




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, February 27, 2024 9:00 am
Head Start Management Building
124 North Main
Linden, Texas 75563


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 January 23, 2024**
6. **Presentations**
 - A. Hughes Springs Head Start/Early Head Start Carlin Johnson
 - B. Policy Council Question Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report February 2024
 - b. Credit Usage Report February 2024
 - c. CACFP Financial Report February 2024
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report February 2024
 - b. PIR February 2024
 - C. Executive Director Report Michelle Morehead

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Head Start
Policy Council Meeting
Tuesday, February 27, 2024 9:00 am
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Linden, Texas 75563

8. Committee Reports

- A. Appoint Committee Member(s)

9. Action Items

- A. Discuss and/or Approve Disability Waiver Grant #06CH011282/05
- B. Discuss and/or Approve Personnel Policies and Procedures
 - 1. Confidentiality/Non-Disclosure #112
 - 2. Recruitment #183
 - 3. Professional Development #184
 - 4. Employee Assistance Program #324
 - 5. Parental Leave for School Visits #328
 - 6. Administrative Leave #384

10. Discussion Items

- A. Discuss Detailed Monitoring Summary of Results Grantee #06CH011282/05
- B. Discuss Winter 2024 Circle Assessment Data
- C. Discuss Winter 2024 CLASS 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, January 23, 2024 9:00 am
Head Start Management Building
124 North Main Street
Linden, Texas 75563**

PC Attendance	Campus	Title	Sep-23	Oct-23	Dec-23	Jan-24
Chairperson - Martavius Jones			x	x	x	x
Vice Chairperson - Megan Hervey			x	x	x	x
Secretary - Cristal Smith			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		x
Jessica Nansen	Atlanta	Alternate				
Megan Hervey	Bloomburg	Representative	x	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				x
	Hughes Springs EHS	Alternate				
Ashley Roberts	Naples	Representative				
Ashley Tucker	Naples	Alternate				
Taylor Adcock	New Boston	Representative	x	x		x
Tammy Wells	New Boston	Alternate				
Martavius Jones	Pittsburg	Representative	x	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: Bridgette Parton, Misty Van Hooser, Susan Horner, Robbie Hudson, and Sharda Barber.

1. Call to Order:

The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:01 am, January 23, 2024, in the Head Start Management Building Conference Room.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Martavius Jones, Megan Hervey, Taylor Adcock, and Evelyn Benjamin. Alicia Brown arrived at 9:09 am.

4. Approval of Agenda:

Members reviewed the agenda. Taylor Adcock moved to accept the agenda as presented. This motion was seconded by Megan Hervey. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from December 12, 2023:

Megan Hervey moved to accept the minutes of December 12, 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. Interview Policy Council – Detailed Monitoring

Robbie Hudson interviewed the members.

B. Eligibility Final Rule Training

Misty Van Hooser trained the members on the eligibility requirements and procedures according to the final rule.

7. Reports:

A. Financial Report

Bridgette Parton gave the Financial Report as presented.

B. Head Start Report

Bridgette Parton gave the Head Start Report as presented.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

None

9. Action Items:

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

Bridgette Parton requested permission from the members to apply for the next five-year non-competitive grant cycle with Head Start. Taylor Adcock moved to approve the Agency applying for another Head Start Five-Year Non-Competitive Project Period beginning December 1, 2024, as presented. Alicia Brown seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Megan Hervey moved for Policy Council to go into Executive Session at 9:39 am. Evelyn Benjamin seconded the motion.

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

Taylor Adcock made a motion to come back into regular session at 9:44 am. Alicia Brown seconded the motion.

13. Required Action from Executive Session:

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

14. Adjourn:

A motion to adjourn was made by Megan Hervey at 9:45 am. The motion was seconded by Taylor Adcock.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

Head Start

Financial Report for the month of February 2024

(January 2024 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	\$169,564.67	\$263,214.94	\$1,925,843.06	\$182,421.50	\$364,843.00	\$101,628.06
Fringe Benefits	\$536,319.00	\$39,967.50	\$76,274.75	\$460,044.25	\$44,693.25	\$89,386.50	\$13,111.75
Travel (4120)	\$10,000.00	\$2,532.77	\$2,532.77	\$7,467.23	\$833.33	\$1,666.67	(\$866.10)
Equipment	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$4,000.00	\$8,000.00	\$8,000.00
Supplies	\$245,000.00	\$8,390.47	\$14,790.20	\$230,209.80	\$20,416.67	\$40,833.33	\$26,043.13
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$48,511.00	\$48,511.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$1,110.00	\$1,385.00	\$28,996.00	\$2,531.75	\$5,063.50	\$3,678.50
Other (4122)	\$1,040,021.00	\$57,903.05	\$103,025.28	\$936,995.72	\$86,668.42	\$173,336.83	\$70,311.55
Total	\$4,389,845.00	\$279,468.46	\$461,222.94	\$3,928,622.06	\$365,820.42	\$731,640.83	\$270,417.89
T&TA	\$40,381.00	\$3,642.77	\$3,917.77	\$36,463.23	\$3,365.08	\$6,730.17	\$2,812.40
Total							
USDA Reimbursements through December 2023							\$8,992.90
Estimated USDA Reimbursement for January 2024							\$10,405.63
							<u>\$289,816.42</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals: \$4.00
 Actual year end payroll accrual \$95,000.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$168,840.19	\$10,748.79	\$17,739.34	\$14,070.02	\$28,140.03	\$10,400.69
Per Child	\$9,440.53	\$601.01	\$991.88	\$786.71	\$1,573.42	\$581.54

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,107,557.00	\$139,246.22	\$275,569.61	\$831,987.39

Early Head Start

Financial Report for the month of February 2024

(January 2024 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	\$10,680.02	\$16,144.92	\$130,021.08	\$12,180.50	\$24,361.00	\$8,216.08
Fringe Benefits	\$35,811.00	\$2,314.02	\$4,278.73	\$31,532.27	\$2,984.25	\$5,968.50	\$1,689.77
Travel (4120)	\$2,190.00	\$0.37	\$0.37	\$2,189.63	\$182.50	\$365.00	\$364.63
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$506.01	\$558.41	\$14,691.59	\$1,270.83	\$2,541.67	\$1,983.26
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	\$511.17	\$511.17
Other (4122)	\$55,465.00	\$1,814.77	\$2,630.61	\$52,834.39	\$4,622.08	\$9,244.17	\$6,613.56
Total	\$257,949.00	\$15,315.19	\$23,613.04	\$234,335.96	\$21,495.75	\$42,991.50	\$19,378.46
T&TA	\$5,257.00	\$0.37	\$0.37	\$5,256.63	\$438.08	\$876.17	\$875.80
Total							
USDA Reimbursements through December 2023							\$1,088.30
Estimated USDA Reimbursement for January 2024							\$1,606.79
							<u>\$22,073.55</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$5,900.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$128,974.50	\$7,657.60	\$11,806.52	\$10,747.88	\$21,495.75	\$9,689.23
Per Child	\$16,121.81	\$957.20	\$1,475.82	\$1,343.48	\$2,686.97	\$1,211.15

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$65,802.00	\$2,007.25	\$4,075.58	\$61,726.42

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -February 2024

Sam's Club

Purchases for November 2023		496.22
Payment due by 12/28/2023	Pd on 01/04/2024	<u>(496.22)</u>
Balance		-

Sam's Club

Purchases for January 2024		53.18
Payment due by 01/28/2024	Pd on 01/24/2024	<u>(53.18)</u>
Balance		-

American Express

Purchases for December 2023		9,177.90
Payment due by ---	Pd on 01/11/2024	<u>(9,177.90)</u>
Balance		-

Line of Credit

Program	VSN	CSBG A	TBRA	CEAP CARES
Highest January 2024 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 January 2024 Balance	5,575.00	13,205.00	17,705.00	44,946.00
Current balance	5,575.00	6,400.00	19,695.00	40,346.00
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
 \$155,494.94 as of 02/13/2024

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

Account Number	045002049330614
New Balance	\$496.22
Total Minimum Payment Due	\$50.00
Payment Due Date	12/28/2023

Amount Enclosed \$

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

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

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

246905
Q210



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



00050000013044 000500000049622 00050000000000000000



COMMUNITY COUNCIL OF CASS
Account Number ending in 0676



PAGE 1 of 5

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

Payment Information



New Balance:	\$496.22
Total Minimum Payment Due:	\$50.00
Payment Due Date:	12/28/2023

Payments must be received by 5pm ET on 12/28/2023 if mailed, or by 11:59pm ET on 12/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 11/09/2023	\$0.00	Credit Limit	\$1,700
Purchases/Debits	+ 496.22	Available Credit	\$1,203
New Balance as of 12/08/2023	\$496.22		

30 Day Billing Cycle from 11/09/2023 to 12/08/2023

1-2

CC Shelley

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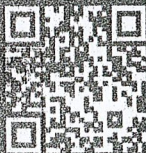
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COMMUNITY COUNCIL OF CASS
Account Number ending in [REDACTED]



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Transaction Detail

Date	Reference #	Description	Amount
Purchases and Other Debits			\$496.22
11/09	P9280009501GQN1BY	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	\$323.04
11/29	P928000AE01TFZEEB	SAMS CLUB.COM 006279 BENTONVILLE AR SAM'S/WAL-MART PURCHASE(S) Total for SHELLY MITCHELL	\$173.18
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

\$496.22

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

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COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~8046 0020 8295 0674~~

DATE OF SALE #: 231109

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000703

CLUB #: 8295

REFERENCE #: P9280009S01GQN1BY

TRANSACTION #: 0

REGISTER #: 94

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
004801984	CUTLERY COMBO PACK	1.000	EA	\$15.9800	\$15.98
005333733	LAY'S	1.000	EA	\$18.9800	\$18.98
005765070	RED DIAMOND SWT TEA	4.000	EA	\$2.4800	\$9.92
053390527	CHICKEN SALAD SANWIC	11.240	EA	\$6.6806	\$75.09
053675387	16 OZ CUPS	1.000	EA	\$11.5800	\$11.58
054412411	FRUIT & CHEESE TRAY	5.270	EA	\$4.4800	\$23.61
054730922	HLF SHEET SPEC ORDER	1.000	EA	\$20.9800	\$20.98
055511713	MEMBER'S MARK NAPKIN	1.000	EA	\$10.9800	\$10.98
055607090	MM 6.25 CLEAR PLATES	1.000	EA	\$14.9800	\$14.98
055607115	MM 9 IN CLEAR PLATES	2.000	EA	\$14.9800	\$29.96
057208817	ASSORTED WRAP	12.460	EA	\$5.3804	\$67.04
057229406	HMS FRUIT TRAY	5.730	EA	\$4.4397	\$25.44
060108687	MM 660_CT 2_PLY NAP	1.000	EA	\$1.5000-	\$1.50-
SUB \$323.04		TAX \$0.00		TOTAL INVOICE	\$323.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$323.04

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~8046 0020 8279 0672~~

DATE OF SALE #: 231129

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000572

CLUB #: 6279

REFERENCE #: P928000AE01TFZEEB

TRANSACTION #: 0

REGISTER #: 89

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$13.20
052942890	PRO PLUS WATER	1.000	EA	\$159.9800	\$159.98
SUB \$159.98		TAX \$13.20		TOTAL INVOICE	\$173.18
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$173.18



Remittance Account Number: 3785-964748-91000
AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
 CSNT INC
 304 E. HOUSTON ST.
 LINDEN, TX, 75563

Statement Date: 10/28/2023

Load Number: 113096
 Remittance Account Number: **3785-964748-91000**
 Corporate ID: 102313

Account Summary

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Previous Balance	Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustment (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittances for Credit Balances (+)
\$3,123.44	\$2,619.31	(\$147.96)	\$0.00	\$88.97	\$0.00	\$2,560.32	\$0.00	\$0.00
<i>Paid last week due now</i>								

ACCOUNT(S) SHOWS UNPAID ITEMS 30 DAYS AND 60 DAYS PAST DUE

Payment Due Date: 11/11/2023

Account Aging Summary

Current Due	\$2,560.32
30 Days Past Due	\$1,888.07
60 Days Past Due	\$1,087.41
90 + Days Past Due	\$0.00

Past due	Total Due Payable in US Dollars
\$3,123.44	By 11/11/2023 \$5,683.76

Historical Balance Summary

Month	Balance
September	\$3,123.44
August	\$2,416.56
July	\$7,246.35

CPC Statement Contains

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- Important Account Information 8

CC Snyder

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



Remittance Account Number: 3785-964748-91000

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Statement Date: 10/28/2023

Load Number: 113096
Remittance Account Number: ~~3785-964748-91000~~
Corporate ID: 102313

MICHELLE MOREHEAD
CSNT INC
304 E. HOUSTON ST.
LINDEN, TX, 75563

Remittance Advice

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Name	Employee ID	Cost Center	Account Aging			Account Number	Balance Due
			30	60	90+		
CREW DYKES						3796-566037-81008	\$2,436.17
MICHELLE MOREHEAD			30			3796-573232-41000	\$3,247.59
No. of Accounts: 2						BCA Subtotal: 3785-964748-91000	\$5,683.76

Total Accounts: 2

Remittance Account Total: \$5,683.76

Payment Due Date: 11/11/2023

Amount Owed (\$) : \$5,683.76

Amount Paid (\$) \$



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Remittance Account Number: 3785-964748-91000

MICHELLE MOREHEAD
CSNT INC
304 E. HOUSTON ST.
LINDEN, TX, 75563

Statement Date: 10/28/2023

Load Number: 113096
Remittance Account Number: ~~3785-964748-91000~~
Corporate ID: 102313

List of Accounts

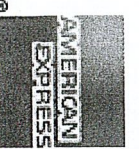
TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Number	Account Name	Previous Balance	Charges (+)	Credits (-)	Debit Adjustment (+)	Current Due	Payments (-)	Debit Remittances For Credit Balances (+)
3208-568037-81008	CREW DYKES	\$1,723.47	\$661.17 \$0.00	\$0.00 \$0.00	\$51.53	\$712.70	\$0.00	\$0.00
3796-573232-41000	MICHELLE MOREHEAD	\$1,399.97	\$1,958.14 \$0.00	(\$147.96) \$0.00	\$37.44	\$1,847.62	\$0.00	\$0.00
BCA Subtotal:						\$5,683.76		

Total Accounts: 2

Remittance Account Total: \$5,683.76

Payment Due Date: 11/11/2023



Remittance Account Number: 3785-964748-91000

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: ~~7206-1222220000~~
Account Name: MICHELLE MOREHEAD
Employee ID:
Universal ID:

Statement Date: 10/28/2023

Previous Balance: \$1,399.97
Cost Center:
Spending Limit / Type: \$50,000.00 /TRN,
\$50,000.00 /MTM

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
WAL-MART SUPERCENTER MOUNT PLEASANT DOUGSIGN SEATTLE WA	0032720001003 0078994728000	78994728000		09/29/2023 09/29/2023	09/29/2023 09/30/2023	\$200.00 \$511.68
ABVI PARIS TEXAS 650 PARIS CAMBRIA HOTEL AUSTIN AUSTIN	0010156320230 0086898141000			09/29/2023 10/06/2023	09/30/2023 10/07/2023	\$364.00 \$432.84
RESIDENTS INN DENTON DENTON TX76210 LOWESTEXARKANA 174 TEXARKANA TX75501	0062002000000 0000000000000	62002 INV # 933	62002 NA	10/11/2023 10/11/2023	10/12/2023 10/12/2023	(\$147.96) \$447.00
RESIDENTS INN DENTON DENTON TX76210 DELINQUENCY CHARGE ON 1,252.01	0000000000000 0000000000000	C5 62001	62001	10/14/2023 10/28/2023	10/14/2023 10/28/2023	\$2.62 \$37.44

Transaction Total for MICHELLE MOREHEAD - ~~8206-1222220000~~

\$3,247.59



Remittance Account Number: 3785-964748-91000
AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **3785-964748-91000**
 Account Name: **MICHELLE MOREHEAD**
 Employee ID:
 Universal ID:

Statement Date: 10/28/2023

Previous Balance: \$1,399.97
 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
WAL-MART SUPERCENTER MOUNT PLEASANT	0032720001003			09/29/2023	09/29/2023	\$200.00
DOCUSIGN SEATTLE WA	0078994728000	78994728000		09/29/2023	09/30/2023	\$511.68
ABVI PARIS TEXAS 650 PARIS	0010156320230			09/29/2023	09/30/2023	\$364.00
CAMBRIA HOTEL AUSTIN AUSTIN	0086898141000			10/06/2023	10/07/2023	\$432.84
RESIDENTS INN DENTON DENTON TX76210	0062002000000	62002	62002	10/11/2023	10/12/2023	(\$147.96)
LOWESTEXARKANA 174 TEXARKANA TX75501	0000000000000	INV # 933	NA	10/11/2023	10/12/2023	\$447.00
RESIDENTS INN DENTON DENTON TX76210	0000000000000	C5 62001	62001	10/14/2023	10/14/2023	\$2.62
DELINQUENCY CHARGE ON	1,252.01			10/28/2023	10/28/2023	\$37.44

Transaction Total for MICHELLE MOREHEAD - **3785-964748-91000**

\$3,247.59

Waiting on the Hotel to send me info. on the \$2.62 He said someone new was working and changed that not meaning to, will bring as soon as I get it. Thanks, Kristal



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **396-566027-21008**
 Account Name: **CREW DYKES**
 Employee ID:
 Universal ID:

Statement Date: 12/28/2023

Previous Balance: \$10,409.22
 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
TECHSOUP 000000001 SAN FRANCISCO	ddf8737-0a			12/04/2023	12/05/2023	\$972.00
AMAZON MARKETPLACE NA PA SEATTLE WA98109	000000000000000	52ATRS5ADP	111-4565921-95730	12/07/2023	12/08/2023	\$1,102.28
AMAZON MARKETPLACE NA PA SEATTLE WA98109	000000000000000	4RGOVAE2C	111-6109614-61906	12/07/2023	12/14/2023	\$676.99
STARLINK INTERNET 06 HAWTHORNE	0073011003345			12/10/2023	12/11/2023	\$120.00
AMAZON MARKETPLACE NA PA SEATTLE WA98109	000000000000000	3HKMU93M7	111-6109614-61906	12/11/2023	12/12/2023	\$600.99
TECHSOUP 000000001 SAN FRANCISCO	5d53d2aa-1f			12/11/2023	12/12/2023	\$20.00
AMAZON COM LLC SEATTLE WA98109	000000000000000	6Z1UG5969	111-6858350-01786	12/11/2023	12/12/2023	\$1,199.98
AMAZON MARKETPLACE NA PA SEATTLE WA98109	000000000000000	706JVQ5IA	111-3981758-69522	12/13/2023	12/13/2023	\$1,467.76
TECHSOUP 000000001 SAN FRANCISCO	7ab981aa-aa			12/14/2023	12/15/2023	\$70.00
CORPORATE REMITTANCE RECEIVED	0004611000000			12/18/2023	12/21/2023	(\$10,409.22)

Transaction Total for CREW DYKES - **396-566027-21008**

\$6,230.00

CC Spilly

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 Balshaw Ave, Carson, CA 90746



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: **3799 87232 41000**
 Account Name: **MICHELLE MOREHEAD**
 Employee ID:
 Universal ID:

Statement Date: 12/28/2023

Previous Balance: \$6,679.14
 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
DOLLAR GENERAL 00272 LINDEN TX	00537000000000	537000000000		12/01/2023	12/02/2023	\$154.95
DOLLAR GENERAL 00272 LINDEN TX	00531000000000	531000000000		12/01/2023	12/02/2023	\$154.95
CORPORATE REMITTANCE RECEIVED	00080100000000			12/04/2023	12/04/2023	(\$1,847.62)
RESIDENTS INN DENTON DENTON TX76210	00292310000000	29231		12/05/2023	12/06/2023	(\$2.68)
RESIDENTS INN DENTON DENTON TX76210	00292320000000	29232		12/05/2023	12/06/2023	(\$2.68)
RESIDENTS INN DENTON DENTON TX76210	00292330000000	29233		12/05/2023	12/06/2023	(\$2.68)
NATIONAL CACFP SPONS ROUND ROCK	00147500030000	29233		12/12/2023	12/12/2023	\$718.00
BEST WESTERN PINEWOOD ATLANTA TX	00916440000000	916440000000		12/14/2023	12/15/2023	\$949.13
LEGACYCOM EVANSTON IL	PO1184461247			12/14/2023	12/15/2023	\$141.31
SOUTHWEST AIRLINES (DALLAS	5262234304295			12/15/2023	12/16/2023	\$418.80
SOUTHWEST AIRLINES (DALLAS	5262234304294			12/15/2023	12/16/2023	\$418.80
CORPORATE REMITTANCE RECEIVED	00046110000000			12/18/2023	12/21/2023	(\$4,831.52)

Transaction Total for MICHELLE MOREHEAD - **3799 87232 41000** **\$2,947.90**



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
CSNT INC
304 E. HOUSTON ST.
LINDEN, TX, 75563

Statement Date: 12/29/2023

Load Number: 113096
Remittance Account Number: **62852951742291000**
Corporate ID: 102313

Account Summary

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Previous Balance	Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustment (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittances for Credit Balances (+)
\$17,088.36	\$9,185.94	(\$8.04)	\$0.00	\$0.00	\$0.00	\$9,177.90	(\$17,088.36)	\$0.00

TERMS - PAYABLE IN FULL UPON RECEIPT PER CORPORATE CONTRACT

Payment Due Date: 01/11/2024

Account Aging Summary

Current Due	\$9,177.90
30 Days Past Due	\$0.00
60 Days Past Due	\$0.00
90 + Days Past Due	\$0.00

Past due	Total Due Payable in US Dollars
\$0.00	By 01/11/2024 \$9,177.90

Historical Balance Summary

Month	Balance
November	\$17,088.36
October	\$5,683.76
September	\$3,123.44

CPC Statement Contains

- Remittance Advice 4
- List of Accounts 5
- Transaction Details 6
- Important Account Information 8



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
CSNT INC
304 E. HOUSTON ST.
LINDEN, TX, 75563

Statement Date: 12/28/2023

Load Number: 113096
Remittance Account Number: ~~478596272851000~~
Corporate ID: 102313

Remittance Advice

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Name	Employee ID	Cost Center	Account Aging	Account Number	Balance Due
CREW DYKES			30 60 90+	820850002584408	\$6,230.00
MICHELLE MOREHEAD				270857002240000	\$2,947.90
BCA Subtotal: 82858623894000					\$9,177.90

Total Accounts: 2

Remittance Account Total: \$9,177.90

Amount Owed (\$) \$9,177.90

Payment Due Date: 01/11/2024

Amount Paid (\$) \$



AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

MICHELLE MOREHEAD
CSNT INC
304 E. HOUSTON ST.
LINDEN, TX, 75563

Statement Date: 12/29/2023

Load Number: 113096
Remittance Account Number: ~~1088-864246-81000~~
Corporate ID: 102313

List of Accounts

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Number	Account Name	Previous Balance	Charges (+)	Credits (-)	Debit Adjustment (+)	Current Due	Payments (-)	Debit Remittances For Credit Balances (+)
3798-864246-81000	CREW DYKES	\$10,409.22	\$6,230.00	\$0.00	\$0.00	\$6,230.00	(\$10,409.22)	\$0.00
3798-864246-81000	MICHELLE MOREHEAD	\$6,679.14	\$2,955.94	(\$8.04)	\$0.00	\$2,947.90	(\$6,679.14)	\$0.00
No. of Accounts: 2						BCA Subtotal:		\$9,177.90

Total Accounts: 2

Remittance Account Total: \$9,177.90

Payment Due Date: 01/11/2024

Payment Information

	New Balance:	\$549.40
	Amount Past Due:	\$50.00
	Total Minimum Payment Due:	\$109.00
	Payment Due Date:	01/28/2024

Payments must be received by 5pm ET on 01/28/2024 if mailed, or by 11:59pm ET on 01/28/2024 for online and phone payments.

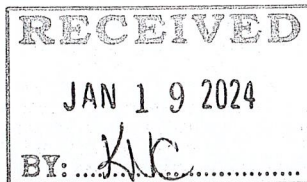
MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary


1-2


Previous Balance as of 12/09/2023	\$496.22	Credit Limit	\$1,700
Fees Charged	+ 39.99	Available Credit	\$1,150
Interest Charges	+ 13.19		
New Balance as of 01/08/2024	\$549.40		
31 Day Billing Cycle from 12/09/2023 to 01/08/2024			




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CC Shelley

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detach & mail with your
check.

Account Number	0046 0020 3033 0624
New Balance	\$549.40
Total Minimum Payment Due	\$109.00
Payment Due Date	01/28/2024

Amount Past Due
\$50.00

Amount Enclosed	\$
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No other correspondence please.
Print new address or email changes on back.

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

14603
Q212



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00059000013044 001090000054940 000 000000 000000 000000

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Transaction Detail

Date	Reference #	Description	Amount
Total Fees Charged This Period			\$39.99
12/28		LATE FEE	\$39.99
Total Interest Charged This Period			\$13.19
01/08	*INTEREST CHARGE*	PURCHASES \$13.19	\$13.19

1-2

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	\$517.93	\$13.19	2D

Cardholder News and Information

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

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

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HEAD START and EHS NUTRITION PROGRAM

February 2024 Financial Report

For the month of January 2024

CACFP

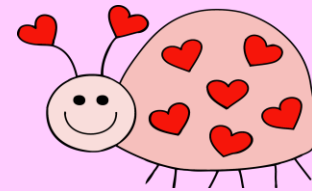
		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,656.81	29,989.02
Administrative Labor		1,271.21	4,058.21
Food		11,371.20	42,773.38
Supplies & Equipment		920.82	2,717.89
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	150.00
Other		-	0.00
Total	\$	20,220.04	\$ 79,688.50

TDHS REVENUE 12,012.42 52,544.27
(Income Starts October 2023)

CSNT Head Start Director's Report PY05/FY24

February Report/January Data

How Are We Doing?



HEAD START Attendance - January 2024

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **6.5%** Disability Students – **10%** Target
- ✓ **87%** Average Daily Attendance



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$275,569** NFS Collected – **\$1,107,557** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **5%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$10,406** Reimbursed This Month - **\$19,399** Reimbursed This Year
- ✓ **17** days of Service – **3,874** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

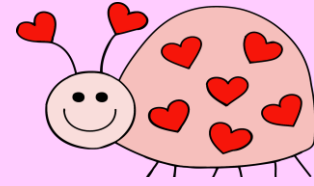
- ✓ **82** Files Reviewed/**15** Classrooms Observed
- ✓ **10** Incomes Verified/**33** Interviews/**45** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

ANNOUNCEMENTS:

Completing Detailed Monitoring activities
Preparing for Spring Semester Campus Activities

CSNT Early Head Start Director's Report PY05/FY24

February Report/January Data



How Are We Doing?

EARLY HEAD START Attendance - February 2024

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **18.8%** Disability Students – **10%** Target
- ✓ **81%** Average Daily Attendance (**Flu-like Symptoms**)



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$4,076** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,607** Reimbursed This Month **\$2,695** Reimbursed This Year **\$65,802** Needed
- ✓ **16** days of Service – **598** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **6** Files Reviewed/**4** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**2** 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

2/7/2024

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	465	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	519	11.61%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	4	0.77%
3 Years Old	259	49.90%
4 Years Old	256	49.33%
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	6.17%

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	21	4.05%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	28.13%
Three or more years	9	1.73%

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	1.16%	267	51.45%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	22	4.24%	141	27.17%
Biracial or Multi-Racial	6	1.16%	40	7.71%
Other Race	32	6.17%	1	0.19%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	490	94.41%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	29	5.59%
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	482	92.87%	374	72.06%
Children with accessible health care	448	86.32%	345	66.47%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	477	91.91%	289	55.68%
Children with accessible dental care	424	81.70%	334	64.35%

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	28	6.02%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	490	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	459	93.67%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.22%
Housing Assistance	6	1.22%
Asset Building Services	121	24.69%
Mental Health Services	8	1.63%
Substance Misuse Prevention	1	0.20%
Substance Misuse Treatment	4	0.82%
English as a Second Language (ESL) Training	20	4.08%
Assistance in enrolling into an education or job training program	52	10.61%
Research-based parenting curriculum	321	65.51%
Involvement in discussing their child's screening and assessment results and their child's progress	434	88.57%
Supporting transitions between programs	392	80.00%
Education on preventive medical and oral health	425	86.73%
Education on health and developmental consequences of tobacco product use	198	40.41%
Education on nutrition	450	91.84%
Education on postpartum care	3	0.61%
Education on relationship/marriage	7	1.43%
Assistance to families of incarcerated individuals	3	0.61%



Office of Head Start - Early Head Start Services Snapshot

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

Date

2/7/2024

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%

Justification
Head Start Disability Waiver Request PY05
School Year 2023/2024

Date	Description
2/27/2024	CSNT Head Start is seeking approval to request a PY05 Disability Wavier for the 2023/2024 School Year. The Program has not met the 10% funded enrollment for Disability children:

CSNT Head Start currently has 31 students that qualify for Disability Services or 6.7% of the funded enrollment. This is 16 students short of the 47 students needed to meet the required 10%. At this time, there are 29 students that have been referred for Disability Services, but there is no way to know if any of these students will be approved for services.

Due to the turnover in staff at our Local Education Agencies, it is taking longer than usual for children to go through the Disability approval process. Once again, not all students referred receive services.

112 Confidentiality/Non-Disclosure

Effective Date: 9/1/2003

Revision Date: 10/25/17

The protection of confidential business information is vital to the interests and the success of Community Services. Such confidential information includes, but is not limited to, the following examples:

- * client/student lists
- * client/family/children data
- * financial information
- * labor relations strategies
- * pending projects and proposals
- * co-workers and any Agency employees

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Employee Acknowledgement

I understand Policy 112 Confidentiality and Non-Disclosure and agree to adhere to this policy as a condition of employment or continued employment with the agency. I further understand that disciplinary action may be taken for failure to adhere to this policy.

Date: _____

Signature: _____

183 Recruitment/Pre-Employment Requirements

Effective Date: 9/1/2003

Revision Date: 1/26/2021

The hiring of key staff including the Executive Director, Head Start Director and Finance Director, or any other key personnel whose compensation is covered principally (i.e.; greater than 50%) by the Head Start grant, require notification to the Head Start Regional Office prior to making a job offer. The Regional Office will take no more than a few days to respond to Grantee's proposal [*Pursuant to ACF-PI-HS-06-01 Policy Clarification*].

The Governing Board of Directors approves the hiring, evaluation and compensation of the Executive Director, Head Start Director, Human Resources Director, ~~Finance Director~~ (Chief Financial Officer) and any other person in an equivalent position with the Agency [*Pursuant to the Office of Head Start On-Site Review Protocol 642(e)(iv)(IX)*]. The Governing Board of Directors actively participates with input and approval of the Personnel Policies and Procedures. Annually the Personnel Policies and Procedures are brought before the Governing Board for discussion and approval. Minutes of meetings support the Executive Session discussions and approvals of said key staff by the Governing Board of Directors.

The Executive Director will then select the balance of the CSNT staff.

The Executive Director, or his/her designee, receives the application, conducts the interview, and obtains reference reports. Where possible the supervisor of the position that is being filled shall be in consultation with the Executive Director or his/her designee during the interview. The Human Resources Director extends the offer of employment with the approval (by signature) of the Executive Director and/or the Program Director.

Policy Council provides input and approves Personnel Policies and Procedures [*Pursuant to Head Start Performance Standard 1302.90(a)*]. Minutes of meetings support discussion, approval and training on such policies. Policy Council members annually review and approve the agency's procedures concerning employment. Policy Council additionally approves decisions to hire employees, as the final step of the hiring process, within the Head Start program [*Pursuant to Head Start Performance Standard 1301.3(c)(1)*]. Minutes of meetings support the Executive Session discussions regarding personnel matters, required approvals and training on such policies. This procedure is in compliance with respect to the inclusion of Policy Council in the policy-making process as it pertains to the hiring of persons paid primarily with Head Start funds.

CSNT is an Equal Opportunity Employer. Job vacancies shall be posted at relevant CSNT locations and advertised through area newspapers when necessary, unless a reasonable applicant pool exists from a previous recruitment effort. Eligible CSNT staff have the right to apply for any posted vacancy (see Policy 116).

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

184 Professional Development

Effective Date: 12/9/2009

Revision Date: 12/9/2009

Community Services of Northeast Texas, Inc. has professional development opportunities for staff. These opportunities may include on-site training, as well as out-of-town conferences.

Head Start employees should refer to the ~~CSNT Administration Operation Manual and the Campus copy of the~~ Content Area Policies and Procedures Manual for specific details. Community Services division employees should submit inquires/requests to their immediate supervisor.

All training is subject to funding source regulations, standards and budget limitations. Written notification is given to employees for any additional professional development funding.

324 Employee Assistance Program

Effective Date: 10/1/2006

Revision Date: 1/26/2011

Community Services of Northeast Texas, Inc. (CSNT) cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), CSNT provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP offers to all eligible employees and an immediate family member assistance with problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost to employees for consultation with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. At all times, the agreement between CSNT and its insurance carrier supercedes the CSNT Personnel Policies & Procedures.

Minor concerns can become major problems if employees ignore them. No issue is too small or too large, and a professional counselor is available to help when needed.

Assistance Phone Number: ~~1-800-386-7055~~ 1-800-316-2796

328 Parental Leave for School Visits

Effective Date: 9/1/2003

Revision Date: 6/22/2004

Community Services recognizes the value of parental involvement in children's education. For this reason, Community Services provides employees who are parents, guardians, or custodians of children in licensed day care facilities or Pre-kindergarten through grade 12 unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Employees may request up to 12 hours of parental leave for school visits within any calendar year. Any available paid leave may be substituted for unpaid leave for school visits. Employees must provide their immediate supervisors reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must provide documentation to their supervisor from the school verifying the date and time of the visit.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

384 Administrative Leave

Effective Date: 5/25/2005

Revision Date: 1/26/2011

The Executive Director has the authority to grant paid or unpaid administrative leave to an employee. Examples of this type of leave may include jury duty, bereavement leave, inclement weather, portions of leave attached to holiday pay, birthday and other leave described herein, at the sole discretion of the Executive Director.

Full day paid or unpaid administrative leave will be granted equal to the number of hours commensurate with the below designated employment classification.

- Full-time = 8 hours per day
- Part-time = 6 hours per day
- Part-time = 4 hours per day

With the existence of extraordinary circumstances, such as instances of community emergencies, agency crisis or times of fiscal constraint or urgency which threaten the health, stability, or soundness of the agency, the Executive Director may, after analyzing data obtained from the Finance Director and Division Directors, grant unpaid administrative leave. The use of Personal Leave (*Policy 380*) is prohibited during the designated unpaid administrative leave period.

Staff required to take unpaid administrative leave due to fiscal constraint or urgency may be eligible to receive a portion of the unpaid administrative leave, at a later date, provided the fiscal constraint or urgency is deemed nonexistent and the employee is still actively employed and shall be strictly at the discretion of the Executive Director.

Pay-related questions or concerns should be directed to the attention of the employee's immediate supervisor.

Employee Acknowledgement

I understand Policy 384 Administrative Leave and agree to adhere to this policy as a condition of employment or continued employment with the agency. My employer has provided a copy of this policy to me and I have had the policy explained to me. I have been given the opportunity to ask questions.

Date: _____

Signature: _____

Justification
Policy Council/Governing Board
Detailed Monitoring Summary of Results
Grantee 06CH011282/05

Date	Description	
2/27/2024	CSNT Head Start has completed the 2024 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance	None
	ERSEA	1. (10% Disability 6.5%) 2. Child Absence not documented in system within (1) hour
	Program Structure	None
	Early Childhood/CLASS	1. CLASS Scores (CO 5.44)
	Additional Services	None (See Disability – ERSEA)
	Family & Community Engagement/Transition	(See ERSEA – Parent Contacted within (1) hour if child absent)
	Health/Safety Program Services	1. Health Requirements Past Due – Lead & Hemoglobin 2. Six-Month Dentals Past Due
	Transportation	1. Emergency Equipment Labels were missing on bus 2. Transportation Attendance Log was not completed for route
	Human Resources Management	None
	Program Management & QI	None
	Financial Requirements	None
	Administrative Requirements	None



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

Total Students Participating:	451
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Students Age

Three Year Old :	50%	Four Year Old:	50%
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Race

White: 29%	Black/African American: 56%	Hispanic: 6%
Multiracial: 9%		Not Specified: 0%

Language*

English: 94%	Spanish 6%	Unknown: 0%
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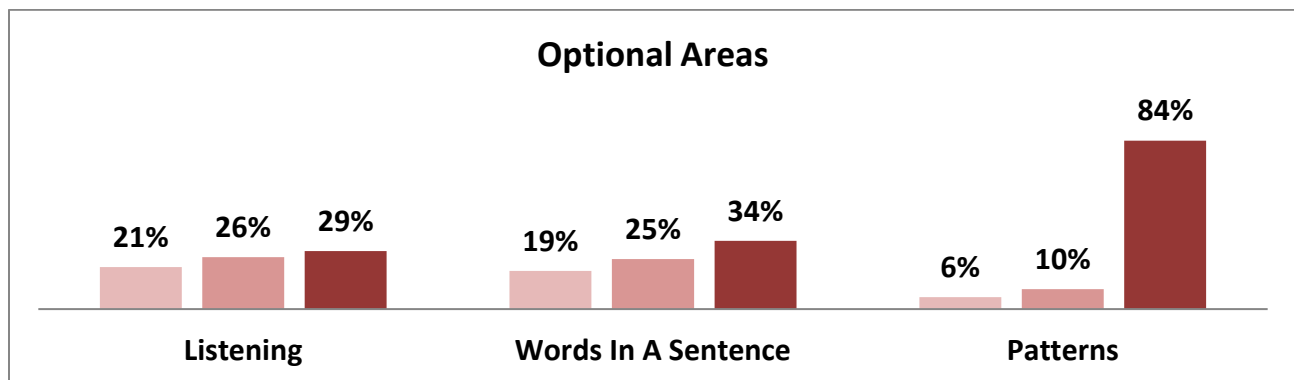
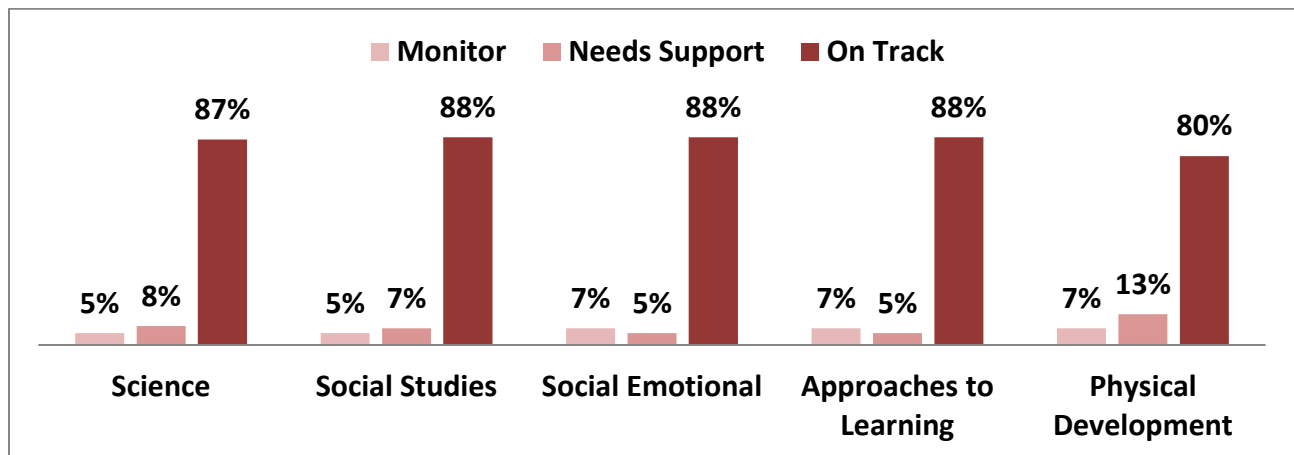
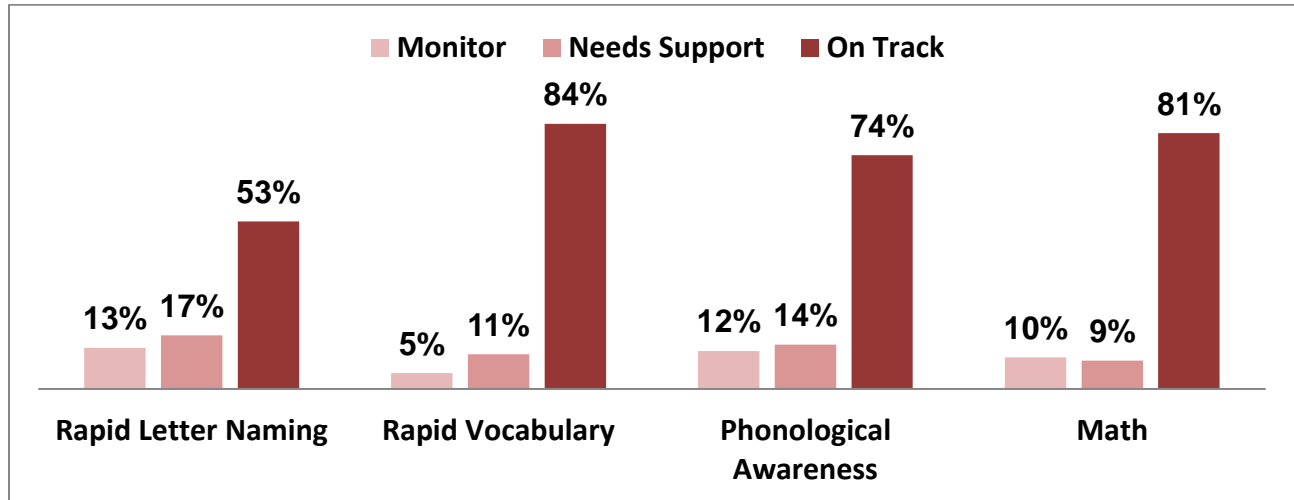
Disabilities

Yes:	6%	No:	94%
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CSNT Head Start

CIRCLE Assessment 2023-2024

Wave 2 Program Report



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

Percentage for the Out-of-Range areas is Rapid Letter naming 17%, Listening 24%, and Words in a Sentence 22%.

CSNT Head Start – CIRCLE Assessment

On-Track Comparison Data 2023-2024

	Wave 1	Wave 2
Rapid Letter Naming	32%	53%
Rapid Vocabulary	68%	84%
Phonological Awareness	75%	74%
Math	82%	81%
Science	84%	87%
Social Studies	84%	88%
Social Emotional	93%	88%
Approaches to Learning	86%	88%
Physical Development	88%	80%
Listening	16%	29%
Words In A Sentence	18%	34%
Patterns	85%	84%
Total Students Tested	456	451

Listening, Words in a Sentence and Patterns are Optional areas

CSNT Head Start – CIRCLE Assessment

Wave 2 Age Comparison Data 2023-2024

	3 Year Olds	4 Year Olds
Rapid Letter Naming	41%	65%
Rapid Vocabulary	89%	77%
Phonological Awareness	77%	72%
Math	80%	82%
Science	89%	84%
Social Studies	90%	86%
Social Emotional	86%	89%
Approaches to Learning	86%	90%
Physical Development	87%	72%
Listening & Words in a Sentence (Optional PA)	31%	94%
Patterns (Optional Math)	89%	79%
Total Students Tested	225	226

Percentage based on “On Target”

CSNT Head Start – CIRCLE Assessment

Wave 2 Race Comparison Data 2023-2024

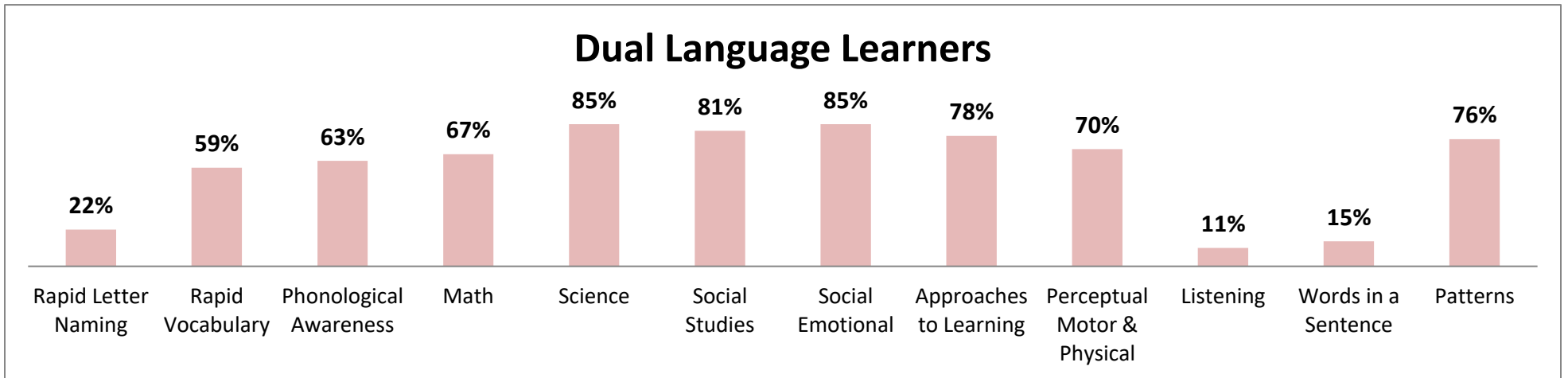
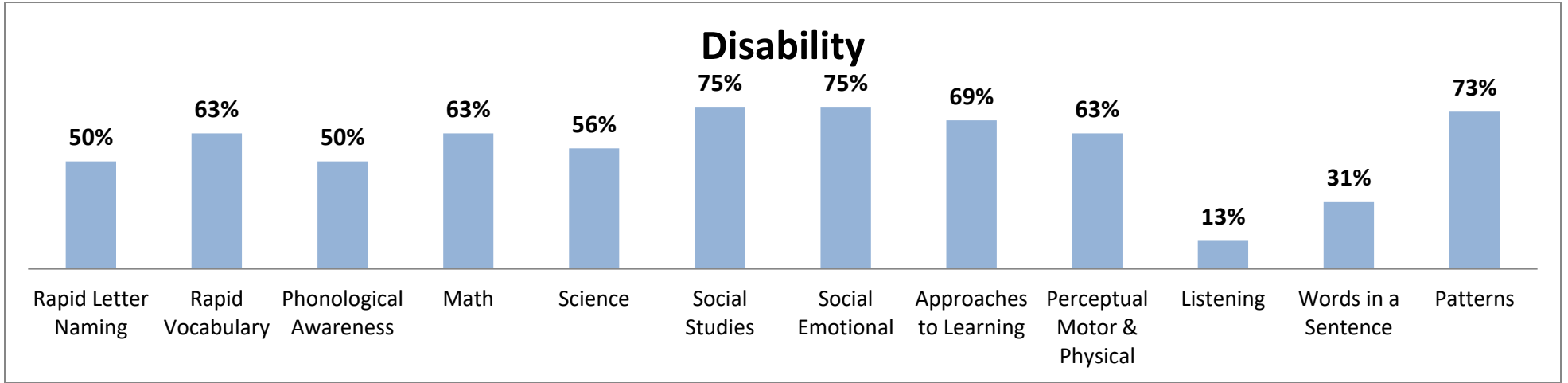
	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	40%	68%	17%	38%
Rapid Vocabulary	87%	85%	50%	82%
Phonological Awareness	69%	76%	54%	67%
Math	72%	90%	63%	79%
Science	85%	88%	83%	90%
Social Studies	88%	90%	79%	90%
Social Emotional	90%	92%	83%	97%
Approaches to Learning	89%	91%	75%	95%
Physical Development	80%	85%	71%	85%
Listening	36%	35%	8%	10%
Words in a Sentence	48%	53%	17%	46%
Patterns	79%	88%	70%	85%
Total Students Tested	132	250	28	41

Percentage based on “On Target”

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

CSNT Head Start – CIRCLE Assessment

Wave 2 2023-2024



Percentage based on "On Target"



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

Total Students Participating:	8 – Pre-School Entry 2-3 Years
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Gender

Male:	50%	Female:	50%
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Race

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

Language

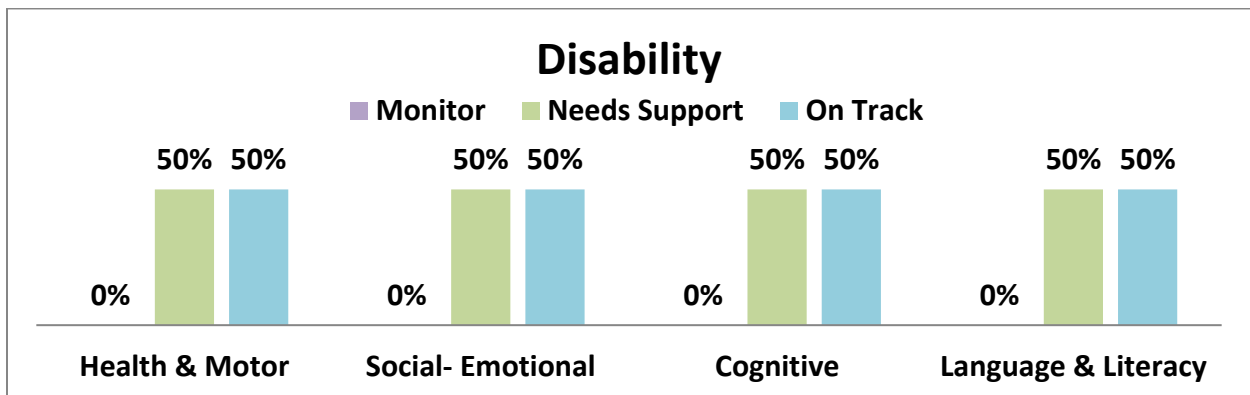
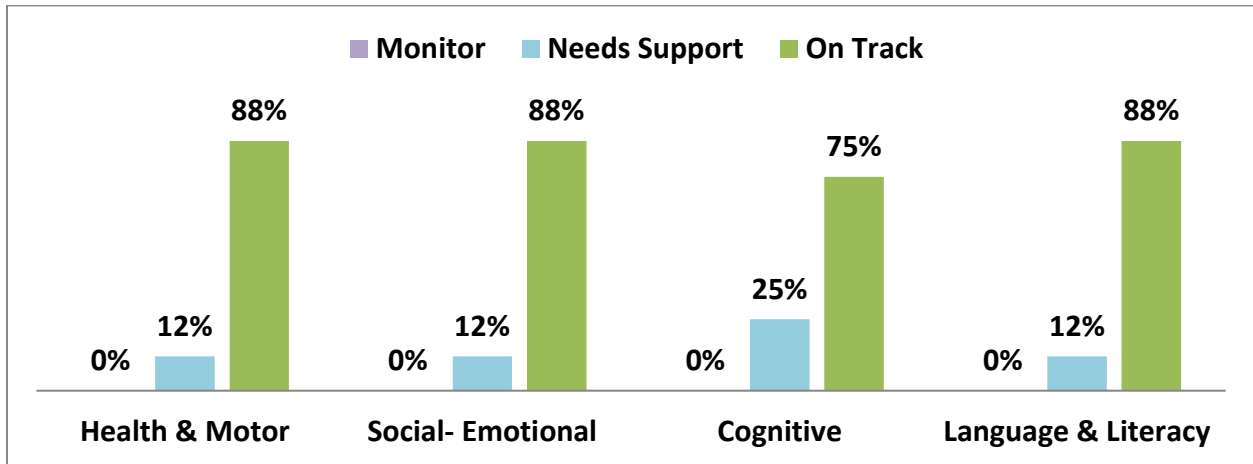
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

Yes: 25%	No: 75%
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CSNT Early Head Start – CIRCLE Assessment 2023-2024

Wave 2 – Pre School Entry



No Dual Language Learners for Pre-School Entry

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

Percentage based on “On Target” for Race

Early Head Start CIRCLE Assessment 2023-2024 Wave 2



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

Total Students Participating:	7 – Toddlers 18- 24 Months
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Gender

Male:	71%	Female:	29%
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Race

White: 29%	Black/African American: 57%	Hispanic: 14%
Multiracial: 0%		Not Specified: 0%

Language

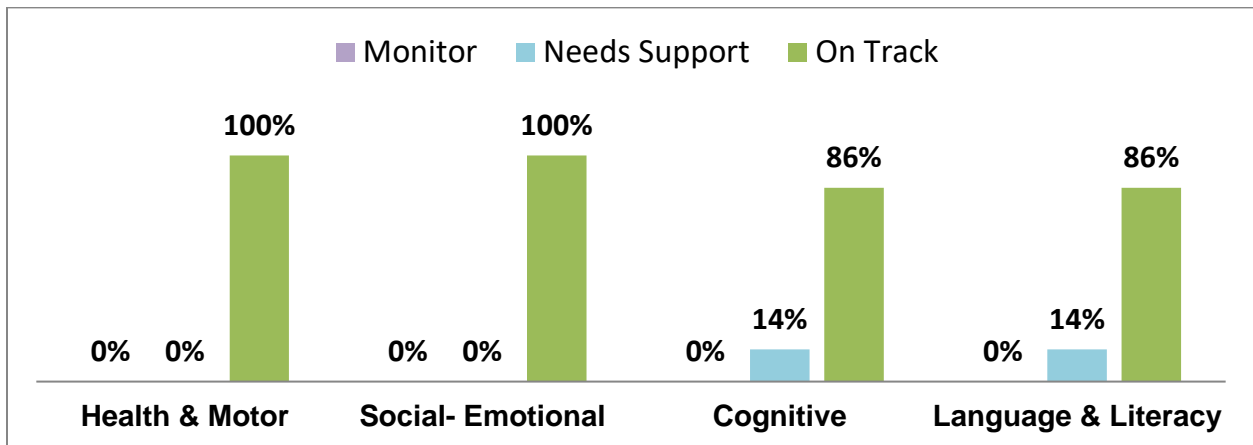
English: 86%	Spanish 14%	Unknown: 0%
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Disabilities

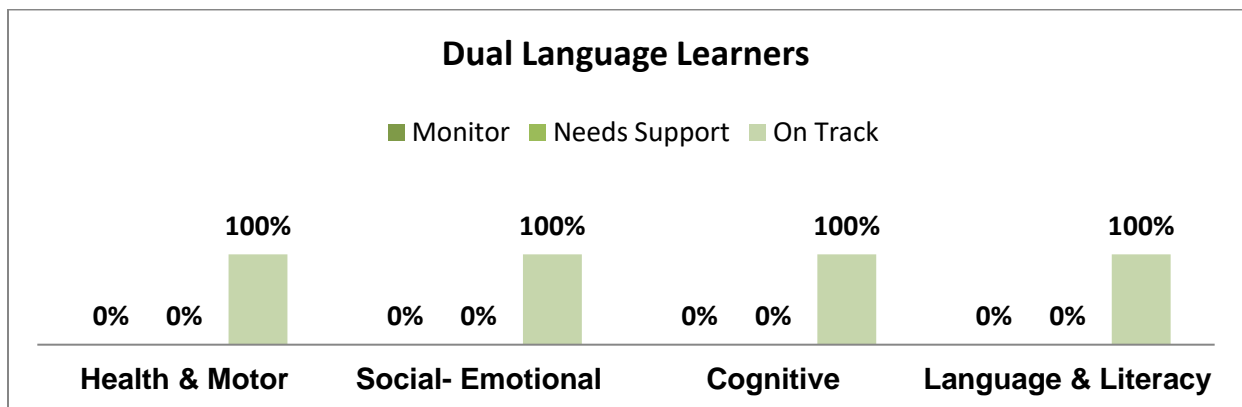
Yes:	0%	No:	100%
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CSNT Early Head Start – CIRCLE Assessment 2023-2024

Wave 2 - Toddlers



No Disability Data for Toddlers



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

Percentage based on "On Target" for Race

Early Head Start CIRCLE Assessment 2023-2024 Wave 2



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

Total Students Participating:	1 – Infants 12-18 Months
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Gender

Male:	0%	Female:	100%
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Race

White: 100%	Black/African American: 0%	Hispanic: 0%
Multiracial: 0%		Not Specified: 0%

Language

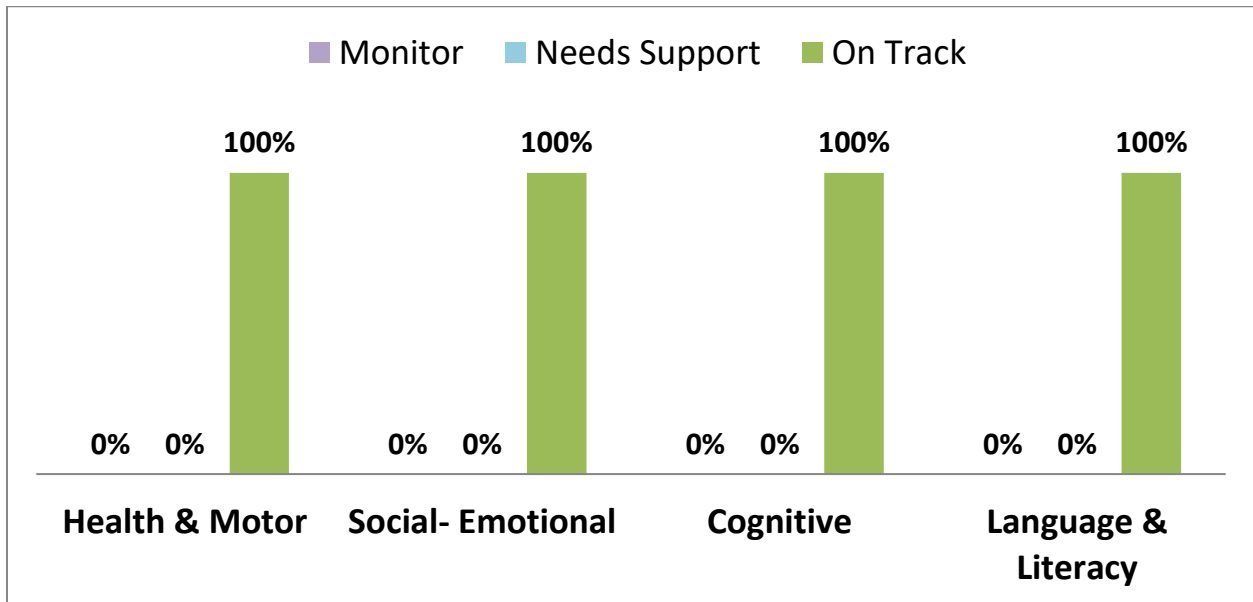
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

Yes:	0%	No:	100%
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CSNT Early Head Start – CIRCLE Assessment 2023-2024

Wave 2 - Infants



No Dual Language Learners for Infants

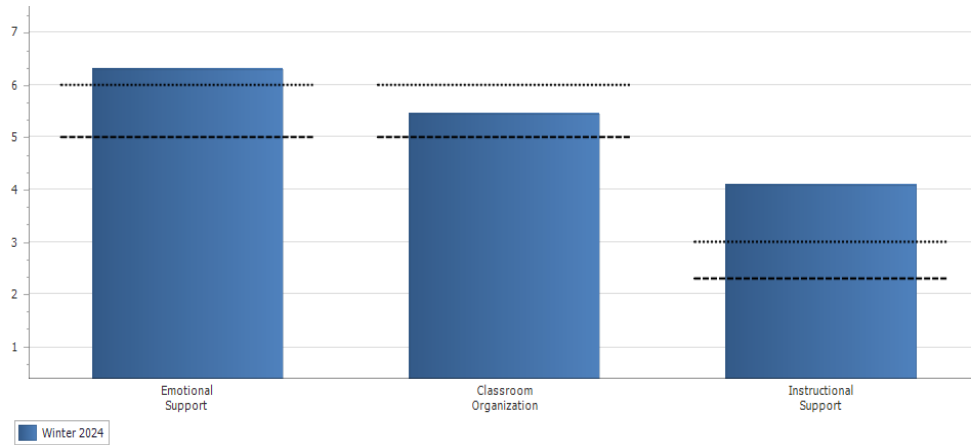
No Disability for Infants

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

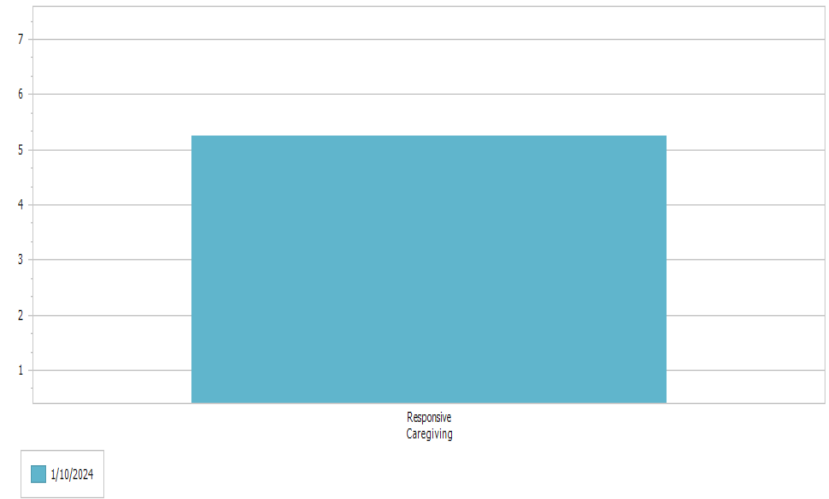
Percentage based on "On Target" for Race

2023-24 Winter CLASS Detailed Monitoring

Head Start



Early Head Start



Winter 2024	ES	CO	IS
1/8/2024-2/2/2024	6.31	5.44	4.08

Winter 2024	Responsive Caregiving
	5.25

2020 National OHS CLASS Average Domain Scores			
Domain	Lowest 10%	Median (50%)	Highest 10%
Emotional Support	5.6750	6.05	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3889	2.94	3.52

Emotional Support Quality Thresholds

Winter 2024-6.31

Classroom Organization Quality Thresholds

Winter 2024-5.44

Education Specialists will individualize with teachers to improve this domain

Instructional Support Quality Thresholds

Winter 2024-4.08