



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start
Policy Council Meeting
Announcement

March 12th 2025 11am

Microsoft Teams Information

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Meeting ID: 284 870 202 882

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Agenda Packet Arrival: Date 3-5-2025



NOTICE OF A Public Meeting: March 12th, 2025 5430 Link Rd San Angelo, TX 76904

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call Stacy Walker at (325) 944-9666 at least 24 hours prior to the meeting.

<i>Business</i>	<i>Posted in accordance with CVCOG Head Start By-Laws on July 10th, 2024</i>
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council February Minutes
2. Approval of	Personnel Variations
3. Approval of	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 1/31/2025
4. Approval of	CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 1/31/2025
5. Approval of	Head Start Credit Card/Open Account Transactions Summary January 2025
6. Approval of	Policies and Procedures <ul style="list-style-type: none"> • 1302.45 Subpart D Health Program Services
7. Approval of	Self-Assessment Action Steps
8. Consider and Take Appropriate Action	Concerning the request to execute a contract with PS Commercial Play LLC
9. Reports & Information	1. Director's Report

Carolina Raymond Head Start Director

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March

Agenda Item 1

Date & Time: February 12th at 11am	Meeting called to order at and by Lauren Haller (Chair) @ 11:03	Meeting concluded at and by Lauren Haller (Chair) @ 11:18
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Items on Agenda - Quorum Met 7 Quorum Not Met	1 st Motion	2 nd Motion	All in Favor	Any Opposed
1. Approval of • Policy Council January Minutes	Sarah Community Partner	Pat Community Partner	X	None
2. Approval of • Personnel Variations	Sarah Community Partner	Abigail Rio Vista Early Head Start	X	None
3. Approval of • CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 11/30/2024	Sarah Community Partner	Pat Community Partner	X	None
4. Approval of • CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 11/30/2024	Pat Community Partner	Jessica Eldorado Head Start	X	None
5. Approval of • Head Start Credit Card/Open Account Transactions Summary Nov 2024	Abigail Rio Vista Early Head Start	Sarah Community Partner	X	None
6. Approval of • CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 12/31/2024	Pat Community Partner	Sarah Community Partner	X	None
7. Approval of • CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 12/31/2024	Sarah Community Partner	Jessica Eldorado Head Start	X	None
8. Approval of • Head Start Credit Card/Open Account Transactions Summary Dec 2024	Pat Community Partner	Abigail Rio Vista Early Head Start	X	None
9. Approval of Policies and Procedures • 1302.102 Subpart J Program Goals	Sarah Community Partner	Abigail Rio Vista Early Head Start	X	None

<p>10. Approval of</p> <ul style="list-style-type: none"> School Readiness Beginning of the Year Program Data 	Sarah Community Partner	Jessica Eldorado	X	None
<p>11. Information and Reports</p> <ul style="list-style-type: none"> Director's Report 				

Meeting Minutes: (NOTES PERTAINING ITEM LETTER WITH EACH DISCUSSION) Notes Taken by: Stacy Walker and Carolina Raymond

<p>Any Motions:</p>
<p>1. Policy Council January Minutes-</p> <ul style="list-style-type: none"> No Discussion
<p>2. Personnel Variations</p> <ul style="list-style-type: none"> We are currently continuing to hire substitutes and are looking for a Family Service Worker at Day.
<p>3. HO7- Main Operating Grant</p> <ul style="list-style-type: none"> This is our main operating grant H07 for November 2024. We are in our 6th month of operation and should be at 49.985%. We are currently in line with HS at 43.74% and EHS at 50.41%. Just a reminder that HS is a bit low because of the playground funds sitting in the account and the closure of the two classrooms one at Day and one at Rio.
<p>4. HO8 – Nutrition</p> <ul style="list-style-type: none"> This is the 2nd month of our new Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a \$9, 885.00 balance.
<p>5. Credit Card Summary</p> <ul style="list-style-type: none"> Credit Card Transactions for the month of November are \$50,371.01. No expenditures out of the ordinary.
<p>6. HO7- Main Operating Grant</p> <ul style="list-style-type: none"> This is our main operating grant H07 for December 2024. We are in our 7th month of operation and should be at 58.31%. We are currently in line with HS at 51.05% and EHS at 58.51%.

7. HO8 – Nutrition

- This is the 3rd month of our new Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a \$12,989.32 balance.

8. Credit Card Summary

- Credit Card Transactions for the month of December are \$49,758.57. No expenditures out of the ordinary.

9. Policies and Procedures

- These changes reflect our ongoing assessment of program goals. We have revised our approach to goal-setting for the Self-Assessment, recognizing it as an in-depth review of each content area. As a result, we will now develop action plans for enhancement in each area, with content administrators responsible for their implementation throughout the next school year. This process is designed to drive continuous program improvement. The status of these action plans will be presented annually in the next Self-Assessment for follow-up and approval.

10. School Readiness BOY Program Data

- This is our CLI Engage data from the beginning of the 24-25 school year. It provides insights into student progress helping us to identify student strengths and areas for improvement it helps to give teachers a guideline for instructional strategies.

11. Director's Report

- We added December's financial numbers last minute so wanted to go ahead and review them in the Director's report. They are not listed on the report so if you have a question as I am reviewing them, please let me know. Enrollment for Nov for HS is at 95% and EHS is at 100% and for Dec HS is at 92% and EHS is at 100%. Disability numbers were at 5% for Nov and 5.2% for Dec. We served 16,580 meals in November with a reimbursement amount of \$48,869.88 and 16052 meals in December with a reimbursement amount of \$47,4456.28
- FSW's are currently doing goal check-ins with families to see how they are doing and if they need any resources to help them.
- Our grant is due March 1st
- Self-Assessment is completed and we had about 80% family participation this year. It is lower than last year due to the massive swing of illness we had hit the centers and attendance levels dropped significantly however still a great number.
- Lastly, we have a follow-up call with OHS regarding our Corrective Action Plan in April. Hoping to close out that incident.

Policy Council minutes were sent out to the sites for posting on the Parent Boards

Stacy Walker FAMCO Manager out on 2-12-2025

Policy Council Chairman

Date



March

Agenda Item 2

New Hires/Promotion/Employee Changes – March 2025

Employee Name:	Hire Date	Position	Former Position	School
Cummings, James	2/21/2025	Head Start Cook		Rio Vista HS

Change of Status

Employee Name:	Hire Date	Termed Date	School/Position
Carter, Marylou	1/06/25	02/03/2025	Rio Vista HS - Cook
Garces, Cynthia	10/04/2024	02/21/2025	San Angelo – Universal Substitute
Catano, Ashlie	10/04/2024	02/21/2025	San Angelo – Universal Substitute



March

Agenda Item 3

Grant H07, Head Start FY 24-25
Summary Budget
Jun 1, 2024 through Jan 31, 2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07	HHS-ACF Grant H07, Head Start FY 24-25					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	4,830,613.72	4,830,613.72	(3,074,463.28)	61.10%
4411000	IK Contributions	1,853,365.00	824,790.82	824,790.82	(1,028,574.18)	44.50%
4523000	Local Revenue	9,201.11	7,060.94	7,060.94	(2,140.17)	76.74%
Total 004	Revenue	9,767,643.11	5,662,465.48	5,662,465.48	(4,105,177.63)	57.97%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,429,666.00	1,641,084.13	1,641,084.13	788,581.87	67.54%
5119000	Holiday Work Time	3,160.02	1,435.10	1,435.10	1,724.92	45.41%
5150000	Vacation Time Allocation	27,297.70	18,748.31	18,748.31	8,549.39	68.68%
5151000	Medicare Tax	34,188.36	22,905.72	22,905.72	11,282.64	66.99%
5172000	Workers Comp Insurance	33,756.02	23,259.98	23,259.98	10,496.04	68.90%
5173000	SUTA	3,242.85	5,941.30	5,941.30	(2,698.45)	183.21%
5174000	Health Insurance Benefit	728,598.82	487,767.48	487,767.48	240,831.34	66.94%
5175000	Dental Insurance Benefit	25,892.54	16,474.13	16,474.13	9,418.41	63.62%
5176000	Life Insurance Benefit	17,047.55	11,580.68	11,580.68	5,466.87	67.93%
5177000	HSA Insurance Benefit	30,041.92	4,878.85	4,878.85	25,163.07	16.24%
5181000	Retirement	277,232.22	180,682.35	180,682.35	96,549.87	65.17%
5199000	Indirect Allocation	256,596.00	173,866.14	173,866.14	82,729.86	67.75%
5200000	Employee Health and Welfare	8,741.29	0.00	0.00	8,741.29	0.00%
5206000	HR Service Center	145,847.04	96,782.30	96,782.30	49,064.74	66.35%
5207000	Procurement Service Center	69,324.43	37,660.33	37,660.33	31,664.10	54.32%
5208000	Information Technology Service Center	86,760.16	92,397.71	92,397.71	(5,637.55)	106.49%
5291000	Contract Services	49,545.00	25,099.39	25,099.39	24,445.61	50.65%
5293000	HS Health & Disab Svc	6,451.18	132.66	132.66	6,318.52	2.05%
5294000	HS Policy Council	897.69	0.00	0.00	897.69	0.00%
5295000	HS Nutrition Service	6,058.40	0.00	0.00	6,058.40	0.00%
5296000	HS Parent Service	4,022.43	4,034.17	4,034.17	(11.74)	100.29%
5309000	Travel-In Region	1,872.68	257.69	257.69	1,614.99	13.76%
5310000	Travel-Out of Region	2,288.32	0.00	0.00	2,288.32	0.00%
5351000	Fuel	1,100.75	753.90	753.90	346.85	68.48%
5361000	Vehicle Maintenance	571.75	237.97	237.97	333.78	41.62%
5413000	HS Site Rent	90,000.15	74,359.35	74,359.35	15,640.80	82.62%
5433000	HS Site Center Utilities	77,615.59	54,379.70	54,379.70	23,235.89	70.06%
5451000	Facility Allocation	74,185.98	34,086.15	34,086.15	40,099.83	45.94%
5453000	HS Site Center Bldg Maint	106,151.90	60,415.48	60,415.48	45,736.42	56.91%

Grant H07, Head Start FY 24-25
Summary Budget
Jun 1, 2024 through Jan 31, 2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5506000	Janitorial and Facility Supplies	15,624.61	0.00	0.00	15,624.61	0.00%
5509000	HS Delegate Supplies	43,266.58	0.00	0.00	43,266.58	0.00%
5510000	Supplies	30,571.32	18,700.08	18,700.08	11,871.24	61.16%
5512000	HS Class Room Supplies	89,871.89	41,830.23	41,830.23	48,041.66	46.54%
5514000	HS Medical Supplies	6,491.42	2,442.49	2,442.49	4,048.93	37.62%
5515000	HS Disability Supplies	3,160.56	650.79	650.79	2,509.77	20.59%
5518000	HS Diapers and Wipes	16,441.06	3,738.50	3,738.50	12,702.56	22.73%
5622000	Internal Computer/Software	77,556.64	29,493.91	29,493.91	48,062.73	38.02%
5632000	Copier	28,874.03	18,179.46	18,179.46	10,694.57	62.96%
5711000	Insurance	8,617.60	3,632.71	3,632.71	4,984.89	42.15%
5721000	Printing	1,530.70	0.00	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	129.33	129.33	1,784.28	6.75%
5734000	HS Capital Playground	521,620.00	0.00	0.00	521,620.00	0.00%
5753000	Dues and fees	2,449.36	1,811.99	1,811.99	637.37	73.97%
5760000	HS Site Center Communications	19,458.54	13,184.61	13,184.61	6,273.93	67.75%
5762000	Postage/freight	1,148.71	346.33	346.33	802.38	30.14%
5791000	Other	3,489.89	0.00	0.00	3,489.89	0.00%
5796000	Safety	1,606.63	862.35	862.35	744.28	53.67%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(3,204,223.75)	(3,204,223.75)	2,267,624.14	58.56%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,323,896.89	894,814.40	894,814.40	429,082.49	67.58%
5119000	Holiday Work Time	1,232.11	540.82	540.82	691.29	43.89%
5150000	Vacation Time Allocation	6,044.79	3,847.52	3,847.52	2,197.27	63.65%
5151000	Medicare Tax	18,463.17	12,419.64	12,419.64	6,043.53	67.26%
5172000	Workers Comp Insurance	16,608.87	11,304.11	11,304.11	5,304.76	68.06%
5173000	SUTA	1,605.74	2,904.11	2,904.11	(1,298.37)	180.85%
5174000	Health Insurance Benefit	392,952.69	264,852.47	264,852.47	128,100.22	67.40%
5175000	Dental Insurance Benefit	13,417.18	9,214.47	9,214.47	4,202.71	68.67%
5176000	Life Insurance Benefit	9,623.00	6,589.88	6,589.88	3,033.12	68.48%
5177000	HSA Insurance Benefit	5,569.35	2,706.22	2,706.22	2,863.13	48.59%
5181000	Retirement	146,018.22	98,488.97	98,488.97	47,529.25	67.44%
5199000	Indirect Allocation	139,288.00	94,153.32	94,153.32	45,134.68	67.59%
5200000	Employee Health and Welfare	1,544.58	0.00	0.00	1,544.58	0.00%
5206000	HR Service Center	24,018.44	18,122.40	18,122.40	5,896.04	75.45%
5207000	Procurement Service Center	11,260.01	7,869.02	7,869.02	3,390.99	69.88%
5208000	Information Technology Service Center	28,906.96	20,244.88	20,244.88	8,662.08	70.03%

**Grant H07, Head Start FY 24-25
Summary Budget
Jun 1, 2024 through Jan 31, 2025**

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5291000	Contract Services	13,304.85	7,532.49	7,532.49	5,772.36	56.61%
5293000	HS Health & Disab Svc	46.85	46.85	46.85	0.00	100.00%
5294000	HS Policy Council	11.01	0.00	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	0.00	42.23	0.00%
5296000	HS Parent Service	1,192.25	512.02	512.02	680.23	42.94%
5309000	Travel-In Region	88.03	0.00	0.00	88.03	0.00%
5310000	Travel-Out of Region	41.52	0.00	0.00	41.52	0.00%
5351000	Fuel	57.34	38.65	38.65	18.69	67.40%
5413000	HS Site Rent	31,111.09	27,319.65	27,319.65	3,791.44	87.81%
5433000	HS Site Center Utilities	29,350.96	16,392.16	16,392.16	12,958.80	55.84%
5451000	Facility Allocation	8,451.55	5,829.85	5,829.85	2,621.70	68.97%
5453000	HS Site Center Bldg Maint	31,600.55	15,669.31	15,669.31	15,931.24	49.58%
5506000	Janitorial and Facility Supplies	52.80	0.00	0.00	52.80	0.00%
5510000	Supplies	11,544.01	6,887.88	6,887.88	4,656.13	59.66%
5512000	HS Class Room Supplies	20,000.52	6,770.42	6,770.42	13,230.10	33.85%
5514000	HS Medical Supplies	680.91	537.20	537.20	143.71	78.89%
5515000	HS Disability Supplies	247.20	81.70	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	2,376.99	2,376.99	1,063.49	69.08%
5622000	Internal Computer/Software	19,000.24	9,885.88	9,885.88	9,114.36	52.03%
5632000	Copier	7,665.28	4,196.96	4,196.96	3,468.32	54.75%
5711000	Insurance	1,615.20	550.91	550.91	1,064.29	34.10%
5721000	Printing	1,625.53	677.23	677.23	948.30	41.66%
5722000	Ads & Promotions	606.64	4.70	4.70	601.94	0.77%
5753000	Dues and fees	763.17	199.87	199.87	563.30	26.18%
5760000	HS Site Center Communications	5,249.33	2,987.82	2,987.82	2,261.51	56.91%
5762000	Postage/freight	664.42	0.00	0.00	664.42	0.00%
5796000	Safety	1,041.39	191.63	191.63	849.76	18.40%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(1,556,762.40)	(1,556,762.40)	773,182.95	66.82%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	43,257.89	43,257.89	13,566.11	76.12%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(43,257.89)	(43,257.89)	13,566.11	76.12%
403	Early Head Start T&TA CAN NO 9-G064121					
5308000	Head Start T & T A	28,858.00	15,908.10	15,908.10	12,949.90	55.12%

**Grant H07, Head Start FY 24-25
Summary Budget
Jun 1, 2024 through Jan 31, 2025**

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(15,908.10)	(15,908.10)	12,949.90	55.13%
407	Head Start Nutrition					
5295000	HS Nutrition Service	200.00	120.16	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	17,401.76	0.00	100.00%
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	(17,521.92)	79.84	99.55%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	824,790.82	824,790.82	1,028,574.18	44.50%
Total 409	Head Start InKind	(1,853,365.00)	(824,790.82)	(824,790.82)	1,028,574.18	44.50%
997	Non Project					
5200000	Employee Health and Welfare	4,099.20	2,049.60	2,049.60	2,049.60	50.00%
5510000	Supplies	251.92	163.71	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	4,829.99	0.00	100.00%
5753000	Dues and fees	20.00	17.64	17.64	2.36	88.20%
Total 997	Non Project	(9,201.11)	(7,060.94)	(7,060.94)	2,140.17	76.73%
Report Difference		0.00	(7,060.34)	(7,060.34)	(7,060.34)	100.00%

Head Start (Project 400, 402)	(5,528,671.89)	(3,247,481.64)	(3,247,481.64)	58.74%
Early Head Start (Project 401, 403)	(2,358,803.35)	(1,572,670.50)	(1,572,670.50)	66.67%
CACFP (Project 407)	(17,601.76)	(17,521.92)	(17,521.92)	99.55%
Total Federal	(7,905,077.00)	(4,837,674.06)	(4,837,674.06)	61.20%
Total Non-Federal, includes any Local Funds	(1,862,566.11)	(831,851.76)	(831,851.76)	44.66%
Grand Total Head Start Expenditures	(9,767,643.11)	(5,669,525.82)	(5,669,525.82)	58.04%
Non-Federal Percentage of Total Expenditures	14.67%	match of 20%		
Head Start Admin Expenditures	487,235.02			
Administrative Indirect Expenditures	268,019.46			
Total Administrative Costs	755,254.48			
Administrative Percentage of Approved Budget	13.32%	max of 15%		



March

Agenda Item 4

Grant H08, CACFP Head Start Nutrition FY 24-25
Summary Budget
Oct 1, 2024 through Jan 31, 2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25					
004	Revenue					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	215,084.22	215,084.22	(554,089.38)	27.96%
Total 004	Revenue	769,173.60	215,084.22	215,084.22	(554,089.38)	27.96%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	19,125.80	19,125.80	69,988.82	21.46%
5151000	Medicare Tax	1,292.00	229.16	229.16	1,062.84	17.73%
5172000	Workers Comp Insurance	3,433.00	964.44	964.44	2,468.56	28.09%
5173000	SUTA	111.00	123.14	123.14	(12.14)	110.93%
5174000	Health Insurance Benefit	35,618.00	4,977.46	4,977.46	30,640.54	13.97%
5175000	Dental Insurance Benefit	1,462.00	174.47	174.47	1,287.53	11.93%
5176000	Life Insurance Benefit	706.00	87.04	87.04	618.96	12.32%
5177000	HSA Insurance Benefit	3,868.00	32.45	32.45	3,835.55	0.83%
5181000	Retirement	9,912.00	2,103.85	2,103.85	7,808.15	21.22%
5199000	Indirect Allocation	5,025.00	2,002.91	2,002.91	3,022.09	39.85%
5291000	Contract Services	35,000.00	125.00	125.00	34,875.00	0.35%
5295000	HS Nutrition Service	482,431.98	142,423.98	142,423.98	340,008.00	29.52%
5513000	HS Food Serv Sup	101,000.00	35,925.70	35,925.70	65,074.30	35.57%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(208,295.40)	(208,295.40)	560,878.20	27.08%
Report Difference		0.00	6,788.82	6,788.82	6,788.82	100.00%



March

Agenda Item 5

**Head Start Credit Card/Open Account Transactions Summary
(Detail Attached)**

Head Start Transactions	January, 2025
Citibank P-Card	21,677.30
Dean's Dairy	5,893.28
First Financial Credit Card	-
Lowes Pay and Save	556.18
Sysco Food Services	33,406.05
West Texas Fire Extinguisher	5,109.81
	<u>\$ 66,642.62</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5296000	HS Parent Service	12/3/2024	28296490	Head Start purchase of outreach items - pens, tablecloth, adhesive notes, bandage dispensers, hot/cold packs, cups, beverage sleeves, building block stress relievers, coloring books, and crayons CBG	2,784.00
5296000	HS Parent Service	1/13/2025	071324	Head Start purchase of snacks and drinks for January parent meeting CB HS2	59.66
5308000	Head Start T & T A	11/18/2024	7129613-057781...	Head Start purchase of book Unpacking the Infant-Toddler Pyramid Model: A Practical Guide for Teachers and Providers CBG2	49.95
5308000	Head Start T & T A	12/10/2024	082559	Head Start purchase of food for site supervisor training CB HS2	231.74
5308000	Head Start T & T A	12/13/2024	167251	Observer recertification (preschool) for S.H. CB HS	135.00
5308000	Head Start T & T A	1/10/2025	001140571	Head Start annual renewal of Quorum on-line learning platform for 4 staff members (12/01/24-11/30/25) CB HS2	359.80
5308000	Head Start T & T A	1/14/2025	038203	Rio Vista EHS purchase of snacks and drinks for pregnant moms training CB HS2	36.04
5308000	Head Start T & T A	1/14/2025	9707192	Rio Vista HS/EHS purchase of ServSafe Texas Food Handler online course and exam (SSECT6TX) CB HS	15.00
5308000	Head Start T & T A	1/15/2025	536261	Head Start purchase of food for family service worker training CB HS2	346.00
5308000	Head Start T & T A	1/30/2025	1822643	Rio Vista EHS CDA renewal for V.E. CB HS	125.00
5433000	HS Site Center Utilities	12/11/2024	221727-180106 11-24	Day HS/EHS water utility service from 11/07/24 to 12/05/24 (acct# 221727-180106) CBG	175.63

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433000	HS Site Center Utilities	12/31/2024	0691-001335331	Rio Vista Head Start trash service for acct# 3-0691-2402993 from 01/01/25 to 01/31/25, including waste recycling overages from 12/06/24 to 12/20/24 CBG	737.22
5433000	HS Site Center Utilities	12/31/2024	0691-001335691	Day Head Start trash service for acct# 3-0691-2405694 from 01/01/25 to 01/31/25, including waste/recycling overage from 12/05/24 CBG	986.42
5433000	HS Site Center Utilities	1/3/2025	221727-179684 12-24	Rio Vista HS/EHS water utility service from 11/25/24 to 12/31/24 (acct# 221727-179684) CBG	399.03
5433000	HS Site Center Utilities	1/15/2025	05-0560-02 12-24	Eden HS water, garbage, and sewer service from 12/15/24 to 01/15/25 CBG	237.03
5453000	HS Site Center Bldg Maint	12/30/2024	6217084-1645049	Rio Vista HS/EHS purchase of ramp for threshold near office CBG2	175.44
5453000	HS Site Center Bldg Maint	12/30/2024	65900	Rio Vista HS/EHS purchase of screws, drill bits, and wasp spray CB FAC	68.68
5453000	HS Site Center Bldg Maint	1/1/2025	8kwcnqjvt4f1	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I180206) and Rio Vista (Invoice I180199) Head Start sites from 01/01/25 to 01/31/25 CBG	155.00
5453000	HS Site Center Bldg Maint	1/2/2025	09925	Eden HS purchase of paint, outlet covers, and supplies CB FAC	104.80
5453000	HS Site Center Bldg Maint	1/3/2025	2219	Rio Vista HS/EHS service to install new water heater, valve, and mop sink faucet and remove/dispose of old unit CBG2	2,139.75
5453000	HS Site Center Bldg Maint	1/8/2025	5299710-5426619	Rio Vista HS/EHS purchase of threshold ramp CBG2	89.91
5453000	HS Site Center Bldg Maint	1/14/2025	33511	Day HS purchase of light bulbs for restroom CB FAC	16.48

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	1/16/2025	2315	Rio Vista HS/EHS service to install trap seals on 4 floor drains CBG	585.00
5453000	HS Site Center Bldg Maint	1/20/2025	97181	Rio Vista HS/EHS purchase of heat gun to thaw pipes and insulation for water pipes CB FAC	162.02
5453000	HS Site Center Bldg Maint	1/21/2025	99419	Rio Vista HS/EHS purchase of insulation for water pipes CB FAC	36.29
5453000	HS Site Center Bldg Maint	1/23/2025	00597	Rio Vista HS/EHS purchase of door stops, flood light, and softener salt CB FAC	124.72
5510000	Supplies	12/17/2024	2669331	Eldorado HS purchase of toner cartridge CBG2	79.00
5510000	Supplies	1/2/2025	065107	Head Start purchase of coffee creamer for meeting CB HS	31.88
5510000	Supplies	1/6/2025	1639319-0605844	Day HS purchase of replacement laptop chargers/power cables CBG2	35.18
5510000	Supplies	1/6/2025	1897182-8136245	Menard HS/EHS purchase of toner cartridges (2) CBG2	195.54
5510000	Supplies	1/8/2025	3114509-0355468	Rio Vista HS purchase of dry erase board and 2 shelves CBG2	42.76
5510000	Supplies	1/9/2025	0951875-9184253	Head Start purchase of replacement charger/power cable for Admin staff member CBG2	17.59
5510000	Supplies	1/14/2025	8522959-9013052	Rio Vista HS/EHS purchase of docking station for receptionist laptop CBG2	114.99
5510000	Supplies	1/16/2025	7725615-0723408	Rio Vista HS/EHS purchase of printable labels and tape CBG2	84.50
5510000	Supplies	1/17/2025	062088	Head Start Admin purchase of calendars, dividers, and push pins CB HS2	17.36
5510000	Supplies	1/24/2025	8803772-0075458	Rio Vista HS purchase of replacement dock for site supervisor laptop CBG2	138.00
5510000	Supplies	1/29/2025	10259096679	Rio Vista HS/EHS purchase of shop rags - 24 boxes CBG2	203.76

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	12/13/2024	3916533-6223429	Ozona HS purchase of whisks, trash cans, hole punch, and privacy curtain CBG2	131.66
5512000	HS Class Room Supplies	1/27/2025	3898614-2760258	Eden HS purchase of ink cartridges, baby wipes, batteries, and dry erase markers CBG2	119.76
5512000	HS Class Room Supplies	1/29/2025	10259096679	Rio Vista HS/EHS purchase of shop rags - 24 boxes CBG2	203.76
5512000	HS Class Room Supplies	1/30/2025	1266220-0895446	Rio Vista EHS purchase of newborn laundry detergent (5) CBG2	124.70
5514000	HS Medical Supplies	1/17/2025	2889	Head Start purchase of lead testing kits (96 tests total) for centers CBG2	869.00
5518000	HS Diapers and Wipes	1/6/2025	10251150287	Day HS/EHS purchase of size 7 diapers and baby wipes CBG2	554.74
5518000	HS Diapers and Wipes	1/8/2025	10251883921	Eden HS purchase of Pull Ups and wipes CBG2	56.72
5518000	HS Diapers and Wipes	1/17/2025	10255160461	Rio Vista EHS purchase of diapers (4 Pampers swaddlers sz 3) CBG2	178.92
5518000	HS Diapers and Wipes	1/24/2025	10257431516	Menard EHS purchase of assorted sized diapers and wipes CBG2	391.56
5622000	Internal Computer/Software	12/9/2024	2617835-3133058	Head Start purchase of power adapters for staff computers CBG2	89.98
5622000	Internal Computer/Software	12/9/2024	2617835-313305...	Head Start purchase of power adapter for staff computer CBG2	44.99
5753000	Dues and fees	1/2/2025	739406294	Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS	340.75
5753000	Dues and fees	1/6/2025	740473740	Rio Vista HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	307.01
5753000	Dues and fees	1/15/2025	422-1-15-2025	Menard HS/EHS annual post office box fee - Box #422 CBG	58.00
5753000	Dues and fees	1/27/2025	016294	Day HS purchase of nutrition items for special diet needs CB HS2	0.30
5760000	HS Site Center Communications	12/8/2024	0708195 12-24	Head Start rural phone/internet service from 12/08/24 to 01/07/25 CBG	433.21

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5760000	HS Site Center Communications	1/10/2025	07710150890010 01-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 12/25/24 to 01/24/25 CBG	230.74
5760000	HS Site Center Communications	1/12/2025	39904-92 01-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 01/12/25 to 02/12/25 CBG2	420.00
5760000	HS Site Center Communications	1/17/2025	07710150887017 01-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 01/01/25 to 01/31/25 CBG	163.93
5760000	HS Site Center Communications	1/25/2025	07710150503019 01-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 01/15/25 to 02/14/25 CBG	324.14
5760000	HS Site Center Communications	1/25/2025	07710150505015 01-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 01/15/25 to 02/14/25 CBG	367.89
5796000	Safety	1/29/2025	UZTX5XF16Z	Daycare licensing (fingerprinting) for prospective Head Start employee O.S. (Day HS/EHS and Rio Vista HS/EHS) CB HR	39.31
5796000	Safety	1/30/2025	405SP0000515273	Criminal history search for prospective new employee on O.S. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
					16,750.56
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					16,750.56

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/6/2025	091038	Day HS/EHS and Rio Vista HS/EHS purchase of lactose free milk CB HS	63.80
5295000	HS Nutrition Service	1/7/2025	026880	Rio Vista HS/EHS purchase of yogurt and lactose free milk CB HS	73.28
5295000	HS Nutrition Service	1/8/2025	017346	Rio Vista EHS purchase of formula, bibs, bottles, nipples, and cups CB HS	643.35
5295000	HS Nutrition Service	1/13/2025	004565	Rio Vista HS/EHS purchase of lactose free and plant based milk CB HS	29.28
5295000	HS Nutrition Service	1/15/2025	090952	Rio Vista EHS purchase of nutrition items, bottles, and drying rack	304.10
5295000	HS Nutrition Service	1/16/2025	032134	Rio Vista HS/EHS purchase of lactose free milk CB HS	38.28
5295000	HS Nutrition Service	1/21/2025	025099	Rio Vista HS/EHS purchase of whole and lactose free milk CB HS	43.32
5295000	HS Nutrition Service	1/22/2025	062874	Day HS/EHS and Rio Vista HS/EHS purchase of lactose free milk, Pediasure, and food items CB HS	163.78
5295000	HS Nutrition Service	1/27/2025	006539	Day HS purchase of tortillas CB HS2	2.98
5295000	HS Nutrition Service	1/27/2025	016294	Day HS purchase of nutrition items for special diet needs CB HS2	23.62
5295000	HS Nutrition Service	1/27/2025	030778-1	Day HS purchase of almond milk CB HS2	5.96
5295000	HS Nutrition Service	1/27/2025	041696	Rio Vista HS/EHS purchase of whole and lactose free milk CB HS2	44.04
5295000	HS Nutrition Service	1/28/2025	084118	Rio Vista EHS purchase of oat milk CB HS2	6.76
5295000	HS Nutrition Service	1/29/2025	060782	Rio Vista HS/EHS purchase of lactose free milk CB HS	63.80
5295000	HS Nutrition Service	1/31/2025	056671	Rio Vista HS/EHS purchase of nutrition items and kitchen supplies CB HS2	39.04
5513000	HS Food Serv Sup	12/13/2024	3916533-6223429	Ozona HS purchase of whisks, trash cans, hole punch, and privacy curtain CBG2	9.99
5513000	HS Food Serv Sup	12/19/2024	6220636-6108252	Menard EHS purchase of cups and suction plates CBG2	75.81

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	12/19/2024	7317732-7058649	Eden HS purchase of batteries for kitchen thermometer CBG2	6.29
5513000	HS Food Serv Sup	1/7/2025	4744523-9047433	Rio Vista EHS purchase of bibs for rooms 4 and 5	32.99
5513000	HS Food Serv Sup	1/8/2025	017346	Rio Vista EHS purchase of formula, bibs, bottles, nipples, and cups CB HS	368.62
5513000	HS Food Serv Sup	1/15/2025	090952	Rio Vista EHS purchase of nutrition items, bottles, and drying rack	30.40
5513000	HS Food Serv Sup	1/15/2025	1402005-0345862	Rio Vista EHS purchase of 4 8-pk bib sets CBG2	64.45
5513000	HS Food Serv Sup	1/16/2025	1580721-1185802	Rio Vista HS/EHS purchase of 4 silverware racks for dishwasher CBG2	111.96
5513000	HS Food Serv Sup	1/20/2025	1204	Rio Vista HS/EHS service to install GFCI outlets with stainless steel covers for food prep and cable for kitchen alarm system CBG	1,278.78
5513000	HS Food Serv Sup	1/21/2025	003047	Rio Vista HS/EHS purchase of pizza cutter and swivel peelers CB HS2	33.82
5513000	HS Food Serv Sup	1/21/2025	012102	Rio Vista EHS purchase of baby bottles and nipples CB HS	46.90
5513000	HS Food Serv Sup	1/22/2025	1206	Rio Vista HS/EHS service to connect power to new garbage disposal in kitchen CBG2	150.00
5513000	HS Food Serv Sup	1/23/2025	7559267-9675431	Eden HS purchase of cooking pots and sauce pans CBG2	434.92
5513000	HS Food Serv Sup	1/24/2025	8994054-6451460	Eden HS purchase of baking sheets and tongs CBG2	125.41
5513000	HS Food Serv Sup	1/24/2025	9465081-6968248	Rio Vista HS/EHS purchase of food shears and tongs CBG2	49.92
5513000	HS Food Serv Sup	1/27/2025	2005625-9404212	Eden HS purchase of baking sheets CBG2	32.49
5513000	HS Food Serv Sup	1/31/2025	0074011-0323448	Menard HS/EHS purchase of meat chopper/masher and dishwasher rinsing/drying aid CBG2	29.93

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	1/31/2025	0329390-6763408	Rio Vista HS/EHS purchase of vinyl letter stickers CBG2	13.98
5513000	HS Food Serv Sup	1/31/2025	056671	Rio Vista HS/EHS purchase of nutrition items and kitchen supplies CB HS2	35.90
5513000	HS Food Serv Sup	1/31/2025	6043488-1677062	Rio Vista EHS purchase of long sleeve bibs (16) CBG2	207.84
5513000	HS Food Serv Sup	1/31/2025	7342236-8876205	Menard HS/EHS purchase of toddler plates, cups, and utensils and dishwasher detergent booster/stain remover CBG2	185.69
5513000	HS Food Serv Sup	1/31/2025	8517573-9133016	Rio Vista HS/EHS purchase of plastic utility scoops (3) for kitchen CBG2	55.26
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	4,926.74
Report Opening/Current Balance					
Report Transaction Totals					21,677.30
Report Current Balances					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/6/2025	652277413	Day HS/EHS purchase of milk for children - 45 whole 9/CS and 180 1% 9/CS	691.27
5295000	HS Nutrition Service	1/7/2025	650679534	Eden HS purchase of milk for children - 20 1% 9/CS	61.49
5295000	HS Nutrition Service	1/7/2025	650679535	Menard HS/EHS purchase of milk for children - 4 whole 9/CS and 23 1% 9/CS	82.96
5295000	HS Nutrition Service	1/7/2025	652080213	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 216 1% 9/CS, and 6 2% lactose free 6BX	746.79
5295000	HS Nutrition Service	1/7/2025	652277432	Day HS/EHS purchase of milk for children - 12 2% lactose free 6BX	55.12
5295000	HS Nutrition Service	1/8/2025	650679544	Eldorado HS purchase of milk for children - 11 1% 9/CS	33.82
5295000	HS Nutrition Service	1/8/2025	652277451	Ozona HS purchase of milk for children - 18 1% 9/CS	55.34
5295000	HS Nutrition Service	1/13/2025	652277730	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 177 1% 9/CS, and 12 2% lactose free 6BX	709.60
5295000	HS Nutrition Service	1/14/2025	650679912	Eden HS purchase of milk for children - 9 1% 9/CS	27.67
5295000	HS Nutrition Service	1/14/2025	650679916	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	82.98
5295000	HS Nutrition Service	1/14/2025	652080517	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS and 178 1% 9/CS	574.83
5295000	HS Nutrition Service	1/15/2025	650679923	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.89
5295000	HS Nutrition Service	1/15/2025	652277762	Ozona HS purchase of milk for children - 18 1% 9/CS	55.34
5295000	HS Nutrition Service	1/17/2025	652277818	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 162 1% 9/CS, and 12 2% lactose free 6BX	663.48
5295000	HS Nutrition Service	1/21/2025	650680294	Eden HS purchase of milk for children - 9 1% 9/CS	27.67

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/21/2025	652080805	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 158 1% 9/CS, and 6 2% lactose free	568.47
5295000	HS Nutrition Service	1/22/2025	652278069	Ozona HS purchase of milk for children - 4 1% 9/CS	12.30
5295000	HS Nutrition Service	1/23/2025	650680339	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	82.98
5295000	HS Nutrition Service	1/27/2025	652278248	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 153 1% 9/CS, and 6 2% lactose free 6BX	635.82
5295000	HS Nutrition Service	1/28/2025	650680677	Eden HS purchase of milk for children - 20 1% 9/CS	61.49
5295000	HS Nutrition Service	1/28/2025	650680682	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 10 1% 9/CS	39.94
5295000	HS Nutrition Service	1/28/2025	652081002	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS and 179 1% 9/CS	605.48
5295000	HS Nutrition Service	1/28/2025	652081003	Rio Vista HS/EHS credit for returned milk - 36 1% 9/CS	(110.68)
5295000	HS Nutrition Service	1/29/2025	650680688	Eldorado HS purchase of milk for children - 12 1% 9/CS	36.89
5295000	HS Nutrition Service	1/29/2025	652278284	Ozona HS purchase of milk for children - 18 1% 9/CS	55.34
					5,893.28
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					5,893.28
Report Opening/Current Balance					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Transaction Totals				5,893.28
	Report Current Balances				<hr/> <hr/> <hr/>

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	12/3/2024	241203-120-1-1-4	Eldorado HS purchase of nutrition items	27.79
5295000	HS Nutrition Service	12/10/2024	241210-168-1-1-7	Eldorado HS purchase of nutrition items	17.20
5295000	HS Nutrition Service	12/18/2024	241218-198-2-2-9	Eldorado HS purchase of nutrition items	4.12
5295000	HS Nutrition Service	12/19/2024	241219-21-1-1-14	Eldorado HS purchase of nutrition items	11.97
5295000	HS Nutrition Service	12/20/2024	241220-21-1-1-4	Eldorado HS purchase of nutrition items	2.68
5295000	HS Nutrition Service	1/6/2025	250106-203-2-2-9	Eden HS purchase of nutrition items	45.86
5295000	HS Nutrition Service	1/6/2025	250106-399-1-1-39	Menard HS/EHS purchase of nutrition items	38.68
5295000	HS Nutrition Service	1/9/2025	250109-428-1-1-22	Menard HS/EHS purchase of nutrition items	6.71
5295000	HS Nutrition Service	1/13/2025	250113-202-2-2-9	Eden HS purchase of nutrition items	35.16
5295000	HS Nutrition Service	1/13/2025	250113-239-3-3-22	Ozona HS purchase of nutrition items	49.77
5295000	HS Nutrition Service	1/13/2025	250113-399-1-1-24	Menard HS/EHS purchase of nutrition items	7.16
5295000	HS Nutrition Service	1/15/2025	250115-422-3-3-43	Menard HS/EHS purchase of nutrition items	24.69
5295000	HS Nutrition Service	1/21/2025	250121-192-2-2-15	Eden HS purchase of nutrition items	76.40
5295000	HS Nutrition Service	1/21/2025	250121-239-3-3-26	Ozona HS purchase of nutrition items	79.53
5295000	HS Nutrition Service	1/22/2025	250122-400-1-1-34	Menard HS/EHS purchase of nutrition items	19.29
5295000	HS Nutrition Service	1/27/2025	250127-203-2-2-6	Eden HS purchase of nutrition items	84.08
5295000	HS Nutrition Service	1/27/2025	250127-399-1-1-33	Menard HS/EHS purchase of nutrition items	25.09
					556.18
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					556.18

Report Opening/Current Balance

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Transaction Totals				556.18
	Report Current Balances				<hr/> <hr/>

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/7/2025	378021804	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,011.93
5295000	HS Nutrition Service	1/9/2025	378022961	Ozona HS purchase of nutrition items for children	1,080.88
5295000	HS Nutrition Service	1/9/2025	378023003	Eden HS purchase of nutrition items for children and kitchen supplies	1,175.47
5295000	HS Nutrition Service	1/9/2025	378023017	Eldorado HS purchase of nutrition items for children and kitchen supplies	842.79
5295000	HS Nutrition Service	1/13/2025	378025228	Rio Vista HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	1/13/2025	378025311	Eldorado HS purchase of nutrition items for children	43.29
5295000	HS Nutrition Service	1/13/2025	378025436	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,296.19
5295000	HS Nutrition Service	1/14/2025	378025823	Day HS/EHS purchase of nutrition items for children	173.16
5295000	HS Nutrition Service	1/14/2025	378026050	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,868.51
5295000	HS Nutrition Service	1/16/2025	378027273	Rio Vista HS/EHS credit for almond milk short on truck	(39.02)
5295000	HS Nutrition Service	1/16/2025	378027440	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,366.53
5295000	HS Nutrition Service	1/16/2025	378027470	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	1,314.82
5295000	HS Nutrition Service	1/16/2025	378027480	Eldorado HS purchase of nutrition items for children and kitchen supplies	354.68
5295000	HS Nutrition Service	1/21/2025	378030542	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,914.04
5295000	HS Nutrition Service	1/23/2025	378031942	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,997.06
5295000	HS Nutrition Service	1/28/2025	378035315	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,806.17
5295000	HS Nutrition Service	1/29/2025	378036168	Rio Vista HS/EHS credit for returned bananas	(46.98)

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/30/2025	378036634	Eldorado HS purchase of nutrition items for children and kitchen supplies	628.30
5295000	HS Nutrition Service	1/30/2025	378036650	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,315.51
5513000	HS Food Serv Sup	11/19/2024	278989838a	Rio Vista HS/EHS purchase of kitchen supplies	77.00
5513000	HS Food Serv Sup	1/7/2025	378021804	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	572.50
5513000	HS Food Serv Sup	1/9/2025	378023003	Eden HS purchase of nutrition items for children and kitchen supplies	192.07
5513000	HS Food Serv Sup	1/9/2025	378023017	Eldorado HS purchase of nutrition items for children and kitchen supplies	88.19
5513000	HS Food Serv Sup	1/13/2025	378025436	Day HS/EHS purchase of nutrition items for children and kitchen supplies	465.74
5513000	HS Food Serv Sup	1/14/2025	378026050	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	476.49
5513000	HS Food Serv Sup	1/16/2025	378027440	Day HS/EHS purchase of nutrition items for children and kitchen supplies	307.46
5513000	HS Food Serv Sup	1/16/2025	378027470	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	92.76
5513000	HS Food Serv Sup	1/16/2025	378027480	Eldorado HS purchase of nutrition items for children and kitchen supplies	49.05
5513000	HS Food Serv Sup	1/21/2025	378030542	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	212.24
5513000	HS Food Serv Sup	1/23/2025	378031942	Day HS/EHS purchase of nutrition items for children and kitchen supplies	495.50
5513000	HS Food Serv Sup	1/28/2025	378035315	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	485.36
5513000	HS Food Serv Sup	1/30/2025	378036634	Eldorado HS purchase of nutrition items for children and kitchen supplies	62.49
5513000	HS Food Serv Sup	1/30/2025	378036650	Day HS/EHS purchase of nutrition items for children and kitchen supplies	639.29
					33,406.05

CVCOG
 Vendor Activity - Head Start Sysco
 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
 From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	33,406.05
	Report Opening/Current Balance				<hr/>
	Report Transaction Totals				<hr/> 33,406.05
	Report Current Balances				<hr/> <hr/>

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	1/14/2025	310597	Menard HS/EHS annual fire extinguisher inspection, maintenance, recharge, new valve, and O-ring	136.62
5510000	Supplies	1/7/2025	310281	Day HS/EHS purchase of disinfecting wipes and deodorant, paper towels, toilet tissue, trash can liners, and hand cleaner	581.53
5510000	Supplies	1/8/2025	310278	Eden HS purchase of dust mop frames, bleach, and reusable towels	172.12
5510000	Supplies	1/8/2025	310286	Rio Vista HS/EHS purchase of glass cleaner, cleaners/disinfectants, paper and reusable towels, trash can liners, and toilet tissue	308.44
5510000	Supplies	1/8/2025	310374	Eden HS credit for returned dust mop frames	(12.42)
5510000	Supplies	1/14/2025	310555	Rio Vista HS/EHS purchase of heavy duty doormat and broom	5.85
5510000	Supplies	1/14/2025	310624	Rio Vista HS/EHS purchase of disinfectant cleaners, facial tissue, paper towels, nitrile gloves, and trash can liners	218.02
5510000	Supplies	1/15/2025	310624-01	Rio Vista HS/EHS purchase of nitrile gloves (M & L - 7 boxes each)	53.45
5510000	Supplies	1/21/2025	310961	Rio Vista HS/EHS purchase of paper towels, toilet tissue, and Peroxy cleaner	138.02
5510000	Supplies	1/22/2025	310375	Eden HS purchase of mop heads (2)	13.46
5510000	Supplies	1/22/2025	310624-02	Rio Vista HS/EHS purchase of nitrile gloves (20 M, 20 L, & 3 XL)	164.17
5510000	Supplies	1/29/2025	310624-03	Rio Vista HS/EHS purchase of nitrile gloves (17)	77.66
5510000	Supplies	1/29/2025	311447	Rio Vista HS/EHS purchase of trash can, lid, dolly, and liners, paper towels, and hand cleaner	260.92

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	1/29/2025	311450	Day EHS purchase of nitrile gloves, trash can liners, hand soap/cleaner, paper towels, and toilet tissue	585.87
5510000	Supplies	1/30/2025	310624-04	Rio Vista HS/EHS purchase of reusable towels	30.50
5512000	HS Class Room Supplies	1/7/2025	310281	Day HS/EHS purchase of disinfecting wipes and deodorant, paper towels, toilet tissue, trash can liners, and hand cleaner	228.40
5512000	HS Class Room Supplies	1/8/2025	310286	Rio Vista HS/EHS purchase of glass cleaner, cleaners/disinfectants, paper and reusable towels, trash can liners, and toilet tissue	308.44
5512000	HS Class Room Supplies	1/14/2025	310555	Rio Vista HS/EHS purchase of heavy duty doormat and broom	5.85
5512000	HS Class Room Supplies	1/14/2025	310575	Day HS/EHS purchase of nitrile gloves	152.72
5512000	HS Class Room Supplies	1/14/2025	310624	Rio Vista HS/EHS purchase of disinfectant cleaners, facial tissue, paper towels, nitrile gloves, and trash can liners	218.02
5512000	HS Class Room Supplies	1/15/2025	310624-01	Rio Vista HS/EHS purchase of nitrile gloves (M & L - 7 boxes each)	53.45
5512000	HS Class Room Supplies	1/21/2025	310961	Rio Vista HS/EHS purchase of paper towels, toilet tissue, and Peroxy cleaner	138.03
5512000	HS Class Room Supplies	1/22/2025	310575-01	Day HS/EHS purchase of nitrile gloves (5)	38.18
5512000	HS Class Room Supplies	1/22/2025	310624-02	Rio Vista HS/EHS purchase of nitrile gloves (20 M, 20 L, & 3 XL)	164.18
5512000	HS Class Room Supplies	1/29/2025	310575-02	Day HS/EHS purchase of nitrile gloves (15)	169.20
5512000	HS Class Room Supplies	1/29/2025	310624-03	Rio Vista HS/EHS purchase of nitrile gloves (17)	77.66

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	1/29/2025	311447	Rio Vista HS/EHS purchase of trash can, lid, dolly, and liners, paper towels, and hand cleaner	260.92
5512000	HS Class Room Supplies	1/30/2025	310624-04	Rio Vista HS/EHS purchase of reusable towels	30.51
					<hr/>
					4,579.77
					<hr/>
					4,579.77
					<hr/>
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					4,579.77

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 1/1/2025 Through 1/31/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	1/8/2025	310286	Rio Vista HS/EHS purchase of glass cleaner, cleaners/disinfectants, paper and reusable towels, trash can liners, and toilet tissue	102.56
5513000	HS Food Serv Sup	1/14/2025	310555	Rio Vista HS/EHS purchase of heavy duty doormat and broom	116.14
5513000	HS Food Serv Sup	1/14/2025	310602	Day HS/EHS purchase of paper and disposable towels and disinfecting wipes	177.25
5513000	HS Food Serv Sup	1/21/2025	310961	Rio Vista HS/EHS purchase of paper towels, toilet tissue, and Peroxy cleaner	30.32
5513000	HS Food Serv Sup	1/29/2025	311447	Rio Vista HS/EHS purchase of trash can, lid, dolly, and liners, paper towels, and hand cleaner	42.76
5513000	HS Food Serv Sup	1/30/2025	310602-01	Day HS/EHS purchase of reusable towels	61.01
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	530.04
Report Opening/Current Balance					
Report Transaction Totals					5,109.81
Report Current Balances					



March

Agenda Item 6



REFERENCE	1302 Health Program Services Subpart D		
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024 / August 14, 2024, November 13, 2024 / November 13, 2024	Pages:1-2	
SUBJECT	Child Mental Health and Social and Emotional Well-being	STANDARD	1302.45

Policy:

Concho Valley Council of Governments Head Start will promote children’s mental health, social and emotional well-being, and overall health. We will provide support for effective classroom management and positive learning environments, supportive teaching practices, strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns.

Programs must use a multidisciplinary approach to mental health and mental wellness. Mental health consultations services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavior health support specialists who coordinate with a mental health consultant.

1. Mental Health Manager will secure a contract with a Mental Health Consultant to provide services or consultations to staff, children, and families.
2. Family Service Worker (FSW) will secure Memorandum of Understanding (MOU) with community agencies to help provide mental health services directly or indirectly.
3. **Mental Wellness Checklist** will be done two times a year. First time with the FSW at enrollment with parents/guardians, and the second time teacher will do one with parents/guardians in January.
4. FSW and/or data clerk will enter **Mental Wellness Checklist** date completed into ChildPlus, and file in the child’s federal file.
5. If staff and/or parents/guardians have concerns about a child’s mental health, the Mental Health Manager and Mental Health Consultant will be informed.
6. Referrals will be made by the FSW, and/or Health/Mental Health Manager for any services regarding mental health and emotional needs for children, families, and staff with parents/guardians’ permission.
7. The Mental Health Consultant does observations throughout the year and talks with teaching staff regarding skills that can help them in the classroom.
8. The FSW will enter the referral information into ChildPlus.
9. The Health/Mental Health Manager will keep track of referrals in ChildPlus.

The implementation of the policies to limit suspension and prohibit expulsion as described in 1301.17.

1. For children with consistent challenging behaviors Teachers/Teacher Assistants will complete at least five **Behavior Observation Notes**.
2. **Behavior Observation Notes** will be sent to the Mental Health Manager.



3. The Mental Health Manager will review the notes and send them to the Mental Health Consultant to schedule an observation.
4. The Mental Health Manager, Education Manager and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/resources to the teaching staff.
5. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, teacher, teacher assistant, FSW, and Site Supervisor will take place to discuss referral for outside services.
6. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Behavior Plan**.
7. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
8. **Behavior Plans** will be put in place as needed. Suspension will only be used as a last resort when children and staff are at risk. If suspension is necessary, it will have to be approved by the Head Start Program director.
9. FSW and/or data clerk will upload all notes into ChildPlus.
10. FSW will file **Behavior Plans** in the child's federal file.
11. If a child is hurting other children/staff and the **Behavior Plan** meeting has not been held, staff may send the child home for the day with the approval from Mental Health Manager, or anyone in Admin.
12. If a child needs to be placed on a **Behavior Plan** and staff are unable to contact parents/guardians. Actions for the **Behavior Plan** will proceed.

Early Head Start:

1. Teachers will complete a mental wellness checklist with the parents every 4 months.
2. Teachers will file them in the child's federal folder.

Mental Health Consultants:

1. Mental health consultants must be able to provide services to the parents/guardians who have children enrolled in the Head Start Program.
2. Mental health consultants must include social and emotional development in children when providing services to parents/guardians.



March

Agenda Item 7

6

Self-Assessment Results/Action Plan

Administration

Areas of Strength

1. Demonstrated a strong commitment to professional growth, with multiple staff members achieving their CDA credentials and even earning degrees in recent years, enhancing program quality and expertise.
2. Proactively researched and identified strategies to increase compensation, ensuring competitive and equitable pay structures to attract and retain top talent.
3. We offer a comprehensive and competitive benefits package, providing exceptional support to staff and contributing to their overall well-being and job satisfaction.
4. Successfully obtained new appraisals for all rural counties, ensuring accurate accounting of differences in non-federal shares for improved financial tracking and transparency.
5. Revamped the procurement process enhancing efficiency, accuracy, and financial accountability and completed an audit of expenditures.
6. Successfully updated and implemented all policies and procedures, ensuring enhanced compliance, efficiency, and alignment with organizational standards.
7. The program’s data collection process has been significantly strengthened, improving the ability to track, analyze, and apply data effectively to support informed decision-making and drive ongoing program enhancements.
8. Currently parenting with the IT department producing the Head Start Program Confidentiality, Cybersecurity, and IDEA Compliance Procedure.
9. Successfully hired classroom floaters and optimized the classroom structures maintaining appropriate classroom ratios to enhance staff well-being and student support.

Action Item 1

Enhancement: Seek employees with basic qualifications , for teachers, teacher assistants, and substitutes	Action Plan: Foster Collaborations with local school districts, Angelo State University, and Howard College to support partnerships and CDA accomplishment
Assigned Entity Human Resources	Timeline School Year 2025 -2026

Action Item 2

Enhancement: Enhance strategies for monitoring and addressing teacher burnout to improve retention and job satisfaction	Action Plan: Regularly administer well -being surveys to monitor and evaluate burnout levels. Offer professional development programs that emphasize stress management and promoting a healthy work - life balance.
Assigned Entity Human Resources	Timeline School Year 2025 -2026

Action Item 3

Enhancement:

Revise the budget worksheet to streamline processes for improved efficiency and better financial management.

Action Plan:

Build a budget worksheet to identify areas for simplification, and produce a user-friendly budget layout.

Assigned Entity Michael Meeks Finance Director

Timeline January 2026

Action Item 4

Enhancement:

Improve data collection and reporting accuracy within the ChildPlus system to ensure reliable program tracking and compliance or research and implement a new software system.

Action Plan:

Choose a newly researched software, complete the purchase, train staff, launch the program, and offer ongoing support to ensure effective usage of accurate data collection.

Assigned Entity Head Start Administration

Timeline School Year 2025-2026

Action Item 5

Enhancement:

Enhance the quality of staff training to ensure a more effective learning and development outcomes.

Action Plan:

Implementation of The Academy, a new home for professional learning aligned with the Head Start Standards.

Assigned Entity Head Start Administration

Timeline Fall 2025-2026 School Year

Action Item 6

Enhancement:

Write a comprehensive policy and procedure focused on the protection and privacy of children for safeguarding sensitive information.

Action Plan:

Set a meeting with Administration team using HS Standards, Minimum Standards, and HS Program Confidentiality, Cybersecurity, and IDEA Compliance Procedures to produce clear guidelines for staff to safeguarding sensitive information for CVCOG Head Start Policies and Procedures.

Assigned Entity Head Start Administration and IT Department

Timeline: School Year 2025-2026

Action Item 7

Enhancement:

Enhance the WWWW form by transforming it into a user friendly and comprehensive Admin Yearly Calendar for improved accessibility and usability.

Action Plan:

Set up a meeting to rewrite the WWWW form by, simplifying language, organizing information logically, using visuals and examples, providing clear instructions, ensuring accessibility, and testing with users for feedback to make it user-friendly and comprehensive.

Assigned Entity Head Start Administration

Timeline August 2025

ERSEA Transitions Custodian Staff

Areas of Strength

1. Cleaning tasks are completed on time, meet required standards, and maintain an organized inventory of cleaning supplies and equipment.
2. Staff follow safety protocols when handling cleaning chemicals and equipment, and that custodians are responsive to special cleaning requests and emergencies.
3. Policies and procedures align with the McKinney-Vento Act, and program leadership and staff receive training to ensure a consistent, appropriate, and equitable enrollment process.
4. Parents are educated on the importance of regular attendance through various communication methods, and families are provided with the necessary information for a successful transition.

Action Item 1

Enhancement: Enhance job-specific training for custodians to improve their skills, efficiency, and adherence to best practices.	Action Plan: Conduct a survey to identify training needs and develop or utilize online courses to address essential topics for custodians.
Assigned Entity: ERSEA Manager	Timeline: Fall Semester 2025 -2026 School Year

Action Item 2

Enhancement: Assess and enhance the exchange of valuable information to better support families in successfully navigating their transition experience	Action Plan: Gather feedback from families through surveys following key information exchanges to assess effectiveness and identify areas for improvement.
Assigned Entity: ERSEA Manager & Family Service Workers	Timeline: On-Going

Action Item 3

Enhancement: Evaluate collaboration with community partners to strengthen their role in promoting and supporting CVCOG Head Start's outreach and recruitment efforts.	Action Plan: Improve collaboration with community partners by conducting surveys to assess their understanding and effectiveness in communicating Head Start outreach efforts for recruitment.
Assigned Entity: ERSEA Manager	Timeline: 2025-2026 School Year

Action Item 4

Enhancement: Enhance understanding of family experiences in EHS by holding focus group discussions to gain deeper insights into how information exchanges have impacted their ability to navigate the transition process.	Action Plan: Gather feedback from families through surveys following key information exchanges to assess effectiveness and identify areas for improvement.
Assigned Entity: ERSEA Manager & Family Service Workers	Timeline: On-Going

Education Disability Classroom Support Specialist

Areas of Strength

1. Well-equipped learning environments that show stocked classrooms with ample education materials and supplies, allowing children to explore and actively engage in learning.
2. Diverse and Inclusive resources that reflect cultural, linguistic, and developmental diversity, fostering an inclusive and supportive learning environment.
3. Improved the process of referring and tracking children with suspected and identified disabilities providing targeted resources and individualized support to meet each child's unique need effectively.
4. Strong collaborative approach with lead teachers and other staff, sharing insights and strategies to support the needs of children promoting a positive and structured classroom environment.
5. Proactively developing and maintaining a shared folder of teacher resources to enhance classroom environments, engagement and support instructional practices.
6. Demonstrates comprehensive knowledge and understanding of the frog street curriculum, along with the necessary tools for its successful implementation.
7. Exhibits the ability to individualize learning experiences for children, using specific tools and assessments to identify and address each child's unique needs effectively.

Action Item 1

Enhancement:

Improving CLASS Scores in Instructional Support by strengthen instructional strategies to enhance teacher effectiveness in supporting children's cognitive and language development.

Action Plan:

Provide Targeted Coaching by Implement a coaching program focused on improving instructional support, offering individualized guidance and feedback to teachers. Organize professional development sessions to enhance teachers' skills in fostering critical thinking, language development, and engagement.

Assigned Entity HS Education Manager

Timeline July 2025

Action Item 2

Enhancement:

Enhancing Teacher Confidence in Lesson Planning providing classroom structure and organization and enhancing classroom management.

Action Plan:

Develop and provide 80% of the yearly lesson plans for teachers while offering targeted training on lesson plan development. Additionally, conduct professional development sessions on effectively implementing the curricula, including Frog Street and Second Step Social -Emotional Skills for Preschoolers, to ensure high -quality instruction and student engagement.

Assigned Entity HS Education Manager

Timeline On-Going

Action Item 3

Enhancement:

Establish positive reinforcement and redirect strategies to help children manage their behavior and create a calm and focused classroom atmosphere.

Action Plan:

Collaborate with Mental Health Manager on Behavior Plans to establish researched strategies for the teacher to implement in the classroom.

Assigned Entity Classroom Support Specialist, Health/Mental Health Manager, HS Education Manager, and EHS Education Manager/Assistant Director

Timeline 2025-2026 School Year

Action Item 4

Enhancement:

Ensure productive transitions by overseeing classroom setups and supplying the necessary materials and resources for teacher implementation.

Action Plan:

Provide training and demonstrate to teacher on how to coordinate classroom setups and assist teachers in implementing seamless transitions between activities

Assigned Entity Classroom Support Specialist, HS Education Education Manager, & EHS Education Manger/ Assistant Program Director

Timeline 2025-2026 School Year

Action Item 5

Enhancement:

Improve the consistency and frequency of outdoor playtime for children, ensuring that teachers incorporate daily outdoor activities into their schedules to support children's physical health, social development, and overall well-being.

Action Plan:

- Provide sites with appropriate toys and equipment to create an inviting and engaging outdoor environment for children.
- Implement a system to regularly monitor classrooms, ensuring that outdoor playtime is integrated into the daily schedule and that children are actively participating in outdoor activities.
- Conduct training sessions for teachers on the importance of outdoor time for children's physical, social, and cognitive development. Emphasize best practices for integrating outdoor activities into the daily curriculum and fostering an enthusiasm for outdoor play.

Assigned Entity EHS Education Manager/Assistant Program Dir

Timeline Fall Semester 2025-2026 School Year

Family Engagement Community Partnerships Governance

Areas of Strength

1. Executive Committee and Policy Council demonstrate informed decision-making achieved through training research, and discussion, ensuring a strong understanding of all items presented for vote, with clear and open communication amongst all members.
2. Family Service Workers believe that their contributions, ideas, and concerns are valued and acknowledged within the FAMCO environment and in collaboration the development and implementation of forms and processes are produced to meet and exceed Head Start standards.
3. FAMCO data collection provides insights into our performance, including areas of strength, weakness and unmet needs.
4. Through our strong established partnerships with community organization, we are able to leverage resources, expertise, and networks to provide comprehensive support to program families.

Action Item 1

Enhancement: Increase recruitment and participation of parent and program volunteers.	Action Plan: Define volunteer roles and responsibilities, offer ongoing support, and create avenues for feedback to ensure a positive volunteer experience. Explore and implement new outreach tools to enhance recruitment efforts.
Assigned Entity FAMCO Manager & Family Service Worker	Timeline Fall Semester 2025-2026 School Year

Action Item 2

Enhancement: Develop a standard set of data collection items for program engagement activities	Action Plan: Introduce a new method for gathering engagement data to measure program success.
Assigned Entity FAMCO Manager	Timeline August 2025

Action Item 3

Enhancement: Enlist Family Service Workers in researching and incorporating new parent education tools to promote connections and family empowerment	Action Plan: Research and evaluate various parent education tools that align with program requirements an implement within the school year.
Assigned Entity FAMCO Manager & Family Service Worker	Timeline Fall Semester 2025-2026 School Year

Action Item 4

Enhancement: Establish a centralized system for entering referrals to streamline the collection of resource and agency information across all program areas.	Action Plan: Implement the GoEngage software to centralize referral entries and data collection. Provide training for staff on how to effectively use the platform to track and manage referrals.
Assigned Entity FAMCO Manager & ERSEA Manager	Timeline August 2025

Health Nutrition Pregnant Women

Areas of Strength

1. Ensures children receive necessary follow-up care for identified health concerns, promoting overall well-being.
2. Fosters social-emotional development through structured activities that build essential skills.
3. Provides comprehensive support for children with special healthcare needs, ensuring inclusive and individualized care.
4. Promotes preventive care by facilitating access to vaccines and health screenings, ensuring overall child well-being.
5. Ensures expectant mothers receive regular prenatal check-ups and essential health screenings
6. Provides comprehensive support for both prenatal and postnatal care to promote maternal and infant well-being.
7. Educates mothers on pregnancy, labor stages, breastfeeding, newborn care, and postpartum depression awareness.
8. Our staff possess a high level of knowledge and skills in meal preparation, including understanding the quantities needed, the necessary components for balanced meals, and selecting recipes that are both nutritious and enjoyable for the children.

Action Item 1

Enhancement:

Area on Non-Compliance Safety Practices 1302.90c(1)v

Action Plan:

Write and implement a corrective action plan for program and complete follow-up call with OHS.

Assigned Entity HS Administrative Team

Timeline May 2025

Action Item 2

Enhancement:

Expand mental health professional staffing within the Head Start program to better support children and families

Action Plan:

Collaborate with Angelo State University to place students under supervision at sites to support student mental health needs.

Assigned Entity Health/Mental Health Manager

Timeline On-Going

Action Item 2

Enhancement:

Promote positive mental health in all staff members.

Action Plan:

Implement mental health first-aid training for staff to enhance their ability to support children's well-being

Assigned Entity Health/Mental Health Manager

Timeline On-Going

Action Item 3

Enhancement: Increase early intervention services for children experiencing behavioral or emotional challenges to support their development and well-being.	Action Plan: Research and teach trauma-informed care resources and training opportunities with staff.
Assigned Entity Health/Mental Health Manager	Timeline Fall Semester 2025-2026 School Year

Action Item 4

Enhancement: Support teachers on student behavioral and emotional challenges.	Action Plan: Explore, identify, teach, and share additional training opportunities on behavioral and emotional challenges for staff .
Assigned Entity Health/Mental Health Manager	Timeline Fall Semester 2025-2026 School Year

Action Item 5

Enhancement: Expand access to educational classes by offering alternative attendance options for mothers.	Action Plan: Create and provide recorded educational classes for mothers who are unable to attend in person.
Assigned Entity Health/Mental Health Manager	Timeline Upcoming Pregnant Women Class 2025 -2026 School Year

Action Item 6

Enhancement: Have teachers participate in educational classes to build stronger relationships with parents.	Action Plan: Share the Pregnant Women’s class schedule with teachers and designate specific sessions for them to attend, engage with families, and answer questions.
Assigned Entity Health/Mental Health Manager	Timeline Upcoming Pregnant Women Class 2025 -2026 School Year

Action Item 7

Enhancement: Accurate document and track milk quantities to included usage and recycled	Action Plan: Establish clear procedures, train and educate, and have staff utilize tracking tools of the milk recycling process.
Assigned Entity Nutrition/Compliance Manager	Timeline July 2025

Action Item 8

Enhancement: Address the correct and precise completion of production records.	Action Plan: Establish clear procedures, train and educate staff on the correct completion of production records.
Assigned Entity Nutrition/Compliance Manager	Timeline On-Going

Action Item 9

Enhancement: Enhance knowledge and understanding of grain requirements	Action Plan: Organize hands-on training workshops and seminars. Create comprehensive educational materials, including handouts, presentations, and online resources, that cover the nutritional guidelines and standards for grains.
Assigned Entity Nutrition/Compliance Manager	Timeline Twice a Year



CONCHO VALLEY
COUNCIL OF GOVERNMENTS
5430 Link Road • San Angelo, TX 76904
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: March 12th 2025

Re: Self-Assessment Action Plans

Approval of the 2024-2025 CVCOG Head Start Self-Assessment action plans.

EC Chairman

Date

Policy Council Chair

Date



March

Agenda Item 8



CONCHO VALLEY
COUNCIL OF GOVERNMENTS
5430 Link Road • San Angelo, TX 76904
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: March 12th 2025

Re: Approval to Execute contract with PS Commercial Play LLC

Consider and take appropriate action concerning the request to award and execute a contract with PS Commercial Play, LLC dba Play and Park Structures for the removal of old playground equipment and installation of new equipment and surfacing at Eldorado, Menard, and Ozona Head Start sites, not to exceed \$275,000.

EC Chairman

Date

Policy Council Chair

Date



March

Agenda Item 9



March 2025



Attendance- January	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411	384	93%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

*3% of enrollment slots are held for homelessness and foster care students.

Disability - January	Current	Funded Enrollment
HS # of Children with IEP	15	377
Percentage this month	4%	
EHS Children with IFSP	16	120
Percentage this month	13%	
Total # of children with IEP/IFSP	31	497
Program wide % this month	6%	

Nutrition -January	Meals Served	Reimbursement Amount
	16,728	\$49,318.12

HEAD START STAFF

Administrative Office
5430 Link Road
Phone (325)944-9666

Carolina Raymond
Director

Stephanie Hernandez
Assistant Director / Early Head Start
Education Manager

Cheryl Mayberry
Education & Disability Manager

Ofelia Barron
ERSEA & Facility Manager

Mary Husted
Compliance & Nutrition Specialist

Stacy Walker
Family & Community, Parent
Engagement Manager

Melissa Miranda
Health & Mental Health Manager

HE
re



low-income families through education, health, social and other services.

Early Head Start (EHS) provides intensive comprehensive child development and family support services to low-income infants and toddlers under the age of 3 and their families, and to pregnant women and their families.



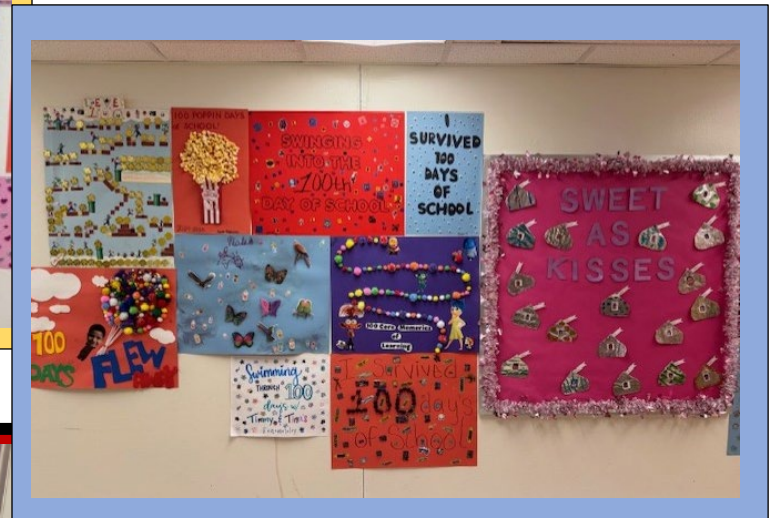
To complete an application please contact the following sites below:

School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Madelyn Herrera Nelda Garza Lori Palacios	7:45 am - 4:00 pm	325-481-3395
Eden Head Start	Mary Torres	Mary Torres	7:45 am - 3:30 pm	325-869-8703
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Bertha DeAnda	Bertha DeAnda	7:45 am - 3:30 pm	325-396-2885
Ozona Head Start	Tracy Ybarra	Tracy Ybarra	7:45 am - 3:30 pm	325-392-3429
Rio Vista Head Start Early Head Start	Michelle Aguirre	Kristy Geary Rebecca Salinas Maria Vasquez Emily Ceballos	7:45 am - 4:00 pm	325-659-3670



Program News

- The five-year grant has been completed and submitted to the Office of Head Start.
- Our Family Service Workers are actively reaching out to our MOU partners, strengthening connections, and exploring new services and programs they offer.



Rio Vista and Eldorado
100 Day Celebration



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

March 2025

Updated Monthly

**WE ARE
HIRING!!!**

JOIN US!

@ CVCOG Head Start/Early Head

Job Positions Available

1. Day Head Start Family Service Worker @ Day Head Start
2. Universal Substitutes San Angelo @ Day and Rio Vista Head Start
3. Early Head Start/Head Start Cook/Custodian Substitute Day Head Start
4. Universal Substitutes @ Eldorado, Eden, Menard, Ozona Head Start

To Apply: Scan the QR Code or Contact us At!

CVCOG Head Start/Early Head Start

325-944-9666 / <https://www.cvcog.org/cvcog/>

5430 Link Rd. San Angelo, TX 76903





CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



CONCHO VALLEY
COUNCIL OF GOVERNMENTS

2025-2026 HEAD START ENROLLMENT



San Angelo Registration Dates:

APRIL 16
10:00am-5:30pm

Day Head Start
3026 N. Oakes

APRIL 24
10:00am-5:30pm
Rio Vista Head Start
2800 Ben Ficklin Rd.



Rural Registration Dates:

APRIL 21
9:00am-3:00pm
Eden Head Start
602 Barnett Rd.

APRIL 22-24
10:00am-6:00pm
Eldorado Head Start
826 N. Divide ST.

APRIL 22-24
9:00am-4:00pm
Menard Head Start
110 E. San Saba Ave.

APRIL 15 & 16
9:00am-3:00pm
Ozona Head Start
1310 Ave. G

2025-2026 EARLY HEAD START WAITING LIST



Registration Dates:

JUNE 4TH & 5TH
9:00am-5:00pm
Day Head Start
3026 N. Oakes

For more information
contact:

Valerie Garcia-Data Clerk

Ph. 325.659.3670

Email:

valerie.garcia@cvcoy.org