



**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, October 24, 2023 9:00 am**  
**Linden Administrative Office**  
**304 East Houston**  
**Linden, Texas**


**CALL TO ASSEMBLY**


*Please rise.*

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

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

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

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

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

**Invocation**

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for September 26, 2023**
6. **Presentations**
  - A. Robert's Rules of Order Bernadette Harris
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report October 2023
    - b. Credit Usage Report October 2023
    - c. CACFP Financial Report October 2023
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start/Early Head Start Report October 2023
    - b. Head Start/Early Head Start PIR October 2023
  - C. Executive Director Report Michelle Morehead

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**Head Start**  
**Policy Council Meeting**  
**Tuesday, October 24, 2023 9:00 am**  
**Linden Administrative Office**  
**304 East Houston**  
**Linden, Texas**

**8. Committee Reports**

- A. Appoint Committee Member(s)
- B. Committee Report
  - a. Community Assessment Committee Report
  - b. Health Services Advisory Committee is scheduled for November 1, 2023
  - c. ERSEA Committee Meeting is scheduled for November 29, 2023
  - d. School Readiness Committee Meeting is scheduled for December 7, 2023

**9. Action Items**

- A. Discuss and/or Approve Head Start Standard Operating Procedures
- B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms
- C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct
- D. Discuss and/or Approve Personnel Policies and Procedures
  - 1. Including Update to Business Travel Expenses Personnel Policy #512
- E. Discuss and/or Approve Job Descriptions
- F. Discuss and/or Approve Updated Volunteer Rates
- G. Discuss and/or Approve 2024 Community Assessment Update
- H. Discuss and/or Approve November/December Meeting for Tuesday, December 12, 2023
- I. Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance
- J. Discuss and/or Approve Martavius Jones as the Policy Council Liaison to the Board

**10. Discussion Items**

- A. Discuss Fall 2023 Circle Assessment Data

**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, September 26, 2023 9:00 am  
Linden Administration Offices  
304 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-23
<b>Chairperson - Martavius Jones</b>			<b>x</b>
<b>Vice Chairperson - Megan Hervey</b>			<b>x</b>
<b>Secretary - Cristal Smith</b>			<b>x</b>
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	<b>x</b>
Evelyn Benjamin	Atlanta	Representative	x
Jessica Nansen	Atlanta	Alternate	
Megan Hervey	Bloomburg	Representative	x
Gina Chambless	Bloomburg	Alternate	
Krizia Linwood	D/LS	Representative	x
Casandra Freeman	D/LS	Alternate	
Cristal Smith	Hughes Springs	Representative	x
Brittany Smith	Hughes Springs	Alternate	
Alicia Brown	Hughes Springs EHS	Representative	
	Hughes Springs EHS	Alternate	
Ashley Roberts	Naples	Representative	
Ashley Tucker	Naples	Alternate	
Taylor Adcock	New Boston	Representative	x
Tammy Wells	New Boston	Alternate	
Martavius Jones	Pittsburg	Representative	x
David Chustz	Pittsburg	Alternate	
	Texarkana	Representative	
	Texarkana	Alternate	

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Michelle Morehead, Susan Horner, Charlotte Hall, Shelley Mitchell, Misty Van Hooser and Venus Hornbuckle

**1. Call to Order:**

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:10 am, September 26, 2023, in the Linden Administrative Building.

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

Evelyn Benjamin – Atlanta Head Start Representative, Megan Hervey – Bloomburg Head Start Representative, Krizia Linwood – Daingerfield Head Start Representative, Cristal Smith – Hughes Springs Head Start Representative, Taylor Adcock – New Boston Head Start Representative, and Martavius Jones – Pittsburg Head Start Representative

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Evelyn Benjamin, Megan Hervey, Krizia Linwood, Cristal Smith, Taylor Adcock, and Martavius Jones.

\*Cecelia Huff lead the meeting until the new Chairperson was selected in Action Item 8 A.

**4. Approval of Agenda:**

Members reviewed the agenda. Martavius Jones 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 August 22, 2023:**

Martavius Jones moved to accept the minutes of August 22, 2023 meeting as presented. The motion was seconded by Evelyn Benjamin. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

**6. Presentations:**

**A. Head Start Policy Council Orientation Training – Bernadette Harris**

Bernadette Harris explained the roles and responsibilities with the Policy Council members. Bridgette Parton reviewed the Policy Council Handbook with the members and explained the confidentiality and conflicts of interest statement. All members present signed the statement.

**B. Recognition – Cecelia Huff – 5 Years of Service – Policy Council**

Bernadette Harris presented Cecelia Huff with a plaque in appreciation of her dedicated service on Policy Council for the past five years.

**7. Reports:**

**A. Financial Report**

Shelley Mitchell gave the financial report as presented. She explained how to read the Finance Report, Credit Card Usage Report and statements.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented. She explained how to read the Head Start and Early Head Start Reports as well as the PIR information.



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

Michelle Morehead welcomed everyone to the meeting and thanked them for serving on Policy Council. She stated that the Agency had a new Program that would start October 1<sup>st</sup> called Transitional Housing. There is one property currently and we will start small and build from there. There is also a Youth Empowerment Program starting January of 2024 to encourage children from the ages of ten to eighteen to read and learn non-contact boxing skills.

## **8. Action Items:**

### **A. Nominations/election of new 2022-2023 Policy Council Officers:**

Policy Council Chairperson was opened for nominations. Taylor Adcock was nominated for Chairperson. The floor was asked again if there were any more nominations for Chairperson. Martavius Jones was nominated for Chairperson. The floor was asked a third time if there were any more nominations. There were no more nominations. Martavius Jones moved to cease nominations. 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. Vice Chairperson was opened for nominations. Megan Hervey was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Taylor Adcock moved to cease nominations. This motion was seconded by Evelyn Benjamin. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Cristal Smith was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Martavius Jones moved to cease nominations. 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.

Policy Council Liaison was opened for nominations. Taylor Adcock was nominated for Policy Council Liaison. The floor was asked for any more nominations and Martavius Jones was nominated for Alternate Policy Council Liaison. The floor was asked if there were other nominations for Policy Council Liaison. There were no more nominations. Martavius Jones moved to cease nominations. This motion was seconded by Cristal Smith. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The members were asked if they wanted to conduct a secret ballot for Chairperson or by a raise of hands. The members requested to have a secret ballot. Taylor Adcock introduced herself and explained why she would like to be considered for the nomination of Chairperson. Martavius Jones introduced himself and stated why he would like to be considered for the nomination for Chairperson. The members wrote names on a ballot and with a vote of 6 to 1, Martavius Jones was the selected member for the Chairperson nomination.

Taylor Adcock moved to approve the elected slate as presented. The motion was seconded by Cristal Smith. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

The following slate is adopted: Martavius Jones – Chairperson, Megan Hervey - Vice Chairperson, Cristal Smith – Secretary, Taylor Adcock - Policy Council Liaison and Martavius Jones – Policy Council Liaison Alternate.

**B. Set Date and Time for Policy Council Meetings**

The date and time for the Policy Council Meetings was discussed. Evelyn Benjamin moved to leave the date the 4<sup>th</sup> Tuesday of the month at 9:00 AM. Cristal Smith seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

\*Martavius Jones began leading the meeting at Action Item 8B.

**C. Discuss and/or Approve Policy Council By-Laws**

Bridgette Parton reviewed the Policy Council By-Laws as presented. Taylor Adcock moved to approve the Policy Council By-Laws as presented. The motion was seconded by Cristal Smith. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**D. Discuss and/or Approve Disposition of Head Start Vehicle #801 – Grant #06CH011282/04**

Bernadette Harris reviewed the Disposition of Head Start Vehicle #801 – Grant #06CH011282/04 as presented. Cristal Smith moved to approve the Disposition of Head Start Vehicle #801 – Grant #06CH011282/04 as presented. The motion was seconded by Megan Hervey. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**E. Discuss and/or Approve Personnel Policies**

1. **Cash in Lieu #315**
2. **Short-Term Disability #318**
3. **Local Travel/Mileage #599**

Charlotte Hall reviewed the Personnel Policies as presented. She explained that the Cash in Lieu policy is a new policy to encourage staff that are eligible to have other qualified insurance such as Medicare to receive \$100 per pay period based on twenty-four pay periods. The Short-Term Disability was updated to reflect that the Agency will pay for each eligible employee short term disability. The local travel/mileage was updated to state that the Agency will use the IRS rate for mileage reimbursements. Taylor Adcock moved to approve the Personnel Policies as presented. The motion was seconded by Evelyn Benjamin. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

**9. Committee Report:**

**A. Appoint Committee Members**

**Martavius Jones appointed the following Committee Members**

**List of Committee Participants:**

**Self-Assessment**

1. Taylor Adcock
2. Martavius Jones

**Community Assessment**

1. Megan Hervey

**Finance Committee**

1. Cristal Smith

**School Readiness Committee**

1. Krizia Linwood
2. Cristal Smith

**ERSEA Committee**

1. Taylor Adcock

**Strategic Planning Committee**

1. Krizia Linwood
2. Evelyn Benjamin

**Health Advisory Committee**

1. Taylor Adcock
2. Megan Hervey

***Martavius Jones will serve on all Committee's as the Policy Council Chairperson.***

**10. Discussion Items:**

**A. Discuss Daingerfield Calendar Changes**

Misty Van Hooser reviewed the changes as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Taylor Adcock moved for Policy Council to go into Executive Session at 10:46 am. Cristal Smith seconded the motion.

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

Taylor Adcock made a motion to come back into regular session at 10:53 am. Krizia Linwood seconded the motion.

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

A motion was made by Megan Hervey to accept new hires, transfers, and terminations as presented. The motion was seconded by Krizia Linwood. 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 Megan Hervey at 10:54 am. The motion was seconded by Krizia Linwood.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# Head Start

## Financial Report for the month of October 2023

(September 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	\$272,939.10	\$1,708,636.04	\$642,792.96	\$195,952.42	\$1,959,524.17	\$250,888.13
Fringe Benefits	\$571,408.00	\$47,660.56	\$415,534.54	\$155,873.46	\$47,617.33	\$476,173.33	\$60,638.79
Travel (4120)	\$10,000.00	\$0.00	\$5,733.27	\$4,266.73	\$833.33	\$8,333.33	\$2,600.06
Equipment	\$35,000.00	(\$164.25)	\$25,900.75	\$9,099.25	\$2,916.67	\$29,166.67	\$3,265.92
Supplies	\$198,845.00	\$7,918.68	\$144,466.90	\$54,378.10	\$16,570.42	\$165,704.17	\$21,237.27
Contractual	\$292,100.00	\$0.00	\$139,820.00	\$152,280.00	\$24,341.67	\$243,416.67	\$103,596.67
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	\$25,317.50	(\$9,330.23)
Other (4122)	\$941,063.00	\$129,976.39	\$857,181.71	\$83,881.29	\$78,421.92	\$784,219.17	(\$72,962.54)
<b>Total</b>	<b>\$4,430,226.00</b>	<b>\$458,330.48</b>	<b>\$3,331,920.94</b>	<b>\$1,098,305.06</b>	<b>\$369,185.50</b>	<b>\$3,691,855.00</b>	<b>\$359,934.06</b>
T&TA	\$40,381.00	\$0.00	\$40,381.00	\$0.00	\$3,365.08	\$33,650.83	(\$6,730.17)
<b>Total</b>							
USDA Reimbursements through August 2023							\$84,089.63
Estimated USDA Reimbursement for September 2023							\$14,344.94
							<u>\$458,368.63</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$75,600.00

\$4.00

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

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$170,393.31	\$17,628.10	\$128,150.81	\$14,199.44	\$141,994.42	\$13,843.62
Per Child	\$9,527.37	\$985.66	\$7,165.42	\$793.95	\$7,939.47	\$774.05

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,107,557.00	\$139,598.66	\$1,196,620.21	(\$89,063.21)

# Early Head Start

## Financial Report for the month of October 2023

(September 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	\$16,205.37	\$104,106.19	\$40,477.81	\$12,048.67	\$120,486.67	\$16,380.48
Fringe Benefits	\$35,423.00	\$4,105.94	\$39,259.70	(\$3,836.70)	\$2,951.92	\$29,519.17	(\$9,740.53)
Travel (4120)	\$2,190.00	\$0.00	\$532.21	\$1,657.79	\$182.50	\$1,825.00	\$1,292.79
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$20,022.00	\$143.88	\$10,202.53	\$9,819.47	\$1,668.50	\$16,685.00	\$6,482.47
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	\$120.00	\$4,109.59	(\$1,042.59)	\$255.58	\$2,555.83	(\$1,553.76)
Other (4122)	\$57,920.00	\$2,207.12	\$32,095.80	\$25,824.20	\$4,826.67	\$48,266.67	\$16,170.87
<b>Total</b>	<b>\$263,206.00</b>	<b>\$22,782.31</b>	<b>\$190,306.02</b>	<b>\$72,899.98</b>	<b>\$21,933.83</b>	<b>\$219,338.33</b>	<b>\$29,032.31</b>
T&TA	\$5,257.00	\$120.00	\$4,641.80	\$615.20	\$438.08	\$4,380.83	(\$260.97)
<b>Total</b>							
USDA Reimbursements through August 2023							\$11,903.31
Estimated USDA Reimbursement for September 2023							\$2,033.86
							<u>\$42,969.48</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$7,200

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

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$131,603.00	\$11,391.16	\$95,153.01	\$10,966.92	\$109,669.17	\$14,516.16
Per Child	\$16,450.38	\$1,423.89	\$11,894.13	\$1,370.86	\$13,708.65	\$1,814.52

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$65,802.00	\$2,019.03	\$18,374.54	\$47,427.46

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

**Board Report -October 2023**

Sam's Club

Purchases for September 2023		150.76
Payment due by 09/28/2023	Pd on 09/20/2023	<u>(150.76)</u>
Balance		-

American Express

Purchases for August 2023		1,314.15
Payment due by ---	Pd on 09/13/2023	<u>(1,314.15)</u>
Balance		-

Line of Credit

Program	VSN	CSBG A	TBRA
Highest September 2023 Balance	14,000.00	6,775.00	11,625.00
Current balance	14,000.00		
Exp pay off date	12/31/2023		

In House Line of Credit


Program	CEAP A	CSBG A	TRBA	LIHWAP	VSN
Highest September 2023 Balance	-	6,400.00		-	32,209.54
Current balance		6,400.00	520.00		22,800.00
Exp pay off date		10/31/2023	11/15/2023		12/31/2023

U.S. SMALL BUSINESS ADMINISTRATION LOAN

**Maturity Date 06/15/2050**  
 156,702.78 as of 10/16/2023



**Payment Information**

	New Balance:	\$150.76
	Total Minimum Payment Due:	\$50.00
	Payment Due Date:	09/28/2023

Payments must be received by 5pm ET on 09/28/2023 if mailed, or by 11:59pm ET on 09/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to [SamsClubCredit.com/businesscard](https://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

SEP 13 2023

BY: \_\_\_\_\_

**Account Summary**

1-2

Previous Balance as of 08/09/2023	\$552.82	Credit Limit	\$1,700
Payments	- 552.82	Available Credit	\$1,549
Purchases/Debits	+ 150.76		
<b>New Balance as of 09/08/2023</b>	<b>\$150.76</b>		

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

**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.



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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.

CC Shelley



*CMX*

*SEP 1 2 2023*

**VIEW AND PAY YOUR BILL ONLINE!**  
[SamsClubCredit.com/businesscard](https://SamsClubCredit.com/businesscard)

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

Account Number	0460020303870674
New Balance	\$150.76
Total Minimum Payment Due	\$50.00
Payment Due Date	09/28/2023

Amount Enclosed \$ 150.76

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

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

387190  
Q308



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



00050000055282 000500000015076

000500000015076 000500000015076

**See what new items have landed at your club.**

Visit [SamsClub.com/NewItems](http://SamsClub.com/NewItems) or scan the QR code to check them out.



**Transaction Detail**

Date	Reference #	Description	Amount
<b>Payments</b>			
08/21	P9280007A01JKL1E0	PAYMENT - THANK YOU	-\$552.82
			-\$552.82
<b>Purchases and Other Debits</b>			
09/07	P9280007V015XD3AS	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for TOMMY HOOPER	\$150.76 \$150.76 \$150.76
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

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](http://SamsClubCredit.com/businesscard) to sign up. Register today to start receiving your statements online.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6046 0020 3833 0674~~

DATE OF SALE #: 230907

P.O. #:

INVOICE#: 006930

AUTHORIZATION #: 000467

CLUB #: 8295

REFERENCE #: P9280007V015XD3AS

TRANSACTION #: 6930

REGISTER #: 3

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
056289556	GOODNITES BOY L	4.000	EA	\$41.4400	\$165.76
060091735	SEPTEMBER 2023__5 O	3.000	EA	\$5.0000-	\$15.00-
<b>SUB \$150.76</b>		<b>TAX \$0.00</b>		<b>TOTAL INVOICE</b>	<b>\$150.76</b>
				<b>CREDITS TOTAL</b>	<b>\$0.00</b>
				<b>BALANCE DUE</b>	<b>\$150.76</b>





# 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  
**08/28/23**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
4,822.48	2,270.95	0.00	4,822.48	956.80	1,314.15

For important information regarding your account refer to page 2.

For your records only - do not pay.

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

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXX-21009</b>		
08/15/23 PAYMENT RECEIVED - THANK YOU 08/15	05612000000	-4,822.48
08/27/23 ✓Atlanta Marriott Mar Atlanta GA REF# 51209 4045210000 08/27/23 ROC NUMBER 51209	51209000000	1,125.22
08/27/23 ✓Atlanta Marriott Mar Atlanta GA REF# 51212 4045210000 08/27/23 ROC NUMBER 51212	51212000000	712.89
08/15/23 AMERICAN AIRLINES 800-433-7300 TX TKT# 0012454998815 AMERICAN AIR 08/14/23 PASSENGER TICKET MOREHEAD/MICHELLE AMERICAN AIRLINES AMERICAN AIRLINES 800-433-7300 TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	20230815000	-478.40 Credit

000241 1/2

Continued on Page 3

Do not staple or use paper clips

### Payment Coupon

Account Number  
**3796-566981-21009**

Enter 15 digit account number on all payments.

MB 01 000241 61395 H 2 B



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.

00419WR1 24023

000000758

0000





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

Account Number  
 XXXX-XXXX-121089

Closing Date  
 08/28/23

**Activity Continued**

				Reference Code	Amount \$
08/15/23	AMERICAN AIRLINES	800-433-7300	TX	20230815000	-478.40
	TKT# 0012454998816	AMERICAN AIR	08/14/23		Credit
	PASSENGER TICKET				
	MOREHEAD/MATHEW	AMERICAN AIRLINES			
	AMERICAN AIRLINES	800-433-7300	TX		
	FROM				
	UNAVAILABLE				
	TO	CARRIER CLASS			
	UNAVAILABLE	YY 00			
	TO				
	UNAVAILABLE	YY 00			
	TO				
	UNAVAILABLE	YY 00			
	TO				
	UNAVAILABLE	YY 00			
08/05/23	✓CAMBRIA HOTEL AUSTIN AUSTIN		TX	73494427000	432.84
	FOL# 73494427	LODGING	08/04/23		
	ARRIVAL DATE DEPARTURE DATE				
	08/02/23 08/04/23 00				
	ROC NUMBER 73494427				
<b>Total for DAN BOYD</b>				New Charges/Other Debits	2,270.95
				Payments/Other Credits	-5,779.28

000241 2/2

760

# HEAD START and EHS NUTRITION PROGRAM

October 2023 Financial Report

For the month of September 2023

## CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	11,751.86	88,631.52
Administrative Labor		2,462.77	16,865.67
Food		14,179.19	110,777.13
Supplies & Equipment		968.08	9,370.10
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	2,913.80
Other		-	517.15
Total	\$	29,361.90	\$ 229,075.37

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

TDHS REVENUE	16,378.80	142,093.87
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(Income Starts October 2022)

# CSNT Head Start Director's Report PY04/FY23

## October Report/September Data



# How Are We Doing?

### HEAD START Attendance - September 2023

- ✓ **469** Actual Enrollment (Under/Over - **4** Student(s)) – Funded **465**
- ✓ **4%** Disability Students – **10%** Target
- ✓ **91%** Average Daily Attendance



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

- ✓ **\$1,196,620** NFS Collected – **(\$89,063)** NFS Over
- ✓ **\$293,372** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$14,345** Reimbursed This Month - **\$98,435** Reimbursed This Year
- ✓ **20** days of Service – **6,072** Meals Served

**Listen with Curocity**  
**Speak with Honesty**  
**Act with Integrity**



### HEAD START Quality Assurance

- ✓ **142** Files Reviewed/**34** Classrooms Observed
- ✓ **182** Incomes Verified/**156** Interviews/**68** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0**

### ANNOUNCEMENTS:

Completing 45-day deadlines  
OHS starting back to in-person trainings/site-visits



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

## October Report/September Data

Happy Halloween



# How Are We Doing?

## EARLY HEAD START Attendance - September 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

- ✓ **\$18,375** NFS Collected - **\$60,785** NFS Needed
- ✓ **\$16,863** Indirect Costs Collected
- ✓ **8%** Admin Expense Rate



## HEAD START CACFP Meals/Reimbursements

- ✓ **\$2,034** Reimbursed This Month - **\$13,937** Reimbursed This Year
- ✓ **20** days of Service – **758** Meals Served

**Listen with Curocity**  
**Speak with Honesty**  
**Act with Integrity**



## HEAD START Quality Assurance

- ✓ **4** Files Reviewed/**2** Classrooms Observed
- ✓ **0** Incomes Verified/**15** Interviews/**4** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

## ANNOUNCEMENTS:

Completing 45-day deadlines  
OHS starting back to in-person trainings/site-visits





# Office of Head Start - Head Start Services Snapshot

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

Date

10/5/2023

## 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	484	4.09%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	1	0.21%
3 Years Old	238	49.17%
4 Years Old	245	50.62%
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	31	6.40%

## 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	17	3.51%

## Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	30.17%
Three or more years	9	1.86%

## 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	0.41%
Asian	0	0.00%	2	0.41%
Black or African American	6	1.24%	244	50.41%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	21	4.34%	132	27.27%
Biracial or Multi-Racial	6	1.24%	38	7.85%
Other Race	32	6.61%	1	0.21%
Unspecified Race	0	0.00%	12	2.48%

## Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	456	94.21%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	28	5.79%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	3	0.62%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	36	7.44%

## 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	449	92.77%	351	72.52%
Children with accessible health care	401	82.85%	330	68.18%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	435	89.88%	277	57.23%
Children with accessible dental care	379	78.31%	319	65.91%

## Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	17	3.66%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	459	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	423	92.16%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.31%
Housing Assistance	6	1.31%
Asset Building Services	119	25.93%
Mental Health Services	8	1.74%
Substance Misuse Prevention	1	0.22%
Substance Misuse Treatment	4	0.87%
English as a Second Language (ESL) Training	20	4.36%
Assistance in enrolling into an education or job training program	52	11.33%
Research-based parenting curriculum	289	62.96%
Involvement in discussing their child's screening and assessment results and their child's progress	398	86.71%
Supporting transitions between programs	356	77.56%
Education on preventive medical and oral health	390	84.97%
Education on health and developmental consequences of tobacco product use	172	37.47%
Education on nutrition	414	90.20%
Education on postpartum care	2	0.44%
Education on relationship/marriage	7	1.53%
Assistance to families of incarcerated individuals	3	0.65%



# Office of Head Start - Early Head Start Services Snapshot

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

Date

10/5/2023

## Funded Enrollment

Number of enrollment slots the program is funded to serve.

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

## Funded Enrollment by Program Option

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

## Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

## Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	17	106.25%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	9	52.94%
2 Years Old	8	47.06%
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	3	17.65%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	17.65%

## Prior Enrollment of Children

	# of children	% of children
The second year	7	41.18%
Three or more years	1	5.88%

## Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	0	0.00%	7	41.18%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	35.29%
Biracial or Multi-Racial	1	5.88%	1	5.88%
Other Race	2	11.76%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	15	88.24%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	11.76%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	17	100.00%	15	88.24%
Children with accessible health care	16	94.12%	9	52.94%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	17	100.00%	5	29.41%
Children with accessible dental care	16	94.12%	9	52.94%

## Disabilities Services

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

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	94.12%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	43.75%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	6.25%
Housing Assistance	0	0.00%
Asset Building Services	1	6.25%
Mental Health Services	1	6.25%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.25%
Assistance in enrolling into an education or job training program	6	37.50%
Research-based parenting curriculum	7	43.75%
Involvement in discussing their child's screening and assessment results and their child's progress	6	37.50%
Supporting transitions between programs	5	31.25%
Education on preventive medical and oral health	7	43.75%
Education on health and developmental consequences of tobacco product use	1	6.25%
Education on nutrition	7	43.75%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

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

## **Personnel Policies & Procedures**

### **512 Business Travel Expenses**

Effective Date: 9/1/2003

Revision Dates: 6/24/2009, 5/24/2017

#### ***Policy Purpose***

Community Services of Northeast Texas, Inc. (CSNT) (Agency) recognizes Board Members, Officers, and employees of the Agency may be required to travel or incur other expenses from time to time to conduct Agency business and to further the mission of this Community Action Agency.

The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses.

It is the policy of CSNT to reimburse only reasonable and necessary expenses actually incurred by Board Members, Officers and/or employees. Employee travel and the expenses associated with said activities shall be authorized only in circumstances, which are clearly consistent with the Agency's mission. Travel should be via the most reasonable and cost-effective alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations shall be used.

Employees who are uncertain about a particular expense or policy will need to contact the supervisor prior to the expenditure. Those traveling are reminded to exercise good business judgment and discretion with respect to incurred expenses. Reported expenses must be supported by appropriate documentation.

#### ***Necessity of Travel***

Travel must be reasonable and/or necessary to be considered allowable. Employees shall consider the ways in which the Agency will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's participation is necessary. In determining whether the benefits to CSNT outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Instances of travel should be as a result of one of the following situations:

- Attendance is required by a funding source
- Attendance is part of a planned, approved, and budgeted training schedule

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

## **Personnel Policies & Procedures**

- Attendance is part of an employee's Agency-approved fulfillment of responsibilities as an Officer or Board Member of a county, regional, state, or national association
- Attendance is required in order to facilitate an approved task within an employee's job description which cannot be completed by other means
- Attendance has been deemed necessary by the Executive Director as a prudent measure in the fulfillment of the Agency's mission

### ***Request/Authorization to Travel***

Travel plans must be pre-approved. The requesting employee is required to complete the approved travel request form(s) and submit the completed form(s) to their supervisor.

Supervisors will assess the request and its conformity with the Agency's Necessity of Travel statement and other factors to determine if the travel meets the needs of the program. If approved, the completed and signed form shall be forwarded to the appropriate Division Director(s).

Division Directors will also assess the request to ensure the request meets with all program concerns, including necessity, feasibility, allowed activities, budget conformity, and other factors. Once approved, the form(s) shall be forwarded to the Executive Assistant who will ensure all transportation needs are completed following strict procedural guidelines with respect to lodging and/or airfare bids and other transportation expenses.

Any employee attending a training that adds value to their ability to perform mission-driven tasks for the agency will know the amount of funds being expended on the training. All employees who attend value-added training must sign a *Continued Service Agreement* which prohibits the employee from voluntarily leaving the agency without reimbursing the agency for the training. The *Continued Service Agreement* form shall be signed prior to the release of any funds for the requested travel.

Once all Agency-approved travel forms are signed, the travel package shall be forwarded to the Finance Director who will assess the request to ensure that adequate budgeted funds are, or will be, available from all affected programs to meet the financial responsibility created by the travel. Once approved, the form(s) shall be forwarded to the Executive Director.

The Executive Director shall assess the request, weighing all presented factors, including compliance with state and federal regulations, to ensure the request is in the best interest of the Agency. The request shall be analyzed to avoid unnecessary expenses.



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

## **Personnel Policies & Procedures**

### ***Reimbursements***

Community Services will reimburse employees for allowable and reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Executive Director.

The Executive Assistant to the Executive Director will make all travel arrangements for all Community Services employees. If all arrangements cannot be arranged and paid prior to travel, the types of expenses that may be approved for reimbursement are:

- Airfare or common carrier fare for travel in coach or economy class or the lowest available fare
- Car rental fees, only for compact or mid-sized cars
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, parking fees, including valet parking, only when there is no less expensive alternative or when other methods are impractical or unsafe
- Mileage costs for use of personal cars, only when approved in advance
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings, or when a specific rate has been negotiated with, and, or through a funding source or the convening entity
- Charges for telephone calls, fax, and similar services required for business purposes
- Approved per diem rate for meals and incidental expenses

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Community Services may not be used for personal use without prior approval of the Executive Director, and only in cases where such uses would benefit the Agency.

Travel advances to cover certain reasonable anticipated expenses may be made to employees, after travel has been approved.

When travel is completed, employees are required to submit completed travel expense reports within ten days. Reports must be accompanied by receipts for all expenses not covered by a per diem advance.

Employees should contact the Executive Assistant to the Executive Director for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee can be grounds for disciplinary action, up to and including termination of employment. No employee may charge any personal expenditures to any credit card, debit card, or hotel bill at any time. Exceptions are when hotels require all charges to be posted to the room portfolio. In such cases, the traveling employee must settle the personal items prior to the final room receipt being posted.

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

## **Personnel Policies & Procedures**

No personal items are allowed to be charged to the Agency even if reimbursement to the Agency by the employee is expected after the travel. Such activity may be a violation of state or federal law, and as such, violators may be prosecuted.

### ***Mileage Reimbursements***

Employees may submit a mileage form for reimbursement with their time sheets listing approved travel<sup>2</sup> for reimbursement based on the **following the current IRS mileage** rates.

All program Out-Of-Town <sup>3</sup> Travel	43 cents per mile
All Approved Long-Distance <sup>4</sup> Travel	43 cents per mile
Head Start Local <sup>1</sup> Travel	43 cents per mile
CSBG Local <sup>1</sup> Travel	43cents per mile
CEAP Local <sup>1</sup> Travel	43 cents per mile
Nutrition Program Local <sup>1</sup> Travel	43 cents per mile
All other Local <sup>1</sup> travel	43 cents per mile
Nutrition Program Delivery <sup>5</sup> Travel	50 cents per mile

<sup>1</sup> Local travel is defined as any travel from an employee's duty station to any location other than their duty station for the purpose of conducting agency business.

<sup>2</sup> Approved travel is defined as travel in an employee's personal vehicle for stated purposes in which case the employee has sought and received prior approval from a Program Director or the Executive Director, or in which case the travel is deemed necessary by the employee's supervisor and no agency vehicle is available. ***If there is a company vehicle available, mileage will not be paid or reimbursed. If employees still choose to drive their personal vehicle for work activities, a copy of their current personal liability insurance must be on file.***

<sup>3</sup> Out-of-town travel is defined as travel to locations with a distance of more than 50 miles from the agency's administrative office to events which require an overnight stay.

<sup>4</sup> Approved long distance travel is defined as travel in an employee's personal vehicle in lieu of travel via public carrier. Prior approval from the Executive Director is required.

~~<sup>5</sup> Nutrition Program Delivery Travel is defined as travel in an employee's personal vehicle for the sole purpose of transporting and/or delivering meals to approved clients under programs funded by a source that reimburses for such activities. All travel of this type requires prior approval from the Community Services Director.~~

All travel reimbursement forms must be submitted within ten days of the end of travel.

It is the intent to pay reimbursements within 14 days of submission, based on availability of funds.

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

## **Personnel Policies & Procedures**

If an employee chooses not to submit a form for reimbursement, the amount of the reimbursement cannot be used as in-kind or non-federal share.

Payments for reimbursement are processed through the agency's accounts payable system and not through the payroll department. It is the responsibility of each individual employee receiving reimbursements to maintain their own records for tax purposes. The agency will not be able to research tax documentation at a later date.

### ***Employee Off-Site Training***

#### **Policy Section Purpose**

This policy is designed to define the parameters within which employees of the Agency may travel to other entities to conduct training and/or technical assistance, and to determine the procedures for accounting for the financial transactions associated with such activities.

#### **Definitions**

Employee - An individual employed by the Agency in a full-time position which is defined by a particular job description.

Off-Site – A place of business or location which is not owned or controlled by the Agency.

Training – The activity of providing information in a training setting to individuals not employed by the Agency. The training should be from a developed curriculum.

Technical Assistance – The activity of assisting another entity with a particular project or task. The employee should have specific knowledge with regard to the project or task.

#### **Requesting Off-Site Time**

Employees wishing to conduct training or technical assistance off-site should obtain permission from their supervisor and the Executive Director. Special care should be taken to ensure that job duties at the Agency are not neglected.

#### **Entity Agreements**

Every effort shall be made to obtain a written agreement with the entity being trained or assisted prior to the training or assistance being provided. The absence of a written agreement, however, will not prevent the event from proceeding.

#### **Per diem**

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

## **Personnel Policies & Procedures**

Employees traveling for off-site duties shall receive per diem in a manner consistent with the procedures for any other travel as set forth in the Agency's travel policies.

### **Mileage**

Mileage shall be calculated using an online map system such as Google or Yahoo and shall be expensed at ~~forty three cents (.43) per mile~~, *the current IRS mileage rate*, calculated from the Agency's main office to the training location and return.

### **Air fare**

Air fare, if required, should be obtained in accordance with the Agency's travel policy.

### **Lodging**

Lodging, if required, should be obtained in accordance with the Agency's travel policy.

### **Training Fees**

As a fee for training, the employee may initiate a charge to the entity being trained or assisted in the following manner:

Calculate the employee's pay rate at 8 hours times their hourly rate

Multiply the result by 1.29 to cover fringe benefits and employee costs

Multiply the result of this calculation by the number of days the employee will be off-site

Example: Employee's hourly rate is \$20. Eight hours X \$20 = \$160. \$160 X 1.29 = \$206.40. If the training is a one-day event and the employee must travel one day prior and one day subsequent to the training, the fee would be for three days. 3 X \$206.40 = \$619.20. This would be the maximum training fee that could be charged.

### **Material**

If there are materials involved in the training, such as training books, handouts, markers, pens, sign-in sheets, etc. The employee may initiate a charge to the entity being trained or assisted of the exact costs to the Agency for such items.

### **Items paid directly to the training employee**

Per diem and mileage calculations may be paid directly to the training employee prior to the training. Reimbursements for out-of-pocket expenses paid by the employee in advance of the training for materials may also be made directly to the employee. No other payments may be made directly to the employee.

### **Invoicing**

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

## **Personnel Policies & Procedures**

When the training/technical assistance is finished, the employee shall prepare an invoice for the entity being trained or assisted in the amount of all expenses incurred by the Agency for the particular event. The Finance Department will consider the invoice as accounts receivable. When payment is made by the entity, the invoice shall be considered closed. Funds received from such invoices shall be deposited to the account(s) from which the original expenses were incurred, with the exception of the Training Fees. Training Fees shall be deposited to the Local Administrative account and shall be considered non-restricted funds.

### **Results Oriented Management and Accountability (ROMA) Training**

An employee who is a Nationally Certified ROMA Master Trainer (NCRT) may, from time to time, have occasion to travel for the National Peer to Peer Network (NPtP) without the expectation of reimbursement from any entity. In the instance of mentoring ROMA candidates, field evaluations, or other NPtP events, the NCRT employee will still receive per diem, mileage, air fare, and lodging where needed. Funds expended for the NPtP are allowable costs, but are to be funded by local administrative funds.

### **Other Allowable Costs**

Costs are allowable for preparing bids, RFPs, or proposals for training and technical assistance. Allowable costs also include those costs associated with developing tools for training, mentoring, or technical assistance. Additionally, allowable costs under this policy include, but are not limited to printing, copying, paper goods, pens, promotional items, signage and signage fixtures, and training materials such as easels, easel pads, markers, online service subscriptions, software, computer hardware and accessories, phone charges, and other expenses related to fulfilling the training, mentoring, or technical assistance tasks.

### **Tracking**

The Executive Assistant will track all events and expenses related to this policy and report monthly to the Executive Director a list of the activities, expenses, revenues, payables, and receivables.

***Community Services of Northeast Texas, Inc.***  
Personnel Policies & Procedures

**Individual Acknowledgement of Receipt**

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

**Travel Policy**

**I have received the Community Services of Northeast Texas, Inc. Travel Policy and I understand that it is my responsibility to read and adhere to the policies stated herein.**

Enter name in only one of the blanks:

Board Member Printed Name: \_\_\_\_\_

Policy Council Printed Name: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_



## CSNT Head Start Volunteer Rates

**Effective 12-1-23**

<b>Occupation</b>	<b>Rate</b>	<b>Rate Calculation</b>	<b>Job Summary</b>
Bookkeeper	\$16.11 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$10.38 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$10.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$11.50 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$10.25 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council  Governing Board	\$19.75 per hour Policy Council  \$31.46 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the hourly wages of the Head Start Administrative staff salaries.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$10.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$11.50 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day-to-day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$10.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$12.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$15.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.655		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-11-23.





# 2024 CA Update Summary of Key Priority Area 1



## Demographics

### Key Priority Area One

- 1-1 Geographic Locations
- 1-2 Racial/Ethnic Composition
- 1-3 Estimated Numbers
- 1-4 Estimated Languages Spoken

### SUMMARY

	POPULATION HAS HAD A SLIGHT DECREASE
	146,135 PEOPLE LIVE IN THE SERVICE AREA
	62.33% OF SERVICE AREA IS RURAL AND 37.66% IS URBAN
	12.46% POPULATION IS HISPANIC (OVER .44% INCREASE)
	5.92% OF THE POPULATION IS UNDER 4 YRS OF AGE (.24 Decrease)
	46.6 IS THE MEDIAN AGE IN THE SERVICE AREA (5 year increase)

3.00%  
5+ Population with Limited English Proficiency

50.83%  
Service Area Female Population

5.41%  
of Population Foreign Born

26.5  
Median Age of Hispanic Population

30.06%  
Service Area Households w/Children

83.31%  
Households w/ Access to High Speed Internet

**Fast Fact**  
**CSNT Service Area Population Density**  
**Estimated at 62 persons per square mile (less than Texas at 110 and the United States at 93 persons)**



# 2024 CA Update Summary of Key Priority Area 2









## HOMELESSNESS

### Key Priority Area Two

### 2-1 Homelessness

### SUMMARY

-  In 2022, AT ANY POINT-IN-TIME, TEXAS HAD 18,579 HOMELESS INDIVIDUALS
-  AN ESTIMATED 5,853 FAMILIES WITH CHILDREN WERE HOMELESS IN TEXAS IN 2021
-  8 IN EVERY 10,000 PEOPLE WERE HOMELESS IN TEXAS DURING 2022
-  799 ESTIMATED HOMELESS UNACCOMPANIED YOUTH
-  1,226 ESTIMATED CHRONICALLY HOMELESS INDIVIDUALS IN TEXAS
-  4,812 ESTIMATED HOMELESS VETERANS IN TEXAS

40.5% Increase in Homeless Individuals
2.52% Region 8 ESC Students Experienced Homelessness
7.4% Head Start Children Experienced Homelessness
5.6% Homeless Children in Service Area 2022
Homelessness in Texas rose after COVID 2022
1,711 People in Texas Chronically Homelessness
<b>Fast Fact</b> On a Single Night in 2022, an estimated 582,462 people in the United States were experiencing homelessness (3 in 10 were families)



# 2024 CA Update Summary of Key Priority Area 3



## Foster Care Information

### Key Priority Area Three

### 3-1 Children In Service Area

### SUMMARY

➡ 29 PUBLIC SCHOOL CHILDREN IN SERVICE AREA WERE IN FOSTER CARE

➡ 722 CHILDREN IN THE SERVICE AREA HAD PARENTS CONNECTED TO THE MILITARY

➡ 73% OF THE CHILDREN IN SERVICE AREA WERE CONSIDERED ECONOMICALLY DISADVANTAGED

➡ 2,214 PUBLIC SCHOOL CHILDREN WERE DYSLEXIC IN THE SERVICE AREA

➡ 3,692 PUBLIC SCHOOL CHILDREN IN THE SERVICE AREA HAD A DIAGNOSED DISABILITY

➡ 92.99% OF PUBLIC SCHOOL CHILDREN WERE ELIGIBLE UNDER TITLE 1

29  
Children in Foster Care  
Camp & Cass Counties

465  
Bowie County Military  
Families

5,434  
Children in Cass County  
Eligible Under Title 1

167  
Morris County English  
Language Learners

1,707  
Children in Service Area  
Gifted & Talented

Region 8 Had 110  
Children in Foster Care  
In the Service Area

**Fast Fact**  
According to the Texas  
Education Agency the State of  
Texas had 12,265 Children In  
the Foster Care System in the  
2022- 2023 School Year.



# 2024 CA Update Summary of Key Priority Area 4









## Children With Disabilities

### Key Priority Area Four

#### 4-1 Children with Disabilities

### SUMMARY

-  10.7% OF CHILDREN ENROLLED IN CSNT HAD A DISABILITY 2022-2023
-  14.8% SCHOOL ENROLLMENT WITH A DISABILITY 2021-2022
-  17.7% OF THE POPULATION IN THE SERVICE AREA HAD A DISABILITY
-  5.3% OF THE POPULATION IN THE SERVICE AREA UNDER 18 HAD A DISABILITY
-  4.4% OF CHILDREN UNDER 18 IN TEXAS HAD A DISABILITY
-  11.5% OF POPULATION IN TEXAS HAD A DISABILITY

3,692 Students In Service Area Diagnosed with a Disability

2,734 Students Diagnosed With a Learning Disability

1,699 Students Diagnosed With a Speech Impairment

944 Students Diagnosed With Autism

388 Students Diagnosed With Emotional Disturbance

923 Students Diagnosed With Intellectual Disability

**Fast Fact**  
CSNT Head Start works with Local Education Agencies in the Service Area to provide Disability Services to Head Start Children.



# 2024 CA Update Summary of Key Priority Area 5



## Socio-Economic Factors

### Key Priority Area Five

- 5-1 Education Levels
- 5-2 Health Statistics
- 5-3 Nutrition Information
- 5-4 Social Service Needs

### SUMMARY

- ➔ 11.5% OF PERSONS LIVING IN THE SERVICE AREA HAD NO HIGH SCHOOL DIPLOMA
- ➔ 104 DIRECT CARE PHYSICIANS WITHIN THE SERVICE AREA
- ➔ 25% OF ADULTS REPORTED FAIR OR POOR HEALTH
- ➔ 27% OF POPULATION IN SERVICE AREA HAS TESTED POSITIVE FOR COVID
- ➔ 21% OF ADULTS WITHIN THE SERVICE AREA SMOKED
- ➔ 19% OF ADULTS WITHIN THE SERVICE AREA DRANK EXCESSIVELY

12.6% SNAP Recipients in the Service Area
59.8% Students Eligible For Free Lunches
70.4% of Children Under 18 Receiving Medicaid
19.0% of Head Start Children Were Obese
9.1% Low-Birth Weights In Service Area
9.6% Population Under 18 With No Health Insurance
<b>Fast Fact</b> <b>23.5% of population under age 18 in the service area are living at or below the Federal Poverty Level.</b>



# 2024 CA Update Summary of Key Priority Area 6



## Other Child Care Providers

7

ISD Partnerships

1

Early Head Start Program

448

Students Enrolled in ISD Partnerships

2%

Single-parent Male Households

4,791

Children Enrolled in Center-based Child Care

46.2%

Students Considered At-Risk by ISDs

### Fast Fact

**CSNT Service Area has 23 Independent School Districts (7 are in partnership with CSNT Head Start).**

## Key Priority Area Six

- 6-1 Private Child Care Providers
- 6-2 Publicly Funded Pre-K

## SUMMARY



40 LICENSED CHILD CARE CENTERS IN THE SERVICE AREA



3,243 CHILDREN ENROLLED IN SUBSIDIZED CHILD CARE



3,322 CHILDREN NOT ENROLLED IN CHILD CARE



2,240 CHILDREN ENROLLED IN SCHOOL PROGRAM



2,174 CHILDREN NOT ENROLLED IN A SCHOOL PROGRAM



3,322 CHILDREN IN THE SERVICE AREA BIRTH TO 4 YEARS Not Enrolled in Child Care



# 2024 CA Update Summary of Key Priority Area 7



## Housing Needs

### Key Priority Area Seven

#### 1-1 Housing Resources

#### SUMMARY

	54,523 HOUSING UNITS IN THE SERVICE AREA
	18.5% OF THE HOUSING UNITS IN THE SERVICE AREA ARE VACANT
	\$751 MEDIAN RENT IN THE SERVICE AREA
	27% OF THE HOUSING UNITS IN SERVICE AREA WERE SUBSTANDARD
	44.4% OF RENTAL PAYMENTS AT OR ABOVE 30% TOTAL INCOME
	14 SUBSIDIZED HOUSING LOCATIONS IN THE SERVICE AREA

17,304  
Households Renting  
in Service Area

\$1,146  
Average Median  
Rent In Texas

324  
Housing Units with  
no plumbing facilities

14,872  
Housing Units Are  
Substandard

1,324  
Housing Units Lacking  
Complete Kitchens

12,031  
Vacant Rental Housing  
Units in Service Area

**Fast Fact**  
16.75% of Housing Units in  
the Service Area were built  
before 1960



# 2024 CA Update Summary of Key Priority Area 8



## General Information

23  
School Districts  
in the Service Area

CSNT Head Start  
Partners With  
Region 8 ESC

Texas Public Schools  
Implement the  
STAAR Assessment

500 Fewer Students  
Enrolled in Service Area  
2021/2022

CSNT Follows CDC  
Guidelines When  
Encountering COVID

All CSNT Partner School  
Districts Ranked at or  
Above "B" Rating

## Key Priority Area Eight

- 8-1 Transportation
- 8-2 Preferred Services
- 8-3 Program Schedule
- 8-4 Barriers to Participation
- 8-5 School Readiness

## SUMMARY

- ➡ LITTLE OR NOT PUBLIC TRANSPORTATION IN THE SERVICE AREA
- ➡ 3,507 HOUSEHOLDS IN THE SERVICE AREA HAD NO MOTOR VEHICLE
- ➡ HEAD START SCHEDULES MIRROR THE PARTNERSHIP ISDs
- ➡ 66% PARENTS SURVEYED REQUESTED EARLY HEAD START SERVICES
- ➡ RURAL LOCATIONS AND LANGUAGE CAN BE BARRIERS TO PARTICIPATION
- ➡ 7 OUT OF 23 SCHOOL DISTRICTS HAD A DECREASE IN ENROLLMENT

**Fast Fact**  
CSNT IS Researching Ways to  
Bring More Early Head Start  
Slots To The Service Area in  
the Future .





# 2024 CA Update Summary of Key Priority Area 9









## Program Survey Information

### Key Priority Area Nine

- 9-1 Impacts To Service Area
- 9-2 Impacts To Children & Families

### SUMMARY

#### IMPACTS TO SERVICE AREA

-  44.71% LACK OF JOBS/UNEMPLOYMENT
-  10.59% LACK OF AFFORDABLE HOUSING
-  10.59% COST OF LIVING/RISING PRICES
-  8.24% IMPACTS OF COVID-19 PANDEMIC
-  4.71% CHILDREN RAISED BY SOMEONE OTHER THAN PARENT
-  4.71% LACK OF/CHANGES TO COMMUNITY RESOURCES

#### HIGHLIGHTS IMPACTS ON CHILDREN AND FAMILIES

32.95%  
Poor Parenting Skills/  
Young Parents

10.23%  
Children Raised by Family  
Members Other Than  
Parents

9.39%  
Substance Abuse/  
Addictive Behaviors

7.95%  
Child Behaviors /Children  
Acting Out

6.82%  
Substance  
Abuse/Addictive  
Behaviors

**Fast Fact**  
**COVID-19 Pandemic dropped to 4th on this year's Service Area impacts and did not show-up on impacts on children.**

# PROVIDER/ PARTNERSHIP SURVEY



## HEAD START/EARLY HEAD START

### DESCRIPTION

- ✓ Health – 0%
- ✓ Dental – 21%
- ✓ School District/LEA - 37%
- ✓ PC Member – 16%
- ✓ GB Member – 26%

### LOCATION:

- Atlanta - 37%
- Bloomburg – 42%
- D-LSISD – 37%
- Hughes Springs – 47%
- Naples – 32%
- New Boston – 26%
- Pittsburg – 42%
- Texarkana – 47%

### PROVIDE INFORMATION TIMELY

- Always – 79%
- Usually – 21%
- Sometimes – 0%
- Rarely – 0%
- Never – 0%

### STAFF OFFER HELP

- Extremely Helpful – 53%
- Very Helpful – 47%
- Somewhat Helpful – 0%
- Not so Helpful – 0%
- Not at all Helpful – 0%

### STAFF ARE POLITE

- Always – 84%
- Usually – 16%
- Sometimes – 0%
- Rarely – 0%
- Never – 0%

### STAFF ARE FRIENDLY/CHEERFUL

- Extremely Friendly/Cheerful – 53%
- Very Friendly/Cheerful – 42%
- Somewhat Friendly/Cheerful – 5%
- Not so Helpful – 0%
- Not at all Helpful – 0%

### STAFF PROVIDE ANSWERS

- Always – 68%
- Usually – 32%
- Sometimes – 0%
- Rarely – 0%
- Never – 0%

### STAFF ARE KNOWLEDGEABLE

- Extremely Knowledgeable – 63%
- Very Knowledgeable – 37%
- Somewhat Knowledgeable – 0%
- Not so Knowledgeable – 0%
- Not at all Helpful – 0%

### OVERALL INTERACTIONS

- Excellent – 74%
- Good – 26%
- Average – 0%
- Fair – 0%
- Poor – 0%

## WHAT DO YOU LIKE BEST ABOUT WORKING WITH THE PROGRAM

- Kept abreast of how we are helping families and changing lives
- Seeing how passionate the staff is about the service. The staff take pride in their work
- EHS/HS is making a difference in early learner's jumpstart to kindergarten
- Compassion shows for education of children
- Providing young children an early start education
- The lives that are changed because of the HS Program
- It allows me to speak freely, be open-minded, and help grow the program
- Opportunity to educate at-risk children and give them their basic needs
- CSNT Staff always a pleasure work with, they appreciate our partnership
- They are cooperative with us on all things that crossover between district and HS
- The sustainability of the organization while working towards goals for children and the training received concerning policies and procedures helps make good decisions
- Helping prepare our students for kindergarten
- Great people
- The passion that the staff have for helping children and families.

## HOW COULD WE IMPROVE PARTNERSHIP

- Continue on course
- Maybe a quarterly report from a Campus staff on milestones/goals etc.
- No improvement is needed at this time
- Great job. Keep doing what you are doing
- Continue to allow me to be a part of building the future
- Doing great job. Keep up the good work
- We just need to have community outreach and involvement with help as needed
- Communicate timelier

## A STAFF PERSON – COMMEND FOR THEIR JOB

- Alisha Oliver – FSW Atlanta HS Program (Always willing to go the extra mile)
- No one person – Each member has an important role to play
- Bridgette Parton – Program Manager (She is very knowledgeable and helpful)
- The Whole HS Family – They go above and beyond
- Kaye Nelms – Pittsburg CD/FSW (For her continued hard work and dedication to Pittsburg HS)
- Rhonda Shirley – Health Coordinator (She is always pleasant and has a passion for taking care of the children in the program)
- Bridgette Parton – Program Manager, Bernadette Harris – HS/EHS Director, Frances Evans, Curriculum Director, Misty VanHooser, Family Service Administrator (They are one of many dedicated staff members)



# 2024 PARENT SURVEY DATA

**Total Parent Surveys Completed**

**94 Surveys Completed**  
Estimated 25% of Parents

**Most Surveys Completed**

**Pittsburg Head Start**  
17% of Parents

## Campus Related Questions

### How I feel/my child feels at Campus

✓ 73%	My Child feels happy/safe at Campus
✓ 83%	I feel welcome at the Campus
✗ 14%	Staff not concerned about my child
✓ 51%	Staff are concerned about my child
✓ 100%	Received a Parent Orientation
✓ 85%	Staff greet me with a smile

### Staff Helped Parents

✓ 58%	Access medical information
✓ 52%	Access dental information
✓ 87%	Create family goals
✓ 76%	Encouraged to volunteer
✓ 69%	Completed a Home Visit
✓ 91%	Participate in Parent Meetings

### Child Has Made Progress

✓ 75%	Being more independent
✓ 85%	Being a part of a group
✓ 68%	Recognizing letter & sounds
✓ 69%	Recognizing numbers & counting
✓ 60%	Developing small motor skills
✓ 70%	Developing speech & vocabulary

## ...Campus Related Questions

### Best Part of Day for My Child

Breakfast/Lunch	36%	✓
Learning Activities (Books, Circle Time, etc.)	79%	✓
Science Activities	79%	✓
Songs and Music	74%	✓
Toothbrushing	28%	✓
Other (Outside, Playground, Recess, etc.)	13%	✓

### I Received Information About:

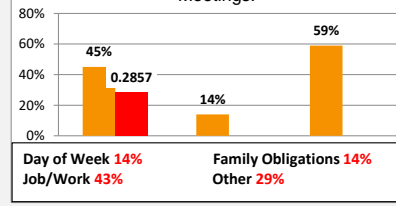
Classroom activities	85%	✓
Upcoming Program Activities	84%	✓
The Parent Handbook	86%	✓
Breakfast and lunch menus	77%	✓
Resources for parents/families	75%	✓
Child's educational progress	70%	✓

## Parent Activities

### Parent Engagement Activities

Activity	Percentage	How do I like to receive information:	
		Method	Percentage
Program Orientation	70%	Paper Document	46%
Home Visit w/Teacher	53%		
Home Visit w/FSW	36%	Text Message	42%
Setting Family Goals	53%		
Assisting in classrooms	15%		
Parent/Teacher Conferences	45%	Email Message	13%
Policy Council Meetings	14%		
Parent Meetings	59%		

Select the answer that best explains why you find it difficult to attend Parent Meetings:



### Household Difficulties

You or a Family Member experienced:	How often:			Assistance Found:			Where:	
	Week	Month	Year	Found in County	Found outside County	Did not find assistance	Did not seek assistance	
Financial Assistance	7%	24%	18%	34%	2%	20%	43%	
Domestic Violence	1%	0%	0%	20%	0%	0%	50%	
Not Finding Employment	1%	5%	5%	44%	22%	33%	0%	
Parenting Issues	3%	4%	1%	33%	17%	33%	17%	
Drug/Alcohol Problems	0%	0%	1%	100%	0%	0%	0%	
College Tuition/Certification Courses	0%	0%	3%	0%	50%	0%	50%	
Legal Problems	0%	0%	1%	0%	100%	0%	0%	
Living Conditions/Homelessness	0%	0%	1%	100%	0%	0%	0%	
Finding Child Care	1%	6%	7%	20%	0%	50%	30%	
Providing Healthy Meals	1%	4%	1%	0%	0%	80%	20%	
Mental Wellness Issues	3%	4%	3%	90%	14%	29%	14%	
Affordable Medical/Dental Ins.	1%	6%	10%	17%	42%	42%	0%	
Would you benefit from EHS Services:	Yes/no			Type of Service:				
Early Head Start Services	66%	34%		Center/Home-Based		100%	0%	



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

<b>Total Students Participating:</b>	<b>456</b>
--------------------------------------	------------

**Students Age**

<b>Three Year Old :</b>	<b>49%</b>	<b>Four Year Old:</b>	<b>51%</b>
-------------------------	------------	-----------------------	------------

**Race**

<b>White:</b> <b>30%</b>	<b>Black/African American:</b> <b>52%</b>	<b>Hispanic:</b> <b>7%</b>
<b>Multiracial:</b> <b>11%</b>		<b>Not Specified:</b> <b>0%</b>

**Language\***

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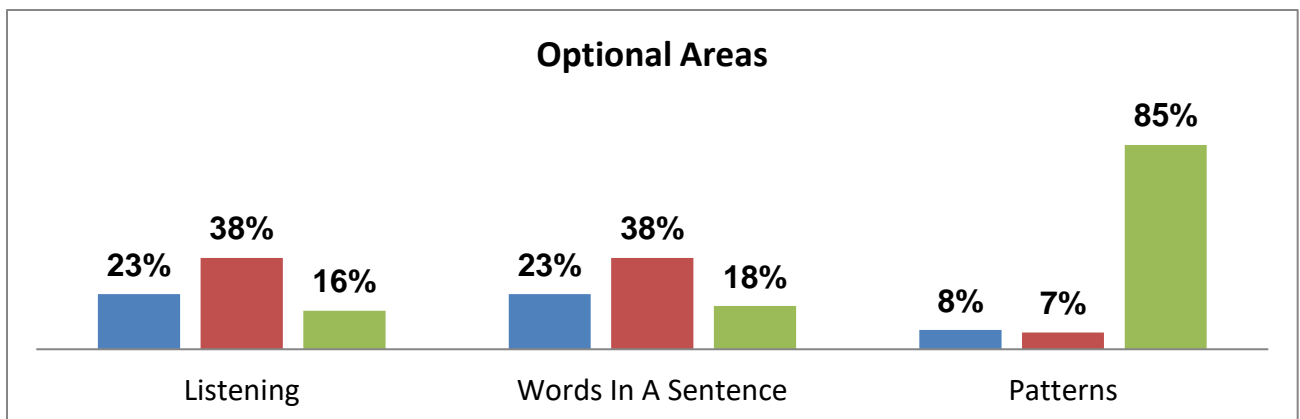
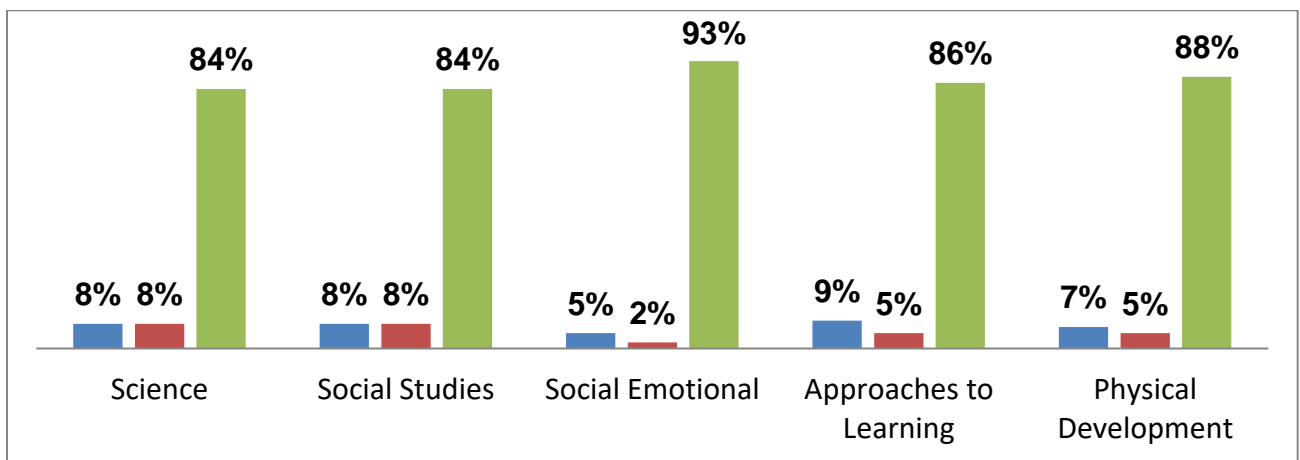
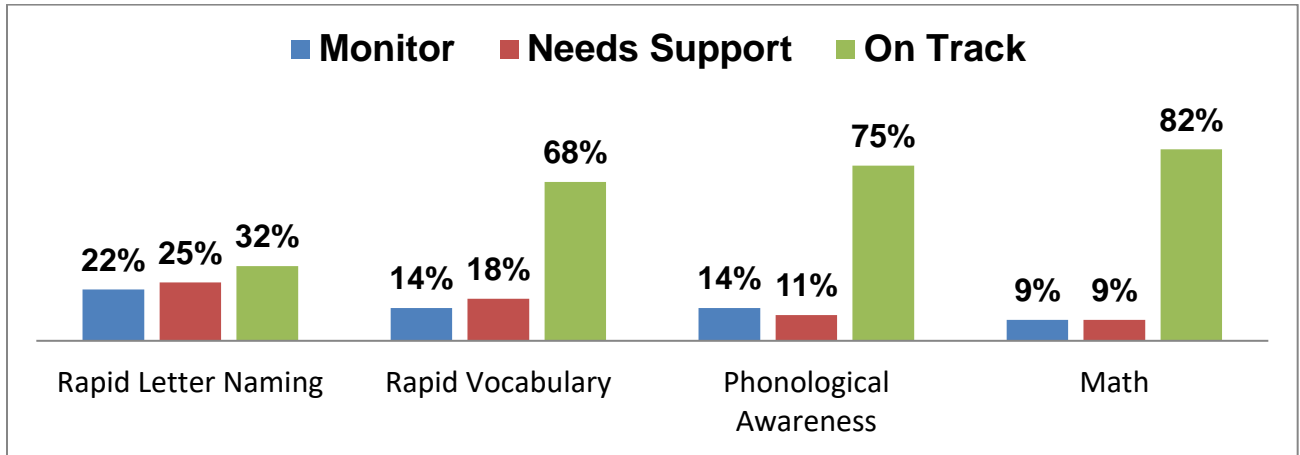
**Disabilities**

<b>Yes:</b>	<b>4%</b>	<b>No:</b>	<b>94%</b>
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# CSNT Head Start

## CIRCLE Assessment 2023-2024

### Wave 1 Program Report



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

Rapid Letter Naming 21%, Listening 23% and Words in a Sentence 21%.

# **CSNT Head Start – CIRCLE Assessment**

## **Wave 1 Age Comparison Data 2023-2024**

	3 Year Olds	4 Year Olds
Rapid Letter Naming	14%	50%
Rapid Vocabulary	72%	64%
Phonological Awareness	71%	79%
Math	82%	83%
Science	84%	84%
Social Studies	84%	85%
Social Emotional	91%	95%
Approaches to Learning	83%	89%
Physical Development	86%	89%
Listening & Words in a Sentence (Optional PA)	7%	25%
Patterns (Optional Math)	83%	87%
<b>Total Students Tested</b>	<b>223</b>	<b>233</b>

Percentage based on “On Target”

# CSNT Head Start – CIRCLE Assessment

## Wave 1 Race Comparison Data 2023-2024

	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	32%	51%	22%	0%
Rapid Vocabulary	75%	63%	71%	100%
Phonological Awareness	74%	75%	75%	100%
Math	84%	85%	82%	100%
Science	90%	80%	94%	100%
Social Studies	89%	80%	94%	100%
Social Emotional	89%	92%	90%	100%
Approaches to Learning	83%	86%	82%	100%
Physical Development	82%	88%	84%	100%
Listening	17%	17%	8%	100%
Words in a Sentence	26%	24%	27%	0%
Patterns	88%	79%	83%	100%
<b>Total Students Tested</b>	<b>136</b>	<b>241</b>	<b>31</b>	<b>48</b>

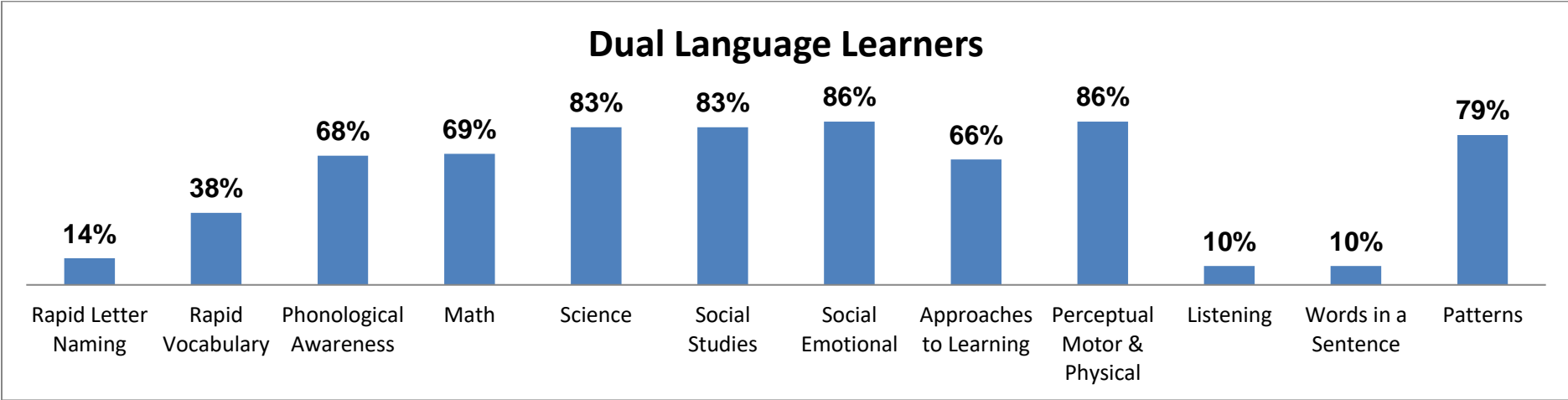
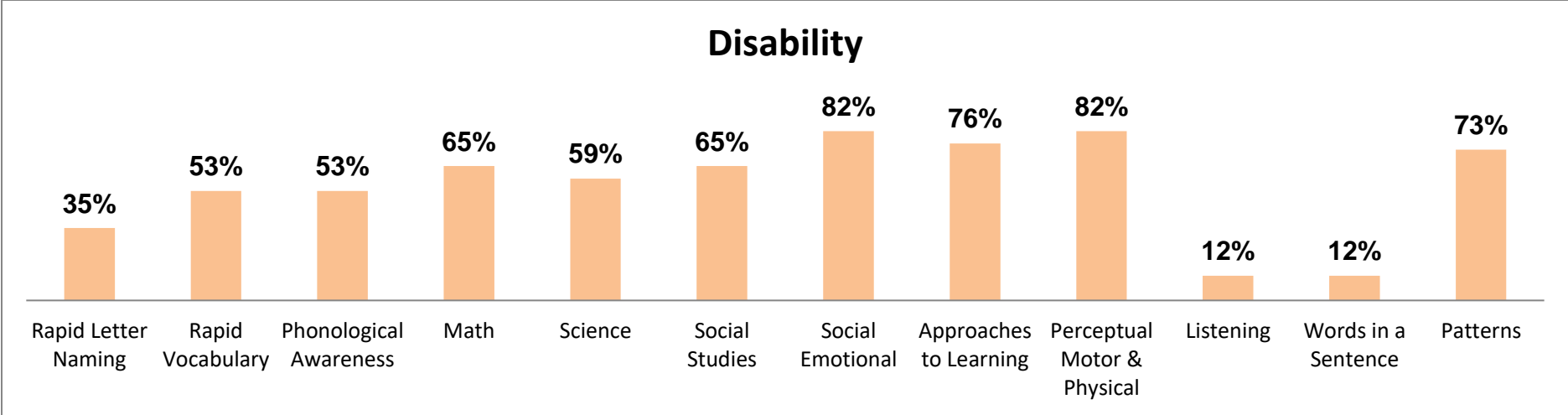
Percentage based on “On Target”

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



# CSNT Head Start – CIRCLE Assessment

## Wave 1 2023-2024



Percentage Based on "On Target"



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

<b>Total Students Participating:</b>	<b>2 – Infants 12-18 Months</b>
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**Gender**

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

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

**Language**

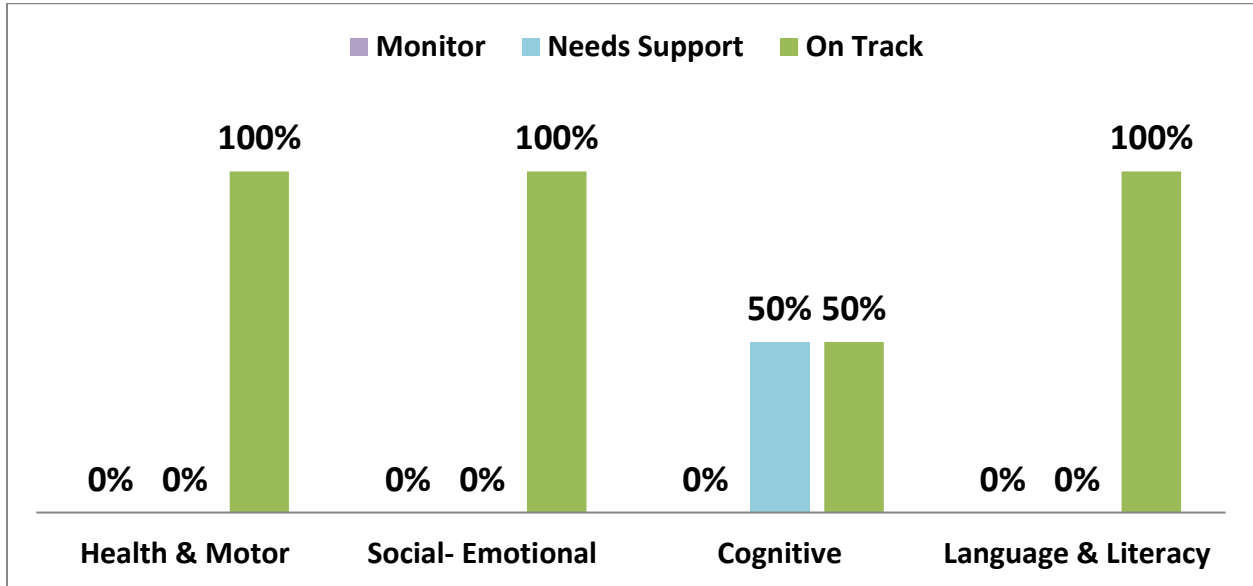
<b>English:</b> <b>100%</b>	<b>Spanish</b> <b>0%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>0%</b>	<b>No:</b>	<b>100%</b>
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 1 - Infants



No Dual Language Learners for Infants

No Disability for Infants

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

Percentage based on “On Target” for Race

**Early Head Start CIRCLE Assessment 2023-2024 Wave 1**



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

<b>Total Students Participating:</b>	<b>6 – Toddlers 18- 24 Months</b>
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**Gender**

<b>Male:</b>	<b>67%</b>	<b>Female:</b>	<b>33%</b>
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**Race**

<b>White: 50%</b>	<b>Black/African American: 33%</b>	<b>Hispanic: 17%</b>
	<b>Multiracial: 0%</b>	<b>Not Specified: 0%</b>

**Language**

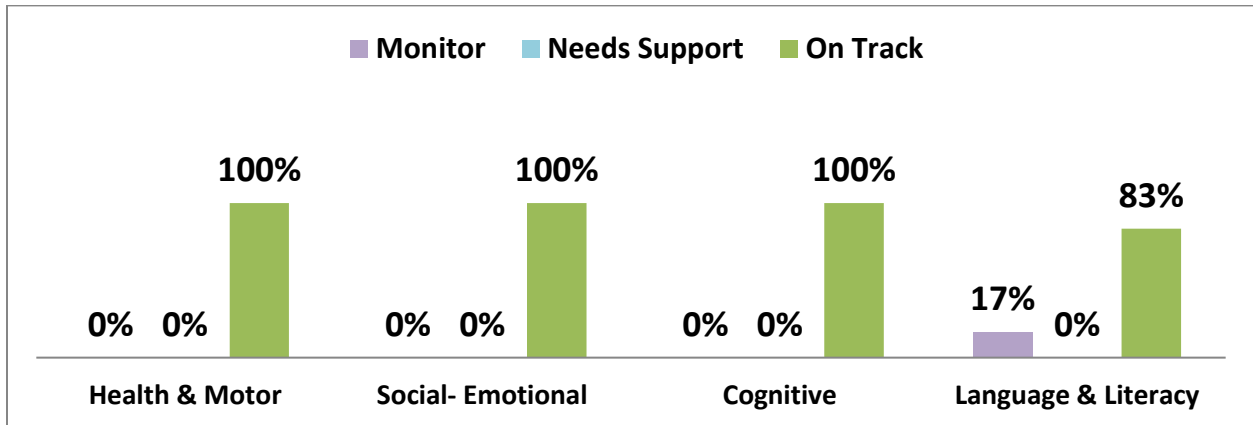
<b>English: 83%</b>	<b>Spanish 17%</b>	<b>Unknown: 0%</b>
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**Disabilities**

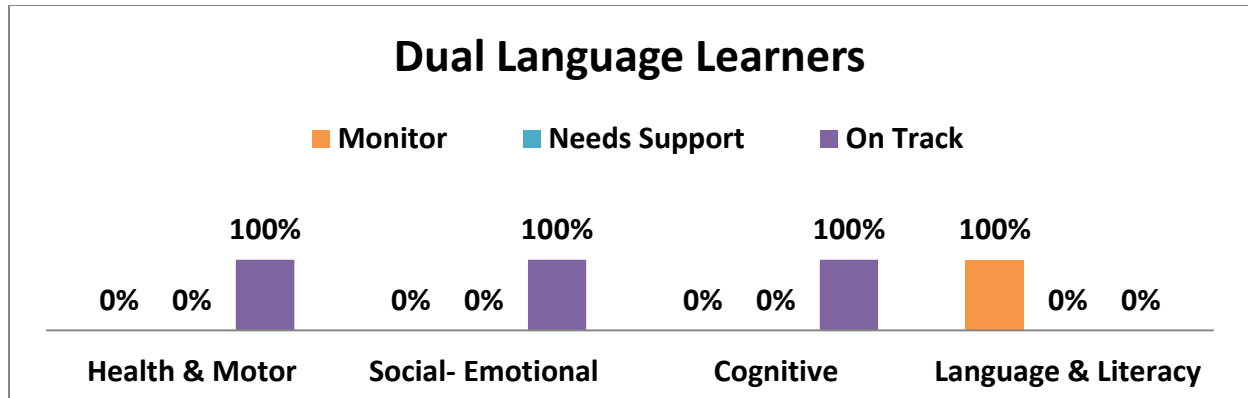
<b>Yes: 0%</b>	<b>No: 100%</b>
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 1 - Toddlers



### No Disability Data for Toddlers



Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	100%	0%
Social - Emotional	100%	100%	100%	0%
Cognitive	100%	100%	100%	0%
Language & Literacy	100%	100%	0%	0%
<b>Total Students Tested</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

Percentage based on "On Target" for Race

**Early Head Start CIRCLE Assessment 2023-2024 Wave 1**



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

<b>Total Students Participating:</b>	<b>8 – Pre-School Entry 2-3 Years</b>
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**Gender**

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

<b>White: 24%</b>	<b>Black/African American: 50%</b>	<b>Hispanic: 13%</b>
	<b>Multiracial: 13%</b>	<b>Not Specified: 0%</b>

**Language**

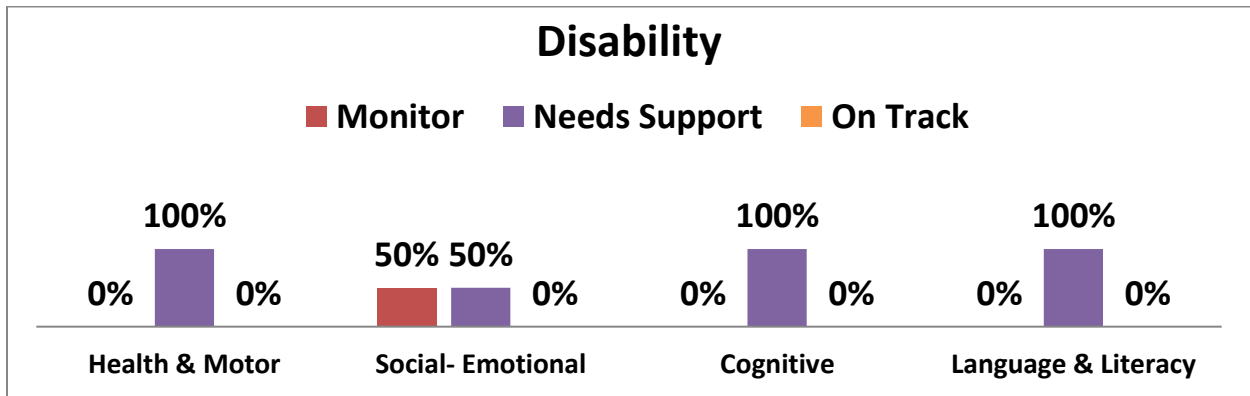
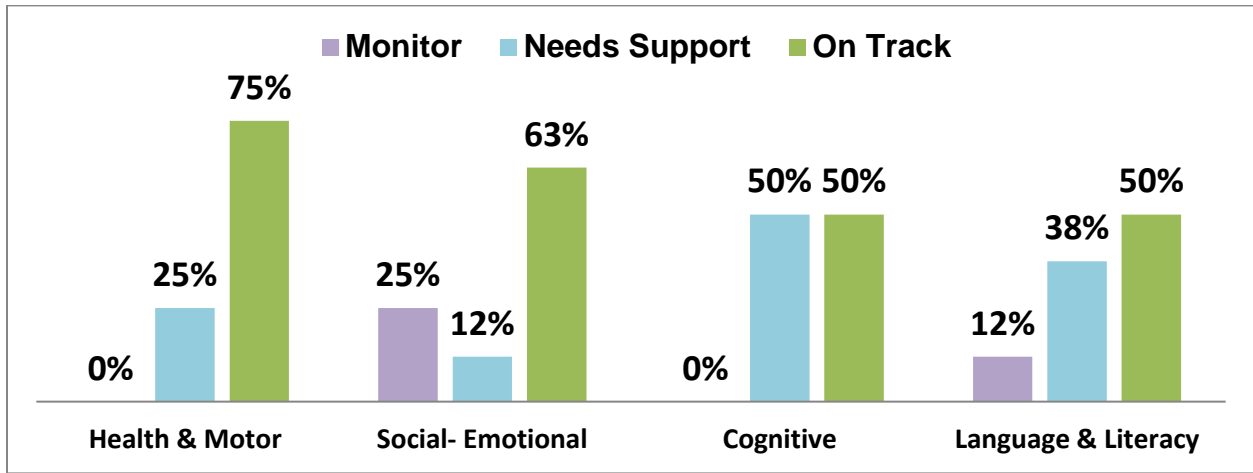
<b>English: 100%</b>	<b>Spanish 0%</b>	<b>Unknown: 0%</b>
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**Disabilities**

<b>Yes: 25%</b>	<b>No: 75%</b>
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 1 – Pre School Entry



### No Dual Language Learners for Pre-School Entry

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	50%	75%	100%	100%
Social - Emotional	0%	75%	100%	100%
Cognitive	0%	75%	100%	0%
Language & Literacy	0%	75%	100%	0%
Total Students Tested	2	4	1	1

Percentage based on "On Target" for Race