

ANNUAL REPORT

For audited information as of 9-30-2021



Our Vision

Our Community Services Vision

To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy

Our Head Start Vision

To provide a system of education and encouragement which results in school-readiness for young children and their families



COMMUNITY ACTION CODE OF ETHICS

We, as Community Action Professionals, dedicate ourselves to eliminating poverty in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity for work; and the opportunity to live in decency and dignity; and with respect for cultural diversity, commit ourselves to:

- h Recognize that the chief function of the Community Action movement at all times is to serve the best interests of the poor, thereby serving the best interests of all people.
- h Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- h Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- h Keep the community informed about issues affecting the poor; facilitate communication by the poor with locally elected public officials and the private sector.
- h Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- h Exercise whatever discretionary authority we have under the law to promote the interests of the poor.
- h Lead the Community Action movement with respect, concern, courtesy, and responsiveness, recognizing that service to the poor is beyond service to oneself.
- h Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our Community Action activities in order to inspire confidence and trust in the Community Action movement.
- h Serve in such a way that we do not realize undue personal gain from the performance of our professional duties.
- h Avoid any interest or activity that is in conflict with the conduct of official duties.
- h Respect and protect privileged information to which we have access in the course of official duties.
- h Strive for professional excellence and encourage the professional development of our associates, including those seeking to become certified Community Action professional



The 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.

PROFESSIONALISM

I exhibit professionalism in every level of my actions allowing myself and those around me to be mission-driven.

INTEGRITY

I conduct myself in a manner of integrity regardless of whether I am working alone or with others.

TEAMWORK

I work with all members of my team toward the realization of our goals, acknowledging that each member of the team is vital to our success.

CHARACTER

I am a person of moral distinction and I always take the highest position possible in matters of character.

HONESTY

I understand the value of truth and accept it as the only option in my daily activities.

ETHICS

I am guided by the highest ethical standards and the Agency's mantra, "We do things the right way, the first time."

RESPECT

I understand respect is an essential part of professional relationships. I get respect when I give respect.

COMPASSION

I will embrace the human condition, acknowledge when only kind efforts will suffice, and lead by example.

ACCOUNTABILITY

I know that all my actions will be viewed by others, and as such, I am committed to excellence and accuracy.

TRANSPARENCY

I believe my actions and the actions of my team are pure, and will withstand public scrutiny.

COURTESY

I know that all issues are more easily solved with courteous efforts. When deciding to either win a debate on principle or to be kind, I choose kindness every time.

HUMILITY

I know that I am no better nor worse than anyone. I try to see myself as others see me.

EMPATHY

I seek to understand. When I can see issues from another's perspective, I can be a greater help to them.

RELIABILITY

I maintain reliable standards, keeping appointments and promises, and never letting anyone down.

Our Core Values

A great team needs good pitchers and good catchers

P Professionalism

I Integrity

T Teamwork

C Character

H Honesty

E Ethics

R Respect

Compassion **C**

Accountability **A**

Transparency **T**

Courtesy **C**

Humility **H**

Empathy **E**

Reliability **R**



Community Services of Northeast Texas, Inc.

There are two types of values recognized by CSNT:

- Pitcher Values
- Catcher Values



PITCHER VALUES

Pitcher Values are those which we 'throw' out each day with our forward actions. It might be difficult for someone to see us exemplifying these values without our outward actions.



CATCHER VALUES

Catcher Values are those which are more visible by others simply by watching us do what we do each day. They are the things that people 'catch' us doing in our daily routine.

PROFESSIONALISM



Core Values
PITCHER Value # 1



I exhibit professionalism in every level of my actions allowing myself and those around me to be mission-driven.

INTEGRITY



I conduct myself in a manner of integrity regardless of whether I am working alone or with others.

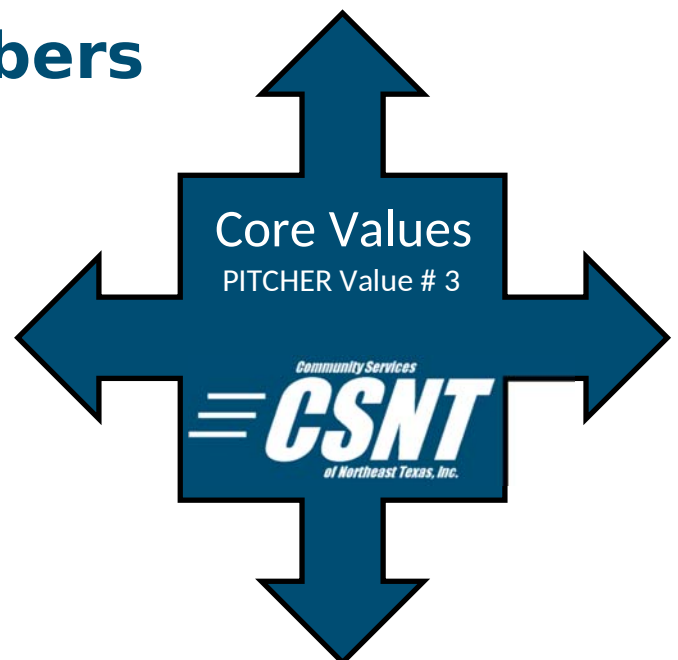
Core Values
PITCHER Value # 2



T E A M W O R K



I work with all members of my team toward the realization of our goals, acknowledging that each member of the team is vital to our success.



Character

I am a person of moral distinction and I always take the highest position possible in matters of character.

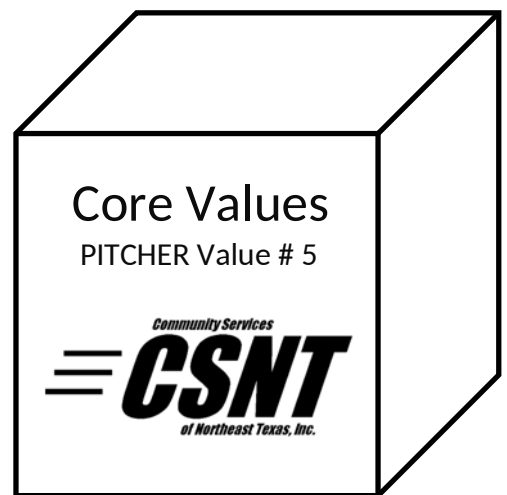
Core Values

PITCHER Value # 4

Community Services
CSNT
of Northeast Texas, Inc.



I understand the value of truth and accept it as the only option in my daily activities.





I am guided by the highest ethical standards and the Agency's mantra,

“We do things the right way, the first time.”

Core Values
PITCHER Value # 6



RESPECT

I understand respect
is an essential part of
professional relationships.

I get respect when
I give respect.



Core Values
PITCHER Value # 7

Community Services
CSNT
of Northeast Texas, Inc.

Community Services of Northeast Texas, Inc. currently employs 108 employees. The total payroll for fiscal year ending September 30, 2021 was \$4 million.

CSNT, Inc. currently operates in 21 locations in a twelve county area. Eight of the locations operate the Head Start program. Early Head Start is provided at one of the eight Head Start locations. CSNT has the ability to provide certain services in additional counties.

Revenue

Federal Awards

Head Start	\$	4,194,699
Early Head Start		208,852
Community Services Block Grant		387,991
Community Services Block Grant - CARES		455,185
Comprehensive Energy Assistance Program		1,956,179
Comprehensive Energy Assistance Program - CARES		1,071,725
Tenant Based Rental Assistance Program		33,659
SS Administration		34,570

Fee-for-service contracts

Veterans Services Now		235,808
USDA-CACFP		156,436

Private & State Funds

Adult Nutrition		0
Salvation Army		5,083
Targeting Local Communities		2,162
Other cash donations		41,820
In-kind donations		1,538,575
Youth Empowerment		0
Upshur Rural Power Company		8,193

Total revenue all categories	\$	10,330,937
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Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

Expenditures

	Head Start	Early Head Start	CSBG	CEAP	All others	Org. Total
Personnel	3,198,308	132,456	261,384	353,462	67,200	4,012,810
Fringe Benefits	733,115	35,782	44,535	79,001	12,394	904,826
Travel	60,958	0	6,633	12,646	11,135	91,370
Equipment ¹	124,541	18,590	13,618	3,510	118,767	279,026
Supplies ²	424,304	18,184	22,250	7,561	30,619	502,918
Contractual services ³						
Other (rent, utilities, operating expenses) ⁴	1,316,828	47,690	480,853	2,571,727	213,341	4,630,439
Direct assistance services to, or on behalf of clients	5,858,054	252,701	829,272	3,027,905	453,456	10,421,389

¹ For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

² Supplies in 'all others' includes all consumable and food costs for the nutrition programs

³ This line item is for contracted services outside the normal scope of program operation

⁴ The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously

stated, building maintenance, safety costs, memberships, and all other standard operating costs.

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not equal entire program funding amounts

PROPOSED BUDGETS

Head Start

Personnel	\$	2,142,878
Fringe Benefits		525,005
Travel (4120)		10,000
Equipment		35,000
Supplies (4122)		631
Supplies		193,446
Contractual		275,350
Facilities / Construction		0
Other (4120)		29,750
Other (4122)		457,503
Indirect Costs		403,242
<i>Total</i>	\$	<u>4,072,805</u>

Early Head Start

Personnel	\$	135,602
Fringe Benefit:		33,223
Travel (4120)		2,190
Equipment		0
Supplies (4122)		200
Supplies		19,350
Contractual		0
Facilities / Cor		0
Other (4120)		2,867
Other (4122)		25,918
<i>Total</i>	\$	<u>243,138</u>

Community Services Block Grant

Personnel	\$	221,654
Fringe Benefits		39,641
Travel		5,457
Equipment		15,221
Supplies		13,090
Contractual		11,467
Other		120,716
Indirect Costs		6,701
<i>Total</i>	\$	<u>433,947</u>

Comprehensive Energy Assistance Program

Administration	\$	81,593
Household Crisis		9,720
Utility Assistance		589,441
Program Services		206,851
Travel		0
<i>Total</i>	\$	<u>887,605</u>

HEAD START/EARLY HEAD START SERVICE DATA

Total number of children to be served based on Head Start/Early Head Start funding	481
Average number of children served daily (Head Start/Early Head Start)	HS 448 EHS 16
Average monthly enrollment (as a percentage of funded enrollment HS/EHS)	HS 89% EHS 80%
Percentage of eligible children served (Head Start/Early Head Start)	HS 52% EHS 5%

RECENT REVIEWS**The most recent review of the Head Start program revealed the following findings:**

CSSR - Comprehensive Services and School Readiness (no areas of non-compliance)

Health & Safety - (No areas of non-compliance - one concern (1304.53(a)(10)(xiv) (bathroom flooring was replaced)

Classroom Assessment Scoring System - Results within the benchmarks set by Head Start

Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (no areas of non-compliance)

Leadership, Governance, and Management Systems - will be reviewed in the future

The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:

Material weakness identified in financial reporting	NO
Material weakness identified in control over federal awards	NO
Significant deficiencies identified	NONE
Audit findings required to be reported under 45 CFR Part 75 & 45 CFR Part 200	NONE
Auditee qualified as a low-risk auditee	NO
Financial findings and questioned costs	NONE

Broker's Opinion:

Frank Lanier, Broker Lic 279164

East Texas Realty

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HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children up-to-date on schedule of age appropriate preventive and primary health care (Head Start/Early Head Start)	HS 90% EHS 100%
Percentage of enrolled children receiving dental exams (Head Start/Early Head Start)	HS 84% EHS 63%
Percentage of enrolled children with up-to-date immunizations (Head Start/Early Head Start)	HS 98% EHS 100%
Percentage of enrolled children with an IEP (Head Start/Early Head Start)	HS 11% EHS 13%

PARENT ENGAGEMENT ACTIVITIES

CSNT, Inc. Head Start/Early Head Start coordinates the following activities to promote parent involvement:

- Parent Committee meetings
 - Parent Trainings and Activities
 - Monthly Policy Council meetings
 - Volunteering in classrooms
 - Budget management training
 - Job search and counseling from local colleges
 - Local college and universities financial aid training
 - Partnering with Local Food Banks
 - Implementation of the FRED (Families Reading Every Day) program
 - Participation in SHOP WITH A COP Program
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PREPARING CHILDREN FOR KINDERGARTEN

CSNT, Inc. Head Start/Early Head Start engages in the following efforts to prepare children for public school:

- Provide a variety of learning styles and skill levels for school readiness
 - Provide opportunities for children to be independent and self-directed
 - Provide 'hands-on' activities
 - Establish healthy eating habits and proper lunchtime procedures
 - Provide orientation to Kindergarten Campus (when applicable)
 - Track and analyze data on each child's development using state-adopted, research-based assessments
 - Allow children to make a smooth transition into kindergarten, Head Start, or other receiving program
 - Coordinate with school districts and receiving programs for records needed
 - Initiate communication between Early Head Start, Head Start, and receiving program staff
 - Initiate joint training with Head Start/Early Head Start teachers and receiving program staff
 - Provide parent-teacher communication for children making transition
-

EFFORTS IN BUILDING SCHOOL READINESS

CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Participation in the Texas Kindergarten Readiness System
 - Implementation of the Texas Pre-K Guidelines and the Head Start Early Learning Outcomes Framework
 - Implementation of a state-adopted, developmentally appropriate, research-based curriculum
 - At least 15 hours of classroom-focused professional development annually for teachers
 - Implementation of the Classroom Assessment Scoring System
 - Implementation of Campus School Readiness Teams
 - Monitoring of school readiness goals
 - Partnerships with local education agencies
 - Assessment systems that track data on a student's progress on a continuum
 - Creation of student progress reports based on data
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2021/2022 SCHOOL READINESS GOALS - Head Start

Area Assessed	Goal	Progress
Social & Emotional Development	Children will demonstrate an increasing ability to manage their own emotions and behaviors.	82%
Perceptual, Motor, and Physical Development	Children will demonstrate control of large and small muscles for movement, coordination and balance.	89%
Approaches to Learning	Children will demonstrate a positive approach to learning.	82%
Language and Literacy	Children will develop strong receptive and expressive language skills. Children will learn and demonstrate alphabet knowledge.	56%
Cognitive Mathematics Development	Children will learn and begin to use Math Concepts.	71%
Parent Involvement Goals	Families will work with child/children to complete weekly home activities.	95%

2021/2022 SCHOOL READINESS GOALS - Early Head Start

Area Assessed	Goal	Progress
Social & Emotional Development	Children will demonstrate the ability to interact with peers, cooperatate, and solve social problems.	92%
Perceptual, Motor, and Physical Development	Children will demonstrate control of large and small muscles for movement, coordination and balance.	92%
Language and Literacy	Children will develop strong receptive and expressive language skills. Children will learn and demonstrate alphabet knowledge.	87%
Cognitive Mathematics Development	Children will learn and begin to use Math Concepts.	83%
Parent Involvement Goals	Families will work with child/children to complete weekly home activities.	95%

2021/2022 Student Assessment Data - Head Start

	% Proficient at end of school year in each area - CIRCLE Assessment			
	4-yr-old	3-yr-old	Disability	Dual Language
Approaches to Learning	85%	79%	71%	85%
Perceptual Motor & Physical	93%	88%	84%	96%
Social Studies	71%	73%	74%	83%
Rapid Letter Naming	41%	26%	30%	47%
Rapid Vocabulary	43%	33%	35%	37%
Phonological Awareness	72%	58%	55%	64%
Mathematics	76%	65%	60%	83%
Social-Emotional	86%	78%	69%	91%
Science	85%	77%	75%	87%

2021/2022 Student Assessment Data - Early Head Start

	% - Proficient Frog Street Assessment				
	Pre-school Entry	Toddlers	Infants	Disability	Dual Language
Language & Literacy	100%	25%	25%	87%	NA
Mathematics	100%	50%	63%	84%	NA
Science	100%	100%	63%	87%	NA
Social Studies	100%	100%	0%	100%	NA

Social Foundations	100%	100%	63%	88%	NA
Perceptual Motor & Physical	100%	100%	75%	94%	NA

Number of persons receiving salary more than \$50,000

4

Federal minimum wage

\$ 7.25 per hour

Agency internal minimum wage

\$7.50 per hour

Head Start internal minimum wage

\$9.00 per hour

Community Service Division

Clients Served 2021

CSBG	5,004
Energy Assistance	9,212
Food Banks	500

CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: www.csntexas.org

