




Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, February 25, 2025 9:00 am
Head Start Management Building
124 North Main
Linden, Texas 75563


CALL TO ASSEMBLY


Please rise.

 **Pledge of Allegiance (US)** – *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

 **Pledge of Allegiance (TX)** – *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

 **Community Action Promise** - *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*

 **Our CSNT Mission** – *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*

 **Our Head Start Vision** – *To provide a system of education and encouragement which results in school-readiness for young children and their families.*

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for December 10, 2024**
6. **Presentations**
 - A. Policy Council Self-Assessment Facts Bernadette Harris
7. **Reports**
 - A. Financial Report Shelley Mitchell
 - a. Head Start Financial Report February 2025
 - b. Credit Usage Report February 2025
 - c. CACFP Financial Report February 2025
 - B. Head Start Director Report Bernadette Harris
 - a. Head Start Report February 2025
 - b. PIR February 2025
 - C. Executive Director Report Michelle Morehead

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, February 25, 2025 9:00 am
Head Start Management Building
124 North Main
Linden, Texas 75563

8. Committee Reports

- A. Appoint Committee Member(s)

9. Action Items

- A. Discuss and/or Approve Disability Waiver Grant #06CH012925/01

10. Discussion Items

- A. Discuss Detailed Monitoring Summary of Results Grantee #06CH012925/01
- B. Discuss Head Start Governance Screener
- B. Discuss Winter 2025 Circle Assessment Data
- C. Discuss Winter 2025 CLASS Data

11. Audience Comments

12. Executive Session

A. Personnel

1. New hires and terminations

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

13. Required Action from Executive Session

14. Adjourn

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, December 10, 2024 9:00 am
Linden Administration Offices
304 East Houston Street
Linden, Texas

PC Attendance	Campus	Title	Sep-24	Oct-24	Dec-24
Chairperson - Teresa Thompson			x	x	x
Vice Chairperson - Emily Capps			x		x
Secretary - Jasmine Collier			x	x	x
Teresa Thompson	Morris County	Representative	x	x	x
Martavius Jones	Camp County	Representative		x	
VACANT	Atlanta	Representative			
VACANT	Atlanta	Alternate			
Heather Lundy	Bloomburg	Representative	x		X
Makenzie Kidd	Bloomburg	Alternate			
T'yana Rider	D/LS	Representative		x	x
Makahila Reeves	D/LS	Alternate			
Nellie McKelvy	Hughes Springs	Representative			
Jessica Benton (10/22/24)	Hughes Springs	Representative		x	x
Tamera Jackson	Hughes Springs EHS	Representative			
Suzanne Taber	Hughes Springs EHS	Alternate			
Lauren Pace	Hughes Springs ISD	Representative			x
Lindsey High	Hughes Springs ISD	Alternate			
Jasmine Collier	Naples	Representative	x	x	x
Robyn Goins	Naples	Alternate			
Emily Capps	New Boston	Representative	x		x
Crystal Nabors	New Boston	Alternate			
Cherie Hooks	New Boston	Alternate			
Rebecca Thompson	Pittsburg	Representative			
David Chustz	Pittsburg	Alternate			
Quaezsha Arnold	Texarkana	Representative			x
VACANT	Texarkana	Alternate			

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Bernard Yancey, Susan Horner, Jim Howard and Shelley Mitchell

1. Call to Order:

The meeting was called to order by Teresa Thompson, Policy Council Chairperson at 9:10 am, December 10, 2024, in the Head Start Management Building Conference Room.

2. Recognize New Policy Council Members:

Lauren Pace – Hughes Springs ISD Head Start Representative
Quaezsha Arnold– Texarkana Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Teresa Thompson, Jasmine Collier, Jessica Benton, T'yana Rider, Heather Lundy, Lauren Pace, Quaezsha Arnold, and Emily Capps

4. Approval of Agenda:

Members reviewed the agenda. Jasmine Collier moved to accept the agenda as presented. This motion was seconded by Emily Capps. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from October 22, 2024:

Emily Capps moved to accept the minutes of October 22, 2024 meeting as presented. The motion was seconded by Jasmine Collier. 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. Robert's Rules of Order Training – Bernadette Harris

Bernadette Harris gave a history of Robert's Rules of Order and gave the members a guide to help with keeping Robert's Rules of Order.

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

Bernie Yancey, Deputy Executive Director, stated that there was an agency wide audit recently. Everything looks good with no findings. He thanked the members for being present.

8. Committee Report:

A. Appoint Committee Members

None

9. Action Items:

A. Discuss and/or Approve Health and Mental Health Services Advisory Committee Meeting

1. Form 206 TB Questionnaire

Misty Van Hooser reviewed the Health and Mental Health Services Advisory Committee Meeting items as presented. Jessica Benton moved to approve the Health and Mental Health Services Advisory Committee Meeting items as presented. The motion was seconded by Lauren Pace. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss Head Start/Early Head Start Data

1. School Readiness Performance Fall 2024 Data

Frances Evans reviewed the Fall 2024 School Readiness Performance Data as presented.

2. Parent, Family and Community Engagement Goals Fall 2024 Data

Misty Van Hooser reviewed the PFCE goals as presented.

3. CLASS Fall 2024 Data

Robbie Hudson reviewed the CLASS Report as presented.

4. Program Goals Fall 2024

Bridgette Parton reviewed the Program Goals as presented.

11. Audience Comments:

None

12. Executive Session:

Heather Lundy moved for Policy Council to go into Executive Session at 9:52 am. Jasmine Collier seconded the motion.

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

T'yana Rider made a motion to come back into regular session at 10:05 am. Quaezsha Arnold seconded the motion.

13. Required Action from Executive Session:

A motion was made by Lauren Pace to accept new hires, transfers, and terminations as presented. The motion was seconded by T'yana Rider. 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 Quaezsha Arnold at 10:06 am. The motion was seconded by Jasmine Collier.

Minutes Submitted by: Bridgette Parton

Minutes approved by:

FACTS

About Head Start Self-Assessment

WHAT IS THE HEAD START SELF-ASSESSMENT?



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

WHY DO WE COMPLETE A SELF-ASSESSMENT?



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

Head Start

Financial Report for the month of December 2024

(November 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	\$2,259,638.00	\$326,198.80	\$2,253,208.14	\$6,429.86	\$188,303.17	\$2,259,638.00	\$6,429.86
Fringe Benefits	\$559,846.00	\$48,536.20	\$493,643.58	\$66,202.42	\$46,653.83	\$559,846.00	\$66,202.42
Travel (4120)	\$10,000.00	\$2,626.49	\$16,824.87	(\$6,824.87)	\$833.33	\$10,000.00	(\$6,824.87)
Equipment	\$48,000.00	\$0.00	\$47,138.50	\$861.50	\$4,000.00	\$48,000.00	\$861.50
Supplies	\$245,000.00	\$57,712.51	\$209,495.01	\$35,504.99	\$20,416.67	\$245,000.00	\$35,504.99
Contractual	\$291,066.00	\$0.00	\$291,066.00	\$0.00	\$24,255.50	\$291,066.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$4,662.33	\$16,434.20	\$13,946.80	\$2,531.75	\$30,381.00	\$13,946.80
Other (4122)	\$1,094,713.00	\$214,629.71	\$1,203,620.78	(\$108,907.78)	\$91,226.08	\$1,094,713.00	(\$108,907.78)
Total	\$4,538,644.00	\$654,366.04	\$4,531,431.08	\$7,212.92	\$378,220.33	\$4,538,644.00	\$7,212.92
T&TA	\$40,381.00	\$7,288.82	\$33,259.07	\$7,121.93	\$3,365.08	\$40,381.00	\$7,121.93
Total							
USDA Reimbursements through October 2024							\$114,340.97
Estimated USDA Reimbursement for November 2024							\$12,767.74
							<u>\$134,321.63</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

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

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$174,563.23	\$25,167.92	\$174,285.81	\$14,546.94	\$174,563.23	\$277.42
Per Child	\$9,760.52	\$1,407.24	\$9,745.01	\$813.38	\$9,760.52	\$15.51

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,133,347.00	\$145,313.10	\$1,545,537.12	(\$412,190.12)

Early Head Start

Financial Report for the month of December 2024

(November 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	\$150,316.00	\$19,489.85	\$142,326.97	\$7,989.03	\$12,526.33	\$150,316.00	\$7,989.03
Fringe Benefits	\$37,191.00	\$184.17	\$24,668.64	\$12,522.36	\$3,099.25	\$37,191.00	\$12,522.36
Travel (4120)	\$2,190.00	\$326.10	\$1,910.78	\$279.22	\$182.50	\$2,190.00	\$279.22
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$15,250.00	\$3,545.29	\$8,946.07	\$6,303.93	\$1,270.83	\$15,250.00	\$6,303.93
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	\$483.77	\$2,696.52	\$370.48	\$255.58	\$3,067.00	\$370.48
Other (4122)	\$55,997.00	\$8,233.21	\$45,228.31	\$10,768.69	\$4,666.42	\$55,997.00	\$10,768.69
Total	\$264,011.00	\$32,262.39	\$225,777.29	\$38,233.71	\$22,000.92	\$264,011.00	\$38,233.71
T&TA	\$5,257.00	\$809.87	\$4,607.30	\$649.70	\$438.08	\$5,257.00	\$649.70
Total							
USDA Reimbursements through October 2024							\$17,443.11
Estimated USDA Reimbursement for November 2024							\$1,853.86
							<u>\$57,530.68</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$0.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$132,005.50	\$16,131.20	\$112,888.65	\$11,000.46	\$132,005.50	\$19,116.85
Per Child	\$16,500.69	\$2,016.40	\$14,111.08	\$1,375.06	\$16,500.69	\$2,389.61

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,318.00	\$2,018.29	\$22,157.90	\$45,160.10

Head Start

Financial Report for the month of February 2025

(January 2025 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 11-30-2025</i>							
Personnel	\$2,277,370.00	\$253,851.41	\$339,297.22	\$1,938,072.78	\$189,780.83	\$379,561.67	\$40,264.45
Fringe Benefits	\$659,071.00	\$84,218.49	\$80,783.32	\$578,287.68	\$54,922.58	\$109,845.17	\$29,061.85
Travel (4120)	\$10,000.00	\$149.87	\$330.46	\$9,669.54	\$833.33	\$1,666.67	\$1,336.21
Equipment	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$833.33	\$1,666.67	\$1,666.67
Supplies	\$209,369.00	\$8,362.44	\$9,641.38	\$199,727.62	\$17,447.42	\$34,894.83	\$25,253.45
Contractual	\$291,066.00	\$0.00	\$0.00	\$291,066.00	\$24,255.50	\$48,511.00	\$48,511.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$435.00	\$1,017.00	\$29,364.00	\$2,531.75	\$5,063.50	\$4,046.50
Indirect Cost	\$396,943.00	\$0.00	\$0.00	\$396,943.00	\$33,078.58	\$66,157.17	\$66,157.17
Other (4122)	\$608,806.00	\$51,494.77	\$96,642.15	\$512,163.85	\$50,733.83	\$101,467.67	\$4,825.52
Total	\$4,493,006.00	\$398,511.98	\$527,711.53	\$3,965,294.47	\$374,417.17	\$748,834.33	\$221,122.80
T&TA	\$40,381.00	\$584.87	\$1,347.46	\$39,033.54	\$3,365.08	\$6,730.17	\$5,382.71
Total							
USDA Reimbursements through December 2024							\$11,452.02
Estimated USDA Reimbursement for January 2025							\$11,677.58
							<u>\$244,252.40</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$95,000.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$172,807.92	\$15,327.38	\$20,296.60	\$14,400.66	\$28,801.32	\$8,504.72
Per Child	\$9,662.38	\$857.02	\$1,134.86	\$805.20	\$1,610.40	\$475.53

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$1,133,347.00	\$143,223.12	\$285,009.93	\$848,337.07

Early Head Start

Financial Report for the month of February 2025

(January 2025 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 11-30-2025</i>							
Personnel	\$147,373.00	\$15,892.89	\$21,033.25	\$126,339.75	\$12,281.08	\$24,562.17	\$3,528.92
Fringe Benefits	\$42,650.00	\$1,886.21	\$2,071.75	\$40,578.25	\$3,554.17	\$7,108.33	\$5,036.58
Travel (4120)	\$2,190.00	\$0.00	\$5.58	\$2,184.42	\$182.50	\$365.00	\$359.42
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$17,650.00	\$989.70	\$989.70	\$16,660.30	\$1,470.83	\$2,941.67	\$1,951.97
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	\$270.00	\$288.00	\$2,779.00	\$255.58	\$511.17	\$223.17
Indirect Cost	\$23,737.00	\$0.00	\$0.00	\$23,737.00	\$1,978.08	\$3,956.17	\$3,956.17
Other (4122)	\$27,344.00	\$1,938.68	\$2,660.05	\$24,683.95	\$2,278.67	\$4,557.33	\$1,897.28
Total	\$264,011.00	\$20,977.48	\$27,048.33	\$236,962.67	\$22,000.92	\$44,001.83	\$16,953.50
T&TA	\$5,257.00	\$270.00	\$293.58	\$4,963.42	\$438.08	\$876.17	\$582.59
Total							
USDA Reimbursements through December 2024							\$1,436.05
Estimated USDA Reimbursement for January 2025							\$1,680.68
							<u>\$20,070.23</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$6000.00

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$132,005.50	\$10,488.74	\$13,524.17	\$11,000.46	\$22,000.92	\$8,476.75
Per Child	\$16,500.69	\$1,311.09	\$1,690.52	\$1,375.06	\$2,750.11	\$1,059.59

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,317.00	\$2,073.43	\$4,222.83	\$63,094.17

HEAD START and EARLY HEAD START NUTRITION PROGRAM

February 2025 Financial Report

For the month of January 2025

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	8,497.82	28,736.03
Administrative Labor		1,517.46	5,016.83
Food		10,010.67	43,219.37
Supplies & Equipment		1,347.66	15,115.64
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		75.00	700.00
Other		-	0.00
Total	\$	21,448.61	\$ 92,787.87

TDHS REVENUE	13,358.26	61,441.61
(Income Starts October 2024)		

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -February 2025

Sam's Club

Purchases for December 2024		1,345.33
Payment due by 01/28/2025	Pd on 01/15/2025	<u>(1,345.33)</u>
Balance		-

American Express

Purchases for December 2024		1,333.04
Payment due by ---N/A	Pd on 01/15/2025	<u>(1,333.04)</u>
Balance		-

Texana Bank Line of Credit

Program	Local Admin
Highest January 2025 Balance	49,500.00
Current balance	-
Exp pay off date	

Local Admin In House Line of Credit

Program	VSN
Highest January 2025 Balance	19,319.00
Current balance	19,319.00
Exp pay off date	

CSNT Line of Credit

Program	CSBG B	Local Admin
Highest January 2025 Balance	12,029.00	24,845.00
Current balance	5,315.00	
Exp pay off date	2/28/2025	



COMMUNITYSERVICESOFNETEXAS
Account Number ending in [REDACTED]



COPY

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

Payment Information

	New Balance:	\$1,345.33
	Total Minimum Payment Due:	\$57.00
	Payment Due Date:	01/28/2025

Payments must be received by 5pm ET on 01/28/2025 if mailed, or by 11:59pm ET on 01/28/2025 for online and phone payments.

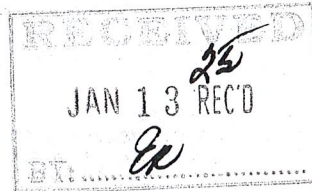
MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

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

Account Summary

Previous Balance as of 12/09/2024	\$219.78	Credit Limit	\$3,400
Payments	- 219.78	Available Credit	\$2,054
Purchases/Debits	+ 1,345.33		
New Balance as of 01/08/2025	\$1,345.33		

31 Day Billing Cycle from 12/09/2024 to 01/08/2025 ✓



Skip the checkout line with Scan & Go™ shopping!

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Scan item barcodes as you go.



Pay with your Sam's Club Business Credit Card.*



Head to the door.
Show your digital receipt and go.

*Subject to credit approval.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

1-2



COMMUNITY SERVICES OF TEXAS
Account Number ending in [REDACTED]



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

See what new items have landed at your club.

Visit SamsClub.com/NewItems or scan the QR code to check them out.



Transaction Detail

Date	Reference #	Description	Amount
			- \$219.78
			- \$219.78
Payments			
12/23	P928000PP01K9R12F	PAYMENT - THANK YOU	\$1,345.33
Purchases and Other Debits			
12/17	P928000PH01PJY7FE	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for Michelle Morehead	\$1,345.33
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	27.40% (v)	\$0.00	\$0.00	2D

Cardholder News and Information

If you are charged interest, the charge will never be less than the minimum interest charge disclosed in your terms and conditions. If you incurred interest less than this amount (please see above in the Interest Charge Calculation section) we will increase this charge to this amount.

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

Member News and Information

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

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COMMUNITYSERVICESOFNETEXAS

ACCOUNT #: [REDACTED] DATE OF SALE #: 241217 P.O. #:
 INVOICE#: 000000 AUTHORIZATION #: 000764 CLUB #: 8295
 REFERENCE #: P928000PH01PJY7FE TRANSACTION #: 0 REGISTER #: 1

<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
SALES TAX		1.000		\$0.0000	\$0.00
052997113	1200 PEAK BATTERY	1.000	EA	\$69.9800	\$69.98
054865255	CHANNEL LOCK 200 PC	1.000	EA	\$89.9800	\$89.98
060202345	DECISBFY25 _ ILIVE	1.000	EA	\$50.0000-	\$50.00-
380083548	ROLLING UTILITY SEAT	1.000	EA	\$69.9600	\$69.96
380092513	VVTAR SKY HAWK DRONE	1.000	EA	\$79.9800	\$79.98
380123426	ALTEC LANSING MIX	1.000	EA	\$79.0000	\$79.00
380152940	4 IN 1 MUG GIFT	25.000	EA	\$22.9800	\$574.50
380181071	ARCTIS NOVA 4X	1.000	EA	\$89.8800	\$89.88
380189121	ILIVE MOVIE THEATERX	1.000	EA	\$149.0000	\$149.00
380189127	ION RETRO GLOW	1.000	EA	\$79.0000	\$79.00
380191616	SI PWRBOOST MASSAGER	1.000	EA	\$69.9800	\$69.98
380195037	5PC HYBRIDMESH CW	1.000	EA	\$44.0700	\$44.07
SUB \$1,345.33		TAX \$0.00		TOTAL INVOICE	\$1,345.33
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$1,345.33

1-2

 COPY



Corporate Purchasing Cardmember Report

**Sign-up For
Online Statements**

www.americanexpress.com/gopaperless

Prepared For
MICHELLE MOREHEAD
CSNT INC

Account Number
[REDACTED]

Closing Date
12/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
16,129.57	303.99	0.00	16,129.57	0.00	303.99	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at **1-800-492-4920**.

Do not staple or use paper clips
Payment Coupon

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

Account Number [REDACTED]

Enter 15 digit account number on all payments.

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

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

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

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

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

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

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

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



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



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

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

International Collect:
1-336-393-1111

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

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



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

Change of Address, phone number, email

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

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



Prepared For
MICHELLE MOREHEAD
CSNT INC

Account Number
[REDACTED]

Closing Date
12/28/24

Activity Date reflects either transaction or posting date

Card Number		Reference Code	Amount \$
12/11/24	CORPORATE REMITTANCE RECEIVED 12/11	05409000000	-16,129.57
12/05/24	DOUBLETREE TULSA DOW TULSA OK FOL# 1463094 DOUBLETREE HO 12/05/24 ARRIVAL DATE DEPARTURE DATE 12/03/24 12/04/24 00 ROC NUMBER 1463094	67759503700	149.87
12/03/24	STARLINK INTERNET HAWTHORNE CA REF# cf0edcb7-c54 COMPUTER NETWORK 12/03/24		120.00
12/18/24	WAL-MART SUPERCENTER ATLANTA TX REF# 435300703810 DISCOUNT STORE 12/18/24	43530070381	34.12
Total for MICHELLE MOREHEAD		New Charges/Other Debits	303.99
		Payments/Other Credits	-16,129.57



COPY



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

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Prepared For
BERNARD YANCEY
CSNT INC

Account Number [REDACTED] Closing Date
12/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
822.30	1,029.05	0.00	822.29	0.00	1,029.06	For important information regarding your account refer to page 2.

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Payment Coupon

Account Number [REDACTED]

BERNARD YANCEY
CSNT INC
POB 427
LINDEN TX 75563

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

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

Large Print and Braille Statements:
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Customer Service
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Prepared For
BERNARD YANCEY
CSNT INC

Account Number
[REDACTED]

Closing Date
12/28/24

Activity Date reflects either transaction or posting date

Card Number		Reference Code	Amount \$
12/11/24	CORPORATE REMITTANCE RECEIVED 12/11	05409000000	-822.29
12/17/24	Sheraton New Orleans New Orleans LA FOL# 5247998 SHERATON 12/17/24 ARRIVAL DATE DEPARTURE DATE 04/07/25 04/10/25 00 ROC NUMBER 5247998	52479980000	772.43
12/05/24	WAL-MART SUPERCENTER ATLANTA TX REF# 434000582805 DISCOUNT STORE 12/05/24	43400058280	159.36
12/16/24	WAL-MART SUPERCENTER ATLANTA TX REF# 435100337808 DISCOUNT STORE 12/16/24	43510033780	97.26
Total for BERNARD YANCEY		New Charges/Other Debits	1,029.05
		Payments/Other Credits	-822.29

CSNT Head Start Director's Report PY01/FY25

February Report/January Data

How Are We Doing?



HEAD START Preschool Attendance - January 2025

- ✓ **465** Actual Enrollment (Under/Over 0 Student(s)) – Funded **465**
- ✓ **3.7%** Disability Students – **10%** Target
- ✓ **87%** Average Daily Attendance



HEAD START Preschool NFS/ICP/Admin Expenses Rate

- ✓ **\$143,223** NFS Collected – **\$1,133,347** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **7%** Admin Expense Rate



HEAD START Preschool CACFP Meals/Reimbursements

- ✓ **\$11,678** Reimbursed This Month - **\$23,130** Reimbursed This Year
- ✓ **17** days of Service – **4170** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Preschool Quality Assurance

- ✓ **23** Files Reviewed/**25** Classrooms Observed
- ✓ **5** Incomes Verified/**124** Interviews/**25** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

ANNOUNCEMENTS:

All Campus locations are preparing for Spring Events
Preparing to complete HS Program Self-Assessment

CSNT Early Head Start Director's Report PY01/FY25

February Report/January Data



How Are We Doing?

EARLY HEAD START Attendance - January 2025

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **6.3%** Disability Students – **10%** Target
- ✓ **76%** Average Daily Attendance (**Colds/Flu Symptoms**)



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$4223** NFS Collected - **\$65,802** NFS Needed
- ✓ **\$0** Indirect Costs Collected
- ✓ **2%** Admin Expense Rate



EARLY HEAD START CACFP Meals/Reimburse

- ✓ **\$1,680** Reimbursed This Month - **\$3,117** Reimbursed This Year
- ✓ **17** days of Service – **600** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



EARLY HEAD START Quality Assurance

- ✓ **3** Files Reviewed/**7** Classrooms Observed
- ✓ **0** Incomes Verified/**8** Interviews/**1** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

ANNOUNCEMENTS:

All Campus locations are preparing for Spring Events
Preparing to complete HS Program Self-Assessment



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2024-2025)

Date

2/5/2025

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	460	98.92%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	502	7.96%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	0	0.00%
3 Years Old	227	45.22%
4 Years Old	273	54.38%
5 Years Old	1	0.20%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	24	4.78%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	14	2.79%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	156	31.08%
Three or more years	11	2.19%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	4	0.80%
Asian	1	0.20%	2	0.40%
Black or African American	11	2.19%	232	46.22%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	24	4.78%	132	26.29%
Biracial or Multi-Racial	14	2.79%	45	8.96%
Other Race	35	6.97%	2	0.40%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	466	92.83%
Of these, the number of children acquiring/learning another language in addition to English	18	
Spanish	35	6.97%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	1	0.20%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	453	90.24%	445	88.65%
Children with accessible health care	420	83.67%	382	76.10%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	464	92.43%	464	92.43%
Children with accessible dental care	389	77.49%	349	69.52%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	17	3.66%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	460	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	319	69.35%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	13	2.83%
Housing Assistance	3	0.65%
Asset Building Services	68	14.78%
Mental Health Services	8	1.74%
Substance Misuse Prevention	1	0.22%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	11	2.39%
Assistance in enrolling into an education or job training program	19	4.13%
Research-based parenting curriculum	238	51.74%
Involvement in discussing their child's screening and assessment results and their child's progress	313	68.04%
Supporting transitions between programs	312	67.83%
Education on preventive medical and oral health	311	67.61%
Education on health and developmental consequences of tobacco product use	116	25.22%
Education on nutrition	314	68.26%
Education on postpartum care	3	0.65%
Education on relationship/marriage	7	1.52%
Assistance to families of incarcerated individuals	2	0.43%



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2024-2025)

Date

2/5/2025

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

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

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	16	100.00%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	3	18.75%
2 Years Old	13	81.25%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	2	12.50%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	2	12.50%

Prior Enrollment of Children

	# of children	% of children
The second year	7	43.75%
Three or more years	0	0.00%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	0	0.00%	10	62.50%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	2	12.50%	3	18.75%
Biracial or Multi-Racial	0	0.00%	0	0.00%
Other Race	1	6.25%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	14	87.50%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	12.50%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	16	100.00%	15	93.75%
Children with accessible health care	15	93.75%	15	93.75%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	15	93.75%	15	93.75%
Children with accessible dental care	13	81.25%	13	81.25%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	1	6.25%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	43.75%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.25%
Assistance in enrolling into an education or job training program	0	0.00%
Research-based parenting curriculum	7	43.75%
Involvement in discussing their child's screening and assessment results and their child's progress	7	43.75%
Supporting transitions between programs	7	43.75%
Education on preventive medical and oral health	7	43.75%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on nutrition	7	43.75%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

Justification
Head Start Disability Waiver Request PY01
School Year 2024/2025
Grant @#06CH012925

Date	Description
2/12/2025	CSNT Head Start is seeking approval to request a PY01 Disability Wavier for the 2024/2025 School Year. The Program has not met the 10% funded enrollment for Disability children:
<p>CSNT Head Start currently has 21 students that qualify for Disability Services or 4.5% of the funded enrollment. This is 27 students short of the 48 students needed to meet the required 10%. At this time, there are 39 students that have been referred for Disability Services, but there is no way to know if any of these students will be approved for services.</p> <p>Due to the turnover in staff at our Local Education Agencies, it is taking longer than usual for children to go through the Disability approval process. Once again, not all students referred receive services.</p>	

Justification
Policy Council/Governing Board
Detailed Monitoring Summary of Results
Grantee 06CH012925/01

Date	Description	
2/25/2025	CSNT Head Start has completed the 2025 Detailed Monitoring. The results are:	
	Area	Concerns
	Program Governance	None
	ERSEA	1. (10% Disability 3.7%)
	Program Structure	None
	Early Childhood/CLASS	1. CLASS Scores (EHS -Engaged Support for Learning - 5.22)
	Additional Services	(See Disability – ERSEA) 1. IEP/IFSP Goal Sheet not in file/Teacher not notified
	Family & Community Engagement/Transition	None
	Health/Safety Program Services	None
	Transportation	None
	Human Resources Management	None
	Program Management & QI	None
	Financial Requirements	None
	Administrative Requirements	None



Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
 - i. Required Head Start governance practices that your organization currently has in place
 - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
 - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. ¹		Head Start Act Sec. 642(c)(1)(B) (i-iv)	
<ul style="list-style-type: none"> At least one member has fiscal/accounting background and expertise 			
<ul style="list-style-type: none"> At least one member has early childhood education and development background and expertise 			
<ul style="list-style-type: none"> At least one member is a licensed attorney 			
<ul style="list-style-type: none"> Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs 			
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)	
<ul style="list-style-type: none"> A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies) 			
<ul style="list-style-type: none"> Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled) 			
<ul style="list-style-type: none"> Members are elected by parents of children currently enrolled in the program 			

¹ If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
<ul style="list-style-type: none"> Governing body do not have a conflict of interest 			
<ul style="list-style-type: none"> Policy council, and of the policy committee at the delegate level, do not have a conflict of interest 			
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
<ul style="list-style-type: none"> The committee is established at the center level for center-based program and at the local program level for other program options 			
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
<ul style="list-style-type: none"> Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility 			
<ul style="list-style-type: none"> Notify responsible HHS official of intent to establish an advisory committee 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p>		<p>Head Start Act Sec. 642(d)(3)</p>	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan 			
<p>7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p>		<p>Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)</p>	
<ul style="list-style-type: none"> The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan 			
<ul style="list-style-type: none"> T/TA or orientations include training on program performance standards and training indicated in 1302.12(m) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)	
<ul style="list-style-type: none"> Establishes procedures and criteria for recruiting, selecting, and enrolling children 			
<ul style="list-style-type: none"> Selects delegate agencies, as appropriate 			
<ul style="list-style-type: none"> Develops procedures for selecting Policy Council members 			
<ul style="list-style-type: none"> Reviews applications and amendments to applications for funding 			
9. The governing body (or Tribal Council) exercises responsibility for the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	
<ul style="list-style-type: none"> Approval of all major financial expenditures of the agency 			
<ul style="list-style-type: none"> Annual approval of the operating budget of the agency 			
<ul style="list-style-type: none"> The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The financial audit 			
<ul style="list-style-type: none"> Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices 			
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none"> The annual self-assessment 			
<ul style="list-style-type: none"> The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions 			
<ul style="list-style-type: none"> Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees 			
<ul style="list-style-type: none"> Results from monitoring conducted under section 641A(c), including appropriate follow-up activities 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
<ul style="list-style-type: none"> • Work with program staff to determine the best methods to engage families using strategies that are most effective in their community 			
<ul style="list-style-type: none"> • Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families 			
<ul style="list-style-type: none"> • Have a process for communication with the Policy Council and policy committee 			
<ul style="list-style-type: none"> • Participate in the recruitment and screening of Early Head Start and Head Start employees 			
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
<ul style="list-style-type: none"> • The total amount of public and private funds received and the amount from each source 			
<ul style="list-style-type: none"> • An explanation of budgetary expenditures and proposed budget for the fiscal year 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served 			
<ul style="list-style-type: none"> The results of the most recent review by the Secretary and the financial audit 			
<ul style="list-style-type: none"> The percentage of enrolled children that received medical and dental exams 			
<ul style="list-style-type: none"> Information about family engagement activities 			
<ul style="list-style-type: none"> The agency's efforts to prepare children for kindergarten 			
<ul style="list-style-type: none"> A summary of a program's most recent community assessment 1302.102(d)(2) 			
<ul style="list-style-type: none"> Any other information required by the Secretary 			
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
<ul style="list-style-type: none"> The financial audit 			
<ul style="list-style-type: none"> The self-assessment, including any findings related to such assessment 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Program Information Reports (PIRs) 			
Monthly reports:			
<ul style="list-style-type: none"> Financial statements, including credit card expenditures (if the program uses credit cards) 			
<ul style="list-style-type: none"> Program information summaries 			
<ul style="list-style-type: none"> Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency 			
<ul style="list-style-type: none"> Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA) 			
Additional reports:			
<ul style="list-style-type: none"> Community assessment, completed every five years with annual updates 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives 			
<ul style="list-style-type: none"> Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.) 			
<ul style="list-style-type: none"> Ongoing monitoring data, data on school readiness goals and other information described in 1302.102 			
<p>14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:</p>		<p>Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)</p>	
<ul style="list-style-type: none"> Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision 			
<ul style="list-style-type: none"> Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal 			
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures) 			
<ul style="list-style-type: none"> Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures) 			
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)		Head Start Program Performance Standards 1301.6 (c)	
<ul style="list-style-type: none"> Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
<ul style="list-style-type: none"> Activities to support the active engagement of families in the program 			
<ul style="list-style-type: none"> Program recruitment, selection, and enrollment priorities 			
<ul style="list-style-type: none"> Applications for funding and amendments to applications for funding 			
<ul style="list-style-type: none"> Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities 			
<ul style="list-style-type: none"> Bylaws for the operation of the Policy Council 			
<ul style="list-style-type: none"> Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
<ul style="list-style-type: none"> • Any significant incidents affecting the health and safety of program participants 			
<ul style="list-style-type: none"> • Circumstances affecting the financial viability of the program 			
<ul style="list-style-type: none"> • Breaches of personally identifiable information 			
<ul style="list-style-type: none"> • Program involvement in legal proceedings 			
<ul style="list-style-type: none"> • Any matter for which notification or a report to state, tribal or local authorities is required by law: <ul style="list-style-type: none"> • Reports addressing child abuse and neglect or laws governing sex offenders • Incidents that require classrooms or centers to be closed for any reason • Legal proceedings directly related to program operations • All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP) 			



Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

Additional comments, questions, or concerns:





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

*Texarkana Pre-School not included in this data.

Total Students Participating:	307
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Students Age

Three-Year-Old : 46%	Four-Year-Old: 54%
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Race

White: 41%	Black/African American: 33%	Hispanic: 10%
Multiracial: 16%		Not Specified: 0%

Language*

English: 91%	Spanish 9%	Unknown: 0%
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Disabilities

Yes: 4%	No: 96%
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CSNT Head Start – CIRCLE Assessment

On-Track Comparison Data 2024-2025

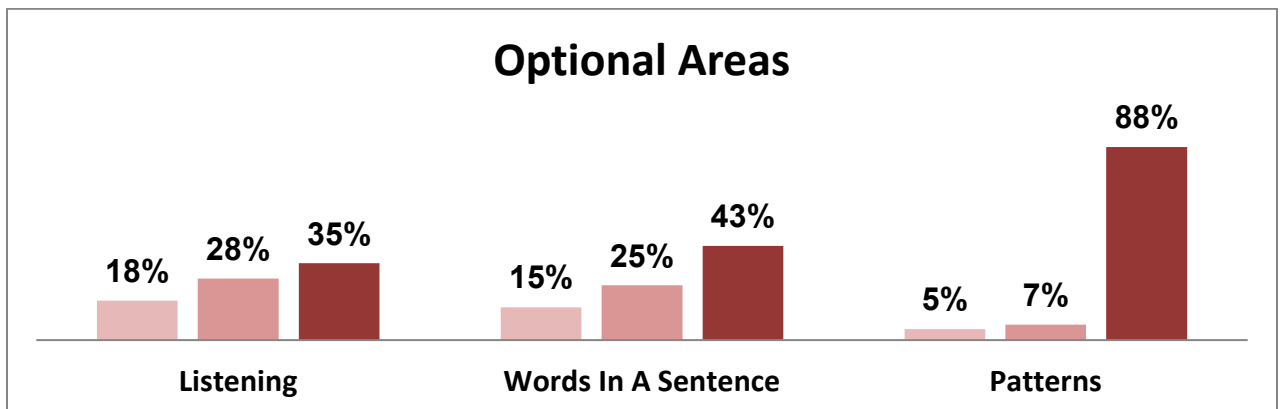
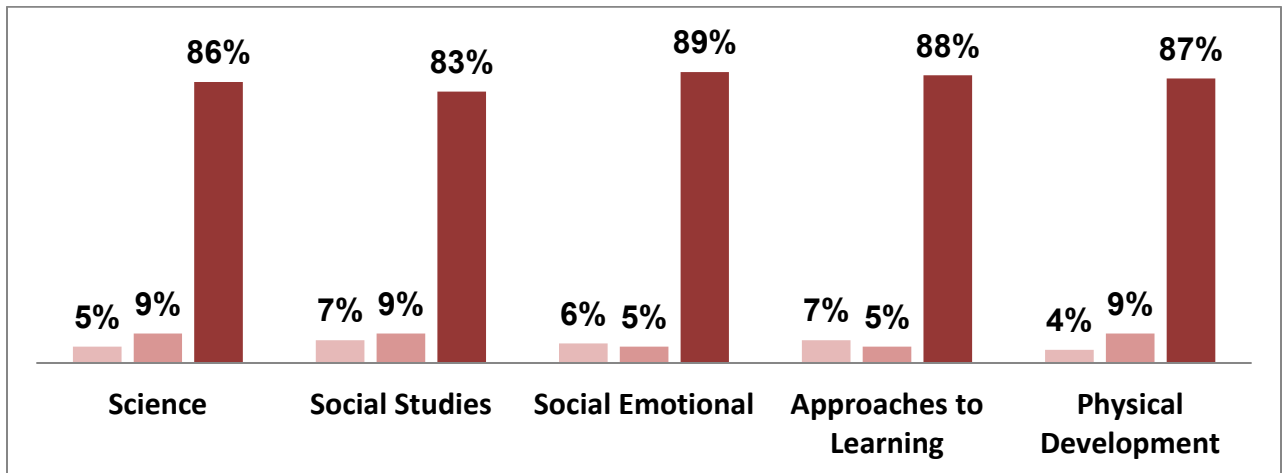
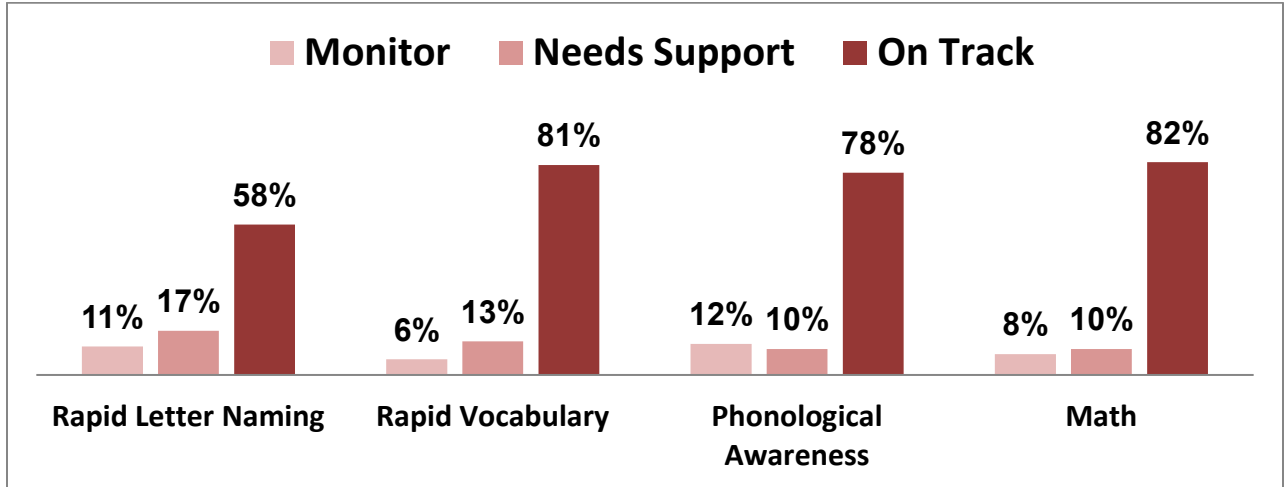
	Wave 1	Wave 2
Rapid Letter Naming	32%	58%
Rapid Vocabulary	73%	81%
Phonological Awareness	68%	78%
Math	76%	82%
Science	85%	86%
Social Studies	84%	83%
Social Emotional	94%	89%
Approaches to Learning	87%	88%
Physical Development	88%	87%
Listening	17%	35%
Words In A Sentence	18%	43%
Patterns	85%	88%
Total Students Tested	313	307

Listening, Words in a Sentence and Patterns are Optional areas

CSNT Head Start

CIRCLE Assessment 2024-2025

Wave 2 Program Report



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

Percentage for the Out-of-Range areas is Rapid Letter naming 14%, Listening 19%, and Words in a Sentence 17%.

CSNT Head Start Pre-School
CIRCLE Assessment Wave 2
Age Comparison Data 2024-2025

	3-Year-Old	4-Year-Old
Rapid Letter Naming	43%	69%
Rapid Vocabulary	86%	76%
Phonological Awareness	73%	83%
Math	81%	82%
Science	89%	84%
Social Studies	84%	83%
Social Emotional	87%	90%
Approaches to Learning	85%	90%
Physical Development	91%	85%
Listening	15%	50%
Words in a Sentence	28%	56%
Patterns	90%	88%
Total Students Tested	142	165

Percentage based on “On Target”

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

CSNT Head Start Pre- School

CIRCLE Assessment Wave 2

Race Comparison Data 2024-2025

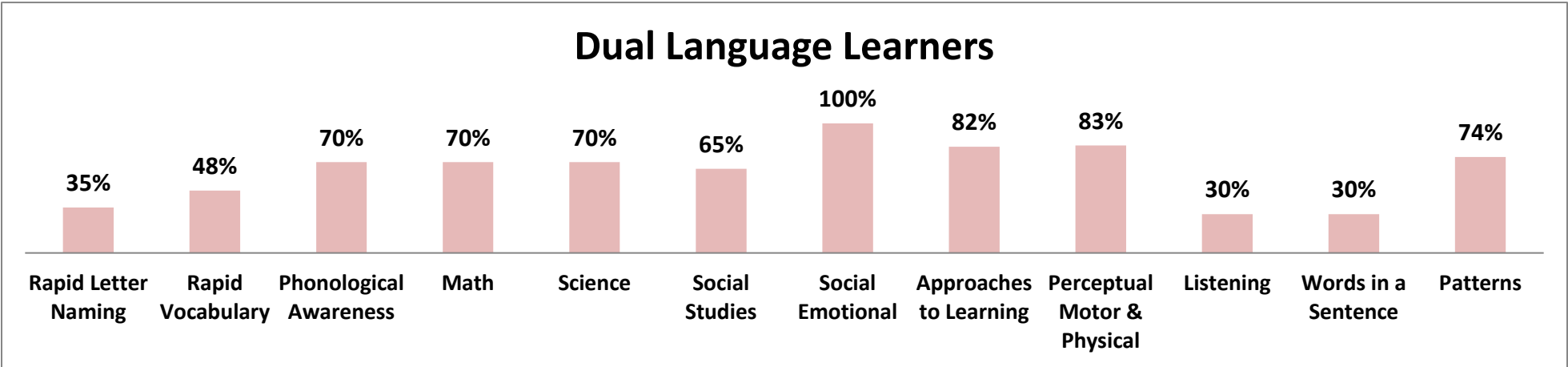
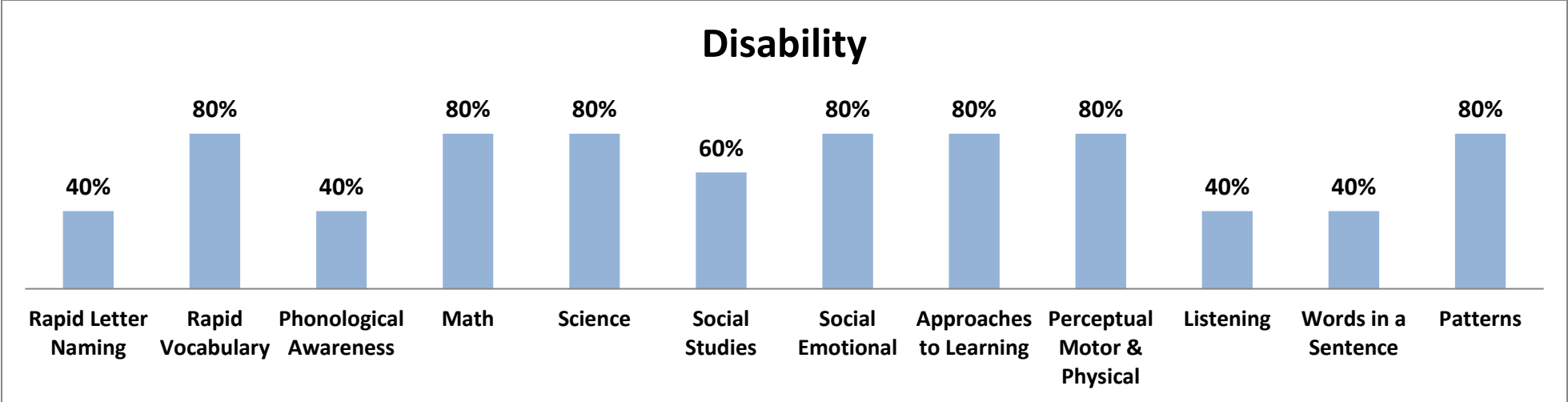
	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	63%	64%	25%	51%
Rapid Vocabulary	87%	86%	35%	65%
Phonological Awareness	90%	79%	60%	69%
Math	89%	80%	70%	76%
Science	92%	83%	65%	78%
Social Studies	87%	79%	65%	76%
Social Emotional	92%	84%	90%	92%
Approaches to Learning	94%	87%	68%	87%
Physical Development	94%	87%	75%	85%
Listening	43%	36%	25%	30%
Words in a Sentence	44%	51%	25%	42%
Patterns	94%	87%	75%	86%
Total Students Tested	126	102	30	49

Percentage based on "On Target"

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

CSNT Head Start Pre-School

CIRCLE Assessment 2024-2025 Wave 2



Percentage based on "On Target"



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

Total Students Participating:	132
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Students Age

Three-Year-Old : 46%	Four-Year-Old: 54%
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Race

White: 2%	Black/African American: 91%	Hispanic: 5%
Multiracial: 2%		Not Specified: 0%

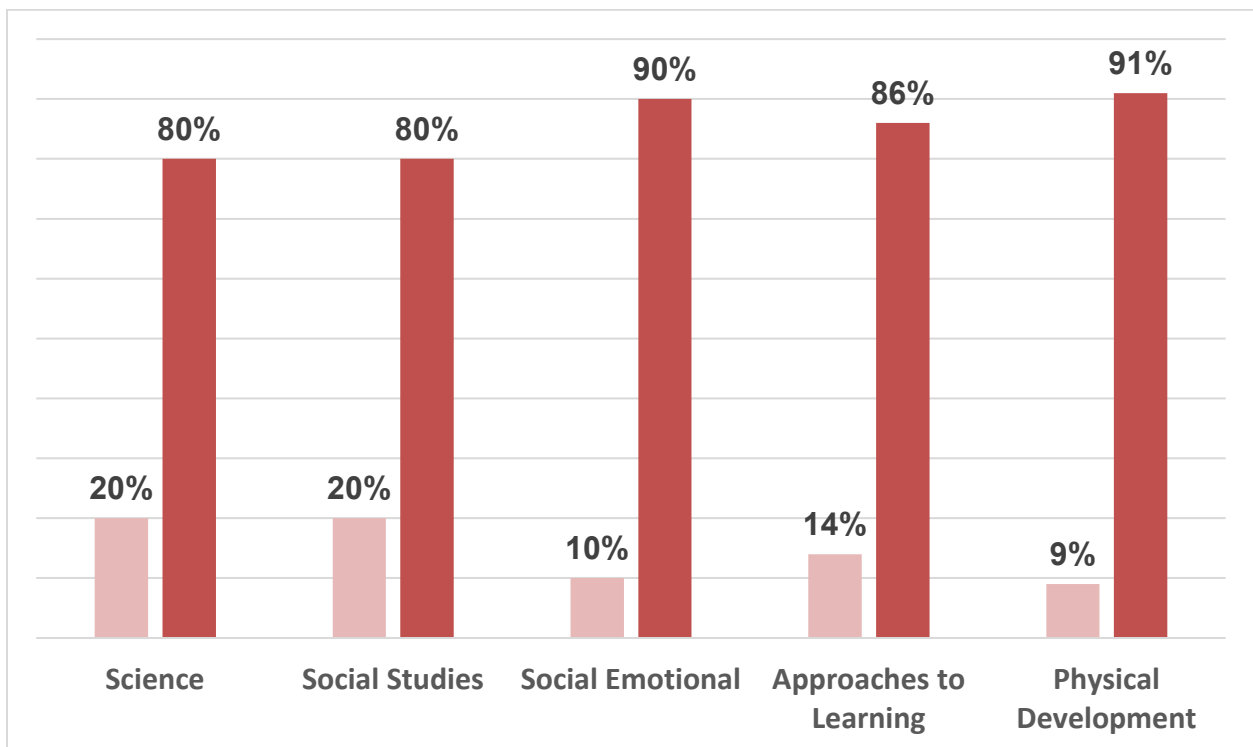
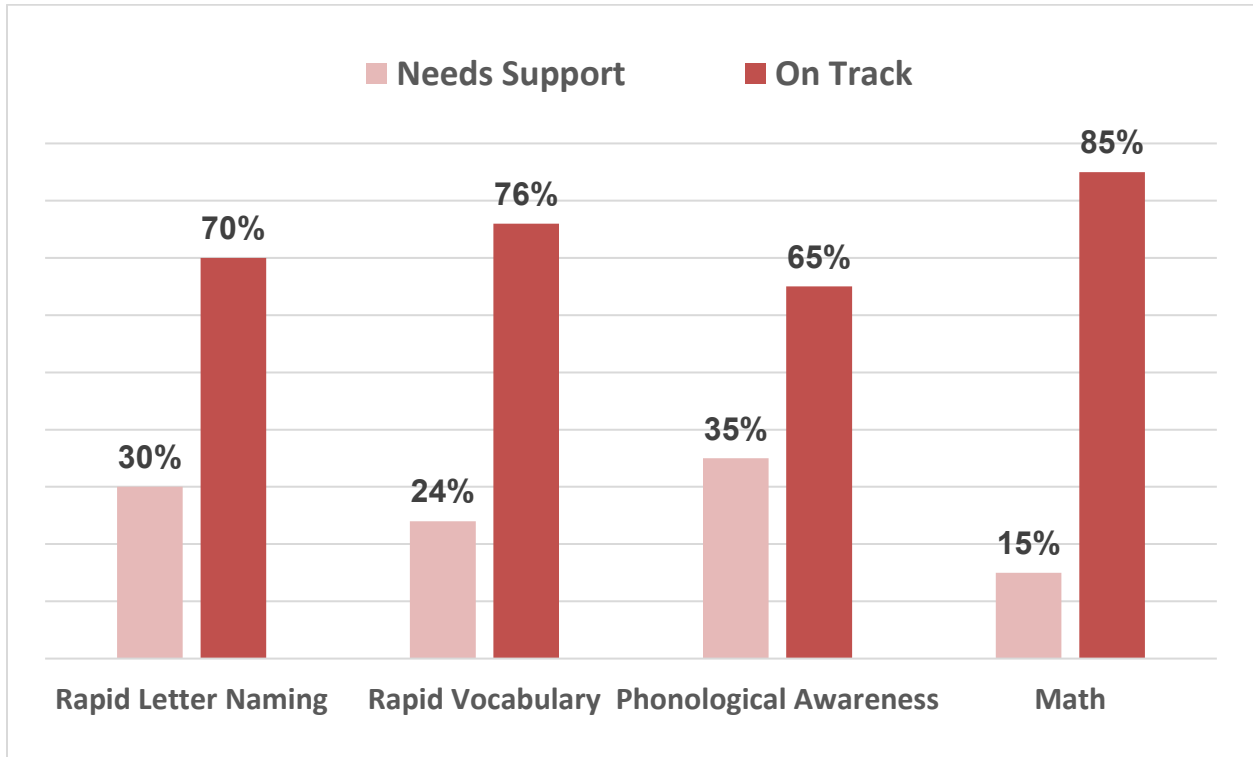
Language*

English: 98%	Spanish 2%	Unknown: 0%
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Disabilities

Yes: 3%	No: 97%
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Texarkana Head Start Pre-School CIRCLE Assessment 2024-2025 Wave 2 Program Report



CSNT Texarkana Pre-School
CIRCLE Assessment Wave 2
Age Comparison Data 2024-2025

	3-Year-Old	4-Year-Old
Rapid Letter Naming	64%	72%
Rapid Vocabulary	87%	58%
Phonological Awareness	65%	58%
Math	83%	86%
Science	81%	74%
Social Studies	78%	81%
Social Emotional	93%	92%
Approaches to Learning	84%	87%
Physical Development	87%	94%
Total Students Tested	61	71

Percentage based on “On Target”

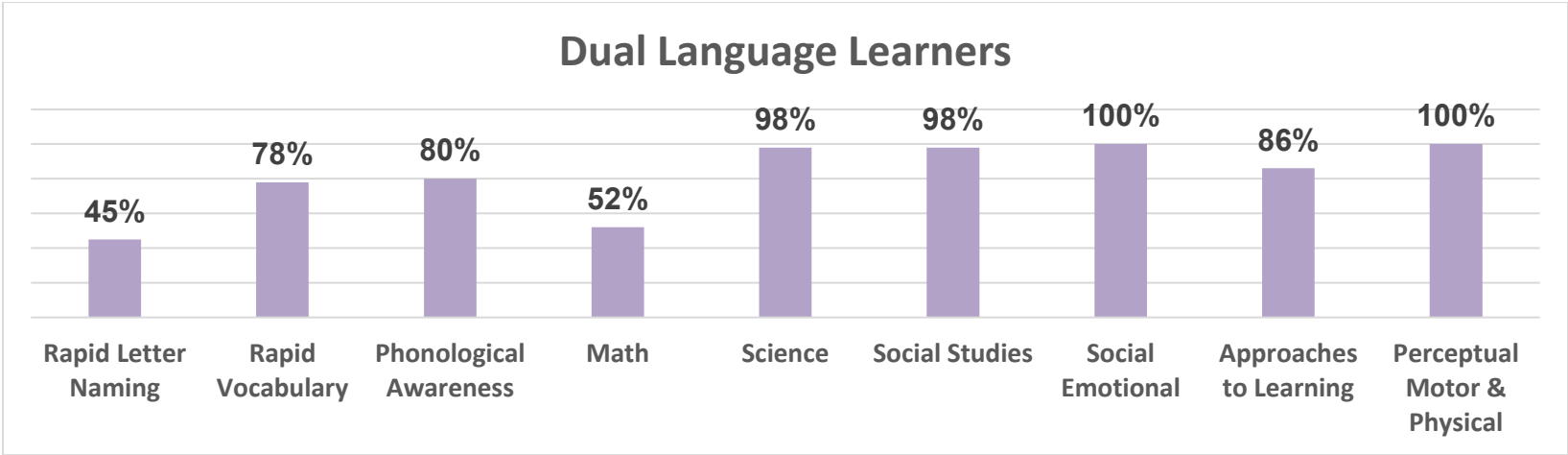
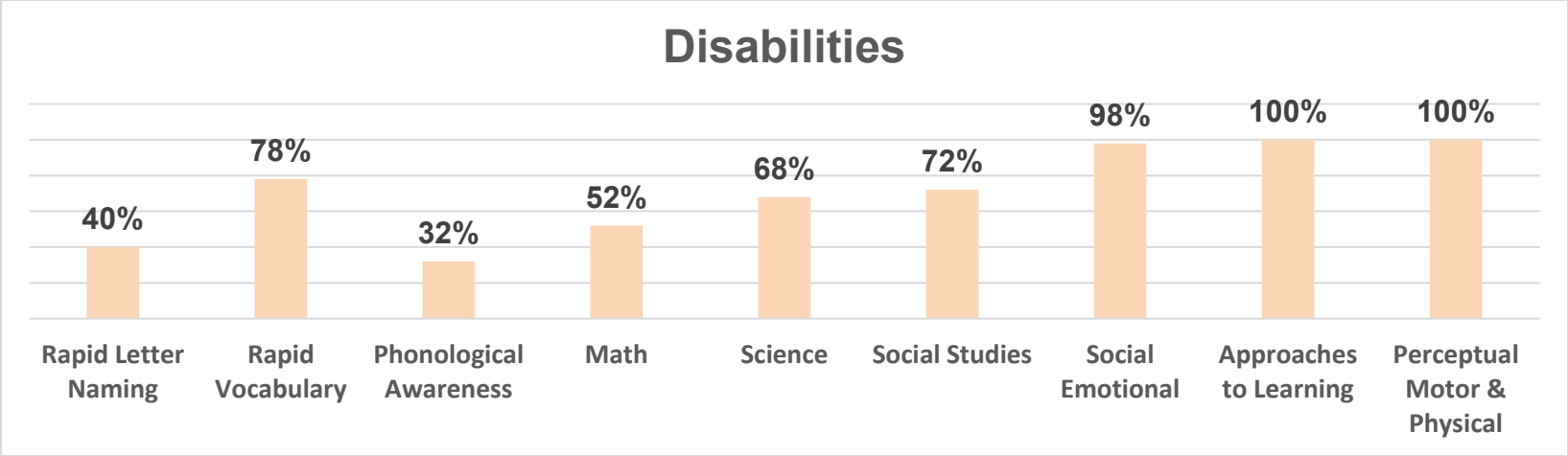
CSNT Texarkana Pre-School CIRCLE Assessment Wave 2 Race Comparison Data 2024-2025

	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	89%	42%	81%	41%
Rapid Vocabulary	80%	43%	62%	77%
Phonological Awareness	66%	78%	41%	52%
Math	81%	52%	60%	61%
Science	78%	66%	67%	75%
Social Studies	78%	68%	72%	74%
Social Emotional	96%	99%	90%	78%
Approaches to Learning	100%	93%	100%	100%
Physical Development	100%	93%	100%	100%
Total Students Tested	2	120	7	3

Percentage based on “On Target”

CSNT Head Start Pre-School

CIRCLE Assessment 2024-2025 Wave 2



Percentage based on "On Target"

Early Head Start CIRCLE Assessment 2024-2025 Wave 2



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

Total Students Participating: No Infants Data for Wave 2	0 – Infants 12-18 Months
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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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This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	1 – Toddlers 18- 24 Months
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Gender

Male:	0%	Female:	100%
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Race

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

Language

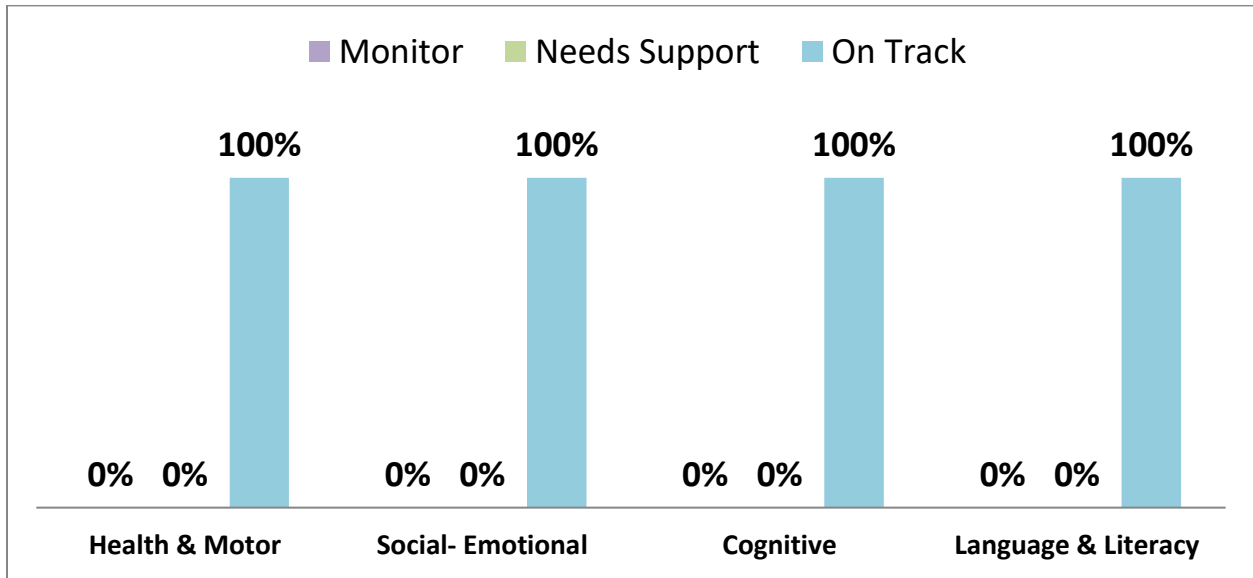
English: 100%	Spanish 0%	Unknown: 0%
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Disabilities

Yes:	0%	No:	100%
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CSNT Early Head Start – CIRCLE Assessment 2024-2025

Wave 2 - Toddlers



No Disability

No Dual Language Learners

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

Percentage based on "On Target" for Race



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

Total Students Participating:	15– Pre-School Entry 2-3 Years
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Gender

Male:	53%	Female:	47%
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Race

White: 33%	Black/African American: 60%	Hispanic: 7%
Multiracial: 0%		Not Specified: 0%

Language

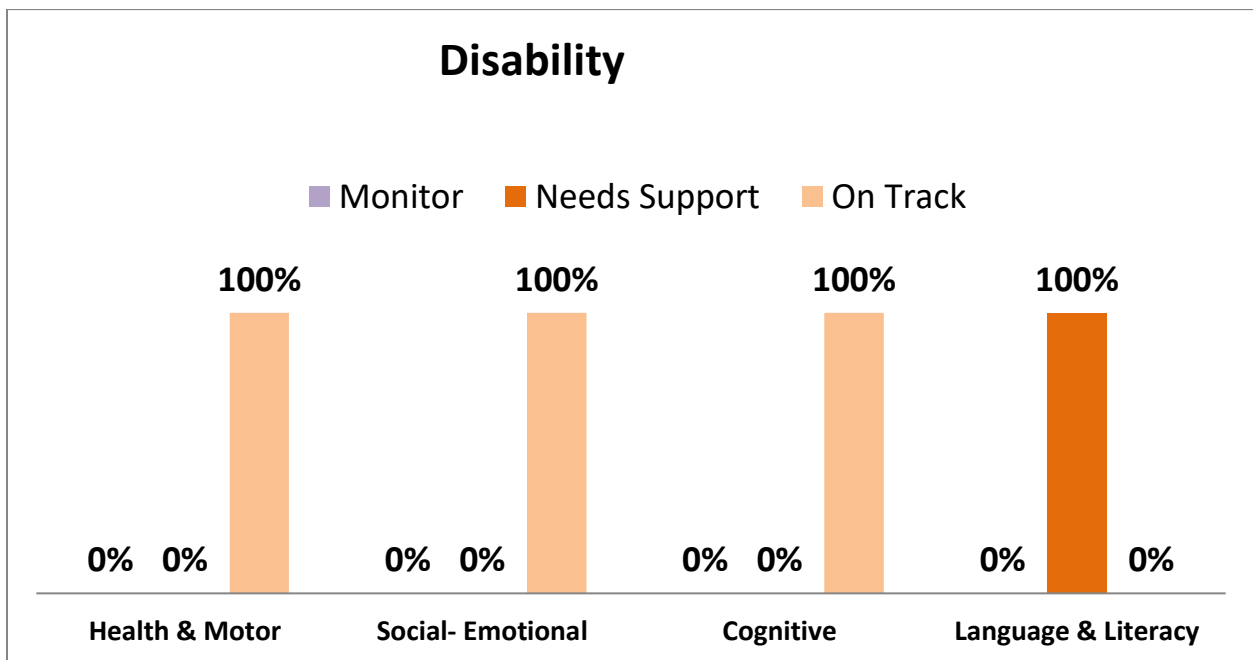
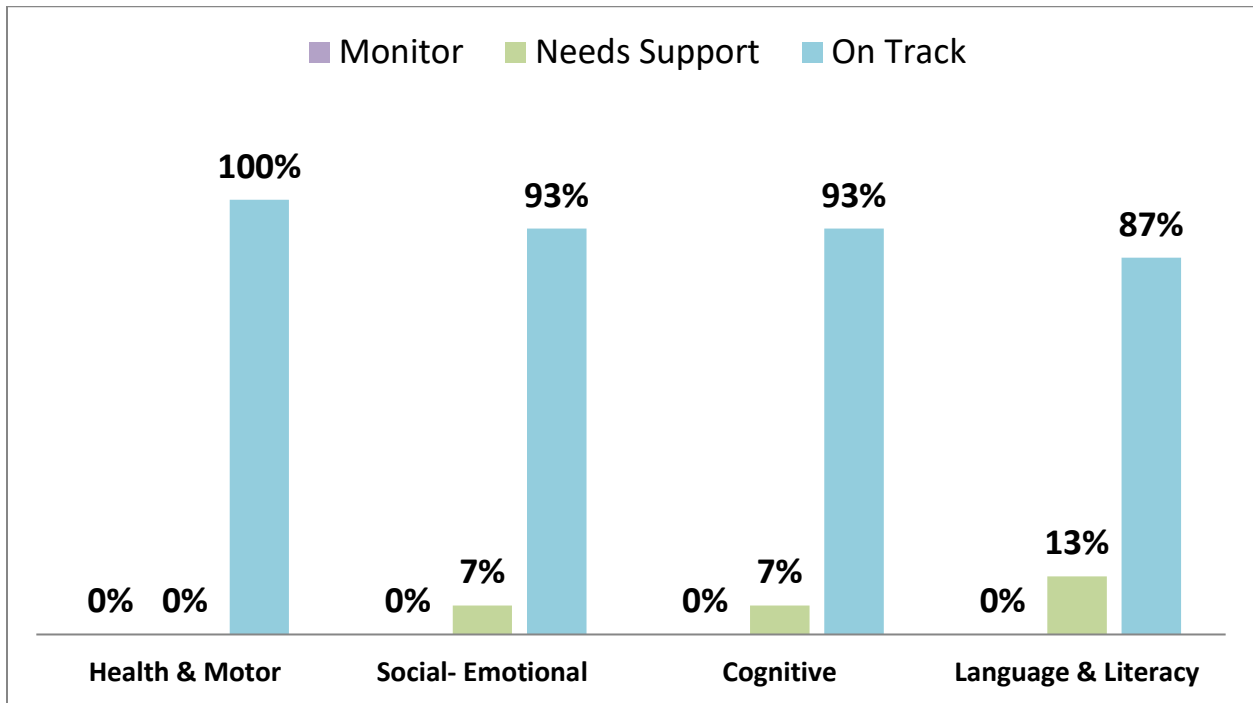
English: 93%	Spanish 7%	Unknown: 0%
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Disabilities

Yes: 7%	No: 93%
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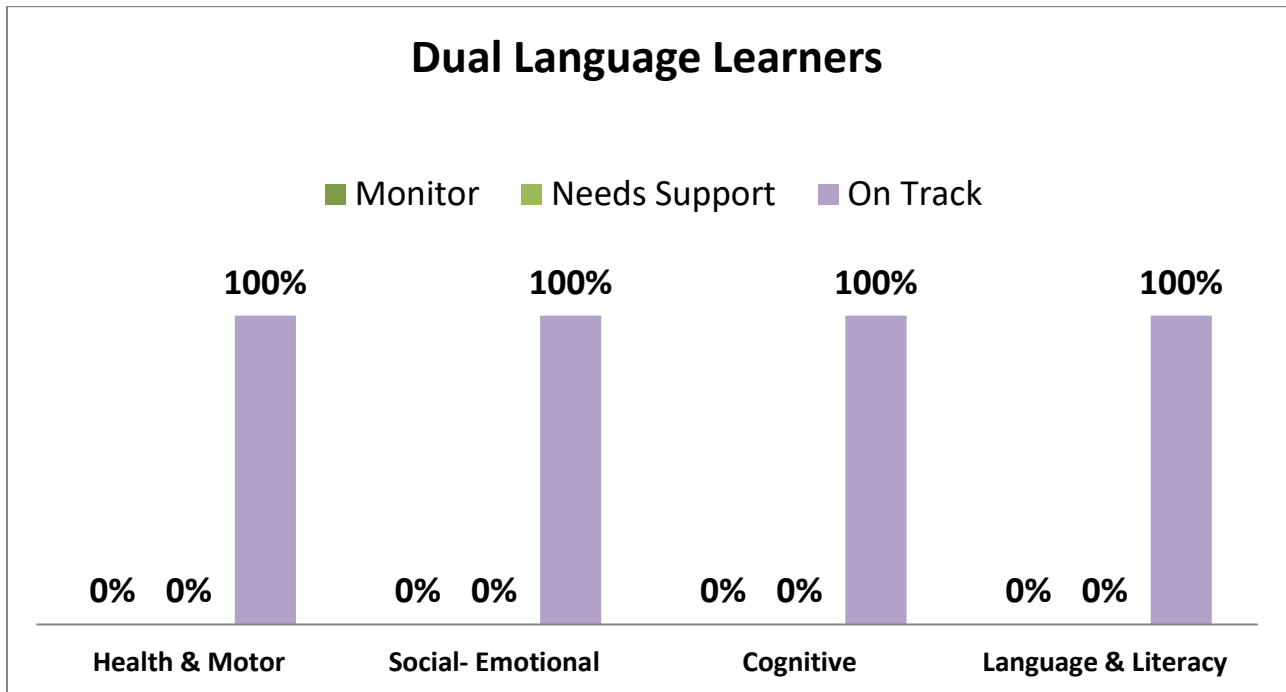
CSNT Early Head Start – CIRCLE Assessment 2024-2025

Wave 2 – Pre School Entry



CSNT Early Head Start – CIRCLE Assessment 2024-2025

Wave 2 – Pre School Entry



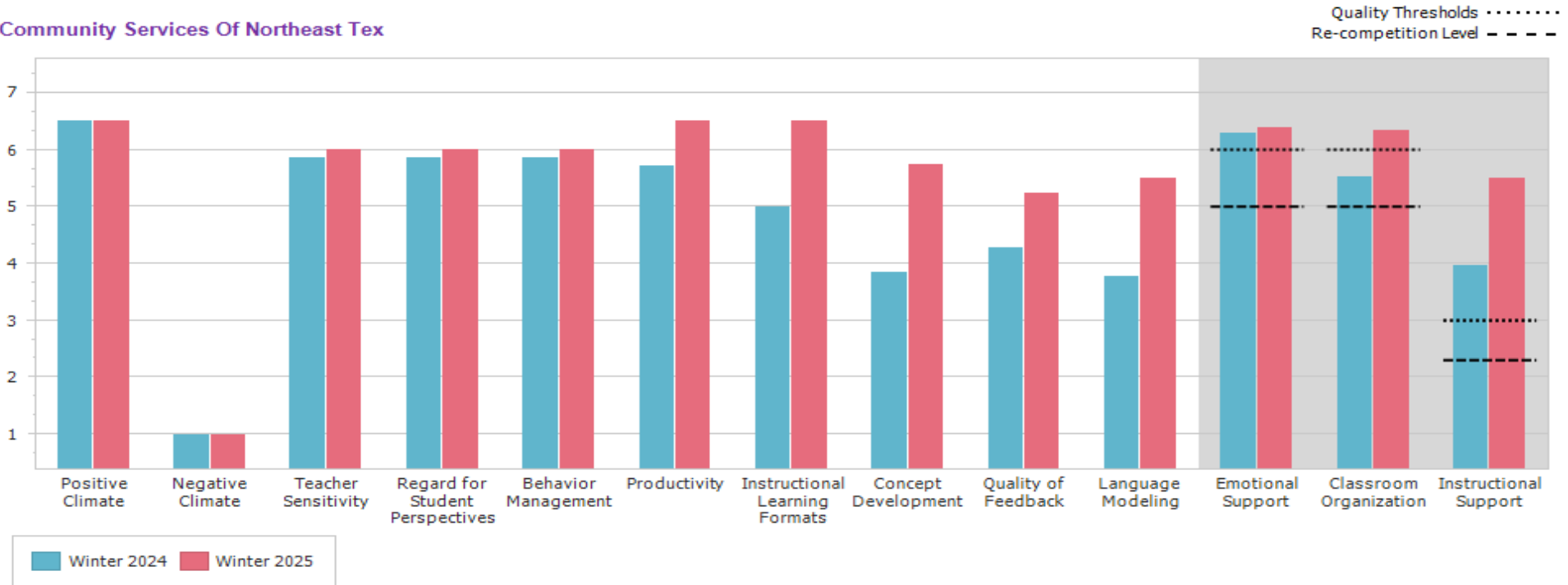
Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	100%	0%
Social - Emotional	80%	100%	100%	0%
Cognitive	80%	100%	100%	0%
Language & Literacy	80%	89%	100%	0%
Total Students Tested	5	9	1	0

Percentage based on “On Target” for Race

2024-2025 Winter CLASS Detailed Monitoring

Pre-K

Community Services Of Northeast Tex



	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	ES	CO	IS
Winter 2024	6.5	1	5.86	5.86	5.86	5.71	5	3.86	4.29	3.79	6.3	5.52	3.97
Winter 2025	6.5	1	6	6	6	6.5	6.5	5.75	5.25	5.5	6.38	6.34	5.5

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

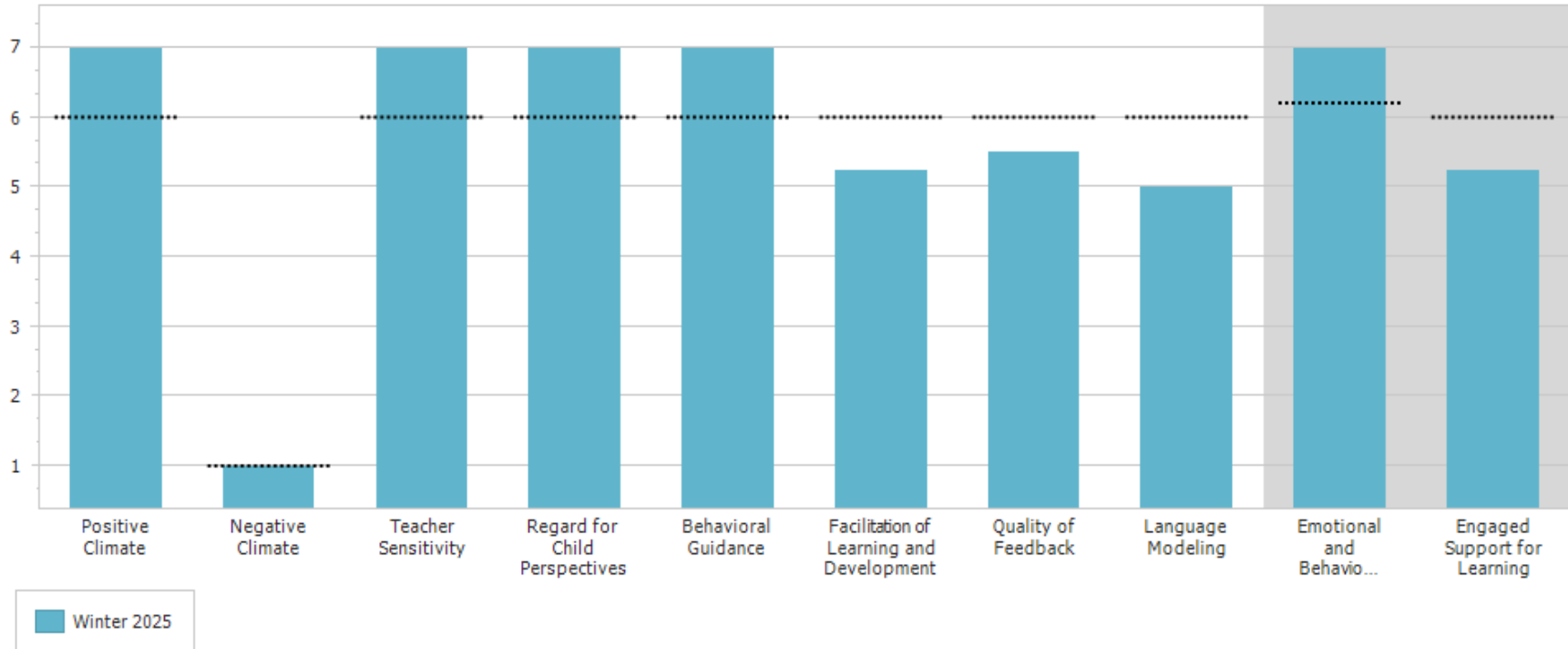
Detailed Monitoring Campuses: Bloomburg and Hughes Springs

2024-2025 Winter CLASS Detailed Monitoring

Early Head Start

Community Services Of Northeast Tex

Quality



	PC	NC	TS	RCP	BG	FLD	QF	LM	EBS	ESL
Winter 2025	7	1	7	7	7	5.25	5.5	5	7	5.25