




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 26, 2023 9:00 am
Linden Administrative Offices
304 East Houston
Linden, Texas


CALL TO ASSEMBLY


Please rise.

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

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

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

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

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

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for August 22, 2023**
6. **Presentations**
 - A. Head Start Policy Council Orientation – Training Bernadette Harris
 - B. Recognition – Cecelia Huff – 5 Years of Service – Policy Council
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start/Early Head Start Financial Report September 2023
 - b. Credit Usage Report September 2023
 - c. CACFP Financial Report September 2023
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start/Early Head Start Report September 2023
 - b. PIR Report September 2023
 - C. Executive Director Report Michelle Morehead

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 26, 2023 9:00 am
Linden Administrative Offices
304 East Houston
Linden, Texas

8. Actions Items

- A. Nominations/Elections of New 2023-2024 Policy Council Officers
- B. Set Date and Time for Policy Council Meetings
- C. Discuss and/or Approve Policy Council By-Laws
- D. Discuss and/Approve Disposition of Head Start Vehicle #801 - Grant#06CH011282/04
- E. Discuss and/or Approve Personnel Policies
 - 1. Cash in Lieu #315
 - 2. Short-Term Disability #318
 - 3. Local Travel/Mileage #599

9. Committee Reports

- A. Appoint Committee Members

10. Discussion Items

- A. Discuss Daingerfield Calendar Change

11. Audience Comments

12. Executive Session

- A. Training – New Hires and Terminations
- B. Personnel
 - 1. New hires and terminations

Bernadette Harris

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

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
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

| PC Attendance | Campus | Title | Sep-22 | Oct-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jun-23 | Jul-23 | Aug-23 | | | |
|---|--------------------|----------------|--------|--------|--------|--------|--------|--------|----------|----------|--------|--------|--------------|--------|---|---|---|
| Chairperson - Cecelia Huff | | | x | x | x | x | x | x | UNQUORUM | UNQUORUM | x | x | REPORTS SENT | x | | | |
| Vice Chairperson - Martavius Jones | | | x | | | x | x | x | | | x | | | | | x | |
| Secretary - Carlos Johnson | | | x | x | x | | x | x | | | x | | | | | x | |
| Cecelia Huff | Board Liaison/BC | Representative | x | x | 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 | | | X |
| Vicki Taylor | New Boston | Alternate | | | | | | | | | | | | | | | |
| Martavius Jones | Pittsburg | Representative | x | | | 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 Misty Van Hooser

- 1. Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, August 22, 2023 at 9:09 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 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 June 27, 2023:

Carlos Johnson moved to accept the minutes of June 27, 2023 meeting as presented. The 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.

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

None

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

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

Bridgette Parton reviewed the Personal Appearance/Dress Code Personnel Policy as presented. Martavius Jones moved to approve the Personal Appearance/Dress Code Personnel Policy #705 as presented. Carlos Johnson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Annual Report

Bridgette Parton reviewed the Annual Report as presented. Carlos Johnson moved to approve the Annual Report as presented. Martavius Jones 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:

Martavius Jones moved for Policy Council to go into Executive Session at 9:27 am. Carlos Johnson 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 9:32 am. Carlos Johnson 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 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 9:33 am. The motion was seconded by Carlos Johnson.

Minutes Submitted by: Bridgette Parton

Minutes approved by:



POLICY COUNCIL Orientation Training

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

Table of Contents

- Meeting Overview
- Governance
- Monitoring, Evaluation, Planning
- Financial Management
- Personnel Management
- Internal Controls

Meeting Overview

The PC meets:

- Every month in Admin Building Conference Room (except Nov/Dec are combined)
- Typically the 4th Tuesday of the month at 9:00 AM
- Members are served a brunch
- Normally, meetings do not occur in July/August

Meeting Overview

PC membership consists of:

- Elected parents/guardians of currently enrolled Head Start students
- Community Representatives
- Can not serve more than 5 years

PC membership counties represented:

- Bowie
- Camp
- Cass
- Morris

Meeting Overview

PC membership consists of:

Elected parents/guardians of currently enrolled Head Start students and community representatives

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

Meeting Overview

PC Agenda:

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

PC meetings are:

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

Governance: Exercising authority over an organization

Shared Governance:

- A key value and requirement

Board has majority of governance responsibility but shares it with:

- Policy Council

Governance

Community Services governance is defined by:

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

Governance

Policy Council responsibilities:

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

Monitoring, Evaluation, Planning

Part of every PC Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, budgets

Members evaluate:

- Annual/monthly program assessments, monthly program performance reports

Members planning:

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

Financial Management

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

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

Financial Management

Policy Council must approve:

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

Personnel Management

PC approves hiring of:

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

Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Executive Director
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

Internal Controls

- Every Financial transaction has a documented trail of every involved staff (Signatures/initials and dates)
- More than one person is always involved with every cash or computer system transaction
- Clear roles and responsibilities (do's and don'ts) for every staff involved in fiscal transactions.

Internal Controls

Independent Auditor:

- Verifies CSNT internal controls
- Identifies any problems or areas of concern
- Discusses the audit and any problems or concerns directly with the Board

WHEW!!!!!!!

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

Head Start Governance and Management Responsibilities

Governing Body/Tribal Council

Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

- Adopt practices to ensure active, independent and informed governance:**
- Governing body bylaws
 - Procedures for accessing and collecting information
 - Written standards of conduct, including conflicts of interest and complaints
 - Procedures for selecting Policy Council members
 - Advisory committees

- Select:**
- Delegate agencies and the service areas for such agencies
- Establish:**
- Procedures and criteria for recruitment, selection, and enrollment
- Review:**
- All funding applications and amendments
 - Results and follow-up activities from federal monitoring
- Review and Approve:**
- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
 - Progress on implementing the HS grant, including corrective actions
 - Major expenditures
 - Operating budget
 - Selection of auditor
 - Actions to correct audit findings
- Receive and Use:**
- Annual, monthly, and periodic reports*

*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

Policy Council

Assumes Responsibility for Head Start Program Direction

- Approve and submit to the governing body decisions regarding:**
- Activities for parent involvement/engagement
 - Program recruitment, selection, and enrollment priorities
 - Funding applications/amendments
 - Budget planning, including reimbursement and participation in Policy Council activities
 - Policy Council bylaws
 - Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
 - Policy Council election procedures
 - Recommendations on delegates/service areas
- Receive and Use:**
- Annual, monthly, and periodic reports*

- Take Action:**
- Hire/terminate Head Start Director and other lead staff
 - Establish impasse procedures

Provide Leadership and Strategic Direction:

- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

Provide Legal Oversight:

- Ensure compliance with federal laws and state, tribal, and local laws

Management Staff

Assumes Operating Responsibility for Head Start Day-to-Day Functions

- Take action:**
- Implement policies
 - Develop procedures
 - Provide T/TA to governing body and Policy Council
 - Supervise staff
 - Monitor compliance
 - Generate and use annual, monthly, and periodic reports*
 - Share reports with Policy Council and governing body*

Head Start

Financial Report for the month of September 2023

(August 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 | \$2,351,429.00 | \$156,284.22 | \$1,435,696.94 | \$915,732.06 | \$195,952.42 | \$1,763,571.75 | \$327,874.81 |
| Fringe Benefits | \$571,408.00 | \$42,075.85 | \$367,873.98 | \$203,534.02 | \$47,617.33 | \$428,556.00 | \$60,682.02 |
| Travel (4120) | \$10,000.00 | \$0.00 | \$5,733.27 | \$4,266.73 | \$833.33 | \$7,500.00 | \$1,766.73 |
| Equipment | \$35,000.00 | \$0.00 | \$26,065.00 | \$8,935.00 | \$2,916.67 | \$26,250.00 | \$185.00 |
| Supplies | \$198,845.00 | \$12,113.64 | \$136,548.22 | \$62,296.78 | \$16,570.42 | \$149,133.75 | \$12,585.53 |
| Contractual | \$292,100.00 | \$0.00 | \$139,820.00 | \$152,280.00 | \$24,341.67 | \$219,075.00 | \$79,255.00 |
| 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 | \$22,785.75 | (\$11,861.98) |
| Other (4122) | \$941,063.00 | \$69,218.22 | \$727,205.32 | \$213,857.68 | \$78,421.92 | \$705,797.25 | (\$21,408.07) |
| Total | \$4,430,226.00 | \$279,691.93 | \$2,873,590.46 | \$1,556,635.54 | \$369,185.50 | \$3,322,669.50 | \$449,079.04 |
| T&TA | \$40,381.00 | \$0.00 | \$40,381.00 | \$0.00 | \$3,365.08 | \$30,285.75 | (\$10,095.25) |
| Total | | | | | | | |
| USDA Reimbursements through July 2023 | | | | | | | \$73,283.52 |
| Estimated USDA Reimbursement for August 2023 | | | | | | | \$10,806.11 |
| | | | | | | | <u>\$533,168.67</u> |
| | | | | | | | Resulting (over)/under with USDA |

* Total Over/Under without USDA

Accruals: \$4.00
Actual year end payroll accrual \$75,600.00

| 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 | \$170,393.31 | \$10,757.38 | \$110,522.71 | \$14,199.44 | \$127,794.98 | \$17,272.27 |
| Per Child | \$9,527.37 | \$601.49 | \$6,179.76 | \$793.95 | \$7,145.53 | \$965.76 |

| IN-KIND (Non-Federal Share) | | | | |
|------------------------------------|----------------|--------------|----------------|-------------|
| | Needed | This month | Total | Still need |
| | \$1,107,557.00 | \$131,844.95 | \$1,057,021.55 | \$50,535.45 |

Early Head Start

Financial Report for the month of September 2023

(August 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 | \$144,584.00 | \$15,339.05 | \$87,900.82 | \$56,683.18 | \$12,048.67 | \$108,438.00 | \$20,537.18 |
| Fringe Benefits | \$35,423.00 | \$3,740.24 | \$35,153.76 | \$269.24 | \$2,951.92 | \$26,567.25 | (\$8,586.51) |
| Travel (4120) | \$2,190.00 | \$0.00 | \$532.21 | \$1,657.79 | \$182.50 | \$1,642.50 | \$1,110.29 |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Supplies | \$20,022.00 | \$2,382.31 | \$10,058.65 | \$9,963.35 | \$1,668.50 | \$15,016.50 | \$4,957.85 |
| 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 | \$2,300.25 | (\$1,689.34) |
| Other (4122) | \$57,920.00 | \$2,428.16 | \$28,384.45 | \$29,535.55 | \$4,826.67 | \$43,440.00 | \$15,055.55 |
| Total | \$263,206.00 | \$23,889.76 | \$166,019.48 | \$97,186.52 | \$21,933.83 | \$197,404.50 | \$31,385.02 |
| T&TA | \$5,257.00 | \$0.00 | \$4,521.80 | \$735.20 | \$438.08 | \$3,942.75 | (\$579.05) |
| Total | | | | | | | |
| USDA Reimbursements through July 2023 | | | | | | | \$10,336.74 |
| Estimated USDA Reimbursement for August 2023 | | | | | | | \$1,566.57 |
| | | | | | | | \$43,288.33 |
| | | | | | | | 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 | \$131,603.00 | \$11,944.88 | \$83,009.74 | \$10,966.92 | \$98,702.25 | \$15,692.51 |
| Per Child | \$16,450.38 | \$1,493.11 | \$10,376.22 | \$1,370.86 | \$12,337.78 | \$1,961.56 |

IN-KIND (Non-Federal Share)

| Needed | This month | Total | Still need |
|-------------|------------|-------------|-------------|
| \$65,802.00 | \$1,971.25 | \$16,355.51 | \$49,446.49 |

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -August 2023

Sam's Club

| | | |
|---------------------------|------------------|-----------------|
| Purchases for July 2023 | | 552.82 |
| Payment due by 08/28/2023 | Pd on 08/16/2023 | <u>(552.82)</u> |
| Balance | | - |

American Express

| | | |
|---------------------------------------|------------------|-------------------|
| Purchases for June 2023 and July 2023 | | 7,246.35 |
| Payment due by --- | Pd on 08/09/2023 | <u>(7,246.35)</u> |
| Balance | | - |

Line of Credit

| Program | CEAP A | CSBG A | TBRA | TX-HAF |
|-----------------------------|-----------|-----------|-----------|--------|
| Highest August 2023 Balance | 14,105.00 | 13,370.00 | 16,100.00 | |
| Current balance | - | - | | |
| Exp pay off date | | | | |

In House Line of Credit

| Program | CEAP A | CSBG A | TRBA | LIHWAP | VET | TX-HAF |
|-----------------------------|--------|-----------|------|--------|-----------|-----------|
| Highest August 2023 Balance | - | 11,700.00 | - | - | 16,504.54 | 28,221.00 |
| Current balance | | 6,400.00 | | | 27,169.54 | 55.00 |
| Exp pay off date | | 9/30/2023 | | | 9/30/2023 | |

U.S. SMALL BUSINESS ADMINISTRATION LOAN

Maturity Date 06/15/2050

\$157038.64 as of 09/19/2023

Payment Information

| | | |
|--|----------------------------|------------|
| | New Balance: | \$552.82 |
| | Total Minimum Payment Due: | \$50.00 |
| | Payment Due Date: | 08/28/2023 |

Payments must be received by 5pm ET on 08/28/2023 if mailed, or by 11:59pm ET on 08/28/2023 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.

RECEIVED

AUG 14 2023

BY:

Account Summary

1-2

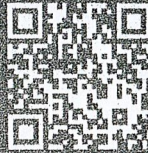
| | | | |
|-------------------------------------|-----------------|------------------|---------|
| Previous Balance as of 07/09/2023 | \$77.12 | Credit Limit | \$1,700 |
| Payments | - 77.12 | Available Credit | \$1,147 |
| Purchases/Debits | + 552.82 | | |
| New Balance as of 08/08/2023 | \$552.82 | | |

31 Day Billing Cycle from 07/09/2023 to 08/08/2023

KUC

Skip the checkout line with Scan & Go shopping!

Download the Sam's Club app. Then select the Scan & Go feature.



Shop and scan. Scan item barcodes as you go.



Pay with your Sam's Club Business Credit Card.*



Head to the door. Show your digital receipt and go.

*Subject to credit approval.

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



See what new items have landed at your club.

Visit SamsClub.com/NewItems or scan the QR code to check them out.



Transaction Detail

| Date | Reference # | Description | Amount |
|---|-------------------|--|-----------------|
| Payments | | | -\$77.12 |
| 07/23 | P9280006D015Q98TF | PAYMENT - THANK YOU | -\$77.12 |
| Purchases and Other Debits | | | \$552.82 |
| 07/20 | P9280006A01V41F76 | SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for TOMMY HOOPER | \$552.82 |
| Total Fees Charged This Period | | | \$0.00 |
| Total Interest Charged This Period | | | \$0.00 |

1-1

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.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~5946002029230674~~

DATE OF SALE #: 230720

P.O. #:

INVOICE #: 000000

AUTHORIZATION #: 000820

CLUB #: 8295

REFERENCE #: P9280006A01V41F76

TRANSACTION #: 0

REGISTER #: 3

1-2

| S.K.U | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|---------------------|-------------------------|-------------------|------|----------------------|-----------------|
| SALES TAX | | 1.000 | | \$0.0000 | \$0.00 |
| 003562605 | SD TANGY ORIG 6.75OZ | 2.000 | EA | \$6.9800 | \$13.96 |
| 025631674 | OS CRANBERRY VP | 7.000 | EA | \$10.9800 | \$76.86 |
| 030089094 | MM PURIFIED WATER | 5.000 | EA | \$4.2800 | \$21.40 |
| 048388528 | RICE KRSP TREAT 25CT | 2.000 | EA | \$9.9800 | \$19.96 |
| 049078671 | CHEEZ-IT VEND 45 CT | 2.000 | EA | \$15.6200 | \$31.24 |
| 052751718 | NABISCO 2CT VTY PK | 3.000 | EA | \$14.7800 | \$44.34 |
| 053485305 | GARDETTOS VEND | 2.000 | EA | \$16.2400 | \$32.48 |
| 053488193 | COKE | 2.000 | EA | \$16.9800 | \$33.96 |
| 053488199 | COKE ZERO | 1.000 | EA | \$16.9800 | \$16.98 |
| 053504670 | DR PEPPER | 1.000 | EA | \$16.9800 | \$16.98 |
| 053957593 | KAR'S SWEET 'N SALTY | 2.000 | EA | \$16.2800 | \$32.56 |
| 054040558 | BELVITA BITES VTY PK | 2.000 | EA | \$13.7800 | \$27.56 |
| 054504375 | FRUIT BY THE FOOT | 2.000 | EA | \$16.9800 | \$33.96 |
| 054559797 | HOSTESS DONETTES VTY | 2.000 | EA | \$10.9800 | \$21.96 |
| 055245099 | MM SAT PAPER TOWELS | 1.000 | EA | \$19.9800 | \$19.98 |
| 055894877 | FLAVORS VP MINI CAN | 2.000 | EA | \$13.6800 | \$27.36 |
| 057031599 | CITRUS MINI CAN VP | 2.000 | EA | \$13.6800 | \$27.36 |
| 380020719 | UW TWIN PACK MUFFIN | 4.000 | EA | \$13.4800 | \$53.92 |
| SUB \$552.82 | | TAX \$0.00 | | TOTAL INVOICE | \$552.82 |
| | | | | CREDITS TOTAL | \$0.00 |
| | | | | BALANCE DUE | \$552.82 |



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXXX-~~281008~~

Closing Date
07/28/23 ✓

Page 1 of 2

| Previous Balance \$ | New Charges \$ | Other Debits \$ | Payments \$ | Other Credits \$ | Balance Due \$ Do Not Pay |
|---------------------|----------------|-----------------|-------------|------------------|---------------------------|
| 19,334.66 | 4,655.18 | 0.00 | 19,375.97 | 2,190.00 | 2,423.87 |

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-XXXXX- 281008 | | |
| 07/25/23 PAYMENT RECEIVED - THANK YOU 07/25 0561600000 | | -19,375.97 |
| 07/12/23 CLDTKN AMAZON.COM*WX3Y11NR3 AMZN.COM/BILL W 1,203.99 ✓ 11TL0QJXM 111-0741873-5325098109 07/10/23 ROC NUMBER 11TL0QJXMIDIQ | | |
| 07/07/23 CLDTKN AMZN MKTP US AMZN.COM/BILL W -2,190.00 * G49CV8S42 113-3497696-6130698109 07/07/23 ROC NUMBER G49CV8S427C Credit | | |
| 07/12/23 CLDTKN AMZN MKTP US*KI8V47B AMZN.COM/BILL W 373.19 ✓ KMWETHPSQ 111-0720652-4143498109 07/11/23 ROC NUMBER KMWETHPSQ4DK | | |
| 07/10/23 CLDTKN AMZN MKTP US*OS4M80R AMZN.COM/BILL W 888.00 ✓ 5WBBDZVI 111-6073698-2994698109 07/10/23 ROC NUMBER 5WBBDZVI9LK | | |
| 07/02/23 CLDTKN AMZN MKTP US*164PF0Z AMZN.COM/BILL W 2,190.00 ✓ 1AKZ4O08N 113-3497696-6130698109 06/27/23 ROC NUMBER 1AKZ4O08NPMZ | | |
| Total for CREW DYKES | New Charges/Other Debits Payments/Other Credits | 4,655.18 -21,565.97 |

Do not staple or use paper clips
Payment Coupon

Account Number Enter 15 digit account number on all payments.
~~0796-566037-281008~~

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



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
- 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.

COPY



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXXX1-~~21009~~

Closing Date
07/28/23

Page 1 of 2

| Previous Balance \$ | New Charges \$ | Other Debits \$ | Payments \$ | Other Credits \$ | Balance Due \$ | Do Not Pay |
|---------------------|----------------|-----------------|-------------|------------------|----------------|---|
| 2,522.91 | 4,822.48 | 0.00 | 2,522.91 | 0.00 | 4,822.48 | 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-XXXXX1- 21009 | | |
| 07/25/23 PAYMENT RECEIVED - THANK YOU 07/25 | 05616000000 | -2,522.91 |
| 07/11/23 COMMUNITY ACTION PAR WASHINGTON DC REF# 26882076 202-265-7546 07/10/23 TRANSACTION ROC NUMBER 26882076 | 26882076000 | 2,688.00 |
| 07/23/23 Gaylord Texan Resort Grapevine TX REF# 341 8664357627 07/23/23 ROC NUMBER 341 | 34100000000 | 522.26 |
| 07/23/23 Gaylord Texan Resort Grapevine TX REF# 342 8664357627 07/23/23 ROC NUMBER 342 | 34200000000 | 491.94 |
| 07/23/23 Gaylord Texan Resort Grapevine TX REF# 343 8664357627 07/23/23 ROC NUMBER 343 | 34300000000 | 491.96 |
| 06/30/23 HILTON GARDEN INN AUSTIN TX REF# 00917826 512-480-8181 06/29/23 ROC NUMBER 00917826 | 00917826000 | 628.32 |
| Total for DAN BOYD | New Charges/Other Debits Payments/Other Credits | 4,822.48 -2,522.91 |

Do not staple or use paper clips

Payment Coupon

Account Number ~~8726-565331-21009~~ Enter 15 digit account number on all payments.

MB 01 000489 19839 H 1 E



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.

000489 1/1

00415WR1 20923

000000760

0000

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



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
- 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.

HEAD START and EHS NUTRITION PROGRAM

September 2023 Financial Report

For the month of August 2023

CACFP

| | <u>Expenditures</u> | <u>Total To Date</u> |
|-----------------------------|---------------------|----------------------|
| Operating Labor \$ | 6,714.16 | 76,879.66 |
| Administrative Labor | 1,505.60 | 14,402.90 |
| Food | 9,946.88 | 96,597.94 |
| Supplies & Equipment | 1,490.92 | 8,402.02 |
| Purchased Services | - | 0.00 |
| Financial Costs | - | 0.00 |
| Media Costs | - | 0.00 |
| Operating Org Cost | - | 2,913.80 |
| Other | - | 517.15 |
| Total \$ | <u>19,657.56</u> | <u>\$ 199,713.47</u> |

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

TDHS REVENUE 12,372.68 125,715.07
(Income Starts October 2022)

CSNT Head Start Director's Report PY04/FY23

September Report/August Data

How Are We Doing?



HEAD START Attendance - August 2023

- ✓ **465** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **465**
- ✓ **4%** Disability Students – **10%** Target
- ✓ **92%** Average Daily Attendance



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$1,060,022** NFS Collected – **(\$41,821)** NFS Needed
- ✓ **\$225,733** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$10,806** Reimbursed This Month - **\$84,087** Reimbursed This Year
- ✓ **19** days of Service – **4,022** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

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

ANNOUNCEMENTS:

Implementing New Classroom Routines
Completing Beginning of the Year Activities

CSNT Early Head Start Director's Report PY04/FY23

September Report/August Data

How Are We Doing?



EARLY HEAD START Attendance - August 2023

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **13%** Disability Students – **10%** Target
- ✓ **85%** Average Daily Attendance



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$16,356** NFS Collected - **\$60,785** NFS Needed
- ✓ **\$16,511** Indirect Costs Collected
- ✓ **9%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,567** Reimbursed This Month - **\$11,903** Reimbursed This Year
- ✓ **16** days of Service – **579** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ 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:

Implementing New Classroom Routines
Completing Beginning of the Year Activities



Office of Head Start - Head Start Services Snapshot

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

Date

9/19/2023

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 | 465 | 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 Cummulative Enrollment

| | <i># of participants</i> | <i>% of participants over Funded Enrollment</i> |
|-----------------------------|--------------------------|---|
| Total Cumulative Enrollment | 468 | 0.65% |

Participants by Age

| | <i># of participants</i> | <i>% of participants</i> |
|-------------|--------------------------|--------------------------|
| 1 Year Old | 0 | 0.00% |
| 2 Years Old | 6 | 1.28% |
| 3 Years Old | 227 | 48.50% |
| 4 Years Old | 241 | 51.50% |
| 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 | 32 | 6.84% |

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 | 15 | 3.21% |

Prior Enrollment of Children

| | <i># of children</i> | <i>% of children</i> |
|---------------------|----------------------|----------------------|
| The second year | 146 | 31.20% |
| Three or more years | 8 | 1.71% |

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% | 2 | 0.43% |
| Asian | 0 | 0.00% | 2 | 0.43% |
| Black or African American | 6 | 1.28% | 222 | 47.44% |
| Native Hawaiian or Pacific Islander | 0 | 0.00% | 0 | 0.00% |
| White | 20 | 4.27% | 129 | 27.56% |
| Biracial or Multi-Racial | 6 | 1.28% | 36 | 7.69% |
| Other Race | 32 | 6.84% | 1 | 0.21% |
| Unspecified Race | 0 | 0.00% | 12 | 2.56% |

Primary Language of Parents at Home

| | <i># of children</i> | <i>% of children</i> |
|---|----------------------|----------------------|
| English | 404 | 86.32% |
| Of these, the number of children acquiring/learning another language in addition to English | 14 | |
| Spanish | 28 | 5.98% |
| 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 | 0.64% |
| 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 | 36 | 7.69% |

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 | 334 | 71.37% | 252 | 53.85% |
| Children with accessible health care | 294 | 62.82% | 220 | 47.01% |
| Children with up-to-date immunizations or all possible immunizations to date, or exempt | 403 | 86.11% | 148 | 31.62% |
| Children with accessible dental care | 195 | 41.67% | 122 | 26.07% |

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 | 16 | 3.44% |

Family Services

| | <i># of families</i> | <i>% of families</i> |
|--------------------------|----------------------|----------------------|
| Total Number of Families | 444 | 100.00% |

| | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Families Who Received at Least One Family Service | 196 | 44.14% |

Specific Services

| | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Emergency or Crisis Intervention | 5 | 1.13% |
| Housing Assistance | 4 | 0.90% |
| Asset Building Services | 63 | 14.19% |
| Mental Health Services | 7 | 1.58% |
| Substance Misuse Prevention | 1 | 0.23% |
| Substance Misuse Treatment | 4 | 0.90% |
| English as a Second Language (ESL) Training | 7 | 1.58% |
| Assistance in enrolling into an education or job training program | 21 | 4.73% |
| Research-based parenting curriculum | 173 | 38.96% |
| Involvement in discussing their child's screening and assessment results and their child's progress | 188 | 42.34% |
| Supporting transitions between programs | 176 | 39.64% |
| Education on preventive medical and oral health | 178 | 40.09% |
| Education on health and developmental consequences of tobacco product use | 56 | 12.61% |
| Education on nutrition | 191 | 43.02% |
| Education on postpartum care | 2 | 0.45% |
| Education on relationship/marriage | 4 | 0.90% |
| Assistance to families of incarcerated individuals | 0 | 0.00% |



Office of Head Start - Early Head Start Services Snapshot

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

Date

9/19/2023

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 | 16 | 100.00% |

Participants by Age

| | <i># of participants</i> | <i>% of participants</i> |
|------------------|--------------------------|--------------------------|
| Under 1 Year Old | 0 | 0.00% |
| 1 Year Old | 8 | 50.00% |
| 2 Years Old | 8 | 50.00% |
| 3 Years Old | 0 | 0.00% |
| Pregnant Women | 0 | 0.00% |

Homelessness Services

| | <i># of children</i> | <i>% of children</i> |
|--|----------------------|----------------------|
| Total number of children experiencing homelessness that were served during the enrollment year | 1 | 6.25% |

Foster Care

| | # of children | % of children |
|--|---------------|---------------|
| Total number of enrolled children who were in foster care at any point in the program year | 3 | 18.75% |

Prior Enrollment of Children

| | # of children | % of children |
|---------------------|---------------|---------------|
| The second year | 7 | 43.75% |
| Three or more years | 1 | 6.25% |

Ethnicity And Race

| | # of Hispanic or Latino Origin participants | % of Hispanic or Latino Origin participants | # of Non-Hispanic or Non-Latino Origin participants | % of Non-Hispanic or Non-Latino Origin participants |
|-------------------------------------|---|---|---|---|
| American Indian or Alaska Native | 0 | 0.00% | 0 | 0.00% |
| Asian | 0 | 0.00% | 0 | 0.00% |
| Black or African American | 0 | 0.00% | 7 | 43.75% |
| Native Hawaiian or Pacific Islander | 0 | 0.00% | 0 | 0.00% |
| White | 0 | 0.00% | 5 | 31.25% |
| Biracial or Multi-Racial | 1 | 6.25% | 1 | 6.25% |
| Other Race | 2 | 12.50% | 0 | 0.00% |
| Unspecified Race | 0 | 0.00% | 0 | 0.00% |

Primary Language of Parents at Home

| | # of children | % of children |
|---|---------------|---------------|
| English | 14 | 87.50% |
| Of these, the number of children acquiring/learning another language in addition to English | 0 | 0.00% |
| Spanish | 2 | 12.50% |
| Central American, South American, or Mexican Languages | 0 | 0.00% |
| Caribbean Languages | 0 | 0.00% |
| Middle Eastern or South Asian Languages | 0 | 0.00% |
| East Asian Languages | 0 | 0.00% |
| Native North American or Alaska Native Languages | 0 | 0.00% |
| Pacific Island Languages | 0 | 0.00% |
| European or Slavic Languages | 0 | 0.00% |
| African Languages | 0 | 0.00% |
| American Sign Language | 0 | 0.00% |
| Other Languages | 0 | 0.00% |
| Unspecified Languages | 0 | 0.00% |

Health Services

| <i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i> | # at Beginning of Enrollment Year | % at Beginning of Enrollment Year | # at End of Enrollment Year | % at End of Enrollment Year |
|---|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Children with health insurance | 15 | 93.75% | 13 | 81.25% |
| Children with accessible health care | 10 | 62.50% | 8 | 50.00% |
| Children with up-to-date immunizations or all possible immunizations to date, or exempt | 16 | 100.00% | 5 | 31.25% |
| Children with accessible dental care | 10 | 62.50% | 8 | 50.00% |

Disabilities Services

| | <i># of children</i> | <i>% of children</i> |
|---|----------------------|----------------------|
| Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services | 2 | 12.50% |

Family Services

| | <i># of families</i> | <i>% of families</i> |
|--------------------------|----------------------|----------------------|
| Total Number of Families | 15 | 93.75% |

| | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Families Who Received at Least One Family Service | 7 | 46.67% |

Specific Services

| | <i># of families</i> | <i>% of families</i> |
|---|----------------------|----------------------|
| Emergency or Crisis Intervention | 1 | 6.67% |
| Housing Assistance | 0 | 0.00% |
| Asset Building Services | 1 | 6.67% |
| Mental Health Services | 1 | 6.67% |
| Substance Misuse Prevention | 0 | 0.00% |
| Substance Misuse Treatment | 0 | 0.00% |
| English as a Second Language (ESL) Training | 1 | 6.67% |
| Assistance in enrolling into an education or job training program | 6 | 40.00% |
| Research-based parenting curriculum | 7 | 46.67% |
| Involvement in discussing their child's screening and assessment results and their child's progress | 6 | 40.00% |
| Supporting transitions between programs | 5 | 33.33% |
| Education on preventive medical and oral health | 7 | 46.67% |
| Education on health and developmental consequences of tobacco product use | 1 | 6.67% |
| Education on nutrition | 7 | 46.67% |
| Education on postpartum care | 0 | 0.00% |
| Education on relationship/marriage | 0 | 0.00% |
| Assistance to families of incarcerated individuals | 0 | 0.00% |

Nominations/Election 2023-2024
Policy Council Officers

Chairperson was opened for nominations.

1. _____
2. _____
3. _____

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

_____ moved to cease nominations.

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

Vice Chairperson was opened for nominations.

1. _____
2. _____
3. _____

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

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

Secretary was opened for nominations.

1. _____
2. _____
3. _____

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

_____ moved to cease nominations.

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

Policy Council Liaison was opened for nominations.

1. _____
2. _____
3. _____

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

_____ moved to cease nominations.

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

Nominations/Election 2023-2024
Policy Council Officers

The following slate was adopted:

Chairperson: _____

Vice Chairperson: _____

Secretary: _____

Policy Council Liaison: _____

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

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

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

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

ARTICLE III: MEMBERSHIP

SECTION I

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

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

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

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

SECTION II: Term of Office

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

SECTION III: Voting Rights

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

SECTION IV: Member Obligations

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

SECTION V: Confidentiality

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

SECTION VI: Termination of Membership

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

SECTION VII: Alternates

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

SECTION VIII: Head Start Staff Attendance

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

SECTION VIII: Council Representatives

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

ARTICLE IV: OFFICERS

SECTION I: Election and Term

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

SECTION II: Executive Committee

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

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

SECTION III: Special Committees

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

SECTION IV: Chairperson

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

SECTION V: Vice –Chairperson

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

SECTION VI: Secretary

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

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

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

SECTION II: Special Meetings

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

SECTION III: Notice of Meetings

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

SECTION IV: Quorum

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

SECTION V: Conduction of Meeting

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

SECTION VI: Dispute/Impasse Resolution

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

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

INFORMAL PROCEDURES

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

FORMAL PROCEDURES

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

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

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

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

ARTICLE VII: AMENDMENTS

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

Revised 9/21/22

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

| Date | Description of Item(s) | Disposition/ Estimated Value | Budget Line Item |
|-----------|--|--|--|
| 9/26/2023 | <p style="text-align: center;">Vehicle #801 – VIN#3B7HC12Y41G182480 2001 Dodge ½ ton P/U 306,332 miles</p> | <p style="text-align: center;">Sealed Bid \$800.00 <i>(Kelley Blue Book Estimated Value)</i></p> | <p style="text-align: center;">Vehicle Repairs (090 – Admin)</p> |
| | Estimated Total Value | | \$800.00 |

Vehicle Disposition Form for Head Start

| Location | Description of Vehicle | Condition (Poor, Fair, Good, Excellent) | Disposition Process | Policy Council and Governing Board Approval Date | Estimated Monetary Value |
|-----------------------|---|--|----------------------------------|--|--|
| 090 Linden Shop | 2001 Dodge ½ ton P/U VIN# 3B7HC12Y41G182480 Vehicle #801 | fair | Private sale By sealed bid | | \$800 <i>(Kelley Blue Book Estimated Value)</i> |
| | | | | | |
| | | | | | |
| | | | | | |

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

315 Cash in Lieu of Health Insurance

Effective Date: 9/18/2023

Revision Date: 9/18/2023

Eligible full-time and part-time employees working a 30/hour week schedule or 40/hour week schedule, electing not to participate in the health insurance benefit, upon demonstration of having alternative group-sponsored health insurance coverage (or other qualifying health coverage as defined in the Section 125 Plan) for themselves and their eligible dependents, may elect to receive \$2,400 in lieu of insurance (accrued at a rate of \$200/month of eligible coverage). Payment for accrued cash-in-lieu of insurance benefits shall be paid in bi-monthly installments of \$100. The sum in lieu of insurance will be an annual option for eligible employees, who must make such an annual election by a deadline which is within the initial 90 days of employment and during the annual open enrollment period. An employee so electing payment in lieu of insurance who then seeks to reverse his/her decision during the health plan benefit year may do so only if permissible under the regulations of the carrier. This cash in lieu of insurance option is only available to employees that are eligible for health benefits.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

318 Short-Term Disability

Effective Date: 9/1/2003

Revision Date: ~~6/24/2009~~ 9/18/2023

Effective October 1, ~~2006~~ 2023, Community Services offers a ~~voluntary employee~~ employer paid short-term disability (STD) benefits plan. **A buy-up option to the STD plan is available also for employees to purchase, if desired.**

Employees in the following employment classifications (*Policy 201 Employment Categories/Classifications*) are eligible to participate in the short-term disability benefits plan:

- * Regular full-time employees
- * Regular part-time employees who work 30 hours or more per week

Eligible employees may participate in the short-term disability benefits plan subject to all terms and conditions of the agreement between Community Services and the insurance carrier. At all times, the agreement between Community Services and its insurance carrier supersedes the Community Services Personnel Policies & Procedures.

Information on ~~cost of~~ this coverage **and the cost of the buy-up plan** will be provided during open enrollment to eligible employees. Open enrollment occurs at a scheduled time during the month of September. Any inquiries should be in writing and directed to your immediate supervisor, who will forward your request to the Human Resources Director.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

599 Local Travel/Mileage

Effective Date: 6/16/2004

Revision Date: ~~6/22/2004~~ 9/18/2023

Community Services will reimburse employees for mileage expense for approved intra-agency or local travel. The employee is required to submit a completed mileage reimbursement form on a monthly basis. The mileage reimbursement form must be approved by your supervisor. Failure to have supervisor approval or submission of more than 30 days' of mileage expense may result in denial of your reimbursement request. **Compensation rate for mileage will be based on the current IRS mileage rates.**

Policy Council Committee Members

Self – Assessment

1. _____

2. _____

Community Assessment

1. _____

Finance Committee

1. _____

School Readiness Committee

1. _____

2. _____

ERSEA

1. _____

Strategic Planning

1. _____

Health Advisory

1. _____

2. _____

2023-2024 Calendar



Daingerfield Head Start



Student Days:
Full Day—7:50-3:30

Student Hours - 1294.54.
Student Days—169

Staff Training/ Students out

- July 31-Aug 9

Student & Staff Holidays

- Labor Day - Sept. 4
- Fall Break - Oct. 9-10
- Thanksgiving - Nov. 20-24
- Christmas - Dec. 18-Jan. 2
- Martin Luther King- Jan. 15
- Winter Break - Feb 5-9
- President's Day—Feb. 19
- Spring Break - Mar. 26-29

**Staff Return
July 31, 2023**

Campus Director:
MaRenda Traylor

Family Services:
MaRenda Traylor

Contact Number:
(903) 645-2901

| August 2023 | | | | | | | September 2023 | | | | | | | October 2023 | | | | | | |
|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| November 2023 | | | | | | | December 2023 | | | | | | | January 2024 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 31 | | | | | | | | | | | | | |
| February 2024 | | | | | | | March 2024 | | | | | | | April 2024 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 25 | 26 | 27 | 28 | 29 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | |
| May 2024 | | | | | | | June 2024 | | | | | | | July 2024 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 30 | | | | | | | | | | | | | |

School Starts: August 8

School Ends: May 17

Head Start Hiring Process

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

Background Screen Form

Request for Driver License and Record Check

Child Care Licensing Request for Background Check

Pre-Employment Drug Screen Acknowledgement Form

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

Head Start Termination Process

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