Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, December 12, 2023 9:00 am
Shepherd's Pasture Retreat and Conference Center
5645 US-59
Jefferson, Texas 75657

CALL TO ASSEMBLY

Please rise.

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

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

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

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

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

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for October 24, 2023**
6. **Presentations**
   A. Pittsburg Head Start   Kaye Nelms
   B. Overview of Detailed Monitoring   Bernadette Harris

7. **Reports**
   A. Financial Report   Shelley Mitchell
      a. Head Start Financial Report November 2023
      b. Credit Usage Report November 2023
      c. CACFP Financial Report November 2023
   B. Head Start Director Report   Bernadette Harris
      a. Head Start Report November 2023
      b. PIR November 2023
   C. Executive Director Report   Michelle Morehead

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, December 12, 2023 9:00 am
Shepherd's Pasture Retreat and Conference Center
5645 US-59
Jefferson, Texas 75657

8.   Committee Reports
    A.   Appoint Committee Member(s)

9.   Action Items
    A. Discuss and/or Approve PFCE Parent Meeting Policy Change

10.   Discussion Items
    A.   Discuss Head Start/Early Head Start Data
                1. School Readiness Performance Fall 2023 Data
                2. Parent, Family and Community Engagement Goals Fall 2023 Data
                3. CLASS Fall 2023 Data
                4. Program Goals Fall 2023 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, October 24, 2023 9:00 am
Linden Administrative Office
304 East Houston Street
Linden, Texas

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

1. Call to Order: The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:04 am, October 24, 2023, in the Linden Administrative Office.

2. Recognize New Policy Council Members:
        Jeremy Booker – Texarkana Head Start Representative
        Kyndall Edwards - Texarkana Head Start Alternate
        Teresa Thompson – Morris County Community Representative elected by the Naples
        Head Start Parent Committee

3. Establishment of Quorum:
        Quorum was established with the following Policy Council Members present: Martavius Jones, Megan Hervey, Krizia Linwood, Teresa Thompson, Jeremy Booker, Taylor Adcock, Evelyn Benjamin, and Cristal Smith

4. Approval of Agenda:
        Members reviewed the agenda. Taylor Adcock moved to accept the agenda. 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 motion carried.

5. Approval of Minutes from September 26, 2023:
        Cristal Smith moved to accept the minutes of September 26, 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. Robert's Rules of Order
        Bernadette Harris, Head Start Director reviewed Robert's Rules of Order with the members.

7. Reports:
        A. Financial Report
        Shelley Mitchell, Chief Financial Officer gave the financial report as presented.

        B. Head Start Report
        Bernadette Harris, Head Start Director gave the Head Start Reports as presented.

        C. Executive Directors Report
        Michelle Morehead, Executive Director explained the transitional housing program to the members. She stated that the Veterans Program will begin the weekly games and food on November 10, 2023. The Youth Program will begin in January after the holidays.

8. Committee Reports:
   A.   Appoint Committee Members
   B.   Committee Report
   a. Community Assessment Committee Report
   Bernadette Harris stated the committee met on Tuesday, October 17, 2023 and the recommendations from the committee will be reviewed during the Action Items.
   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

   Bridgette Parton told the members the dates for the upcoming committee meetings.

9. Action Items:

   A.   Discuss and/or Approve Head Start Standard Operating Procedures
   Bridgette Parton reviewed the Head Start Standard Operating Procedures. Evelyn Benjamin moved to approve the Head Start Standard Operating Procedures as presented. 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.

   B.   Discuss and/or Approve Head Start Standard Operating Manuals and Forms
   Bridgette Parton reviewed the Head Start Standard Operating Manuals and Forms. Taylor Adcock moved to approve the Head Start Standard Operating Manuals and Forms as presented. 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.

   C.   Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct
   Shelley Mitchell, Chief Financial Officer reviewed the Financial Policies and Procedures and Financial Code of Conduct. Cristal Smith moved to approve the Financial Policies and Procedures including the Financial Code of Conduct 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.

   D.   Discuss and/or Approve Personnel Policies and Procedures
   1. Including Update to Business Travel Expenses Personnel Policy #512
   Charlotte Hall, Human Resources Director reviewed the Personnel Policies and Procedures as presented including Policy #183, #405 and #701 in detail on the hiring and termination process. She then reviewed the specific changes to policy #512. Taylor Adcock moved to approve the Personnel Policies and Procedures with Policy #183, #405 and #701 and #512 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.

   E.   Discuss and/or Approve Job Descriptions
   Charlotte Hall, Human Resources Director reviewed the Job Descriptions. Cristal Smith moved to approve the Job Descriptions as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. **Discuss and/or Approve Updated Volunteer Rates**
Bernadette Harris, Head Start Director reviewed the Updated Volunteer Rates. Cristal Smith moved to approve the Updated Volunteer Rates 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.

G. **Discuss and/or Approve 2024 Community Assessment** ~~Update~~
Bernadette Harris reviewed the 2024 Community Assessment. Bernadette Harris stated that the Community Assessment was a full assessment and not an update year. Cristal Smith moved to approve the 2024 Community Assessment with removing the word "update" as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

H. **Discuss and/or Approve November/December Meeting for Tuesday, December 12, 2023**
Taylor Adcock moved to approve the November/December Meeting for Tuesday, December 12, 2023 at 9:00 AM as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

I. **Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance**
Bernadette Harris, Head Start Director stated that the request is being made due to a potential Government Shutdown after November 17, 2023 if a budget or continuing resolution is not signed. The Head Start Grant start date is December 1, 2023 and the Board will not meet again until after that date. There is a possibility that the December funds will be available even if there is a shut down; however, we would like to take the proactive steps to prepare to use the remainder of the PY 04 grant funds. Teresa Thompson moved to approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance if needed as presented. The motion was seconded by Jeremy Booker. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

J. **Discuss and/or Approve Martavius Jones as the Policy Council Liaison to the Board**
Taylor Adcock moved to approve Martavius Jones as the Policy Council Liaison to the Board as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

10. Discussion Items:
    A. Discuss Fall 2023 Circle Assessment Data
    Bernadette Harris reviewed the Fall 2023 Circle Assessment Data as presented.

11. Audience Comments:
    None

12. <u>Executive Session:</u>
      Cristal Smith moved for Policy Council to go into Executive Session at 10:13 am. Krizia
      Linwood seconded the motion.
      **Discuss new hires, terminations, transfers and employee matters of a confidential
      nature.**
      Jeremy Booker made a motion to come back into regular session at 10:18 am. Krizia Linwood
      seconded the motion.

13. <u>Required Action from Executive Session:</u>
      A motion was made by Krizia Linwood to accept new hires, transfers, and terminations as
      presented. The motion was seconded by Jeremy Booker. 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. <u>Adjourn:</u>
      A motion to adjourn was made by Krizia Linwood at 10:19 am. The motion was seconded by
      Megan Hervey.

Minutes Submitted by: Bridgette Parton
Minutes approved by:

Policy Council Interview Questions

FOCUS AREA 2/Section 4:

Fiscal Infrastructure (Budget Planning and Development)

1302.102(d)(1(i)

1. How are you involved in developing goals for the program?

2. How does the program leadership communicate with you?

FOCUS AREA 2/Section 1:

Program Design & Management (Composition & Training)

1301.2-3(c)

1. What is the composition of the Policy Council?
   (Who serves on the Policy Council?)

2. How are new Policy Council members selected?

3. What trainings have you received?

4. How has the trainings that you have received helped you make decisions and provide leadership for the Head Start Program?

FOCUS AREA 2/Section 5:

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

5. How are you involved in the budget-planning process?

6. How often do you review and approve the program's budget?

7. How are you trained to understand the budget information that you receive?

FOCUS AREA 2/Section 1:

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

8. What types of information do you receive to help you understand whether the program is delivering quality services?

9. How do you know the program is using money received from OHS for its intended purposes?

10. How do you feel the program is doing at providing services to meet the needs of the community and parents?

END for Policy Council Interview

Head Start

Financial Report for the month of November 2023

(October 2023 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2022							
Personnel	$2,351,429.00	$207,338.52	$1,915,974.56	$435,454.44	$195,952.42	$2,155,476.58	$239,502.02
Fringe Benefits	$571,408.00	$44,419.19	$459,953.73	$111,454.27	$47,617.33	$523,790.67	$63,836.94
Travel (4120)	$10,000.00	$0.00	$5,733.27	$4,266.73	$833.33	$9,166.67	$3,433.40
Equipment	$35,000.00	$0.00	$25,900.75	$9,099.25	$2,916.67	$32,083.33	$6,182.58
Supplies	$198,845.00	$5,206.58	$149,673.48	$49,171.52	$16,570.42	$182,274.58	$32,601.10
Contractual	$292,100.00	$144,038.00	$283,858.00	$8,242.00	$24,341.67	$267,758.33	($16,099.67)
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	$27,849.25	($6,798.48)
Other (4122)	$941,063.00	$68,437.31	$925,619.02	$15,443.98	$78,421.92	$862,641.08	($62,977.94)
Total	$4,430,226.00	$469,439.60	$3,801,360.54	$628,865.46	$369,185.50	$4,061,040.50	$259,679.96
T&TA	$40,381.00	$0.00	$40,381.00	$0.00	$3,365.08	$37,015.92	($3,365.08)

Total

USDA Reimbursements through September 2023 — $98,434.57

Estimated USDA Reimbursement for October 2023 — $14,982.12

Resulting (over)/under with USDA — $373,096.65

* 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

	Amount Funded	Expenditures	Total To Date	Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	$170,393.31	$18,055.37	$146,206.17	$14,199.44	$156,193.87	$9,987.69
Per Child	$9,527.37	$1,009.55	$8,174.97	$793.95	$8,733.42	$558.45

IN-KIND (Non-Federal Share)			
Needed	This month	Total	Still need
$1,107,557.00	$143,805.18	$1,340,425.39	($232,868.39)

Early Head Start

Financial Report for the month of November 2023

(October 2023 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2022							
Personnel	$144,584.00	$8,289.15	$112,395.34	$32,188.66	$12,048.67	$132,535.33	$20,139.99
Fringe Benefits	$35,423.00	$3,071.70	$42,331.40	($6,908.40)	$2,951.92	$32,471.08	($9,860.32)
Travel (4120)	$2,190.00	$0.00	$532.21	$1,657.79	$182.50	$2,007.50	$1,475.29
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies	$20,022.00	$463.98	$10,666.51	$9,355.49	$1,668.50	$18,353.50	$7,686.99
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	$615.20	$4,724.79	($1,657.79)	$255.58	$2,811.42	($1,913.37)
Other (4122)	$57,920.00	$3,202.72	$35,298.52	$22,621.48	$4,826.67	$53,093.33	$17,794.81
Total	$263,206.00	$15,642.75	$205,948.77	$57,257.23	$21,933.83	$241,272.17	$35,323.40
T&TA	$5,257.00	$615.20	$5,257.00	$0.00	$438.08	$4,818.92	($438.08)
Total							

USDA Reimbursements through September 2023	$13,937.17
Estimated USDA Reimbursement for October 2023	$2,061.47
Resulting (over)/under with USDA	$51,322.04

* Total Over/Under without USDA

Accruals:
Actual year end payroll accrual $7,200

Further Analysis	
Number of children	16
Number of classrooms	2

	Amount Funded	Expenditures	Total To Date	Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	$131,603.00	$7,821.38	$102,974.39	$10,966.92	$120,636.08	$17,661.70
Per Child	$16,450.38	$977.67	$12,871.80	$1,370.86	$15,079.51	$2,207.71

IN-KIND (Non-Federal Share)			
Needed	This month	Total	Still need
$65,802.00	$2,005.38	$20,379.92	$45,422.08

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -November 2023

Sam's Club

Purchases for September 2023		130.44
Payment due by 10/28/2023	Pd on 10/18/2023	(130.44)
Balance		-

American Express

Purchases for		-
Payment due by ---	Pd on	0.00
Balance		-

Line of Credit

Program	VSN	CSBG A	TBRA	CEAP CARES
Highest October 2023 Balance	29,290.00	6,775.00	11,625.00	7,650.00
Current balance	19,290.00			
Exp pay off date	1/31/2024			

In House Line of Credit

Program	CEAP A	CSBG A	TRBA	LIHWAP	VSN
Highest October 2023 Balance	-	6,400.00	520.00	-	32,669.54
Current balance		6,400.00	-		29,151.00
Exp pay off date		11/30/2023			1/31/2024

U.S. SMALL BUSINESS ADMINISTRATION LOAN
Maturity Date 06/15/2050
156,378.21 as of 10/13/2023

sam's club <>

FINANCING BY
synchrony®

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

Payment Information

$ New Balance:	**$130.44**
Total Minimum Payment Due:	**$50.00**
Payment Due Date:	**10/28/2023**

Payments must be received by 5pm ET on 10/28/2023 if mailed, or by 11:59pm ET on 10/28/2023 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

OCT 1 6 2023

BY:_____

Account Summary

Previous Balance as of 09/09/2023	$150.76	Credit Limit	$1,700
Payments	- 150.76	Available Credit	$1,569
Purchases/Debits	+ 130.44		
New Balance as of 10/08/2023	$130.44		
30 Day Billing Cycle from 09/09/2023 to 10/08/2023			

KNC

*Subject to credit approval.
Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

CC: Shelley

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			**-$150.76**
09/24	P9280008Q01FR5Q4Q	PAYMENT - THANK YOU	-$150.76
Purchases and Other Debits			**$130.44**
09/25	P9280008D018XR0ME	SAM'S CLUB 008295 TEXARKANA TX	$130.44
		SAM'S/WAL-MART PURCHASE(S)	
		Total for TOMMY HOOPER	$130.44
Total Fees Charged This Period			**$0.00**
Total Interest Charged This Period			**$0.00**

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 #: 6046002039330674

DATE OF SALE #: 230925

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000465

CLUB #: 8295

REFERENCE #: P9280008D018XR0ME

TRANSACTION #: 0

REGISTER #: 4

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		$0.0000	$0.00
380004989	MM FRAGRANCE FREE	6.000	EA	$21.7400	$130.44

SUB $130.44	TAX $0.00	TOTAL INVOICE	$130.44
		CREDITS TOTAL	$0.00
		BALANCE DUE	$130.44

1-2

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

Account Number	6046 0020 8983 0674
New Balance	$130.44
Total Minimum Payment Due	$50.00
Payment Due Date	10/28/2023
Amount Enclosed $	

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

COMMUNITY COUNCIL OF CASS   15848
KAY PHILLIPS   Q308
PO BOX 427
LINDEN TX 75563-0427

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

0005000015076 0005000013044 0006046.00 2035330 0674

HEAD START and EHS NUTRITION PROGRAM

November 2023 Financial Report

For the month of October 2023

CACFP

		Expenditures	Total To Date
Operating Labor	$	9,298.80	9,298.80
Administrative Labor		1,002.34	1,002.34
Food		13,552.10	13,552.10
Supplies & Equipment		827.90	827.90
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		150.00	150.00
Other		-	0.00
Total	$	24,831.14	$ 24,831.14

Operating Labor includes C5 andC6 money

TDHS REVENUE	17,043.59	17,043.59
	(Income Starts October 2023)	

CSNT Head Start Director's Report PY04/FY23

October Report/November Data

How Are We Doing?

HAPPY HOLIDAYS

HEAD START Attendance - November 2023

- ✓ **462** Actual Enrollment (Under/Over -3 Student(s)) – Funded **465**

- ✓ **5.0%** Disability Students – **10%** Target

- ✓ **89%** Average Daily Attendance

Attendance Matters …every school day counts!

HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **$1,340,425** NFS Collected – **($232,868)** NFS Over

- ✓ **$293,372** Indirect Costs Collected

- ✓ **11%** Admin Expense Rate

HEAD START CACFP Meals/Reimbursements

- ✓ **$14,982** Reimbursed This Month **- $113,417** Reimbursed This Year

- ✓ **21** days of Service **– 5,571** Meals Served

**Listen with Curosity
Speak with Honesty
Act with Integrity**

COMMUNICATION IS KEY

HEAD START Quality Assurance

- ✓ **726** Files Reviewed/**42** Classrooms Observed

- ✓ **220** Incomes Verified/**156** Interviews/**39** Community Contacts

- ✓ **Self-Assessment** – 4 Findings/4 Corrections/0 Remaining

- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0**

ANNOUNCEMENTS:
Completing end of grant year activities
Preparing for Detailed Monitoring to start after new year

CSNT Early Head Start Director's Report PY04/FY23

October Report/November Data

HAPPY HOLIDAYS

How Are We Doing?

EARLY HEAD START Attendance - November 2023

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**

- ✓ **19%** Disability Students – **10%** Target

- ✓ **82%** Average Daily Attendance (**Colds/Flu/Viruses**)

EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **$20,380** NFS Collected - **$60,785** NFS Needed

- ✓ **$16,863** Indirect Costs Collected

- ✓ **8%** Admin Expense Rate

HEAD START CACFP Meals/Reimbursements

- ✓ **$2,061** Reimbursed This Month - **$15,999** Reimbursed This Year

- ✓ **20** days of Service **– 758** Meals Served

**Listen with Curosity
Speak with Honesty
Act with Integrity**

COMMUNICATION IS KEY

HEAD START Quality Assurance

- ✓ **22** Files Reviewed/**4** Classrooms Observed

- ✓ **8** Incomes Verified/**0** Interviews/**4** Community Contacts

- ✓ **Self-Assessment** – 4 Findings/**4** Corrections/**0** Remaining

- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

---

ANNOUNCEMENTS:
Completing end of grant year activities
Preparing for Detailed Monitoring to start after new year

Office of Head Start - Head Start Services Snapshot

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

Date
11/7/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	# of funded enrollment slots	% of funded enrollment slots
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
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

	# of participants	% of participants over Funded Enrollment
Total Cumulative Enrollment	490	5.38%

Participants by Age

	# of participants	% of participants
1 Year Old	0	0.00%
2 Years Old	2	0.41%
3 Years Old	240	48.98%
4 Years Old	248	50.61%
5 Years Old	0	0.00%

Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	31	6.33%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	17	3.47%

Prior Enrollment of Children

	# of children	% of children
The second year	146	29.80%
Three or more years	9	1.84%

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%	2	0.41%
Asian	0	0.00%	2	0.41%
Black or African American	6	1.22%	248	50.61%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	21	4.29%	134	27.35%
Biracial or Multi-Racial	6	1.22%	38	7.76%
Other Race	32	6.53%	1	0.20%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	462	94.29%
Of these, the number of children acquiring/learning another language in addition to English	13	
Spanish	28	5.71%
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	0.61%
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	7.35%

Health Services

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	463	94.49%	361	73.67%
Children with accessible health care	434	88.57%	336	68.57%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	452	92.24%	279	56.94%
Children with accessible dental care	379	77.35%	319	65.10%

Disabilities Services

	# of children	% of children
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	19	4.09%

Family Services

	# of families	% of families
Total Number of Families	465	100.00%

	# of families	% of families
Families Who Received at Least One Family Service	451	96.99%

Specific Services

	# of families	% of families
Emergency or Crisis Intervention	6	1.29%
Housing Assistance	6	1.29%
Asset Building Services	120	25.81%
Mental Health Services	8	1.72%
Substance Misuse Prevention	1	0.22%
Substance Misuse Treatment	4	0.86%
English as a Second Language (ESL) Training	20	4.30%
Assistance in enrolling into an education or job training program	52	11.18%
Research-based parenting curriculum	316	67.96%
Involvement in discussing their child's screening and assessment results and their child's progress	426	91.61%
Supporting transitions between programs	384	82.58%
Education on preventive medical and oral health	417	89.68%
Education on health and developmental consequences of tobacco product use	196	42.15%
Education on nutrition	442	95.05%
Education on postpartum care	3	0.65%
Education on relationship/marriage	7	1.51%
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

11/7/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	# of funded enrollment slots	% of funded enrollment slots
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
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 Cummulative Enrollment

	# of participants	% of participants
Total Cumulative Enrollment	17	106.25%

Participants by Age

	# of participants	% of participants
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

	# of children	% of children
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

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# 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

	# of children	% of children
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	3	18.75%

Family Services

	# of families	% of families
Total Number of Families	16	94.12%

	# of families	% of families
Families Who Received at Least One Family Service	7	43.75%

Specific Services

	# of families	% of families
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%

PARENT COMMITTEES (Standard 1301.4)

PROCEDURE

1. A parent committee will be created at the first parent meeting of the year in September.
2. Parent/Guardian(s) will elect officers and Policy Council Representative and Alternate at the first meeting.
3. In order to hold an office, the person must be a parent or legally responsible adult of a child currently enrolled in the Head Start Program at that designated campus.
4. Program Manager will train parent/guardian(s) on Roberts' Rules of Order and will conduct the election process following these rules. Program Manager will also inform parent/guardian (s) of the roles of each office that is elected.
5. Parent Committee meetings will be held throughout the year on dates selected and voted on by the Parent Committee.
6. Parent/Guardian(s) will learn of new policies and have opportunities to participate in planning of activities on the campus.
7. Policy Council Representatives will be listed on the agenda each month to share information received at the prior month's Policy Council Meeting

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

Approaches to Learning
Goal: Children will demonstrate initiative and independence.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3&4 year olds	90%	86%		

Cognition: Mathematics Development
Goal: Children will know number names and the count sequence.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	50%	5%		

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

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

Cognition: Mathematics Development
Goal: Children will kow number names and the count sequence.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	60%	25%		

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

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

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

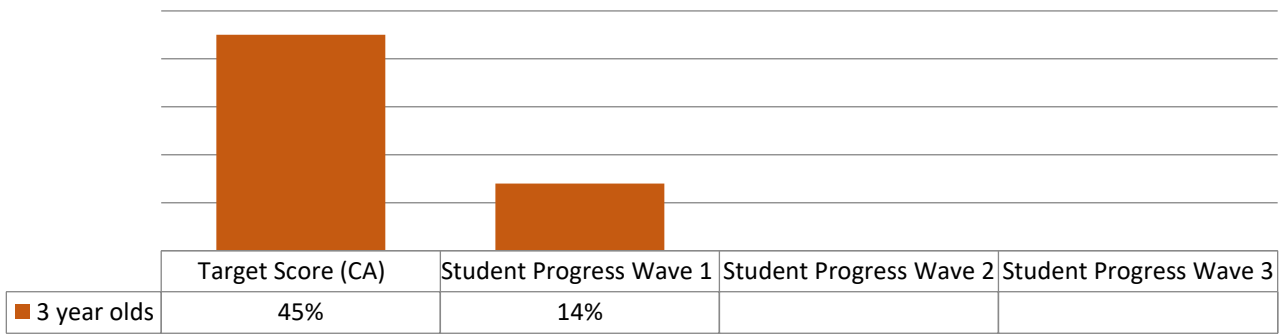|	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	45%	14%		

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

CSNT Head Start
School Readiness Performance Data Report
Head Start
2023-2024

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

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
4 year olds	60%	50%		

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
3 year olds	100%	86%		

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

CSNT Head Start
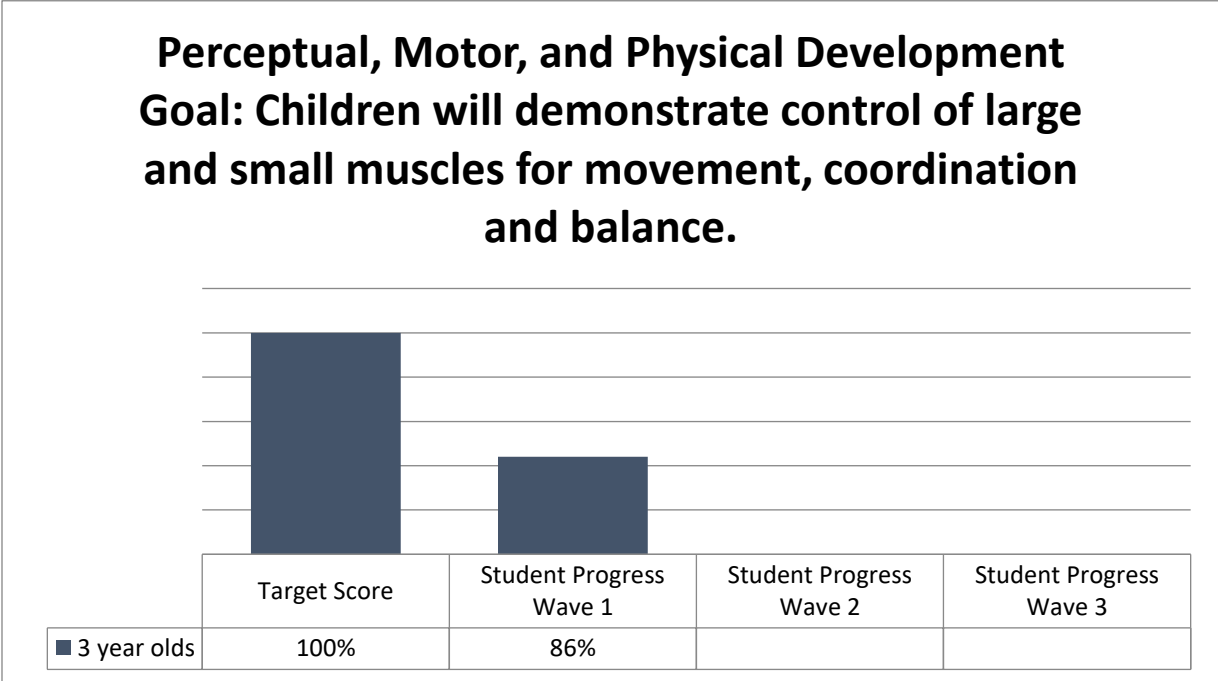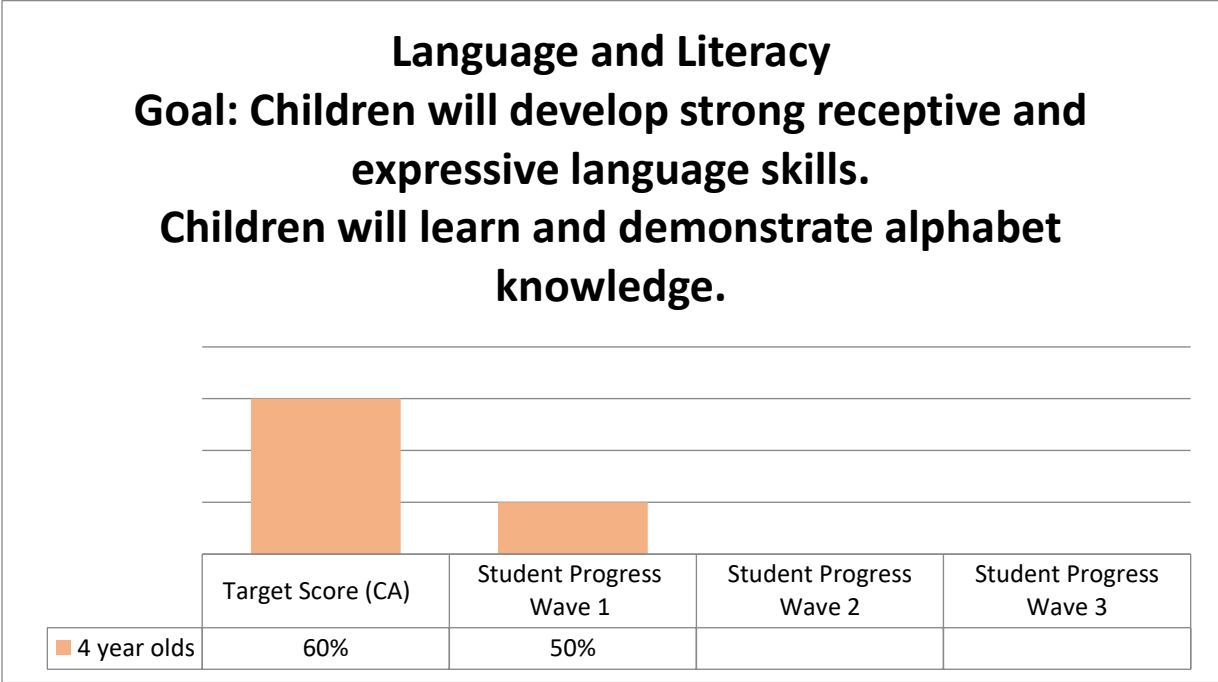## *School Readiness Performance Data Report*
Head Start
2023-2024

Perceptual, Motor, and Physical Development
Goal: Children will control of large and small muscles for movement, coordination and balance.
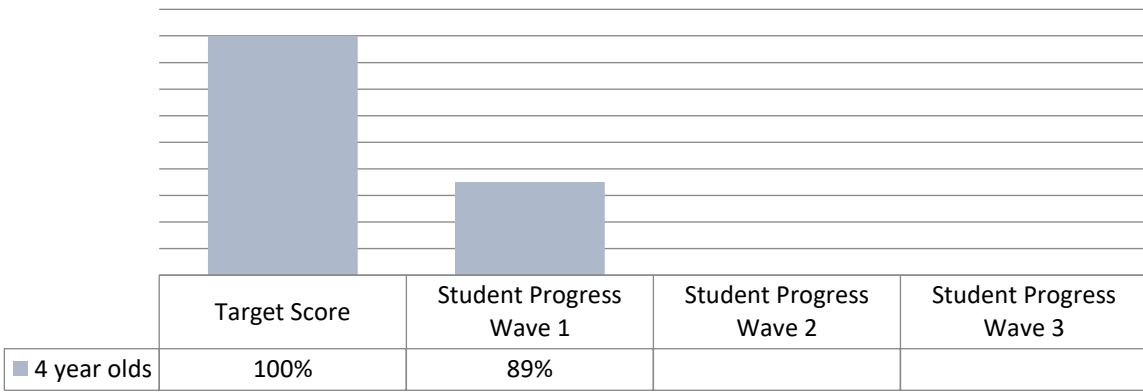
	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
4 year olds	100%	89%		

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

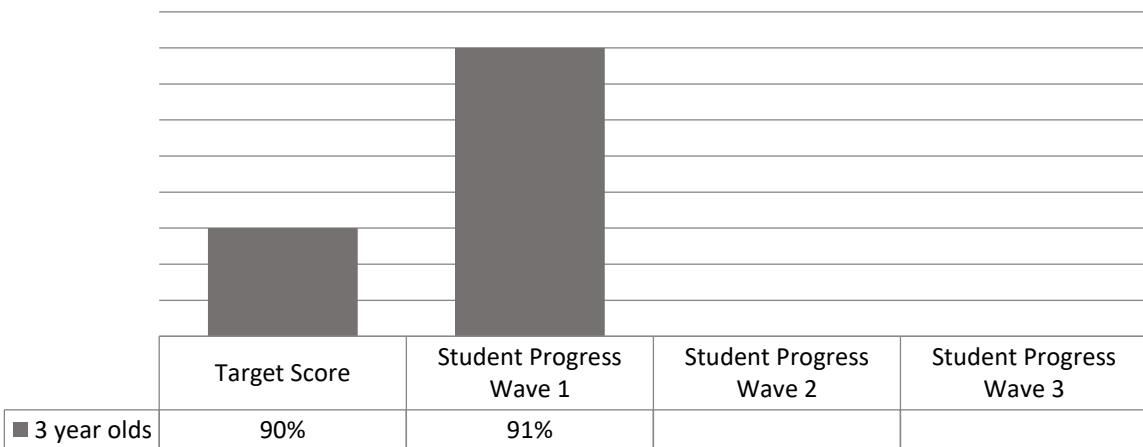|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
3 year olds	90%	91%		

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

CSNT Head Start
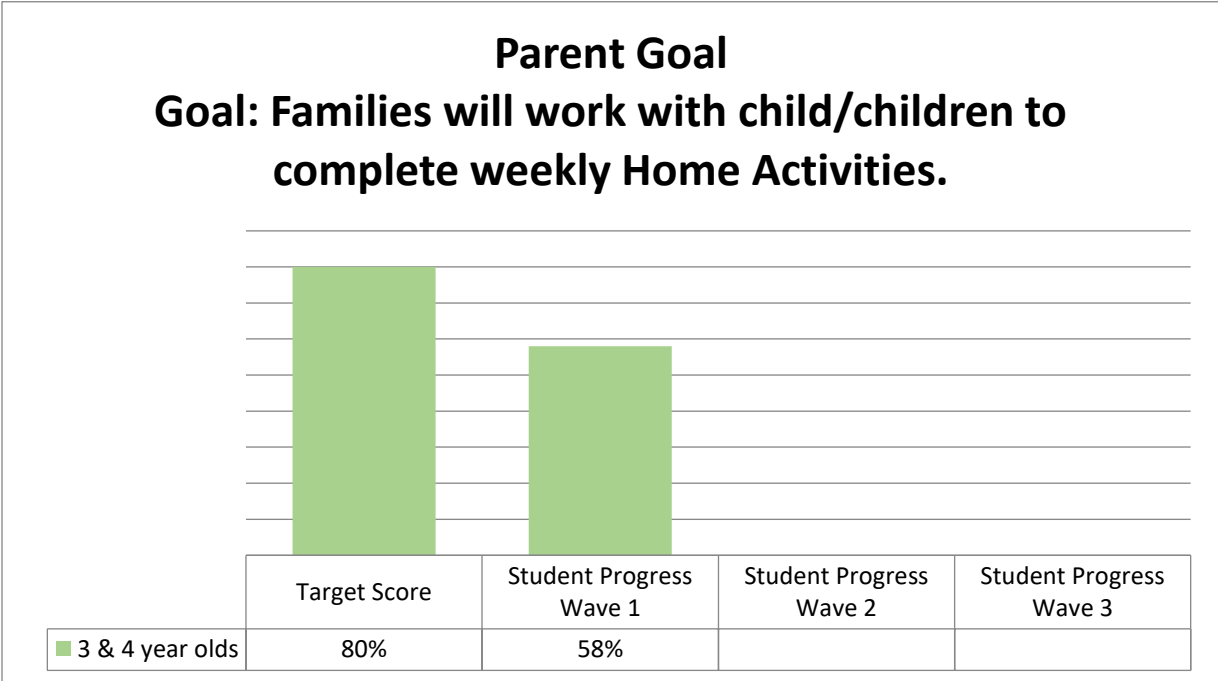# School Readiness Performance Data Report
Head Start
2023-2024

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	90%	95%		

Parent Goal
Goal: Families will work with child/children to complete weekly Home Activities.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 & 4 year olds	80%	58%		

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

CSNT Head Start
School Readiness Performance Data Report
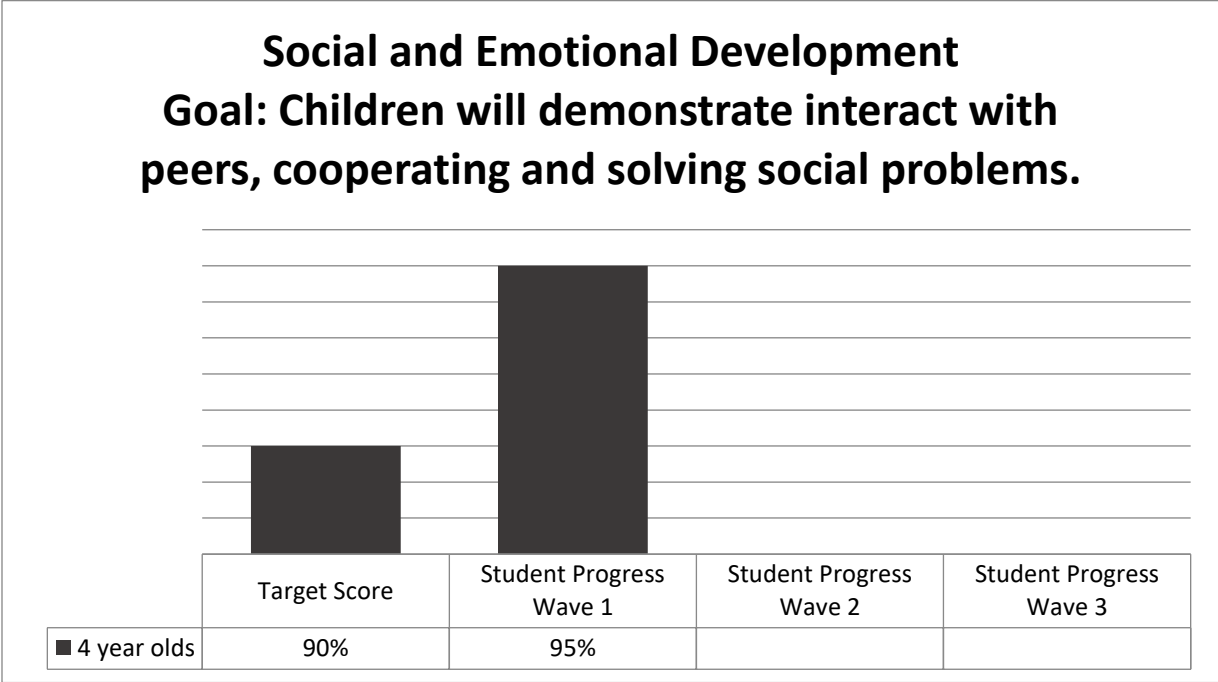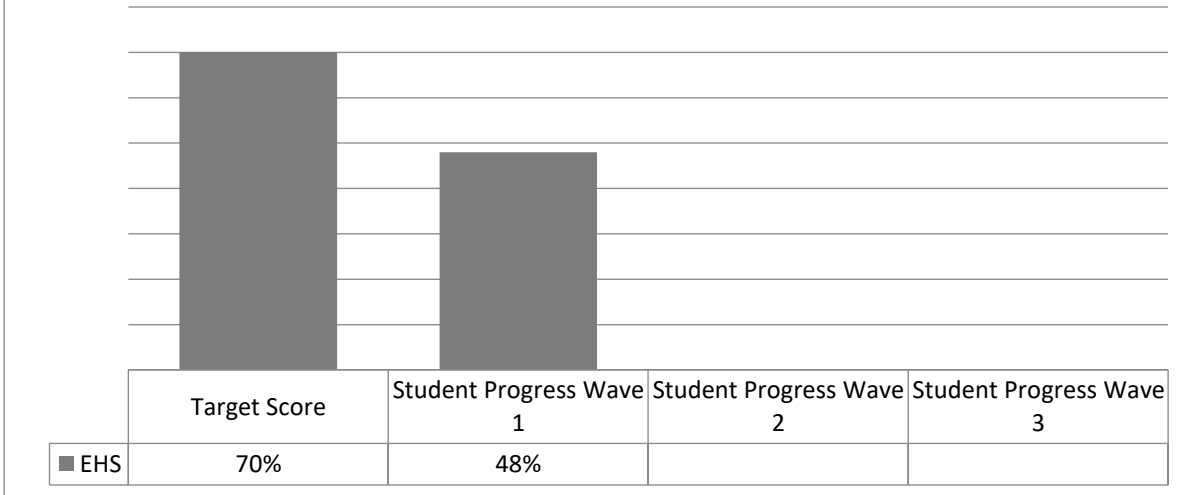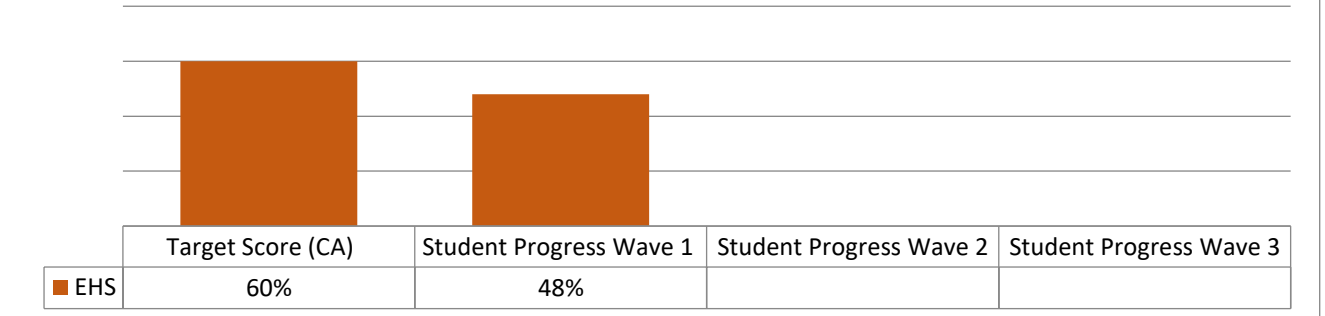## *Early Head Start*
2023-2024

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	70%	48%		

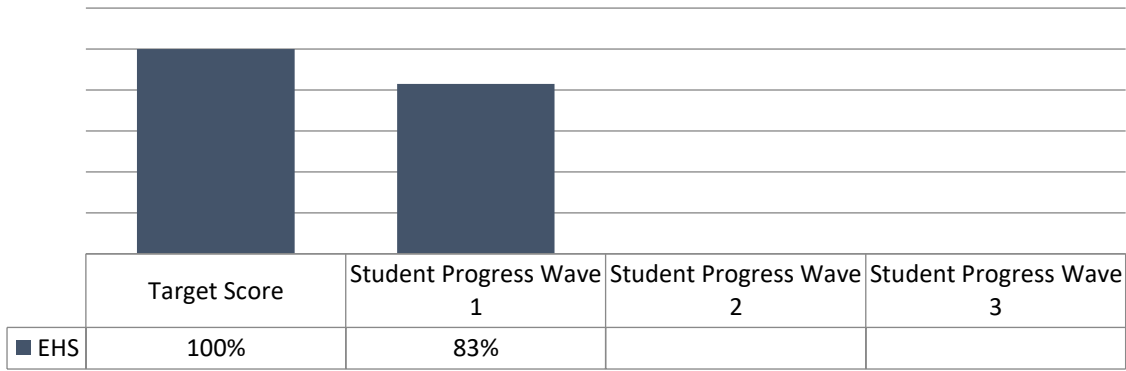## Language and Literacy
Goal: Children will develop strong receptive and expressive language skills.
Children will learn and demonstrate alphabet knowledge....

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	60%	48%		

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

CSNT Head Start
School Readiness Performance Data Report
Early Head Start
2023-2024

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	100%	83%		

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

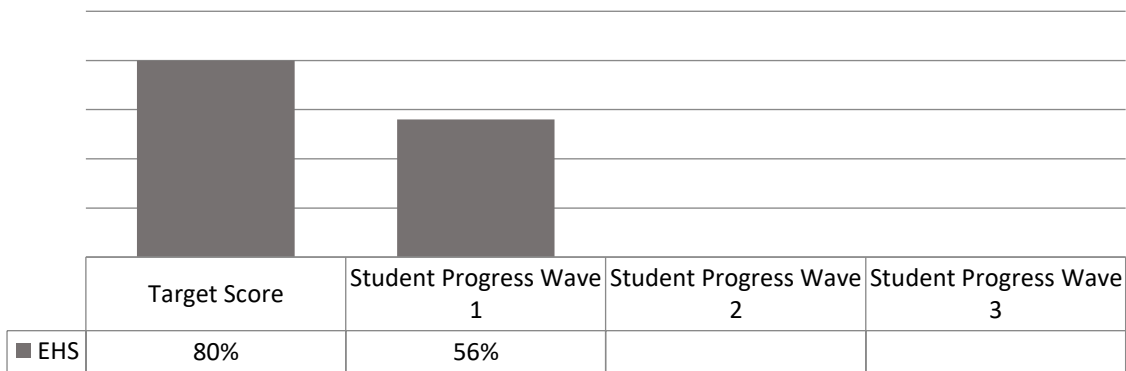|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	80%	56%		

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

CSNT Head Start
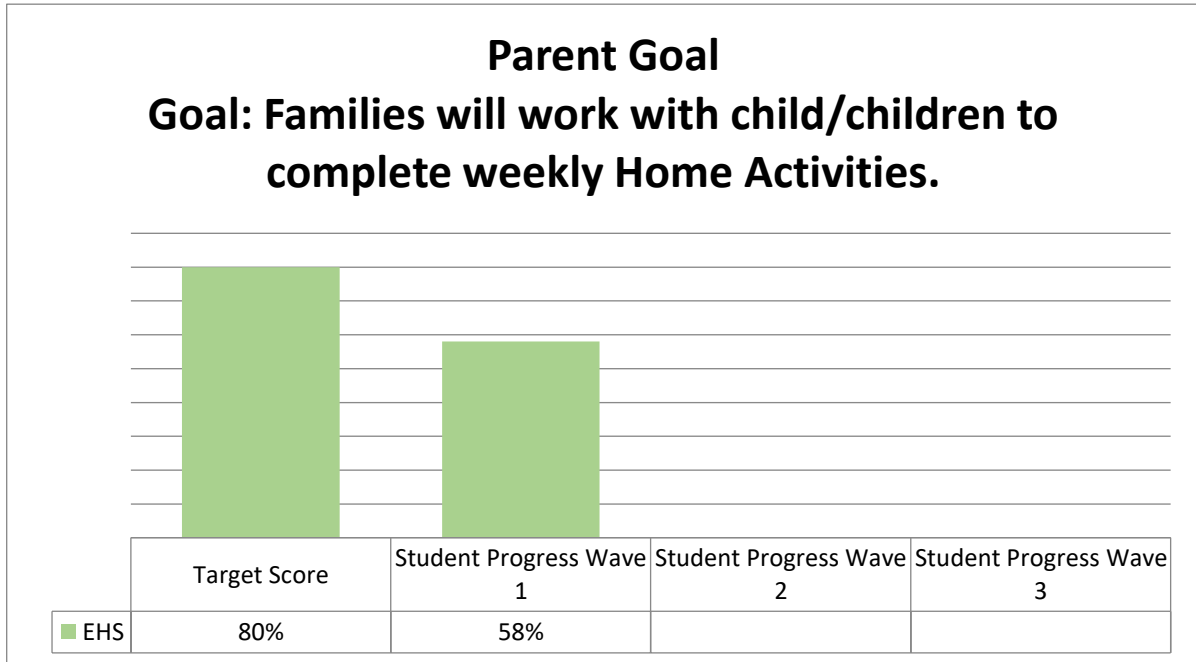# School Readiness Performance Data Report
Early Head Start
2023-2024

Parent Goal
Goal: Families will work with child/children to complete weekly Home Activities.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	80%	58%		

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

Parent, Family, and Community Engagement Framework
School Readiness Goals 2023-2024

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

Objective: 85% of all students will complete health requirements. **65%**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. **71%**
2. 92% Compliance on initial physicals. **63%**
3. 85% Compliance on all six month dentals. **75%**
4. 85% compliance on lead and hemoglobin. **52%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **35%**

Action Steps:

1. 40% Parent Meeting Attendance **22%**
2. 75% participation in Read Across America. - **NA**
3. 80% Ready Rosie Parent Participation-**49%**

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

Objective: 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. **76%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences. **91%**
2. 80% completion of home activities**. 61%**
3. 80% participation at the end of the year transition meeting. **NA**

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

Objective: 90% of parents and staff will participate in mental wellness activities. **77%**

Action Steps:

1. 50% participation in quarterly staff wellness activity. **30%**
2. 80% of parents will receive a quarterly Health/Wellness Newsletter. **100%**
3. 90% participation in staff wellness training. **100%**

CSNT Head Start 2023-2024 Program Goals
Progress Report

Program Goal 1: Strengthen comprehensive Health Services within the program.					
Year Four Objective One Outcome: 87% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	71%	Winter Progress		Spring Progress	
Program Goal 1 Challenges: Parents understanding the importance of completing health steps					

Program Goal 1: Strengthen comprehensive Health Services within the program.					
Year Four Objective Two Outcome: 90% of parents/staff will participate in wellness activities					
Fall Progress	77%	Winter Progress		Spring Progress	
Program Goal 1 Challenges: Parents/staff feeling connected to the activities offered					

Program Goal 2: Provide Comprehensive School Readiness					
Year Four Objective One Outcome: 70% of Head Start children will name upper and lowercase letters					
Fall Progress	32%	Winter Progress		Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

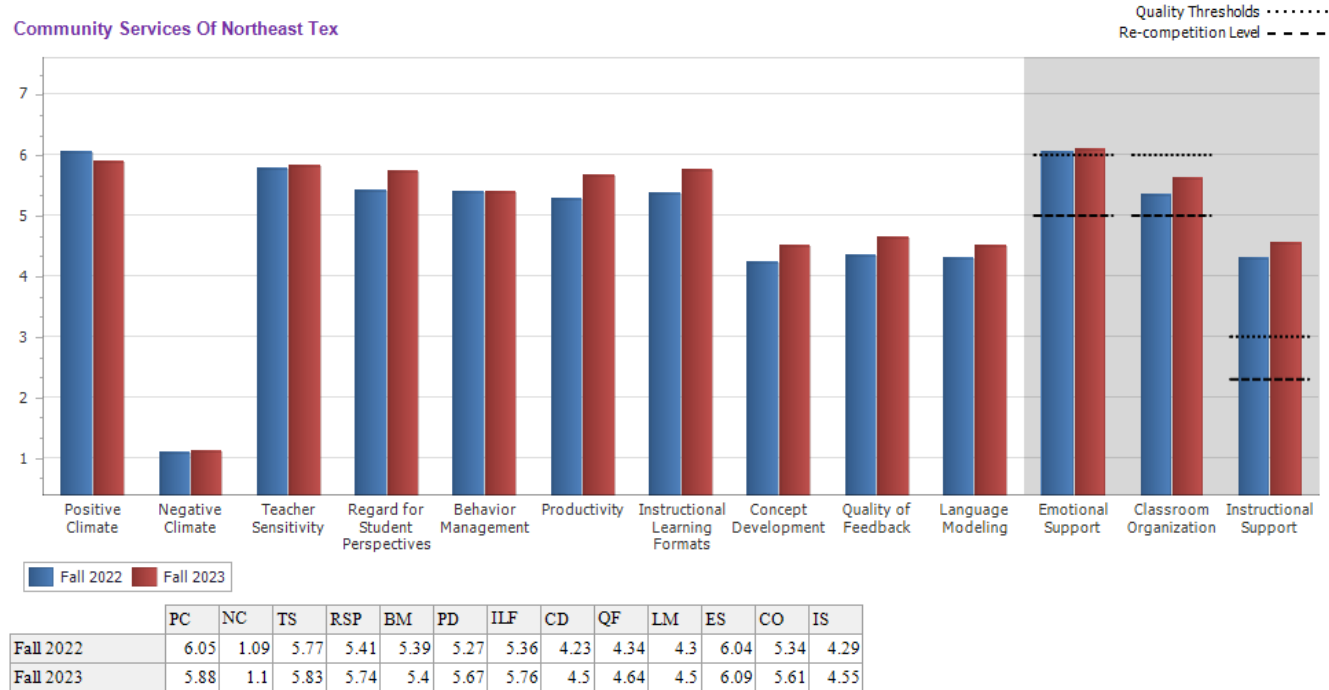|					
Program Goal 2: Provide Comprehensive School Readiness					
Year Four Objective Two Outcome: 75% of children will sequence count to 50					
Fall Progress	15%	Winter Progress		Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 2: Provide Comprehensive School Readiness.					
Year Four Objective Three Outcome: <u>Head Start</u>- 6 (Quality Score) in CLASS Emotional Support (ES) And Classroom Organization (CO) and 3 (Quality Score) increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES 6.09 CO 5.61 IS 4.55 EB 6.1 EL 5.67 RC 6.07	Winter Progress	ES CO IS EB EL RC	Spring Progress	ES CO IS EB EL RC
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 2: Provide Comprehensive School Readiness					
Year Four Objective Four Outcome: 85% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	56%	Winter Progress		Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system					

Program Goal 3: Increase Parent Involvement in the Head Start Program					
Year Four Objective One Outcome: 70% of parents will be involved in their child's education					
Fall Progress	56%	Winter Progress		Spring Progress	
Program Goal 3 Challenges: Parent's ability to participate in activities due to other commitments such as work or family responsibilities					

CSNT CLASS Program Scores-Head Start Fall 2022 Vs. Fall 2023

Pre-K-CLASS Averages

Community Services Of Northeast Tex

Quality Thresholds ········
Re-competition Level – – – –

	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
Fall 2022	6.05	1.09	5.77	5.41	5.39	5.27	5.36	4.23	4.34	4.3	6.04	5.34	4.29
Fall 2023	5.88	1.1	5.83	5.74	5.4	5.67	5.76	4.5	4.64	4.5	6.09	5.61	4.55

Competitive Thresholds	Quality Thresholds	CSNT CLASS Scores Fall 2022	CSNT CLASS Scores Fall 2023
Emotional Support-5	Emotional Support-6	Emotional Support-6.04	Emotional Support 6.09
Classroom Organization-5	Classroom Organization-6	Classroom Organization-5.34	Classroom Organization 5.61
Instructional Support-2.3	Instructional Support-3	Instructional Support-4.29	Instructional Support 4.55

*Fall 2022-Out of 22 classroom, we had 4 new teachers and 1 teacher's assistant conducting the duties as a teacher.

*Fall 2023-Out of 22 classrooms, we have 4 new teachers and 1 classroom wasn't observed because of shortage of staff and no lead teacher.

CSNT CLASS Program Scores Fall 2022 Vs. Fall 2023
Early Head Start Averages-Toddlers

Community Services Of Northeast Tex

Quality ·······

Legend: ■ Fall 2022 ■ Fall 2023
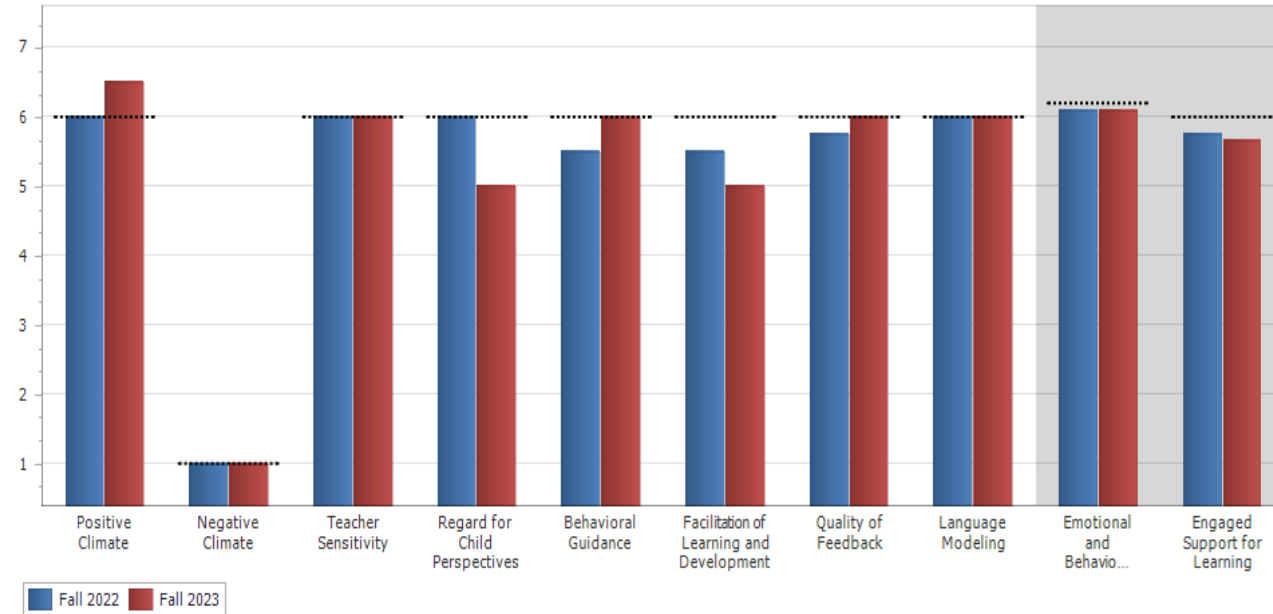
	PC	NC	TS	RCP	BG	FLD	QF	LM	EBS	ESL
Fall 2022	6	1	6	6	5.5	5.5	5.75	6	6.1	5.75
Fall 2023	6.5	1	6	5	6	5	6	6	6.1	5.67

Quality Thresholds	CSNT CLASS Scores Fall 2022	CSNT CLASS Scores Fall 2023
Emotional and Behavioral Support 6.00	Emotional and Behavioral Support 6.10	Emotional and Behavioral Support 6.10
Engaged Support for Learning 6.00	Engaged Support for Learning 5.75	Engaged Support for Learning 5.67

CSNT CLASS Program Scores Fall 2022 Vs. Spring 2023
Early Head Start Averages-Infants

Community Services Of Northeast Tex
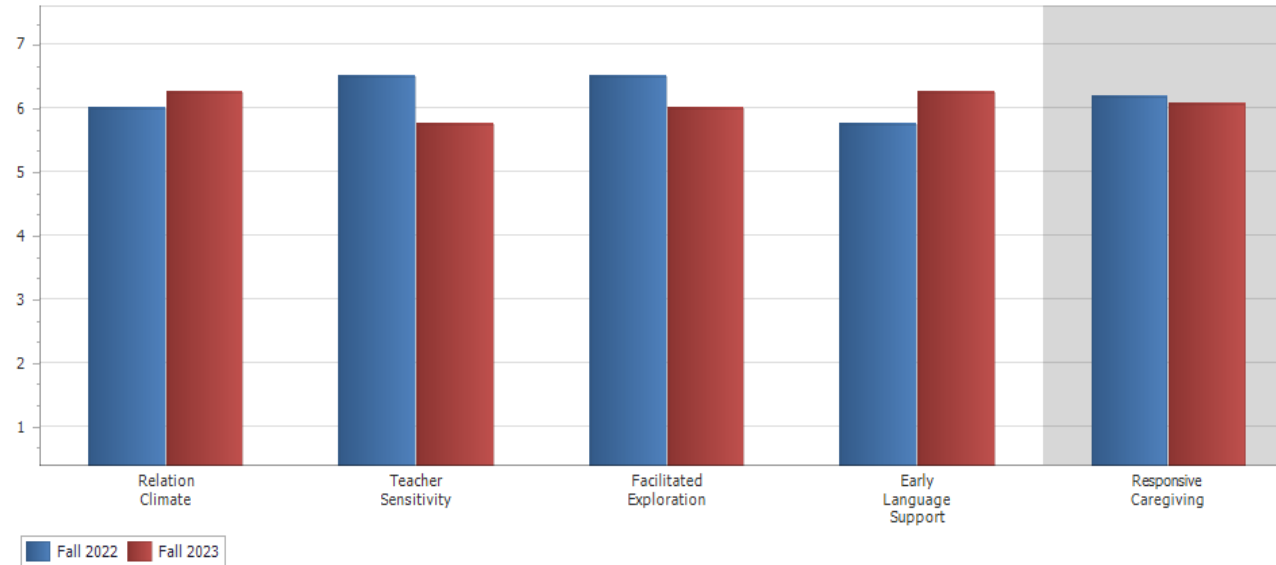
	RC	TS	FE	ELS	RCG
Fall 2022	6	6.5	6.5	5.75	6.19
Fall 2023	6.25	5.75	6	6.25	6.07

Quality Thresholds	CSNT CLASS Scores Fall 2022	CSNT CLASS Scores Fall 2023
Early Language Support 6.00	Early Language Support 5.75	Early Language Support 6.25
Responsive Caregiving 6.00	Responsive Caregiving 6.19	Responsive Caregiving 6.07

*Fall 2022-We had a new teacher in the classroom.

*Fall 2023-We have a new teacher in the classroom.