

Community Services of Northeast Texas, Inc.
Head Start Policy
Council Meeting
Tuesday, March 24, 2026 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.*

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

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

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

Invocation

1. **Call Meeting to Order**
2. **Recognize New Policy Council Members**
3. **Establishment of Quorum**
4. **Approval of Agenda**
5. **Approval of Minutes for February 24, 2026**
6. **Presentations**
 - A. Hughes Springs Head Start/Early Head Start
7. **Reports**
 - A. Financial Report Jess Ervin
 - a. Head Start Financial Report
 - b. CACFP Financial Report
 - B. Head Start Director Report Misty Van Hooser
 - a. Head Start/Early Head Start Report March 2026
 - b. Head Start/Early Head Start PIR March 2026
 - C. Chief Executive Officer Report Michelle Morehead

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Tuesday, March 24, 2026 9:00 am
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- 8. Committee Reports**
 - A. Appoint Committee Member(s)
 - B. Committee Report
- 9. Training**
 1. None
- 10. Action Items**
 - A. Discuss and/or Approve 2026-2027 Selection Criteria
 - a. Head Start
 - b. Early Head Start
 - B. Discuss and/or Approve 2026 Head Start Program Self-Assessment Report
 - C. Discuss and/or Approve EHS Change in Scope - Conversion Grant Amendment #06CH012925/02
- 11. Discussion Items**
 - A. Discuss Head Start Program Winter Data
 1. CLASS Winter 2025 Data
 - B. Discuss Audit Results
 - C. April Meeting Date
- 12. Audience Comments**
- 13. 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.
- 14. Required Action from Executive Session**
- 15. Adjourn**

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

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

Invocation: Teresa Thompson

1. **Call Meeting to Order:** 9:00am

2. **Recognize New Policy Council Members**

No new members

3. **Establishment of Quorum:** See Sign in Sheet

Yes, Quorum was established with the following Policy Council Members present:

4. **Approval of Agenda**

A motion was made by April Wilson to accept the agenda. This motion was seconded by Rebekah Rivera. 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 for December 9, 2025

A motion was made by Rebekah Rivera to accept the minutes of December 9, 2025, meeting as presented. The motion was seconded by April Wilson. The motion was put to a vote with majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations

A. Daingerfield Head Start: Kaye Nelms and MaRenda Traylor

7. Reports

A. Financial Report: Jess Ervin **See Attachment Document**

a. Head Start Financial Report

b. CACFP Financial Report

B. Head Start Director Report: Misty Van Hooser **See Attachment Document**

a. Head Start/Early Head Start Report February 2026

b. Head Start/Early Head Start PIR February 2026

c. Chief Executive Officer Report: Michelle Morehead **See Attachment Document**

Outreach program is moving into a new building in May. Currently work out of a small building housing 10 staff. They will share the building with DAV, Americal Legan and a massage therapist. The food pantry is growing and in the new location they will be able to store more food.

8. Committee Reports:

A. Appoint Committee Member(s)

B. Committee Report

9. Training: See Attachment Document

a. ERSEA– Alisha Oliver

10. Action Items: See Attachment Document

A. Discuss and/or Approve CACFP Expense Verification and Compliance Procedures

D. Discuss and/or Approve Disposition of Vehicles

A motion was made by April Wilson to accept the changes to CACFP Expense Verification and Compliance Procedures, Discuss and/or Approve 2025-2026 On-Going Detailed Monitoring, Discuss and/or Approve 2025-2026 Disability Waiver, Discuss and/or Approve Disposition of Vehicles. The motion was seconded By Rebekah Rivera. The motion was put to a vote with majority of members voting in favor of by signaling aye. The motion carried.

11. Discussion Items: Frances Evans - See Attachment Documents

A. Discuss Head Start Program Fall Data

1. School Readiness Performance Data Winter 2026 Data
2. Parent, Family, and Community Engagement Goals Winter 2026 Data: Misty Van Hooser
3. CLASS Winter 2026 Data: Will be in the package next month
4. Program Goals Winter 2026: Berny Harris

12. Audience Comments: None

13. Executive Session: Start time: 10:09am End time: 10:14am

A. Personnel

1. New hires and terminations

April Wilson moved for the Policy Council to go into Executive Session at 10:09am, Rebekah Rivera seconded the motion.

New hire Atlanta campus

Separation Voluntary Kaufman building and involuntary Hughes Springs campus

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.

14. Required Action from Executive Session:

A motion was made by April Wilson to accept new hires, transfers, and separations as presented. The motion was seconded by Rebekah Rivera. Discussion about why staff were no longer with the agency. The motion was put to vote with a majority of members voting in favor of by signaling aye. The motion carried.

15. Adjourn: Time 10:14am

Minutes Submitted by Misty Van Hooser

Minutes approved by: _____



HEAD START PROGRAM DIRECTOR REPORT

March 2026

Head Start Preschool/Early Head Start

Enrollment

- Head Start (HS) enrollment is 462 children with cumulative enrollment of 517.
- Early Head Start (EHS) enrolled with 15 of 16 funded slots filled.

Upcoming Enrollment Round-Up

- 2026-2027 Enrollment Application is now open online at www.csntexas.org.
- All Campuses have Round-Up dates scheduled. We will be replacing approximately 300 children.

Dental Clinic

- Dr. Joshua Talley, Special Health Resources of Texarkana, will be completing a second dental clinic for our students on April 15, 2026. He is scheduled to see 200 students that day. He volunteers his time and service to our program every October and April.

Disability Waiver

- CSNT applied and were granted our Disability Waiver on 2/27/2026.

Upcoming Training

I am currently enrolled in the National Head Start Association Director's Credential. I will be presenting my Capstone project in May at the NHSA National Conference.

CACFP National Conference – April 13-17- Susan Horner, LaTaria Frazier and LaTasha Frazier will be attending

TACAA Conference – April 27-May 1 – I will be attending my first TACAA conference in Frisco

NHSA Conference – May 4-8 – I will be attending and presenting at this conference.



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2025-2026)

Date

3/3/2026

Funded Enrollment

Number of enrollment slots the program is funded to serve.

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

Funded Enrollment by Program Option

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

Detail - Center-based Funded Enrollment

	# of center-based funded enrollment slots	% of center-based funded enrollment slots
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	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

	# of participants	% of participants over Funded Enrollment
Total Cumulative Enrollment	517	11.18%

Participants by Age

	# of participants	% of participants
1 Year Old	0	0.00%
2 Years Old	3	0.58%
3 Years Old	212	41.01%
4 Years Old	302	58.41%
5 Years Old	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	25	4.84%

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	19	3.68%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	164	31.72%
Three or more years	18	3.48%

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%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	12	2.32%	220	42.55%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	44	8.51%	147	28.43%
Biracial or Multi-Racial	23	4.45%	29	5.61%
Other Race	41	7.93%	1	0.19%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	470	90.91%
Of these, the number of children acquiring/learning another language in addition to English	23	
Spanish	45	8.70%
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	2	0.39%
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	495	95.74%		0.00%
Children with accessible health care	507	98.07%		0.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	467	90.33%		0.00%
Children with accessible dental care	459	88.78%		0.00%

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	33	7.10%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	488	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	324	66.39%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	12	2.46%
Housing Assistance	2	0.41%
Asset Building Services	31	6.35%
Mental Health Services	6	1.23%
Substance Misuse Prevention	1	0.20%
Substance Misuse Treatment	7	1.43%
English as a Second Language (ESL) Training	11	2.25%
Assistance in enrolling into an education or job training program	23	4.71%
Research-based parenting curriculum	266	54.51%
Involvement in discussing their child's screening and assessment results and their child's progress	320	65.57%
Supporting transitions between programs	287	58.81%
Education on preventive medical and oral health	313	64.14%
Education on health and developmental consequences of tobacco product use	98	20.08%
Education on nutrition	318	65.16%
Education on postpartum care	2	0.41%
Education on relationship/marriage	7	1.43%
Assistance to families of incarcerated individuals	0	0.00%



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2025-2026)

Date

3/6/2026

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	17	106.25%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	6	35.29%
2 Years Old	11	64.71%
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	0	0.00%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	4	23.53%

Prior Enrollment of Children

	# of children	% of children
The second year	3	17.65%
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	1	5.88%	12	70.59%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	1	5.88%	1	5.88%
Biracial or Multi-Racial	0	0.00%	1	5.88%
Other Race	1	5.88%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	16	94.12%
Of these, the number of children acquiring/learning another language in addition to English	1	5.88%
Spanish	1	5.88%
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	17	100.00%		0.00%
Children with accessible health care	17	100.00%		0.00%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	16	94.12%		0.00%
Children with accessible dental care	17	100.00%		0.00%

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	2	12.50%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	94.12%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	16	100.00%

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	5	31.25%
Research-based parenting curriculum	16	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	16	100.00%
Supporting transitions between programs	15	93.75%
Education on preventive medical and oral health	16	100.00%
Education on health and developmental consequences of tobacco product use	0	0.00%
Education on nutrition	16	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

CSNT Head Start **Highlights** March 2026

ATTENDANCE

92% Pre-K **83%** EHS

HEADSTART IN YOUR COMMUNITY

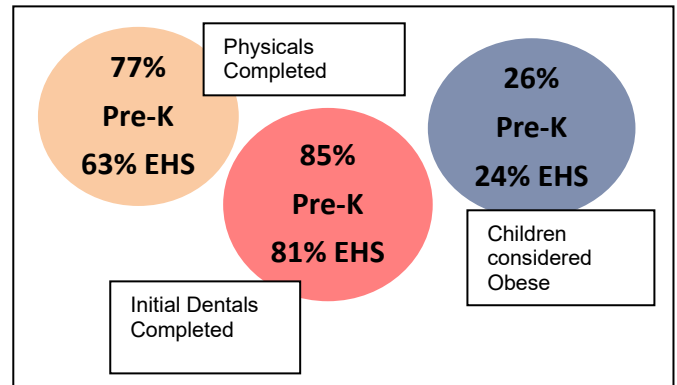
- 465-Pre-K/16 EHS children enrolled in locally run classrooms
- 50% entering kindergarten next year
- 93% of children speak English at home
- 13+ collaboration agreements between programs and schools
- 7.3% Pre-K/12.50% EHS of enrolled children receive services under IDEA

541,021
Head Start
Preschool children
served in US

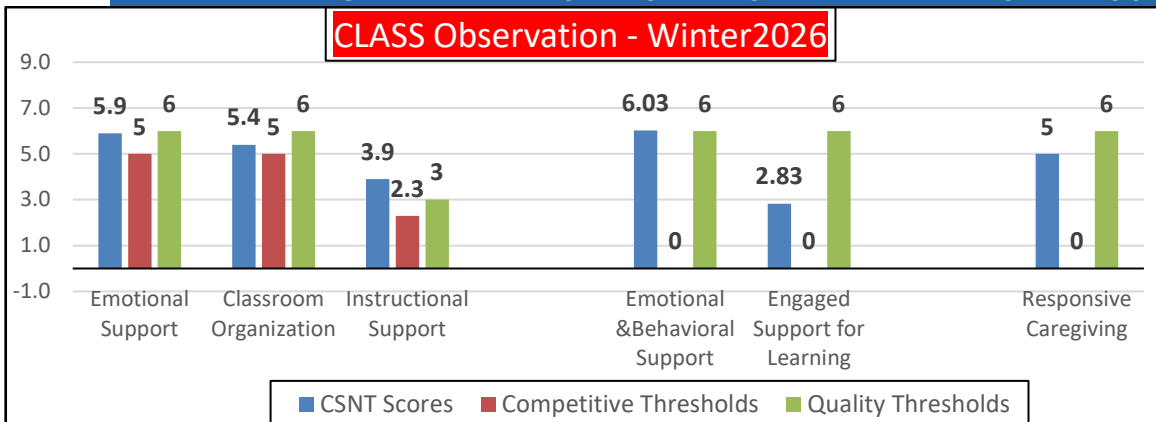
187,966
Early Head Start
children served in
US



CHILDREN ARE HEALTHIER ...



HEAD START TEACHERS STRIVE FOR EXCELLENCE IN HEAD START CLASSROOMS



HS FAMILIES ENGAGED IN LEARNING

- **78%** of Head Start parents completed second home visits
- **0%** of Head Start parents completed second Parent/Teacher Conference

25% of Parents
HAVE MET WITH
TEACHERS
2025-2026
(Spring Meetings)

PARENT  TEACHER
CONFERENCES

EHS FAMILIES ENGAGED IN LEARNING

- **15%** of Early Head Start parents completed second home visits
- **6%** of Early Head Start parents completed second Parent/Teacher Conference

CSNT Quality Assurance Specialist Report Early Head Start PY02/FY26

March Report/February Data

How Are We Doing?



EARLY HEAD START Attendance - February 2026

- ✓ **15** Actual Enrollment (**Under**/Over **1** Student(s)) – Funded **16**
- ✓ **12.5%** Disability Students – **10%** Target
- ✓ **83%** Average Daily Attendance (*Illnesses/Personal Issues*)



EARLY HEAD START NFS/ICP/Admin Expenses Rate

- ✓ **\$6,366** NFS Collected – **\$67,317** NFS Needed
- ✓ **\$2,920** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



EARLY HEAD START CACFP Meals/Reimbursements

- ✓ **\$1,540** Reimbursed This Month - **\$6,563** Reimbursed This Contract Year
- ✓ **14** days of Service – **530** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



EARLY HEAD START Quality Assurance

- ✓ **10** Files Reviewed/**4** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**1** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **47** Findings/**37** Corrections/**10** Remaining

ANNOUNCEMENTS:

Preparing for Spring Activities
Completing PY03 Grant Application

CSNT Quality Assurance Specialist Report Head Start Preschool PY02/FY26

March Report/February Data

How Are We Doing?



HEAD START Preschool Attendance - February 2026

- ✓ **459** Actual Enrollment (**Under**/Over **6** Student(s)) – Funded **465**
- ✓ **7%** Disability Students – **10%** Target
- ✓ **92%** Average Daily Attendance (NA)



HEAD START Preschool NFS/ICP/Admin Expenses Rate

- ✓ **\$576,870** NFS Collected – **\$1,133,347** NFS Needed
- ✓ **\$52,024** Indirect Costs Collected
- ✓ **0%** Admin Expense Rate



HEAD START Preschool CACFP Meals/Reimbursements

- ✓ **\$7,774** Reimbursed This Month - **\$36,379** Reimbursed This Contract Year
- ✓ **14** days of Service – **2645** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Preschool Quality Assurance

- ✓ **86** Files Reviewed/**34** Classrooms Observed
- ✓ **3** Incomes Verified/**0** Interviews/**33** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **47** Findings/**37** Corrections/**10** Remaining

ANNOUNCEMENTS:

Preparing for Spring Activities
Completing PY03 Grant Application

Community Services Of Northeast Tex

Eligibility Configuration

EHS Selection Criteria 2026-2027

Applies to:

Community Services Of Northeast Tex - Early Head Start 2026-2027

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	90
51 - 75%	80
76 - 100%	60
101 - 130%	30
131 - 150%	20
151 - 400%	10

Automatically assign points based on Class Age

0 - 11 mo	80
12 - 23 mo	90
24 - 36 mo	100

Participant is not eligible if less than 12 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 36 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

90 Guardian

60 One Parent

80 Grandparent raising grandchild

50 Two Parent

Disability

105 Diagnosed Disability with IEP/IFSP

85 Suspected Disability with explanation

0 No Diagnosed Disability

Child with sibling enrolled in the Head Start program

70 Yes

Open case with CPS

40 Yes

Income eligible, 130% or AG with disability

100 Yes

Homeless, Foster, SSI, TANF, SNAP

103 Yes

ESL

100 Yes

Active Military

100 Yes

Former Foster Child

100 Yes

Teen Parent

40 Yes

Parent Currently Incarcerated

40 Yes

Community Services Of Northeast Tex

Eligibility Configuration

EHS Selection Criteria 2026-2027

Other Eligibility Criteria

Domestic Violence Victim

40 Yes

Parent works for ISD

40 Yes

Parent works for HS/EHS

50 yes

Community Services Of Northeast Tex

Eligibility Configuration

Selection Criteria 2026-2027

Applies to:

Community Services Of Northeast Tex - Head Start 2026-2027

Automatically assign points based on Income

Foster	200
Homeless	200
Public Assistance	200
0 - 50%	90
51 - 75%	80
76 - 100%	70
101 - 130%	30
131 - 150%	20
151 - 400%	10

Automatically assign points based on Class Age

0 - 35 mo	0
36 - 41 mo	60
42 - 47 mo	70
48 - 53 mo	80
54 - 59 mo	90

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.

Participant is not eligible if 60 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Attending and/or attended Early Head Start or ECI

90 Yes

Medicaid/CHIPS, CCMS, WIC

80 Yes

Parental Status

90 Guardian
60 One Parent
80 Grandparent raising grandchild
50 Two Parent

Disability

105 Diagnosed Disability with IEP
85 Suspected Disability with explanation
0 No Diagnosed Disability

Child with sibling enrolled in the program

70 Yes

Open case with CPS

40 Yes

Over income with a Disability

100 Yes

4 Year old with a disability with an IEP

20 Yes

3 Year old with a disability with an IEP

30 Yes

Homeless, Foster, Kinship, TANF, SSI, SNAP

103 Yes

ESL

100 Yes

Community Services Of Northeast Tex

Eligibility Configuration

Selection Criteria 2026-2027

Other Eligibility Criteria

Active Military

100 Yes

Former Foster Child

100 Yes

Parent Currently Incarcerated

40 Yes

Parent works for ISD - 4 year old

100 Yes

Domestic Violence Victim

40 Yes

Parent works for HS/EHS

50 Yes

Parent works for ISD - 3 year old

40 Yes



CSNT Head Start Program

2026 Self-Assessment Report - DRAFT

Date: 3-11-2026

Section 1. Introduction

Program description

The Head Start Program is one of several programs offered through Community Services of Northeast Texas, Inc. (CSNT). CSNT, a Community Action Agency, has been providing Head Start Preschool services to eligible children in Northeast Texas since the 1960s. CSNT started providing Early Head Start services to eligible children in January of 2021. Total program funded enrollment for FY-26 is 465 three-to-four-year-old Head Start Preschool children and 16 twelve-to-thirty-six-month Early Head Start children. There are eight Head Start Preschool locations within the four-county service area of Bowie, Camp, Cass, and Morris Counties and one Early Head location in Cass County only. Actual enrollment for PY02 is an average of 465 Head Start Preschool children and 16 Early Head Start children. At this time in the Program Year Head Start has met the funded enrollment of 481 slots. CSNT Head Start can serve more children than the funded enrollment due to partnerships with local education agencies. CSNT utilizes resources within the community to assist parents of enrolled children.

CSNT Head Start Program has (3) broad goals for Grant #06CH012925 five-year grant project period.

Goal 1: Strengthen comprehensive health services to children and families.

Goal 2: Provide comprehensive school readiness.

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

Context for Self-Assessment

1. The Self-Assessment Team Leaders receive training on how to utilize the program data to check for systemic issues, document innovations and list any recommendations. The data used during the Self-Assessment is comprised of previous monitoring summaries, assessment data, and Program Information Reports. The Team Leaders are instructed on how to complete analyzation of data for their assigned content areas.
2. The Self-Assessment Leadership Team analyzes data from the On-Going Monitoring System including Detailed Monitoring summaries.
3. Self-Assessment Team Leaders analyze progress made on program goals/objectives as well as strengths and weaknesses of program systems. Team Leaders are program staff with experience in the areas being surveyed. Program data is collected throughout the grant project period and is examined by different staff in all areas. The Leadership Team documents systemic strengths along with any weaknesses based on the data. They also discuss staff recommendations concerning systemic issues and document any areas of innovation within the program.
4. Information from monitoring summaries is provided to the Self-Assessment Team Leaders including Self-Assessment Summary Reports for each area of the program and progress reports on program goals/objects. The Self-Assessment Team Leaders analyze the program data along with child assessment data, CLASS data, and any other relevant data to develop conclusions for each area of the program. Their findings are presented to the Self-Assessment Committee for approval.
5. After the Self-Assessment Committee approves a final Self-Assessment Report, it is presented to the Policy Council and Governing Board for approval. Input from the Governing Board and the Policy Council occurs when members of the Governing Board and Policy Council serve as part of the Self-Assessment Committee.
6. Upon approval by the governing bodies, the program begins developing strategies on how to implement any changes into the program. Recommendations on any changes to the program goals/objectives are discussed during the Strategic Planning Committee Meeting. These changes become part of the program goals/objectives at that time.

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

Section 2. Methodology

Date	Action	Purpose
11/4/2025	Detailed OGM Leadership Meeting	- Update 2026 Detailed Monitoring process - Create 2026 Detailed Monitoring Teams for each area
11/13/2025	Detailed Monitoring Training Session, as needed	- Training – Detailed Monitoring Orientation and Team Training - Each Team Member is trained on confidentiality
2/6/2026	Detailed OGM Meeting	- Discuss Detailed OGM Results - Approve Detailed OGM Summary
3/3/2026	Self-Assessment Team Leader Meeting	Program Team Leaders analyze data from each area of the program
3/11/2026	Self-Assessment Committee Meeting	- QA Specialist gives a short synopsis of each area - Approve 2026 SA Program Draft Report
Before 5/31/2026	Final Step in Self-Assessment Process	- Policy Council and Governing Board approval of SA Report - Submit to Regional Office with Grant

Section 3. Key In-Sights

Strengths

- ✓ Technology plays an instrumental role in keeping CSNT Head Start operating effectively and efficiently. CSNT utilizes technology to hold virtual meetings, to provide educational instruction, and to provide communication with parents and the community, as needed. Technology is used to gather and analyze large amounts of program data. Program data is tracked and monitored for accuracy on a regular, on-going basis. On-going Monitoring results are tracked and analyzed electronically. Program Inventory is tracked and monitored electronically. Electronic management systems track and create reports that assist staff and governing bodies in making informed and knowledgeable decisions based on accurate information. Technology is also playing a larger role in communication with parents, including supplying home activities.
- ✓ CSNT Head Start promotes wellness for the staff, parents, and children throughout the school year. This includes implementing sanitation cleaning to all sites daily during the school year to mitigate the spread of harmful viruses to children and staff. Wellness is promoted throughout the program including adding health supplies as part of transition bags that children receive as they transition into and out of the Program. Families are provided with bags that contain toothbrushes and other health and wellness supplies. The Agency provides up to (4) mental wellness visits during the school year for employees. Staff provide resources and help to families that need mental wellness support. Health and Mental Wellness are key for employees and families.
- ✓ CSNT Head Start implements a research-based early childhood curriculum that meets or exceeds the Head Start Early Learning Outcomes Framework and the Texas Pre-K Guidelines. Head Start services are provided in partnership with local school districts throughout the four-county service area. In each partnership classroom, Head Start Standards and State Guidelines are followed creating high quality services for each child and family. CLASS is being implemented throughout the program to analyze the overall classroom quality.
- ✓ All CSNT staff receive systematic, on-going training on a regular basis. Staff are encouraged and assisted in obtaining the required education and/or certifications for their jobs. All staff receive professional development that enables them to carry out their duties more efficiently. Currently, CSNT Lead Teachers meet or exceed the Head Start Performance Standards qualifications.

Management staff are instrumental in providing college-level, certified, classroom-based training to CSNT staff. Professional Development Coaching engages and encourages classroom staff throughout the school year. This assists Classroom staff in creating individual professional goals for the school year.

- ✓ All CSNT children receive standardized and structured assessments three times per year. These assessments provide ongoing, individualized data that aligns with the Head Start Early Learning Outcomes Framework and the Texas Pre-Kindergarten Guidelines. Teachers create reports from these assessments that indicate a child's progress in each of the areas designated by Head Start Preschool/Early Head Start. The teachers as well as parents and other staff use these reports.
- ✓ Currently, CSNT has 465 Head Start Preschool slots and 16 Early Head Start slots. The Early Head Start Program is being implemented at the Hughes Springs Head Start Campus. The CSNT Community Assessment indicated a need for Early Head Start services in the service area and CSNT is looking for opportunities to provide more Early Head Start slots. CSNT is also seeking ways to expand Head Start services within and outside the service area.

Systemic Issues

- ✓ Implement method(s) to assure staff are engaging toddlers in learning (CLASS – Engaged Support for Learning). (45 CFR §1302.31(a))
- ✓ Implement methods to reach 10% disability funded enrollment by end of school year. (45 CFR §1302.14(b))
- ✓ Create well organized learning environments that follow intentional schedules and routines (CLASS – Classroom Organization). (45 CFR §1302.31(c))

Innovations

- ✓ CSNT Head Start implements a Family Service Credentialing program. The Family Engagement Coordinator is a certified Family Service Credential Trainer. CSNT Family Empowerment Advocates can attend classes that lead to a Family Service Credential.
- ✓ CSNT Head Start uses technology to maintain quality throughout the program. The program implements Child Plus to track and monitor data, Parent Powered Curriculum to assist parents, Frog Street On-line

Curriculum for students, web-based assessments, and screeners, and ZOOM to keep staff, parents, and governing bodies connected on a regular basis.

- ✓ CSNT Head Start uses Mental Health Advocates within the service area to assist CSNT staff in obtaining disability services for eligible children. The Mental Health Advocates help Campus staff with completing the necessary paperwork to obtain vital services for students. They provide communication and documentation between the HS Preschool/EHS Program and the service provider for each child and family that require disability or mental health services.
- ✓ CSNT Head Start has implemented a Wellness Program that includes Mental Wellness. The program is partnering with a local mental health provider to provide up to (4) mental health counselling sessions for each employee as needed. The provider will also help Family Empowerment Advocates with resources for families in crisis. They will train with Head Start staff on how to aid employees and families when dealing with crisis situations.

Progress in Meeting Program Goals and Objectives (Winter 2026)

Goals		Objective(s)/Outcome(s)
<u>GOAL ONE:</u> Strengthen comprehensive health services for children and families.		75% of parents will obtain (EPDST) health requirements.
Completion Rate	70%	
<u>GOAL ONE:</u> Strengthen comprehensive health services within the program.		70% of parents/staff will participate in wellness activities.
Completion Rate	85%	
<u>GOAL TWO:</u> Provide comprehensive school readiness.		60% of Head Start Preschool children will identify letters and make connections between letters, sounds, and print.
Completion Rate	67%	
<u>GOAL TWO:</u> Provide comprehensive school readiness.		60% of Early Head Start children will identify letters and make connections between letters, sounds, and print.
Completion Rate	93%	
<u>GOAL TWO:</u> Provide comprehensive school readiness.		75% of children will sequence to 50.
Completion Rate	56%	
<u>GOAL TWO:</u> Provide comprehensive school readiness. <u>(Head Start Preschool & Early Head Start)</u>		6 in CLASS Emotional Support (HS Preschool) 6 in CLASS Classroom Organization (HS Preschool) 3 in CLASS Instructional Support (HS Preschool) 6 CLASS Emotional & Behavior Score (EHS) 6 CLASS Engaged Learning Score (EHS) 6 CLASS Responsive Caregiving Score (EHS)
Completion Rate	ES – 5.93 (HS Preschool) CO – 5.40 (HS Preschool) IS – 3.90 (HS Preschool) EB – 6.40 (EHS) EL – 2.83 (EHS) RC – 5.00 (EHS)	
<u>GOAL THREE:</u> Increase parent involvement in the Head Start Program.		65% of parents will be involved in their child's education.
Completion Rate	84%	

Recommendations

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

- Follow-up with progress of overall increase in parent engagement activities
- Provide training to Teaching Staff on the use of individualization in the classroom
- Find ways to obtain required Health Documents during child's orientation process
- Follow-up on Disability implementation at the Campus level – monitor that all children are properly counted in the 10% enrollment number

Governing Board Approval: (_____)

Policy Council Approval: (_____)

Justification
Change in Scope – Conversion Grant Amendment
Grant #06CH012925/02
Will begin with the 2026/2027 School Year

Date	Description
3/24/2026	CSNT Head Start is requesting approval to apply for a Change in Scope – Conversion Grant Amendment to reduce the Head Start Preschool slot number to 448 and expand the Early Head Start to 24 slots. This would increase the EHS cost per child to \$1,296 and the Head Start Preschool would stay the same. Budget Breakdown is listed below:

Budget Line Items by Program

Budget Category	Early Head Start Budget Amount	Head Start Preschool Budget Amount	Total Budget Amount
Personnel	\$85,843	-\$122,373	\$2,154,240
Fringe Benefits	\$27,428	-\$39,098	\$688,280
Travel (4120)	\$500	\$-500	\$12,190
Equipment	No Change	No Change	\$140,000
Supplies	\$6,000	No Change	\$172,000
Contractual	\$0	\$24,642	\$424,308
Facilities/ Construction	\$0	\$0	\$0
Other (4120)	\$1,089	-\$1,089	\$32,617
Other (4122)	\$24,298	-\$6,597	\$588,230
Indirect Costs	\$20,579	-\$20,722	\$588,959
NFS Total	\$41,434	-\$41,434	\$1,200,665
Total Budget Changes	\$207,171	-\$207,171	No Change in Total Budget
	EHS	HS Preschool	TOTAL
Expenditures	\$428,159	\$4,328,858	\$4,757,017
Total (T&TA)	\$6,846	\$38,792	\$45,638
NFS	\$108,752	\$1,091,913	\$1,200,665
Total Budget	\$543,757	\$5,459,563	\$6,003,320

Total Budget Changes EHS Total Budget Changes \$207,171/HS Preschool Total Budget Changes -\$207,171.