

Community Services of Northeast Texas, Inc.

Head Start

Policy Council Meeting

Tuesday, August 22, 2023 9:00 am

ZOOM

<https://us06web.zoom.us/j/87383799718?pwd=ZVJabVZMdUFtMUZmaUxvWktuRDR3dz09>


Meeting ID: 873 8379 9718


Passcode: 606426


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 June 27, 2023**
6. **Presentations**
None
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start and Early Head Start Financial Report August 2023
 - b. Credit Usage Report August 2023
 - c. CACFP Financial Report August 2023
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start and Early Head Start Report August 2023
 - b. PIR Head Start and Early Head Start Report Final Report 2022-2023 School Year
 - C. Executive Director Report Michelle Morehead

Community Services of Northeast Texas, Inc.

Head Start

Policy Council Meeting

Tuesday, August 22, 2023 9:00 am

ZOOM

<https://us06web.zoom.us/j/87383799718?pwd=ZVJabVZMdUFtMUZmaUxvWktuRDR3dz09>

Meeting ID: 873 8379 9718

Passcode: 606426

Linden, Texas

8. Committee Reports

A. Appoint Committee Member(s)

9. Action Items

A. Discuss and/or Approve Personal Appearance/Dress Code Personnel Policy #705

B. Discuss and/or Approve Annual Report

10. Discussion Items

None

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

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

13. Required Action from Executive Session

14. Adjourn

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, June 27, 2023 9:00 am
Zoom

<https://us06web.zoom.us/j/81157157975?pwd=Vk5tM0RBTIZHb0w2aFBwQ3ZSNHRzQT09>

Meeting ID: 811 5715 7975

Passcode: 304329

Linden, Texas

PC Attendance	Campus	Title	Sep-22	Oct-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	#####	Jun-23	Jun-23	Jul-23	
Chairperson - Cecelia Huff			x	x	x	x	x	x	QUORUM ON	QUORUM ON	x	x	REPORTS SENT	
Vice Chairperson - Martavius Jones			x			x	x	x			x			
Secretary - Carlos Johnson			x	x	x		x	x			x	x		x
Cecelia Huff	Board Liaison/BC	Representative	x	x	x	x	x	x						
Sheran West	Morris County	Representative	x		x			x						
Mary Hurd	Atlanta	Representative	x											
La'Kimya Pinson	Atlanta	Alternate												
Marissa Jones	Bloomburg	Representative	x											
Megan Hervey 3/28/23-Rep	Bloomburg	Alternate	x	x	x	x	x	x				x		x
Kathrine Smith	D/LS	Representative												
Krista Huffman	D/LS	Alternate												
Chyenne Battensby	Hughes Springs EHS	Representative	x	x	x			x				x		
Sonia Abbasi	Hughes Springs EHS	Alternate												
	Naples	Representative												
	Naples	Alternate												
Carlos Johnson	New Boston	Representative	x	x	x		x	x				x		
Vicki Taylor	New Boston	Alternate												
Martavius Jones	Pittsburg	Representative	x			x	x	x		x				
Tara Petty	Pittsburg	Alternate		x										
	Texarkana	Representative												
Ramisha Jeffery	Texarkana	Alternate												

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Michelle Morehead, and Charlotte Hall

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, June 27, 2023 at 9:08 am, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

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

4. Approval of Agenda:

Members reviewed the agenda. Carlos Johnson moved to accept the agenda as presented. This 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.

5. Approval of Minutes from June 13, 2023:

Megan Hervey moved to accept the minutes of June 13, 2023 meeting 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.

6. Presentations:

None

7. Reports:

A. Financial Report

Bernadette Harris gave the Financial Report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Michelle Morehead, Deputy Executive Director, reported that Charlotte Hall is now a Certified Community Action Professional. She stated that we received a Tenant Based Rental Assistance Grant for three different categories.

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

A. Discuss and/or Approve Fleet Personnel Policy #509

Charlotte Hall reviewed the Fleet Personnel Policy as presented. Carlos Johnson moved to approve the Fleet Personnel Policy #509 as presented. Megan Hervey seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Cost Allocation Plan

Charlotte Hall reviewed the Cost Allocation Plan as presented. Megan Hervey moved to approve the Cost Allocation Plan presented. Carlos Johnson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Carlos Johnson moved for Policy Council to go into Executive Session at 9:20 am. Megan Hervey seconded the motion.

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

Carlos Johnson made a motion to come back into regular session at 9:22 am. Megan Hervey seconded the motion.

13. Required Action from Executive Session:

A motion was made by Carlos Johnson to accept new hires, transfers, and terminations as presented. The motion was seconded by Megan Hervey. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Carlos Johnson at 9:22 am. The motion was seconded by Megan Hervey.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of August 2023

July 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	\$175,869.35	\$1,279,412.72	\$868,582.28	\$178,999.58	\$1,431,996.67	\$152,583.95
Fringe Benefits	\$526,259.00	\$31,739.30	\$325,798.13	\$200,460.87	\$43,854.92	\$350,839.33	\$25,041.20
Travel (4120)	\$10,000.00	\$0.00	\$5,733.27	\$4,266.73	\$833.33	\$6,666.67	\$933.40
Equipment	\$35,000.00	\$0.00	\$26,065.00	\$8,935.00	\$2,916.67	\$23,333.33	(\$2,731.67)
Supplies	\$189,500.00	\$13,344.51	\$124,434.58	\$65,065.42	\$15,791.67	\$126,333.33	\$1,898.75
Contractual	\$275,350.00	\$105,500.00	\$139,820.00	\$135,530.00	\$22,945.83	\$183,566.67	\$43,746.67
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$0.00	\$34,647.73	(\$4,266.73)	\$2,531.75	\$20,254.00	(\$14,393.73)
Other (4122)	\$858,320.00	\$32,916.06	\$657,987.10	\$200,332.90	\$71,526.67	\$572,213.33	(\$85,773.77)
Total	\$4,072,805.00	\$359,369.22	\$2,593,898.53	\$1,478,906.47	\$339,400.42	\$2,715,203.33	\$121,304.80
T&TA	\$40,381.00	\$0.00	\$40,381.00	\$0.00	\$3,365.08	\$26,920.67	(\$13,460.33)
Total							\$73,283.52
USDA Reimbursements through June 2023							\$0.00
Estimated USDA Reimbursement for July 2023							<u>\$194,588.32</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:
Actual year end payroll accrual \$75,600.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>	
Per Classroom	\$156,646.35	\$13,821.89	\$99,765.33	\$13,053.86	\$104,430.90	\$4,665.57
Per Child	\$8,758.72	\$772.84	\$5,578.28	\$729.89	\$5,839.15	\$260.87

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$1,018,201.00	\$62,572.38	\$925,176.60	\$93,024.40	

Early Head Start

Financial Report for the month of August 2023

(July 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	(\$10,872.93)	\$72,561.77	\$62,209.23	\$11,230.92	\$89,847.33	\$17,285.56
Fringe Benefits	\$33,019.00	\$2,132.82	\$31,413.52	\$1,605.48	\$2,751.58	\$22,012.67	(\$9,400.85)
Travel (4120)	\$2,190.00	\$116.20	\$532.21	\$1,657.79	\$182.50	\$1,460.00	\$927.79
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,350.00	\$726.13	\$7,676.34	\$11,673.66	\$1,612.50	\$12,900.00	\$5,223.66
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$3,989.59	(\$922.59)	\$255.58	\$2,044.67	(\$1,944.92)
Other (4122)	\$50,741.00	\$1,504.23	\$27,460.52	\$23,280.48	\$4,228.42	\$33,827.33	\$6,366.81
Total	\$243,138.00	(\$6,393.55)	\$143,633.95	\$99,504.05	\$20,261.50	\$162,092.00	\$18,458.05
T&TA	\$5,257.00	\$116.20	\$4,521.80	\$735.20	\$438.08	\$3,504.67	(\$1,017.13)
Total							
USDA Reimbursements through June 2023							\$10,336.74
Estimated USDA Reimbursement for July 2023							\$0.00
							<u>\$28,794.79</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$7,200

\$4.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$121,569.00	(\$3,196.78)	\$71,816.98	\$10,130.75	\$81,046.00	\$9,229.03
Per Child	\$15,196.13	(\$399.60)	\$8,977.12	\$1,266.34	\$10,130.75	\$1,153.63

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$243,138.00	\$971.25	\$14,384.26	\$228,753.74

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -August 2023

Sam's Club

Purchases for June 2023		77.12
Payment due by 07/28/2023	Pd on 07/20/2023	<u>(77.12)</u>
Balance		-

American Express

Purchases for June 2023		21,898.88
Payment due by ---	Pd on 07/20/2023	<u>(21,898.88)</u>
Balance		-

Line of Credit

Program	CEAP A	CSBG A	TBRA	TX-HAF
Highest July 2023 Balance	-	-	17,800.00	
Current balance	-	-	16,100.00	
Exp pay off date			8/31/2023	

In House Line of Credit

Program	CEAP A	CSBG A	TRBA	LIHWAP	VET	TX-HAF
Highest July 2023 Balance	-	8,800.00	-	-	3,756.54	28,221.00
Current balance		11,700.00			7,331.54	15871
Exp pay off date		8/31/2023			8/31/2023	8/31/2023

U.S. SMALL BUSINESS ADMINISTRATION LOAN

Maturity Date 06/15/2050
 \$157,272.79 as of 08/14/2023

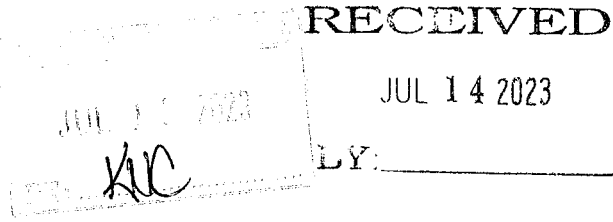
Payment Information

	New Balance:	\$77.12
	Total Minimum Payment Due:	\$50.00
	Payment Due Date:	07/28/2023

Payments must be received by 5pm ET on 07/28/2023 if mailed, or by 11:59pm ET on 07/28/2023 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 06/09/2023	\$163.57	Credit Limit	\$1,700
Payments	- 163.57	Available Credit	\$1,622
Purchases/Debits	+ 77.12		
New Balance as of 07/08/2023	\$77.12		
30 Day Billing Cycle from 06/09/2023 to 07/08/2023			


Transaction Detail

Date	Reference #	Description	Amount
Payments			
06/26	P9280005K01GJFMLA	PAYMENT - THANK YOU	-\$163.57
Purchases and Other Debits			
06/08	P9280005001LOAZDM	SAM'S CLUB 006422 LONGVIEW TX SAM'S/WAL-MART PURCHASE(S) Total for SHELLY MITCHELL	\$77.12 \$77.12 \$77.12
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00


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Scan item barcodes as you go.



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C.C. Shelly - 7/14

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

Account Number	6046 0820 8933 0674
New Balance	\$77.12
Total Minimum Payment Due	\$50.00
Payment Due Date	07/28/2023

Amount
Enclosed \$

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

VIEW AND PAY YOUR BILL ONLINE!
SamsClubCredit.com/businesscard

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

24228
Q206



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



00050000016357 000500000007712 ~~000604100~~ ~~2089330~~ ~~67422~~

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6046 0020 3333 0674~~

DATE OF SALE #: 230608

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000303

CLUB #: 6422

REFERENCE #: P9280005001LOAZDM

TRANSACTION #: 0

REGISTER #: 94

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
SALES TAX		1.000		\$0.0000	\$0.00
030089094	MM PURIFIED WATER	3.000	EA	\$4.2800	\$12.84
053058147	MM WATER 8OZ	1.000	EA	\$9.3800	\$9.38
054631123	30CT VANSPRINK CPCKE	1.000	EA	\$15.9800	\$15.98
054745531	30CT CUPK SPEC ORDER	4.000	EA	\$15.9800	\$63.92
	CASH/CREDIT RECEIVED	0.000		\$0.0000	\$25.00-
SUB \$102.12		TAX \$0.00		TOTAL INVOICE	\$102.12
				CREDITS TOTAL	\$25.00-
				BALANCE DUE	\$77.12

1-2

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)	\$0.00	\$0.00	2D

Cardholder News and Information

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

Member News and Information

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

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

1-2



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXX-**21009**

Closing Date
06/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
9,378.11	2,522.91	285.91	9,664.02	0.00	2,522.91	For important information regarding your account refer to page 2.

For your records only - do not pay.

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

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX- 21009		
06/13/23 PAYMENT RECEIVED - THANK YOU 06/13	05605000000	-9,664.02
06/12/23 American Airlines FT WORTH TX TKT# 0012454998816 AMERICAN AIR 06/12/23 PASSENGER TICKET MOREHEAD/MATHEW American Airlines American Airlines FT WORTH TX FROM TEXARKANA AR TO CARRIER CLASS DALLAS/FT WORTH TX MQ Q TO ATLANTA GA AA Q TO DALLAS/FT WORTH TX AA 0 TO TEXARKANA AR MQ 0	20230612000	478.40

000017 1/2

Continued on Page 3

Do not staple or use paper clips

Payment Coupon


Account Number

3790-56531-21009

Enter 15 digit account number on all payments.

MB 01 000017 74860 H 1 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.

RECEIVED

JUL 13 2023

BY: _____

R04L9WR1 17923

000000770

0000



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXXX(21000)

Closing Date
 06/28/23

Activity Continued

Reference Code

Amount \$

06/12/23	American Airlines TKT# 0012454998815 PASSENGER TICKET MOREHEAD/MICHELLE American Airlines American Airlines FT WORTH TX FROM TEXARKANA AR TO DALLAS/FT WORTH TX TO ATLANTA GA TO DALLAS/FT WORTH TX TO TEXARKANA AR	FT WORTH TX AMERICAN AIR 06/12/23 American Airlines FT WORTH TX CARRIER CLASS MQ Q AA Q AA O MQ O	20230612000	✓	478.40
06/13/23	American Airlines TKT# 0012455140440 PASSENGER TICKET HALL/CHARLOTTE American Airlines American Airlines FT WORTH TX FROM TEXARKANA AR TO DALLAS/FT WORTH TX TO ATLANTA GA TO DALLAS/FT WORTH TX TO TEXARKANA AR	FT WORTH TX AMERICAN AIR 06/13/23 American Airlines FT WORTH TX CARRIER CLASS MQ N AA N AA O MQ O	20230613000		505.39
06/08/23	ACADEMY SPORTS + OUT KATY REF# 402530356 281-646-5564 SPORTING GOODS/APPAREL ROC NUMBER 402530356	TX 06/08/23	40253035600	✓	173.15
06/13/23	ALLIANZ TRAVEL INS RICHMOND REF# GGX9Y5VW 8006285404	VA 06/12/23		✓	52.62
06/13/23	ALLIANZ TRAVEL INS RICHMOND REF# HKGPG1Q5 8006285404	VA 06/13/23		✓	27.80
06/20/23	CAPLAW.ORG BOSTON REF# NT_07R37H7K +16179576915	MA 06/20/23		✓	725.00
06/20/23	CREDIT BALANCE REFUND-CHECK ISSUED DATE OF ABOVE 06/20				285.91
06/08/23	HOBBY LOBBY #155 000 TEXARKANA REF# 15600000000 4057451100 HOBBY SHOPS ROC NUMBER 15600000000	TX 06/07/23	15600000000		7.78
06/07/23	WAL-MART SUPERCENTER TEXARKANA REF# 31580057718 DISCOUNT STORE	TX 06/07/23	31580057718		74.37
Total for DAN BOYD			New Charges/Other Debits		2,808.82
			Payments/Other Credits		-9,664.02

0000017 2/2

960



Corporate Purchasing Cardmember Report

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

Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXX7-81008

Closing Date
06/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
386.06	19,375.97	0.00	386.06	41.31	19,334.68	For important information regarding your account refer to page 2.

For your records only - do not pay.

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

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX7-81008		
06/13/23	PAYMENT RECEIVED - THANK YOU 06/13 0580500000	-386.06
06/02/23	CLDTKN AMAZON.COM*LF1MW9IV3 AMZN.COM/BILL Y41MVU3YC 113-0031945-4171498109 06/02/23 ROC NUMBER Y41MVU3YC209	7,182.00 ✓
06/04/23	CLDTKN AMAZON.COM*8I84W9843 AMZN.COM/BILL 3RWY4TMD7 113-6991905-1021098109 06/04/23 ROC NUMBER 3RWY4TMD7VDN	43.96 ✓
06/15/23	CLDTKN AMZN MKTP US*BD9XH7C AMZN.COM/BILL 4SEP6Z20M 111-5569869-1558698109 06/13/23 ROC NUMBER 4SEP6Z20MHQO	70.97 ✓
06/28/23	CLDTKN AMZN MKTP US*NZ4NF74 AMZN.COM/BILL 7FE16HFEX 113-5451571-5483498109 06/26/23 ROC NUMBER 7FE16HFEXRCY	199.80 ✓
06/23/23	CLDTKN AMZN MKTP US*V53651P AMZN.COM/BILL 4GCZJ3HIR 111-8986362-5476298109 06/23/23 ROC NUMBER 4GCZJ3HIRBGY	110.99 ✓
06/14/23	CLDTKN AMZN MKTP US*418BN4V AMZN.COM/BILL 2O1QK88L6 111-6009718-9569898109 06/13/23 ROC NUMBER 2O1QK88L6DXN	15.78 ✓
06/04/23	CLDTKN AMZN MKTP US*492J13Z AMZN.COM/BILL 2GTICQBDH 113-7668918-7445898109 06/04/23 ROC NUMBER 2GTICQBDHYQO	157.68 ✓

Continued on Page 3

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Payment Coupon

Account Number Enter 15 digit account number on all payments.
379636037-81008

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.

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JUL 13 2023

BY: _____



Prepared For
CREW DYKES
 CSNT INC

Account Number
 XXXX-XXXXX 7-81008

Clos. Date
 06/28/23

Activity Continued		Reference Code	Amount \$
06/28/23	CLDTKN AMZN MKTP US*5K0727T AMZN.COM/BILL 6S9UYU05G 113-7509617-0172298109 06/28/23 ROC NUMBER 6S9UYU05GLC6	W	4,485.75 ✓
06/14/23	CLDTKN AMZN MKTP US*8B6BB7T AMZN.COM/BILL 2S12VS3VR 111-1890026-6797898109 06/13/23 ROC NUMBER 2S12VS3VRC10	W	632.43 ✓
06/12/23	BLS*IFAX LONDON REF# 00107294711 COMPUTER STORE 06/12/23	00107294711	155.58 ✓
06/12/23	BLS*IFAX LONDON REF# 00107294359 COMPUTER STORE 06/12/23	00107294359	31.05 ✓
06/16/23	BLS*IFAX LONDON REF# 00107536218 COMPUTER STORE 06/16/23	00107536218	-41.31 Credit
06/01/23	BOSSTAB CORP DALLAS TX REF# NT_O0FY2LU9 +18002939703 06/01/23		5,614.28 ✓
06/14/23	CLDTKN EBAY O*10-10174-8809 SAN JOSE C REF# #####6sXTa DEPARTMENT STORE 06/14/23		31.48 ✓
06/09/23	LOWE'S OF TEXARKANA, TEXARKANA TX INV # 357 ALM 75501 06/08/23 STORE # 0174 PHONE # 903-831-5700 DATE: 2023-06-08 PO # ALM INVOICE # 35709 TAX: 0.00 TOTAL: 118.32 ROC NUMBER INV # 35709 R		118.32 ✓
06/03/23	SMARTSIGN BROOKLYN NY REF# 00431568 718-797-1900 06/02/23 MISCELLANEOUS GENERAL M ROC NUMBER 00431568	00431568000	366.00 ✓
06/15/23	WALMART.COM 80096665 BENTONVILLE AR REF# WNIQ3FVJ4YE 8009666546 06/15/23 REFER TO RECEIPT ROC NUMBER WNIQ3FVJ4YE9		159.90 ✓
Total for CREW DYKES		New Charges/Other Debits Payments/Other Credits	19,375.97 -427.37

HEAD START and EHS NUTRITION PROGRAM

August 2023 Financial Report

For the month of July 2023

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,714.16	70,165.50
Administrative Labor		1,189.04	12,897.30
Food		82.83	86,651.06
Supplies & Equipment		29.77	6,911.10
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	2,913.80
Other		-	517.15
Total	\$	8,015.80	\$ 180,055.91

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

TDHS REVENUE - 113,342.39
(Income Starts October 2022)

CSNT Head Start Director's Report PY04/FY23

August Report/July Data How Are We Doing?



HEAD START Attendance - July 2023

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



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$928,177** NFS Collected - **\$1,018,201** NFS Needed
- ✓ **\$225,733** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$0** Reimbursed This Month - **\$73,281** Reimbursed This Year
- ✓ **NA** days of Service – **0** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

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

ANNOUNCEMENTS:

2023-2024 School Year has started
Completing NEW School Year tasks

August Report/July Data How Are We Doing?



EARLY HEAD START Attendance - July 2023

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



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$14,384** NFS Collected - **\$60,785** NFS Needed
- ✓ **\$16,511** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$0** Reimbursed This Month - **\$10,337** Reimbursed This Year
- ✓ **NA** days of Service – **0** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

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

ANNOUNCEMENTS:

2023-2024 School Year has started
Completing NEW School Year tasks



2022-2023 HEAD START PROGRAM INFORMATION REPORT

06CH011282 Community Services Of Northeast Texas, Inc.

Grant Level Summary Report - 125 Programs

GRANT INFORMATION

Agency Information

Agency Name	Community Services Of Northeast Texas, Inc.
Agency Address	124 N Main St Linden TX 75563-5210
Agency Phone Number	(903) 756 5596 - 211
Agency Fax Number	(903) 756 7294
Head Start Director Name	Ms. Bernadette Harris
Head Start Director Email	berny.harris@csntexas.org
Agency Web Site Address	http://www.csntexas.org

Program Type

a. Head Start	1
b. Early Head Start	1
c. Migrant Head Start	0

Agency Description

a. Grantee that Directly Operates Program(s) and has no Delegates.	2
b. Grantee that Directly Operates Programs and Delegates Service Delivery.	0
c. Grantee that Maintains Central Office Staff Only and Operates no Program(s) Directly.	0
d. Delegate Agency.	0
e. Grantee that Delegates all of its Programs; It Operates no Programs Directly and Maintains no Central Office Staff.	0

Number of Delegate Agencies

a. Reported by the grant holder	0
b. Actual number of delegate reports marked as complete	0

Agency Type

a. Community Action Agency (CAA)	2
b. School System	0
c. Private/Public Non-Profit (Non-CAA) (e.g., church or non-profit hospitals)	0
d. Private/Public For-Profit (e.g., for-profit hospitals)	0
e. Government Agency (Non-CAA)	0
f. Tribal Government or Consortium (American Indian/Alaska Native)	0

Agency Affiliation

a. A secular or non-religious agency	2
b. A religiously affiliated agency or organization providing essentially secular services	0

A. PROGRAM INFORMATION

FUNDED INFORMATION

Funded enrollment by funding source

A.1 Funded Enrollment:	# of children / pregnant women
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	481
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

A.2 Center-based option	# of slots
a. 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	481
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. 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
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0
	<i># of pregnant women slots</i>
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	481
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	28
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by Age

A.10 Children by age:	# of children at enrollment
a. Under 1 year	1
b. 1 year old	7
c. 2 years old	15
d. 3 years old	248
e. 4 years old	270
f. 5 years and older	0
g. Total cumulative enrollment of children	541

Pregnant women

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	541

Primary type of eligibility

A.13 Report each enrollee only once by primary type of eligibility:	# of children / pregnant women
a. Income at or below 100% of federal poverty line	227
b. Public assistance (TANF, SSI, and SNAP)	158
c. Foster care	19
d. Homeless	29
e. Eligibility based on other type of need, but not counted in A.13.a through d	49
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	59

Prior enrollment

A.15 Enrolled in Head Start or Early Head Start for:	# of children
a. The second year	134
b. Three or more years	11

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	64
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	11
	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	239

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	1
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0
	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	541
a. Of these children, the number of children that were chronically absent	278
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	219

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

A.25 Race and ethnicity # of children / pregnant women	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	1
b. Asian	0	6
c. Black or African American	9	266
d. Native Hawaiian or other Pacific Islander	0	0
e. White	25	153
f. Bi-racial/Multi-racial	7	38
g. Other	36	0

	# of children / pregnant women
h. Unspecified ethnicity or race	0

Primary language of family at home

A.26 Primary language of family at home:	# of children
a. English	509
1. Of these, the number of children acquiring/learning another language in addition to English	14
b. Spanish	29
c. Native Central American, South American, and Mexican Languages	0
d. Caribbean Languages	0
e. Middle Eastern & South Asian Languages	0
f. East Asian Languages	3
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages	0
i. European & Slavic Languages	0
j. African Languages	0
k. American Sign Language	0
l. Other	0
m. Unspecified	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	46

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	140

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1. Total number of staff members, regardless of the funding source for their salary or number of hours worked - Head Start/Early Head Start Staff	97	21
a. Of the total staff, the number who are current or former Head Start parents - Head Start/Early Head Start Staff	50	3

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	521
a. Of these, the number who are current or former Head Start or Early Head Start parents	494

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	26	26
<i>Of the number of preschool education and child development staff by position, the number with the following:</i>		
a. Of the number of preschool education and child development staff by position, the number with the following: An advanced degree in: • early childhood education or • any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	2	0
b. Of the number of preschool education and child development staff by position, the number with the following: A baccalaureate degree in one of the following: • early childhood education • any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or • any field and is part of the Teach for America program and passed a rigorous early childhood content exam	24	0
c. Of the number of preschool education and child development staff by position, the number with the following: An associate degree in: • early childhood education or • a field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	0	3
d. Of the number of preschool education and child development staff by position, the number with the following: A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	17
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	17
e. Of the number of preschool education and child development staff by position, the number with the following: None of the qualifications listed in B.3.a through B.3.d	0	6

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	0
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	6

	# of assistant teachers
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	6

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	4
<i>Of the number of infant and toddler classroom teachers, the number with the following:</i>	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers.	0
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	2
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	2
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0

	# of family child care providers
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0
	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

B.13 Race and Ethnicity # of non-supervisory education and child development staff	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	1
b. Asian	0	0
c. Black or African American	0	29
d. Native Hawaiian or other Pacific Islander	0	0
e. White	5	18
f. Biracial/Multi-racial	2	1
g. Other	0	0
	# of non-supervisory education and child development staff	
h. Unspecified ethnicity or race		0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	4
a. Of these, the number who are proficient in more than one language other than English	0
B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	4
b. Native Central American, South American, and Mexican Languages	0
c. Caribbean Languages	0
d. Middle Eastern and South Asian Languages	0
e. East Asian Languages	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages	0
h. European and Slavic Languages	0
i. African Languages	0
j. American Sign Language	0
k. Other	0
l. Unspecified	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	16	6
a. Of these, the number who were replaced	10	4

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	16
a. Of these, the number who were replaced	10
b. Of these, the number who left while classes and home visits were in session	0
c. Of these, the number that were teachers who left the program	6
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	# of staff
a. Higher compensation	2
1. Of these, the number that moved to state pre-k or other early childhood program	1
b. Retirement or relocation	3
c. Involuntary separation	3
d. Other (e.g., change in job field, reason not provided)	8

	# of staff
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	2

C. CHILD & FAMILY SERVICES

HEALTH SERVICES

Health insurance - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	506	391
a. Of these, the number enrolled in Medicaid and/or CHIP	454	347
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	52	44
C.2 Number of children with no health insurance	35	150

Health insurance - pregnant women

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Medical

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	487	385
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Accessible health care - pregnant women

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	68	423
		# of children
C.8 Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		52
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		50
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		1
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		1
6. Other		0
C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		# of children
a. Autism spectrum disorder (ASD)		1
b. Attention deficit hyperactivity disorder (ADHD)		0
c. Asthma		3
d. Seizures		1
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)		4
f. Hearing Problems		1
g. Vision Problems		45
h. Blood lead level test with elevated lead levels >5 g/dL		0
i. Diabetes		0

Body Mass Index (BMI) - children (HS and Migrant programs)

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	41
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	303
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	72
d. Obese (BMI at or above 95th percentile for child's age and sex)	95

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	500	501
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time, but who have not received all immunizations appropriate for their age	9	2
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	18	20

Medical services - pregnant women (EHS programs)

C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	# of pregnant women
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health - pregnant women (EHS programs)

C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	# of pregnant women
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Oral health

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	473	376

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.18 Number of children who received preventive care during the program year	287
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	307
a. Of these, the number of children diagnosed as needing dental treatment during the program year	23
1. Of these, the number of children who have received or are receiving dental treatment	14
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3 – 5 year old children	0
5. Parents did not keep/make appointment	9
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0
9. Other	0

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.20 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	17

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	30
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	25
a. Of these, the number who received an evaluation to determine IDEA eligibility	5
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	3
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	2
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	20

C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	<i># of children</i>
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	11
d. Other	1

Preschool disabilities services (HS and Migrant programs)

	<i># of children</i>
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	56
a. Of these, the number who were determined eligible to receive special education and related services:	<i># of children</i>
1. Prior to this program year	15
2. During this program year	41
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	<i># of children</i>
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	2
a. Of these, the number who were determined eligible to receive early intervention services:	<i># of children</i>
1. Prior to this program year	1
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

C.26 Diagnosed primary disability:	<i>(1) # of children determined to have this disability</i>	<i>(2) # of children receiving special services</i>
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	47	47
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	3	3
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	6	6
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	398
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	291
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	43

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	512
a. Of these, the number of two-parent families	185
b. Of these, the number of single-parent families	327
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	# of families at enrollment
a. Parent(s) (e.g., biological, adoptive, stepparents)	479
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	311
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	15
b. Grandparents	21
c. Relative(s) other than grandparents	4
d. Foster parent(s) not including relatives	8
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	106
b. An associate degree, vocational school, or some college	63
c. A high school graduate or GED	275
d. Less than high school graduate	68

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	367
1. Of these families, the number in which one or more parent/guardian is employed	365
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	65
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	65
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	145

C.38 Total number of families in which:	# of families at end of enrollment
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	370
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	359
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	11
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	141
1. Of these families, the number of families that were also counted in C.37.a	7
2. Of these families, the number of families that were also counted in C.37.b	134

C.39 Total number of families in which:	# of families at enrollment
a. At least one parent/guardian is a member of the United States military on active duty	7
b. At least one parent/guardian is a veteran of the United States military	15

Federal or other assistance

	(1) # of families at enrollment	(2) # of families at end of enrollment
C.40. Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	9	7
C.41. Total number of families receiving Supplemental Security Income (SSI)	49	35
C.42. Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	136	127
C.43. Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	257	188

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	19
b. Housing assistance (e.g., subsidies, utilities, repairs)	8
c. Asset building services (e.g., financial education, debt counseling)	129
d. Mental health services	9
e. Substance misuse prevention	2
f. Substance misuse treatment	6
g. English as a Second Language (ESL) training	17
h. Assistance in enrolling into an education or job training program	80
i. Research-based parenting curriculum	446
j. Involvement in discussing their child's screening and assessment results and their child's progress	482
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	460
l. Education on preventive medical and oral health	483
m. Education on health and developmental consequences of tobacco product use	160
n. Education on nutrition	496
o. Education on postpartum care (e.g., breastfeeding support)	7
p. Education on relationship/marriage	16
q. Assistance to families of incarcerated individuals	3
C.45 Of these, the number of families who were counted in at least one of the services listed above	498

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	128
b. Family goal setting	128
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	141
d. Head Start program governance, such as participation in the Policy Council or policy committees	11
e. Parenting education workshops	30

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	41
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	41
	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	2

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	26
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	8

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	22

	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

EDUCATION MANAGEMENT STAFF QUALIFICATIONS

	# of education managers/coordinators
D.4 Total number of education managers/coordinators	3
a. Of these, the number of education manager/coordinators with a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience	3
b. Of these, the number of education manager/coordinators that do not meet one of the qualifications in D.4.a	0
1. Of the education manager/coordinators in D.4.b, the number enrolled in a program that would meet a qualification described in D.4.a	0

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	17
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	17
b. Of these, the number that do not meet one of the qualifications described in D.5.a	0
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	0

FORMAL AGREEMENTS FOR COLLABORATION

	# of partners or agencies
D.6 Total number of child care partners in which a formal agreement was in effect	0
D.7 Total number of LEAs in the service area	8
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	8
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	8
D.8 Total number of Part C agencies in the service area	0
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	0

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

705 Personal Appearance/Dress Code

Effective Date: 9/1/2003

Revision Date: 12/19/2007 **7/18/2023**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Community Services presents to clients and visitors.


During business hours or when representing Community Services, you are expected to present a clean, neat, and professional/tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Good personal hygiene standards must be adhered to at all times. This is particularly true if your job involves dealing with clients or visitors in person.

If your supervisor deems that your personal appearance is inappropriate, you will be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

The following professional business wear appearance guidelines should be followed in all Community Services locations:

- * Shoes must provide safe, secure footing and offer protection against hazards. Open-toed shoes are not permitted in the centers where there is an active operating kitchen. Open-toed shoes and/or open-heeled shoes are not permitted in an active operating kitchen.
- * All shirts must cover the employee's midriff at all times; tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- * ~~Tattoos/body art must be covered during business hours and Community Services' functions~~
- * Tattoos are allowed provided they are not vulgar or political. Body art such as nose rings, tongue rings and ear cuffs are not allowed. Belly rings are permissible as long as they are covered.
- * Monday - Thursday, staff may wear jeans as long as an Agency marked shirt or other nice unmarked shirt is also worn. Specific to Center Directors and Family Service Workers on licensed campuses, you may also follow the "jean" guidelines with the exception of home visits and contact with the community outside the Center. In these cases, jeans are not acceptable.
- * Friday shirts are not restricted to an Agency shirt.
- * Jeans that are clean and in good repair are considered acceptable attire for the maintenance and kitchen staff, regardless of a marked shirt.
- * Head Start Center Staff, except for the cooks or custodians ~~other than the Center Director and Family Service Worker,~~ may not wear scrubs. ~~All scrubs must be in good, clean condition. At the beginning of the 2008-2009 school year, scrubs will no longer be acceptable in the classroom.~~
- * All personnel entering kitchen areas must wear a hair net.
- * All personnel assisting in food preparation must wear gloves.

Any violation of this policy may lead to disciplinary action, up to and including termination.

PUBLICATION	
5001	Revised
	7/18/2023



Originally Issued: October 20, 2008

POLICY CLARIFICATION

Policy 705 restricts employees from displaying vulgar or political tattoos or certain body art during work hours or at Community Services' functions.

There is no prohibition of an employee having tattoos or body piercings, but in the workplace there is a limitation as to what may be visible.

Tattoos - Tattoos do not require defining at this time except to say that both permanent and temporary tattoos are covered by this policy.

Body art - Body art, with respect to body piercing, is defined as follows:

- pierced earrings are allowed
 - Guidelines:
 - + no more than two pair of earrings should be worn at the same time
 - + earrings should not dangle more than 1 and ½ inches from the piercing
- ear cuffs are not allowed
- clip-on earrings are not allowed in food-preparation areas
- no other facial piercing is allowed to be visible
- no other body piercing is allowed to be visible

Body art, with respect to jewelry, is defined as follows:

- necklaces, bracelets, rings, wristwatches, ankle bracelets are allowed
 - Guidelines:
 - + no more than two necklaces should be worn
 - + necklaces should not be long enough to create a hazard
 - + rings should be limited to a total of three, with no more than two on one hand (nestled wedding sets count as one ring)
 - + rings should be close-fitting enough as to not cause a hazardous situation
 - + kitchen staff must follow health code rules regarding rings in the kitchen
 - + bracelets should not be of the dangling kind and should be close-fitting (no charm bracelets in classrooms or during food service or preparation)
 - + wristwatches should be close-fitting enough as to not cause a hazard
 - + ankle bracelets should be close-fitting enough as to not cause a hazard
 - + bracelets which connect to rings via chain or other connection are not allowed

Scrubs - Scrubs may be worn by kitchen staff, custodian staff, or maintenance staff, but may not be worn by Lead Teachers, Teacher Assistants, or other personnel who primarily work in classrooms.

Jeans - Jeans may be worn as long as a clean marked top or nice unmarked shirt is worn with them. Slightly distressed jeans are allowed only if there are no holes where skin is visible. (On Fridays, jeans may be worn; a marked top is not required) A marked top is defined as an acceptable shirt with screen printing or embroidery that displays one of the following:

- + CSNT logo
- + Head Start logo
- + Community Action Partnership logo

Jeans may not be worn on home visits or during ARD meetings. Professional attire should be worn during meetings with the general community outside the center, but jeans and a marked top can be worn during informal meetings in certain situations, especially when such meetings are brief, occur during the work day, and do not place the employee in the position of presenting the agency's initial first impression to a new vendor, contractor, partner, or community leader.

Maintenance staff may wear jeans in the normal course of their work day. While not required, it is suggested that a marked shirt be worn with jeans. The preferred shirt is a denim or maintenance shirt with a CSNT logo and a pocket. This type of shirt provides the safest work environment.

Maintenance staff, meal delivery drivers, and any employees involved in outdoor labor such as mowing or facilities maintenance are allowed to wear a ball cap. The preferred cap is the CSNT ball cap.

Leggings/tights – Leggings/tights can only be worn with a top that is long enough to completely cover your abdomen and rear. Tops that have long backs and short front are also not appropriate with leggings/spandex tights.

Shirts - Shirts must cover the employee's midriff at all times. This should not require any further clarification, and there are no exceptions. Low-cut or inappropriate shirts are not allowed at any time.

Shorts - Shorts may not be worn at any time. The test for shorts is whether or not an employee's knees are visible. The employee's knees should be covered at all times. Capri pants that completely extend beyond the knee are allowed.

Shoes - Close-toed shoes are required in centers with kitchens. The logic behind this requirement is to protect the employee's feet against injury should something be dropped or spilled. Shoes with webbing or netting do not meet this requirement.

When in a kitchen, an employee must wear shoes that have closed toes and a closed heel. This is to keep the shoe from slipping off the foot. A heel strap does not meet this requirement.

Hair nets - Hair nets must be worn in kitchens and must completely envelope all hair.

Gloves - Gloves must be worn when handling food, and must be changed when moving from food preparation to food service. Also, employees must follow health codes with respect to glove usage.

After-hours wearing of marked clothing - Employees are encouraged to wear marked clothing during their off-duty hours. It is important to remember, however, that policies require all CSNT employees to maintain a positive image in the community. An employee's conduct while wearing CSNT markings is a reflection on the agency and should always be positive in nature.

Supervisors are responsible for determining appropriate attire/appearance.