




**Community Services of Northeast Texas, Inc.**  
**Head Start**  
**Policy Council Meeting**  
**Tuesday, January 23, 2024 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 December 12, 2023**
6. **Presentations**
  - A. Interview Policy Council- Detailed Monitoring Robbie Hudson
  - B. Eligibility Final Rule Training Misty Van Hooser
7. **Reports**
  - A. Financial Report Shelley Mitchell
    - a. Head Start Financial Report January 2024
    - b. Credit Usage Report January 2024
    - c. CACFP Financial Report January 2024
  - B. Head Start Director Report Bernadette Harris
    - a. Head Start/Early Head Start Report January 2024
    - b. Head Start/Early Head Start PIR January 2024
  - C. Executive Director Report Michelle Morehead

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**Policy Council Meeting**  
**Tuesday, January 23, 2024 9:00 am**  
**Linden Administrative Office**  
**304 East Houston**  
**Linden, Texas**

**8. Committee Reports**

A. Appoint Committee Member(s)

**9. Action Items**

A. Discuss and/or Approve the Agency applying for another Head Start Five-Year Non-Competitive Project Period beginning December 1, 2024

**10. Discussion Items**

**None**

**11. Audience Comments**

**12. Executive Session**

**A. Personnel**

**1. New hires and terminations**

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

**13. Required Action from Executive Session**

**14. Adjourn**

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

PC Attendance	Campus	Title	Sep-23	Oct-23	Dec-23
<b>Chairperson - Martavius Jones</b>			x	x	x
<b>Vice Chairperson - Megan Hervey</b>			x	x	x
<b>Secretary - Cristal Smith</b>			x	x	x
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x		
Teresa Thompson (10/24/23)	Morris County	Representative		x	x
Evelyn Benjamin	Atlanta	Representative	x	x	
Jessica Nansen	Atlanta	Alternate			
Megan Hervey	Bloomburg	Representative	x	x	x
Gina Chambless	Bloomburg	Alternate			
Krizia Linwood	D/LS	Representative	x	x	x
Casandra Freeman	D/LS	Alternate			
Cristal Smith	Hughes Springs	Representative	x	x	x
Brittany Smith	Hughes Springs	Alternate			x
Alicia Brown	Hughes Springs EHS	Representative			
	Hughes Springs EHS	Alternate			
Ashley Roberts	Naples	Representative			
Ashley Tucker	Naples	Alternate			
Taylor Adcock	New Boston	Representative	x	x	
Tammy Wells	New Boston	Alternate			
Martavius Jones	Pittsburg	Representative	x	x	x
David Chustz	Pittsburg	Alternate			
Jeremy Booker(10/24/23)	Texarkana	Representative		x	x
Kyndall Edwards (10/24/23)	Texarkana	Alternate		x	x

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Crew Dykes, Charlotte Hall, Misty Van Hooser, Susan Horner, Frances Evans, and Kaye Nelms. Zoom Participants – Michelle Morehead and Shelley Mitchell

**1. Call to Order:**

The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:24 am, December 12, 2023, in the Shepherd's Pasture Retreat and Conference Center.

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

Brittany Smith – Hughes Springs Alternate

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Martavius Jones, Megan Hervey, Teresa Thompson, Jeremy Booker, Krizia Linwood, and Cristal Smith

Alternates Present: Kyndall Edwards and Brittany Smith

**4. Approval of Agenda:**

Members reviewed the agenda. Cristal Smith moved to accept the agenda as presented. This 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.

**5. Approval of Minutes from October 24, 2023:**

Megan Hervey moved to accept the minutes of October 24, 2023 meeting 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.

**6. Presentations:**

**A. Pittsburg Head Start**

Kaye Nelms, Campus Director at Pittsburg Head Start, presented a PowerPoint presentation to the members. The presentation included activities that have occurred at the Campus since the beginning of school.

**B. Overview of Detailed Monitoring**

Bernadette Harris reviewed the questions with the members that would be asked at the next Policy Council meeting.

**7. Reports:**

**A. Financial Report**

Shelley Mitchell gave the Financial Report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

Michelle Morehead stated that a new program is starting in January for Youth Empowerment and Veteran's Warriors. The Transitional Housing has one tenant and we are trying to expand to Marion County.

**8. Committee Reports:**

**A. Appoint Committee Members**

None

**9. Action Items:**

**A. Discuss and/or Approve PFCE Parent Meeting Policy Change**

Misty Van Hooser stated that the change made it more flexible for parents to vote on how many meetings and when the meetings would occur for their campus. Megan Hervey moved to approve the PFCE Parent Meeting Policy Change as presented. Jeremy Booker seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**10. Discussion Items:**

**A. Discuss Head Start/Early Head Start Data**

**1. Discuss School Readiness Performance Fall 2023 Data**

Frances Evans reviewed the School Readiness Performance Fall 2023 Data as presented.

2. **Discuss Parent, Family and Community Engagement Fall 2023 Progress**  
Misty Van Hooser reviewed the Parent, Family and Community Engagement Fall 2023 Progress as presented.
3. **Discuss Fall 2023 CLASS Data**  
Bernadette Harris reviewed the CLASS data as presented.
4. **Discuss Program Goals Fall 2023**  
Bridgette Parton reviewed the Program Goals Fall 2023 Data as presented.

11. **Audience Comments:**  
**None**

12. **Executive Session:**

Jeremy Booker moved for Policy Council to go into Executive Session at 10:11 am. Krizia Linwood seconded the motion.

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

Cristal Smith made a motion to come back into regular session at 10:14 am. Krizia Linwood seconded the motion.

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

A motion was made by Cristal Smith 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. **Adjourn:**

A motion to adjourn was made by Jeremy Booker at 10:15 am. The motion was seconded by Cristal Smith.

**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 January 2024

(December 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 11-30-2024</i>							
Personnel	\$2,189,058.00	\$93,650.27	\$93,650.27	\$2,095,407.73	\$182,421.50	\$182,421.50	\$88,771.23
Fringe Benefits	\$536,319.00	\$36,307.25	\$36,307.25	\$500,011.75	\$44,693.25	\$44,693.25	\$8,386.00
Travel (4120)	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$833.33	\$833.33	\$833.33
Equipment	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Supplies	\$245,000.00	\$6,399.73	\$6,399.73	\$238,600.27	\$20,416.67	\$20,416.67	\$14,016.94
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$24,255.50	\$24,255.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$275.00	\$275.00	\$30,106.00	\$2,531.75	\$2,531.75	\$2,256.75
Other (4122)	\$1,040,021.00	\$45,122.23	\$45,122.23	\$994,898.77	\$86,668.42	\$86,668.42	\$41,546.19
<b>Total</b>	<b>\$4,389,845.00</b>	<b>\$181,754.48</b>	<b>\$181,754.48</b>	<b>\$4,208,090.52</b>	<b>\$365,820.42</b>	<b>\$365,820.42</b>	<b>\$184,065.94</b>
T&TA	\$40,381.00	\$275.00	\$275.00	\$40,106.00	\$3,365.08	\$3,365.08	\$3,090.08

Total

USDA Reimbursements through

Estimated USDA Reimbursement for December 2023

\$8,992.90

Resulting (over)/under with USDA

\$193,058.84

\* Total Over/Under without USDA

Accruals:

\$4.00

Actual year end payroll accrual \$95,000.00

<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	\$168,840.19	\$6,990.56	\$6,990.56	\$14,070.02	\$14,070.02	\$7,079.46
Per Child	\$9,440.53	\$390.87	\$390.87	\$786.71	\$786.71	\$395.84

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,107,557.00	\$136,323.39	\$136,323.39	\$971,233.61

# Early Head Start

## Financial Report for the month of January 2024

(December 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 11-30-2024</i>							
Personnel	\$146,166.00	\$5,464.90	\$5,464.90	\$140,701.10	\$12,180.50	\$12,180.50	\$6,715.60
Fringe Benefits	\$35,811.00	\$1,964.71	\$1,964.71	\$33,846.29	\$2,984.25	\$2,984.25	\$1,019.54
Travel (4120)	\$2,190.00	\$0.00	\$0.00	\$2,190.00	\$182.50	\$182.50	\$182.50
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$52.40	\$52.40	\$15,197.60	\$1,270.83	\$1,270.83	\$1,218.43
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$0.00	\$3,067.00	\$255.58	\$255.58	\$255.58
Other (4122)	\$55,465.00	\$815.84	\$815.84	\$54,649.16	\$4,622.08	\$4,622.08	\$3,806.24
<b>Total</b>	<b>\$257,949.00</b>	<b>\$8,297.85</b>	<b>\$8,297.85</b>	<b>\$249,651.15</b>	<b>\$21,495.75</b>	<b>\$21,495.75</b>	<b>\$13,197.90</b>
T&TA	\$5,257.00	\$0.00	\$0.00	\$5,257.00	\$438.08	\$438.08	\$438.08

Total

USDA Reimbursements through

Estimated USDA Reimbursement for December 2023

\$1,088.30

Resulting (over)/under with USDA

\$14,286.20

\* Total Over/Under without USDA

### **Further Analysis**

Number of children	16
Number of classrooms	2

### Accruals:

Actual year end payroll accrual \$5,900.00

	<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	\$128,974.50	\$4,148.93	\$4,148.93	\$10,747.88	\$10,747.88	\$6,598.95
Per Child	\$16,121.81	\$518.62	\$518.62	\$1,343.48	\$1,343.48	\$824.87

### IN-KIND (Non-Federal Share)

Needed	This month	Total	Still need
\$65,802.00	\$2,068.33	\$2,068.33	\$63,733.67

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

**Board Report -January 2024**

Sam's Club

Purchases for		-
Payment due by	Pd on	-
Balance		<u>-</u>

American Express

Purchases for October 2023 thru November 2023		15,240.74
Payment due by ---	Pd on 12/13/2023	<u>(15,240.74)</u>
Balance		-

Line of Credit

Program	VSN	CSBG A	TBRA	CEAP CARES
Highest December 2023 Balance	26,630.00	7,450.00	12,040.00	
Current balance		-		
Exp pay off date				

In House Line of Credit

Program	CSBG B	CSBG A	CEAP B	VSN
Highest December 2023 Balance	5,450.00	13,205.00	-	40,231.00
Current balance	5,525.00	6,400.00	7,705.00	41,831.00
Exp pay off date	2/28/2024	2/28/2024	2/28/2024	3/31/2024

U.S. SMALL BUSINESS ADMINISTRATION LOAN

**Maturity Date 06/15/2050**  
 155,853.40 as of 01/19/2024



# Corporate Purchasing Cardmember Report

Sign-up For  
Online Statements

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
CREW DYKES  
CSNT INC

Account Number  
XXXX-XXXX-XXXX-XXXX

Closing Date  
11/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
2,436.17	9,675.21	21.31	1,723.47	0.00	10,409.22	For important information regarding your account refer to page 2.

Your account is past due, please contact your program administrator.

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.

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

Account Number ~~XXXXXXXXXXXX~~

Enter 15 digit account number on all payments.

CREW DYKES  
CSNT INC  
302 E HOUSTON BX 427  
LINDEN TX 75563-5600

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

**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorization for Electronic Payments:** By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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Dial Relay 711 and  
1-800-492-4920

**Large Print and Braille Statements:**  
1-800-492-4920



**Customer Service**  
P.O. Box 53611  
Phoenix, AZ  
85072-3611

#### Change of Address, phone number, email

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- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
 CREW DYKES  
 CSNT INC

Account Number  
 XXXX-XXXXX ~~7-81008~~

Closing Date  
 11/28/23

**Activity** Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
11/13/23 PAYMENT RECEIVED - THANK YOU 11/13	04629000000	-1,087.41
11/13/23 PAYMENT RECEIVED - THANK YOU 11/13	04629000000	-636.06
11/16/23 CLDTKN AMZN MKTP US*J93WN6S AMZN.COM/BILL W 6VMSMB24P 111-8807140-8773898109 11/15/23 ROC NUMBER 6VMSMB24P7PI		165.21
11/27/23 IN *TOUCHIT TECHNOLO BOERNE TX REF# 331IASBKTWJ1 2487641084 11/27/23 ROC NUMBER 331IASBKTWJ1MMU0		3,100.00
11/27/23 IN *TOUCHIT TECHNOLO BOERNE TX REF# 331IASBKTAJN 2487641084 11/27/23 ROC NUMBER 331IASBKTAJNMMU0		3,100.00
11/27/23 IN *TOUCHIT TECHNOLO BOERNE TX REF# 331IASBKUM1X 2487641084 11/27/23 ROC NUMBER 331IASBKUM1XMMU0		3,100.00
11/16/23 STARLINK INTERNET 06 HAWTHORNE CA REF# 730110033207 TREASURY@SPACEX 11/15/23 ROC NUMBER 7301100332070260	73011003320	120.00
11/12/23 TECHSOUP 000000001 SAN FRANCISCO CA REF# 2cc7273e-31 4156339300 11/11/23 REFER TO RECEIPT ROC NUMBER 2cc7273e-31		20.00
11/16/23 TECHSOUP 000000001 SAN FRANCISCO CA REF# 191f4a72-74 4156339300 11/15/23 REFER TO RECEIPT ROC NUMBER 191f4a72-74		70.00
11/28/23 DELINQUENCY CHARGE ON 712.70		21.31
<b>Total for CREW DYKES</b>	New Charges/Other Debits Payments/Other Credits	9,696.52 -1,723.47



# Corporate Purchasing Cardmember Report

Sign-up For  
Online Statements

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
MICHELLE MOREHEAD  
CSNT INC

Account Number  
XXXX-XXXX-~~39657822~~41000

Closing Date  
11/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
3,247.59	4,776.28	55.24	1,399.97	0.00	6,679.14	For important information regarding your account refer to page 2.

Your account is past due, please contact your program administrator.

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.

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

Account Number ~~39657822~~41000

Enter 15 digit account number on all payments.

MICHELLE MOREHEAD  
CSNT INC  
304 E HOUSTON ST  
LINDEN TX 75563-5600

*cc Shelley*

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

**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

**Authorization for Electronic Payments:** By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

**Note:** Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



**Manage your Card  
account online at:**  
americanexpress.com/  
checkyourbill



**For all further  
inquiries,**  
please call the number  
on the back of your  
Card.

**If your Card has been  
lost or stolen,** please  
call 1-800-492-4920.

**International Collect:**  
1-336-393-1111

**Hearing Impaired  
Services:**  
Dial Relay 711 and  
1-800-492-4920

**Large Print and Braille  
Statements:**  
1-800-492-4920



**Customer Service**  
P.O. Box 53611  
Phoenix, AZ  
85072-3611

#### Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**





Prepared For  
MICHELLE MOREHEAD  
CSNT INC

Account Number  
XXXX-XXXX-21000

Closing Date  
11/28/23

**Activity** Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
11/13/23 PAYMENT RECEIVED - THANK YOU 11/13	04629000000	-1,399.97
11/17/23 BROOKSHIRES 43 00000 ATLANTA TX REF# 00400000419 9037967918 11/16/23 GROCERY STORES ROC NUMBER 00400000419	00400000419	292.67
11/17/23 BROOKSHIRES 43 00000 ATLANTA TX REF# 00100002475 9037967918 11/16/23 GROCERY STORES ROC NUMBER 00100002475	00100002475	21.18
10/31/23 BT*AMERICAN CANCER S KENNESAW GA REF# N1BZETX1 8002272345 10/31/23		100.00
11/04/23 DOLLARTREE 000007894 ATLANTA TX REF# 30021235666 8775308733 11/03/23 VARIETY STORES ROC NUMBER 30021235666	30021235666	7.50 ✓
11/17/23 J SMITH CORPORATION ATLANTA TX REF# 730110033219 SAL@IVANSMITH.C 11/16/23 ROC NUMBER 7301100332190001	73011003321	1,964.00
11/14/23 NEW CHAPTER COACHING COLUMBIA MO REF# NT_P0WWGGYR1 +15732289600 11/14/23		273.18
11/09/23 PIZZA HUT 40023 0000 MT. PLEASANT TX REF# 543E4B 903-572-1871 11/08/23 FOOD/BEVERAGE ROC NUMBER 543E4B		87.60 ✓
11/18/23 Residence Inn By Mar Denton TX C5 62577 62577 76210 11/18/23 ROC NUMBER C5 62577		155.21 ✓
11/18/23 Residence Inn By Mar Denton TX C5 62578 62578 76210 11/18/23 ROC NUMBER C5 62578		155.21 ✓
11/18/23 Residence Inn By Mar Denton TX C5 62579 62579 76210 11/18/23 ROC NUMBER C5 62579		155.21 ✓
10/31/23 WAL-MART SUPERCENTER ATLANTA TX REF# 330400809253 DISCOUNT STORE 10/31/23	33040080925	600.00
11/03/23 WAL-MART SUPERCENTER ATLANTA TX REF# 330700822588 DISCOUNT STORE 11/03/23	33070062258	50.75 ✓
11/15/23 WAL-MART SUPERCENTER TEXARKANA AR REF# 331900171599 DISCOUNT STORE 11/15/23	33190017159	93.32
11/15/23 WAL-MART SUPERCENTER TEXARKANA TX REF# 331900422336 DISCOUNT STORE 11/15/23	33190042233	135.27
11/16/23 WAL-MART SUPERCENTER ATLANTA TX REF# 332000872546 DISCOUNT STORE 11/16/23	33200087254	200.00 ✓
11/16/23 WAL-MART SUPERCENTER ATLANTA TX REF# 332000550667 DISCOUNT STORE 11/16/23	33200055066	485.18
11/28/23 DELINQUENCY CHARGE ON 1,847.62		55.24

**Total for MICHELLE MOREHEAD**

New Charges/Other Debits  
Payments/Other Credits

4,831.52  
-1,399.97



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Remittance Account Number: ~~3796-566037-81008~~

Account Number: ~~3796-566037-81008~~

Account Name: CREW DYKES

Employee ID:

Universal ID:

Statement Date: 10/28/2023

Previous Balance: \$1,723.47

Cost Center:

Spending Limit / Type: \$50,000.00 TRN,

\$50,000.00 /MTH

Transaction Details

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
STARLINK INTERNET 06 HAWTHORNE	0073011003277			10/02/2023	10/04/2023	\$120.00
AMAZON MARKETPLACE NA PA SEATTLE WA98109	0000000000000	QNDQWE2LD	111-8125621-80018	10/05/2023	10/09/2023	\$439.98
TECHSOUP 000000001 SAN FRANCISCO	976d5c28-05			10/23/2023	10/24/2023	\$20.00
STARLINK INTERNET 06 HAWTHORNE	0073011003300			10/26/2023	10/27/2023	\$81.19
DELINQUENCY CHARGE ON 1,723.47	00000000000000			10/28/2023	10/28/2023	\$51.53

Transaction Total for CREW DYKES - 3796-566037-81008

~~\$2,436.17~~

712.70

cc Snellor

FOR ASSISTANCE CONTACT OUR PROGRAM ADMINISTRATOR CUSTOMER SERVICE UNIT -- TOLL FREE -- 1-800-492-4979  
SEND REMITTANCES TO AMERICAN EXPRESS AT: American Express CPS Remittance Processing-Suite A 20500 Belshaw Ave, Carson, CA 90746

# HEAD START and EHS NUTRITION PROGRAM

January 2024 Financial Report

For the month of December 2023

## CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	3,899.48	23,332.21
Administrative Labor		688.60	2,787.00
Food		2,328.07	31,402.18
Supplies & Equipment		14.81	1,797.07
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	150.00
Other		-	0.00
Total	\$	6,930.96	\$ 59,468.46

TDHS REVENUE		10,081.20	40,531.85
		(Income Starts October 2023)	

# CSNT Head Start Director's Report PY05/FY24

## January Report/December Data

# How Are We Doing?



### HEAD START Attendance - November 2023

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **6.0%** Disability Students – **10%** Target
- ✓ **86%** Average Daily Attendance



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

- ✓ **\$136,323** NFS Collected – **\$1,107,557** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **4%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

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

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



### HEAD START Quality Assurance

- ✓ **104** Files Reviewed/**42** Classrooms Observed
- ✓ **6** Incomes Verified/**0** Interviews/**49** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

### ANNOUNCEMENTS:

Completing Detailed Monitoring activities  
Preparing for Spring Semester Campus Activities

# CSNT Early Head Start Director's Report PY05/FY24

## January Report/December Data



# 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
- ✓ **80%** Average Daily Attendance (**Colds/Flu Symptoms**)



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

- ✓ **\$2068** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

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

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



### HEAD START Quality Assurance

- ✓ **4** Files Reviewed/**30** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**5** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

### ANNOUNCEMENTS:

Completing Detailed Monitoring activities  
Preparing for Spring Semester Campus Activities



# Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

1/18/2024

## 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	461	99.14%
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	509	9.46%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	2	0.39%
3 Years Old	254	49.90%
4 Years Old	253	49.71%
5 Years Old	0	0.00%

## Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	32	6.29%

## 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	19	3.73%

## Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	28.68%
Three or more years	9	1.77%

## 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	0.39%
Asian	0	0.00%	2	0.39%
Black or African American	6	1.18%	261	51.28%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	21	4.13%	140	27.50%
Biracial or Multi-Racial	6	1.18%	38	7.47%
Other Race	32	6.29%	1	0.20%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	481	94.50%
Of these, the number of children acquiring/learning another language in addition to English	13	
Spanish	28	5.50%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

## Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<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	473	92.93%	367	72.10%
Children with accessible health care	441	86.64%	341	66.99%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	469	92.14%	288	56.58%
Children with accessible dental care	418	82.12%	330	64.83%

## 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	26	5.59%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	480	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	455	94.79%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.25%
Housing Assistance	6	1.25%
Asset Building Services	120	25.00%
Mental Health Services	8	1.67%
Substance Misuse Prevention	1	0.21%
Substance Misuse Treatment	4	0.83%
English as a Second Language (ESL) Training	20	4.17%
Assistance in enrolling into an education or job training program	52	10.83%
Research-based parenting curriculum	318	66.25%
Involvement in discussing their child's screening and assessment results and their child's progress	430	89.58%
Supporting transitions between programs	388	80.83%
Education on preventive medical and oral health	421	87.71%
Education on health and developmental consequences of tobacco product use	198	41.25%
Education on nutrition	446	92.92%
Education on postpartum care	3	0.63%
Education on relationship/marriage	7	1.46%
Assistance to families of incarcerated individuals	3	0.63%





# Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2023-2024)

Date

1/18/2024

## 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	18	112.50%

## Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	10	55.56%
2 Years Old	8	44.44%
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	16.67%

## Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	16.67%

## Prior Enrollment of Children

	# of children	% of children
The second year	7	38.89%
Three or more years	1	5.56%

## 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%	8	44.44%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	33.33%
Biracial or Multi-Racial	1	5.56%	1	5.56%
Other Race	2	11.11%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

## Primary Language of Parents at Home

	# of children	% of children
English	16	88.89%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	11.11%
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	18	100.00%	15	83.33%
Children with accessible health care	17	94.44%	12	66.67%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	18	100.00%	5	27.78%
Children with accessible dental care	16	88.89%	12	66.67%

## 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	3	18.75%

## Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	17	94.44%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	41.18%

## Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	5.88%
Housing Assistance	0	0.00%
Asset Building Services	1	5.88%
Mental Health Services	1	5.88%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	5.88%
Assistance in enrolling into an education or job training program	6	35.29%
Research-based parenting curriculum	7	41.18%
Involvement in discussing their child's screening and assessment results and their child's progress	6	35.29%
Supporting transitions between programs	5	29.41%
Education on preventive medical and oral health	7	41.18%
Education on health and developmental consequences of tobacco product use	1	5.88%
Education on nutrition	7	41.18%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%