Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, March 26, 2024 9:00 am
Head Start Management Building
124 North Main Street
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 February 27, 2024**
6. **Presentations**
   A. New Boston Head Start Presentation   **Venus Hornbuckle**
   B. Policy Council Question   **Bernadette Harris**
7. **Reports**
   A. Financial Report   **Shelley Mitchell**
      1. **Head Start Financial Report March 2024**
      2. **Early Head Start Report March 2024**
      3. **Credit Usage Report March 2024**
      4. **CACFP Financial Report March 2024**
   B. Head Start Director Report   **Bernadette Harris**
      1. **Head Start/Early Head Start Report March 2024**
      2. **Head Start/Early Head Start PIR March 2024**
   C. Executive Director Report   **Michelle Morehead**

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8. **Committee Reports**
   A. **Appoint Committee Member(s)**
   B. **Committee Reports**
         1. Self-Assessment Committee Meeting

9. **Action Items**
   A. **Discuss and/or Approve Self-Assessment Results 2024**
   B. **Discuss and/or Approve Policy Manual Changes**
         1. Mental Health Behavior Concern Procedure
         2. Self-Assessment Procedures
         3. iPad Policy
         4. Field Trip Procedures
   C. **Discuss and/or Approve Disposition of Portable AC Units used during COVID Grant#06CH011282/05**

10. **Discussion Items**
    A. **Discuss Winter Progress on Head Start Goals**
          1. Head Start Program Goals 2023-2024
          2. Parent, Family and Community Engagement 2023-2024
          3. School Readiness Performance Data 2023-2024
    B. **Discuss Financial Audit**

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, February 27, 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	Feb-24	Mar-24
Chairperson - Martavius Jones			x	x	x	x	x	
Vice Chairperson - Megan Hervey			x	x	x	x		
Secretary - Cristal Smith			x	x	x		x	
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x					
Teresa Thompson (10/24/23)	Morris County	Representative		x	x		x	
Evelyn Benjamin	Atlanta	Representative	x	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		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	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, Charlotte Hall, and Shelley Mitchell.

1. Call to Order:
The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:07 am, February 27, 2024, in the Head Start Management Building Conference Room.

2. Recognize New Policy Council Members:
None

3. <u>**Establishment of Quorum:**</u>
   Quorum was established with the following Policy Council Members present: Martavius Jones, Teresa Thompson, Cristal Smith and Evelyn Benjamin.

4. <u>**Approval of Agenda:**</u>
   Members reviewed the agenda. Cristal Smith moved to accept the agenda as presented. This motion was seconded by Evelyn Benjamin. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. <u>**Approval of Minutes from January 23, 2024:**</u>
   Evelyn Benjamin moved to accept the minutes of January 23, 2024 meeting as presented. The motion was seconded by Cristal Smith. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. <u>**Presentations:**</u>
   A. Hughes Springs Head Start/Early Head Start – Carlin Johnson
   Carlin Johnson prepared a PowerPoint presentation for the members to view of Hughes Springs staff and activities that have been done since the beginning of school. Bridgette Parton shared the presentation with the members.

   B. Policy Council Question – Bernadette Harris
   The question will be next month.

7. <u>**Reports:**</u>
   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
   None

8. <u>**Committee Reports:**</u>
   A.   **Appoint Committee Members**
           None

9. <u>**Action Items:**</u>
   A. **Discuss and/or Approve Disability Waiver Grant #06CH011282/05**
       Bernadette Harris reviewed the disability waiver as presented. Cristal Smith moved to approve the Disability Waiver Grant #06CH011282/05 request as presented. Evelyn Benjamin seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.
   B. **Discuss and/or Approve 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**

Charlotte Hall reviewed each personnel policy change as presented. Teresa Thompson moved to approve the Personnel Policies and Procedures as presented. Cristal Smith seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:
A. **Discuss Detailed Monitoring Summary of Results Grantee #06CH011282/05**
Bernadette Harris reviewed as presented.

B. **Discuss Winter 2024 Circle Assessment Data**
Bridgette Parton reviewed as presented.

C. **Discuss Winter 2024 CLASS Data**
Bridgette Parton reviewed as presented.

11. Audience Comments:
None

12. Executive Session:
Cristal Smith moved for Policy Council to go into Executive Session at 9:52 am. Evelyn Benjamin seconded the motion.
Discuss new hires, terminations, transfers and employee matters of a confidential nature.
Teresa Thompson made a motion to come back into regular session at 9:54 am. Evelyn Benjamin 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 Teresa Thompson. 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 Cristal Smith at 9:55 am. The motion was seconded by Teresa Thompson.

Minutes Submitted by: Bridgette Parton
Minutes approved by:

Training Question: March 2024 Meeting

<u>Question One</u>

What data is evaluated by the Self-Assessment Teams?

<u>Question Two</u>

What information is learned by completing a Self-Assessment?

<u>Key words:</u>

Self-Assessment – See Fact Sheet

FACTS
About Head Start Self-Assessment

WHAT IS THE HEAD START SELF-ASSESSMENT?

Self-assessment uses data from ongoing monitoring to evaluate the program's progress towards meeting goals, compliance with Head Start Program Performance Standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness.

WHY DO WE COMPLETE A SELF-ASSESSMENT?

The annual self-assessment provides Head Start programs with a mechanism for ensuring programs are doing the right things. It also gives programs a chance to identify and make necessary course corrections. Self-assessment requirements are addressed in achieving program goals, 45 CFR §1302.102(b)(2). This section describes self-assessment as a process for using data to monitor progress toward program goals, compliance with the Head Start Program Performance Standards (HSPPS), and effectiveness in promoting school readiness.

Head Start

Financial Report for the month of March 2024

(February 2024 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2024							
Personnel	$2,189,058.00	$167,341.80	$430,556.74	$1,758,501.26	$182,421.50	$547,264.50	$116,707.76
Fringe Benefits	$536,319.00	$43,963.39	$120,238.14	$416,080.86	$44,693.25	$134,079.75	$13,841.61
Travel (4120)	$10,000.00	($18.20)	$2,514.57	$7,485.43	$833.33	$2,500.00	($14.57)
Equipment	$48,000.00	$0.00	$0.00	$48,000.00	$4,000.00	$12,000.00	$12,000.00
Supplies	$245,000.00	$11,950.40	$26,740.60	$218,259.40	$20,416.67	$61,250.00	$34,509.40
Contractual	$291,066.00	$0.00	$0.00	$291,066.00	$24,255.50	$72,766.50	$72,766.50
Facilities / Construction	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other (4120)	$30,381.00	$0.00	$1,385.00	$28,996.00	$2,531.75	$7,595.25	$6,210.25
Other (4122)	$1,040,021.00	$50,112.31	$153,137.59	$886,883.41	$86,668.42	$260,005.25	$106,867.66
Total	$4,389,845.00	$273,349.70	$734,572.64	$3,655,272.36	$365,820.42	$1,097,461.25	$362,888.61
T&TA Total	$40,381.00	($18.20)	$3,899.57	$36,481.43	$3,365.08	$10,095.25	$6,195.68

USDA Reimbursements through January 2024		$19,398.53
Estimated USDA Reimbursement for February 2024		$13,254.03
Resulting (over)/under with USDA		$395,541.17

* 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

	Amount Funded	Expenditures	Total To Date		Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	$168,840.19	$10,513.45	$28,252.79		$14,070.02	$42,210.05	$13,957.25
Per Child	$9,440.53	$587.85	$1,579.73		$786.71	$2,360.13	$780.41

IN-KIND (Non-Federal Share)			
Needed	This month	Total	Still need
$1,107,557.00	$143,811.23	$419,380.84	$688,176.16

Early Head Start

Financial Report for the month of March 2024

(February 2024 Expenditures)

Funding Source	Amount Funded	Expenditures	Total To Date	Balance	Monthly Budget	YTD Budget	(Over)/Under
12 month program ending 11-30-2024							
Personnel	$146,166.00	$9,550.01	$25,694.93	$120,471.07	$12,180.50	$36,541.50	$10,846.57
Fringe Benefits	$35,811.00	$2,355.82	$6,634.55	$29,176.45	$2,984.25	$8,952.75	$2,318.20
Travel (4120)	$2,190.00	$0.00	$0.37	$2,189.63	$182.50	$547.50	$547.13
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies	$15,250.00	$395.41	$953.82	$14,296.18	$1,270.83	$3,812.50	$2,858.68
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	$766.75	$766.75
Other (4122)	$55,465.00	$1,359.25	$3,989.86	$51,475.14	$4,622.08	$13,866.25	$9,876.39
Total	$257,949.00	$13,660.49	$37,273.53	$220,675.47	$21,495.75	$64,487.25	$27,213.72
T&TA	$5,257.00	$0.00	$0.37	$5,256.63	$438.08	$1,314.25	$1,313.88
Total							

USDA Reimbursements through January 2024 $2,695.09

Estimated USDA Reimbursement for February 2024 $1,586.15

Resulting (over)/under with USDA $31,494.96

* Total Over/Under without USDA

Further Analysis

Number of children	16
Number of classrooms	2

Accruals:

Actual year end payroll accrual $5,900.00

	Amount Funded	Expenditures	Total To Date		Monthly Budget	YTD Budget	(Over)/Under
Per Classroom	$128,974.50	$6,830.25	$18,636.77		$10,747.88	$32,243.63	$13,606.86
Per Child	$16,121.81	$853.78	$2,329.60		$1,343.48	$4,030.45	$1,700.86

IN-KIND (Non-Federal Share)

Needed	This month	Total	Still need
$65,802.00	$2,093.46	$6,169.04	$59,632.96

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -March 2024

Sam's Club

Purchases for February 2024		1.31
Payment due by 02/28/2024	Pd on 02/14/2024	(1.31)
Balance		-

American Express

Purchases for December 2023 & January 2024		8,470.74
Payment due by ---	Pd on 02/07/2024	(8,470.74)
Balance		-

Line of Credit

Program	CEAP B	CSBG B
Highest February 2024 Balance	4,620.00	15,750.00
Current balance		15,750.00
Exp pay off date		5/31/2024

In House Line of Credit

Program	CSBG B	CSBG A	CEAP B	VSN
Highest February 2024 Balance	5,450.00	9,840.00	20,885.00	46,347.00
Current balance	125.00	21,500.00	-	29,447.00
Exp pay off date	3/31/2024	3/31/2024		5/31/2024

U.S. SMALL BUSINESS ADMINISTRATION LOAN
Maturity Date 06/15/2050
$155,249.49 as of 03/19/2024

sam's club <>

COMMUNITY COUNCIL OF CASS
Account Number ending in ●●●●   ░▓ synchrony

Payment Information

$	New Balance:	**$1.31**	Payments must be received by 5pm ET on 02/28/2024 if mailed, or by 11:59pm ET on 02/28/2024 for online and phone payments.
	Total Minimum Payment Due:	**$1.31**	
	Payment Due Date:	**02/28/2024**	

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 01/09/2024	$549.40	Credit Limit	$1,700
Payments	- 549.40	Available Credit	$1,698
Interest Charges	+ 1.31		
New Balance as of 02/08/2024	$1.31		
31 Day Billing Cycle from 01/09/2024 to 02/08/2024			

RECEIVED
FEB 1 4 2024
BY: KMC

PAID
FEB 1 4 2024
BY: KMC

sam's club ◇

COMMUNITY COUNCIL OF CASS
Account Number ending in ▓▓

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See what new items have landed at your club.
Visit **SamsClub.com/NewItems** or scan the QR code to check them out.

Transaction Detail

Date	Reference #	Description	Amount
Payments			-$549.40
01/10	P928000QZ01G0EVX8	PAYMENT - THANK YOU	-$496.22
01/29	P928000DF01MVJEA4	PAYMENT - THANK YOU	-$53.18
Total Fees Charged This Period			$0.00
Total Interest Charged This Period			$1.31
02/08	*INTEREST CHARGE*	PURCHASES $1.31	$1.31

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)	$51.29	$1.31	2D

Cardholder News and Information

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

Member News and Information

Interested in changing your due date for your Sam's Club ® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit **SamsClubCredit.com/businesscard** to sign up. Register today to start receiving your statements online.

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Remittance Account Number: ~~XXXXXXXXXX~~

Account Number: ~~XXXXXXXXXX~~
Account Name: **CREW DYKES**
Employee ID:
Universal ID:

Statement Date: **01/28/2024**

Previous Balance: **$6,230.00**
Cost Center:
Spending Limit / Type: **$50,000.00 /TRN,**
$50,000.00 /MTH

Transaction Details

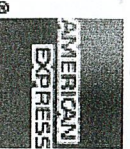**TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT**

Service Establishment Name & Address	Ref. #	Supplier Ref.	Cardmember Ref #	Transaction Date	Processing Date	Transaction Amount
STARLINK INTERNET 06 HAWTHORNE	0073011004011			01/09/2024	01/11/2024	$120.00
TECHSOUP 000000001 SAN FRANCISCO	8b3c0e47-aa			01/11/2024	01/12/2024	$20.00
TECHSOUP 000000001 SAN FRANCISCO	e084f05-1c			01/14/2024	01/15/2024	$70.00
CORPORATE REMITTANCE RECEIVED	0005607000000			01/16/2024	01/18/2024	($6,230.00)
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000	5M6CY3CKC	111-6176283-19738	01/23/2024	01/23/2024	$319.91

Transaction Total for CREW DYKES - ~~XXXXXXXXXX~~   **$529.91**

CC Shelley

Remittance Account Number: ~~●●●●●●●●●~~

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: ~~●●●●●●●●●●●~~
Account Name: **MICHELLE MOREHEAD**
Employee ID:
Universal ID:

Statement Date: **01/28/2024**

Previous Balance: **$2,947.90**
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 ATLANTA	0033640008010			12/30/2023	12/30/2023	$316.82
WAL-MART SUPERCENTER ATLANTA	0033640008806			12/30/2023	12/30/2023	$74.88
WWW.VISTAPRINT.COM LEXINGTON MA	VP_GPZ6X85Z			01/02/2024	01/02/2024	$431.80
CAMBRIA HOTEL AUSTIN AUSTIN	0004851693000			01/10/2024	01/11/2024	$734.51
WALMART.COM 80096665 BENTONVILLE	WYTV4DIB1SNS			01/11/2024	01/11/2024	$198.00
OMNI BARTON CREEK RE AUSTIN	0000005983000			01/11/2024	01/12/2024	$327.74
OMNI BARTON CREEK RE AUSTIN	0000005985000			01/11/2024	01/12/2024	$327.74
WWW.VISTAPRINT.COM LEXINGTON MA	VP_VLMRPZN9			01/12/2024	01/12/2024	$564.72
HOMEDEPOT.COM 800-430-3376	0001120811943			01/12/2024	01/13/2024	$719.00
CORPORATE REMITTANCE RECEIVED	0005607000000			01/16/2024	01/13/2024	($2,947.90)
FULLFILLMENT CENTER NORTH WILKESBORO NC2	0000000000000	INV # 776		01/19/2024	01/18/2024	$568.00
FULLFILLMENT CENTER NORTH WILKESBORO NC2	0000000000000	INV # 776		01/19/2024	01/19/2024	$1,115.00
MOTEL 6 8877 ATLANTA	8877ACI114			01/19/2024	01/21/2024	$442.89
HILTON FT. WORTH FORT WORTH	0017695800000			01/22/2024	01/26/2024	$744.60
CRUMPS FOOD CENTER LINDEN TX	0000001667600	1667600		01/23/2024	01/24/2024	$5.58
PROPAY*Mansfield ISD 8172996300	0073011004025			01/25/2024	01/26/2024	$624.25
ROSEN HOTELS SHNGL C ORLANDO	R69867SE5397			01/26/2024	01/27/2024	$120.12
ROSEN HOTELS SHNGL C ORLANDO	R69867SE5397			01/26/2024	01/27/2024	$70.00
HILTON ADVPURCH80023 MEMPHIS	0015169158470			01/26/2024	01/27/2024	$555.18

Transaction Total for MICHELLE MOREHEAD - ~~●●●●●●●●●●●~~   **$7,940.83**

HEAD START and EHS NUTRITION PROGRAM
March 2024 Financial Report
For the month of February 2024

CACFP

		Expenditures	Total To Date
Operating Labor	$	5,551.17	35,540.19
Administrative Labor		1,177.84	5,236.05
Food		6,714.41	49,536.65
Supplies & Equipment		740.65	3,458.54
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	150.00
Other		-	0.00
Total	$	14,184.07	$ 93,921.43

TDHS REVENUE	14,840.18	67,384.45

(Income Starts October 2023)

CSNT Head Start Director's Report PY05/FY24

March Report/February Data

How Are We Doing?

HEAD START Attendance - February 2024

- ✓ 465 Actual Enrollment (Under/Over 0 Student(s)) – Funded 465
- ✓ 7.3% Disability Students – 10% Target
- ✓ 88% Average Daily Attendance

HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ $688,176 NFS Collected – $1,107,557 NFS Needed
- ✓ $0 Indirect Costs Collected
- ✓ 5% Admin Expense Rate

HEAD START CACFP Meals/Reimbursements

- ✓ $13,254 Reimbursed This Month - $32,653 Reimbursed This Year
- ✓ 20 days of Service – 4,913 Meals Served

Listen with Curosity Speak with Honesty Act with Integrity

HEAD START Quality Assurance

- ✓ 119 Files Reviewed/14 Classrooms Observed/1 Route Observed
- ✓ 5 Incomes Verified/0 Interviews/47 Community Contacts
- ✓ Self-Assessment – 4 Findings/4 Corrections/0 Remaining
- ✓ Annual Detailed Monitoring – 7 Findings/3 Corrections/4 Remaining

ANNOUNCEMENTS:

Completing Self-Assessment Report/Starting New Five-Year Grant Application
Preparing for Spring Semester Campus Activities

CSNT Early Head Start Director's Report PY05/FY24

March Report/February 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

- ✓ 80% Average Daily Attendance (Cold/Flu Symptoms)

EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ $6,169 NFS Collected - $65,802 NFS Needed

- ✓ $0 Indirect Costs Collected

- ✓ 0% Admin Expense Rate

HEAD START CACFP Meals/Reimbursements

- ✓ $1,586 Reimbursed This Month $4,281 Reimbursed This Year
- ✓ 16 days of Service – 590 Meals Served

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

HEAD START Quality Assurance

- ✓ 2 Files Reviewed/4 Classrooms Observed

- ✓ 0 Incomes Verified/0 Interviews/6 Community Contacts

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

- ✓ Annual Detailed Monitoring – 7 Findings/3 Corrections/4 Remaining

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ANNOUNCEMENTS:
Completing Self-Assessment Report/Starting New Five-Year Grant Application
Preparing for Spring Semester Campus Activities

Office of Head Start - Head Start Services Snapshot

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

Date
3/8/2024

Funded Enrollment

Number of enrollment slots the program is funded to serve.

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

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	463	99.57%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	# of participants	% of participants over Funded Enrollment
Total Cumulative Enrollment	522	12.26%

Participants by Age

	# of participants	% of participants
1 Year Old	0	0.00%
2 Years Old	5	0.96%
3 Years Old	259	49.62%
4 Years Old	258	49.43%
5 Years Old	0	0.00%

Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	33	6.32%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	21	4.02%

Prior Enrollment of Children

	# of children	% of children
The second year	146	27.97%
Three or more years	9	1.72%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	2	0.38%
Asian	0	0.00%	2	0.38%
Black or African American	6	1.15%	268	51.34%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	22	4.21%	142	27.20%
Biracial or Multi-Racial	6	1.15%	40	7.66%
Other Race	33	6.32%	1	0.19%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	493	94.44%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	29	5.56%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	488	93.49%	390	74.71%
Children with accessible health care	471	90.23%	365	69.92%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	482	92.34%	309	59.20%
Children with accessible dental care	450	86.21%	355	68.01%

Disabilities Services

	# of children	% of children
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	34	7.31%

Family Services

	# of families	% of families
Total Number of Families	493	100.00%

	# of families	% of families
Families Who Received at Least One Family Service	465	94.32%

Specific Services

	# of families	% of families
Emergency or Crisis Intervention	6	1.22%
Housing Assistance	6	1.22%
Asset Building Services	124	25.15%
Mental Health Services	14	2.84%
Substance Misuse Prevention	1	0.20%
Substance Misuse Treatment	4	0.81%
English as a Second Language (ESL) Training	20	4.06%
Assistance in enrolling into an education or job training program	59	11.97%
Research-based parenting curriculum	336	68.15%
Involvement in discussing their child's screening and assessment results and their child's progress	441	89.45%
Supporting transitions between programs	410	83.16%
Education on preventive medical and oral health	430	87.22%
Education on health and developmental consequences of tobacco product use	198	40.16%
Education on nutrition	457	92.70%
Education on postpartum care	3	0.61%
Education on relationship/marriage	7	1.42%
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

3/8/2024

Funded Enrollment

Number of enrollment slots the program is funded to serve.

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

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

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

Total Cummulative Enrollment

	# of participants	% of participants
Total Cumulative Enrollment	19	118.75%

Participants by Age

	# of participants	% of participants
Under 1 Year Old	1	5.26%
1 Year Old	10	52.63%
2 Years Old	8	42.11%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	# of children	% of children
Total number of children experiencing homelessness that were served during the enrollment year	3	15.79%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	15.79%

Prior Enrollment of Children

	# of children	% of children
The second year	7	36.84%
Three or more years	1	5.26%

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%	9	47.37%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	31.58%
Biracial or Multi-Racial	1	5.26%	1	5.26%
Other Race	2	10.53%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	17	89.47%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	10.53%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	19	100.00%	16	84.21%
Children with accessible health care	18	94.74%	12	63.16%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	19	100.00%	5	26.32%
Children with accessible dental care	16	84.21%	12	63.16%

Disabilities Services

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

Family Services

	# of families	% of families
Total Number of Families	18	94.74%

	# of families	% of families
Families Who Received at Least One Family Service	8	44.44%

Specific Services

	# of families	% of families
Emergency or Crisis Intervention	1	5.56%
Housing Assistance	0	0.00%
Asset Building Services	1	5.56%
Mental Health Services	1	5.56%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	11.11%
Assistance in enrolling into an education or job training program	6	33.33%
Research-based parenting curriculum	8	44.44%
Involvement in discussing their child's screening and assessment results and their child's progress	7	38.89%
Supporting transitions between programs	6	33.33%
Education on preventive medical and oral health	8	44.44%
Education on health and developmental consequences of tobacco product use	1	5.56%
Education on nutrition	8	44.44%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

CSNT Head Start Program

2024 Self-Assessment Report - <mark>DRAFT</mark>

Date: 3-18-2024

Section 1. Introduction

Program description

Head Start and Early Head Start are two of several programs offered through Community Services of Northeast Texas, Inc. (CSNT). CSNT, a community action agency, has been providing Head Start services to eligible children in Northeast Texas since the 1960s. CNST started providing Early Head Start services to eligible children in January of 2021. Total program funded enrollment for FY04-PY05 is 465 three-to-four-year-old Head Start children and 16 twelve-to-thirty-six-month Early Head Start children. There are eight Head Start locations within the four county service area of Bowie, Camp, Cass, and Morris Counties and one early Head location in Cass County only. Actual enrollment for PY05 is an average of 464 Head Start children and 16 Early Head Start children. The Office of Head Start (OHS) has issued Program Instruction HS-18-04 to address programs that are chronically under enrolled after the pandemic. At this time in the Program Year Head Start has met the funded enrollment of 465 slots. CSNT Head Start can serve more children than the funded enrollment due to partnerships with local education agencies. CSNT utilizes resources within the community to assist parents of enrolled children.

> **CSNT Head Start Program has (3) broad goals for Grant #06CH011282 five-year grant project period.**

> **Goal 1: Strengthen comprehensive health services within the program.**

> **Goal 2: Provide comprehensive school readiness.**

> **Goal 3: Increase parent involvement in the Head Start Program.**

Context for Self-Assessment

1. The Self-Assessment Team Leaders receive training on how to utilize the program data to check for systemic issues, document innovations and list any recommendations. The data used during the Self-Assessment is comprised of previous monitoring summaries, assessment data, and Program Information Reports. The Team Leaders are instructed on how to complete analyzation of data for their assigned content areas.

2. The Self-Assessment Leadership Team analyzes data from the On-Going Monitoring System including Detailed Monitoring summaries.

3. Self-Assessment Team Leaders analyze progress made on program goals/objectives as well as strengths and weaknesses of program systems. Team Leaders are program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by different staff in all areas. The Leadership Team documents systemic strengths along with any weaknesses based on the data. They also discuss staff recommendations concerning systemic issues and document any areas of innovation within the program.

4. Information from monitoring summaries is provided to the Self-Assessment Team Leaders including Self-Assessment Summary Reports for each area of the program and progress reports on program goals/objects. The Self-Assessment Team Leaders analyze the program data along with child assessment data, CLASS data, and any other relevant data to develop conclusions for each area of the program. Their findings are presented to the Self-Assessment Committee for approval.

5. After the Self-Assessment Committee approves a final Self-Assessment Report, it is presented to the Policy Council and Governing Board for approval. Input from the Governing Board and the Policy Council occur when members of the Governing Board and Policy Council serve as part of the Self-Assessment Committee.

6. Upon approval by the governing bodies, the program begins developing strategies on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.

SA Leadership Team	Questions to Consider
Area One: Program Governance/ Program Management & QI/ Financial and Administrative Requirements/ Human Resources	1. Does the Board & PC have the required composition and representation? 2. Has training been provided throughout the program, as required? 3. Does the program's Personnel Policies meet the requirements including a standard of conduct? 4. Does the program meet the background check requirements? 5. Does the program meet the requirements for staff professional development, health & wellness, and safety? 6. Does the program meet the requirements for management systems? 7. Is the program meeting financial and administrative requirements?
Area Two: Comprehensive Health Services/ Safety	1. Does the program collaborate with parents as partners in health? 2. Does the program meet the requirements for up-to-date child health status? 3. Does the program implement safety practices?
Area Three: Early Childhood Education & Development/ CLASS/ Additional Disability Services	1. Do teaching practices meet the requirements? 2. Does the program implement dual-language instruction? 3. Does the program's curriculum meet the requirements? 4. Does the program utilize child assessment data to determine strengths for children? 5. Do classrooms have a variety of age-appropriate materials that are changed on a regular basis? 6. Does the program recognize parents' roles in their child's education? 7. Have CLASS scores for the Program improved? 8. Does the program meet the requirements for additional services for children with disabilities?
Area Four: Family & Community Engagement – ERSEA/ Transition/ Program Structure	1. Does the program have a Community Assessment that meets the requirements and is it updated at least every (4) years? 2. Does the program have an approved selection criterion that meets the requirements of the HSPPS? 3. Are integrated parent and family engagement strategies implemented into all systems and program services? 4. Did the program reach 10% of its funded enrollment as children with disabilities by the end of the program year? 5. Does the program implement a research-based parent curriculum? 6. Does the program implement a transition process for children coming into and out of Head Start as required?

Section 2. Methodology

Date	Action	Purpose
11/13/2023	*Detailed OGM Leadership Meeting*	• *Update 2024 Detailed Monitoring process* • *Create 2024 Detailed Monitoring Teams for each area*
12/5-6/2023	*Detailed Monitoring Training Sessions, as needed*	• *Training – Detailed Monitoring Orientation and Team Training* • *Each Team Member is trained on confidentiality*
2/12/2024	*Detailed OGM Meeting*	• *Discuss Detailed OGM Results* • *Approve Detailed OGM Summary*
3/5/2024	*Self-Assessment Team Leader Meeting*	• *Program Team Leaders analyze data from each area of the program*
3/19/2024	*Self-Assessment Committee Meeting*	• *HS/EHS Director gives a short synopsis of each area* • *Approve 2024 SA Program Draft Report*
Before 5/31/2024	*Final Step in Self-Assessment Process*	• *Policy Council and Governing Board approval of SA Report* • *Submit to Regional Office with Grant*

Section 3. Key In-Sights

Strengths

- ✓ Technology plays an instrumental role in keeping CSNT Head Start and Early Head Start operating effectively and efficiently. CSNT utilizes technology to hold virtual meetings and to provide educational instruction, when needed. Technology is used to gather and analyze large amounts of program data. Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring results are tracked and analyzed electronically. Program Inventory is tracked and monitored electronically with scanners. Electronic management systems track and create reports that assist staff and governing bodies in making informed and knowledgeable decisions based on accurate information. Technology is also playing a larger role in communication with parents including social media platforms and blast text messages.

- ✓ CSNT Head Start/Early Head Start provides extra sanitation cleaning to all sites monthly during the school year to mitigate the spread of harmful viruses to children and staff. Health and safety are key to CSNT families and employees. Wellness is promoted throughout the program including adding health supplies as part of transition bags that children receive as they transition into and out of the Program. Families are provided bags that contained toothbrushes and other health and wellness supplies. The Agency also implements a Wellness Committee to address physical and mental wellness implementation within the Program/Agency.

- ✓ CSNT Head Start/Early Head Start implements a research-based early childhood curriculum that meets or exceeds the Head Start Early Learning Outcomes Framework and the Texas Pre-K Guidelines. Head Start and Early Head Start services are provided in partnership with local public school districts throughout the four-county service area. In each partnership classroom, Head Start Standards and State Guidelines are followed creating high quality services for each child and family. CLASS is being implemented throughout the program to analyze the overall classroom quality.

- ✓ All CSNT staff receive systematic, on-going training on a regular basis. Staff are encouraged and assisted in gaining the required education and/or certifications for their jobs. All staff receive professional development that enables them to carry out their job duties more efficiently. Currently, CSNT Lead Teachers meet or exceed the Head Start Performance Standards qualifications. Management staff are instrumental in providing college-level, certified, classroom-based training to CSNT staff. There are two Coaches that assist classroom staff throughout the school year.

- ✓ All CSNT children receive standardized and structured assessments three times per year. These assessments provide ongoing, individualized data that aligns with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines. Teachers create reports from these assessments that indicate a child's progress in each of the areas designated by Head Start/Early Head Start. The teachers as well as parents and other staff utilize these reports.

- ✓ Currently, CSNT has 465 Head Start slots and 16 Early Head Start slots. The Early Head Start Program is being implemented at the Hughes Springs Head Start Campus. The CSNT Community Assessment indicated a need for Early Head Start services in the service area and CSNT is looking for opportunities to provide more Early Head Start slots. CSNT is also seeking ways to expand Head Start services within and outside the service area.

Systemic Issues

- ✓ Implement method(s) to assure staff are contacting parents within one hour if a child is absent without prior notice. (45 CFR §1302.16(a)(1))

- ✓ Implement methods to reach 10% disability funded enrollment by end of school year. (45 CFR §1302.14(b))

- ✓ Implement a process to assure Health & Dental related follow-ups are being implemented. (45 CFR §1302.42(b)(1)(i-ii)) §1302.44(c)

Innovations

- ✓ CSNT Head Start implements a Family Service Credentialing program. The Family Service Administrator is a certified Family Service Credential Trainer. CSNT Family Service Workers can attend classes that lead to a Family Service Credential.

- ✓ CSNT Head Start/Early Head Start utilizes technology to maintain quality throughout the Head Start/Early Head Start Program. The program implements Child Plus to track and monitor data, Ready Rosie to assist parents, Frog Street On-line Curriculum for students, web-based assessments and screeners, inventory scanners, and ZOOM to keep staff, parents, and governing bodies connected on a regular basis.

- ✓ CSNT Head Start utilizes Mental Health Advocates within the service area to assist CSNT staff in obtaining disability services for eligible children. The Mental Health Advocates assist Campus staff with completing the necessary paperwork to obtain vital services for students. They provide communication and documentation between the HS/EHS Program and the service provider for each child and family that require disability or mental health services.

Goals	Objective(s)/Outcome(s)
GOAL ONE: Strengthen comprehensive health services within the program.	87% of parents will obtain health requirements.
Completion Rate	81%	
GOAL ONE: Strengthen comprehensive health services within the program.	90% of parents/staff will participate in wellness activities.
Completion Rate	68%	
GOAL TWO: Provide comprehensive school readiness.	70% of Head Start children will name upper and lowercase letters
Completion Rate	64%	
GOAL TWO: Provide comprehensive school readiness.	75% of children will sequence count to 50
Completion Rate	40%	
GOAL TWO: Provide comprehensive school readiness.	6 in CLASS Emotional Support (HS) 6 in CLASS Classroom Organization (HS) 3 in CLASS Instructional Support (HS)
Completion Rate	ES – 6.31 (HS) CO – 5.44 (HS) IS – 4.08 (HS)	
GOAL TWO (EHS): Provide comprehensive school readiness.	6 Emotional & Behavior Score 6 Engaged Learning Score 6 Responsive Caregiving Score
Completion Rate	EB – 6.10 (EHS) – NA Spring EL – 5.67 (EHS) – NA Spring RC – 5.25 (EHS)	
GOAL TWO (EHS): Provide comprehensive school readiness.	85% of EHS children will demonstrate interactions with their peers.
Completion Rate	97%	
GOAL THREE: Increase parent involvement in the Head Start Program.	70% of parents will be involved in their child's education.
Completion Rate	62%	

<u>Recommendations</u>

These recommendations encompass the categories of progress on goals and objectives, systemic issues, and/or innovations.

- Find ways to improve staff shortages by shortening the time between posting open positions, interviewing applicants, and offering positions
- Provide on-stie visits prior to Campuses implementing HS Transportation routes
- Find ways to strengthen the planning process between Head Start and ISD Partnership Teachers
- Find ways to strengthen the referral process for children being referred for Disability Services
- Assign mentor/coaches for new staff to assist them with day-to-day tasks such as using the proper forms, completing documents, filing documents properly, etc.

Governing Board Approval: (_____)

Policy Council Approval: (_____)

XVI. Campus Intervention Team: Step-by-Step – Mental Health

Parent, Teacher, Campus Director has a serious concern regarding a student's academic progress, abilities and/or behavior and wants to refer this student to the HSCIT (Head Start Campus Intervention Team).

1. Teacher has concern – Contact Campus Director, document in Child Plus and email to Mental Health Advocate.

2. Mental Health Advocate will email the Curriculum Director and Disability/Mental Health Specialist that concern has been identified.

3. If behavior is severe and could cause harm to self, other children and/or staff, Mental Health Advocate will schedule a Parent Meeting to discuss safety issue.

4. Mental Health Advocate will schedule the Curriculum Director to observe student.
   a. If Curriculum Director documents that the teacher needs assistance with the child's behavior – the Education Specialist will mentor/coach the teacher on behavior management
   b. If the Curriculum Director sees the same concern as the teacher, the MHA will get consents from the Parent to move forward in the process.
   c. If the Curriculum Director does not see any issues in the classroom with the child's behavior or the teacher's interactions with the child, the Campus Director or Teacher will follow-up with the parent on things that will be done in the classroom to alleviate the behavior

5. Observation from Mental Health Provider with notes from observation provided to MHA.

6. After observation by Mental Health Provider, meeting with CSNT staff – MHA, CD, Curriculum Director, Mental Health/Disability Specialist, will be conducted to prepare for Parent Meeting

7. Parent Meeting is conducted to start services –
   Parent, Teacher, MHA/FSW, & Mental Health Provider

SELF-ASSESSMENT PROCESS

Self-Assessment Overview

During each school year, a self-assessment will be completed by the Program. The extent of the on-site assessing, the number of site visits, and the amount of on-going contact with staff/parents in each area will be based on the results of the program data that is used during the assessment. The data that will be used during self-assessment will include:

On-going Monitoring **– Quarterly Monitoring Reports and Detailed Monitoring Reports.**

Program Information Reports **– Annual Program Information Reports. (Following the 5-year grant cycle.)**

Program Goals **– Quarterly Progress Reports on goal implementation.**

School Readiness Goals **– Quarterly Progress Reports on goal implementation.**

Family, Parent, and Community Engagement Goals **– Quarterly Progress Reports on goal implementation.**

Child Assessments **– Quarterly Child Assessment Reports on areas of strengths and weaknesses.**

CLASS (Classroom Assessment Scoring System) **– CLASS observation reports.**

Monthly Progress Reports **– Monthly Program Progress Report Summary for the 5-year grant cycle.**

Financial Reports **– Annual and Monthly Financial Report Summaries**

Any other data that would be relevant to the Head Start Program's analyzation of the implementation of program services and the effectiveness of the services within the Head Start service area.

Self-Assessment Implementation

The Self-Assessment will be performed according to the following schedule:

What	When
Leadership Team	Meet to analyze data at the end of Detailed Monitoring

Who	Responsibility
Head Start Director	Create List of SA Committee Members
	Create Updated SA Draft

What	When
Self-Assessment Committee	Meet to approve Updated SA Draft

Who	Responsibility
Head Start Director	Present Updated SA Draft to PC/GB for approval

SA TOOL FOR THIS AREA (SA TOOL FOUND ON THE ECKLC WEBSITE)

Listed below are some of the tools that are available for use during the monitoring and self-assessment process:

Child Plus Inc. **– Database System for tracking program information pertaining to children, families, and personnel**

*CIRCLE Child Assessment (CLI Engage***) – Database System for tracking children's developmental progress in each of the Head Start Framework Domains**

CLASS **– Classroom Assessment Scoring System**

DIAL 4 **– Speed Dial is an early learning screener used to track the development of children entering the Head Start Program.**

ECI Engage Development Checklist **– EC Developmental Checklists is an early learning screener used to track the development of infants and toddlers entering the Early Head Start Program.**

MIP **– Financial database tracking system and system for Payroll and Personnel Data Tracking each of the Head Start Framework Domains**

Circle **– Database System for assessing children's development levels in Mathematics and Language/Literacy (Part of the Texas School Ready System)**

Monthly Progress Reports **– CSNT Head Start spreadsheet used to track monthly progress in each content area and for the program.**

2.   Teachers will assess children three times per year. The assessments will begin around September 15th, January 15th, and April 15th. Each assessment period will last approximately 30 days. At the end of the year, the teacher will provide a copy of the Individual Summary of the child's progress will be given to the FSW to place in the Progress Notes Section of the child's file.

3.   Information from the assessment will be used to assist children in meeting the CSNT Head Start School Readiness Goals. Teachers will use this information to individualize with children in areas where improvement is needed in certain skill areas. Campus Directors will monitor implementation of the assessment in the classroom.

INTERACTIVE BOARDS/ I-PADS/ MP3 PLAYER AND SPEAKERS

1. No unauthorized devices shall be attached to the MP3 player, Interactive Boards or I-pads.

2. Do not attempt to alter, destroy or disable the devices or speakers.

3. Accessing non-educational content without prior written permission from the Curriculum Directors or designee is prohibited.

4. Do not install, download or place any software or external data on the devices.

5. Contact your Curriculum Director or Program Manager to add new songs/music to the devices.

6. Store your assigned devices and speakers in a safe and secure place as you are responsible for the upkeep.

7. Include your assigned MP3 player and speakers on your inventory list.

8. Report immediately to your Curriculum Director or Program Manager any problems with your device/speakers or if either becomes lost or stolen.

9. Delete photos from your iPad immediately after the photo has been used for its original purpose. Do not store children's photos on your classroom iPad. These devices share an Apple Account and all classroom photos can be seen by other classrooms within the CSNT Head Start Program.

Revised 2/27/2024

FIELD TRIPS

Each classroom can take two educational field trips a year (one in the fall and one in the spring). These two trips do not include the kindergarten transition trip or the end of the year celebration.

PROCEDURES FOR COMPLETING THE FIELD TRIP FORM:

1. This Field Trip and Transportation Request form must be completed and turned in **one month prior** to the date of the field trip.

2. The teacher fills out all appropriate information and turns in the forms **one month in advance** of the field trip.

3. The teacher gives the forms to the Campus Director for approval and signature.

4. The Campus Director sends the Field Trip and Transportation Forms to the Curriculum Director.

5. The Curriculum Director will sign the Field Trip Request Form and send it to the Program Manager for approval and signature.

6. Once the field trip has been approved and has all required signatures. The Curriculum Director will send the Transportation Request Form to the Support Services Manager for approval and signature. The Support Services Manager will return the approved and signed Transportation Request Form to the Curriculum Director.

7. The Curriculum Director will send copies of the approved Field Trip Request Form and the Transportation Request Form back to the Campus Director to schedule the field trip.

8. If the menu has been changed, the Nutrition Manager approves all meals and signs the form as well.

9. If at any time in this process the field trip, transportation, meals, etc. are not approved, the forms will be returned to the Campus Director as unapproved with the reason why it was not approved.

PROCEDURES FOR IN HOUSE FIELD TRIPS

1. For in – house field trips, please have the guest fill out an in – kind form.

Documentation of Request for Disposition
Head Start Portable AC Units
Head Start Grant #06CH011282/05

Date	Description of Item(s)	Disposition/ Estimated Value	Budget Line Item
3/26/2024	Keystone 600 Sq. Ft. Portable Cooler	$123.75 (Half of estimated life of unit at 10 years) **$1,237.50**	**Any funds recovered will be placed in the Supplies Line Item** Due to length of time in storage and not sure if they are working properly (could be hazardous if not working properly) – recommended disposition through Local scrape Metal or Waste Management Company
3/26/2024	Hisense 200 Sq. Ft. 115 Volt Portable AC	$159.50 (Half of estimated life of unit at 10 years) **$638.00**	
	Estimated Total Value	**$1,875.75**	

CSNT Head Start 2023-2024 Program Goals Progress Report

Program Goal 1: Strengthen comprehensive Health Services within the program.				
Year Four Objective One Outcome: 87% of parents will obtain (EPDST) health requirements for their children				
Fall Progress	71%	Winter Progress	81%	Spring Progress	
Program Goal 1 Challenges: Parents understanding the importance of completing health steps				

Program Goal 1: Strengthen comprehensive Health Services within the program.				
Year Four Objective Two Outcome: 90% of parents/staff will participate in wellness activities				
Fall Progress	77%	Winter Progress	68%	Spring Progress	
Program Goal 1 Challenges: Parents/staff feeling connected to the activities offered				

Program Goal 2: Provide Comprehensive School Readiness				
Year Four Objective One Outcome: 70% of Head Start children will name upper and lowercase letters				
Fall Progress	32%	Winter Progress	64%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system				

Program Goal 2: Provide Comprehensive School Readiness				
Year Four Objective Two Outcome: 75% of children will sequence count to 50				
Fall Progress	15%	Winter Progress	40%	Spring Progress	
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system				

Program Goal 2: Provide Comprehensive School Readiness.					
Year Four Objective Three Outcome: <u>Head Start</u>- 6 (Quality Score) in CLASS Emotional Support (ES) And Classroom Organization (CO) and 3 (Quality Score) increase in Instructional Support (IS) <u>Early Head Start</u> – Emotional & Behavior score of 6 and Engaged Learning score of 6 and Responsive Caregiving score of 6					
Fall Progress	ES 6.09 CO 5.61 IS 4.55 EB 6.1 EL 5.67 RC 6.07	Winter Progress	ES 6.31 CO 5.44 IS 4.08 EB N/A EL N/A RC 5.25	Spring Progress	ES CO IS EB EL RC
Program Goal 2 Challenges: Staff turnover, Teacher motivation, lack of understanding concepts					

Program Goal 2: Provide Comprehensive School Readiness				
Year Four Objective Four Outcome: 85% of Early Head Start children will demonstrate interactions with their peers				
Fall Progress	56%	Winter Progress	97%	Spring Progress
Program Goal 2 Challenges: Teachers individualizing according to the data in the child assessment system				

Program Goal 3: Increase Parent Involvement in the Head Start Program				
Year Four Objective One Outcome: 70% of parents will be involved in their child's education				
Fall Progress	56%	Winter Progress	62%	Spring Progress
Program Goal 3 Challenges: Parent's ability to participate in activities due to other commitments such as work or family responsibilities				

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

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

Objective: 85% of all students will complete health requirements. **71%**

Action Steps:

1. 87% compliance of all EPTSD physical requirements. **81%**
2. 92% Compliance on initial physicals. **86%**
3. 85% Compliance on all six month dentals. **51%**
4. 85% compliance on lead and hemoglobin. **65%**

2. Goal: Parents will increase family engagement skills.

Objective: 80% of Parents will participate in Family Engagement Activities. **55%**

Action Steps:

1. 40% Parent Meeting Attendance **15%**
2. 75% participation in Read Across America. – **100%**
3. 80% Ready Rosie Parent Participation-**51%**

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

Objective: 80% of parents will complete activities that will ensure their child is ready to transition to ISD campus. **86%**

Action Steps:

1. 85% parent participation in Home Visits and Parent Teacher Conferences. **99%**
2. 80% completion of home activities. **72%**
3. 80% participation at the end of the year transition meeting. **NA**

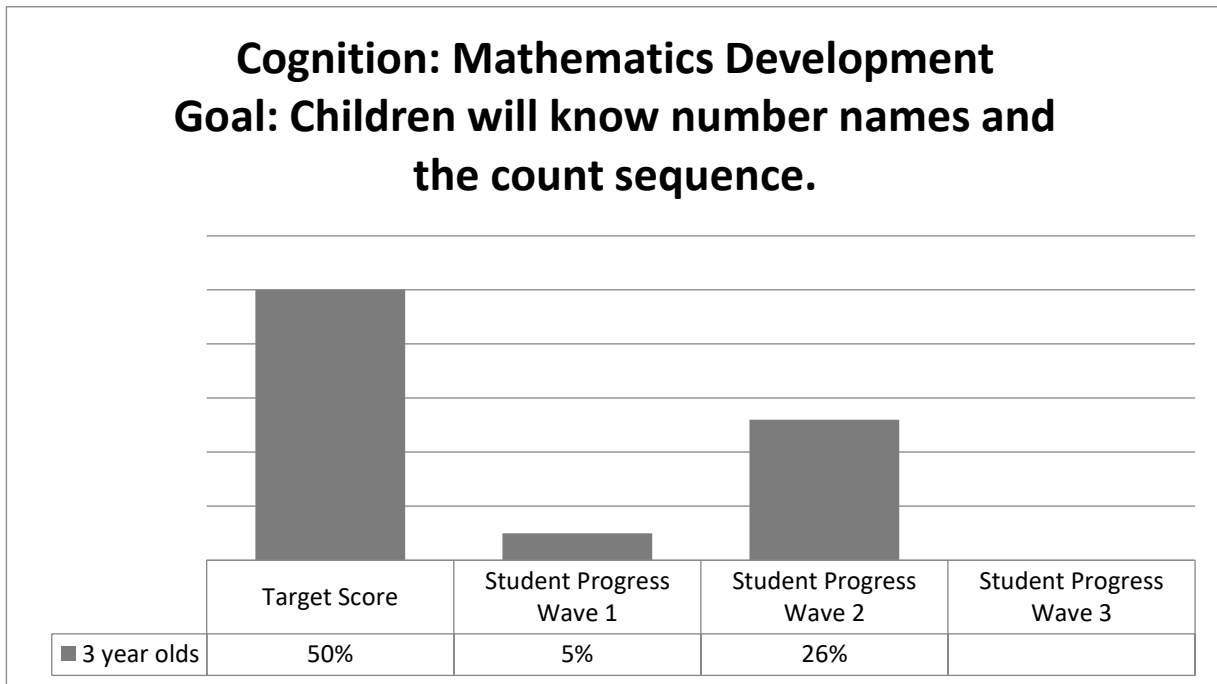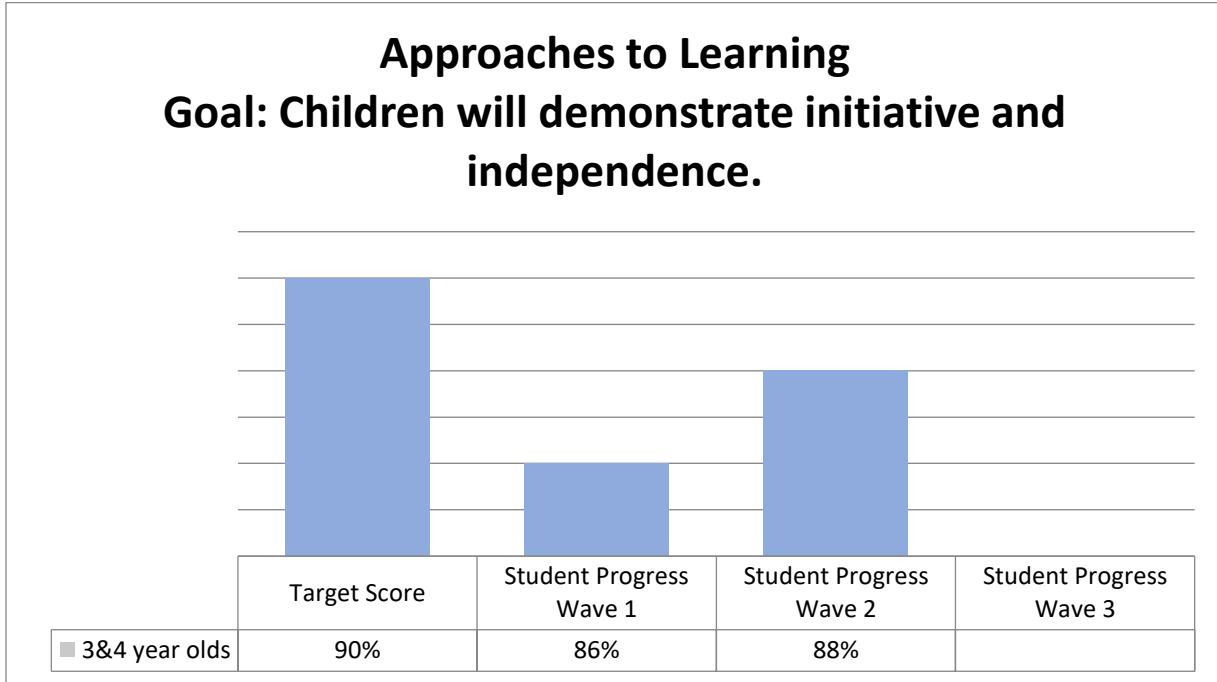**4. Goal:** Parent and Staff will participate in Mental Wellness activities.

Objective: 90% of parents and staff will participate in mental wellness activities. **78%**

Action Steps:

1. 50% participation in quarterly staff wellness activity. **35%**
2. 80% of parents will receive a quarterly Health/Wellness Newsletter. **100%**
3. 90% participation in staff wellness training. **100%**

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

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
◾ 3&4 year olds	90%	86%	88%	

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
◾ 3 year olds	50%	5%	26%	

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

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

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	60%	25%	54%	

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

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

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

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
3 year olds	45%	14%	59%	

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

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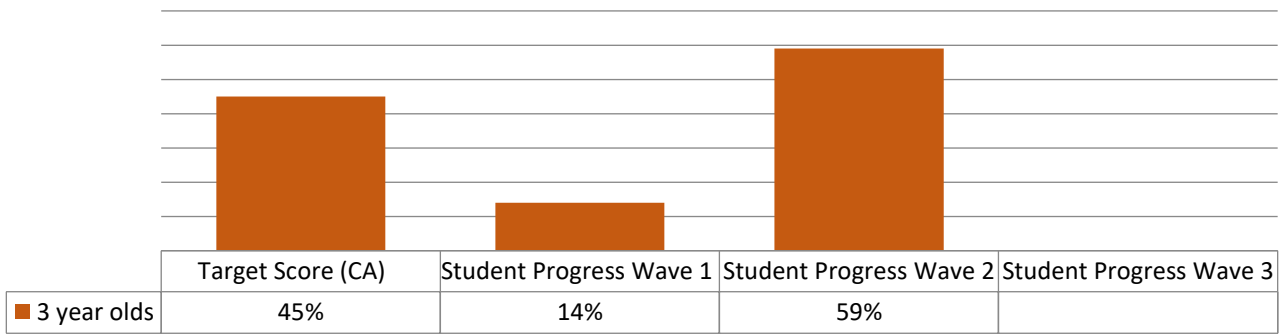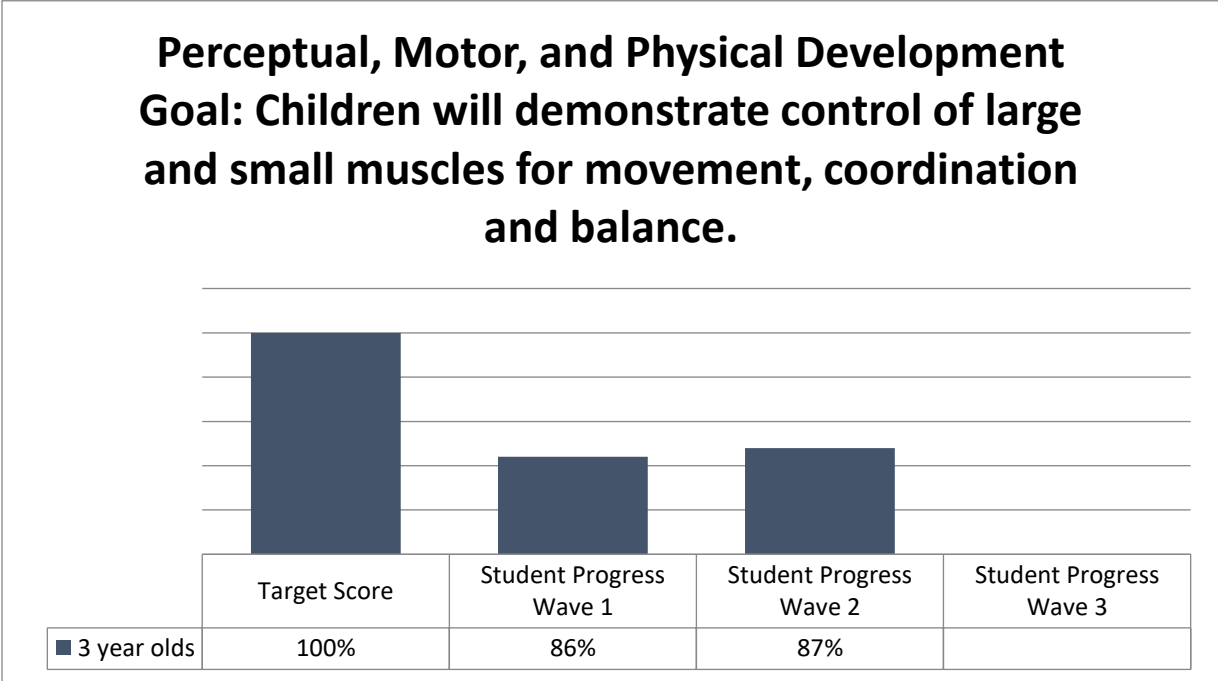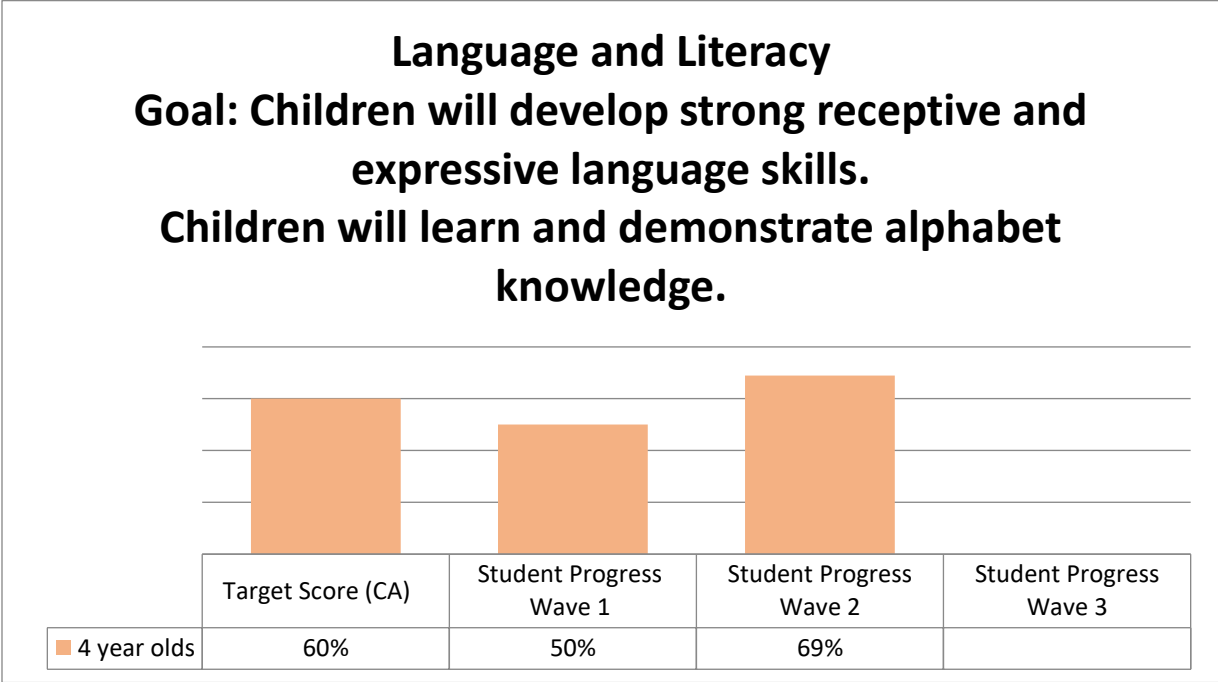# School Readiness Performance Data Report
Head Start
2023-2024

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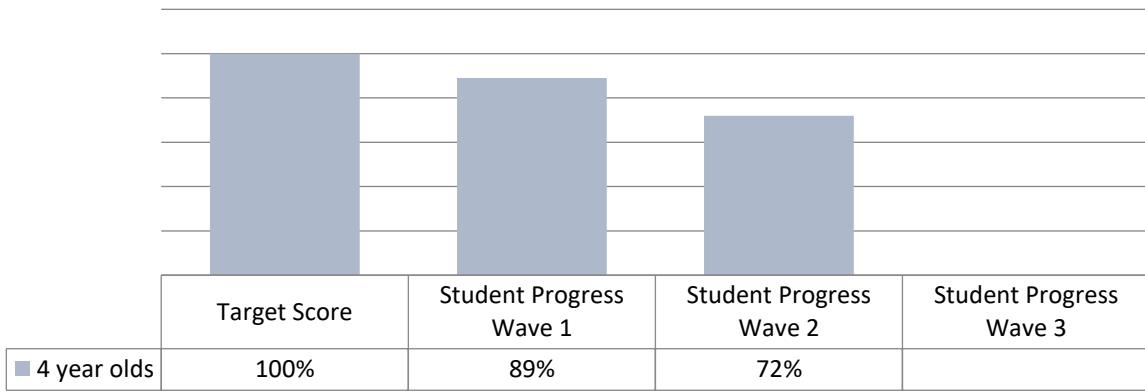## Children will learn and demonstrate alphabet knowledge.

	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 4 year olds	60%	50%	69%	

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

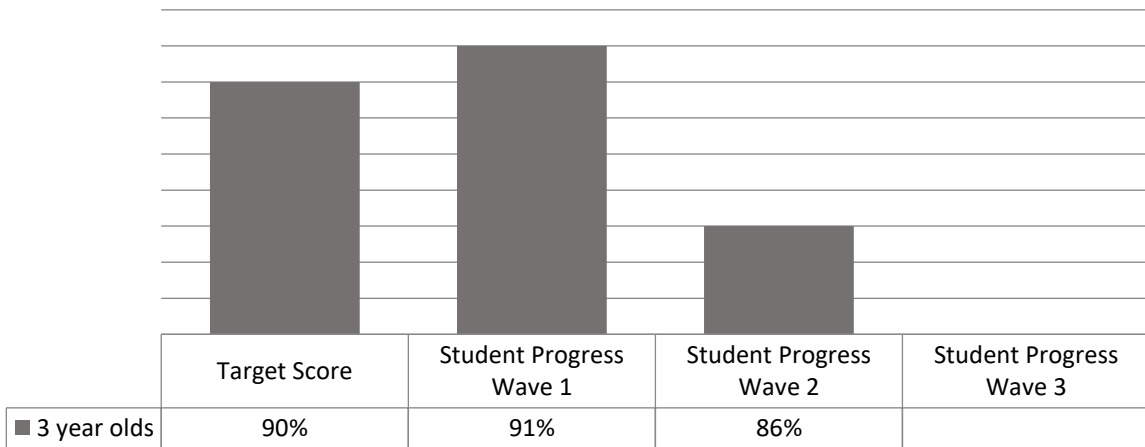|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ 3 year olds	100%	86%	87%	

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

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

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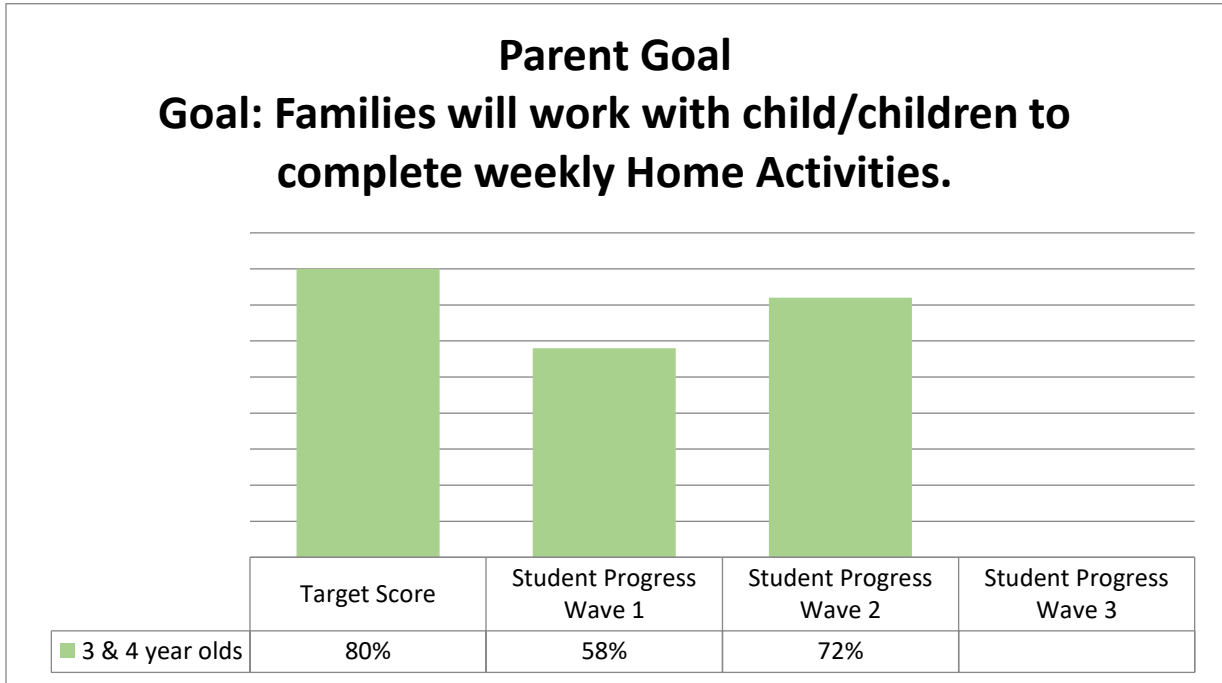### Goal: Children will control of large and small muscles for movement, coordination and balance.

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
4 year olds	100%	89%	72%	

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
3 year olds	90%	91%	86%	

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

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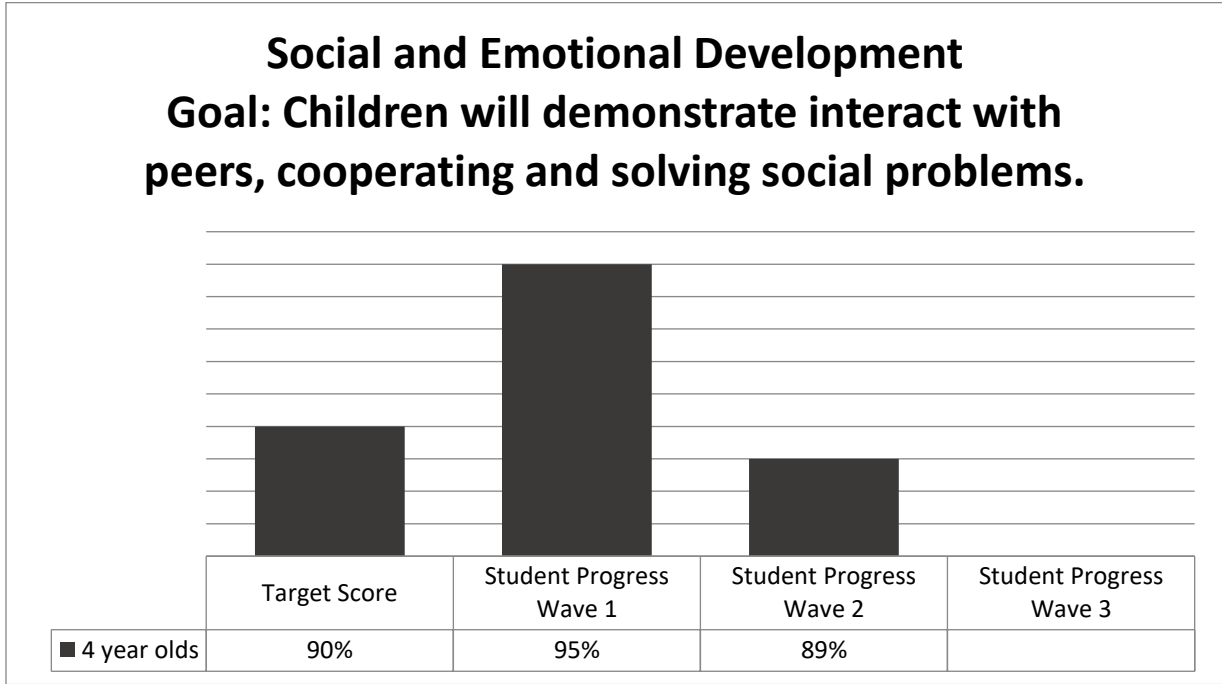## School Readiness Performance Data Report
Head Start
2023-2024

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
4 year olds	90%	95%	89%	

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

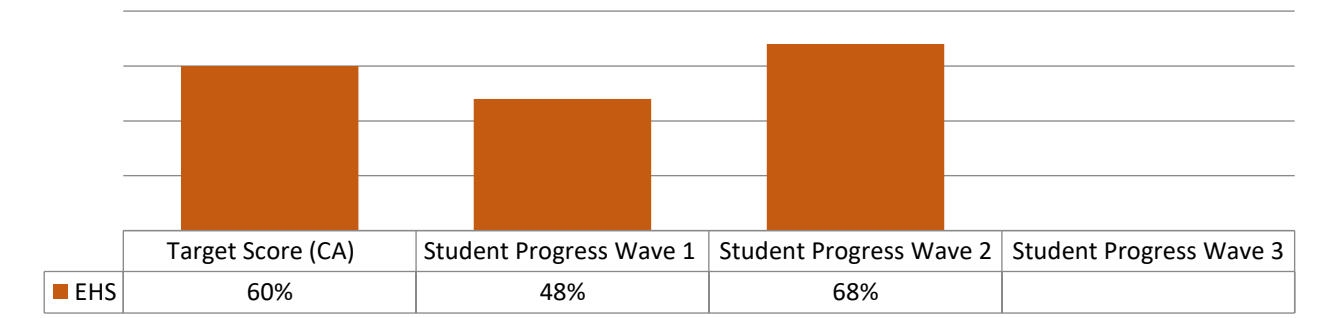|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
3 & 4 year olds	80%	58%	72%	

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

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

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

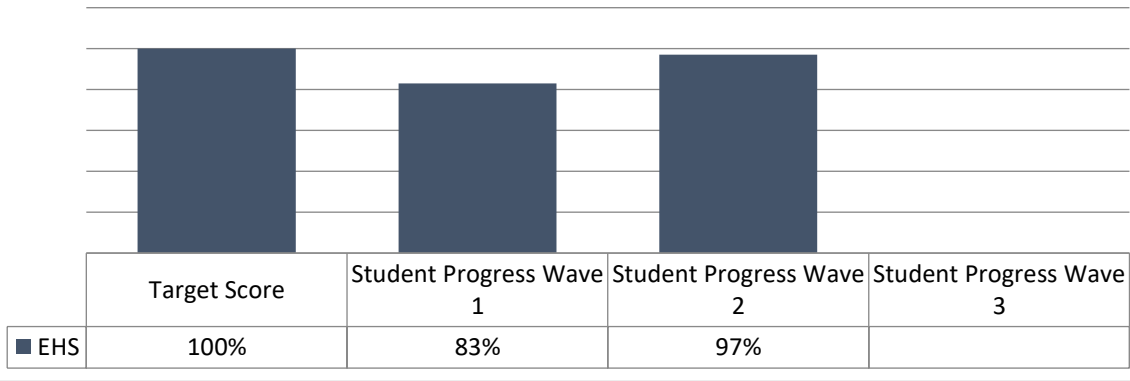|	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	70%	48%	69%	

Language and Literacy
Goal: Children will develop strong receptive and expressive language skills.
Children will learn and demonstrate alphabet knowledge....
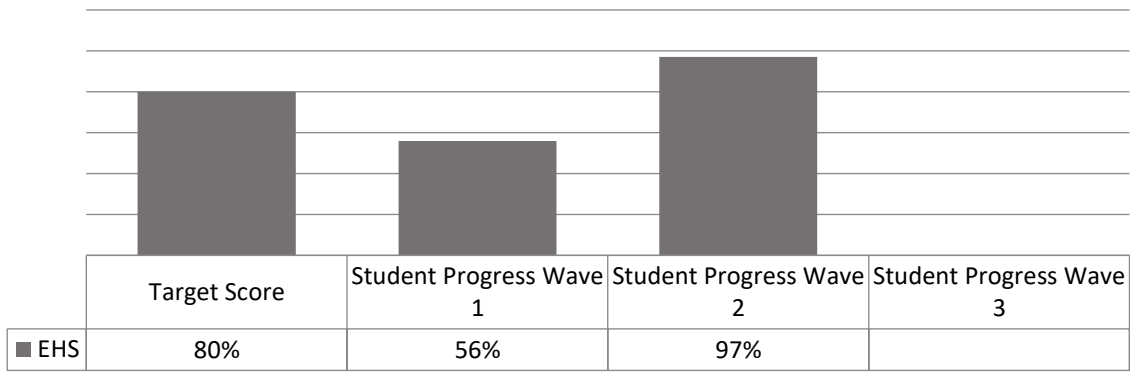
	Target Score (CA)	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	60%	48%	68%	

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

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

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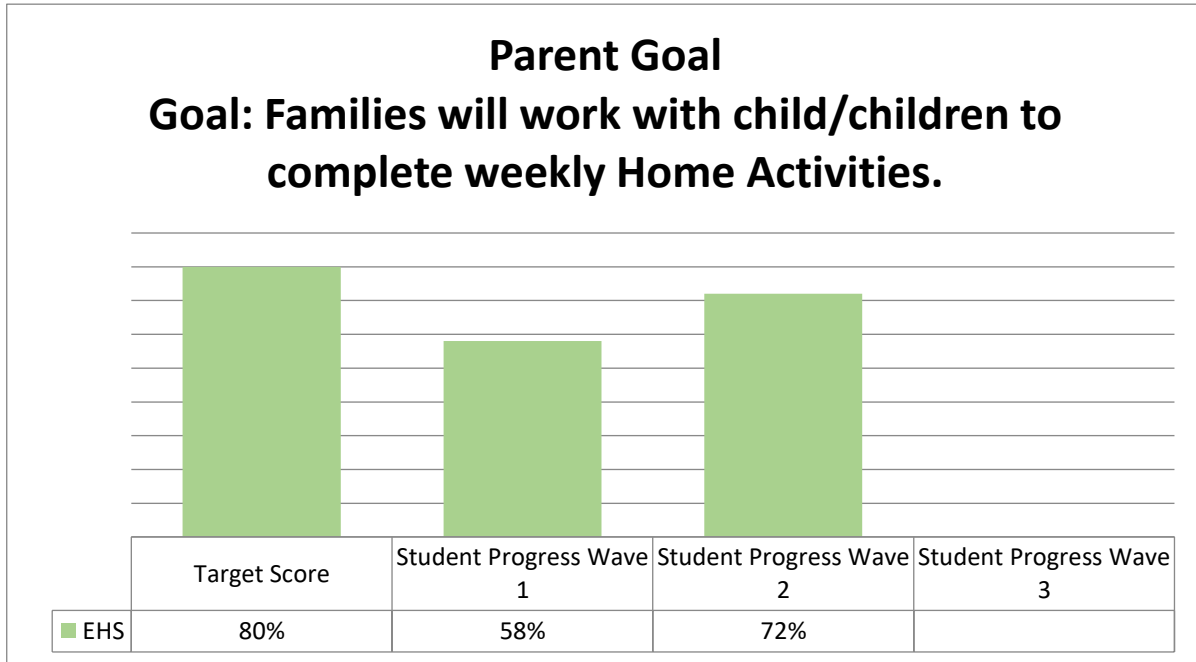

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	100%	83%	97%	

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
■ EHS	80%	56%	97%	

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

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

Parent Goal

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

	Target Score	Student Progress Wave 1	Student Progress Wave 2	Student Progress Wave 3
EHS	80%	58%	72%	

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