




Community Services of Northeast Texas, Inc.  
Head Start  
Policy Council Meeting  
Tuesday, May 28, 2024 9:00 am  
Linden Administrative Office  
304 East Houston 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 April 23, 2024
6. Presentations
  - A. Policy Council Question Bernadette Harris
7. Reports
  - A. Financial Report Shelley Mitchell
    1. Head Start Financial Report May 2024
    2. Early Head Start Report May 2024
    3. Credit Usage Report May 2024
    4. CACFP Financial Report May 2024
  - B. Head Start Director Report Bernadette Harris
    1. Head Start/Early Head Start Report May 2024
    2. Head Start/Early Head Start PIR May 2024
  - C. Executive Director Report Michelle Morehead

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Head Start  
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Tuesday, May 28, 2024 9:00 am  
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304 East Houston Street  
Linden, Texas**

- 8. Committee Reports**
  - A. Appoint Committee Member(s)**
  - B. Health Services Advisory Committee Meeting (5/1/2024), ERSEA Committee Meeting (5/2/2024), School Readiness Committee Meeting (5/10/2024) and Strategic Planning Committee Meeting (5/15/2024) - Action Items to follow**
- 9. Action Items**
  - A. Discuss and/or Approve Head Start/Early Head Start 2.35 %COLA #06CH011282/05 \$109,223/NFS \$27,306 – Total \$136,529**
    - a. Head Start (\$103,161, Non-Federal Share - \$25,790)**
    - b. Early Head Start (\$6,062 Non-Federal Share \$1,516)**
  - B. Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/06 \$6,003,319 (\$4,757,017, \$45,638 T&TA, Non-Federal Share \$1,200,664, In-Direct Cost Pool \$420,680)**
  - C. Discuss and/or Approve Health Advisory Action Items**
    - a. Devereux Early Childhood Assessment (DECA) – Social and Emotional Screener**
  - D. Discuss and/or Approve ERSEA Committee Action Items**
    - a. Child Plus Software – Database for Children and Staff information**
    - b. Parent Powered Curriculum – Parenting Curriculum**
    - c. Parent Family and Community Engagement Goals 2024-2025**
  - E. Discuss and/or Approve Agency School Readiness Committee Action Items**
    - a. School Readiness Goals 2024-2025**
    - b. Frog Street Curriculum**
    - c. Head Start - Speed Dial 4 – EHS – Ages and Stages Developmental Screener**
    - d. Coaching Companion – CLASS and Coaching Platform**
  - F. Discuss and/or Approve Strategic Planning Committee Action Items**
    - a. Strategic Plan including the Program Goals 2024-2025**
  - G. Discuss and /or Approve HS/EHS Operating Manuals and Policies**
    - a. Nutrition**
    - b. Education**
  - H. Discuss and/or Approve Personnel Policies and Procedures**
    - a. \$405 Employment Termination**
    - b. #522 Workplace Violence Prevention**
    - c. #705 Policy Clarification – Dress Code**
- 10. Discussion Items**
  - A. Discuss CIRCLE Assessment Data Spring 2024**
  - B. Discuss School Readiness Performance Data Spring 2024**
  - C. Discuss PFCE Goals Progress Spring 2024**
  - D. Discuss Program Goals Progress Spring 2024**
  - E. Discuss CLASS Data Spring 2024**
  - F. Discuss June and July Meetings**

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**Linden, Texas**

**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, April 23, 2024 9:00 am**  
**Linden Administrative Office**  
**304 East Houston Street**  
**Linden, Texas 75563**

PC Attendance	Campus	Title	Sep-23	Oct-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
<b>Chairperson - Martavius Jones</b>			x	x	x	x	x	x	x
<b>Vice Chairperson - Megan Hervey</b>			x	x	x	x		x	
<b>Secretary - Cristal Smith</b>			x	x	x		x	x	x
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x						
Teresa Thompson (10/24/23)	Morris County	Representative		x	x		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			x	x
Casandra Freeman	D/LS	Alternate							
Cristal Smith	Hughes Springs	Representative	x	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		x
David Chustz	Pittsburg	Alternate							
Jeremy Booker (10/24/23)	Texarkana	Representative		x	x			x	x
Kyndall Edwards (10/24/23)	Texarkana	Alternate		x	x			x	x

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

**1. Call to Order:**

The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:02 am, April 23, 2024, in the Linden Administrative Office 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, Teresa Thompson, Krizia Linwood, Cristal Smith and Jeremy Booker.  
Alternate Present: Kyndall Edwards

### **4. Approval of Agenda:**

Members reviewed the agenda. Cristal Smith moved to accept the agenda as presented. This motion was seconded by Jeremy Booker. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

### **5. Approval of Minutes from March 26, 2024:**

Jeremy Booker moved to accept the minutes of March 26, 2024 meeting as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

### **6. Presentations:**

#### **A. Policy Council Question – Bernadette Harris**

Bernadette Harris asked the members questions about Policy Council's Role in Head Start Planning and Evaluation.

### **7. Reports:**

#### **A. Financial Report**

Shelley Mitchell gave the Financial Report as presented.

#### **B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

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

Michelle Morehead stated that last week there was an audit for the Community Services Division with Texas Department of Housing and Community Affairs (TDHCA).

### **8. Committee Reports:**

#### **A. Appoint Committee Members**

Cristal Smith was appointed to Health Advisory. The Health Advisory Committee Meeting will be held at the Linden Garden Club Center at Noon on Wednesday May 1, 2024. The ERSEA Committee Meeting will be held at the Head Start Management Building at 2 PM on Thursday, May 2, 2024.

### **9. Action Items:**

#### **A. Discuss and/or Approve CSNT School Calendars 2024-2025**

1. Atlanta Head Start
2. Bloomburg Head Start
3. Daingerfield Head Start
4. Hughes Springs Early Head Start
5. Hughes Springs Head Start
6. Naples Head Start
7. New Boston Head Start
8. Pittsburg Head Start
9. Texarkana Head Start

Misty Van Hooser reviewed the CSNT School Calendars 2024-2025 as presented. Krizia Linwood moved to approve the CSNT School Calendars 2024-2025 as presented. Cristal Smith seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**B. Discuss and/or Approve Parent Handbook 2024 – 2025**

Misty Van Hooser reviewed the Parent Handbook changes as presented. Cristal Smith moved to approve the Parent Handbook 2024 – 2025 as presented. Krizia Linwood seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**C. Discuss and/or Approve Nutrition Menus 2024-2025**

Bridgette Parton reviewed the Nutrition Menus 2024-2025 as presented. Krizia Linwood moved to approve the Nutrition Menus 2024-2025 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.

**D. Discuss and/or Approve Pursuing the USDA/CACFP Contract for 2024-2025**

Bernadette Harris requested that the members approve for the Program to pursue the USDA/CACFP Contract for 2024-2025 as presented. Cristal Smith moved to approve Pursuing the USDA/CACFP Contract for 2024-2025 as presented. Jeremy Booker seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

**E. Discuss and/or Approve Selection Criteria 2024-2025**

**1. Head Start**

**2. Early Head Start including ages**

Misty Van Hooser reviewed the Selection Criteria 2024-2025 as presented. Teresa Thompson moved to approve the Selection Criteria 2024-2025 including ages 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:**

None

**11. Audience Comments:**

Misty Van Hooser presented the Policy Council Members with Volunteer Appreciation Gifts.

**12. Executive Session:**

Cristal Smith moved for Policy Council to go into Executive Session at 9:28 am. Jeremy Booker seconded the motion.

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

Krizia Linwood made a motion to come back into regular session at 9:30 am. Jeremy Booker seconded the motion.

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

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

**14. Adjourn:**

A motion to adjourn was made by Krizia Linwood at 9:31 am. The motion was seconded by Cristal Smith.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**

# Head Start

## Financial Report for the month of December 2023

(November 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$2,351,429.00	\$241,878.53	\$2,157,853.09	\$193,575.91	\$195,952.42	\$2,351,429.00	\$193,575.91
Fringe Benefits	\$571,408.00	\$45,319.99	\$505,273.72	\$66,134.28	\$47,617.33	\$571,408.00	\$66,134.28
Travel (4120)	\$10,000.00	\$0.00	\$5,733.27	\$4,266.73	\$833.33	\$10,000.00	\$4,266.73
Equipment	\$35,000.00	\$0.00	\$25,900.75	\$9,099.25	\$2,916.67	\$35,000.00	\$9,099.25
Supplies	\$198,845.00	\$30,786.49	\$180,208.11	\$18,636.89	\$16,570.42	\$198,845.00	\$18,636.89
Contractual	\$292,100.00	\$0.00	\$283,858.00	\$8,242.00	\$24,341.67	\$292,100.00	\$8,242.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$0.00	\$34,647.73	(\$4,266.73)	\$2,531.75	\$30,381.00	(\$4,266.73)
Other (4122)	\$941,063.00	\$163,577.73	\$1,089,455.11	(\$148,392.11)	\$78,421.92	\$941,063.00	(\$148,392.11)
Total	\$4,430,226.00	\$481,562.74	\$4,282,929.78	\$147,296.22	\$369,185.50	\$4,430,226.00	\$147,296.22
T&TA	\$40,381.00	\$0.00	\$40,381.00	\$0.00	\$3,365.08	\$40,381.00	\$0.00
Total							
USDA Reimbursements through October 2023							\$113,416.69
Estimated USDA Reimbursement for November 2023							\$11,945.55
Resulting (over)/under with USDA							\$272,658.46

\* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual

\$4.00

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

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$170,393.31	\$18,521.64	\$164,728.07	\$14,199.44	\$170,393.31	\$5,665.24
Per Child	\$9,527.37	\$1,035.62	\$9,210.60	\$793.95	\$9,527.37	\$316.77

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,107,557.00	\$137,529.87	\$1,477,955.26	(\$370,398.26)

# Head Start

## Financial Report for the month of May 2024

(April 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	\$167,256.51	\$840,215.51	\$1,348,842.49	\$182,421.50	\$912,107.50	\$71,891.99
Fringe Benefits	\$536,319.00	\$43,573.78	\$211,247.45	\$325,071.55	\$44,693.25	\$223,466.25	\$12,218.80
Travel (4120)	\$10,000.00	\$2,681.75	\$6,010.05	\$3,989.95	\$833.33	\$4,166.67	(\$1,843.38)
Equipment	\$48,000.00	\$47,164.00	\$47,164.00	\$836.00	\$4,000.00	\$20,000.00	(\$27,164.00)
Supplies	\$245,000.00	\$32,307.70	\$72,959.04	\$172,040.96	\$20,416.67	\$102,083.33	\$29,124.29
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$121,277.50	\$121,277.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$555.50	\$2,340.50	\$28,040.50	\$2,531.75	\$12,658.75	\$10,318.25
Other (4122)	\$1,040,021.00	\$69,603.80	\$364,141.55	\$675,879.45	\$86,668.42	\$433,342.08	\$69,200.53
Total	\$4,389,845.00	\$363,143.04	\$1,544,078.10	\$2,845,766.90	\$365,820.42	\$1,829,102.08	\$285,023.98
T&TA	\$40,381.00	\$3,237.25	\$8,350.55	\$32,030.45	\$3,365.08	\$16,825.42	\$8,474.87
Total							
USDA Reimbursements through March 2024							\$42,945.58
Estimated USDA Reimbursement for April 2024							\$14,258.29
Resulting (over)/under with USDA							\$342,227.85

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$95,000.00

\$4.00

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

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$168,840.19	\$13,967.04	\$59,387.62	\$14,070.02	\$70,350.08	\$10,962.46
Per Child	\$9,440.53	\$780.95	\$3,320.60	\$786.71	\$3,933.55	\$612.95

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,107,557.00	\$145,838.36	\$707,339.52	\$400,217.48



# Early Head Start

## Financial Report for the month of December 2023

(November 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$144,584.00	\$13,578.61	\$125,973.95	\$18,610.05	\$12,048.67	\$144,584.00	\$18,610.05
Fringe Benefits	\$35,423.00	\$2,425.65	\$44,757.05	(\$9,334.05)	\$2,951.92	\$35,423.00	(\$9,334.05)
Travel (4120)	\$2,190.00	\$0.00	\$532.21	\$1,657.79	\$182.50	\$2,190.00	\$1,657.79
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$20,022.00	\$2,342.33	\$13,008.84	\$7,013.16	\$1,668.50	\$20,022.00	\$7,013.16
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	\$4,724.79	(\$1,657.79)	\$255.58	\$3,067.00	(\$1,657.79)
Other (4122)	\$57,920.00	\$5,452.76	\$40,855.59	\$17,064.41	\$4,826.67	\$57,920.00	\$17,064.41
Total	\$263,206.00	\$23,799.35	\$229,852.43	\$33,353.57	\$21,933.83	\$263,206.00	\$33,353.57
T&TA	\$5,257.00	\$0.00	\$5,257.00	\$0.00	\$438.08	\$5,257.00	\$0.00
Total							
USDA Reimbursements through October 2023							\$15,998.64
Estimated USDA Reimbursement for November 2023							\$1,461.51
Resulting (over)/under with USDA							\$50,813.72

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$131,603.00	\$11,899.68	\$114,926.22	\$10,966.92	\$131,603.00	\$16,676.79
Per Child	\$16,450.38	\$1,487.46	\$14,365.78	\$1,370.86	\$16,450.38	\$2,084.60

### ***Further Analysis***

Number of children	16
Number of classrooms	2

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

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$65,802.00	\$2,036.09	\$22,416.01	\$43,385.99

# Early Head Start

## Financial Report for the month of May 2024

(April 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	\$10,470.90	\$51,122.67	\$95,043.33	\$12,180.50	\$60,902.50	\$9,779.83
Fringe Benefits	\$35,811.00	\$2,313.59	\$11,586.91	\$24,224.09	\$2,984.25	\$14,921.25	\$3,334.34
Travel (4120)	\$2,190.00	\$799.00	\$799.37	\$1,390.63	\$182.50	\$912.50	\$113.13
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$271.85	\$1,621.23	\$13,628.77	\$1,270.83	\$6,354.17	\$4,732.94
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	\$1,277.92	\$1,277.92
Other (4122)	\$55,465.00	\$2,495.77	\$11,814.97	\$43,650.03	\$4,622.08	\$23,110.42	\$11,295.45
Total	\$257,949.00	\$16,351.11	\$76,945.15	\$181,003.85	\$21,495.75	\$107,478.75	\$30,533.60
T&TA	\$5,257.00	\$799.00	\$799.37	\$4,457.63	\$438.08	\$2,190.42	\$1,391.05
Total							
USDA Reimbursements through March 2024							\$5,888.70
Estimated USDA Reimbursement for April 2024							\$2,424.23
Resulting (over)/under with USDA							\$38,846.53

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual \$5,900.00

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

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$128,974.50	\$8,175.56	\$38,472.58	\$10,747.88	\$53,739.38	\$15,266.80
Per Child	\$16,121.81	\$1,021.94	\$4,809.07	\$1,343.48	\$6,717.42	\$1,908.35

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$65,802.00	\$2,047.13	\$10,284.86	\$55,517.14

Community Services of Northeast Texas, Inc.  
Credit Usage Report

Board Report -May 2024

Sam's Club

Purchases for		496.90
Payment due by	Pd on 04/24/2024	(496.90)
Balance		-

American Express

Purchases for December 2023 & January 2024		9,764.26
Payment due by ---	Pd on 04/11/2024	(9,764.26)
Balance		-

Texana Bank Line of Credit

Program	<b>CSBG B</b>
Highest April 2024 Balance	4,800.00
Current balance	4,800.00
Exp pay off date	7/31/2024

Local Admin In House Line of Credit

Program	<b>CSBG A</b>	<b>CSBG B</b>	<b>VSN</b>
Highest April 2024 Balance	12,007.54	17,620.00	46,296.00
Current balance	12,007.54	17,620.00	46,296.00
Exp pay off date	7/31/2024	7/31/2024	7/31/2024

CSNT Line of Credit

Program	<b>CSBG B</b>	<b>CEAP B</b>	<b>VSN</b>
Highest April 2024 Balance	5,850.00	-	



COPY

28th Apr.



COMMUNITY COUNCIL OF CASS  
Account Number ending in 0678



### Payment Information

	New Balance:	\$496.90
	Total Minimum Payment Due:	\$50.00
	Payment Due Date:	04/28/2024

Payments must be received by 5pm ET on 04/28/2024 if mailed, or by 11:59pm ET on 04/28/2024 for online and phone payments.

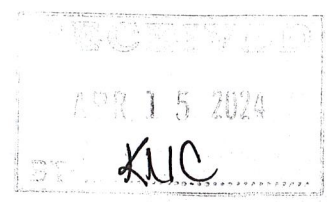
MEMBER SERVICE: For Account Information log on to [SamsClubCredit.com/businesscard](https://SamsClubCredit.com/businesscard). This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

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

### Account Summary

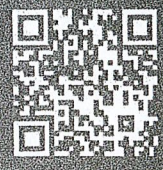
1-1

Previous Balance as of 03/09/2024	\$0.00	Credit Limit	\$1,700
Purchases/Debits	+ 496.90	Available Credit	\$1,203
New Balance as of 04/08/2024	\$496.90		
31 Day Billing Cycle from 03/09/2024 to 04/08/2024			



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check.

Account Number	6046002039330874
New Balance	\$496.90
Total Minimum Payment Due	\$50.00
Payment Due Date	04/28/2024

Amount  
Enclosed \$

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

14394  
Q203



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### Transaction Detail

Date	Reference #	Description	Amount
Purchases and Other Debits			\$496.90
03/26	P928000F70194RRE7	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S)	\$266.90
04/03	P928000FF01AGHYGL	SAM'S CLUB 008295 TEXARKANA TX ANNUAL MEMBERSHIP FEE	\$230.00
		Total for SHELLY MITCHELL	\$496.90
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

### Interest Charge Calculation

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

(v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	\$0.00	\$0.00	2D

### Cardholder News and Information

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

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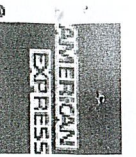
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COMMUNITY COUNCIL OF CASS					
ACCOUNT #: <del>0046002039330874</del>		DATE OF SALE #: 240326		P.O. #:	
INVOICE#: 000000		AUTHORIZATION #: 000419		CLUB #: 8295	
REFERENCE #: P928000F70194RRE7		TRANSACTION #: 0		REGISTER #: 5	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
002636750	OTIS MUFFINS	3.000	EA	\$14.2400	\$42.72
002645671	STRAWBERRIES 2LB	4.000	EA	\$4.9600	\$19.84
003562605	SD TANGY ORIG 6.75OZ	2.000	EA	\$6.9800	\$13.96
005690920	RED SEEDLESS GRAPES	2.000	EA	\$6.8800	\$13.76
005690922	GREEN GRAPES	2.000	EA	\$7.6700	\$15.34
005765070	RED DIAMOND SWT TEA	2.000	EA	\$2.4800	\$4.96
006073489	CHAFING FUEL 6 HR	1.000	EA	\$19.3400	\$19.34
006137225	PINEAPPLE SPEARS	2.000	EA	\$7.8600	\$15.72
021556317	10OZ WELCH'S DRINK	2.000	EA	\$12.9800	\$25.96
028383274	MM DVLD EGG SLD	4.000	EA	\$7.2700	\$29.08
030089094	MM PURIFIED WATER	2.000	EA	\$4.2800	\$8.56
053936366	BRISKET BAKED BEANS	5.000	EA	\$8.7800	\$43.90
054037240	KINGS HAWAIIAN 32CT	2.000	EA	\$6.8800	\$13.76
SUB \$266.90		TAX \$0.00		TOTAL INVOICE	\$266.90
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$266.90

COMMUNITY COUNCIL OF CASS					
ACCOUNT #: <del>0046002039330874</del>		DATE OF SALE #: 240403		P.O. #:	
INVOICE#: 999999		AUTHORIZATION #:		CLUB #: 8295	
REFERENCE #: P928000FF01AGHYGL		TRANSACTION #: 99999		REGISTER #: 99	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
000000101	ANNUAL MEMBERSHIP FEE	1.000	EA	\$50.0000	\$50.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$45.0000	\$45.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$45.0000	\$45.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$45.0000	\$45.00
000000102	ANNUAL MEMBERSHIP FEE	1.000	EA	\$45.0000	\$45.00
SUB \$230.00		TAX \$0.00		TOTAL INVOICE	\$230.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$230.00

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT



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

Statement Date: 03/29/2024

Load Number: 483088  
Remittance Account Number: 5765-66472821008  
Corporate ID: 102346

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 (+)
\$931.89	\$9,764.26	\$0.00	\$0.00	\$0.00	\$0.00	\$9,764.26	(\$931.89)	\$0.00

TERMS - PAYABLE IN FULL UPON RECEIPT PER CORPORATE CONTRACT

Account Aging Summary

Current Due	\$9,764.26
30 Days Past Due	\$0.00
60 Days Past Due	\$0.00
90 + Days Past Due	\$0.00

Historical Balance Summary

Month	Balance
February	\$931.89
January	\$8,470.74
December	\$9,177.90

CPC Statement Contains

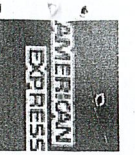
Remittance Advice .....	4
List of Accounts .....	5
Transaction Details .....	6
Important Account Information .....	8

Past due	Total Due Payable in US Dollars
\$0.00	By 04/12/2024
	\$9,764.26

Payment Due Date: 04/12/2024



**AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT**



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

Statement Date: 03/29/2024

Load Number: **183096**  
Remittance Account Number: **3785-964758-91009**  
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
			30	60	90+		
CREW DYKES						3796-566037-81008	\$6,497.13
MICHELLE MOREHEAD						3796-573232-41000	\$3,267.13
No. of Accounts: 2						BCA Subtotal: 3785-964758-91009	\$9,764.26

**Total Accounts: 2**

**Remittance Account Total: \$9,764.26**

**Payment Due Date: 04/12/2024**

**Amount Owed (\$): \$9,764.26**

**Amount Paid (\$)**

**\$**



Remittance Account Number: **0023002700-000000**

# AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

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

Statement Date: 03/29/2024

Load Number: **603096**  
Remittance Account Number: **3785-964758-91009**  
Corporate ID: **102413**

## List of Accounts

TERMS - PAYABLE IN FULL AS PER YOUR CORPORATE CONTRACT

Account Number	Previous Balance	Charges (+)	Credits (-)	Debit Adjustment (+)	Current Due	Payments (-)	Debit Remittances For Credit Balances (+)
3796-566037-81008	\$330.00	\$6,497.13	\$0.00	\$0.00	\$6,497.13	(\$330.00)	\$0.00
CREW DYKES		\$0.00	\$0.00				
3796-573232-41000	\$601.89	\$3,267.13	\$0.00	\$0.00	\$3,267.13	(\$601.89)	\$0.00
MICHELLE MOREHEAD		\$0.00	\$0.00				
No. of Accounts: 2					BCA Subtotal:	3785-964758-91009	\$9,764.26

Total Accounts: 2

Remittance Account Total: \$9,764.26

Payment Due Date: 04/12/2024





Remittance Account Number: 470636602734008

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: 470636602734008  
Account Name: CREW DYKES  
Employee ID:  
Universal ID:

Statement Date: 03/29/2024

Previous Balance: \$330.00  
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
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	3K6MTHWTR	111-6872175-56306	02/29/2024	02/29/2024	\$749.97
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	54DF8XA0X	111-5615633-75402	02/29/2024	02/29/2024	\$1,563.21
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	2LC43H0GK	111-9918621-70586	02/29/2024	03/01/2024	\$167.94
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	22TERHTA3	111-7090534-68314	03/01/2024	03/03/2024	\$1,317.60
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	73M8NUP8V	111-0923205-38954	03/02/2024	03/03/2024	\$1,155.40
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	1TSXY653P	111-1203563-40682	03/05/2024	03/05/2024	\$88.59
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	47YSQRWTD	111-3434682-81194	03/06/2024	03/11/2024	\$70.95
AMAZON COM LLC SEATTLE WA98109	0000000000000000	1T6BOJULJ	111-2512211-74826	03/06/2024	03/11/2024	\$47.97
STARLINK INTERNET 06 HAWTHORNE	0073011004071			03/09/2024	03/11/2024	\$120.00
TECHSOUP 0000000001 SAN FRANCISCO	5a334b12-d1			03/11/2024	03/12/2024	\$20.00
TECHSOUP 0000000001 SAN FRANCISCO	5a3bde08-24			03/14/2024	03/15/2024	\$70.00
AMAZON MARKEPLACE NA PA SEATTLE WA98109	0000000000000000	4XDV26JEM	111-0923205-38954	03/14/2024	03/17/2024	\$39.50
CORPORATE REMITTANCE RECEIVED	00056020000000			03/22/2024	03/22/2024	(\$330.00)
BLS*IFAX LONDONREF# 00126882	0000126882193			03/23/2024	03/23/2024	\$1,086.00

Transaction Total for CREW DYKES - 470636602734008

\$6,497.13





Remittance Account Number: 8798-573222-41000

AMERICAN EXPRESS CORPORATE PURCHASING CARD - BILLING STATEMENT

Account Number: 8798-573222-41000  
Account Name: MICHELLE MOREHEAD  
Employee ID:  
Universal ID:

Statement Date: 03/29/2024

Previous Balance: \$601.89  
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
FAMILY DOLLAR #8309 LINDEN TX	0028780000000	28780000000		02/29/2024	03/01/2024	\$62.99
BROOKSHIRES 110 0000 JEFFERSON	0000100005914			03/11/2024	03/12/2024	\$135.28
PENN FOSTER CAREER H 888-427-1000	0024031401474			03/14/2024	03/15/2024	\$1,049.00
WWW.VISTAPRINT.COM LEXINGTON MA	VP_H6LWFC0H			03/20/2024	03/21/2024	\$466.99
ROYAL INN 5568022258 LINDEN	0073055684081			03/21/2024	03/22/2024	\$454.88
HOLIDAY INN EXPRESS MANSFIELD	0008108134600			03/21/2024	03/22/2024	\$132.68
HOLIDAY INN EXPRESS MANSFIELD	0008112221400			03/21/2024	03/22/2024	\$132.68
HOLIDAY INN EXPRESS MANSFIELD	0008112235000			03/21/2024	03/22/2024	\$132.68
CORPORATE REMITTANCE RECEIVED	0005602000000			03/22/2024	03/22/2024	(\$601.89)
WAL-MART SUPERCENTER TEXARKANA	0040860037792			03/26/2024	03/26/2024	\$61.58
DOLLARTREE#00451 TEXARKANA TX75503	0060020136138	600201361		03/26/2024	03/27/2024	\$4.06
OD 3293 TEXARKANA TX334458	0032932024032	329320240		03/26/2024	03/27/2024	\$38.95
ROYAL INN 5568022258 LINDEN	0073055684088			03/28/2024	03/29/2024	\$259.96
TXT180COM 00-0803949 SAINT GEORGE	0031099534088			03/28/2024	03/29/2024	\$335.40

Transaction Total for MICHELLE MOREHEAD - 8798-573222-41000

\$3,267.13

## HEAD START and EHS NUTRITION PROGRAM

*May 2024 Financial Report*

For the month of April 2024

### CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	6,646.97	50,508.80
Administrative Labor		1,506.23	8,659.67
Food		11,186.05	73,100.63
Supplies & Equipment		591.65	5,763.32
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		485.18	636.34
Other		369.17	369.17
Total	\$	20,785.25	\$ 139,037.93

TDHS REVENUE	16,682.52	95,967.45
(Income Starts October 2023)		

# CSNT Head Start Director's Report PY05/FY24

## May Report/April Data

### How Are We Doing?



#### HEAD START Attendance - April 2024

- ✓ **459** Actual Enrollment (Under/Over -6 Student(s)) – Funded **465**
- ✓ **9.5%** Disability Students – **10%** Target
- ✓ **89%** Average Daily Attendance



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

- ✓ **\$707,340** NFS Collected – **\$1,107,557** NFS Needed
- ✓ **\$70,897** Indirect Costs Collected
- ✓ **8%** Admin Expense Rate



#### HEAD START CACFP Meals/Reimbursements

- ✓ **\$14,258** Reimbursed This Month - **\$57,204** Reimbursed This Year
- ✓ **22** days of Service – **5,282** Meals Served

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



#### HEAD START Quality Assurance

- ✓ **135** Files Reviewed/**49** Classrooms Observed/**0** Route Observed
- ✓ **0** Incomes Verified/**0** Interviews/**51** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**5** Corrections/**2** Remaining

#### ANNOUNCEMENTS:

Completing Tasks for End of School Year  
Preparing New Five Year Grant Project Period Grant Application

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

## May Report/April Data



## How Are We Doing?

### EARLY HEAD START Attendance - April 2024

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **18.8%** Disability Students – **10%** Target
- ✓ **89%** Average Daily Attendance



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

- ✓ **\$10,285** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$3,687** Indirect Costs Collected
- ✓ **2%** Admin Expense Rate



### HEAD START CACFP Meals/Reimbursements

- ✓ **\$2,424** Reimbursed This Month **\$8,312** Reimbursed This Year
- ✓ **22** days of Service – **898** Meals Served

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



### HEAD START Quality Assurance

- ✓ **10** Files Reviewed/**6** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**5** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**5** Corrections/**2** Remaining

### ANNOUNCEMENTS:

Completing Tasks for End of School Year  
Preparing New Five Year Grant Project Period Grant Application

**Justification**  
**Head Start/Early Head Start**  
**2.35% COLA Increase**  
**Grantee 06CH011282/05**

Date	Description
5/28/2024	CSNT Head Start is requesting approval to accept the Head Start FY2024 COLA (\$103,161) & Early Head Start COLA (\$6,062) Total COLA = \$109,223
<p style="text-align: center;"><b><u>Funding Base Rate Increases Rounded</u></b></p> <p>The starting hourly rate for all HS/EHS positions, whether filled or unfilled, listed on the Base Salary Scale were increased by at least 2.35%.</p>	
<b>All HS/EHS employees are receiving a 2.3% COLA Increase in their pay</b>	



**Justification**  
**Head Start/Early Head Start**  
**Five Year Project Period Baseline Grant**  
**#06CH011282/06**

Date	Description
5/28/2024	<p>CSNT Head Start is requesting approval to submit the Baseline Grant Application for Head Start/Early Head Start for a total of \$6,003,319.</p> <p>\$4,757,017 Program Expenditures  \$ 45,638 Training and Technical Assistance  <u>\$1,200,664 NFS</u>  \$6,003,319 Total Budget Amount  \$ 420,680 – Indirect Cost Pool</p>

**Budget Line Items by Program**

Budget Category	Head Start Budget Amount	Early Head Start Budget Amount	Total Budget Amount
Personnel	\$2,280,847	\$147,390	\$2,428,237
Fringe	\$660,077	\$42,655	\$702,732
Travel (4120)	\$10,000	\$2,190	\$12,190
Equipment	\$10,000	\$0	\$10,000
Supplies	\$210,000	\$17,850	\$227,850
Contractual	\$291,066	\$0	\$291,066
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$29,750	\$2,867	\$32,617
Other (4122)	\$644,073	\$32,379	\$676,452
Indirect Costs	\$396,943	\$23,737	\$420,680
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<b>Expenditures</b>	<b>\$4,493,006</b>	<b>\$264,011</b>	<b>\$4,757,017</b>
<b>Total (T&amp;TA)</b>	<b>\$40,381</b>	<b>\$5,257</b>	<b>\$45,638</b>
<b>NFS</b>	<b>\$1,133,347</b>	<b>\$67,317</b>	<b>\$1,200,664</b>
<b>Total Budget</b>	<b>\$5,666,734</b>	<b>\$336,585</b>	<b>\$6,003,319</b>

*Approving purchase of (1) Sunshade Awning – Hughes Springs HS*

**Justification  
Head Start Health Advisory  
Social Emotional Screeners  
Grant #06CH011282/06**

Date	Description
5/28/2024	CSNT Head Start Health Advisory Committee discussed and approved the following social/emotional screener for the new Five-Year Grant Project Period:

**Social/Emotional Screener**

**Devereux Early Childhood Social/Emotional Screener** – This will be a new social/emotional screener for the program. It was approved by the Health Advisory Committee. When looking at different screeners, the Devereux Screener was selected due to the easy implementation process. It is a one-page screener that allows the teacher and the parent to discuss all aspects of the child’s social/emotional well-being. Staff will have to be trained on implementing the new screener, but the implementation is so easy for parents and teachers that it will be worth the time to train staff and parents. This social/emotional screener will be used with Head Start and Early Head Start Programs.

**The screener listed above was approved by  
the Health Advisory Committee**

**Justification**  
**Head Start ERSEA Committee**  
**Parent Engagement Curriculum**  
**Database System**  
**Grant #06CH011282/06**

Date	Description
5/28/2024	CSNT Head Start ERSEA Committee discussed and approved the following Parent Engagement Curriculum for the new Five-Year Grant Project Period:

**Parent Engagement Curriculum**

**Parent Powered Parent Engagement Curriculum** – This will be a new Parent Engagement Curriculum for the program. It was approved by the ERSEA Committee. When looking at different Parent Engagement Curriculums, the Parent Powered Curriculum was selected due to the easy implementation process. It is an electronic curriculum that uses texts and social media to engage parents. It notifies parents of quick and easy activities that they can implement with their children. The activities are age-appropriate activities that assist the parent in building on their child's skills. Example – use the word fit in rhyming sequences. "Fit", "hit", "sit". It asks the parents to make-up rhymes with their children during the week. Staff will have to be trained on implementing the new parent engagement curriculum, but the new curriculum will enable more parents to spend time with their child building on skills that the child is learning in the classroom. This curriculum will be used for Head Start and the Early Head Start Programs.

**Child Information Database System**

**Child Plus Database System** - No change from last year. The ERSEA Committee approved for the program to continue using this database system. The costs associated with changing as well as the loss of important data for the past 12 years played a role in the decision. Child Plus is able to provide the program what it needs to track child and parent data as well as training and monitoring data. This system will be used for the Head Start and Early Head Start Programs.

**The database system and parent curriculum listed  
above was approved by the ERSEA Committee**



# Parent, Family, and Community Engagement Framework

## School Readiness Goals 2024-2025

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

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

**Action Steps:**

1. Compliance on initial physicals
2. Compliance on initial dentals
3. Compliance on six-month dentals
4. Compliance on annual physicals
5. Compliance on lead
6. Compliance on hemoglobin

**2. Goal:** Parents will increase family engagement skills.

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

**Action Steps:**

1. Parent Engagement Events
2. Participation in Read Across America
3. Parent Powered Parenting Curriculum Participation

**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.

**Action Steps:**

1. Parent participation in Home Visits
2. Parent participation in Parent Teacher Conferences.
3. Completion of home activities.

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

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

**Action Steps:**

1. Participation in quarterly staff wellness activity.
2. Parents will participate in Parent Powered Parenting Curriculum
3. Participation in staff wellness training

# Community Services of Northeast Texas

## School Readiness Goals

### 2024 - 2025

## Approaches to Learning

**Goal:** *Children will follow classroom rules and routines with increasing independence.*

*Early Learning Outcomes Framework: Approaches to Learning Domain: Goal Infant/Toddler-ATL-2; Goal Preschool-ATL-2 thru Goal P-ATL-8.*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Domain: Goal I.A.4.*

**Objective:** 90% of the children will meet or exceed expectations demonstrating following classroom rules and routines with increasing independence.

### Implementation Strategies

- Staff will establish classroom rules beginning the first day of classroom instruction.
- Staff will model/ demonstrate classroom rules and routines.
- Staff will give children opportunities to demonstrate knowledge and understanding of rules and routines.

## Cognitive Mathematics Development

**Goal:** *Children will develop sense of number and quantity.*

*Early Learning Outcomes Framework: Mathematics Development Domain: Goal Infant/Toddler- IT-C-8; Goal Preschool-Math-1 thru Goal P- Math-5*

*Texas Pre- Kindergarten Guidelines: Mathematics Domain: Goal V.A.1. – Goal V.A.8.*

**Objective:** *40% of Infants/Toddlers will meet or exceed expectations in sense of number and quantity.*

*50% of the 3-year-old children will meet or exceed expectations in sense of number and quantity.*

*. 60% of the 4-year-old children will meet or exceed expectations in sense of number and quantity.*

# Community Services of Northeast Texas

## School Readiness Goals

### 2024 - 2025

#### Implementation Strategies

- Staff will utilize a variety of materials for children to count.
- Staff model counting out loud by starting with 1 and counting throughout the day.
- Staff will use language to refer to quantity. (number of words, or signs to identify small amounts, or using other words referring to quantity, such as little, too much or a lot).
- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for math concept skills.
- 

## Language and Literacy

**Language and Literacy Goal: Children will identify letters and make connections between letters, sounds and print.**

*Early Learning Outcomes Framework: Language and Communication Domain: Goal Infants/Toddlers-LC-7 thru IT-LC-11; Goal Preschool-LIT 1 thru P-LIT 3.*

*Texas Pre- Kindergarten Guidelines: Phonological Awareness: Goal II.I. B.1 thru III. B. 8. Alphabet Knowledge: III. C.1 thru III. C. 3.*

**Objective:** 45% of the infants/toddler's children will identify letters and make connections between letters, sounds and print.  
45% of the 3-year-old children will identify letters and make connections between letters, sounds and print.  
60% of the 4-year-old children will identify letters and make connections between letters, sounds and print.

#### Implementation Strategies

- Staff will look at individual child data to drive small group instruction and use CIRCLE activities for language and literacy.
- Staff utilizes the letter wall with advanced vocabulary for theme units.
- Staff give children opportunities to play with words and sounds in songs.
- Staff will sing songs and recite nursery rhymes

**Community Services of Northeast Texas**  
**School Readiness Goals**  
**2024 - 2025**

## **Perceptual, Motor, and Physical Development**

**Goal: Children will demonstrate control of large and small muscles for movement, coordination, and balance.**

*Early Learning Outcomes Framework: Perceptual, Motor, and Physical Development Domain: Goal Infants/Toddlers-PMP 3;  
Goal Preschool-PMP 1*

*Texas Pre- Kindergarten Guidelines: Physical Development Domain: Goal IX.A.2.*

**Objective:** *100% of Infants/Toddlers will coordinate movement and action with a purpose.*

*100% of the 3-year-old children will meet or exceed expectations demonstrating control, movement, coordination, and balance of large and small muscles.*

*100% of the 4-year-old children will meet or exceed expectations demonstrating control, movement, coordination, and balance of large and small muscles.*

### **Implementation Strategies**

- Staff uses a variety of gross motor activities in the classroom.
- Staff will utilize *I Am Moving, I Am Learning*.
- Staff will spend time engaged in gross motor play in the classroom, gym and outdoors to gain gross motor manipulative skills.
- Staff will guide children on the process of how to open and close hands (e.g., by using clothes pins, stress balls and/or tongs leading to cutting with scissors).

## **Social and Emotional Development**

**Goal: Children will demonstrate interact with peers, cooperating and solving social problems.**

*Early Learning Outcomes Framework: Social and Emotional Development Domain: Goal Infants/Toddlers-SE-4  
Goal Preschool-SE 3*

# Community Services of Northeast Texas

## School Readiness Goals

### 2024 - 2025

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.B 1.c*

**Objective:** 70% of Infants/Toddlers will show increasing interest in interacting with other children.

80% of the 3-year-old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

90% of the 4-year-old children will meet or exceed expectations in demonstrating self- regulating skills with occasional reminders or assistance from the teacher.

#### Implementation Strategies

- Staff plans activities with the children that promote connection and self-control, including Conscious Discipline Strategies (Example: Feeling buddies, I Love You Rituals, Shubert Books).
- Staff establishes consistent and developmentally appropriate classroom routines and rules with children input.

## Parent Goal

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

*Early Learning Outcomes Framework: Social and Emotional Development Domain: Goal Infants/Toddlers-SE-1;*

*Goal Preschool-SE 1*

*Texas Pre- Kindergarten Guidelines: Social and Emotional Development Domain: Goal I.C.3.*

**Objective:** 80% of all parents will work with their child/children to complete Home Activities.

#### Implementation Strategies

- Staff will send Activities home on Tuesday and Thursday of each week.
- Parents will sign how many minutes spent with child.
- Parents will sign Home Activities Form indicating activity has been completed.

**Justification**  
**Head Start Education**  
**Curriculum, Assessments, Coaching/Mentoring Tool, & Developmental**  
**Screeners**  
**Grant #06CH011282/06**

Date	Description
5/28/2024	CSNT Head Start School Readiness Committee discussed and approved the following curriculums, assessments, and developmental screeners for the new Five-Year Grant Project Period:

**Education Curriculum**

**Frog Street Pre-K** - No change from last year. This is a State Adopted Curriculum as well as a Head Start research-based curriculum. When comparing the costs associated with changing curriculums as well as this curriculum being available for infants through Pre-K, this was the best option for the program. The Curriculum Director is also a Trainer-of-Trainers for this curriculum and this assists with the fidelity of the curriculum.

**Frog Street Threes** - No change from last year. See the statement above.

**Frog Street Toddlers** - No change from last year. See the statement above.

**Frog Street Infants** - No change from last year. See the statement above.

**Developmental Screeners**

**Dial 4 – Speed Dial** – No change from last year. Staff have been trained on implementing this screener, so there will be not costs associated with training staff on a new implementing a new screener. This screener is electronic and the teachers will now be able to screen their students and get their results immediately. Data can be tracked by program, classroom, and student. This developmental screener will be used for Head Start only.

**Ages & Stages (ASQ 3<sup>rd</sup> Edition)** – No change from last year. Staff have been trained on implementing this screener for EHS students, so there will be no costs associated with training staff on a implementing a new screener. This developmental screener will be used for Early Head Start only.

**Student Assessments**

**CLi Engage Pre-K Circle Assessment** - No change from last year. Staff have been trained on implementing this screener, so there will be not costs associated with training staff

on a new implementing a new screener. This screener is developed by the State of Texas and covers all of the Head Start Early Learning Outcomes Framework as well as the State guidelines. There is no cost to the program for using this assessment. It is also the assessment that is used by the Partnership School Districts.

**CLi Engage Three's Circle Assessment** - No change from last year. See statement above.

**CLi Engage Developmental Milestones Assessment** - No change from last year. See statement above.

### **Coaching/Mentoring Tool – Professional Development Suites**

**Coaching Companion** – The new professional development tool for classroom staff will be the Coaching companion. This Professional Development Tool for classroom staff can be used for mentoring and/or coaching. The videos that are part of the learning suites will be used to strengthen best practices in the classrooms and will be used for CLASS mentoring. This new tool is developed by the Office of Head Start and is provided through ECKLC at no cost to the program. This tool will be used with Head Start and Early Head Start Programs.

**All of the curriculums/screeners/assessments/Coaching-Mentoring Tools listed above were approved by the School Readiness Committee**

## Action Plan

### Program Goal:

GOAL ONE: Strengthen Comprehensive Health Services for Head Start children and their families

### Objective No.

1:

There will be a 10% increase in parents obtaining the health requirements for their children.

### Expected Outcome(s):

Parents will ensure that all children are healthy. 75% of parents will obtain all health requirement in year one, 78% in year two, 81% in year three, 83% in year four and 85% in year five.

### Expected Challenges(s):

Obtaining documents from doctor and dental offices

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Family Services will stress at orientation/enrollment the importance of completing the EPDST requirements on their child's yearly physical.	Family Service Staff	Yearly	None
2) Family Service Staff will build a stronger relationship with local doctor's offices.	Family Service Staff/Health Coordinator/ Family Service Coordinator	Yearly	None



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Coordinate with community resources to provide dental clinics.	Health Coordinator	Yearly	None
4) Utilize electronic messaging system to communicate with parents on upcoming dental and health events due.	Family Service Workers/Heath Coordinator/Family Service Coordinator	monthly	\$500
5) Train Family Service Staff on the importance of communicating with local doctor and dental offices.	Family Service Administrator/Health Coordinator	yearly	\$1,500

## Action Plan

### Program Goal:

GOAL ONE: Strengthen Comprehensive Health Services for Head Start children and their families

### Objective No.

2 :

There will be a 5% increase in parents/staff will participate in wellness activities for their children/self

### Expected Outcome(s):

Parents/Staff will ensure prioritize mental wellness 70% parents/staff will participate in wellness activities in year one, 75% in year two, 80% in year three, 85% in year four and 90% in year five.

### Expected Challenges(s):

Parents/staff lack of interest in participation

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Family Services will stress at orientation/enrollment the importance of participation in wellness activities	Family Service Staff	Yearly	None
2) Provide wellness activities at parent meetings and staff meetings	Family Service Administrator/Head Start Director/Human Resources Director/Head Start Program Manager	Monthly	\$1000



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Mental Wellness Activities quarterly for staff	Human Resources Director/Agency Wellness Committee	Yearly	\$2,000
4) Provide coffee/bar at sites	Agency Wellness Committee	Monthly	\$2000
5) Provide space for staff to take a break	Agency Wellness Committee/CSNT Leadership	Monthly	\$2000

## Action Plan

Program Goal:

GOAL TWO: Provide Comprehensive School Readiness Services

Objective No. 1:

There will be a 15% increase in Head Start children's alphabet knowledge.

Expected Outcome(s):

Children will identify letters and make connections between letters, sounds and print. 60% of children will make connections in year one, 63% in year two, 66% in year three, 69% in year four and 72% in year five.

Expected Challenges(s):

Teachers individualizing according to the data in the child assessment system.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Classroom staff will analyze individual child data to drive small group instruction and use CIRCLE activities for language and literacy.	Education Team Campus Directors Lead Teachers	Ongoing	None
2) Classroom staff will utilize the Frog Street curriculum Morning Message for students to have exposure for letter knowledge activities.	Education Team Campus Directors Lead Teachers	Ongoing	None



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Teachers will attend Annual Training to strengthen knowledge in phonological awareness strategies.	Education Team Campus Director Lead Teacher	Annually	\$500.00
4)			
5)			

## Action Plan

### Program Goal:

GOAL TWO: Provide Comprehensive School Readiness Services

### Objective No. <sup>2</sup> :

There will be a 15% increase in Early Head Start children's alphabet knowledge.

### Expected Outcome(s):

Children will identify letters and make connections between letters, sounds and print. 60% of children will make connections in year one, 63% in year two, 66% in year three, 66% in year four and 70% in year five.

### Expected Challenges(s):

Teachers individualizing according to the data in the child assessment system.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Classroom staff will analyze individual child data to drive small group instruction and use CIRCLE activities for language and literacy.	Education Team Campus Directors Lead Teachers	Ongoing	None
2) Classroom staff will utilize Frog Street Curriculum letter knowledge activities throughout the day.	Education Team Campus Directors Lead Teachers	Ongoing	None



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Teachers will attend Annual Training to strengthen knowledge in phonological awareness strategies.	Education Team Campus Director Lead Teacher	Annually	\$500.00
4)			
5)			

## Action Plan

### Program Goal:

GOAL TWO: Provide Comprehensive School Readiness Services

### Objective No. <sup>3</sup>   :

There will be a 15% increase in children's sequence counting.

### Expected Outcome(s):

Children will sequence count to 50. 75% of children will sequence count to 50 in year one, 78% in year two, 81% in year three, 84% in year four and 90% in year five.

### Expected Challenges(s):

Teachers individualizing according to the data in the child assessment system.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Classroom staff will analyze individual child data to drive small group instruction and use CIRCLE activities to develop math concepts.	Education Team Campus Director Teaching Staff	Ongoing	None
2) Classroom staff will utilize a variety of materials for children to count.	Education Team Campus Director Teaching Staff	Ongoing	\$5,000



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Classroom staff will model counting out loud by starting with 1 and counting throughout the day to reach 50.	Education Team Campus Director Teaching Staff	Ongoing	None
4) Classroom staff will use technology in classroom to reinforce counting.	Education Team Campus Director Teaching Staff	Ongoing	\$25,000
5)			

## Action Plan

Program Goal:

GOAL TWO: Provide Comprehensive School Readiness Services

Objective No. <sup>4</sup>\_\_\_:

Head Start will strive for Quality Threshold of 6 in ES and CO and a 3 in IS; EBS, ESL, RC - 6

Expected Outcome(s):

Teachers will implement best practices. ES and CO will maintain a score of 6 and a 3 in IS over five years. EBS, ESL and RC will maintain a 6 score.

Expected Challenges(s):

Staff turnover, Teacher motivation, understanding the CLASS concepts

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) CLASS Overview Training for all new classroom staff.	Education Specialist	Annually	None
2) Campus Directors will observe classrooms once a month using the CLASS Observation Tool.	Campus Directors/ Education Team	Monthly	\$125.00 for recertification for each Campus Director



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Individualize with classroom staff who fall below the Quality Threshold.	EducationTeam Campus Directors	Monthly	None
4) Train teaching staff on the Classroom Organization Domain for improvement.	Education Team	Annually	\$5,000.00
5) Training for Classroom Staff-Lead Teachers, Teacher Assistants, Campus Directors, Head Start Management Staff from the Coaching Companion Platform.	Education Team	Annually	\$3,250

## Action Plan

### Program Goal:

GOAL THREE: Increase Parent Involvement in the Head Start Pogram

### Objective No. 1:

There will be a 20% increase in parent participation in family engagement activities.

### Expected Outcome(s):

Parents will be involved in their children's education. 65% of parents will participate in year one, 70% in year two, 75% in year three, 80% in year four and 85% in year five.

### Expected Challenges(s):

Parents willingness to participate, Parents work schedules

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
1) Head Start parents will participate in Parent Engagement Activities.	Family Service Workers	Yearly	\$5,000
2) Parents will be provided yearly budget training presented by local banks and credit unions.	Family Service Workers	Yearly	None



## Action Plan (Cont'd)

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
3) Family Service Staff will work with parents to schedule Parent Meetings during times when they can attend and will provide training based on the parents needs/wants.	Family Service Workers	Yearly	\$2,025
4) Provide a web based parenting curriculum to track engagement.	Family Service Administrator/Family Service Workers	Yearly	\$2,000
5) Look for new ways to provide parent trainings such as web-based, texting applications, live videos, facebook groups, and a user friendly website.	Family Service Admininistrator	ongoing	\$5,000

**Justification**  
**Head Start Nutrition Operating Manual**  
**Grant #06CH011282/05**

Date	Description
5/28/2024	CSNT Head Start is adding the following to the Nutrition Operating Manual. The additional wording comes from the Nutrition Contracts with School District Partners.

**Additional Wording Added:**

**Meal Time Section:**

2. Children are encouraged to taste all foods but not forced to eat anything. Teachers model appropriate family style behaviors, including tasting all foods. Teacher's plates have to look like the student's plates; they receive the full-balanced meal to be eaten with the children. **No more than two teaching staff should eat with the children.**  
**Teaching staff are not allowed to eat the meal at a later time.**

**Meal Service Section:**

n. Family style meals will be observed with teaching staff eating the same meal as the children. **(No more than two teaching staff should eat with the children).**

**The additional wording in yellow is found in the Nutrition Contract and has been added to the Nutrition Operating Manual.**

**Justification**  
**Head Start Education Operating Manual**  
**Grant #06CH011282/05**

Date	Description
5/28/2024	CSNT Head Start is updating the Professional Development Assessment (Classroom Assessment Scoring System) section found in the Education Operating Manual. The update will include the following:

**Update:**

1. The CLASS Specialist Title has been changed to **Education Specialist**
2. Added the following wording for **video observations** – “These observations can be scored in-person or videoed and scored at a later date. After videos are used for scoring and mentoring, they will be deleted. No videos will be kept longer than one school year unless otherwise authorized.”
3. The wording “Teachstone Platform” was changed to “**Child Plus Database System.**”
4. Added the following wording “**Coaching Companion Videos**” to the information guiding Professional Development.

**The wording in yellow is found in the Education Operating Manual.**



## 405 Employment Termination

Effective Date: 9/1/2003

Revision Date: ~~12/28/16~~ 5/28/2024

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.

Community Services of Northeast Texas, Inc. (CSNT) will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CSNT, or return of CSNT-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

The Governing Board of Directors approves the employment termination of the Executive Director, Head Start Director, Human Resources Director, Finance Director 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 employment terminations of said key staff by the Governing Board of Directors.

***Supervisors will make a recommendation for termination to the Executive Director. A 909 Task Plan Form will be completed for performance issues before termination unless immediate termination is necessary.***

The sole and ultimate responsibility and authority for the termination of staff employment lies with the Executive Director, subject to additional approvals by the Governing Board of Directors and Policy Council for the Head Start Director, Human Resources Director, Finance Director or any other person in an equivalent position with the Agency or ratifications as prescribed by law.

Policy Council provides input and approves Personnel Policies and Procedures *[Pursuant to Head Start Performance Standard 1301.3(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 terminate employment, as the final step of the involuntary termination 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 involuntary employment termination of persons paid primarily with Head Start funds.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid (refer to Policy 380). Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

In the best interest of CSNT, the Executive Director reserves the right to ban any terminating employee from any and/or all properties occupied by CSNT. If the decision is made to restrict access to this terminating employee, a written notice will be delivered to said terminating employee.

## 522 Workplace Violence Prevention

Effective Date: 9/1/2003

Revision Date: ~~9/4/2003~~ 5/28/2024

Community Services is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Community Services has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Community Services. ***Clients, vendors or other member of the public are also expected to treat employees with courtesy and respect at all times.***

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the proper authorities and your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, ***clients***, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported to the proper authorities and a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Community Services will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Community Services may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Community Services encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. Community Services is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

PUBLICATION	<b>CSNT</b>
<b>5001</b>	Revised
	5/28/2023

Originally Issued: October 20, 2008

## **POLICY CLARIFICATION**

Policy 705 restricts employees from displaying vulgar or political tattoos or certain body art during work hours or at Community Services ' functions.

There is no prohibition of an employee having tattoos or body piercings, but in the workplace there is a limitation as to what may be visible.

**Tattoos** - Tattoos do not require defining at this time except to say that both permanent and temporary tattoos are covered by this policy.

**Body art** - Body art, with respect to body piercing, is defined as follows:

- pierced earrings are allowed
  - Guidelines:
    - + no more than two pair of earrings should be worn at the same time
    - + earrings should not dangle more than 1 and ½ inches from the piercing
- ear cuffs are not allowed
- clip-on earrings are not allowed in food-preparation areas
- ~~no other facial piercing is allowed to be visible~~ **only one stud is allowed in the nose, but no nose rings.**
- no other body piercing is allowed to be visible

Body art, with respect to jewelry, is defined as follows:

- necklaces, bracelets, rings, wristwatches, ankle bracelets are allowed
  - Guidelines:
    - + no more than two necklaces should be worn
    - + necklaces should not be long enough to create a hazard
    - + rings should be limited to a total of three , with no more than two on one hand (nestled wedding sets count as one ring)
    - + rings should be close-fitting enough as to not cause a hazardous situation
    - + kitchen staff must follow health code rules regarding rings in the kitchen
    - + bracelets should not be of the dangling kind and should be close-fitting (no charm bracelets in classrooms or during food service or preparation)
    - + wristwatches should be close-fitting enough as to not cause a hazard
    - + ankle bracelets should be close-fitting enough as to not cause a hazard
    - + bracelets which connect to rings via chain or other connection are not allowed

**Scrubs** - Scrubs may be worn by kitchen staff, custodian staff, or maintenance staff, but may not be worn by Lead Teachers, Teacher Assistants, or other personnel who primarily work in classrooms.

**Jeans** - Jeans may be worn as long as a clean marked top or nice unmarked shirt is worn with them. Slightly distressed jeans are allowed only if there are no holes where skin is visible . (On Fridays, jeans may be worn; a marked top is not required) A marked top is defined as an acceptable shirt with screen printing or embroidery that displays one of the following:

- + CSNT logo + Head Start logo + Community Action Partnership logo

Jeans may not be worn on home visits or during ARD meetings. Professional attire should be worn during meetings with the general community outside the center, but jeans and a marked top can be worn during informal meetings in certain situations, especially when such meetings are brief, occur during the work day, and do not place the employee in the position of presenting the agency's initial first impression to a new vendor, contractor, partner, or community leader.

Maintenance staff may wear jeans in the normal course of their work day. While not required, it is suggested that a marked shirt be worn with jeans. The preferred shirt is a denim or maintenance shirt with a CSNT logo and a pocket. This type of shirt provides the safest work environment.

Maintenance staff, meal delivery drivers, and any employees involved in outdoor labor such as mowing or facilities maintenance are allowed to wear a ball cap. The preferred cap is the CSNT ball cap.

**Leggings/tights** - Leggings/tights can only be worn with a top that is long enough to completely cover your abdomen and rear. Tops that have long backs and short front are a/so not appropriate with leggings/spandex tights.

**Shirts** - Shirts must cover the employee's midriff at all times. This should not require any further clarification, and there are no exceptions. Low-cut or inappropriate shirts are not allowed at any time.

**Shorts** - Shorts may not be worn at any time. The test for shorts is whether or not an employee's knees are visible. The employee's knees should be covered at all times. Capri pants that completely extend beyond the knee are allowed.

**Shoes** - Close-toed shoes are required in centers with kitchens. The logic behind this requirement is to protect the employee's feet against injury should something be dropped or spilled. Shoes with webbing or netting do not meet this requirement.

When in a kitchen, an employee must wear shoes that have closed toes and a closed heel. This is to keep the shoe from slipping off the foot. A heel strap does not meet this requirement.

**Hair nets** - Hair nets must be worn in kitchens and must completely envelope all hair.

**Gloves** - Gloves must be worn when handling food, and must be changed when moving from food preparation to food service. Also, employees must follow health codes with respect to glove usage.

**After-hours wearing of marked clothing** - Employees are encouraged to wear marked clothing during their off-duty hours. It is important to remember, however, that policies require all CSNT employees to maintain a positive image in the community. An employee's conduct while wearing CSNT markings is a reflection on the agency and should always be positive in nature.



Community Services of Northeast Texas, Inc. Head Start  
CIRCLE Assessment – Wave 3    2023-2024



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

<b>Total Students Participating:</b>	<b>434</b>
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**Students Age**

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

<b>White:</b> <b>28%</b>	<b>Black/African American:</b> <b>55%</b>	<b>Hispanic:</b> <b>7%</b>
	<b>Multiracial:</b> <b>10%</b>	<b>Not Specified:</b> <b>0%</b>

**Language\***

<b>English:</b> <b>93%</b>	<b>Spanish</b> <b>7%</b>	<b>Unknown:</b> <b>0%</b>
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**Disabilities**

<b>Yes:</b>	<b>10%</b>	<b>No:</b>	<b>90%</b>
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# **CSNT Head Start – CIRCLE Assessment**

## **On-Track Comparison Data 2023-2024**

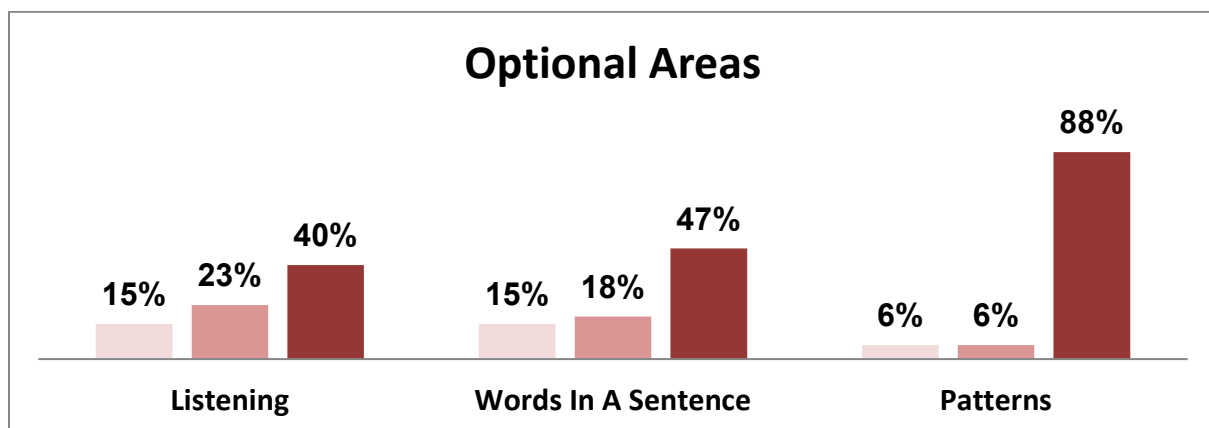
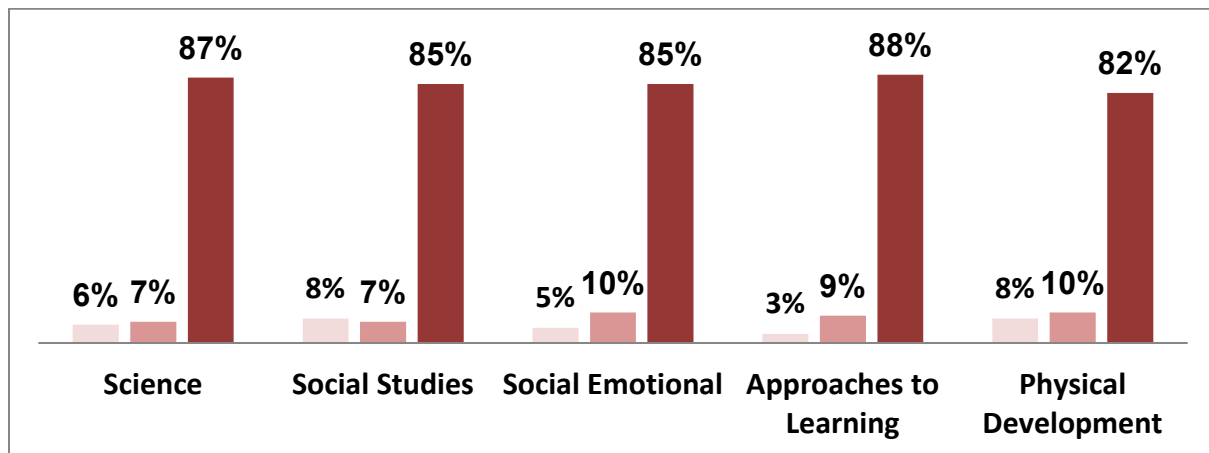
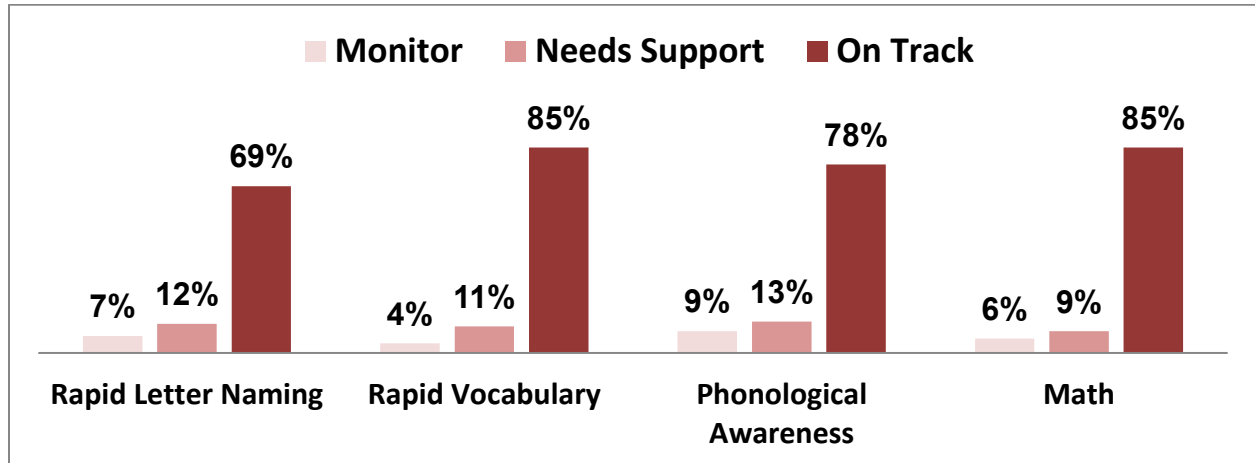
	Wave 1	Wave 2	Wave 3
<b>Rapid Letter Naming</b>	<b>32%</b>	<b>53%</b>	<b>69%</b>
<b>Rapid Vocabulary</b>	<b>68%</b>	<b>84%</b>	<b>85%</b>
<b>Phonological Awareness</b>	<b>75%</b>	<b>74%</b>	<b>78%</b>
<b>Math</b>	<b>82%</b>	<b>81%</b>	<b>85%</b>
<b>Science</b>	<b>84%</b>	<b>87%</b>	<b>87%</b>
<b>Social Studies</b>	<b>84%</b>	<b>88%</b>	<b>85%</b>
<b>Social Emotional</b>	<b>93%</b>	<b>88%</b>	<b>85%</b>
<b>Approaches to Learning</b>	<b>86%</b>	<b>88%</b>	<b>88%</b>
<b>Physical Development</b>	<b>88%</b>	<b>80%</b>	<b>82%</b>
<b>Listening</b>	<b>16%</b>	<b>29%</b>	<b>40%</b>
<b>Words In a Sentence</b>	<b>18%</b>	<b>34%</b>	<b>47%</b>
<b>Patterns</b>	<b>85%</b>	<b>84%</b>	<b>88%</b>
<b>Total Students Tested</b>	<b>456</b>	<b>451</b>	<b>434</b>

Listening, Words in a Sentence and Patterns are Optional areas

# CSNT Head Start

## CIRCLE Assessment 2023-2024

### Wave 3 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 12%, Listening 22%, and Words in a Sentence 20%.

# **CSNT Head Start – CIRCLE Assessment**

## **Wave 3 Age Comparison Data 2023-2024**

	3-Year-Old	4-Year-Old
Rapid Letter Naming	64%	75%
Rapid Vocabulary	92%	78%
Phonological Awareness	82%	75%
Math	88%	81%
Science	88%	85%
Social Studies	85%	86%
Social Emotional	90%	78%
Approaches to Learning	94%	81%
Physical Development	83%	79%
Listening	28%	54%
Words in a Sentence	31%	64%
Patterns	88%	87%
Total Students Tested	214	220

Percentage based on “On Target”

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

# CSNT Head Start – CIRCLE Assessment

## Wave 3 Race Comparison Data 2023-2024

	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	51%	77%	58%	63%
Rapid Vocabulary	82%	85%	71%	80%
Phonological Awareness	71%	78%	79%	80%
Math	75%	91%	83%	89%
Science	89%	90%	96%	98%
Social Studies	89%	90%	83%	80%
Social Emotional	82%	76%	96%	98%
Approaches to Learning	84%	86%	92%	96%
Physical Development	91%	83%	71%	87%
Listening	44%	49%	21%	30%
Words in a Sentence	48%	67%	46%	48%
Patterns	78%	92%	92%	89%
Total Students Tested	121	239	29	45

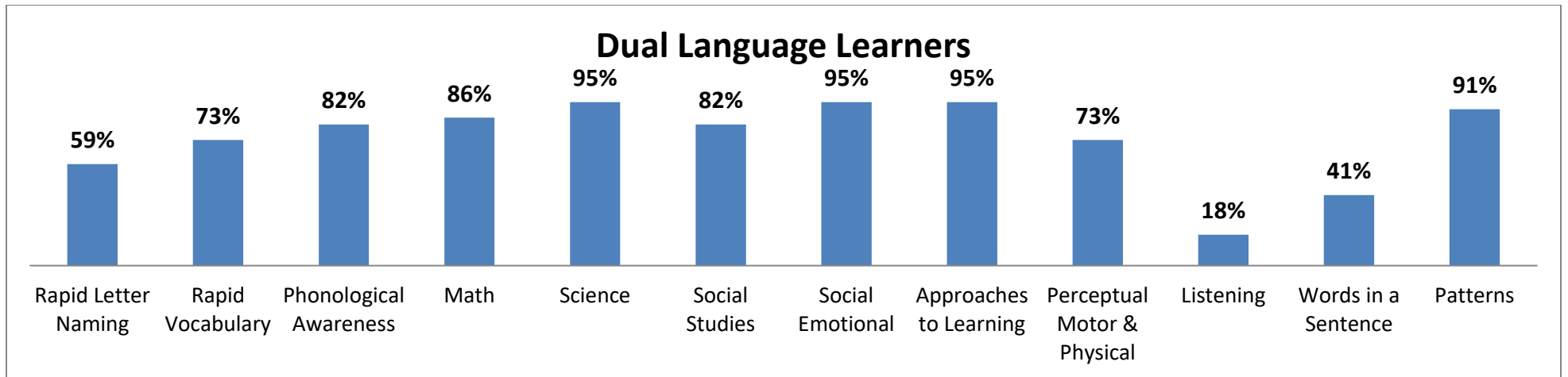
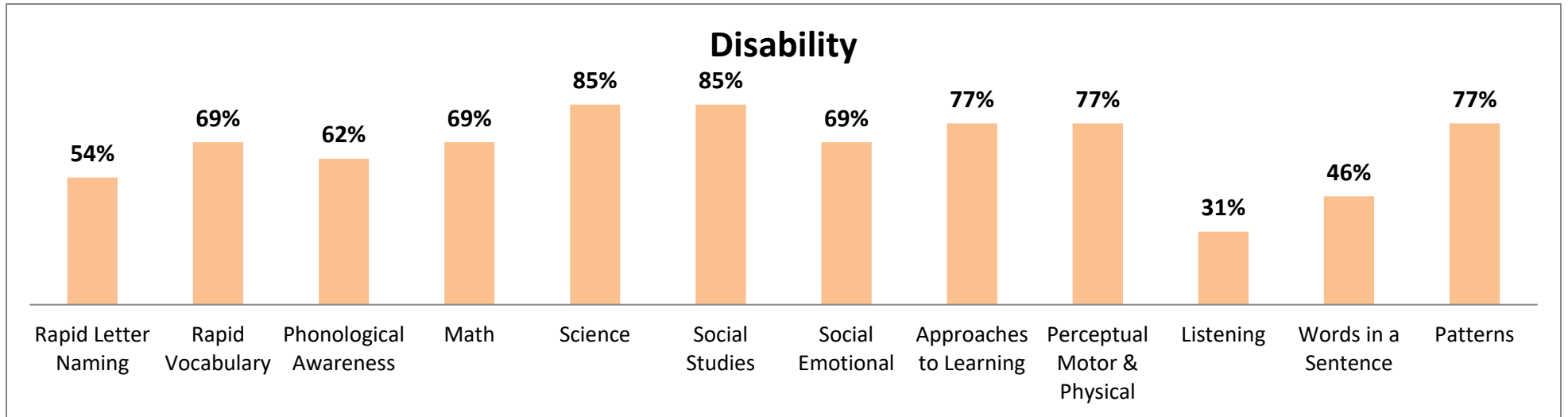
Percentage based on “On Target”

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



# CSNT Head Start – CIRCLE Assessment

## Wave 3 2023-2024



Percentage based on "On Target"

Early Head Start CIRCLE Assessment 2023-2024 Wave 3



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

Total Students Participating: <b>No Infants Data for Wave 3</b>	<b>0 – Infants</b> <b>12-18 Months</b>
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Gender

Male: 0%	Female: 0%
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Race

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

Language

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

Yes: 0%	No: 0%
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Early Head Start CIRCLE Assessment 2023-2024 Wave 3



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

Total Students Participating:	2 – Toddlers 18- 24 Months
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Gender

Male:	50%	Female:	50%
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Race

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

Language

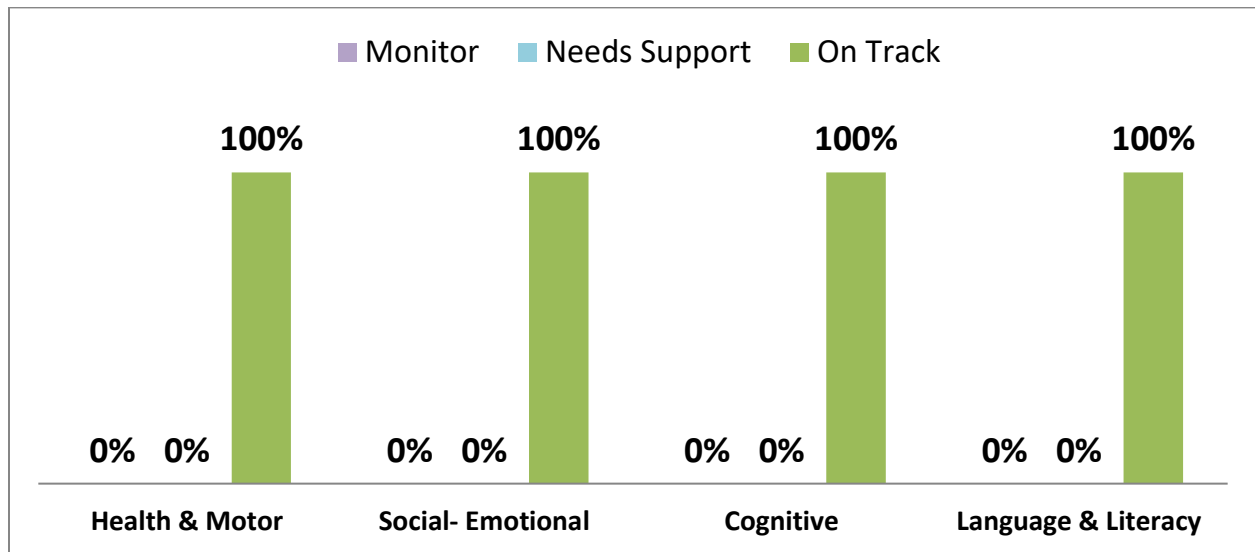
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

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

## Wave 3 - Toddlers



**No Disability Data for Toddlers**

**No Dual Language Learners**

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

Percentage based on “On Target” for Race

Early Head Start CIRCLE Assessment 2023-2024 Wave 3



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

Total Students Participating:	14– Pre-School Entry 2-3 Years
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Gender

Male:	57%	Female:	43%
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Race

White: 21%	Black/African American: 58%	Hispanic: 14%
	Multiracial: 7%	Not Specified: 0%

Language

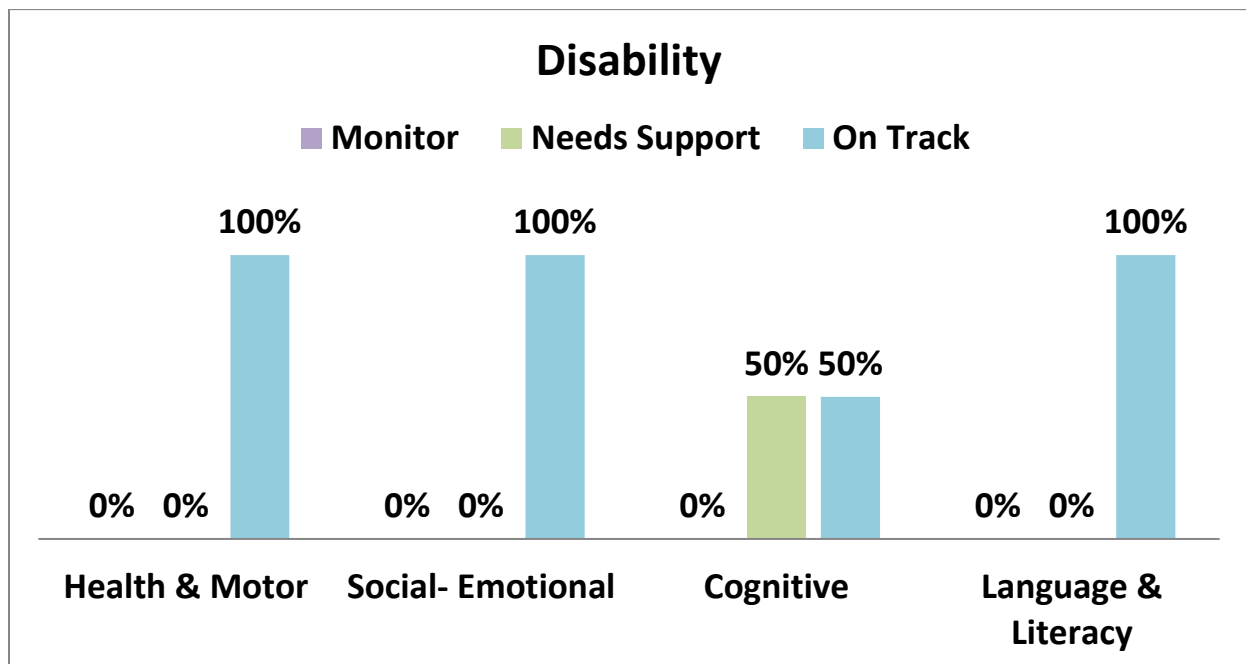
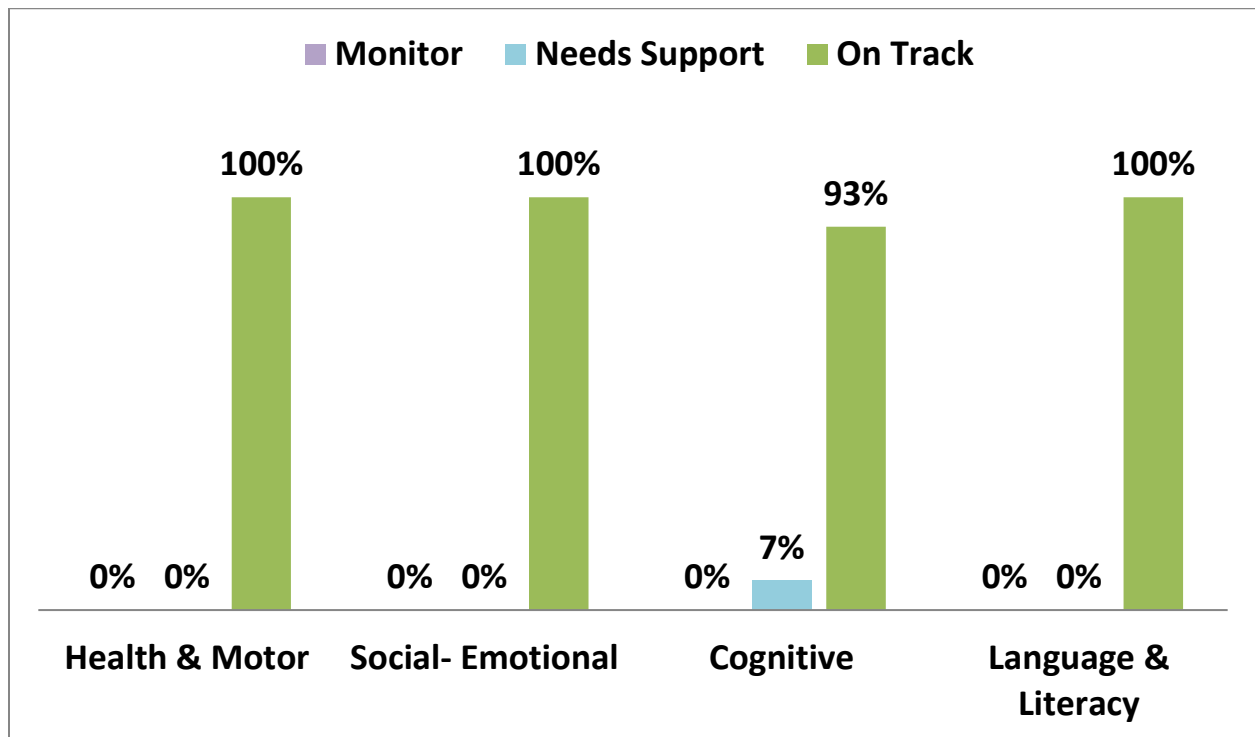
English: 86%	Spanish 14%	Unknown: 0%
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Disabilities

Yes: 14%	No: 86%
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# CSNT Early Head Start – CIRCLE Assessment 2023-2024

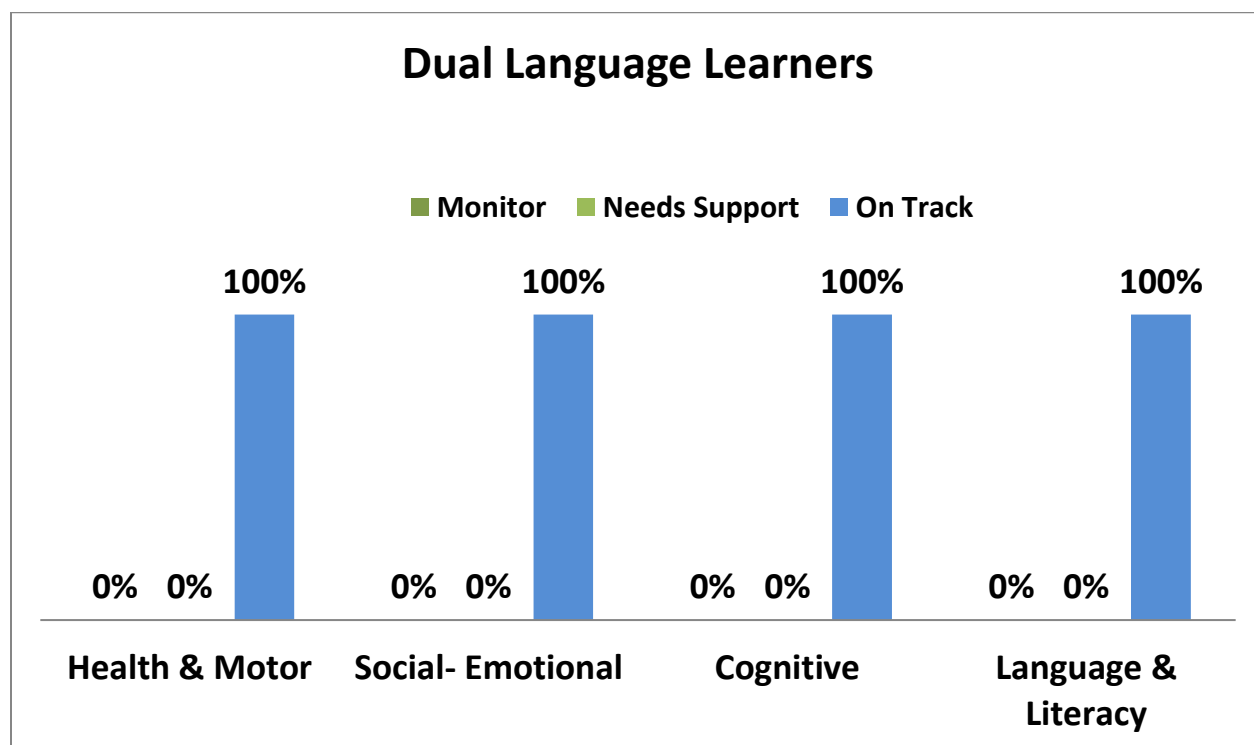
## Wave 3 – Pre School Entry





# CSNT Early Head Start – CIRCLE Assessment 2023-2024

## Wave 3 – Pre School Entry



Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	100%	100%
Social - Emotional	100%	100%	100%	100%
Cognitive	100%	88%	100%	100%
Language & Literacy	100%	100%	100%	100%
Total Students Tested	3	8	2	1

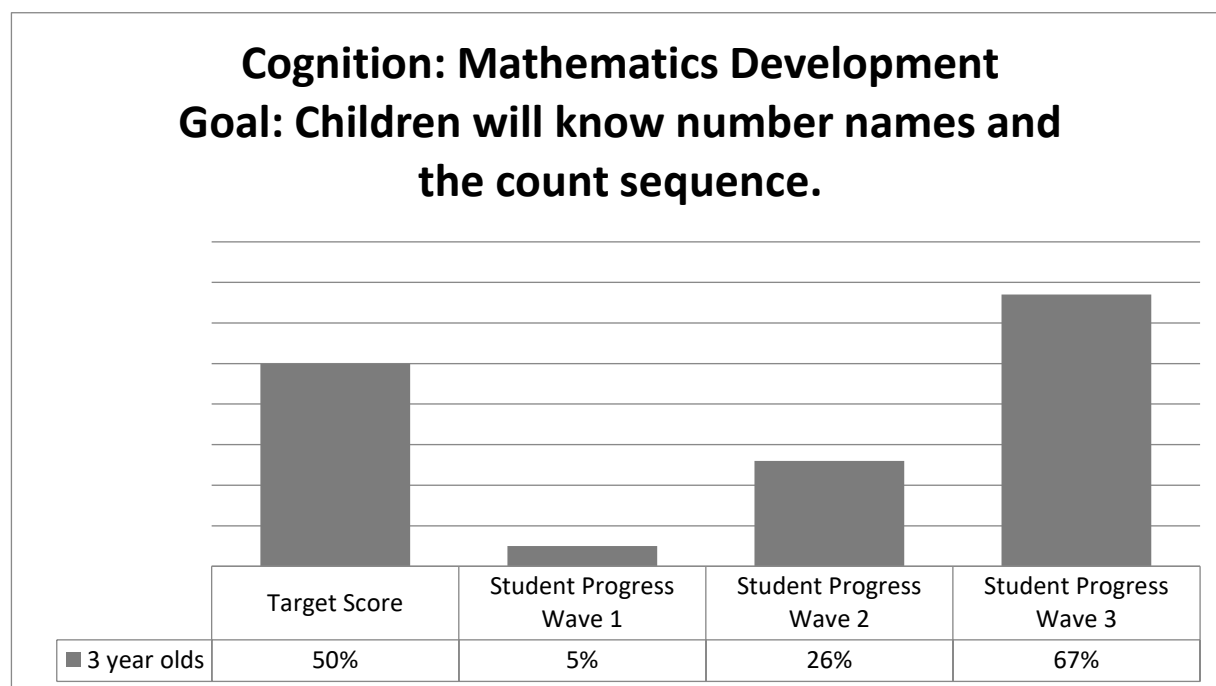
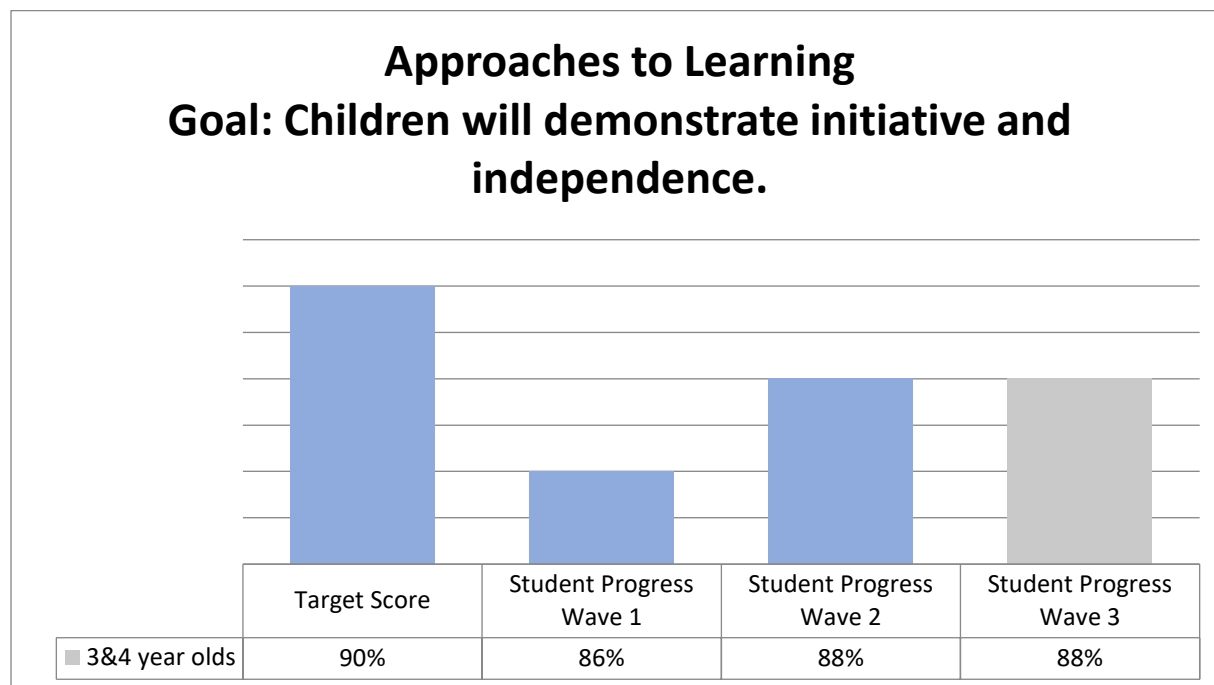
Percentage based on “On Target” for Race

# **CSNT Head Start**

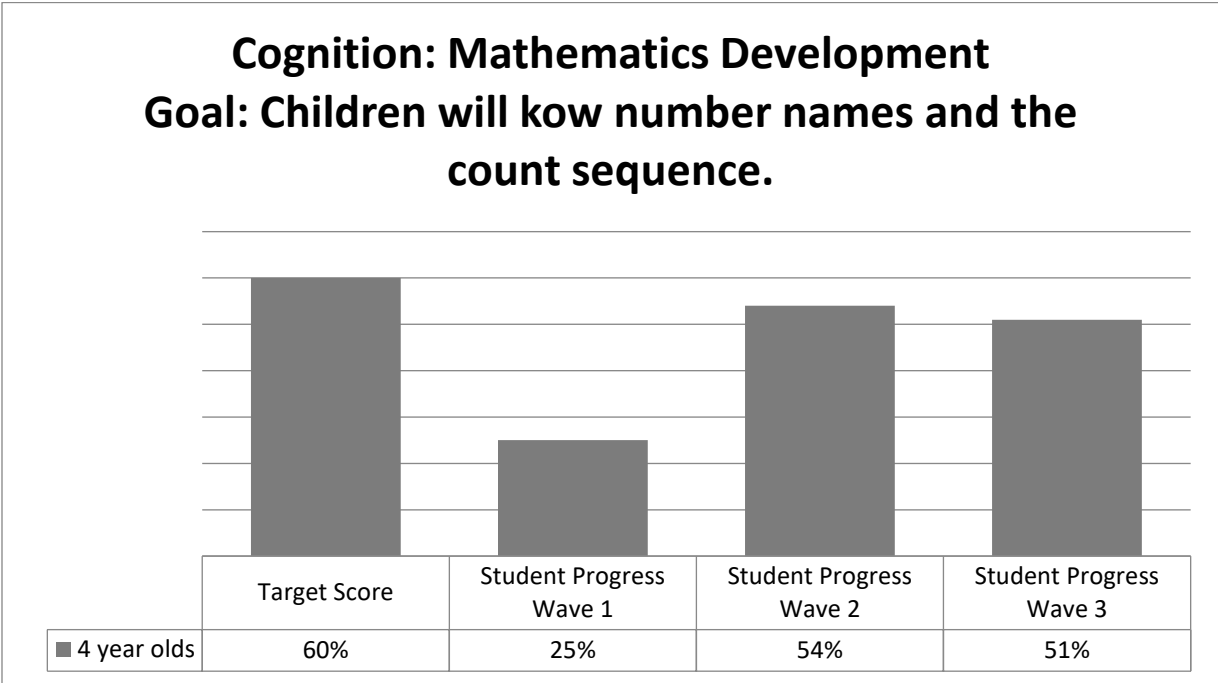
## **School Readiness Performance Data Report**

### **Head Start**

### **2023-2024**



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



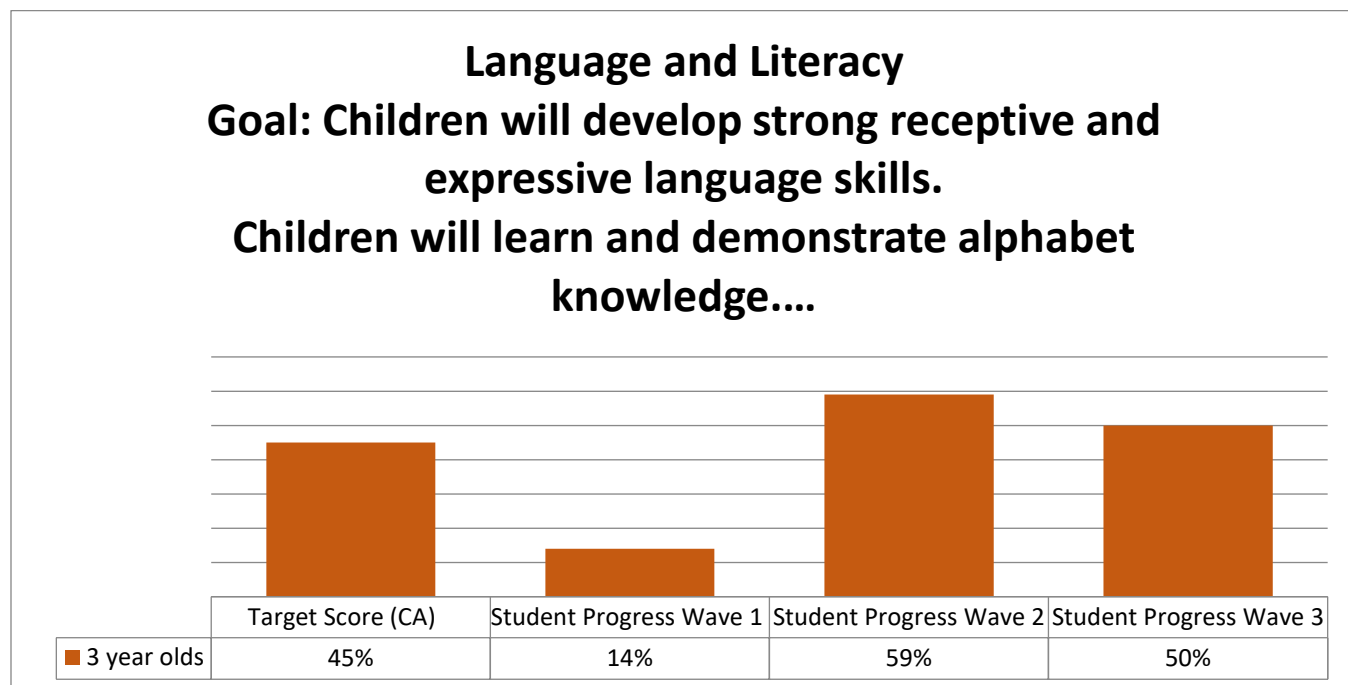
*Percentages are based on actual data from Frog Street/Circle Assessment.*

# **CSNT Head Start**

## **School Readiness Performance Data Report**

### **Head Start**

### **2023-2024**





# **CSNT Head Start**

## **School Readiness Performance Data Report**

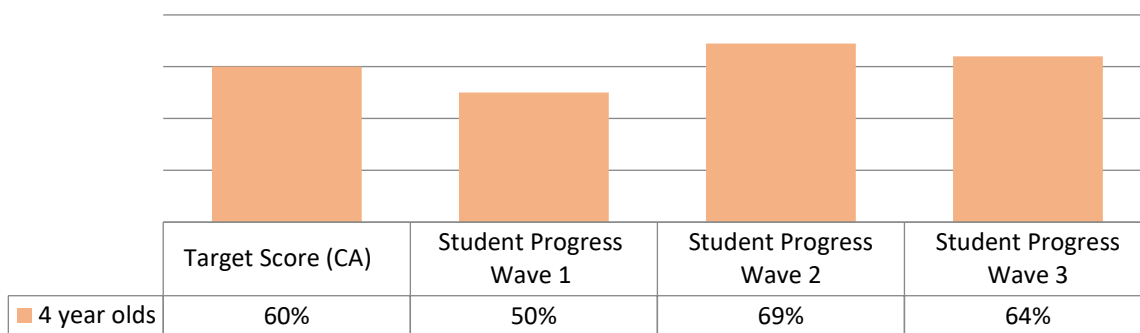
### **Head Start**

### **2023-2024**

#### **Language and Literacy**

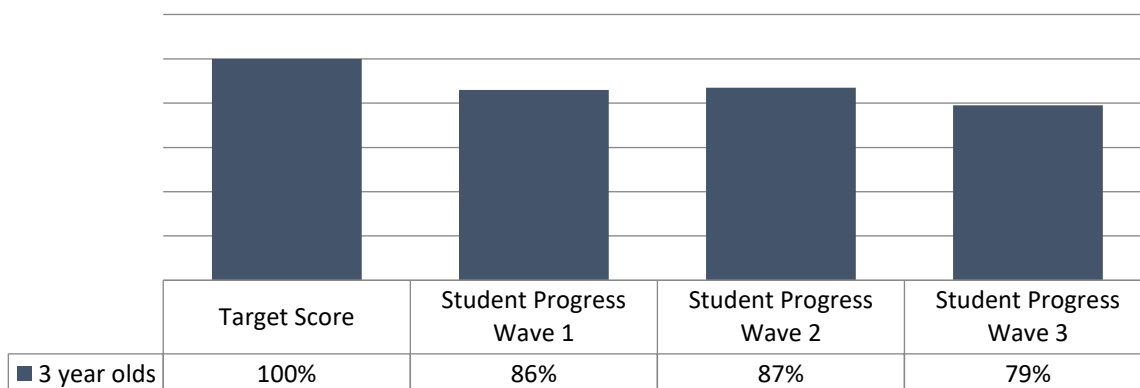
**Goal: Children will develop strong receptive and expressive language skills.**

**Children will learn and demonstrate alphabet knowledge.**



#### **Perceptual, Motor, and Physical Development**

**Goal: Children will demonstrate control of large and small muscles for movement, coordination and balance.**



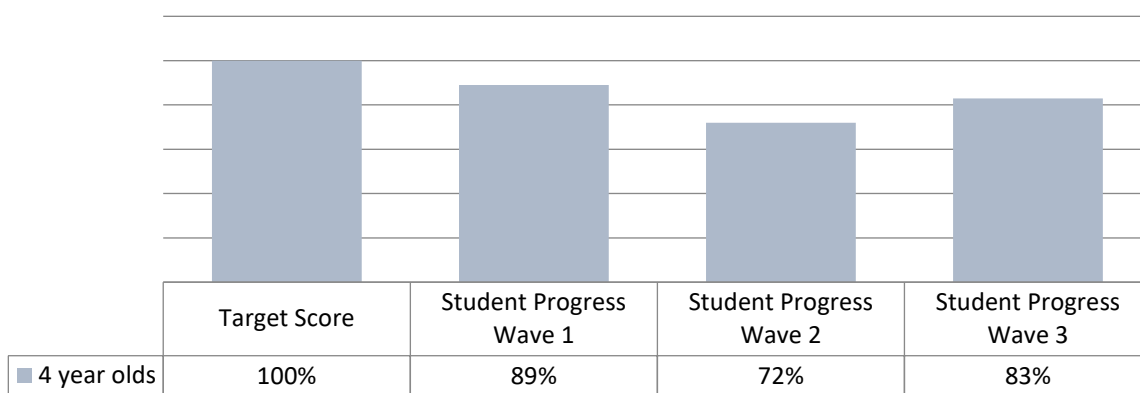
# **CSNT Head Start**

## **School Readiness Performance Data Report**

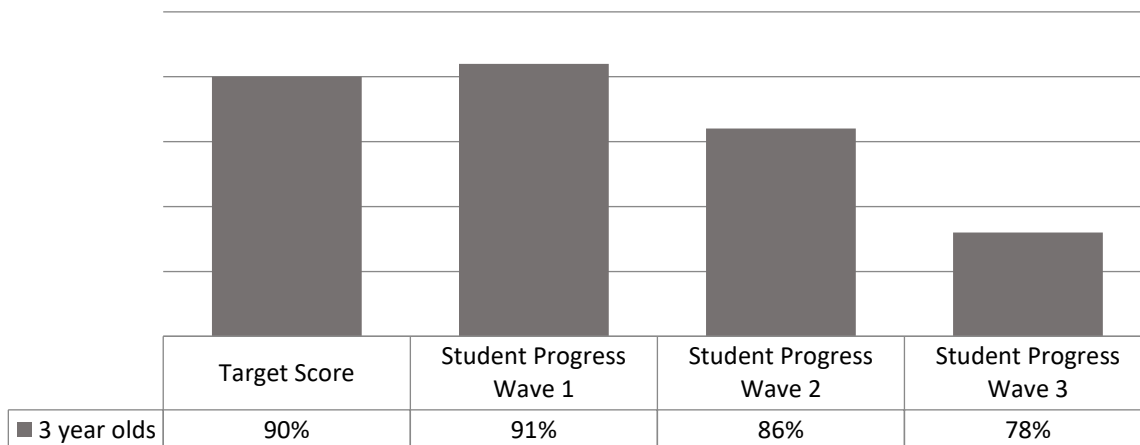
### **Head Start**

### **2023-2024**

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



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

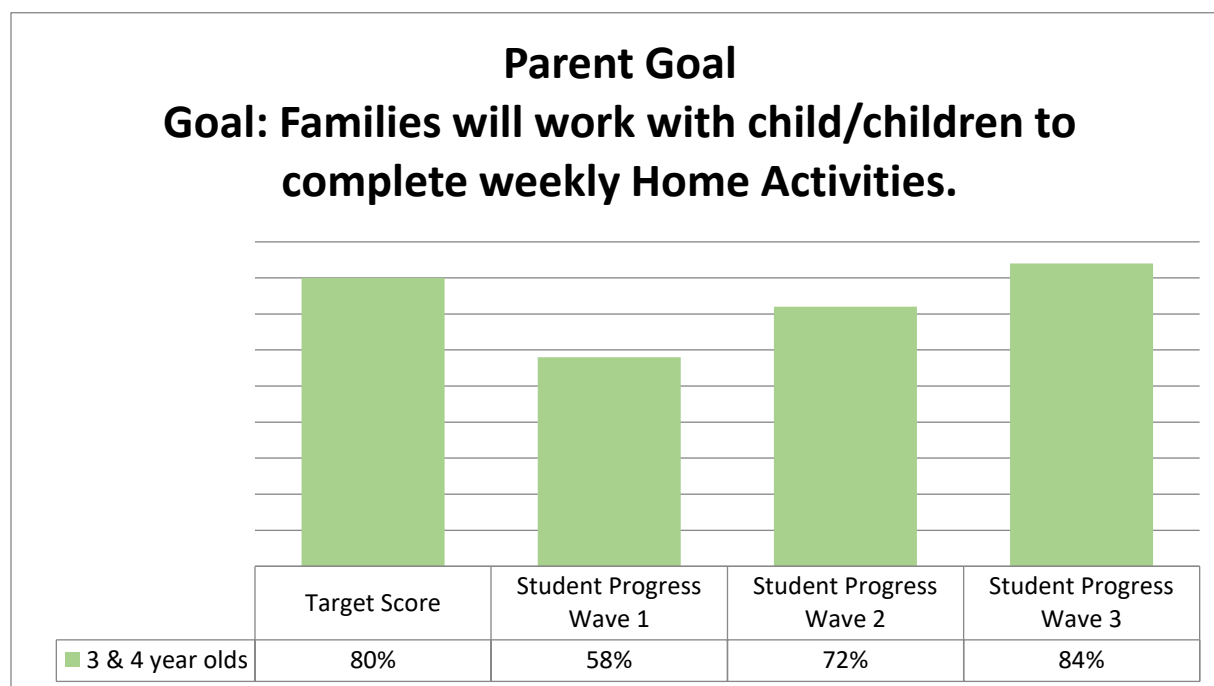
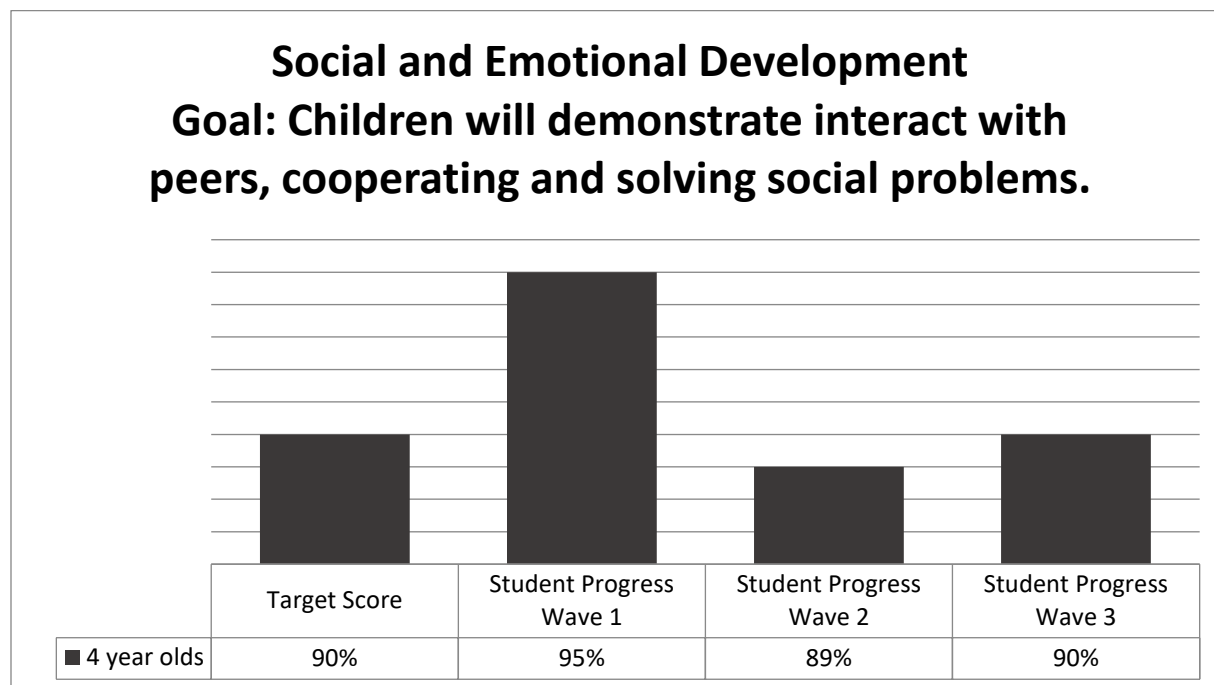


# **CSNT Head Start**

## **School Readiness Performance Data Report**

### **Head Start**

### **2023-2024**



# **CSNT Head Start**

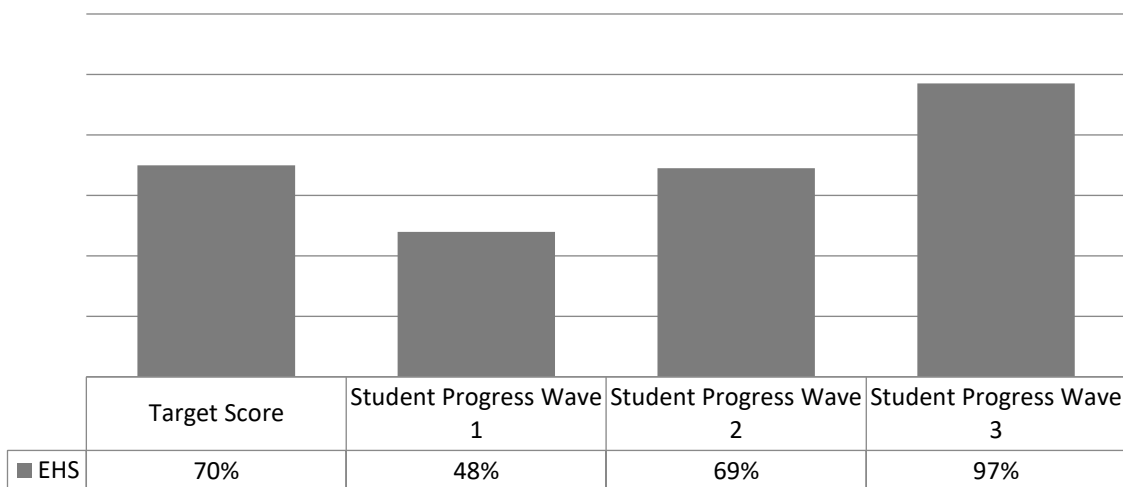
## **School Readiness Performance Data Report**

### **Early Head Start**

### **2023-2024**

#### **Cognition: Mathematics Development**

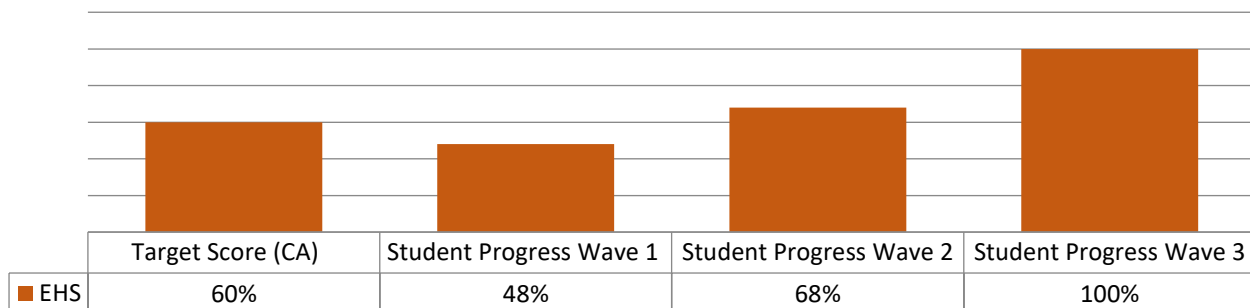
**Goal: Children will know number names.**



#### **Language and Literacy**

**Goal: Children will develop strong receptive and expressive language skills.**

**Children will learn and demonstrate alphabet knowledge....**





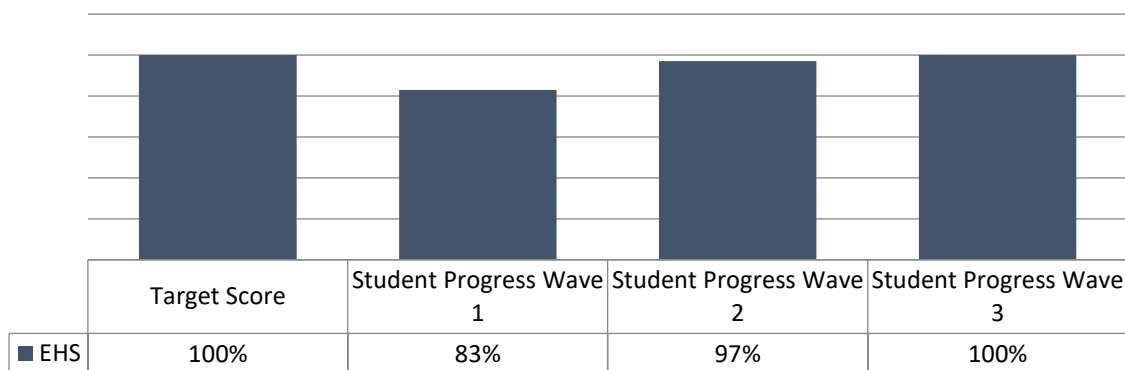
# **CSNT Head Start**

## **School Readiness Performance Data Report**

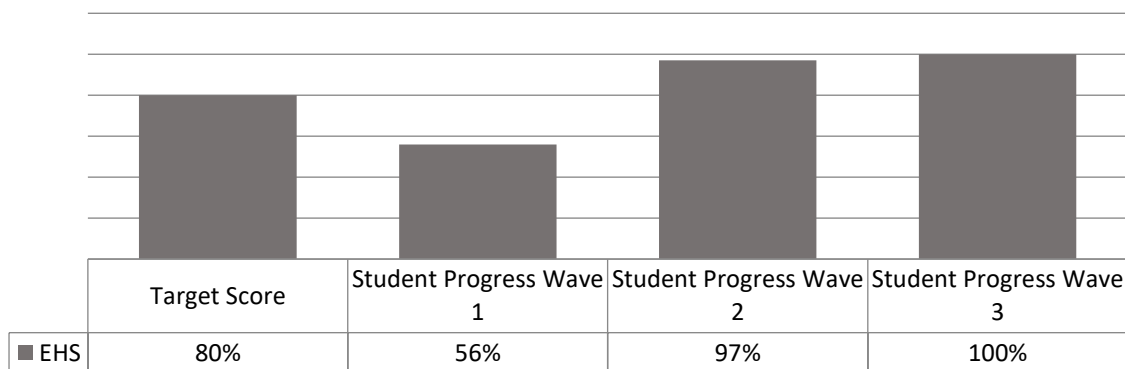
### **Early Head Start**

### **2023-2024**

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



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

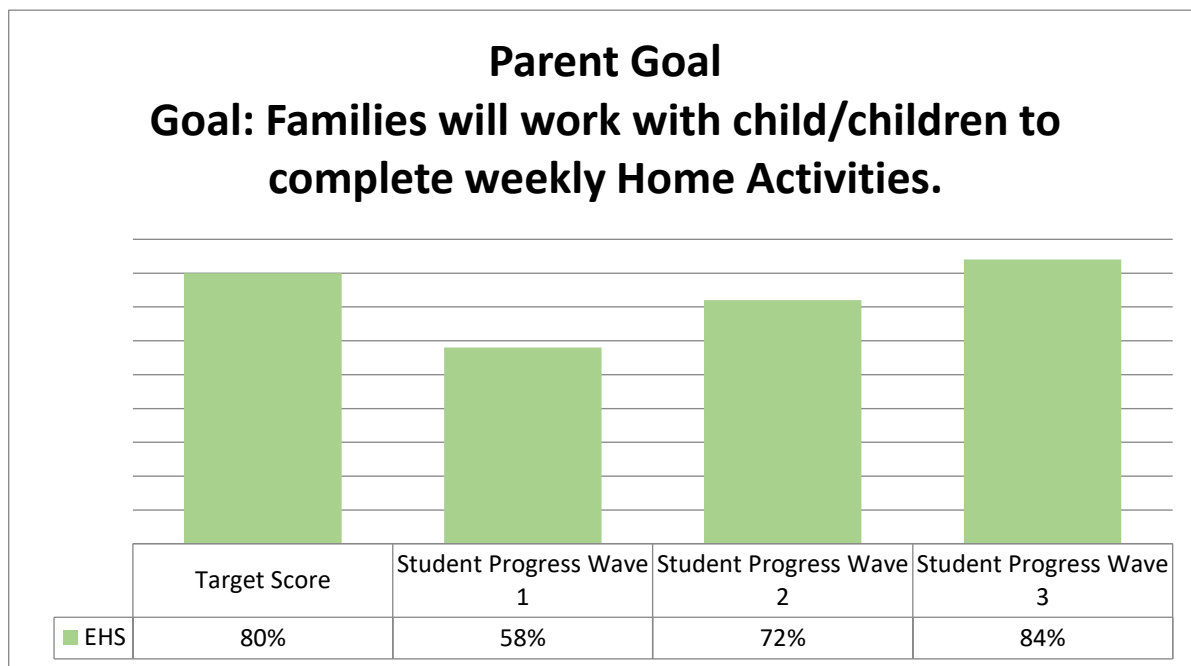


# CSNT Head Start

## School Readiness Performance Data Report

### Early Head Start

#### 2023-2024



# 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. **70%**

**Action Steps:**

1. 87% compliance of all EPTSD physical requirements. **77%**
2. 92% Compliance on initial physicals. **87%**
3. 85% Compliance on all six month dentals. **48%**
4. 85% compliance on lead and hemoglobin. **66%**

**2. Goal:** Parents will increase family engagement skills.

**Objective:** 80% of Parents will participate in Family Engagement Activities. **62%**

**Action Steps:**

1. 40% Parent Meeting Attendance **33%**
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. **84%**

**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. **80%**

**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 2023-2024 Program Goals Progress Report

<b>Program Goal 1:</b> Strengthen comprehensive Health Services within the program.					
<b>Year Five Objective One Outcome:</b> 87% of parents will obtain (EPDST) health requirements for their children					
Fall Progress	71%	Winter Progress	81%	Spring Progress	77%
<b>Program Goal 1 Challenges:</b> Parents understanding the importance of completing health steps					

<b>Program Goal 1:</b> Strengthen comprehensive Health Services within the program.					
<b>Year Five Objective Two Outcome:</b> 90% of parents/staff will participate in wellness activities					
Fall Progress	77%	Winter Progress	68%	Spring Progress	78%
<b>Program Goal 1 Challenges:</b> Parents/staff feeling connected to the activities offered					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Five Objective One Outcome:</b> 70% of Head Start children will name upper and lowercase letters					
Fall Progress	32%	Winter Progress	64%	Spring Progress	69%
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Five Objective Two Outcome:</b> 75% of children will sequence count to 50					
Fall Progress	15%	Winter Progress	40%	Spring Progress	54%
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					



<b>Program Goal 2:</b> Provide Comprehensive School Readiness.					
<b>Year Five Objective Three Outcome:</b> <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 6.33 CO 6.11 IS 5.34 EB 6.4 EL 6 RC 6.44
<b>Program Goal 2 Challenges:</b> Staff turnover, Teacher motivation, lack of understanding concepts					

<b>Program Goal 2:</b> Provide Comprehensive School Readiness					
<b>Year Five Objective Four Outcome:</b> 85% of Early Head Start children will demonstrate interactions with their peers					
Fall Progress	56%	Winter Progress	97%	Spring Progress	100%
<b>Program Goal 2 Challenges:</b> Teachers individualizing according to the data in the child assessment system					

<b>Program Goal 3:</b> Increase Parent Involvement in the Head Start Program					
<b>Year Five Objective One Outcome:</b> 70% of parents will be involved in their child's education					
Fall Progress	56%	Winter Progress	62%	Spring Progress	84%
<b>Program Goal 3 Challenges:</b> Parent's ability to participate in activities due to other commitments such as work or family responsibilities					

# CSNT CLASS Program Scores-Head Start **Spring 2023** Vs. **Spring 2024**

## Pre-K-CLASS Averages

5/22/2024  
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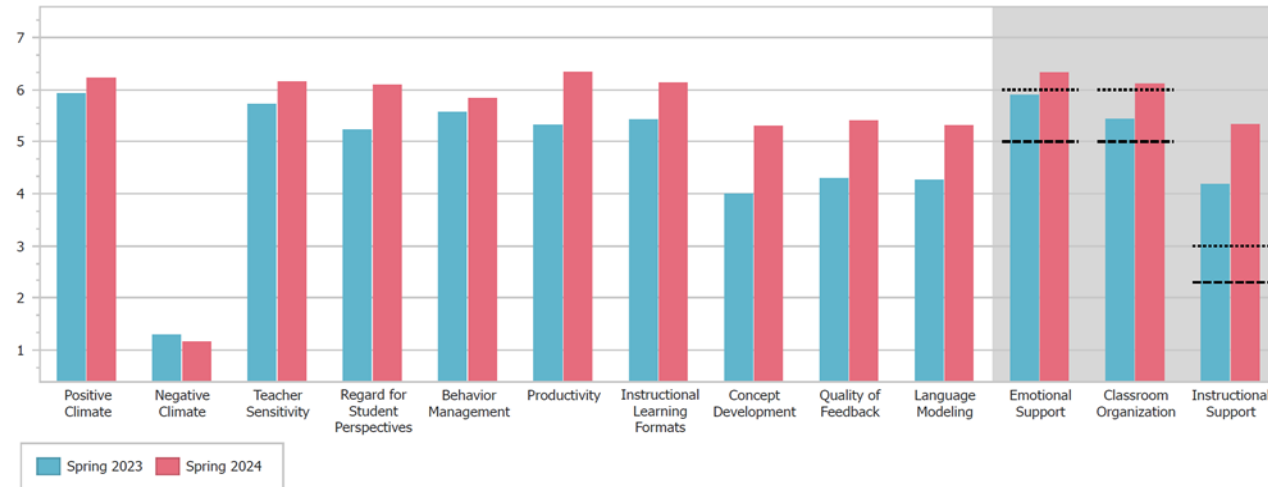


Community Services Of Northeast Tex  
5630 - Pre-K CLASS® Average Score Charts  
Observation Periods: Spring 2024, Spring 2023

Page 1 of 1  
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Community Services Of Northeast Tex

Quality Thresholds .....  
Re-competition Level - - - -



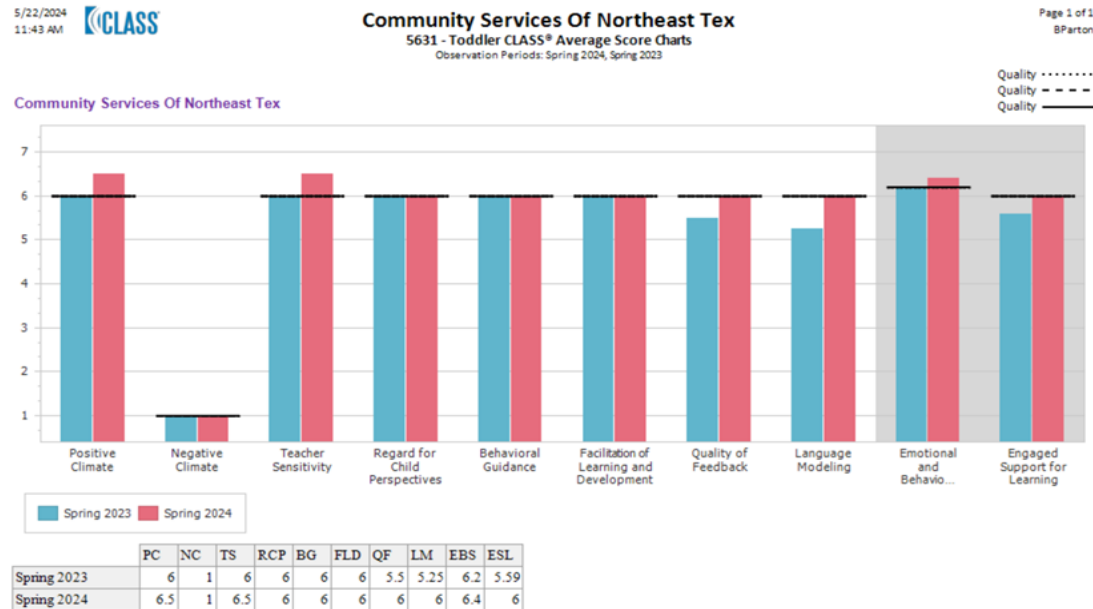
	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
Spring 2023	5.93	1.3	5.73	5.23	5.57	5.33	5.43	4	4.3	4.27	5.9	5.44	4.19
Spring 2024	6.23	1.16	6.16	6.09	5.84	6.34	6.14	5.3	5.41	5.32	6.33	6.11	5.34

Competitive Thresholds	Quality Thresholds	CSNT CLASS Scores Spring 2023	CSNT CLASS Scores Spring 2024
<b>Emotional Support-5</b>	<b>Emotional Support-6</b>	<b>Emotional Support-5.9</b>	<b>Emotional Support 6.33</b>
<b>Classroom Organization-5</b>	<b>Classroom Organization-6</b>	<b>Classroom Organization-5.44</b>	<b>Classroom Organization 6.11</b>
<b>Instructional Support-2.3</b>	<b>Instructional Support-3</b>	<b>Instructional Support-4.19</b>	<b>Instructional Support 5.34</b>

\***Spring 2024**-Out of the 22 classrooms, we had 1 Teaching Assistant taking on the duties of the Lead Teacher.

# CSNT CLASS Program Scores **Spring 2023** Vs. **Spring 2024**

## Early Head Start Averages-Toddlers



Quality Thresholds	CSNT CLASS Scores Spring 2023	CSNT CLASS Scores Spring 2024
<b>Emotional and Behavioral Support 6.00</b>	<b>Emotional and Behavioral Support 6.20</b>	<b>Emotional and Behavioral Support 6.40</b>
<b>Engaged Support for Learning 6.00</b>	<b>Engaged Support for Learning 5.59</b>	<b>Engaged Support for Learning 6.00</b>

\***Spring 2024**-We had 1 new teacher in the classroom that was not observed.

# CSNT CLASS Program Scores **Spring 2023** Vs. **Spring 2024**

## Early Head Start Averages-Infants

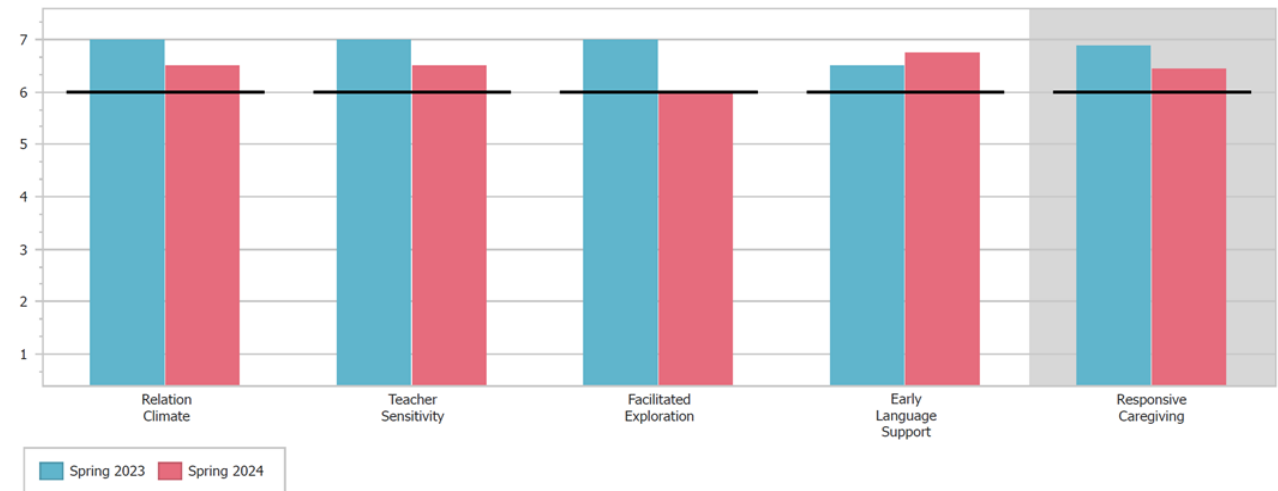
5/22/2024  
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Community Services Of Northeast Tex  
5632 - Infant CLASS® Average Score Charts  
Observation Periods: Spring 2024, Spring 2023

Page 1 of 1  
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Community Services Of Northeast Tex



	RC	TS	FE	ELS	RCG
Spring 2023	7	7	7	6.5	6.88
Spring 2024	6.5	6.5	6	6.75	6.44

Quality Thresholds	CSNT CLASS Scores Spring 2023	CSNT CLASS Scores Spring 2024
Responsive Caregiving 6.00	Responsive Caregiving <b>6.88</b>	Responsive Caregiving <b>6.44</b>