fringe Benefits	\$45,149	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$9,345	\$0	\$0
Contractual	\$16,750	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$47,000	\$0	\$0
<b>Total Direct Charges</b>	<b>\$321,678</b>	<b>\$0</b>	<b>\$89,355</b>
Indirect Charges	\$35,743	\$0	\$0
<b>Total</b>	<b>\$357,421</b>	<b>\$0</b>	<b>\$89,355</b>

## Early Head Start - Budget Categories

<i>Budget Category</i>	<i>Program Operations</i>	<i>Training Technical Assistance</i>	<i>Non-Federal Share</i>
Personnel	\$9,813	\$0	\$5,017
Fringe Benefits	\$2,404	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$672	\$0	\$0
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$5,172	\$0	\$0
<b>Total Direct Charges</b>	<b>\$18,061</b>	<b>\$0</b>	<b>\$5,017</b>
Indirect Charges	\$2,007	\$0	\$0
<b>Total</b>	<b>\$20,068</b>	<b>\$0</b>	<b>\$5,017</b>

Note: This report only includes values specified in the Budget tab.

**Justification  
Head Start/Early Head Start  
Quality Funds  
Grantee 06CH011282/04**

Date	Description
3/28/2023	CSNT Head Start is requesting approval to submit a Supplemental Grant Application for Head Start Quality Funds (\$131,605) & Early Head Start Quality Funds (\$6,747)  <b>Quality Funding Total = \$138,352</b>

**Quality Funding**

Budget Line-Item Amounts	Description	Estimated Costs
1 – New position for the Agency (Personnel/Fringe Line Item)	Purchasing Agent – This position will oversee all of the purchasing for the Agency – this position will centralize purchasing/inventory and take these added responsibilities off of numerous other Management staff	HS - \$45,350 EHS - \$228 <b>Total \$45,578</b>
Supplies	Implement a Coffee Bar at all (9) locations and continue to provide Personal Protective Equipment for Staff and Parents, as needed	HS - \$9,345 EHS - \$672 <b>Total \$10,017</b>
Facility Maintenance	Continue Cleaning Services (5) locations (once a month or weekly, as needed. This will take these added responsibilities off of numerous other Campus staff and assist in staff recruitment and retention) Utilize Lawn Service (5) locations (provide lawn and playground maintenance, as needed. This will take these added responsibilities off of numerous other Campus staff and assist in staff recruitment and retention) Service HVAC Units on a regular schedule (5) locations (Prolong the life of the units and provide effective air circulation.)	HS - \$37,000 EHS - \$4,172 <b>Total \$41,172</b>

Training & Staff Development	Provide extra funds to assist staff in obtaining required college degrees, credentials, and certifications	HS - \$10,000 EHS - \$1,000 <b>Total \$11,000</b>
Contractual Obligations	Provide increase in obtaining contracted teaching staff through the School District	HS - \$16,750 EHS - \$0 <b>Total \$16,750</b>
Indirect Costs	10% Indirect Cost Rate	HS - \$13,161 EHS - \$675 <b>Total \$13,836</b>

These funds will help the Head Start/Early Head Start Program recruit and retain staff, relieve staff stress and provide healthy places to work.

The Head Start/Early Head Start Program will utilize these funds to realign some responsibilities within the program and the Agency. By realigning these responsibilities, the program will be able to take away extra responsibilities from Campus level staff and Management staff. This will assist the program in recruiting and retaining staff for these positions.

# CSNT Head Start 2022-2023 Program Goals Progress Report

<b>Program Goal 1:</b> Strengthen comprehensive Health Services within the program.					
<b>Year Four Objective One Outcome:</b> 85% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	87%	Winter Progress	86%	Spring Progress	
<b>Program Goal 1 Challenges:</b> Parents understanding the importance of completing health steps					

<b>Program Goal 1:</b> Strengthen comprehensive Health Services within the program.					
<b>Year Four Objective Two Outcome:</b> 85% of parents/staff will participate in wellness activities					
Fall Progress	97.5%	Winter Progress	97.5%	Spring Progress	
<b>Program Goal 1 Challenges:</b> Parents/staff feeling connected to the activities offered					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Four Objective One Outcome:</b> 66% of Head Start children will name upper and lowercase letters					
Fall Progress	33%	Winter Progress	59%	Spring Progress	
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Four Objective Two Outcome:</b> 70% of children will sequence count to 50					
Fall Progress	12%	Winter Progress	36%	Spring Progress	
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year Four Objective Three Outcome:</b> <u>Head Start</u> - 6 (Quality Score) in CLASS Emotional Support (ES) And Classroom Organization (CO) and 3 (Quality Score) increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES - 6.04 CO – 5.34 IS – 4.29 EB – 6.10 EL – 5.75 RC – 6.19	Winter Progress	ES – 5.79 CO – 5.22 IS – 3.33% EB EL RC	Spring Progress	ES CO IS EB EL RC
<b>Program Goal 2 Challenges:</b> Staff turnover, Teacher motivation, lack of understanding concepts					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Four Objective Four Outcome:</b> 80% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	32%	Winter Progress	88%	Spring Progress	
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 3:</b> Increase Parent Involvement in the Head Start Program					
<b>Year Four Objective One Outcome:</b> 65% of parents will be involved in their child’s education					
Fall Progress	64%	Winter Progress	60%	Spring Progress	
<b>Program Goal 3 Challenges:</b> Parent’s ability to participate in activities due to other commitments such as work or family responsibilities					

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

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

**Objective:** 87% of all students will complete health requirements. – **71.25%**

**Action Steps:**

1. 87% compliance of all EPTSD physical requirements. – **86%**
2. 92% Compliance on initial physicals. -**81%**
3. 87% Compliance on all six month dentals. – **58%**
4. 85% compliance on lead and hemoglobin. – **60%**

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

**Objective:** 80% of Parents will participate in Family Engagement Activities. – **60%**

**Action Steps:**

1. 40% Parent Meeting Attendance -**13.5%**
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 – **64%**

**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. – **80%**

**Action Steps:**

1. 85% parent participation in Home Visits and Parent Teacher Conferences.-**98%**
2. 80% completion of home activities. – **62%**
3. 40% participation at the end of the year transition parent meeting. -**n/a**

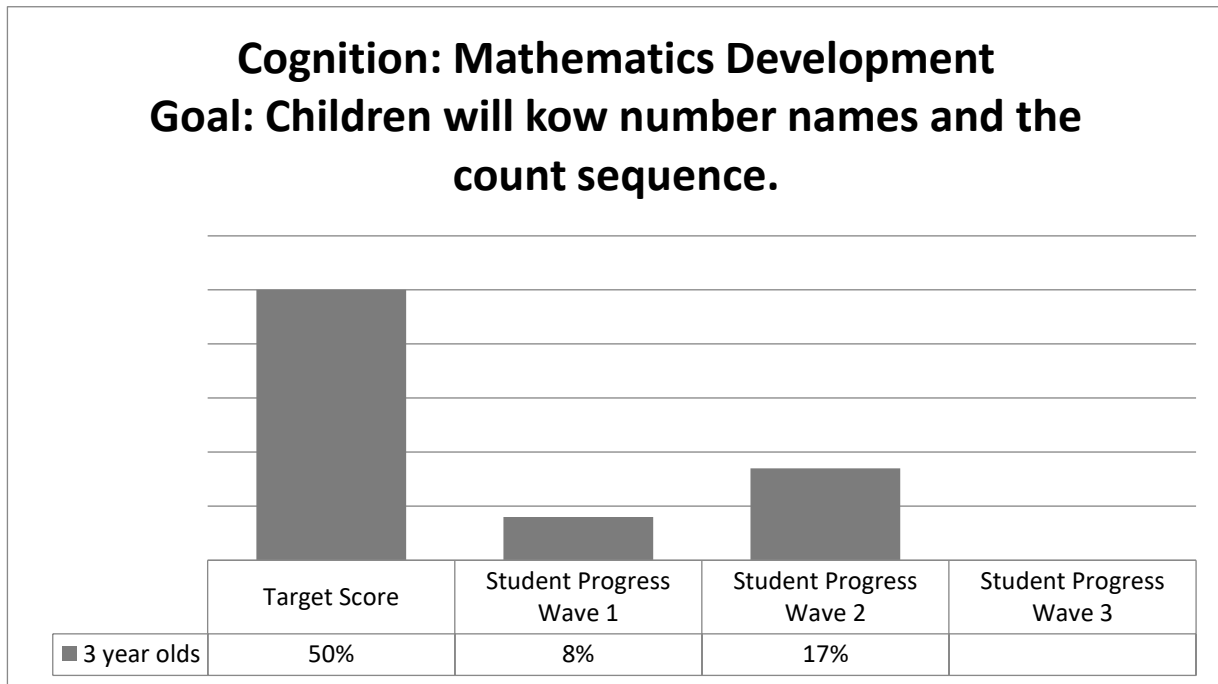
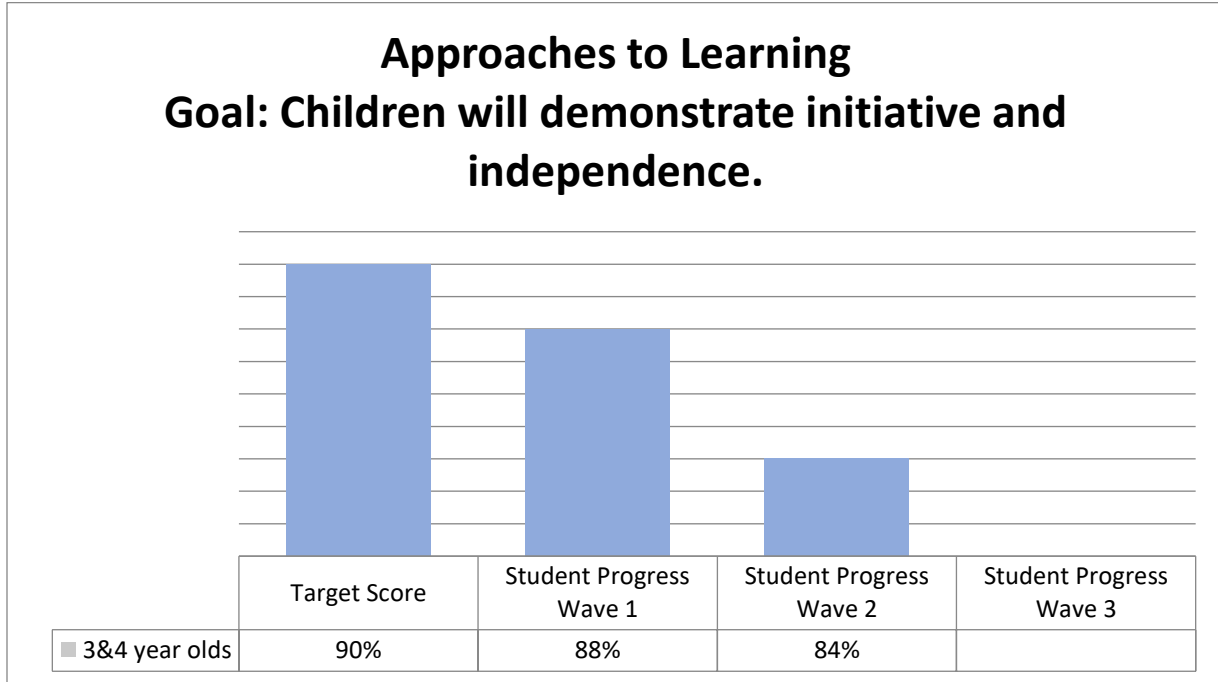
**4. Goal:** Parent and Staff will participate in Mental Wellness activities.

**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%**

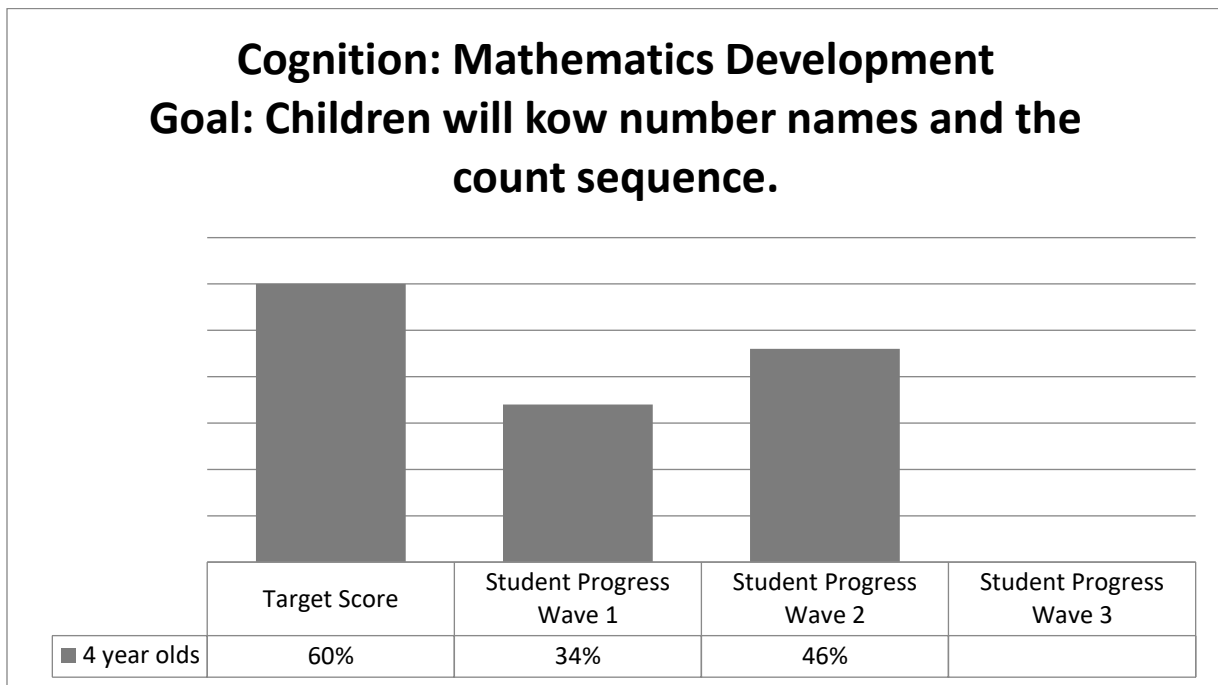
**CSNT Head Start**  
**School Readiness Performance Data Report**  
**Head Start**  
**2022-2023**



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

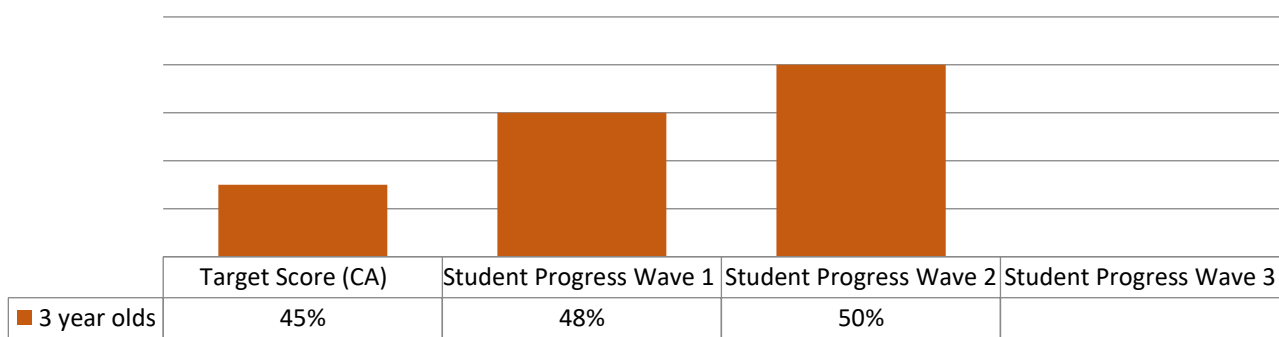


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**Head Start**  
**2022-2023**

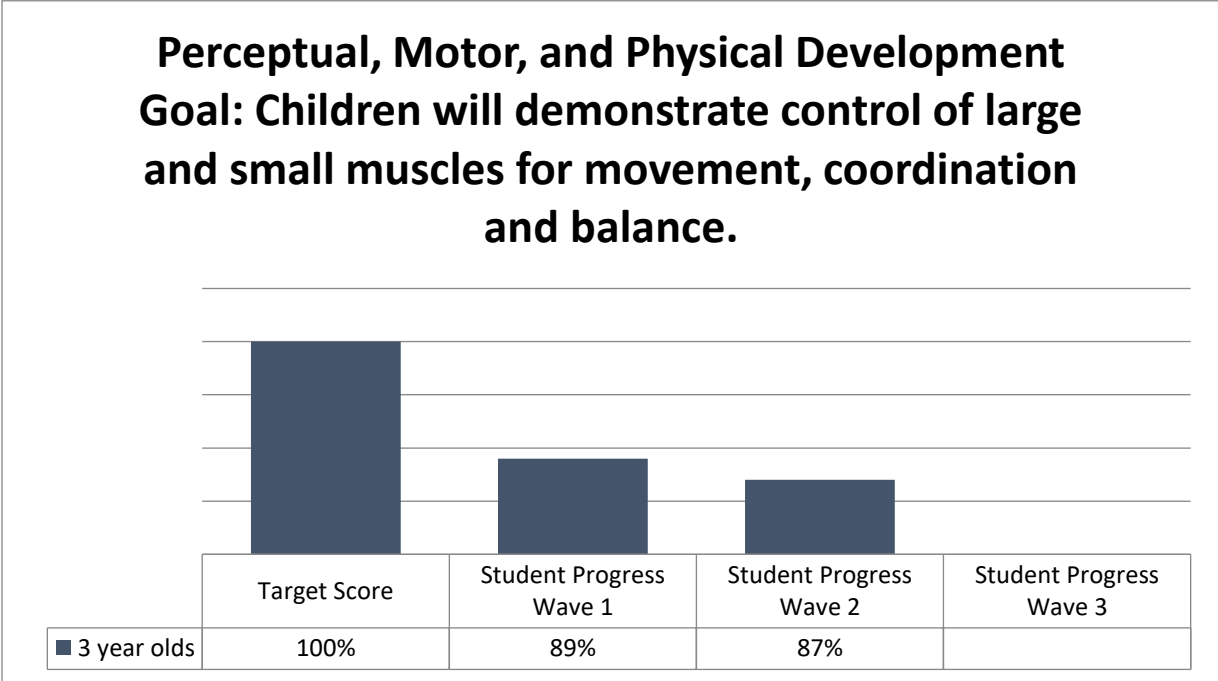
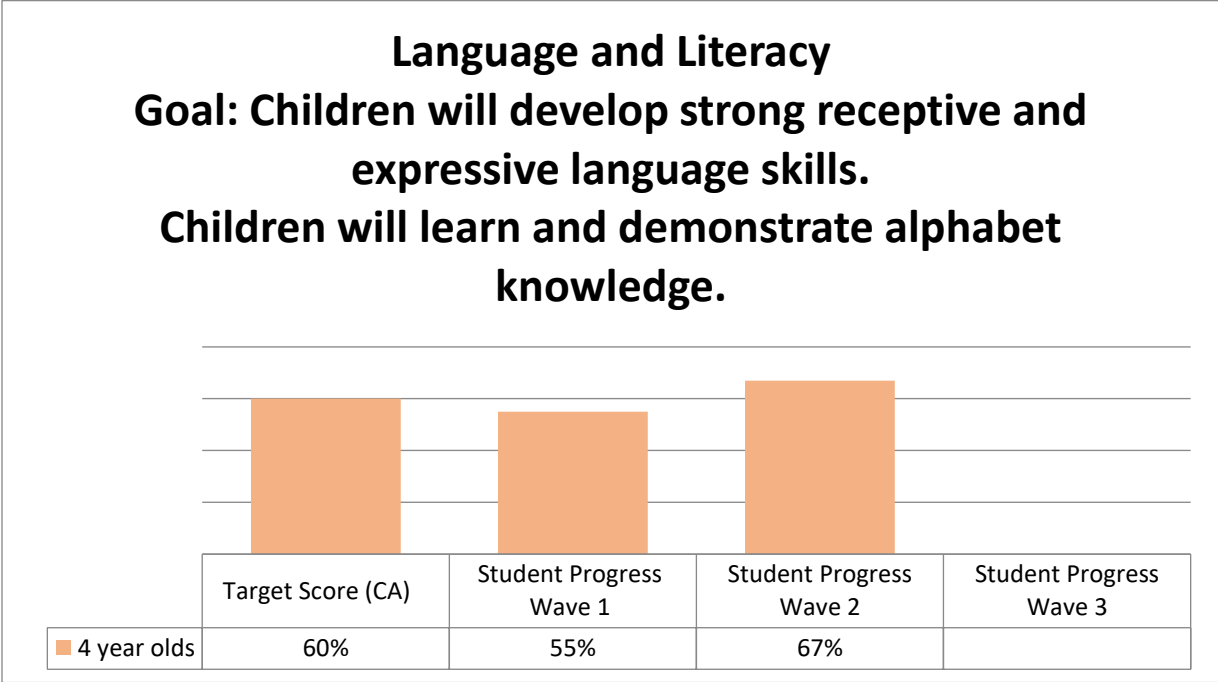


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**Head Start**  
**2022-2023**

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



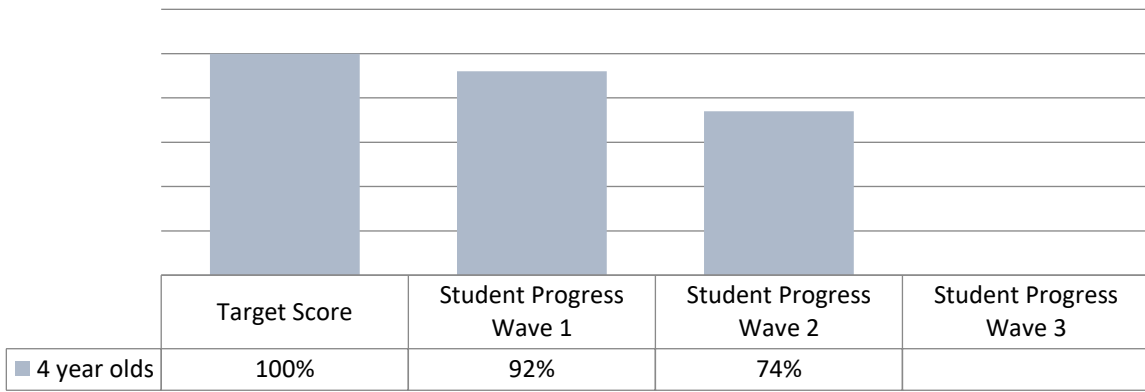
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**School Readiness Performance Data Report**  
**Head Start**  
**2022-2023**



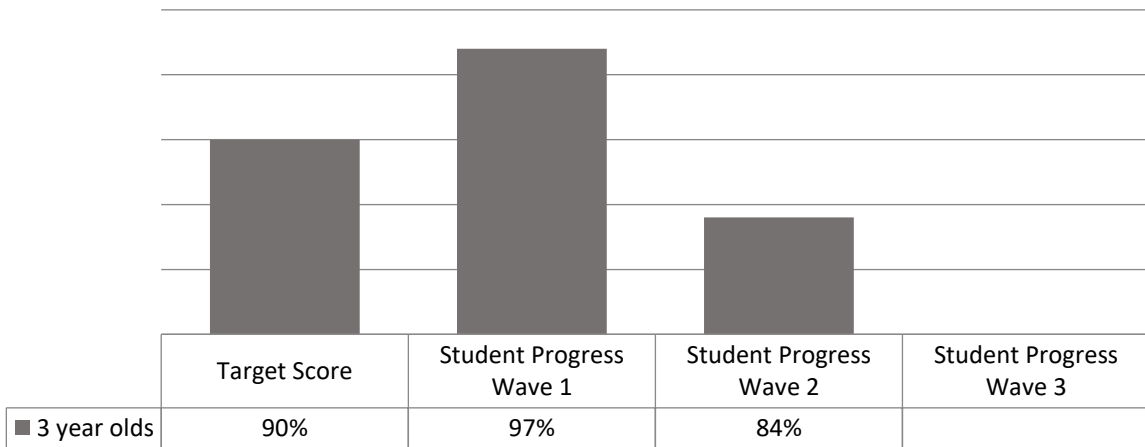
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**CSNT Head Start**  
**School Readiness Performance Data Report**  
**Head Start**  
**2022-2023**

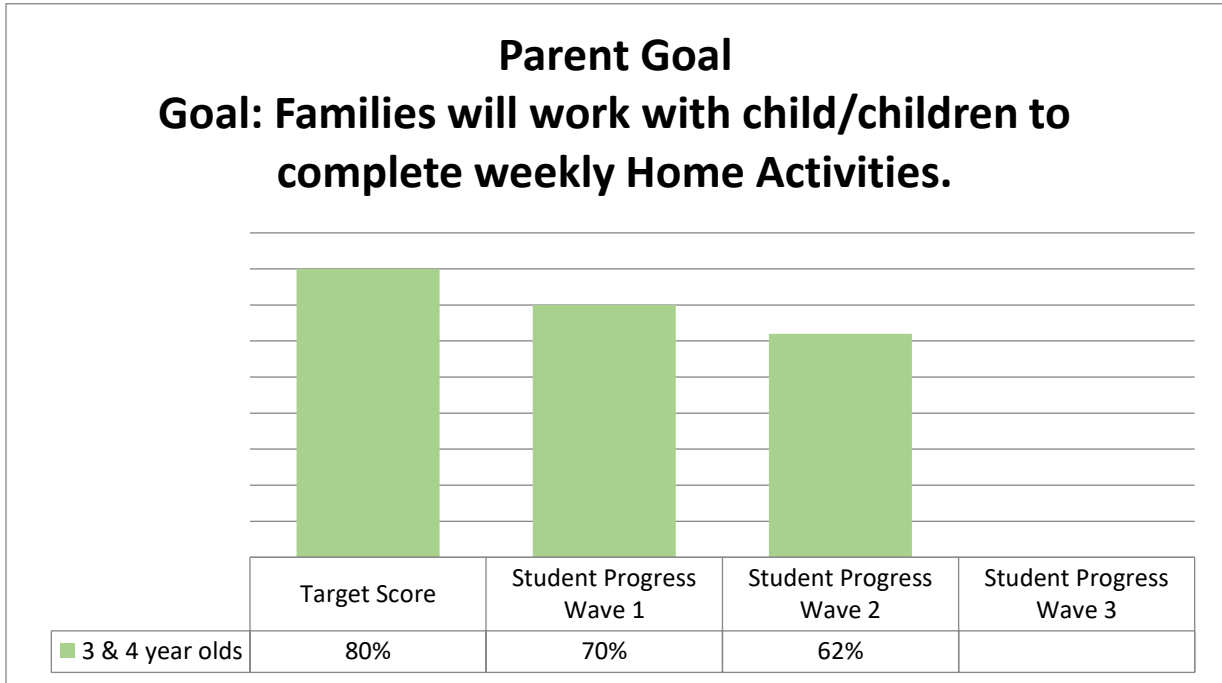
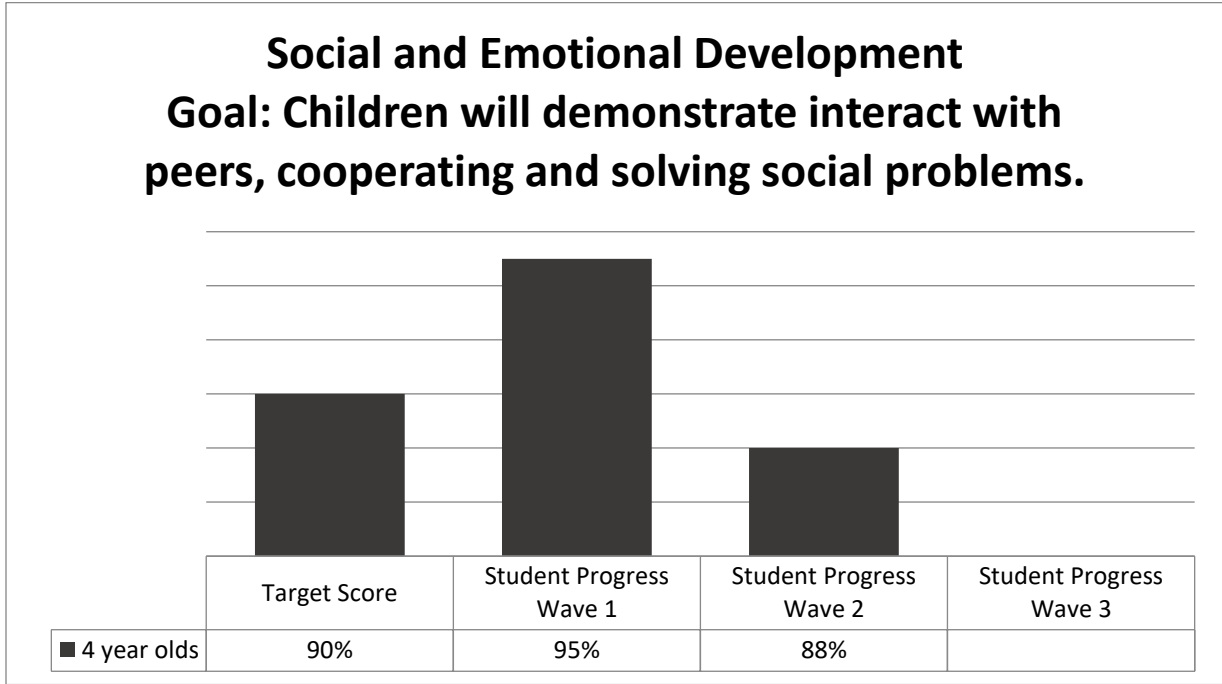
**Perceptual, Motor, and Physical Development**  
**Goal: Children will control of large and small muscles for movement, coordination and balance.**



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



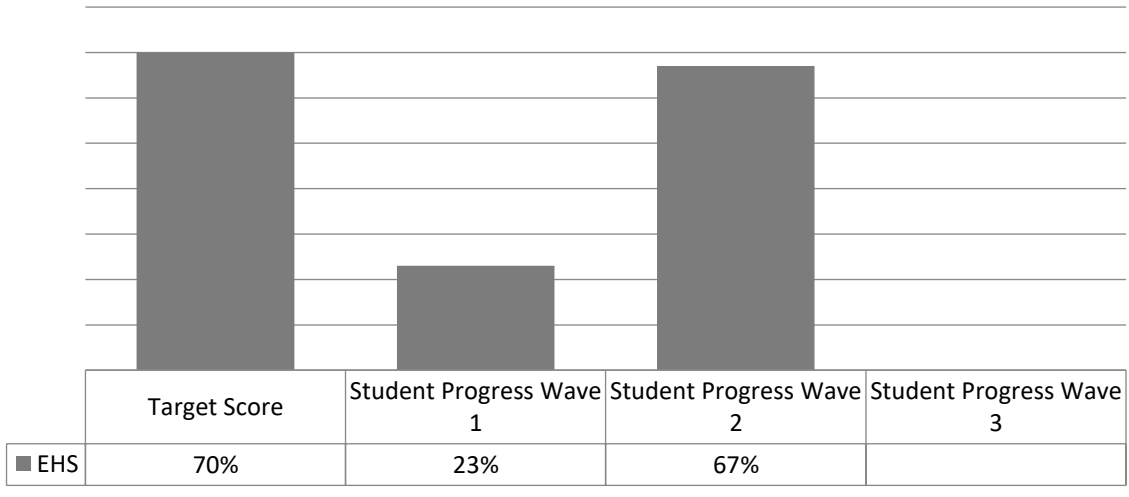
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**School Readiness Performance Data Report**  
**Head Start**  
**2022-2023**



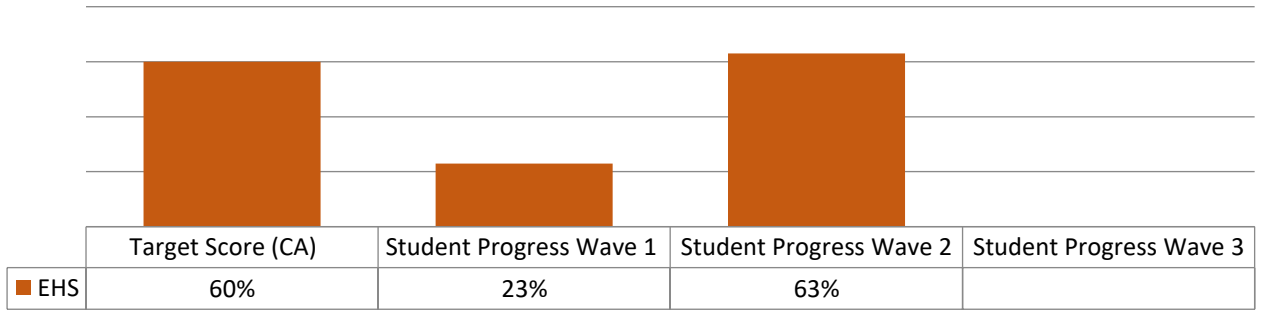
*Percentages are based on actual data from Frog Street/Circle Assessment.*

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

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



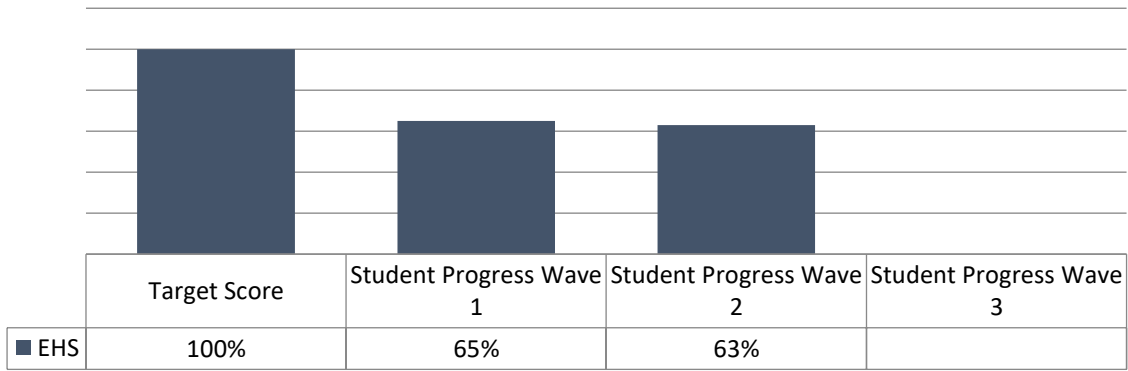
**Language and Literacy**  
**Goal: Children will develop strong receptive and expressive language skills.**  
**Children will learn and demonstrate alphabet knowledge....**



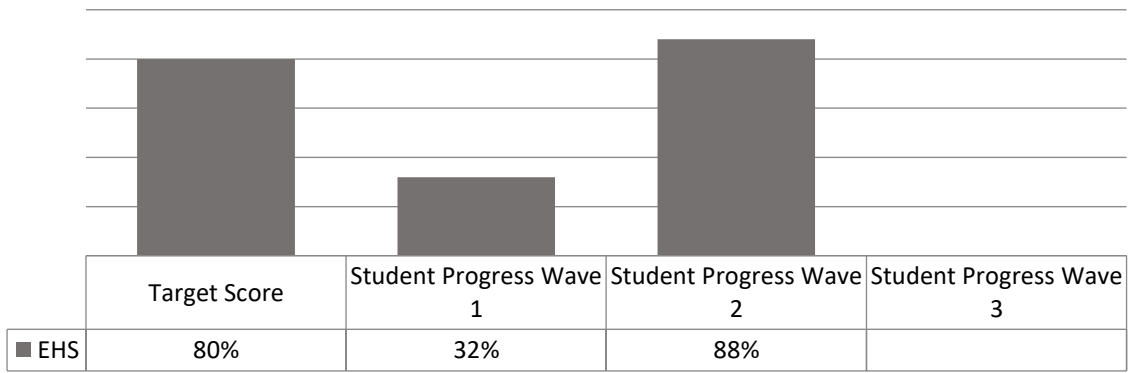
*Percentages are based on actual data from Frog Street/Circle Assessment.*

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

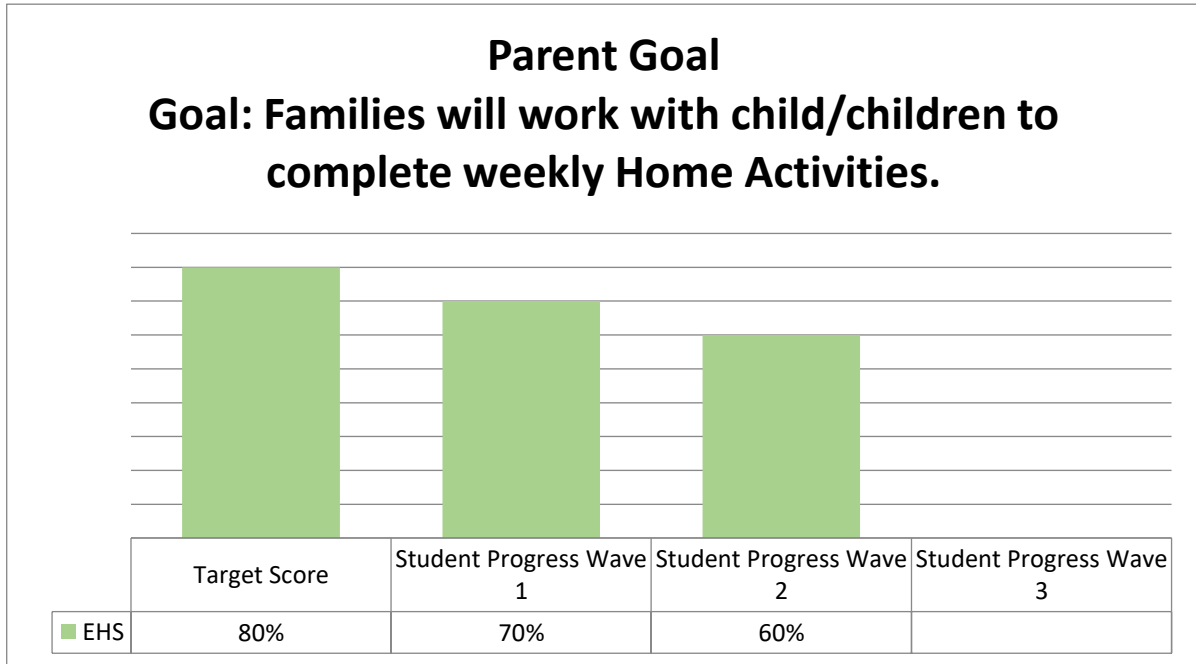
**Perceptual, Motor, and Physical Development**  
**Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.**



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

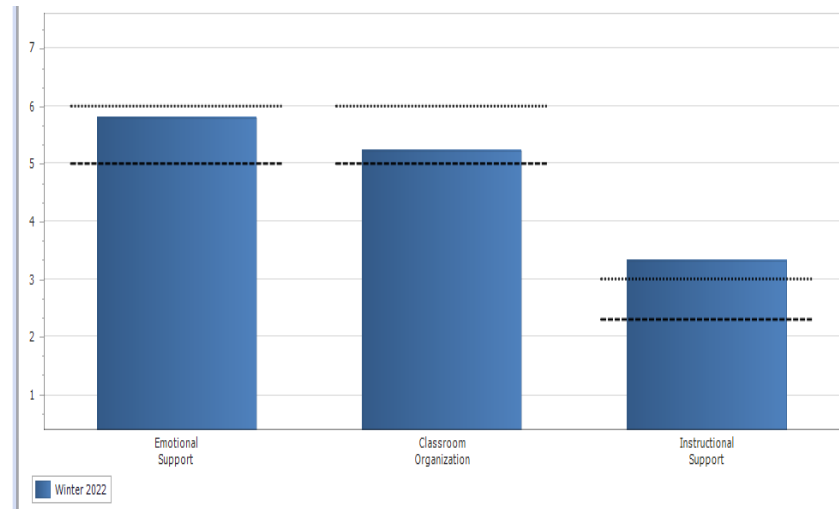
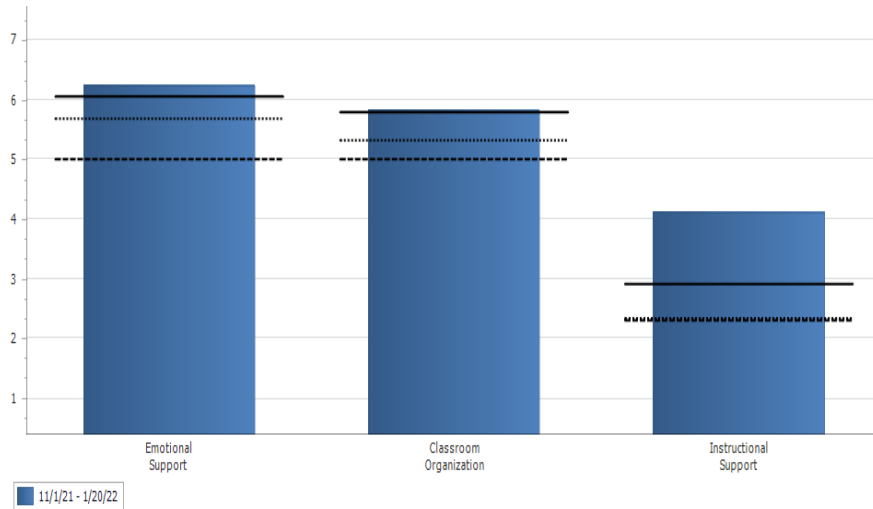


**CSNT Head Start**  
**School Readiness Performance Data Report**  
**Early Head Start**  
**2022-2023**





## 2022-23 Winter CLASS Detailed Monitoring



2021-22			
	ES	CO	IS
1/1/2022-1/20/2022	6.23	5.83	4.10

2020 Lowest 10% Nationally .....  
 Re-Competition Level .....  
 2020 National Average .....

2022-23			
	ES	CO	IS
12/14/2022-12/30/2022	5.79	5.22	3.33

2020 National OHS CLASS Average Domain Scores			
Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

### Emotional Support Quality Thresholds

### Classroom Organization Quality Thresholds

### Instructional Support Quality Thresholds

Winter 2022—6.23

Winter 2023—5.80

Winter 2022-5.83

Winter 2022-5.25

Winter 2022-4.10

Winter 2022-3.27



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>441</b>
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**Students Age**

<b>Three Year Old :</b>	<b>50%</b>	<b>Four Year Old:</b>	<b>50%</b>
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**Race**

<b>White:</b> <b>32%</b>	<b>Black/African American:</b> <b>52%</b>	<b>Hispanic:</b> <b>7%</b>
	<b>Multiracial:</b> <b>9%</b>	<b>Not Specified:</b> <b>0%</b>

**Language\***

<b>English:</b> <b>94%</b>	<b>Spanish</b> <b>6%</b>	<b>Unknown:</b> <b>0%</b>
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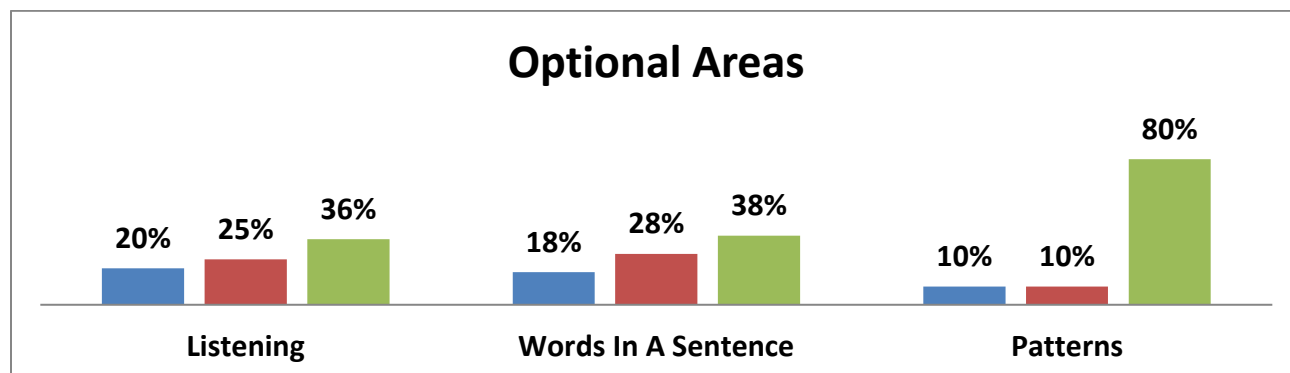
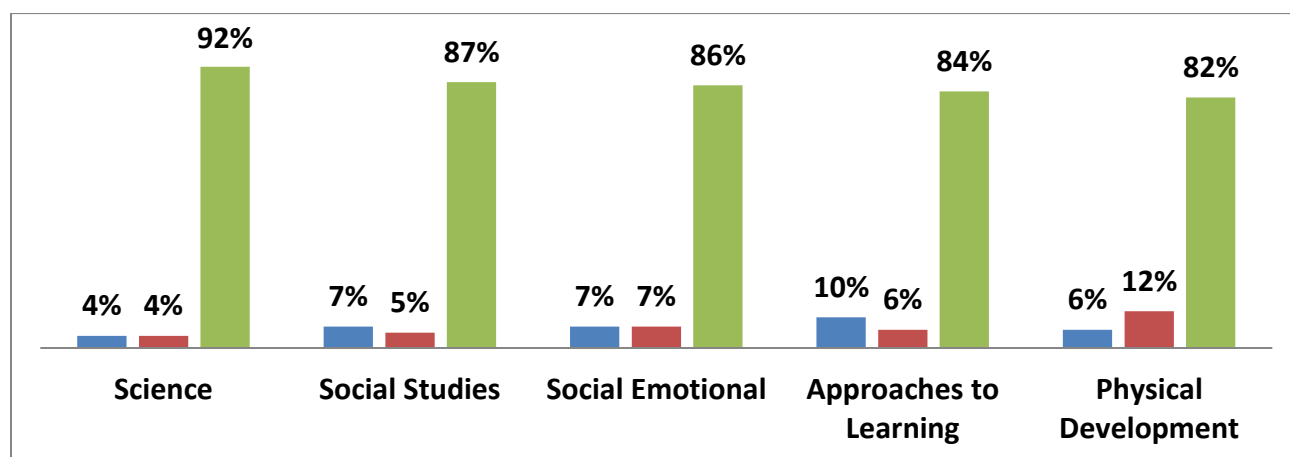
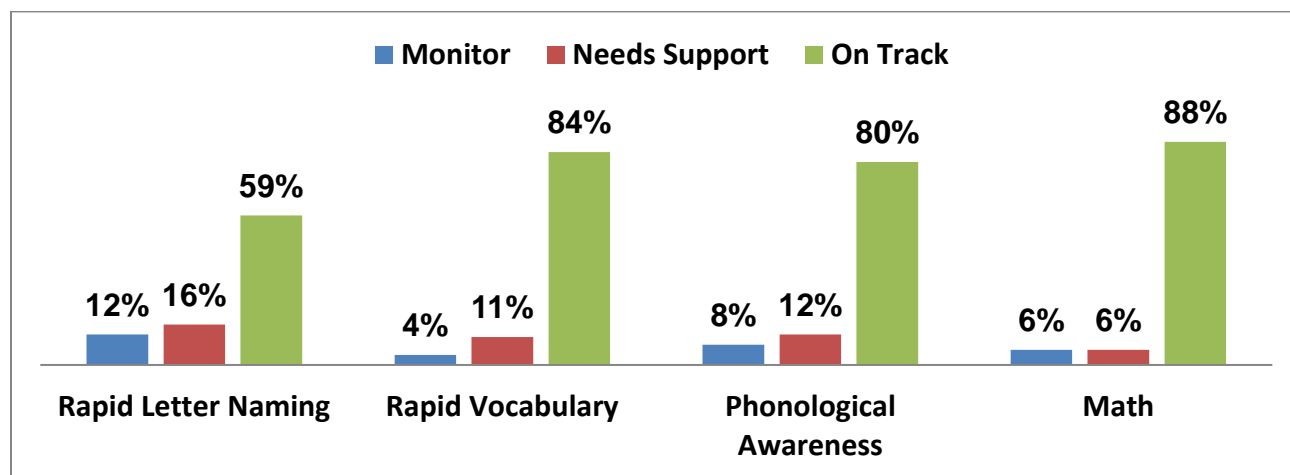
**Disabilities**

<b>Yes:</b>	<b>8%</b>	<b>No:</b>	<b>92%</b>
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# CSNT Head Start

## CIRCLE Assessment 2022-2023

### Wave 2 Program Report



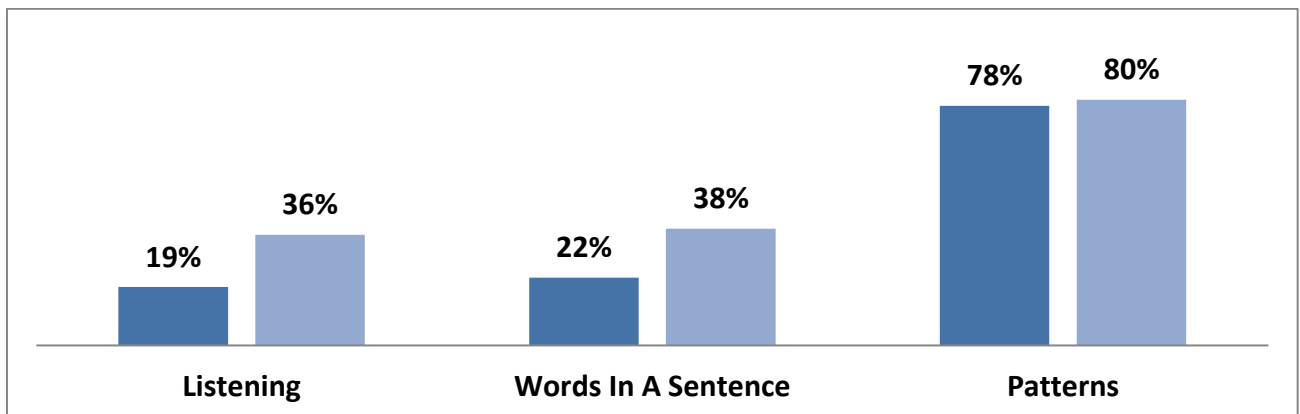
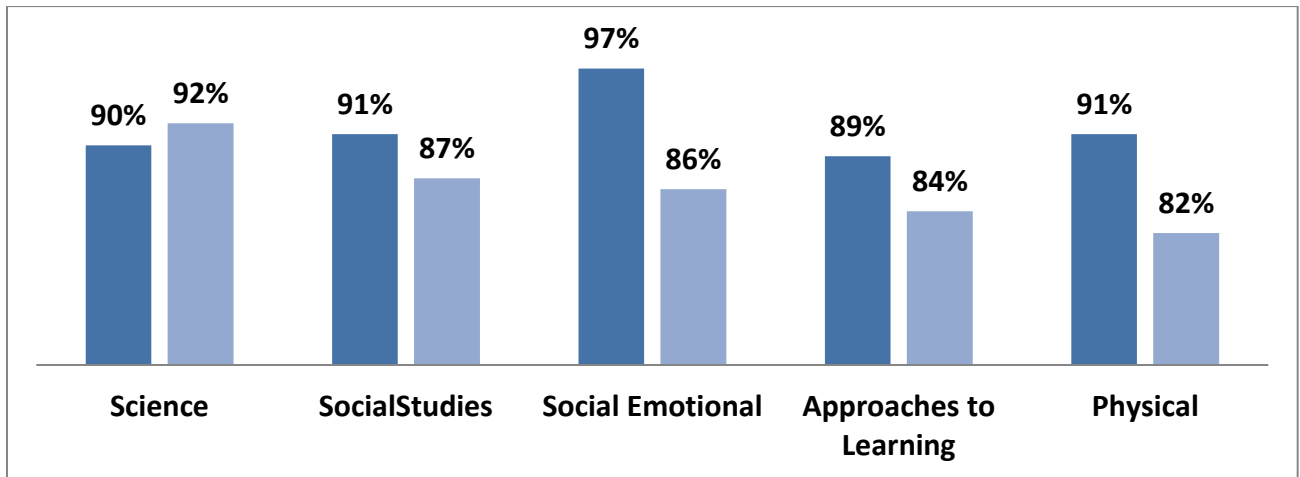
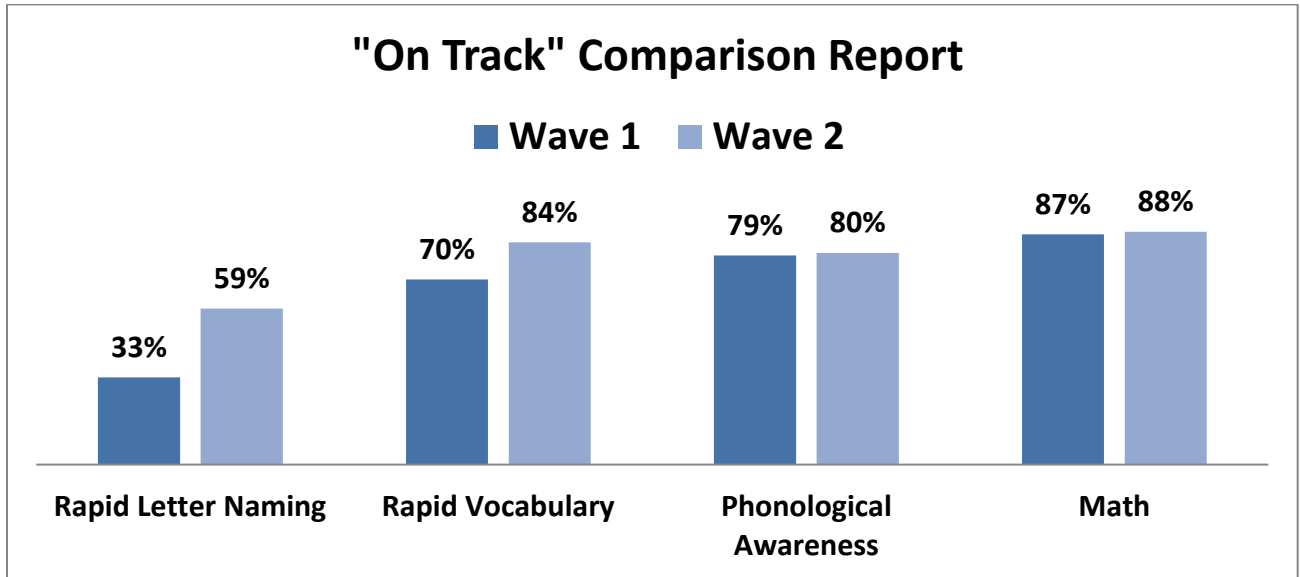
\*Out of Range: The child is not within the specified age range or there is no established threshold at this time.

Percentage for the Out of Range areas is Rapid Letter naming 13%, Rapid Vocabulary 1%, Listening 19%, Words in a Sentence 16%, Social Studies 1%.

# CSNT Head Start

## CIRCLE Assessment 2022-2023

### Wave 2 Comparison Program Report



# **CSNT Head Start – CIRCLE Assessment**

## **On-Track Comparison Data 2022-2023**

	Wave 1	Wave 2
Rapid Letter Naming	33%	59%
Rapid Vocabulary	70%	84%
Phonological Awareness	79%	80%
Math	87%	88%
Science	90%	92%
Social Studies	91%	87%
Social Emotional	97%	86%
Approaches to Learning	89%	84%
Physical Development	91%	82%
Listening	19%	36%
Words In A Sentence	22%	38%
Patterns	78%	80%
Total Students Tested	449	441

Listening, Words in a Sentence and Patterns are Optional areas

**CSNT Head Start – CIRCLE Assessment**  
**Wave 2 Age Comparison Data 2022-2023**

	3 Year Olds	4 Year Olds
Rapid Letter Naming	50%	67%
Rapid Vocabulary	92%	77%
Phonological Awareness	83%	76%
Math	86%	87%
Science	91%	91%
Social Studies	86%	90%
Social Emotional	84%	88%
Approaches to Learning	79%	89%
Physical Development	87%	74%
Listening & Words in a Sentence (Optional PA)	51%	93%
Patterns (Optional Math)	79%	80%
<b>Total Students Tested</b>	<b>220</b>	<b>221</b>

Percentage based on “On Target”

# CSNT Head Start – CIRCLE Assessment

## Wave 2 Race Comparison Data 2022-2023

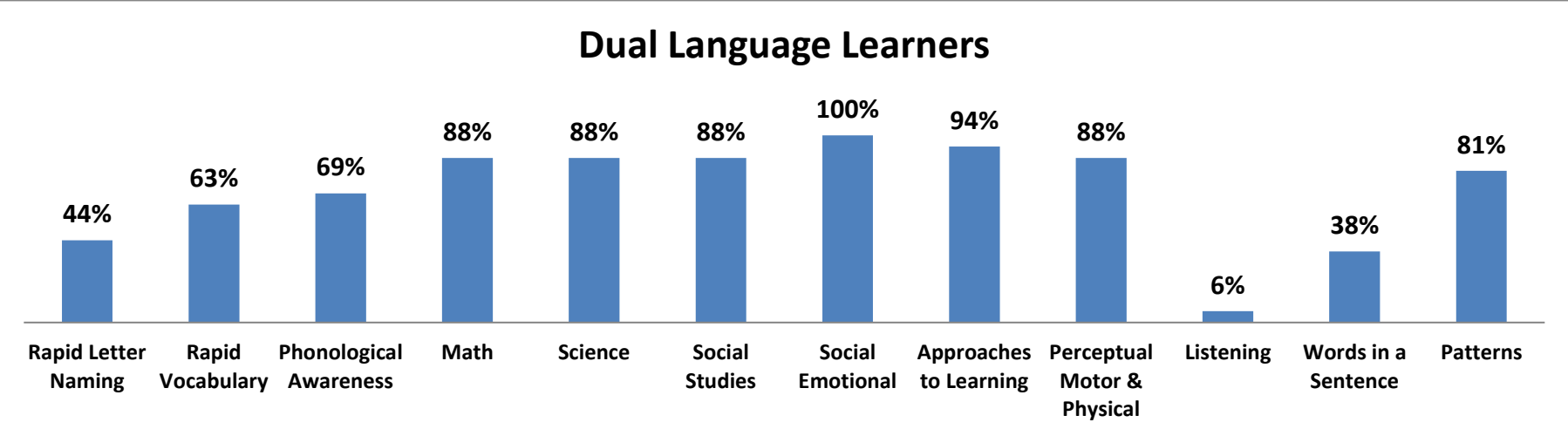
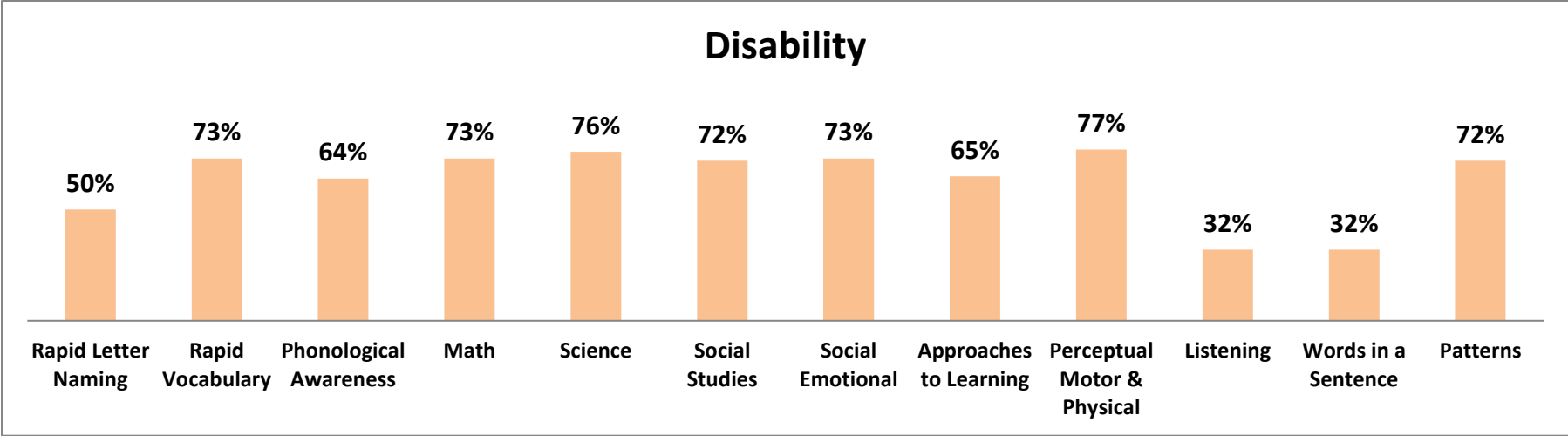
	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	55%	61%	65%	58%
Rapid Vocabulary	83%	84%	75%	88%
Phonological Awareness	79%	77%	75%	94%
Math	85%	86%	88%	94%
Science	89%	92%	93%	94%
Social Studies	88%	87%	93%	91%
Social Emotional	85%	89%	98%	82%
Approaches to Learning	85%	85%	93%	82%
Physical Development	76%	85%	65%	79%
Listening	39%	37%	33%	33%
Words in a Sentence	37%	36%	28%	52%
Patterns	89%	72%	88%	89%
<b>Total Students Tested</b>	<b>142</b>	<b>231</b>	<b>29</b>	<b>39</b>

Percentage based on “On Target”

Listening, Words in a Sentence and Patterns are Optional areas.

# CSNT Head Start – CIRCLE Assessment

## Wave 2 2022-2023





**Early Head Start CIRCLE Assessment 2022-2023 Wave 2**



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>1 – Infants 12-18 Months</b>
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**Gender**

<b>Male:</b>	<b>0%</b>	<b>Female:</b>	<b>100%</b>
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**Race**

<b>White:</b> <b>0%</b>	<b>Black/African American:</b> <b>0%</b>	<b>Hispanic:</b> <b>0%</b>
<b>Multiracial:</b> <b>100%</b>		<b>Not Specified:</b> <b>0%</b>

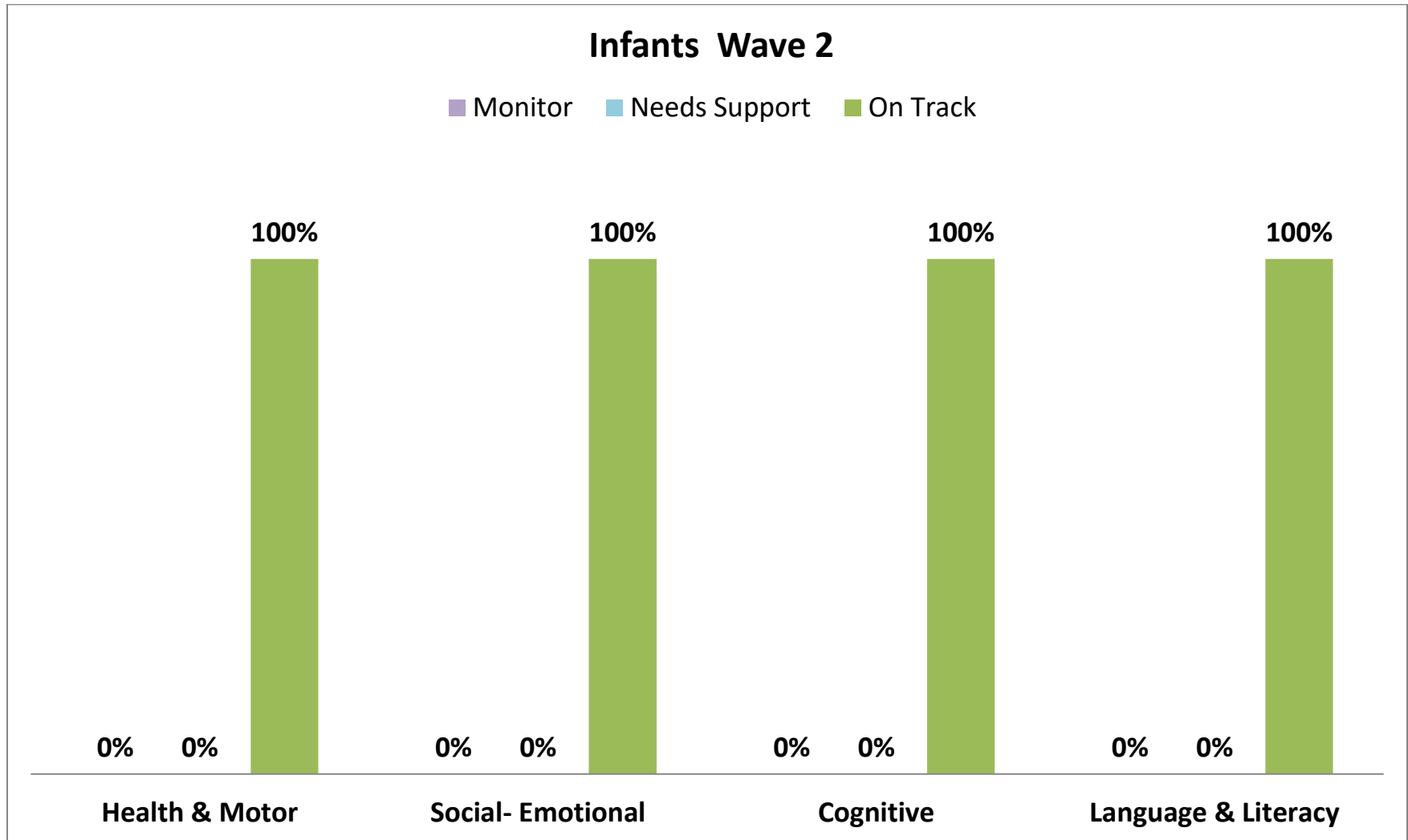
**Language**

<b>English:</b> <b>100%</b>	<b>Spanish</b> <b>0%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>0%</b>	<b>No:</b>	<b>100%</b>
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# CSNT Early Head Start 2022-2023 – CIRCLE Assessment



# CSNT Early Head Start – CIRCLE Assessment 2022-2023

## Wave 2

No Disability for Infants

No Dual Language Learners for Infants

<b>Race</b>	<b>White</b>	<b>Black / African American</b>	<b>Hispanic</b>	<b>Multiracial</b>
Health & Motor	0%	0%	0%	100%
Social - Emotional	0%	0%	0%	100%
Cognitive	0%	0%	0%	100%
Language & Literacy	0%	0%	0%	100%
<b>Total Students Tested</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

Percentage based on “On Target”

**Early Head Start CIRCLE Assessment 2022-2023 Wave 2**



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>1 – Toddlers 18-24 Months</b>
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**Gender**

<b>Male:</b>	<b>100%</b>	<b>Female:</b>	<b>0%</b>
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**Race**

<b>White:</b> <b>0%</b>	<b>Black/African American:</b> <b>100%</b>	<b>Hispanic:</b> <b>0%</b>
	<b>Multiracial:</b> <b>0%</b>	<b>Not Specified:</b> <b>0%</b>

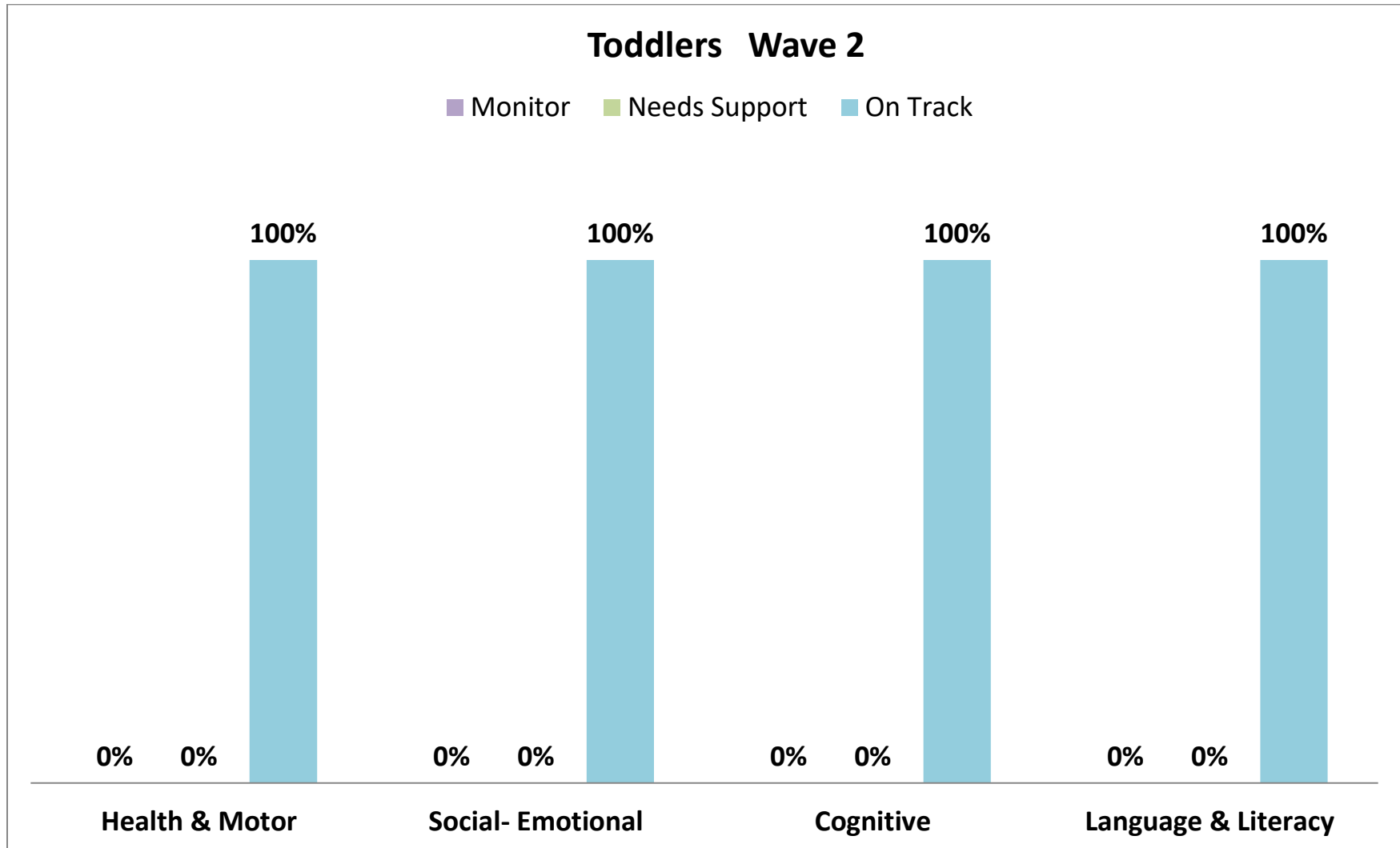
**Language**

<b>English:</b> <b>100%</b>	<b>Spanish</b> <b>0%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>0%</b>	<b>No:</b>	<b>100%</b>
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# CSNT Early Head Start 2022-2023 – CIRCLE Assessment



# CSNT Early Head Start – CIRCLE Assessment 2022-2023

## Wave 2

No Disability for Toddlers

No Dual Language Learners Data for Toddlers

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	0%	100%	0%	0%
Social - Emotional	0%	100%	0%	0%
Cognitive	0%	100%	0%	0%
Language & Literacy	0%	100%	0%	0%
Total Students Tested	0	1	0	0

Percentage based on “On Target”



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>10 – Toddlers 2-3 Years Old</b>
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**Gender**

<b>Male:</b>	<b>80%</b>	<b>Female:</b>	<b>20%</b>
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**Race**

<b>White:</b> <b>20%</b>	<b>Black/African American:</b> <b>60%</b>	<b>Hispanic:</b> <b>20%</b>
	<b>Multiracial:</b> <b>0%</b>	<b>Not Specified:</b> <b>0%</b>

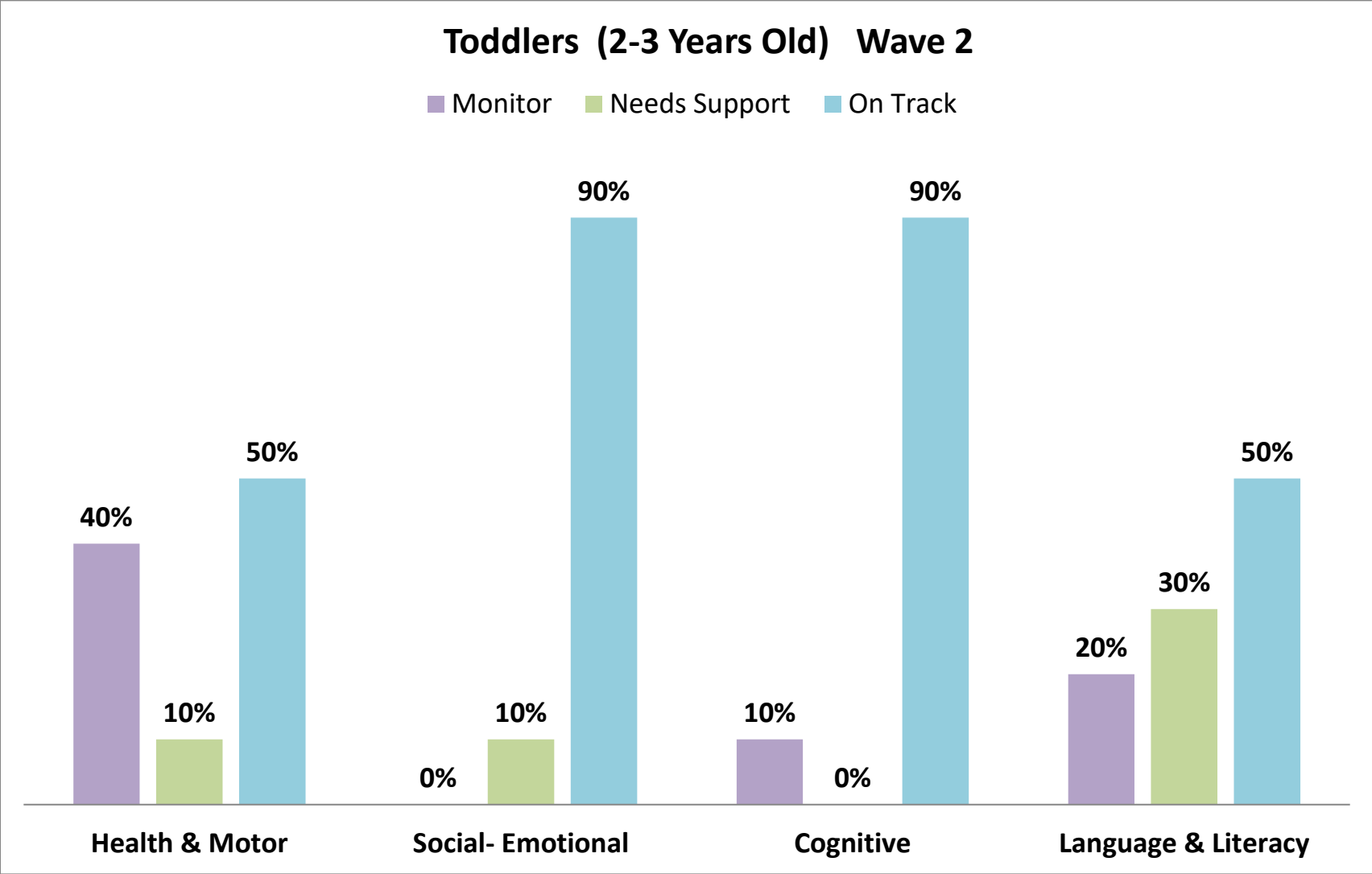
**Language**

<b>English:</b> <b>90%</b>	<b>Spanish</b> <b>10%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes: 20%</b>	<b>No: 80%</b>
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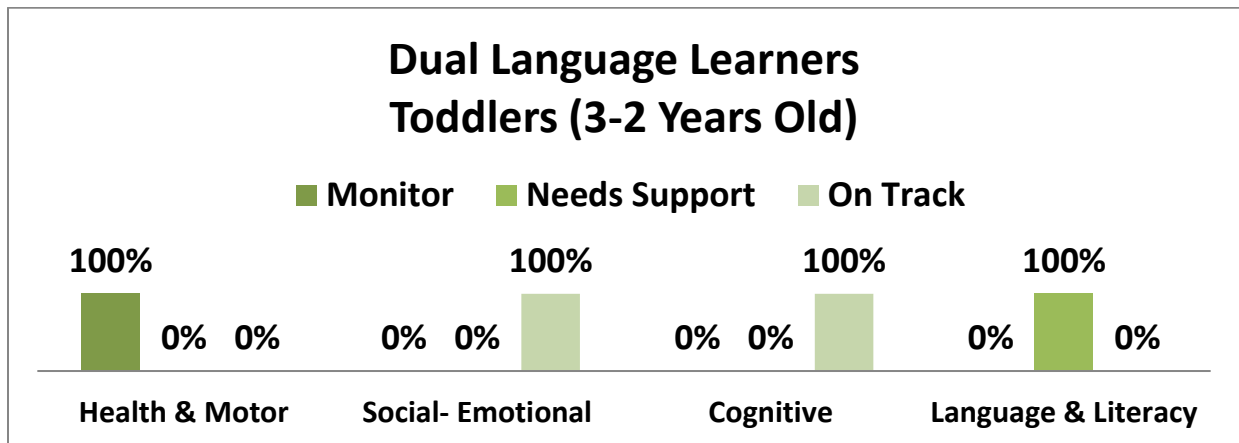
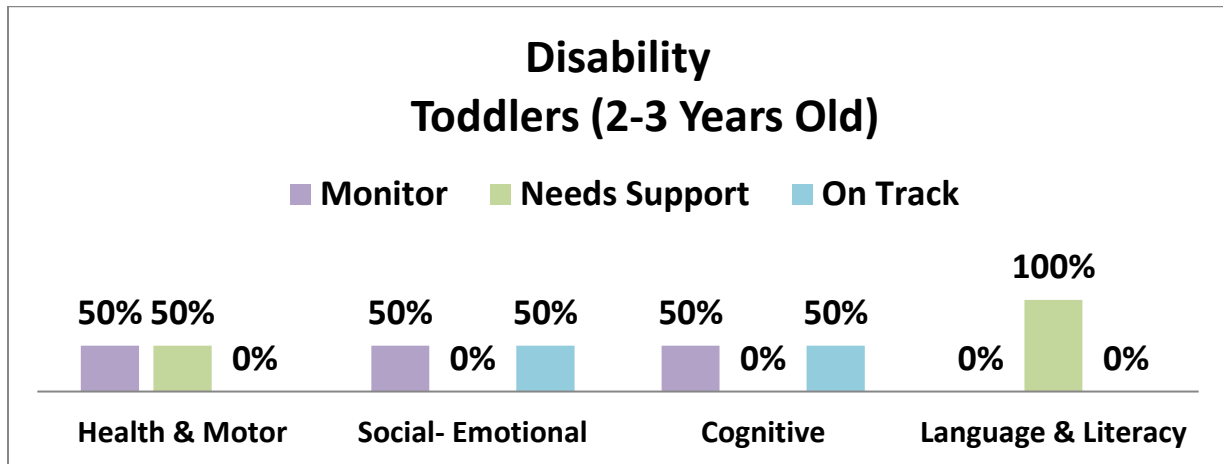
# CSNT Early Head Start 2022-2023 – CIRCLE Assessment





# CSNT Early Head Start – CIRCLE Assessment 2022-2023

## Wave 2



Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	50%	50%	50%	0%
Social - Emotional	100%	83%	100%	0%
Cognitive	50%	83%	100%	0%
Language & Literacy	0%	67%	50%	0%
<b>Total Students Tested</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>0</b>

Percentage based on "On Target"

**Early Head Start CIRCLE Assessment 2022-2023 Wave 2**



This data reflects demographic information on the students who participated in this assessment session.

<b>Total Students Participating:</b>	<b>4 – Pre-School Entry 3-4 Years</b>
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**Gender**

<b>Male:</b>	<b>50%</b>	<b>Female:</b>	<b>50%</b>
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**Race**

<b>White:</b> <b>25%</b>	<b>Black/African American:</b> <b>25%</b>	<b>Hispanic:</b> <b>0%</b>
<b>Multiracial:</b> <b>50%</b>		<b>Not Specified:</b> <b>0%</b>

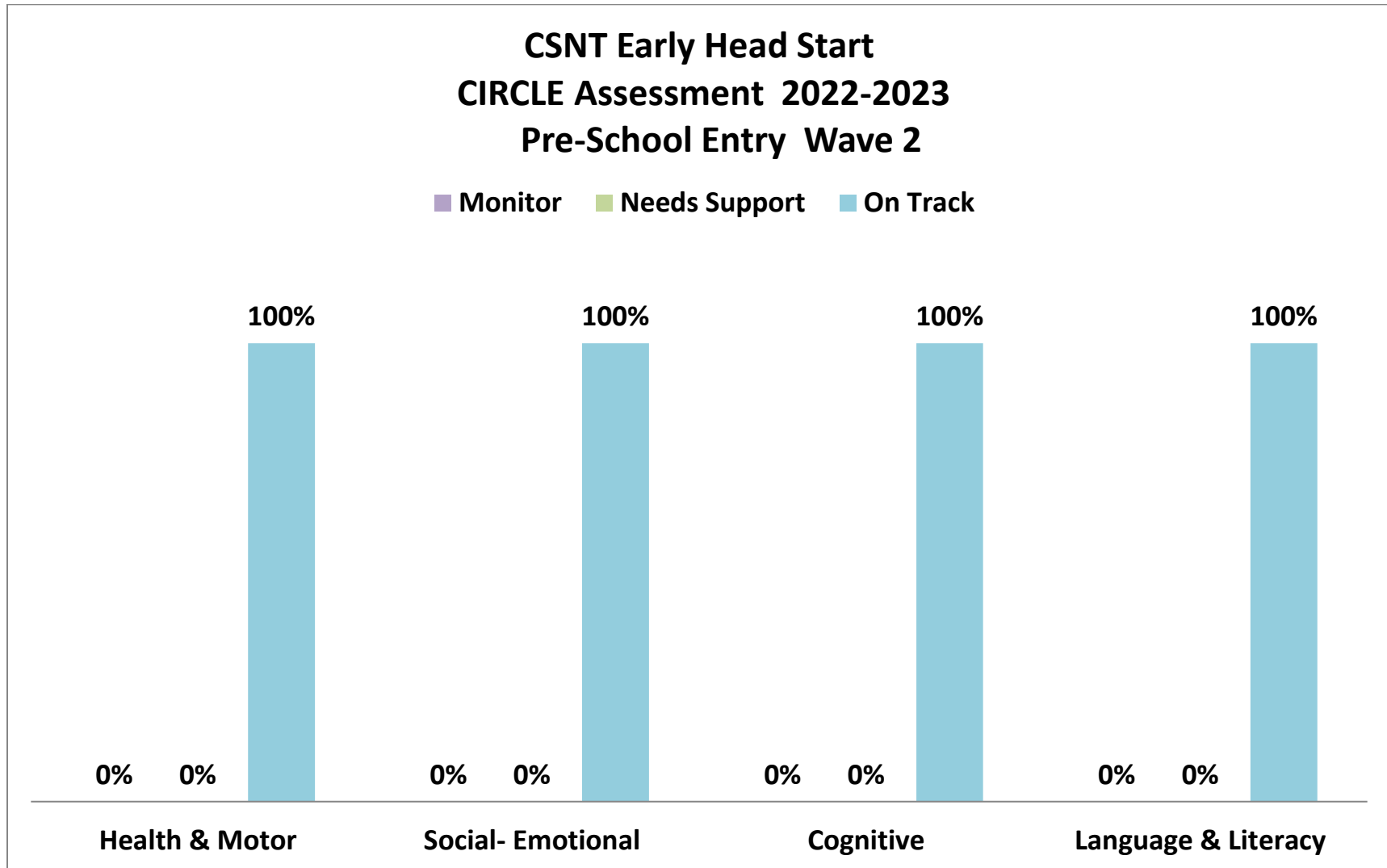
**Language**

<b>English:</b> <b>75%</b>	<b>Spanish</b> <b>25%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>0%</b>	<b>No:</b>	<b>100%</b>
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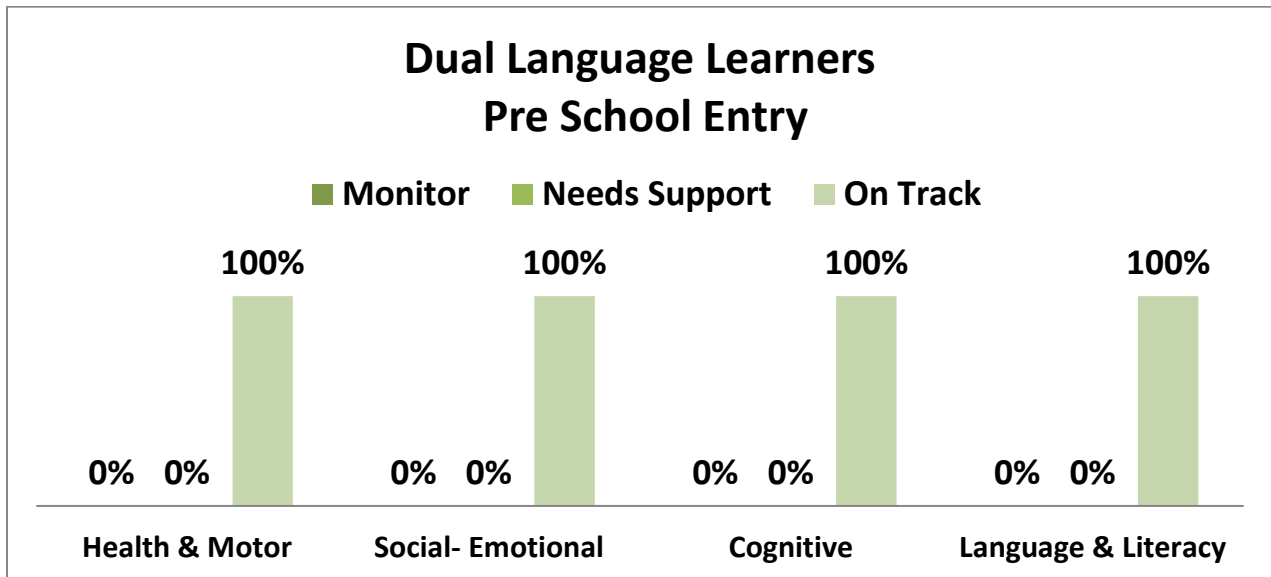
# CSNT Early Head Start 2022-2023 – CIRCLE Assessment



# CSNT Early Head Start – CIRCLE Assessment 2022-2023

## Wave 2

### No Disability for Pre-School Entry



Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	0%	100%
Social - Emotional	100%	100%	0%	100%
Cognitive	100%	100%	0%	100%
Language & Literacy	100%	100%	0%	100%
Total Students Tested	1	1	0	2

Percentage based on “On Target” for Race



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

## Program Performance Summary Report

**To: Authorizing Official/Board Chairperson**

Dr. Arcolia Jenkins  
Community Services of Northeast Texas, Inc.  
123 N Kaufman  
Linden, TX 75563

**From: Responsible HHS Official**

**Date: 03/09/2023**

**Tala Hooban**

**Acting Director, Office of Head Start**

From January 30, 2023 to February 3, 2023, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of Community Services of Northeast Texas, Inc. Head Start and Early Head Start programs. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

### **DISTRIBUTION OF THE REPORT**

Copies of this report will be distributed to the following:

Mr. Kenneth Gilbert, Regional Program Manager  
Mr. Dan Boyd, Chief Executive Officer/Executive Director  
Ms. Bernadette Harris, Head Start Director  
Ms. Bernadette Harris, Early Head Start Director

### Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Community Services of Northeast Texas, Inc.	06CH011282

### Glossary of Terms

Finding Type	Definition
<b>Area of Concern (AOC)</b>	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
<b>Area of Noncompliance (ANC)</b>	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
<b>Deficiency</b>	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> <li>(i) a threat to the health, safety, or civil rights of children or staff;</li> <li>(ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;</li> <li>(iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;</li> <li>(iv) the misuse of funds received under this subchapter;</li> <li>(v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or</li> <li>(vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;</li> </ul> <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

## Performance Summary

Service Area	Grant Number(s)	Compliance Level	Applicable Standards	Timeframe for Correction
Supporting Teachers in Promoting School Readiness	06CH011282	Area of Concern	1302.91(e)(2)(ii)	Follow up with Regional Office for support

### Program Overview

Community Services of Northeast Texas, Inc. has been in operation since 1965. The grant recipient administers various Federal- and state-funded programs to help residents move toward self-sufficiency. Center-based Head Start and Early Head Start services are available to 481 children in 4 counties.



## Program Management and Quality Improvement

### Program Management

The grant recipient establishes a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

### Ongoing Monitoring and Continuous Improvement

The grant recipient uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards; and to assess the effectiveness of professional development.

### Program Governance

The grant recipient maintains a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

The grant recipient's policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

## Program Management and Quality Improvement Summary

Community Services of Northeast Texas, Inc. analyzed data to assess its services and guide improvement efforts. Members of the management team, governing board, and the policy council met regularly to review and discuss the information gathered from all content areas. These ongoing data, along with the annual self-assessment, helped the program identify areas needing additional support. For example, the program used child assessment data to determine center staffing patterns and the coaching support provided to teachers. The program strengthened the services available to children and families by using data to guide decisions.





## Monitoring and Implementing Quality Education and Child Development Services

### **Alignment with School Readiness**

The grant recipient's school readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

### **Effective and Intentional Teaching Practices**

The grant recipient's teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.

### **Supporting Teachers in Promoting School Readiness**

The grant recipient ensures teachers are prepared to implement the curriculum and support children's progress toward school readiness, but improvement is needed.

### **AOC - 1302.91(e)(2)(ii)**

*Timeframe for Correction:* Follow up with Regional Office for support

#### ***Citation Definition:***

1302.91 Staff qualifications and competency requirements.(e) Child and family services staff. (2) Head Start center-based teacher qualification requirements. (ii) As prescribed in section 648A(a)(3)(B) of the Act, a program must ensure all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act.

#### ***Monitoring Feedback:***

A review of the teacher qualification tracking form showed the recipient identified 1 of 17 Head Start center-based teachers who did not have a minimum of an associate's degree in child development or equivalent coursework. The teacher, hired in November 2022, had a professional development plan and was enrolled in coursework to meet the education requirements. The program director and the human resource department monitored the teacher's progress.

### **Home-Based Program Services**

Not Applicable.



## Monitoring and Implementing Quality Health Services

### Child Health Status and Care

The grant recipient effectively monitors and maintains timely information on children's health statuses and care including ongoing sources of health care, preventive care, and follow-up.

### Mental Health

The grant recipient supports a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff and families.

### Oral Health and Nutrition

The grant recipient maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate children's feeding requirements and allergies.

### Safety Practices

The grant recipient implements a process for monitoring and maintaining healthy and safe environments.

### Services to Expectant Families

Not Applicable.

## Health Services Summary

Community Services of Northeast Texas, Inc. promoted children's mental health. The program contracted with two mental health consultants who completed classroom observations, provided feedback to teachers, and were available to attend parent meetings. In addition, the program employed mental health advocates who built trusting relationships and offered ongoing support to families seeking additional services for their children. This support included acting as liaisons between parents, the receiving school districts, and mental health providers. The program's efforts helped to improve outcomes for children.

Prior to and after the conclusion of this monitoring review, the recipient reported incidents involving the health and safety of participants in the program to its Regional Office. Any Office of Head Start action resulting from these incidents will be issued through a separate report.



## **Monitoring and Implementing Quality Family and Community Engagement Services**

### **Family Well-Being**

The grant recipient collaborates with families to support family well-being, parents' aspirations, and parents' life goals.

### **Strengthening Parenting and Parent-Child Supports**

The grant recipient provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.

### **Family Engagement in Education and Child Development Services**

The grant recipient provides education and child development services that recognize parents' roles as children's lifelong educators and encourage parents to engage in their children's education.

## **Family and Community Engagement Services Summary**

Community Services of Northeast Texas, Inc. provided opportunities for families to strengthen their parenting skills and engage in their children's education. The program implemented a research-based parenting curriculum that made instructional videos and at-home parent-child activity ideas available to families. The program also facilitated training workshops, hosted monthly parent meetings, and offered family night events. In addition, parents, male role models, and grandparents were invited into classrooms to participate in learning activities and share their cultural experiences with children. The program demonstrated a commitment to supporting families' growth.



## Monitoring and Implementing Fiscal Infrastructure

### **Budget Planning and Development**

The grant recipient develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.

### **Ongoing Fiscal Capacity**

The grant recipient plans and implements a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

### **Budget Execution**

The grant recipient's financial management system provides for effective control over and accountability for all funds, property, and other assets.

### **Facilities and Equipment**

The grant recipient complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

## Fiscal Infrastructure Summary

Community Services of Northeast Texas, Inc. safeguarded Federal funds. The grant recipient developed policies and procedures that ensured the separation of duties and the clear accounting of funds received from multiple sources. The recipient also established multiple levels of oversight by providing regular financial reports to the governing board, the policy council, and program administrators. These systems ensured funds were used to support program needs.



## **Monitoring ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance**

### **Determining, Verifying, and Documenting Eligibility**

The grant recipient enrolls children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

### **Enrollment Verification**

The grant recipient maintains and tracks enrollment.

## **ERSEA Summary**

Community Services of Northeast Texas, Inc. implemented a system of ongoing monitoring to support the accuracy of all ERSEA practices. The family services administrator conducted a physical review of each application, including the accompanying documentation, twice annually. Results from these file audits were used to identify action steps and guide the professional development opportunities available to staff. The program's oversight efforts resulted in Head Start slots being filled by eligible children.

----- End of Report -----