

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 23, 2025 9:00 am
Head Start Management Building
124 N Main Street
Linden, Texas

CALL TO ASSEMBLY

Please rise.

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

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

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

 **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 Head Start Mission** – *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 June 24, 2025**
6. **Presentations**
 - A. Head Start Policy Council Orientation – Training Misty Van Hooser
7. **Reports**
 - A. Financial Report Bernie Yancey
 - a. Head Start/Early Head Start Financial Report September 2025
 - b. Credit Usage Report September 2025
 - c. CACFP Financial Report September 2025
 - B. Head Start Director Report Misty Van Hooser
 - a. Head Start/Early Head Start Report September 2025
 - b. PIR Report September 2025
 - C. Chief Operating Officer Michelle Morehead

Community Services of Northeast Texas, Inc.
Head Start
Policy Council Meeting
Tuesday, September 23, 2025 9:00 am
Head Start Management Building
124 N Main Street
Linden, Texas

8. Actions Items

- A. Nominations/Elections of New 2025-2026 Policy Council Officers
- B. Set Date and Time for Policy Council Meetings
- C. Discuss and/or Approve Policy Council By-Laws
- D. Discuss and/Approve 2025 CSNT Annual Report

9. Committee Reports

- A. Appoint Committee Members

10. Discussion Items

- A. Non

11. Audience Comments

12. Executive Session

- A. Training – New Hires and Terminations
- B. Personnel

Misty Van Hooser

- 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 confidential nature.

13. Required Action from Executive Session

14. Adjourn

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, September 24, 2024 9:00 am
Linden Administrative Offices
304 East Houston
Linden, Texas**

Others in attendance: CSNT Staff:

1. Call to Order:

The meeting was called to order by Teresa Thompson Policy Council ____
President _____ at 9:00 _____ am, September 24, 2024, in the
Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

none

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present:
Barbara Hill-Pipkins, Skyler Searor, Teresa Thompson

4. Approval of Agenda:

A motion was made by Barbara Hill-Pipkins _____ to accept the
agenda. This motion was seconded by Skyler Searor _____.
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 May 20, 2025:

Barbara Hill-Pipkins _____ made a motion to accept the minutes of May 20, 2025 meeting
as presented. The motion was seconded by Skyler Searor _____
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. None

7. Reports:

A. Financial Report

Shelley Mitchell went over the financial reports

B. Head Start Report

Berny Harris went over the Head Start Director Report

C. Executive Directors Report

None

8. Committee Reports:

None

9. Action Items:

A. Discuss and/or Approve Disposition of Kitchen Equipment

a. Naples

b. New Boston

Berny Harris discussed the disposition of the kitchen equipment at Naples and New Boston.

Skyler Searor moved to approve the above the Disposition of Kitchen Equipment as presented. The motion was seconded by Barbara Hill-Pipkins. The motion was put into a vote with the majority of members in favor of by signaling aye. The motion carried.

A. Discuss and/or Approve 2025 Transportation Waiver.

Berny Harris discuss the transportation waiver. She explained that Head Start Performance Standards for bus transportation were different from the ISD requirements for bus transportation and this waiver approved Head Start students to be on the ISD bus.

Barbara Hill-Pipkins moved to approve Transportation Waiver as presented. The motion was seconded by Skyler Searor. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

None

13. Required Action from Executive Session:

None

14. Adjourn:

A motion to adjourn was made by Skyler Searor at
9:28 am. The motion was seconded by Barbara Hill-Pipkins.

Minutes Submitted by: Misty Van Hooser

Minutes approved by:

Head Start

Financial Report for the month of Sept2025

(Aug 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	\$136,367.07	\$1,572,509.15	\$704,860.85	\$189,780.83	\$1,708,027.47	\$135,518.32
Fringe Benefits	\$659,071.00	\$15,878.55	\$352,816.20	\$306,254.80	\$54,922.58	\$494,303.22	\$141,487.02
Travel (4120)	\$10,000.00	\$0.00	\$8968.89	\$1,031.11	\$833.33	\$7,499.97	(\$1,468.92)
Equipment	\$10,000.00	\$0.00	\$6,299.00	\$3,701.00	\$833.33	\$7,499.97	\$1,200.97
Supplies	\$209,369.00	\$18,706.78	\$177,224.44	\$32,144.56	\$17,447.42	\$157,026.78	(\$20,197.66)
Contractual	\$291,066.00	\$0.00	\$147,028.00	\$144,038.00	\$24,255.50	\$218,299.50	\$71,271.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$4,042.26	\$16,040.45	\$14,340.51	\$2,531.75	\$22,785.75	\$4,213.00
Indirect Cost	\$396,943.00	\$22,290.47	\$234,864.51	\$162,078.49	\$33,078.58	\$297,707.22	\$29,764.15
Other (4122)	\$608,806.00	\$58,668.51	\$714,205.13	\$(105,399.13)	\$50,733.83	\$456,604.47	\$(257,600.66)
Total	\$4,493,006.00	\$444,517.60	\$3,160,687.31	\$1,332,318.69	\$374,417.17	\$3,369,754.53	\$209,067.22
T&TA	\$40,381.00	\$4,402.26	\$25,009.34	\$15,371.66	\$3,365.08	\$30,285.72	\$5,276.38
Total							
USDA Reimbursements through July 2025							\$74,287.24
Estimated USDA Reimbursement for Aug 2025							\$7,802.76
							<u>\$296,433.60</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	\$172,807.92	\$17,096.83	\$121,564.89	\$14,400.66	\$129,605.94	\$8,041.05
Per Child	\$9,662.38	\$955.95	\$6,797.18	\$805.20	\$7246.80	\$899.24

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,133,347.00	\$185,114.81	\$1,191,594.55	(\$58,247.55)

Early Head Start

Financial Report for the month of Sept 2025

(August 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	\$6718.42	\$89,830.10	\$57,542.90	\$12,281.08	\$110,529.72	\$20,689.62
Fringe Benefits	\$42,650.00	\$850.48	\$9,830.39	\$32,819.61	\$3,554.17	\$31,987.53	\$22,157.14
Travel (4120)	\$2,190.00	\$0.00	\$994.44	\$1195.56	\$182.50	\$1,642.50	\$648.06
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$17,650.00	\$822.70	\$5,320.80	\$12,329.20	\$1,470.83	\$13,237.47	\$7,916.67
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$556.23	\$2,510.77	\$255.58	\$2,300.22	\$1,743.99
Indirect Cost	\$23,737.00	\$1090.48	\$10,723.23	\$13,013.77	\$1,978.08	\$17,802.72	7,079.49
Other (4122)	\$27,344.00	\$2766.93	\$20,499.49	\$6,844.51	\$2,278.67	\$20,508.03	\$8.54
Total	\$264,011.00	\$12,249.01	\$116,208.09	\$147,802.91	\$22,000.92	\$154,161.71	\$37,953.62
T&TA	\$5,257.00	\$0.00	\$1,550.67	\$3,706.33	\$438.08	\$3,942.72	\$2,392.05
Total							
USDA Reimbursements through July 2025							\$10,976.01
Estimated USDA Reimbursement for Aug 2025							\$1329.33
Resulting (over)/under with USDA							\$52,651.01

* 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	\$ 6,124.50	\$58,104.04	\$11,000.46	\$99,004.14	\$40,900.1
Per Child	\$16,500.69	\$765.56	\$7,263.00	\$1,375.06	\$12,375.54	\$5,112.54

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,317.00	\$1,963.25	\$16,407.03	\$50,909.97

HEAD START and EARLY HEAD START NUTRITION PROGRAM

September 2025 Financial Report

For the month of August 2025

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	3,204.68	55,441.81
Administrative Labor		535.81	11,163.64
Food		5,488.20	99,238.14
Supplies & Equipment		0.00	23,475.11
Purchased Services		-	0.00 0.00
Financial Costs		-	0.00
Media Costs		-	3,662.27
Operating Org Cost		0.00	371.25
Other		-	
Total	\$	9,288.69	\$ 193,352.22

TDHS REVENUE	9,132.09	129,296.46
(Income Starts October 2025)		

Early Head Start

Financial Report for the month of Sept 2025

(August 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	\$6718.42	\$89,830.10	\$57,542.90	\$12,281.08	\$110,529.72	\$20,689.62
Fringe Benefits	\$42,650.00	\$850.48	\$9,830.39	\$32,819.61	\$3,554.17	\$31,987.53	\$22,157.14
Travel (4120)	\$2,190.00	\$0.00	\$994.44	\$1195.56	\$182.50	\$1,642.50	\$648.06
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$17,650.00	\$822.70	\$5,320.80	\$12,329.20	\$1,470.83	\$13,237.47	\$7,916.67
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$0.00	\$556.23	\$2,510.77	\$255.58	\$2,300.22	\$1,743.99
Indirect Cost	\$23,737.00	\$1090.48	\$10,723.23	\$13,013.77	\$1,978.08	\$17,802.72	7,079.49
Other (4122)	\$27,344.00	\$2766.93	\$20,499.49	\$6,844.51	\$2,278.67	\$20,508.03	\$8.54
Total	\$264,011.00	\$12,249.01	\$116,208.09	\$147,802.91	\$22,000.92	\$154,161.71	\$37,953.62
T&TA	\$5,257.00	\$0.00	\$1,550.67	\$3,706.33	\$438.08	\$3,942.72	\$2,392.05
Total							
USDA Reimbursements through July 2025							\$10,976.01
Estimated USDA Reimbursement for Aug 2025							\$1329.33
Resulting (over)/under with USDA							\$52,651.01

* 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	\$ 6,124.50	\$58,104.04	\$11,000.46	\$99,004.14	\$40,900.1
Per Child	\$16,500.69	\$765.56	\$7,263.00	\$1,375.06	\$12,375.54	\$5,112.54

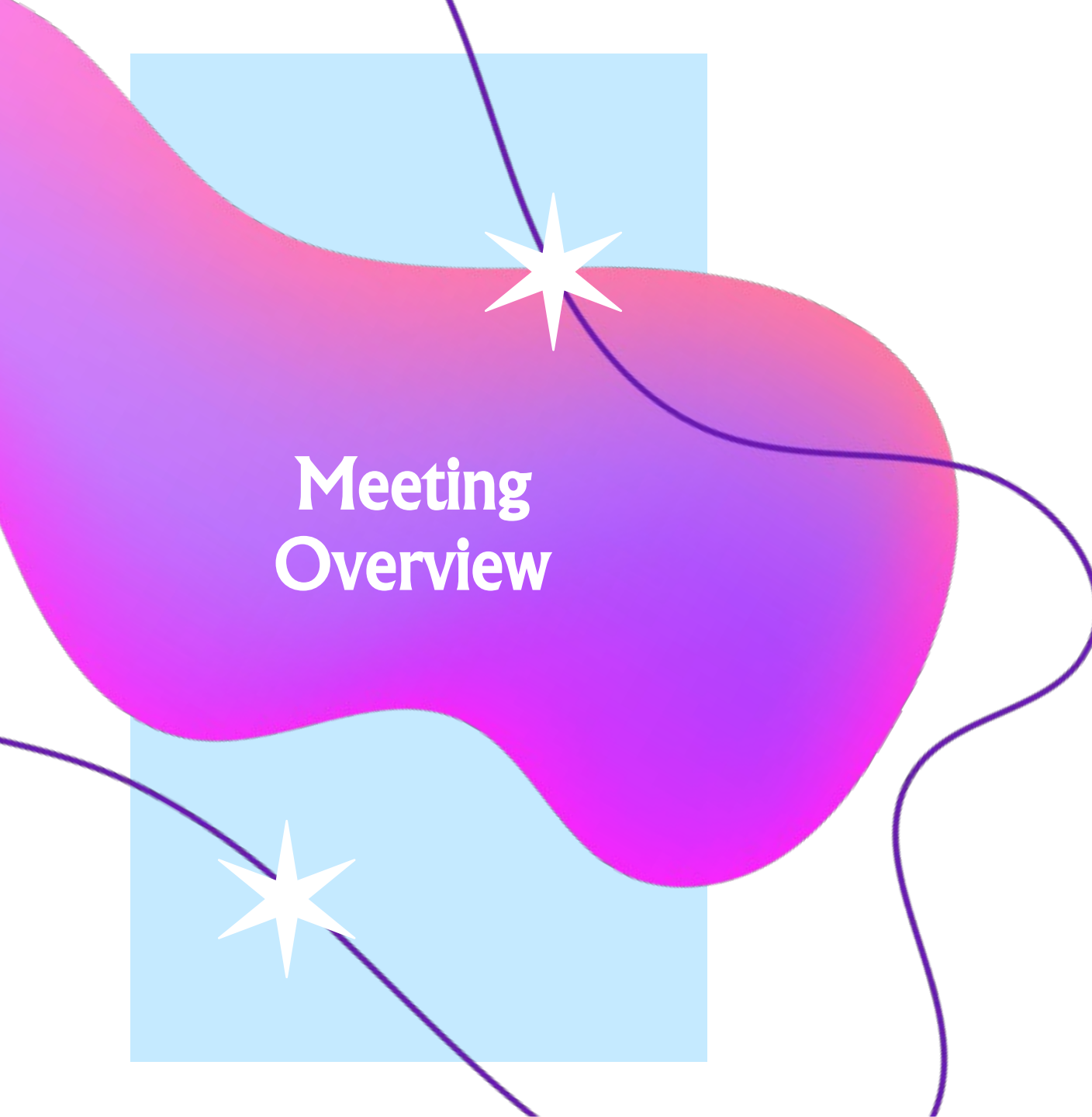
IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$67,317.00	\$1,963.25	\$16,407.03	\$50,909.97



Policy Council Orientation Training

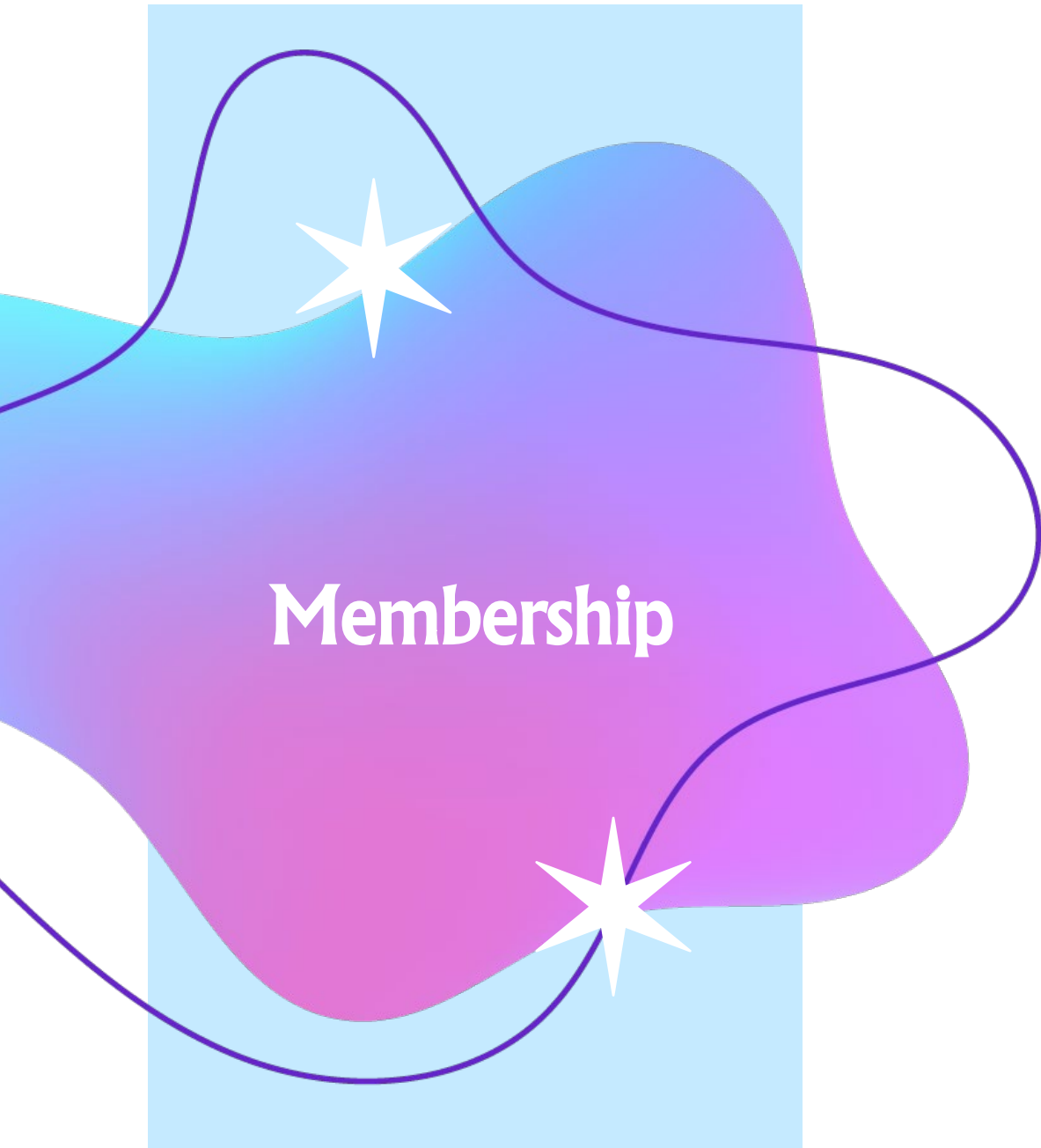
CSNT, Inc.



Meeting Overview

The PC Meets:

- Every month in the Head Start Management Building Conference Room (except Nov/Dec as they are combined)
- Typically the 4th Tuesday of the month at 9:00 am
- Members are served a brunch
- Normally, meetings do not occur in July/August



Membership consists of:	Counties Represented:
• Elected parents/guardians of currently enrolled Head Start/Early Head Start Students • Community Representatives • Can not serve more than five years	• Bowie • Camp • Cass • Morris

Policy Council Membership:

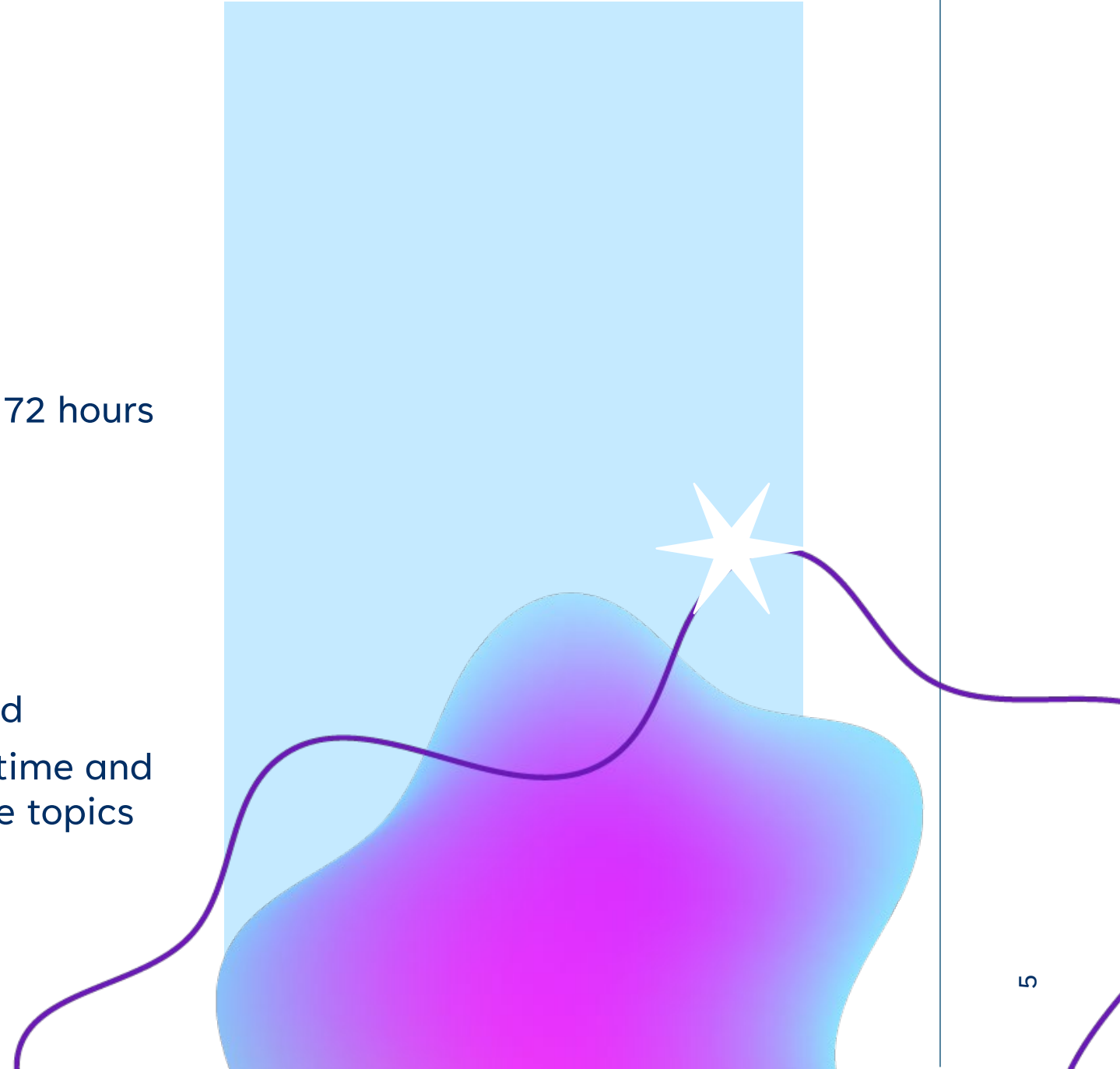
*One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.

*One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and reflect the communities being served.

*One member of the Board of Directors.

Meeting Overview

- PC Agenda:
 - Packets are made available at least 72 hours before the meeting date.
- PC Meetings are:
 - Professional, but informal meetings
 - Interactive, with questions and open discussions encouraged and expected
 - Designed so that PC members have time and opportunity to be informed about the topics which will come before them.





Governance: Exercising authority over an organization

Shared Governance:

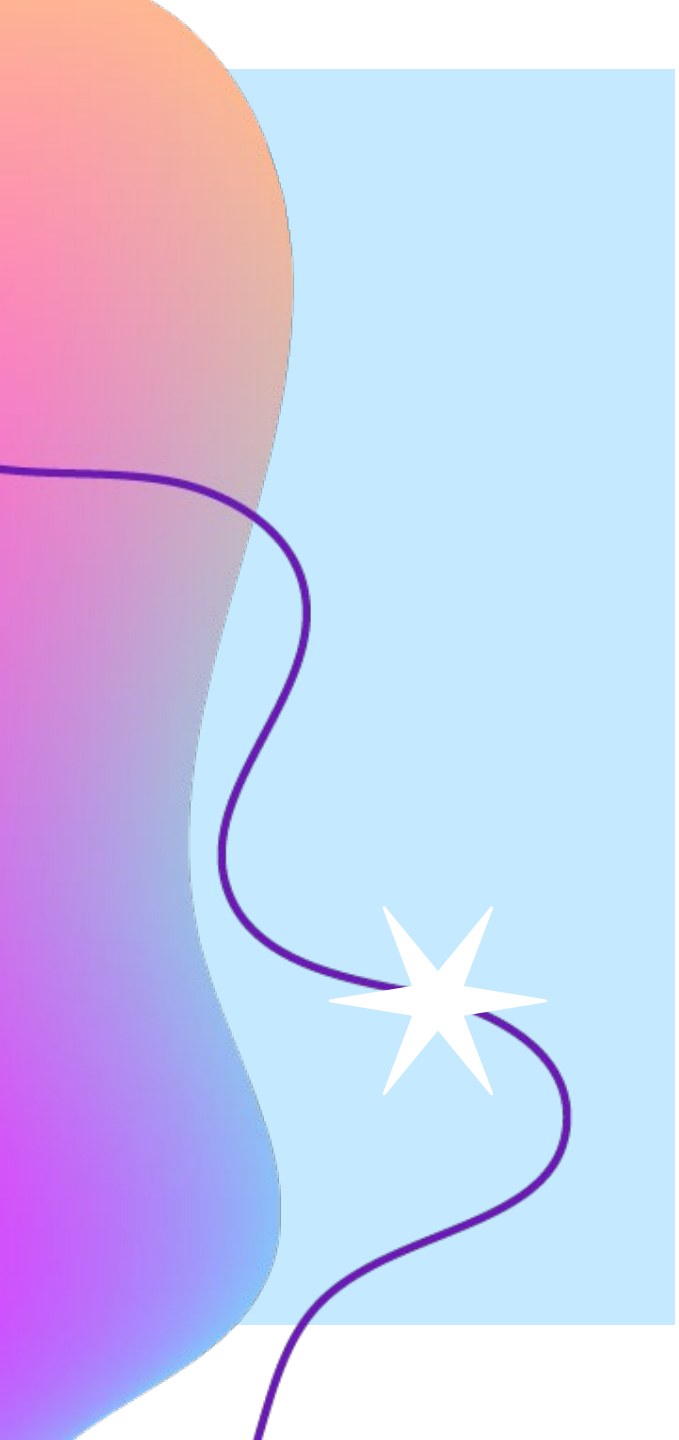
- A key value and requirement

Board has the majority of
governance responsibility but
shares it with:

- Policy Council

CSNT governance is defined by:

- Non-profit agency law
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws



Responsibilities of Policy Council

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in the standards.
- Develop/review policies and procedures described in the standards.

- Head Start Funding Year:
December 1 – November 30
- Policy Council must approve:
 - Head Start budget
 - All Head Start budget changes
 - All Head Start funding applications





Personnel Management

Policy Council approves the hiring of the following positions:

Head Start Director

Human Resources Director

Chief Financial Office

All personnel paid at least 50% from Head Start funding

Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Chief Executive Officer
- Chief Operating Officer
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

Internal Controls

- Every financial transaction has a documented trail of involved staff (signatures and dates)
 - More than one person is always involved with every cash or computer system transaction.
 - Clear roles and responsibilities for every staff involved in fiscal transactions.
-
- Independent Auditor:
 - Verifies CSNT internal controls
 - Identifies any problems or areas of concerns
 - Discusses the audit and any problems or concerns directly with the Board



Any Questions? ? ?

Thank You

Community Services of Northeast Texas Policy Council By Laws

ARTICLE I: NAME

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

ARTICLE II: PURPOSE

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

ARTICLE III: MEMBERSHIP

SECTION I

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- * Atlanta – One (1) representative and One (1) alternate
- * Bloomburg – One (1) representative and One (1) alternate
- * Daingerfield/Lone Star – One (1) representative and One (1) alternate
- * Hughes Springs – One (1) representative and One (1) alternate (Head Start)
One (1) representative and One (1) alternate (Early Head Start)
- * Naples/Omaha – One (1) representatives and One (1) alternate
- * New Boston – One (1) representative and One (1) alternate
- * Pittsburg – One (1) representative and One (1) alternate
- * Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

SECTION II: Term of Office

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

SECTION III: Voting Rights

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

SECTION IV: Member Obligations

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

SECTION V: Confidentiality

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

SECTION VI: Termination of Membership

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

SECTION VII: Alternates

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

SECTION VIII: Head Start Staff Attendance

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

SECTION VIII: Council Representatives

A Policy Council member cannot profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

ARTICLE IV: OFFICERS

SECTION I: Election and Term

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

SECTION II: Executive Committee

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

SECTION III: Special Committees

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

SECTION IV: Chairperson

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

SECTION V: Vice –Chairperson

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

SECTION VI: Secretary

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month in Linden, Texas. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:00 AM.

SECTION II: Special Meetings

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

SECTION III: Notice of Meetings

Notification of all meetings will be sent to all members and all alternates of the Council electronically at least five (5) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

SECTION IV: Quorum

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the "Act of the Policy Council".

SECTION V: Conduction of Meeting

The Policy Council parliamentary process will follow PROBERT'S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

SECTION VI: Dispute/Impasse Resolution

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E.** If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested** parties.

FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

** Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT

Staff, Board members, Policy Council members, immediate family or persons in the employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

ARTICLE VII: AMENDMENTS

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 9/21/22

Community Services of Northeast Texas, Inc. currently employs 88 employees. The total payroll for fiscal year ending September 30, 2024 was over \$4 million.

CSNT, Inc. currently operates in 9 locations in a twelve county area. Eight of the locations operate the Head Start Preschool 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 Preschool	\$	4,533,387
Early Head Start		269,268
Head Start - C-5 (ARP/CARES)		0
Head Start - C-6 (CRRSA)		0
Community Services Block Grant		436,850
Community Services Block Grant - DISCRETIONARY		27,000
Comprehensive Energy Assistance Program		3,079,843
Comprehensive Energy Assistance Program - SUPPLEMENTAL		151,952
Tenant Based Rental Assistance Program		186,218
Share the Warmth		25,000

Fee-for-service contracts

Veterans Services Now		57,325
USDA-CACFP		193,415

Private & State Funds

Upshur Rural		4,618
Salvation Army		1,600
Targeting Local Communities		2,333
Cash Donations		38,930
In-kind donations		1,496,305

Total revenue all categories \$ 10,504,044

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 Preschool	Early Head Start	CSBG	CEAP	All others	Org. Total
Personnel	2,892,808	144,360	186,655	112,902	203,138	3,539,863
Fringe Benefits	667,798	29,856	36,151	16,753	56,092	806,650
Travel	87,776	281	10,776	3,431	13423	• 115,686
Equipment ¹	79,518	952	4,056	2,838	-32,760	54,604
Supplies ²	162,518	22,496	5,973	-567	41,611	232,032
Contractual services ³	0	0	0	0	0	0
Indirect Costs	303,456	19,339	36,625	25,517	101,720	486,656
Other (rent, utilities, operating expenses) ⁴	1,714,092	37,381	160,467	2,949,114	1,258,169	6,119,223
Direct assistance services to, or on behalf of clients	5,907,966	254,664	440,703	3,109,989	1,641,393	11,354,715

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 Preschool		Early Head Start	
Personnel	\$ 2,040,749	Personnel	\$ 150,020
Fringe Benefits	652,019	Fringe Benefits	47,931
Travel (4120)	10,000	Travel (4120)	2,190
Equipment	140,000	Equipment	0
Supplies (4122)	631	Supplies (4122)	200
Supplies	155,000	Supplies	11,000
Contractual	399,666	Contractual	0
Facilities / Construction	0	Facilities / Construction	0
Other (4120)	29,750	Other (4120)	2,867
Other (4122)	550,605	Other (4122)	20,924
Indirect Costs	554,788		34,136
Total	\$ 4,533,208	Total	\$ 269,268

Community Services Block Grant	
Personnel	\$ 142,703
Fringe Benefits	62,317
Travel	10,640
Equipment	198
Supplies	15,746
Contractual	16
Other	145,331
Indirect Costs	66,521
Total	\$ 443,471

Comprehensive Energy Assistance Program	
Administration	\$ 201,858
Household Crisis	1,123,528
Utility Assistance	1,123,528
Program Services	344,405
Travel	2,500
Total	\$ 2,795,819

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 465
Average monthly enrollment (as a percentage of funded enrollment HS/EHS)	HS 89%
Percentage of eligible children served (Head Start/Early Head Start)	HS 73%

RECENT REVIEWS

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

Comprehensive Education and Child Development Services - (No areas of non-compliance)

Health & Safety - (No areas of non-compliance)

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

Family and Community Engagement - (No areas of non-compliance)

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

Fiscal Infrastructure - (No areas of non-compliance)

Leadership, Governance, and Management Systems - (No areas of non-compliance/one are of concern in supporting teachers in promoting school readiness by having specified degrees or courses)

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	YES
Financial findings and questioned costs	NONE

Broker's Opinion:

Frank Lanier, Broker Lic 279164
East Texas Realty
108 E Rush Street P.O. Box 509
Linden TX 75563
903-756-7781
620-431-6342

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 86% EHS 92%
Percentage of enrolled children receiving dental exams (Head Start/Early Head Start)	HS 94% EHS 100%
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) (Received Waiver)	HS 7.38% EHS 12.50%

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 Mental Health/Wellness Programs
 - Partnering with ISDs in providing parent activities
 - Participation in local community activities such as breast cancer awareness and walk-a-thons
 - Implementation of Family Activities such as Souper Bowl Activities
-

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 Preschool, or other receiving program
 - Coordinate with school districts and receiving programs for records needed
 - Initiate communication between Early Head Start, Head Start Preschool, and receiving program staff
 - Initiate joint training with Head Start Preschool/Early Head Start teachers and receiving program staff
 - Provide parent-teacher communication for children transitioning out of program
-

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

2024/2025 SCHOOL READINESS GOALS - Head Start (3/4-Year-Olds)

Area Assessed	Goal	Progress
Social & Emotional Development	Children will demonstrate the ability to interact with peers, cooperatate, and solve social problems.	95%
Perceptual, Motor, and Physical Development	Children will demonstrate control of large and small muscles for movement, coordination and balance.	90%
Approaches to Learning	Children will demonstrate a positive approach to learning.	90%
Language and Literacy	Children will develop strong receptive and expressive language skills. Children will learn and demonstrate alphabet knowledge.	83%
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.	91%

2023/2024 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.	87%
Perceptual, Motor, and Physical Development	Children will demonstrate control of large and small muscles for movement, coordination and balance.	100%
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.	90%
Parent Involvement Goals	Families will work with child/children to complete weekly home activities.	91%

2024/2025 Student Assessment Data - Head Start (3/4-Year-Olds) *Texarkana Pre-School Not Included in This Data - See TISD Preschool Data

	% - Proficient at end of school year in each area of CIRCLE Assessment			
	3-yr-old	4-yr-old	Disability	Dual Language
Approaches to Learning	86%	94%	80%	88%
Perceptual Motor & Physical	83%	93%	60%	84%
Social Studies	86%	83%	80%	92%
Rapid Letter Naming	58%	78%	80%	48%
Rapid Vocabulary	88%	82%	80%	76%
Phonological Awareness	75%	73%	40%	64%
Mathematics	83%	83%	60%	80%
Social-Emotional	86%	83%	80%	92%
Science	83%	82%	60%	68%

2024/2025 Student Assessment Data - Early Head Start

	% - Proficient at end of the school year in each area					
	Infants	Toddler s 12-18 Months	Toddler s 18-24 Months	Pre-school Entry	Disability	Dual Language
Language & Literacy	NA	NA	NA	81%	100%	100%
Mathematics	NA	NA	NA	88%	100%	100%
Social - Emotional	NA	NA	NA	81%	100%	100%

Health & Motor	NA	NA	NA	88%	100%	100%
----------------	----	----	----	-----	------	------

Number of persons receiving salary more than \$50,000	4
Federal minimum wage	\$ 7.25 per hour
Agency internal minimum wage	\$12.00 per hour
Head Start internal minimum wage	\$12.00 per hour

Community Service Division

Clients Served 2024

CSBG	3,280
Energy Assistance	3,212
Salvation Army	95

CSNT, Inc. is an equal opportunity employer.

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

