



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start  
Policy Council Meeting  
Announcement

August 14<sup>th</sup> 2024 11am

*Microsoft Teams Information*

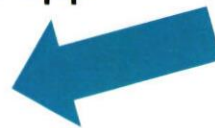
Meeting ID – 213 928 580 684

Meeting Passcode – 37mBjU

[www.microsoft.com/en-us/microsoft-teams/join-a-meeting](https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting)



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**Agenda Packet Arrival: Date 8-7-2024**



**NOTICE OF A PUBLIC MEETING:** August 14th @ 11 on Teams 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.

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<i>Business</i>	<i>Posted in accordance with <u>CVCOG Head Start By-Laws on July 10th, 2024</u></i>
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council July Ballot Results
2. Approval of	Personnel Variations
3. Consider and Take Appropriate Action of	Community Policy Council Representatives
4. Approval of June	CVCOG Summary Budget Comparison Grant H05, Head Start 23-24 From 6/1/2023 Through 6/30/2024
5. Approval of June	CVCOG Summary Budget Comparison Grant H06, Head Start Nutrition 23-24 From 10/1/2023 Through 6/30/2024
6. Approval of June	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 6/30/2024
7. Approval of June	HO7 Head Start Credit Card/Open Account Transactions Summary June 2024
8. Approval of	Emergency Evacuation Map <ul style="list-style-type: none"> <li>• Day Head Start/Early Head Start</li> <li>• Rio Vista Head Start/Early Head Start</li> <li>• Menard Head Start/Early Head Start</li> <li>• Eden Head Start</li> <li>• Eldorado Head Start</li> <li>• Ozona Head Start</li> </ul>
9. Approval of	Health Policies and Procedures <ul style="list-style-type: none"> <li>• 1302.42 Child Health Status and Care</li> <li>• 1302.45 Child Mental Health and Social and Emotional Well-being</li> </ul>

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10. Reports & Information	<ol style="list-style-type: none"><li>1. Director's Report</li><li>2. Self-Assessment Goal Update</li><li>3. School Readiness Report</li></ol>
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Carolina Raymond Head Start Director

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.



# Agenda Item # 1



**Head Start / Early Head Start  
Policy Council Agenda**

(325) 944-9666 • Fax (325) 944-9925

Date Policy Council Meeting did not meet Quorum:	7-10-2024 Ballots due by 7-17-2024 5pm
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Place Y or N in each box according to the vote placed by each Policy Council Representative. NB if ballot was not received by the Deadline.

	Business	Eden	Eldorado	Menard HS/EHS	Ozona	Blackshear SA	Day HS/EHS SA	Rio Vista SA HS/EHS	Community Rep.	Community Rep. Pat Hill	Community Rep. Tessie Teague	Community Rep. Executive Board	Total Yes	Total No
1.	APPROVAL of Policy Council June Ballot Results			X			X X			X	X	X	6	0
2.	APPROVAL of Personnel Variations			X			X X			X	X	X	6	0
3.	APPROVAL of Community Policy Council Representatives			X			X X			X	X	X	6	0
4.	APPROVAL of May CVCOG Summary Budget Comparison Grant H05, Head Start 23-24 From 6/1/2023 Through 5/31/2024			X			X X			X	X	X	6	0
5.	APPROVAL of May CVCOG Summary Budget Comparison Grant H06, Head Start Nutrition 23-24 From 10/1/2023 Through 5/31/2024			X			X X			X	X	X	6	0

6	<b>APPROVAL</b> of Head Start Credit Card/Open Account Transactions Summary May 2024			X			X X			X	X	X	6	0
7	<b>APPROVAL</b> of March CVCOG Parent Handbook			X			X X			X	X	X	6	0
8	<b>APPROVAL</b> of 1301 Program Governance Policies and Procedures <ul style="list-style-type: none"> <li>• 1302 Subpart A ERSEA</li> <li>• 1302 Subpart B Program Structure</li> <li>• 1302 Subpart C Education</li> <li>• 1302 Subpart D Health Program Services</li> <li>• 1302 Subpart E Family and Community Engagement</li> <li>• 1302 Subpart F Additional Services for Children with Disabilities</li> <li>• 1302 Subpart G Transition Services</li> <li>• 1302 Subpart H Enrolled Pregnant Women</li> <li>• 1302 Subpart I Human Resources</li> <li>• 1302 Subpart J Program Management and Quality</li> </ul>			X			X X			X	X	X	6	0
9	<b>APPROVAL</b> of April Emergency Response Plans <ul style="list-style-type: none"> <li>• Day Head Start /Early Head Start</li> <li>• Rio Vista Head Start/Early Head Start</li> <li>• Eden Head Start</li> <li>• Eldorado Head Start</li> <li>• Menard Head Start/Early Head Start</li> <li>• Ozona Head Start</li> </ul>			X			X X			X	X	X	6	0



	<ul style="list-style-type: none"> <li>Rio Vista Head Start/Early Head Start</li> </ul>													
10	REPORT AND INFORMATION Director's Report													

Policy Council Ballot was sent out to the sites for posting on the Parent Boards: *Stacy Walker*

\_\_\_\_\_  
Policy Council Chairman

\_\_\_\_\_  
Date



Agenda Item # 2



## New Hires – August 2024

Employee Name:	Site:	Proposed Start Date:	Position:	Proposed Policy Council Approval Date:
Costello, Aurora	Rio Vista Head Start	July 2024	EHS Teacher	August 2024
Rivas, Anna	Rio Vista Head Start	July 2024	EHS Teacher	August 2024
Gamez, Frank	Day Head Start	July 2024	HS Teacher Assistant	August 2024
Zapata, Robert	Rio Vista Head Start	July 2024	Cook	August 2024
Dawn, Melissa	Rio Vista Head Start	July 2024	HS Teacher Assistant	August 2024

## Change of Status

Employee Name:	Old Position:	New Position:	Proposed Policy Council Approval Date:
Yanez-Mendez, Eva	Cook Eden	Termed July 2024	August 2024
Sosa, Cynthia	Family Service Worker Day	Termed July 2024	August 2024
Castillo, Heather	Teacher Rio Vista	Termed July 2024	August 2024



Agenda Item # 3



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904

To: Executive Board and Policy Council

From: Carolina Raymond – Director of Head Start

Date: 8-14-24

Re: Consider and Take Appropriate Action

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Removal of Kate Schwarz of CVCAA and the addition of Sarah Negovetich of CVCAA.



# Agenda Item # 4

**CVCOG**

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24  
From 6/1/2023 Through 6/30/2024

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	Percent Total Budget Used - Original
H05	HHS-ACF Grant H05, Head Start FY 23-24				
	06CH010970-05				
004	Revenue				
4173000	HHS-ACF Head Start CFDA 93.600	7,395,208.00	7,374,597.25	(20,610.75)	99.72%
4411000	IK Contributions	1,848,802.00	2,014,184.74	165,382.74	108.94%
4523000	Local Revenue	18,401.38	20,205.86	1,804.48	109.80%
<b>Total 004</b>	<b>Revenue</b>	<b>9,262,411.38</b>	<b>9,408,987.85</b>	<b>146,576.47</b>	<b>101.58%</b>
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,388,068.01	2,388,068.01	0.00	100.00%
5118000	General Overtime Hours	38.07	38.07	0.00	100.00%
5150000	Vacation Time Allocation	27,235.04	27,235.04	0.00	100.00%
5151000	Medicare Tax	33,745.78	33,745.78	0.00	100.00%
5172000	Workers Comp Insurance	29,118.61	29,118.61	0.00	100.00%
5173000	SUTA	3,061.03	3,061.03	0.00	100.00%
5174000	Health Insurance Benefit	725,329.00	725,329.00	0.00	100.00%
5175000	Dental Insurance Benefit	24,850.80	24,850.80	0.00	100.00%
5176000	Life Insurance Benefit	17,140.78	17,140.78	0.00	100.00%
5177000	HSA Insurance Benefit	16,777.65	16,777.65	0.00	100.00%
5181000	Retirement	264,053.51	264,053.51	0.00	100.00%
5199000	Indirect Allocation	245,454.63	245,454.63	0.00	100.00%
5200000	Employee Health and Welfare	624.00	624.00	0.00	100.00%
5206000	HR Service Center	135,892.35	135,892.35	0.00	100.00%
5207000	Procurement Service Center	43,250.54	43,250.54	0.00	100.00%
5208000	Information Technology Service Center	81,134.72	81,134.72	0.00	100.00%
5291000	Contract Services	187,063.90	187,063.90	0.00	100.00%
5293000	HS Health & Disab Svc	108.32	108.32	0.00	100.00%
5295000	HS Nutrition Service	4,581.60	4,581.60	0.00	100.00%
5296000	HS Parent Service	2,282.92	2,282.92	0.00	100.00%
5309000	Travel-In Region	1,448.36	1,448.36	0.00	100.00%
5310000	Travel-Out of Region	1,134.28	0.00	1,134.28	0.00%
5351000	Fuel	1,179.22	1,179.22	0.00	100.00%
5361000	Vehicle Maintenance	269.02	269.02	0.00	100.00%
5413000	HS Site Rent	82,992.25	82,992.25	0.00	100.00%
5433000	HS Site Center Utilities	83,436.86	83,063.74	373.12	99.55%
5451000	Facility Allocation	34,370.91	34,370.91	0.00	100.00%
5453000	HS Site Center Bldg Maint	92,579.96	77,255.37	15,324.59	83.44%
5510000	Supplies	50,653.79	50,604.30	49.49	99.90%
5512000	HS Class Room Supplies	124,039.55	124,039.55	0.00	100.00%
5513000	HS Food Serv Sup	293.53	293.53	0.00	100.00%
5514000	HS Medical Supplies	9,317.52	9,317.50	0.02	99.99%
5515000	HS Disability Supplies	46.52	46.52	0.00	100.00%
5518000	HS Diapers and Wipes	14,394.96	14,394.96	0.00	100.00%

**CVCOG**

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24

From 6/1/2023 Through 6/30/2024

5621000	Project Equipment	108,903.12	108,903.12	0.00	100.00%
5622000	Internal Computer/Software	14,715.99	14,715.99	0.00	100.00%
5632000	Copier	24,336.42	24,336.42	0.00	100.00%
5711000	Insurance	7,158.41	7,158.41	0.00	100.00%
5721000	Printing	1,403.00	1,403.00	0.00	100.00%
5722000	Ads & Promotions	977.11	977.11	0.00	100.00%
5734000	HS Capital Playground	36,011.00	36,011.00	0.00	100.00%
5753000	Dues and fees	1,935.59	1,935.59	0.00	100.00%
5760000	HS Site Center Communications	20,217.41	20,217.41	0.00	100.00%
5762000	Postage/freight	863.46	863.46	0.00	100.00%
5791000	Other	27,786.89	27,786.89	0.00	100.00%
5796000	Safety	834.43	834.43	0.00	100.00%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(4,971,110.82)</b>	<b>(4,954,229.32)</b>	<b>16,881.50</b>	<b>99.66%</b>
401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,258,085.42	1,258,085.42	0.00	100.00%
5118000	General Overtime Hours	6.81	6.81	0.00	100.00%
5119000	Holiday Work Time	759.60	759.60	0.00	100.00%
5150000	Vacation Time Allocation	5,401.49	5,401.49	0.00	100.00%
5151000	Medicare Tax	17,668.84	17,668.84	0.00	100.00%
5172000	Workers Comp Insurance	13,271.23	13,271.23	0.00	100.00%
5173000	SUTA	1,656.98	1,656.98	0.00	100.00%
5174000	Health Insurance Benefit	383,518.51	383,518.51	0.00	100.00%
5175000	Dental Insurance Benefit	13,216.73	13,216.73	0.00	100.00%
5176000	Life Insurance Benefit	9,006.65	9,006.65	0.00	100.00%
5177000	HSA Insurance Benefit	10,696.32	10,696.32	0.00	100.00%
5181000	Retirement	138,441.58	138,441.58	0.00	100.00%
5199000	Indirect Allocation	128,229.22	128,229.22	0.00	100.00%
5206000	HR Service Center	40,591.24	40,591.24	0.00	100.00%
5207000	Procurement Service Center	12,919.00	12,919.00	0.00	100.00%
5208000	Information Technology Service Center	24,235.05	24,235.05	0.00	100.00%
5291000	Contract Services	43,103.69	43,103.69	0.00	100.00%
5293000	HS Health & Disab Svc	31.64	31.64	0.00	100.00%
5295000	HS Nutrition Service	1,058.54	1,058.54	0.00	100.00%
5296000	HS Parent Service	523.41	523.41	0.00	100.00%
5309000	Travel-In Region	141.58	141.58	0.00	100.00%
5351000	Fuel	121.40	121.40	0.00	100.00%
5413000	HS Site Rent	24,746.75	24,746.75	0.00	100.00%
5433000	HS Site Center Utilities	24,270.12	24,247.19	22.93	99.90%
5451000	Facility Allocation	8,592.72	8,592.72	0.00	100.00%
5453000	HS Site Center Bldg Maint	22,788.15	17,451.44	5,336.71	76.58%
5510000	Supplies	17,271.24	16,885.18	386.06	97.76%
5512000	HS Class Room Supplies	47,321.96	48,641.38	(1,319.42)	102.78%
5513000	HS Food Serv Sup	69.07	69.07	0.00	100.00%
5514000	HS Medical Supplies	2,747.60	2,747.60	0.00	100.00%

**CVCOG**

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24

From 6/1/2023 Through 6/30/2024

5518000	HS Diapers and Wipes	6,710.73	6,710.73	0.00	100.00%
5621000	Project Equipment	55,236.16	55,236.16	0.00	100.00%
5622000	Internal Computer/Software	10,282.05	10,282.05	0.00	100.00%
5632000	Copier	6,375.93	6,375.93	0.00	100.00%
5711000	Insurance	1,365.16	1,365.16	0.00	100.00%
5721000	Printing	2,797.87	2,797.87	0.00	100.00%
5722000	Ads & Promotions	76.22	76.22	0.00	100.00%
5753000	Dues and fees	364.41	364.41	0.00	100.00%
5760000	HS Site Center Communications	4,436.10	4,436.10	0.00	100.00%
5796000	Safety	278.01	278.01	0.00	100.00%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,338,415.18)</b>	<b>(2,333,988.90)</b>	<b>4,426.28</b>	<b>99.81%</b>
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	58,450.93	(1,626.93)	102.86%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(58,450.93)</b>	<b>(1,626.93)</b>	<b>102.86%</b>
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	28,365.35	492.65	98.29%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>	<b>(28,858.00)</b>	<b>(28,365.35)</b>	<b>492.65</b>	<b>98.29%</b>
409	Head Start InKind				
6791000	InKind Other	1,848,802.00	2,014,184.74	(165,382.74)	108.94%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,848,802.00)</b>	<b>(2,014,184.74)</b>	<b>(165,382.74)</b>	<b>108.95%</b>
997	Non Project				
5296000	HS Parent Service	1,350.00	1,350.00	0.00	100.00%
5312000	Meals	19.49	19.49	0.00	100.00%
5453000	HS Site Center Bldg Maint	18,400.48	14,288.52	4,111.96	77.65%
5510000	Supplies	4,543.50	4,543.50	0.00	100.00%
5753000	Dues and fees	4.35	4.35	0.00	100.00%
<b>Total 997</b>	<b>Non Project</b>	<b>(24,317.82)</b>	<b>(20,205.86)</b>	<b>4,111.96</b>	<b>83.09%</b>

**CVCOG**

Summary Budget Comparison - DIR-Grant H05, Head Start FY 23-24

From 6/1/2023 Through 6/30/2024

Total Expenditures	(9,268,327.82)	(9,409,425.10)	(141,097.28)	101.52%
Total Revenue over Expenditures	(5,916.44)	(437.25)	5,479.19	7.39%

Head Start (Project 400, 402)	(5,027,934.82)	(5,012,680.25)	15,254.57	99.70%
Early Head Start (Project 401, 403)	(2,367,273.18)	(2,362,354.25)	4,918.93	99.79%
Total Federal	(7,395,208.00)	(7,375,034.50)	20,173.50	99.73%
Total Non-Federal, includes any Local Funds	(1,873,119.82)	(2,034,390.60)	(161,270.78)	108.61%
Grand Total Head Start Expenditures	(9,268,327.82)	(9,409,425.10)	(141,097.28)	101.52%
Non-Federal Percentage of Total Expenditure	21.62%	Note: match of 20%		

Head Start Admin Expenditures	518.00
Administrative Indirect Expenditures	373,683.85
Total Administrative Costs	374,201.85
Administrative Percentage of Approved Budget	5.07% Note: 15% maximum





# Agenda Item # 5

**CVCOG**  
**Summary Budget Comparison - DIR-Grant H06, Head Start Nutrition 23-24**  
**From 10/1/2023 Through 9/30/2024**

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Variance - Original	Percent Total Budget Used - Original
H06	Grant H06, CACFP Head Start Nutrition FY 23-24				
004	Revenue				
4221000	CACFP Nutrition CFDA 10.558	745,017.20	472,600.96	(272,416.24)	63.43%
<b>Total 004</b>	<b>Revenue</b>	<b>745,017.20</b>	<b>472,600.96</b>	<b>(272,416.24)</b>	<b>63.43%</b>
407	Head Start Nutrition				
5110000	General Wages	57,969.62	35,267.29	22,702.33	60.83%
5151000	Medicare Tax	840.57	406.44	434.13	48.35%
5172000	Workers Comp Insurance	1,266.20	1,784.21	(518.01)	140.91%
5173000	SUTA	23.28	111.19	(87.91)	477.62%
5174000	Health Insurance Benefit	24,589.55	12,130.71	12,458.84	49.33%
5175000	Dental Insurance Benefit	950.97	411.22	539.75	43.24%
5176000	Life Insurance Benefit	459.12	206.27	252.85	44.92%
5177000	HSA Insurance Benefit	2,516.26	439.44	2,076.82	17.46%
5181000	Retirement	6,447.68	3,859.41	2,588.27	59.85%
5199000	Indirect Allocation	4,604.62	3,846.12	758.50	83.52%
5291000	Contract Services	29,000.00	15,431.10	13,568.90	53.21%
5295000	HS Nutrition Service	515,149.33	292,006.74	223,142.59	56.68%
5513000	HS Food Serv Sup	101,000.00	92,948.56	8,051.44	92.02%
5753000	Dues and fees	200.00	0.00	200.00	0.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(745,017.20)</b>	<b>(458,848.70)</b>	<b>286,168.50</b>	<b>61.59%</b>
<b>Report Difference</b>		<b>0.00</b>	<b>13,752.26</b>	<b>13,752.26</b>	<b>100.00%</b>



Agenda Item # 6

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
 From 6/1/2024 Through 5/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance	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	7,245,208.00	858,127.14	(6,387,080.86)	11.84%
4411000	IK Contributions	1,853,364.00	0.00	(1,853,364.00)	0.00%
<b>Total 004</b>	<b>Revenue</b>	<b>9,098,572.00</b>	<b>858,127.14</b>	<b>(8,240,444.86)</b>	<b>9.43%</b>
400	Head Start CAN NO 9-G064122				
5110000	General Wages	2,519,069.00	285,859.03	2,233,209.97	11.34%
5150000	Vacation Time Allocation	22,575.00	3,292.88	19,282.12	14.58%
5151000	Medicare Tax	36,295.00	3,972.28	32,322.72	10.94%
5172000	Workers Comp Insurance	20,123.00	3,910.12	16,212.88	19.43%
5173000	SUTA	1,467.00	67.61	1,399.39	4.60%
5174000	Health Insurance Benefit	705,283.00	98,333.90	606,949.10	13.94%
5175000	Dental Insurance Benefit	27,488.00	3,255.23	24,232.77	11.84%
5176000	Life Insurance Benefit	18,098.00	2,266.07	15,831.93	12.52%
5177000	HSA Insurance Benefit	84,974.00	1,559.64	83,414.36	1.83%
5181000	Retirement	299,623.00	31,444.52	268,178.48	10.49%
5199000	Indirect Allocation	256,735.00	31,245.37	225,489.63	12.17%
5200000	Employee Health and Welfare	9,611.00	0.00	9,611.00	0.00%
5206000	HR Service Center	90,981.00	9,255.65	81,725.35	10.17%
5207000	Procurement Service Center	36,043.00	12,538.61	23,504.39	34.78%
5208000	Information Technology Service Center	31,686.00	7,171.90	24,514.10	22.63%
5291000	Contract Services	60,000.00	10,537.90	49,462.10	17.56%
5293000	HS Health & Disab Svc	5,338.00	0.00	5,338.00	0.00%
5294000	HS Policy Council	987.00	0.00	987.00	0.00%
5295000	HS Nutrition Service	8,042.00	0.00	8,042.00	0.00%
5296000	HS Parent Service	2,198.00	46.51	2,151.49	2.11%
5309000	Travel-In Region	2,059.00	0.00	2,059.00	0.00%
5310000	Travel-Out of Region	2,516.00	0.00	2,516.00	0.00%
5351000	Fuel	500.00	50.00	450.00	10.00%
5361000	Vehicle Maintenance	500.00	37.90	462.10	7.58%
5413000	HS Site Rent	80,150.00	3,620.00	76,530.00	4.51%
5433000	HS Site Center Utilities	64,884.00	7,977.86	56,906.14	12.29%
5451000	Facility Allocation	92,562.00	3,255.79	89,306.21	3.51%
5453000	HS Site Center Bldg Maint	60,206.00	33,372.51	26,833.49	55.43%
5506000	Janitorial and Facility Supplies	50,164.00	0.00	50,164.00	0.00%
5509000	HS Delegate Supplies	154,962.00	0.00	154,962.00	0.00%
5510000	Supplies	16,286.00	3,876.61	12,409.39	23.80%
5512000	HS Class Room Supplies	48,022.00	6,326.76	41,695.24	13.17%
5513000	HS Food Serv Sup	0.00	111.24	(111.24)	100.00%
5514000	HS Medical Supplies	5,948.00	1,138.25	4,809.75	19.13%
5515000	HS Disability Supplies	4,423.00	0.00	4,423.00	0.00%
5518000	HS Diapers and Wipes	14,395.00	429.90	13,965.10	2.98%

**CVCOG**

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 5/31/2025

5622000	Internal Computer/Software	40,087.00	15,763.35	24,323.65	39.32%
5632000	Copier	28,986.00	1,547.30	27,438.70	5.33%
5711000	Insurance	9,475.00	0.00	9,475.00	0.00%
5721000	Printing	1,683.00	0.00	1,683.00	0.00%
5722000	Ads & Promotions	2,104.00	0.00	2,104.00	0.00%
5734000	HS Capital Playground	30,000.00	0.00	30,000.00	0.00%
5753000	Dues and fees	1,941.00	106.32	1,834.68	5.47%
5760000	HS Site Center Communications	16,935.00	2,708.62	14,226.38	15.99%
5762000	Postage/freight	1,263.00	17.83	1,245.17	1.41%
5791000	Other	25,827.00	0.00	25,827.00	0.00%
5796000	Safety	1,750.00	141.33	1,608.67	8.07%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(4,994,244.00)</b>	<b>(585,238.79)</b>	<b>4,409,005.21</b>	<b>11.72%</b>

401	Early Head Start CAN NO 9-G064122				
5110000	General Wages	1,308,559.00	152,685.11	1,155,873.89	11.66%
5150000	Vacation Time Allocation	14,068.00	698.19	13,369.81	4.96%
5151000	Medicare Tax	19,295.00	2,114.40	17,180.60	10.95%
5172000	Workers Comp Insurance	9,172.00	1,889.26	7,282.74	20.59%
5173000	SUTA	763.00	80.43	682.57	10.54%
5174000	Health Insurance Benefit	370,540.00	48,796.47	321,743.53	13.16%
5175000	Dental Insurance Benefit	14,441.00	1,632.04	12,808.96	11.30%
5176000	Life Insurance Benefit	9,699.00	1,171.36	8,527.64	12.07%
5177000	HSA Insurance Benefit	44,643.00	808.18	43,834.82	1.81%
5181000	Retirement	159,281.00	16,795.34	142,485.66	10.54%
5199000	Indirect Allocation	134,080.00	16,320.86	117,759.14	12.17%
5200000	Employee Health and Welfare	1,439.00	0.00	1,439.00	0.00%
5206000	HR Service Center	50,326.00	2,764.68	47,561.32	5.49%
5207000	Procurement Service Center	17,664.00	3,745.30	13,918.70	21.20%
5208000	Information Technology Service Center	17,527.00	2,142.25	15,384.75	12.22%
5291000	Contract Services	10,000.00	5,234.31	4,765.69	52.34%
5293000	HS Health & Disab Svc	1,662.00	0.00	1,662.00	0.00%
5294000	HS Policy Council	150.00	0.00	150.00	0.00%
5295000	HS Nutrition Service	412.00	0.00	412.00	0.00%
5296000	HS Parent Service	535.00	340.69	194.31	63.68%
5309000	Travel-In Region	641.00	0.00	641.00	0.00%
5310000	Travel-Out of Region	784.00	0.00	784.00	0.00%
5413000	HS Site Rent	35,606.00	480.00	35,126.00	1.34%
5433000	HS Site Center Utilities	27,531.00	3,193.60	24,337.40	11.60%
5451000	Facility Allocation	0.00	813.95	(813.95)	100.00%
5453000	HS Site Center Bldg Maint	18,898.00	7,315.34	11,582.66	38.70%
5506000	Janitorial and Facility Supplies	14,585.00	0.00	14,585.00	0.00%
5510000	Supplies	8,738.00	1,834.43	6,903.57	20.99%
5512000	HS Class Room Supplies	12,728.00	2,554.09	10,173.91	20.06%
5513000	HS Food Serv Sup	0.00	52.35	(52.35)	100.00%

**CVCOG**  
**Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25**  
**From 6/1/2024 Through 5/31/2025**

5514000	HS Medical Supplies	1,852.00	401.75	1,450.25	21.69%
5515000	HS Disability Supplies	1,377.00	81.70	1,295.30	5.93%
5518000	HS Diapers and Wipes	6,711.00	511.31	6,199.69	7.61%
5622000	Internal Computer/Software	5,633.00	5,563.49	69.51	98.76%
5632000	Copier	4,924.00	503.18	4,420.82	10.21%
5711000	Insurance	2,347.00	0.00	2,347.00	0.00%
5721000	Printing	825.00	0.00	825.00	0.00%
5722000	Ads & Promotions	1,031.00	0.00	1,031.00	0.00%
5753000	Dues and fees	711.00	5.55	705.45	0.78%
5760000	HS Site Center Communications	2,744.00	693.85	2,050.15	25.28%
5762000	Postage/freight	619.00	0.00	619.00	0.00%
5796000	Safety	987.00	53.69	933.31	5.43%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,333,528.00)</b>	<b>(281,277.15)</b>	<b>2,052,250.85</b>	<b>12.05%</b>
402	Head Start T&TA CAN NO 9-G064120				
5308000	Head Start T & T A	56,824.00	6,438.29	50,385.71	11.33%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(6,438.29)</b>	<b>50,385.71</b>	<b>11.33%</b>
403	Early Head Start T&TA CAN NO 9-G064121				
5308000	Head Start T & T A	28,858.00	2,543.20	26,314.80	8.81%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>	<b>(28,858.00)</b>	<b>(2,543.20)</b>	<b>26,314.80</b>	<b>8.81%</b>
409	Head Start InKind				
6791000	InKind Other	1,853,364.00	0.00	1,853,364.00	0.00%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,853,364.00)</b>	<b>0.00</b>	<b>1,853,364.00</b>	<b>0.00%</b>
997	Non Project				
5510000	Supplies	101.92	101.92	0.00	100.00%
<b>Total 997</b>	<b>Non Project</b>	<b>(101.92)</b>	<b>(101.92)</b>	<b>0.00</b>	<b>100.00%</b>
	<b>Total Expenditures</b>	<b>(9,266,919.92)</b>	<b>(875,599.35)</b>	<b>8,391,320.57</b>	<b>9.45%</b>

**CVCOG**

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25

From 6/1/2024 Through 5/31/2025

Total Revenue over Expenditures	<u>(168,347.92)</u>	<u>(17,472.21)</u>	150,875.71	10.38%
Head Start (Project 400, 402)	(5,051,068.00)	(591,677.08)	4,459,390.92	11.71%
Early Head Start (Project 401, 403)	(2,362,386.00)	(283,820.35)	2,078,565.65	12.01%
Total Federal	(7,413,454.00)	(875,497.43)	6,537,956.57	11.81%
Total Non-Federal, includes any Local Funds	<u>(1,853,465.92)</u>	<u>(101.92)</u>	1,853,364.00	0.01%
Grand Total Head Start Expenditures	(9,266,919.92)	(875,599.35)	8,391,320.57	9.45%
Non-Federal Percentage of Total Expenditure	0.01%	Note: match of 20%		
Head Start Admin Expenditures	58,720.00			
Administrative Indirect Expenditures	<u>47,566.23</u>			
Total Administrative Costs	106,286.23			
Administrative Percentage of Approved Budget	12.14%	Note: 15% maximum		



Agenda Item # 7



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

<b>Head Start Transactions</b>	<b>June, 2024</b>
Citibank P-Card	27,647.68
Dean's Dairy	1,088.70
First Financial Credit Card	59.13
Lowes Pay and Save	34.18
Sysco Food Services	5,974.29
West Texas Fire Extinguisher	2,411.07
	<hr/>
	\$ 37,215.05
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**CVCOG**  
Vendor Activity - Head Start Citibank P-Card  
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05  
From 6/1/2024 Through 6/30/2024

<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	6/3/2024	076944	Head Start purchase of snacks for registration June 4 - June 5, 2024 CB HS1	82.81
5433000	HS Site Center Utilities	5/13/2024	221727-180104 04-24	Day HS/EHS water utility service from 034/08/24 to 05/09/24 (acct# 221727-180104) CBG	404.97
5433000	HS Site Center Utilities	5/13/2024	221727-180106 04-24	Day HS/EHS water utility service from 04/08/24 to 05/09/24 (acct# 221727-180106) CBG	211.63
5433000	HS Site Center Utilities	5/31/2024	0691-001290403	Rio Vista Head Start trash service for acct# 3-0691-2402993 from 06/01/24 to 06/30/24, including waste/recycling overage from 05/01/24 CBG	36.89
5433000	HS Site Center Utilities	5/31/2024	0691-001290773	Day Head Start trash service for acct# 3-0691-2405694 from 06/01/24 to 06/30/24, including waste/recycling overages from 05/01/24 to 05/31/24 CBG	221.34
5433000	HS Site Center Utilities	6/4/2024	221727-179684 05-24	Rio Vista HS/EHS water utility service from 04/29/24 to 05/29/24 (acct# 221727-179684) CBG	521.43
5433000	HS Site Center Utilities	6/20/2024	05-0560-02 05-24	Eden HS water, garbage, and sewer service from 05/15/24 to 06/15/24 CBG	120.25
5453000	HS Site Center Bldg Maint	5/22/2024	0084434-8624275	Eden HS purchase of ceiling fan CBG	142.35
5453000	HS Site Center Bldg Maint	5/22/2024	0084434-862427...	Eden HS purchase of ceiling fan CBG	69.99
5453000	HS Site Center Bldg Maint	5/24/2024	95714	Rio Vista HS/EHS purchase of master mechanic set and assorted tools CB FAC	717.68
5453000	HS Site Center Bldg Maint	5/28/2024	10090214924453...	Rio Vista HS/EHS purchase of battery charger for leaf blower CBG	199.00
5453000	HS Site Center Bldg Maint	5/28/2024	10090214924453...	Rio Vista HS/EHS purchase of leaf blower and fuel CBG	348.90
5453000	HS Site Center Bldg Maint	5/28/2024	10176808184	Rio Vista HS/EHS purchase of shelving unit CBG2	219.98

**CVCOG**  
Vendor Activity - Head Start Citibank P-Card  
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05  
From 6/1/2024 Through 6/30/2024

<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	5/29/2024	1029	Head Start - service to add electricity outlets at COG CBG	612.00
5453000	HS Site Center Bldg Maint	6/7/2024	1183	Rio Vista HS purchase of gutter cleaning and addition of leaf guards where possible	2,900.00
5510000	Supplies	5/18/2024	2294766-0090623 CM	Head Start refund for undeliverable file folders CBG2	(85.10)
5510000	Supplies	5/30/2024	7433453-5761843	Eden HS purchase of staples CBG	19.52
5510000	Supplies	5/31/2024	2965776-3913853	Early Head Start purchase of notebooks, stickers, bags, pens, keyboards, mouse pads, sign holders, and supply cases CBG2	1,136.02
5512000	HS Class Room Supplies	5/31/2024	1078182-7764220	Rio Vista EHS purchase of 2 Little Tikes Cozy Coupe Dinosaur cars CBG2	129.98
5512000	HS Class Room Supplies	5/31/2024	1078182-776422...	Rio Vista EHS purchase of Step2 Woodland Climber playset CBG2	399.99
5512000	HS Class Room Supplies	5/31/2024	1477397-5249046	Rio Vista EHS purchase of 2 Step2 All Around Playtime Patios with canopies and Little Tikes playhouse CBG2	472.37
5512000	HS Class Room Supplies	5/31/2024	5758052-1374600	Day EHS purchase of balance beam set CBG2	135.98
5512000	HS Class Room Supplies	5/31/2024	6917577-9789010	Day EHS purchase of Step2 Woodland Climber playset CBG2	399.99
5512000	HS Class Room Supplies	5/31/2024	6917577-978901...	Day EHS purchase of 2 Little Tikes Cozy Coupe Dinosaur cars CBG2	129.98
5512000	HS Class Room Supplies	5/31/2024	8625180-5304267	Day EHS purchase of 2 Step2 All Around Playtime Patios with canopies and Little Tikes playhouse CBG2	472.37
5512000	HS Class Room Supplies	5/31/2024	9484190-0381856	Rio Vista EHS purchase of balance beam set CBG2	135.98
5760000	HS Site Center Communications	5/8/2024	0708195 05-24	Head Start rural phone/internet service from 05/08/24 to 06/07/24 CBG	423.57

**CVCOG**

Vendor Activity - Head Start Citibank P-Card  
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05  
From 6/1/2024 Through 6/30/2024

<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	5/12/2024	67661-81 05-24	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 05/12/24 to 06/11/24 CBG2	270.96
5760000	HS Site Center Communications	5/25/2024	07710150503019 05-24	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 05/15/24 to 06/14/24 CBG	177.75
5760000	HS Site Center Communications	5/25/2024	07710150505015 05-24	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 05/15/24 to 06/14/24 CBG	201.42
5760000	HS Site Center Communications	6/10/2024	07710150890010 06-24	Day HS/EHS phone service for acct# 07710-150890-01-0 from 05/25/24 to 06/24/24 CBG	51.50
					<u>11,281.50</u>
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	11,281.50

**CVCOG**

Vendor Activity - Head Start Citibank P-Card  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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	6/13/2024	080651	HS CB Rio purchase of purified drinking water for EHS HS1	35.28
5295000	HS Nutrition Service	6/13/2024	086179	Rio Vista HS/EHS purchase of nutrition items CB HS	150.66
5295000	HS Nutrition Service	6/14/2024	087261	Rio Vista EHS purchase of formula - 2 cans Nutramigen CB HS	75.68
5295000	HS Nutrition Service	6/26/2024	030722	Rio Vista EHS purchase of assorted baby food CB HS2	104.08
5513000	HS Food Serv Sup	6/3/2024	078378	Day EHS purchase of sippy cups CB HS	29.85
5513000	HS Food Serv Sup	6/3/2024	5086014-522506...	Menard HS/EHS purchase of 2 3-pack toddler plates CBG2	33.96
5513000	HS Food Serv Sup	6/3/2024	5739929-6761847	Menard HS/EHS purchase of cushioned floor mat CBG2	32.99
5513000	HS Food Serv Sup	6/12/2024	036040	Day EHS purchase of sippy cups CB HS2	29.82
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	<u>492.32</u>

**CVCOG**

Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 6/30/2024

<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	6/3/2024	017102	Day HS/EHS and Rio Vista HS/EHS purchase of banker boxes and snacks for registration CB HS2	65.70
5296000	HS Parent Service	6/4/2024	310077	Day EHS and Rio Vista EHS purchase of meals for staff during registration CB HS	174.45
5296000	HS Parent Service	6/5/2024	084637	Day EHS and Rio Vista EHS purchase of meals for staff during registration CB HS	147.05
5308000	Head Start T & T A	5/30/2024	01246	Head Start - speaker for in-service/training on August 5, 2024 CBG2	4,990.00
5308000	Head Start T & T A	6/5/2024	1768092	Day EHS Infant Toddler - English CDA initial application fee for A.R. CB HS	425.00
5308000	Head Start T & T A	6/14/2024	1456984-6409818	Head Start purchase of timers for EHS sites CBG2	27.49
5433000	HS Site Center Utilities	5/31/2024	0691-001290403	Rio Vista Head Start trash service for acct# 3-0691-2402993 from 06/01/24 to 06/30/24, including waste/recycling overage from 05/01/24 CBG	589.05
5433000	HS Site Center Utilities	5/31/2024	0691-001290773	Day Head Start trash service for acct# 3-0691-2405694 from 06/01/24 to 06/30/24, including waste/recycling overages from 05/01/24 to 05/31/24 CBG	598.25
5433000	HS Site Center Utilities	6/20/2024	05-0560-02 05-24	Eden HS water, garbage, and sewer service from 05/15/24 to 06/15/24 CBG	106.11
5453000	HS Site Center Bldg Maint	6/1/2024	kkdfgpfqygbh	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I153889) and Rio Vista (Invoice I153886) Head Start sites from 06/01/24 to 06/30/24 CBG	155.00
5453000	HS Site Center Bldg Maint	6/3/2024	1609979-7442632	Menard HS/EHS purchase of 2 6-packs HVAC air filters CBG2	77.98
5453000	HS Site Center Bldg Maint	6/3/2024	5086014-5225064	Menard HS/EHS purchase of insect spray and weed killer CBG2	88.36

**CVCOG**

Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 6/30/2024

<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	6/11/2024	9193192-9137861	Eden HS purchase of foldable dolly, furniture sliders, hoe, and rake CBG2	75.98
5453000	HS Site Center Bldg Maint	6/14/2024	014920	Rio Vista HS/EHS purchase of Shark Extractor vacuum cleaner and supplies CB HS	327.86
5510000	Supplies	5/2/2024	364646971-001	Day HS/EHS purchase of office chair CBG	570.99
5510000	Supplies	6/3/2024	017102	Day HS/EHS and Rio Vista HS/EHS purchase of banker boxes and snacks for registration CB HS2	174.86
5510000	Supplies	6/3/2024	2125531-4254655	Head Start purchase of 2 boxes red file folders CBG2	53.98
5510000	Supplies	6/3/2024	2197199-9633022	Head Start purchase of 1 box navy file folders CBG2	24.49
5510000	Supplies	6/3/2024	5217379-6060205	Menard HS/EHS purchase of foldable push cart CBG2	45.49
5510000	Supplies	6/5/2024	2374910-7929043	Head Start Admin purchase of 1 box colored labels CBG2	9.99
5510000	Supplies	6/6/2024	0696062-3233004	Ozona HS purchase of 6 pack cork board tiles with pushpins CBG2	29.99
5510000	Supplies	6/7/2024	0494895-2469012	HS Admin purchase of binders, dividers, and expanding file folders CBG2	264.56
5510000	Supplies	6/7/2024	15966	Rio Vista HS/EHS service to repair U65-1 laminator (S/N CF 00252 G) CBG	260.45
5510000	Supplies	6/7/2024	15967	Rio Vista HS/EHS service to repair U65-1 laminator (S/N CB 00037 G) CBG	280.02
5510000	Supplies	6/10/2024	089980	Ozona HS purchase of expanding file jackets CB HS	45.99
5510000	Supplies	6/11/2024	9193192-9137861	Eden HS purchase of foldable dolly, furniture sliders, hoe, and rake CBG2	123.88
5510000	Supplies	6/12/2024	8630375-3824240	Rio Vista HS/EHS purchase of dusters and extension poles CBG2	119.96
5510000	Supplies	6/14/2024	2045256-1106634	Day HS/EHS purchase of 2 boxes labels and folder tabs CBG2	69.98

**CVCOG**  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 6/30/2024

<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	6/14/2024	3745564-1569029	Day HS/EHS purchase of file folders CBG2	13.20
5510000	Supplies	6/18/2024	1950256-3851449	Rio EHS purchase of 3 boxes exam table paper CBG2	142.53
5510000	Supplies	6/18/2024	9671086-9693827	Day HS/EHS purchase of 3 boxes hanging folders CBG2	150.00
5510000	Supplies	6/24/2024	9223880-1975465	Head Start Admin purchase of 1 box expanding file folders CBG2	32.99
5512000	HS Class Room Supplies	6/3/2024	5039390-2025800	Menard HS/EHS purchase of 2-pack laminating film CBG2	124.55
5512000	HS Class Room Supplies	6/3/2024	7512384-8009044	Menard HS/EHS purchase of Spanish lullaby CD CBG2	9.64
5518000	HS Diapers and Wipes	6/11/2024	10180910426	Day Early Head Start purchase of diapers	305.86
5518000	HS Diapers and Wipes	6/11/2024	6131805-5437810	Rio Vista HS purchase of 10 boxes Easy-Ups CBG2	429.90
5622000	Internal Computer/Software	6/20/2024	001106088	Head Start purchase of GOLD online assessment portfolios, learning, and curriculum system subscription renewal - term: 06/21/2024 - 06/20/2025 CBG	2,644.50
5753000	Dues and fees	6/3/2024	698944180	Rio Vista HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	8.44
5753000	Dues and fees	6/3/2024	698949604	Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	6.39
5753000	Dues and fees	6/3/2024	698960546	Menard HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	4.35
5760000	HS Site Center Communications	5/8/2024	0708195 05-24	Head Start rural phone/internet service from 05/08/24 to 06/07/24 CBG	123.54
5760000	HS Site Center Communications	5/12/2024	67661-81 05-24	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 05/12/24 to 06/11/24 CBG2	149.04
5760000	HS Site Center Communications	5/25/2024	07710150503019 05-24	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 05/15/24 to 06/14/24 CBG	146.39



**CVCOG**

Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 6/30/2024

<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	5/25/2024	07710150505015 05-24	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 05/15/24 to 06/14/24 CBG	165.87
5760000	HS Site Center Communications	6/10/2024	07710150890010 06-24	Day HS/EHS phone service for acct# 07710-150890-01-0 from 05/25/24 to 06/24/24 CBG	176.58
5760000	HS Site Center Communications	6/12/2024	93979-98 06-24	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 06/12/24 to 07/11/24 CBG2	420.00
5760000	HS Site Center Communications	6/17/2024	07710150887017 06-24	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 06/01/24 to 06/30/24 CBG	161.85
5760000	HS Site Center Communications	6/25/2024	07710150503019 06-24	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 06/15/24 to 07/14/24 CBG	324.14
5760000	HS Site Center Communications	6/25/2024	07710150505015 06-24	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 06/15/24 to 07/14/24 CBG	367.29
5796000	Safety	6/3/2024	405SP0000375706	Criminal history search for prospective new employee A.C. (Rio Vista EHS) CB HR	3.32
5796000	Safety	6/5/2024	UZTX5FZSV9	Daycare licensing (fingerprinting) for prospective Head Start employee A.C. (Rio Vista EHS) CB HR	40.58
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	15,873.86
	Report Opening/Current Balance				

**CVCOG**

Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 6/30/2024

<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				27,647.68
	Report Current Balances				<hr/> <hr/>

**CVCOG**

Vendor Activity - Head Start Deans Dairy Corporate  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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	6/3/2024	652266974	Day HS/EHS purchase of milk for children - 9 whole 9/CS, 99 1% 9/CS, and 6 2% lactose free 6BX	343.41
5295000	HS Nutrition Service	6/4/2024	650667599	Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 12 1% 9/CS	38.07
5295000	HS Nutrition Service	6/4/2024	652070720	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS and 6 2% lactose free 6BX	53.97
5295000	HS Nutrition Service	6/11/2024	650667991	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 12 1% 9/CS	41.06
5295000	HS Nutrition Service	6/11/2024	652071097	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 27 1% 9/CS, and 12 2% lactose free 6/BX	186.88
5295000	HS Nutrition Service	6/11/2024	652267395	Day HS/EHS purchase of milk for children - 18 whole 9/CS and 72 1% 9/CS	264.31
5295000	HS Nutrition Service	6/17/2024	652267759	Day EHS purchase of milk for children - 27 whole 9/CS	80.72
5295000	HS Nutrition Service	6/18/2024	652071386	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 9 1% 9/CS, and 6 2% lactose free 6BX	80.28
					<u>1,088.70</u>
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	<u>1,088.70</u>
	Report Opening/Current Balance				
	Report Transaction Totals				<u>1,088.70</u>

**CVCOG**

Vendor Activity - Head Start Deans Dairy Corporate  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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 Current Balances					=====

**CVCOG**

Vendor Activity - Head Start First Financial Credit Card  
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05  
From 6/1/2024 Through 6/30/2024

<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>
5308000	Head Start T & T A	5/15/2024	0014434314036	Baggage fee for flight from ChildPlus software training in New Orleans, LA for O.B. FF OB	35.00
5308000	Head Start T & T A	5/15/2024	0014434314037	Baggage fee for flight from ChildPlus software training in New Orleans, LA for M.H. FF OB	35.00
5308000	Head Start T & T A	5/15/2024	0014434314038	Baggage fee for flight from ChildPlus software training in New Orleans, LA for C.M. FF OB	35.00
5308000	Head Start T & T A	5/15/2024	0014434314039	Baggage fee for flight from ChildPlus software training in New Orleans, LA for S.W. FF OB	35.00
5308000	Head Start T & T A	5/15/2024	0014434314040	Baggage fee for flight from ChildPlus software training in New Orleans, LA for M.M. FF OB	35.00
5308000	Head Start T & T A	5/25/2024	EHI160459430	Head Start toll charge for travel from ChildPlus software training OB FF	11.80
5308000	Head Start T & T A	6/14/2024	0014434314036 CM	Head Start credit for double baggage charge for flight from ChildPlus software training in New Orleans, LA for O.B. FF OB	(35.00)
5308000	Head Start T & T A	6/14/2024	0014434314037 CM	Head Start credit for double baggage charge for flight from ChildPlus software training in New Orleans, LA for M.H. FF OB	(35.00)
5308000	Head Start T & T A	6/14/2024	0014434314038 CM	Head Start credit for double baggage charge for flight from ChildPlus software training in New Orleans, LA for C.M. FF OB	(35.00)
5308000	Head Start T & T A	6/14/2024	0014434314039 CM	Head Start credit for double baggage charge for flight from ChildPlus software training in New Orleans, LA for S.W. FF OB	(35.00)

**CVCOG**

Vendor Activity - Head Start First Financial Credit Card  
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05  
From 6/1/2024 Through 6/30/2024

<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>
5308000	Head Start T & T A	6/14/2024	0014434314040 CM	Head Start credit for double baggage charge for flight from ChildPlus software training in New Orleans, LA for M.M. FF OB	(35.00)
5351000	Fuel	5/29/2024	059913	Head Start purchase of fuel for program vehicle FF OB	47.33
					<hr/> 59.13
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	59.13
	Report Opening/Current Balance				<hr/>
	Report Transaction Totals				<hr/> 59.13
	Report Current Balances				<hr/> <hr/>

**CVCOG**

Vendor Activity - Head Start Lowes Pay and Save  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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	5/20/2024	240520-197-2-2-14	Eden HS purchase of nutrition items	10.14
5295000	HS Nutrition Service	6/5/2024	240605-399-1-1-63	Menard HS/EHS purchase of nutrition items	11.60
5295000	HS Nutrition Service	6/10/2024	240610-399-1-1-47	Menard HS/EHS purchase of nutrition items	12.44
					<hr/>
					34.18
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	34.18
					<hr/>
	Report Opening/Current Balance				
					<hr/>
	Report Transaction Totals				34.18
					<hr/>
	Report Current Balances				<hr/> <hr/>

**CVCOG**  
Vendor Activity - Head Start Sysco  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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	6/1/2024	278870432	Menard HS/EHS credit for sales error on beef patties	(88.90)
5295000	HS Nutrition Service	6/4/2024	278871684	Day HS/EHS purchase of nutrition items for children	99.04
5295000	HS Nutrition Service	6/4/2024	278871853	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	912.32
5295000	HS Nutrition Service	6/6/2024	278872962	Day HS/EHS purchase of nutrition items for children and kitchen supplies	1,187.28
5295000	HS Nutrition Service	6/11/2024	278875640	Rio Vista HS/EHS purchase of nutrition items for children	431.86
5295000	HS Nutrition Service	6/13/2024	278876724	Day HS/EHS purchase of nutrition items for children and kitchen supplies .	1,436.63
5295000	HS Nutrition Service	6/18/2024	278879521	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	605.44
5295000	HS Nutrition Service	6/20/2024	278880643	Day HS/EHS purchase of nutrition items for children and kitchen supplies	820.72
5513000	HS Food Serv Sup	6/4/2024	278871853	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	107.90
5513000	HS Food Serv Sup	6/6/2024	278872962	Day HS/EHS purchase of nutrition items for children and kitchen supplies	182.91
5513000	HS Food Serv Sup	6/13/2024	17814978P	Rio Vista HS/EHS credit for returned kitchen supplies	(118.58)
5513000	HS Food Serv Sup	6/13/2024	278876724	Day HS/EHS purchase of nutrition items for children and kitchen supplies	260.45
5513000	HS Food Serv Sup	6/18/2024	278879521	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	20.34
5513000	HS Food Serv Sup	6/20/2024	278880643	Day HS/EHS purchase of nutrition items for children and kitchen supplies	116.88
					5,974.29
Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24					5,974.29



**CVCOG**

Vendor Activity - Head Start Sysco  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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 Opening/Current Balance					
Report Transaction Totals					<u>5,974.29</u>
Report Current Balances					<u><u>                    </u></u>

**CVCOG**

Vendor Activity - Head Start West Texas Fire Extinguisher  
H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05  
From 6/1/2024 Through 6/30/2024

<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	6/3/2024	297944-01	Rio Vista HS purchase of trash can liners	16.28
5512000	HS Class Room Supplies	6/3/2024	297944-01	Rio Vista HS purchase of trash can liners	16.28
					<hr/>
					32.56
				Total H05 - HHS-ACF Grant H05, Head Start FY 23-24 06CH010970-05	<hr/> 32.56

**CVCOG**

Vendor Activity - Head Start West Texas Fire Extinguisher  
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24  
From 6/1/2024 Through 6/30/2024

<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	6/7/2024	298860	Eden HS semi-annual vent and hood inspection	100.00
5513000	HS Food Serv Sup	6/19/2024	299432	Rio Vista HS/EHS purchase of feather duster, paper and disposable towels, nitrile gloves, and toilet tissue	60.66
				Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24	<hr/> 160.66

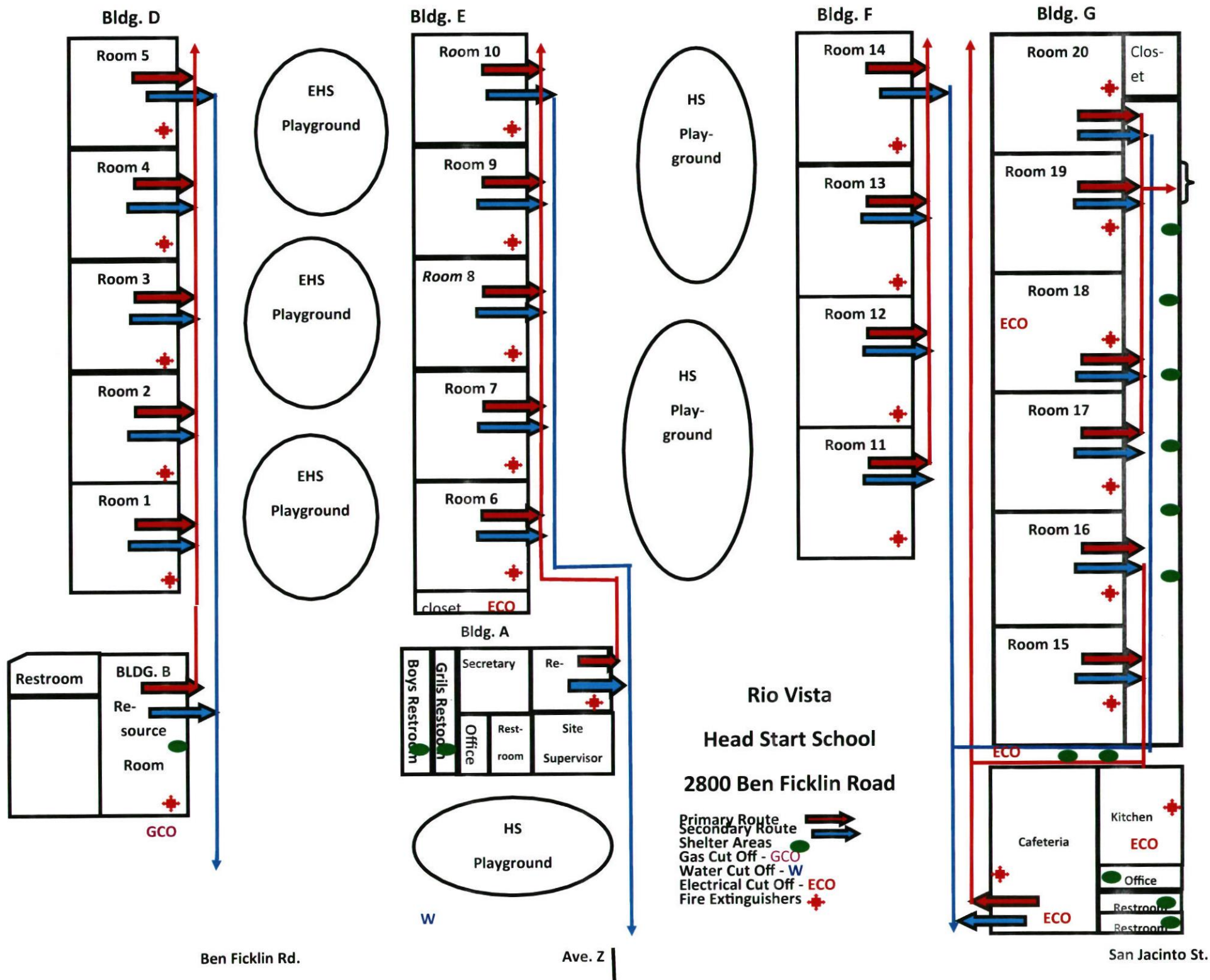
**CVCOG**

Vendor Activity - Head Start West Texas Fire Extinguisher  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 6/30/2024

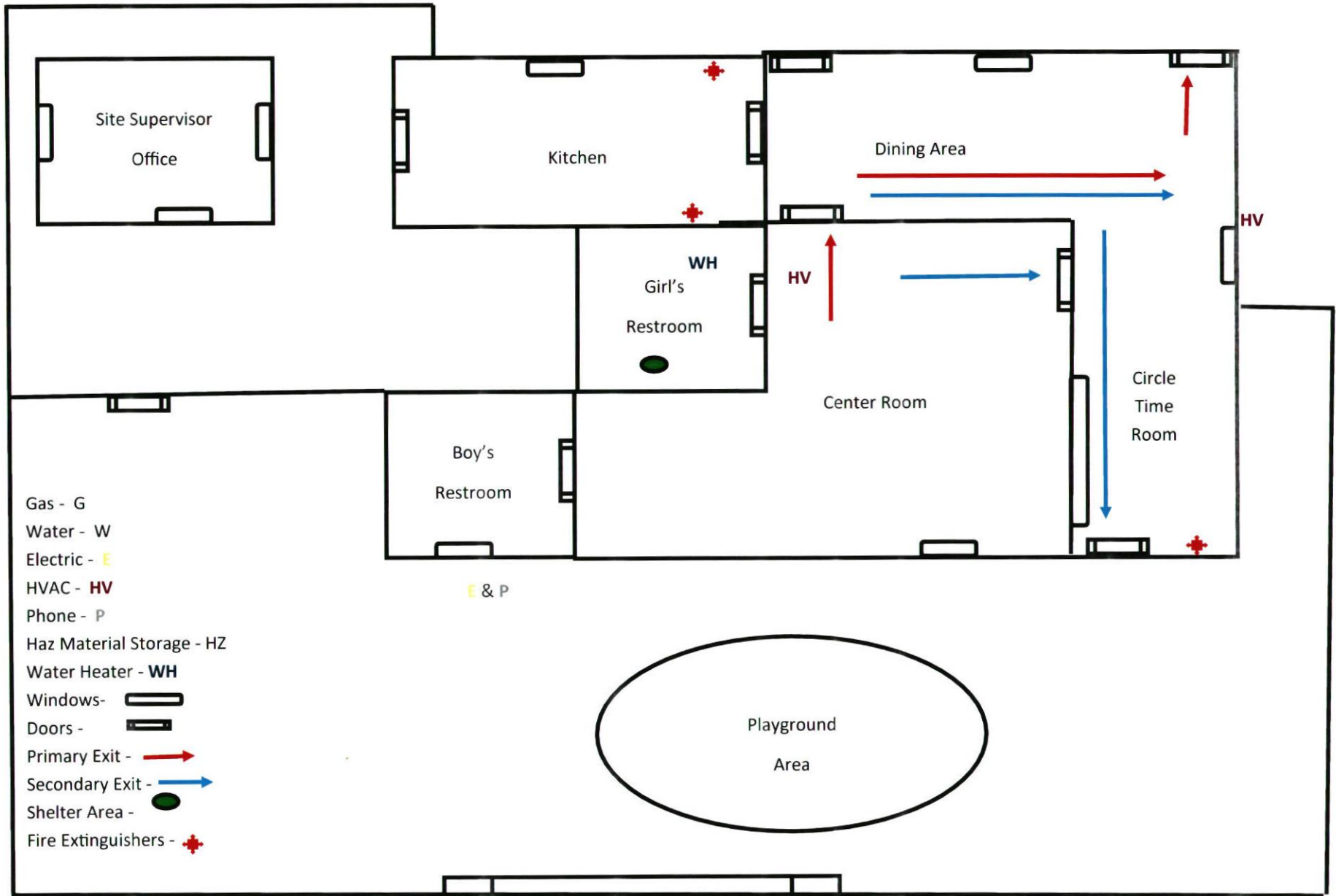
<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	6/12/2024	299076	Day HS/EHS - annual fire extinguisher inspection, maintenance, recharge, new valve, and O-ring	240.41
5453000	HS Site Center Bldg Maint	6/12/2024	299100	Rio Vista HS/EHS - annual fire extinguisher inspection, maintenance and recharge including new valve and O-ring, and 2 fire extinguishers	446.30
5510000	Supplies	6/6/2024	298709	Day HS/EHS purchase of disinfectants, dish detergent, trash can liners, paper towels, toilet tissue, and hand soap	526.61
5510000	Supplies	6/12/2024	299006	Rio Vista HS purchase of disposable towels and sponges	98.78
5510000	Supplies	6/19/2024	299432	Rio Vista HS/EHS purchase of feather duster, paper and disposable towels, nitrile gloves, and toilet tissue	405.08
5512000	HS Class Room Supplies	6/12/2024	299006	Rio Vista HS purchase of disposable towels and sponges	98.78
5512000	HS Class Room Supplies	6/19/2024	299432	Rio Vista HS/EHS purchase of feather duster, paper and disposable towels, nitrile gloves, and toilet tissue	401.89
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	2,217.85
Report Opening/Current Balance					
Report Transaction Totals					2,411.07
Report Current Balances					



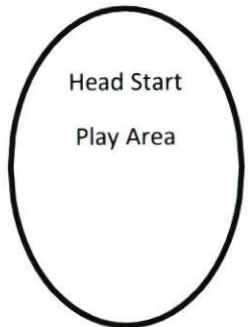
# Agenda Item # 8



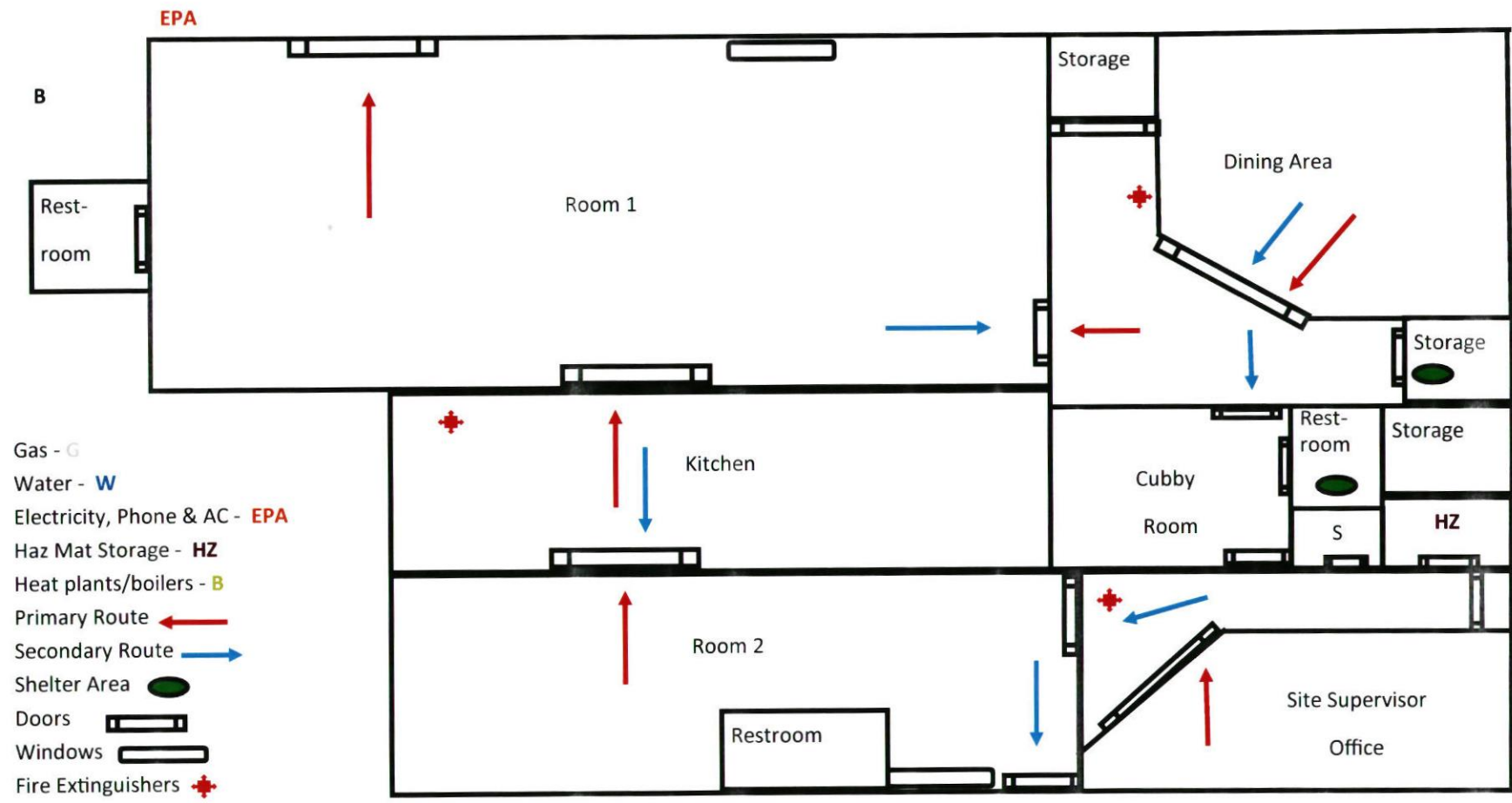
Ozona Head Start 1310 Ave. G/ PO Box 4029



G W

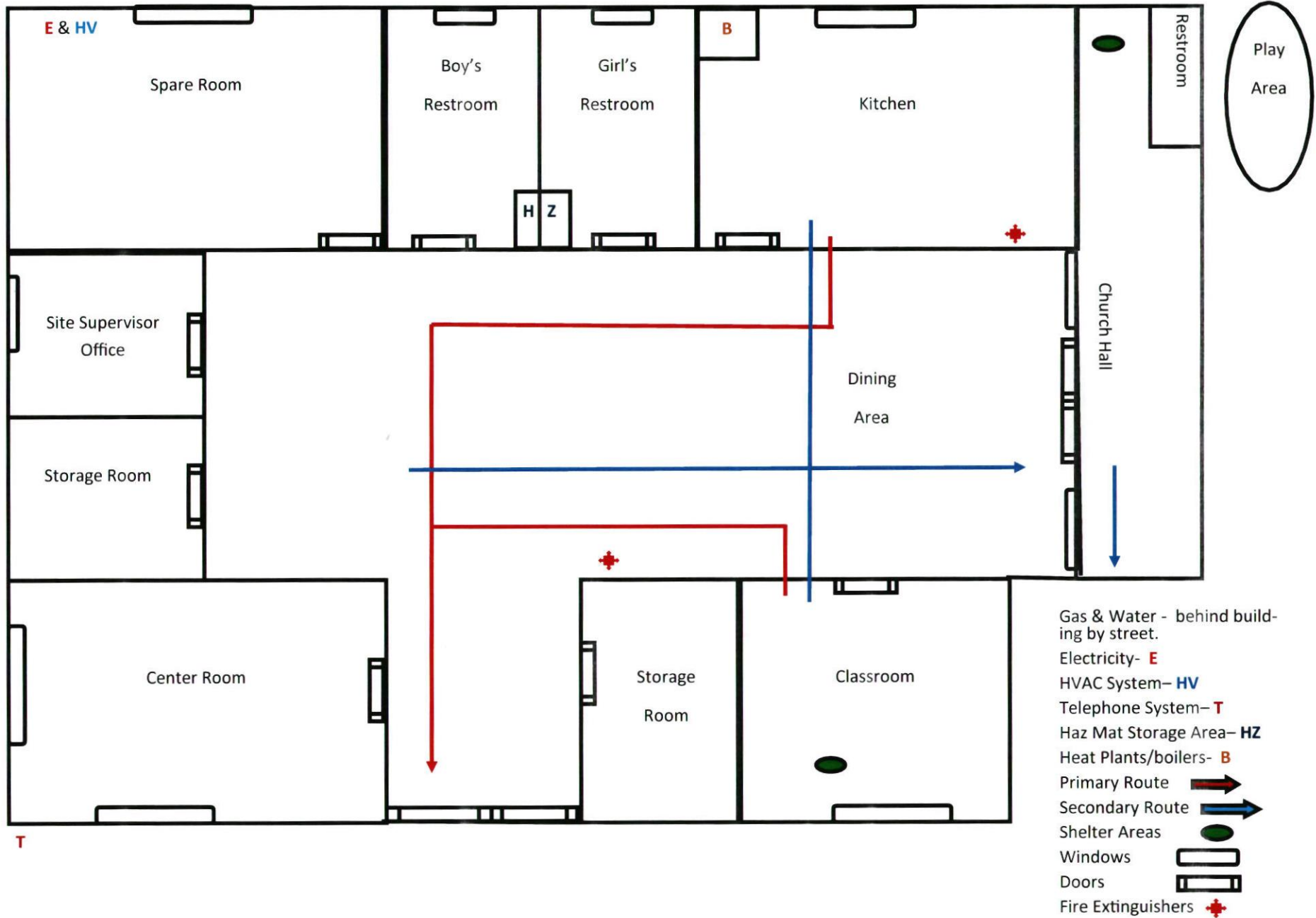








### Menard Head Start/Early Head Start 110 E. San Saba Ave. / PO Box 422





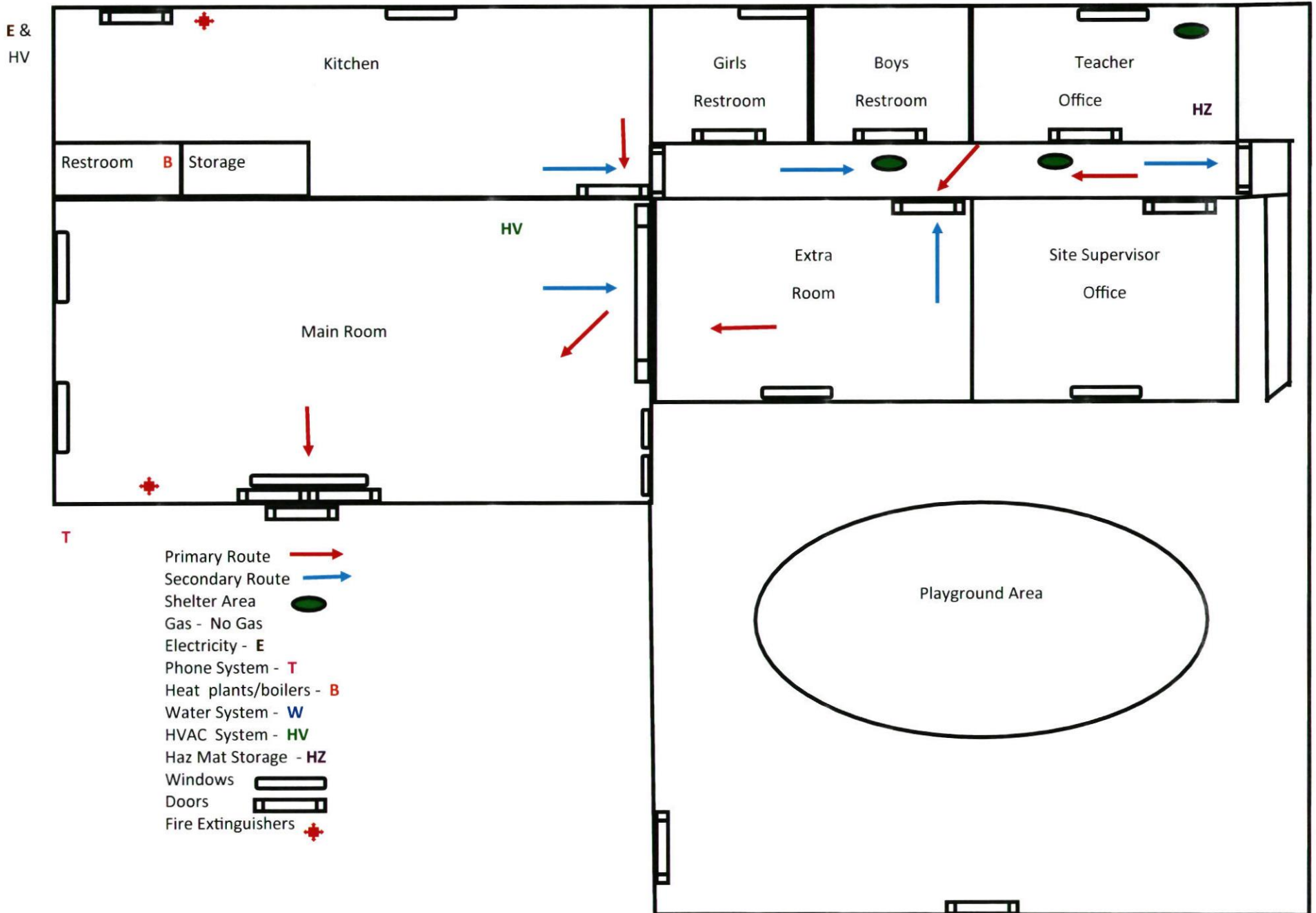
Eldorado Head Start 826 N. Divide ST. / PO Box 854



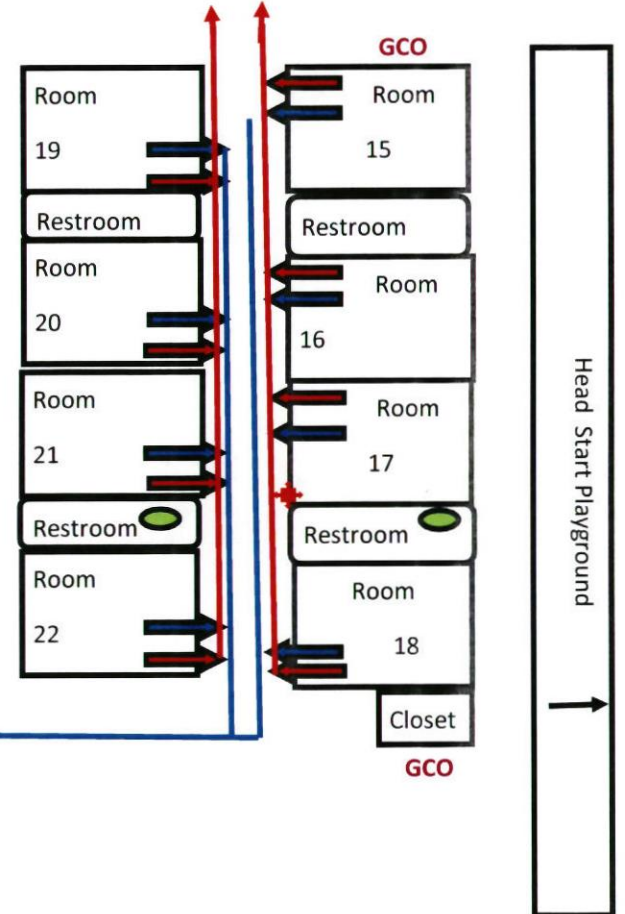
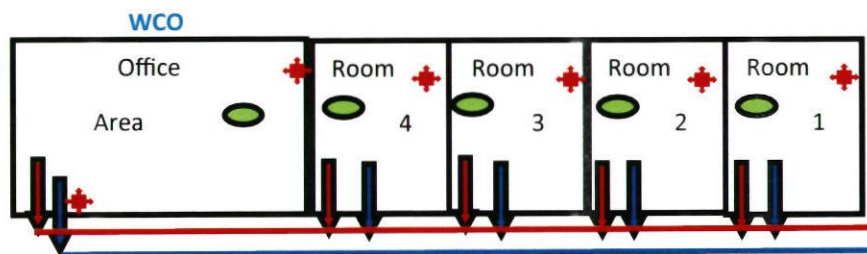
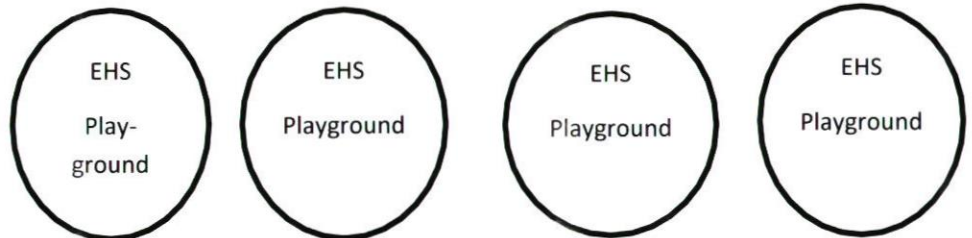
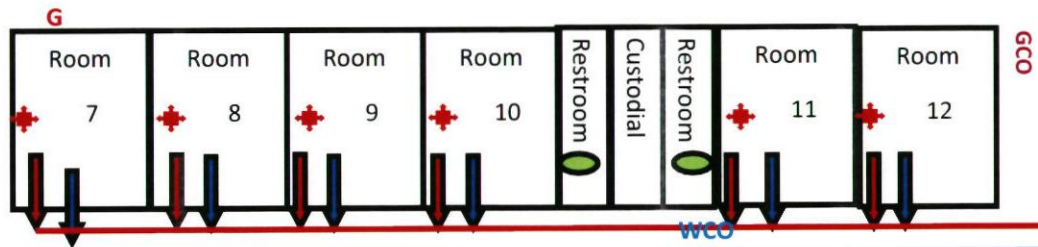
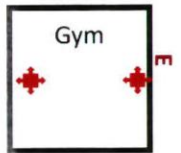
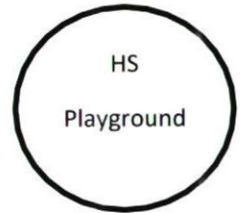
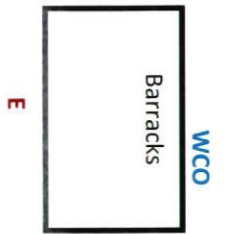
- Gas & Water - behind building by street.
- Electricity- **E**
- HVAC System- **HV**
- Telephone System- **T**
- Haz Mat Storage Area- **HZ**
- Heat Plants/boilers- **B**
- Primary Route 
- Secondary Route 
- Shelter Areas 
- Windows 
- Doors 
- Fire Extinguishers 

W

# Eden Head Start 602 Barnett Rd. /PO Box 117

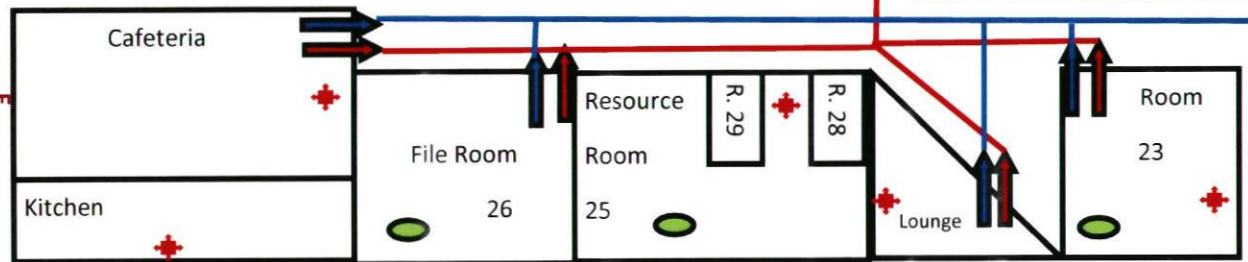


**Day Head Start**  
**3026 N. Oaks**



- Primary Route ———
- Secondary Route ———
- Shelter Areas ———
- Gas Meter G
- Gas Cut-Off GCO
- Water Meter WA
- Water Cut-Off WCO
- Electrical Shut-Off E
- Fire Extinguishers +

WA



G

WCO

GCO



Agenda Item # 9



<b>REFERENCE</b>	1302 Health Program Services Subpart D		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, August 14, 2024 / August 14, 2024		Pages: 1-7
<b>SUBJECT</b>	Child Health Status and Care	<b>STANDARD</b>	1302.42

**Source of Health Care**

Within 30 calendar days after the child first attends the Concho Valley Council of Governments (CVCOG) Head Start Program must consult with parents/guardians whether each child has ongoing sources of continuous health care and health care insurance.

1. Determine if the child has a health care provider and a dental provider to serve as a medical home.
2. Determine the source of funding for health care.
3. Assist families with accessing health care.
4. Provide a list of health, dental, oral, and vision providers for parents/guardians in the **Welcome Packet**.
5. Parents will sign stating they received a copy.

**Ensuring up-to-date child health status**

1. The Head/Early Head Start will follow the **Texas Health Steps Medical Checkups Periodicity Schedule (EPSDT)** for children birth through twenty years of age.
2. Will follow the **Center for Disease Prevention Immunization Schedule**.
3. Ask parents/guardians to provide enrolled child’s last immunization, medical, dental, or mental health visit from their health care provider.
4. A **Health and Developmental Initial Plan (H&D)** will be initiated if physical and dental is not obtained by the first day of enrollment. A Family Service Worker (FSW) will update information using the **H&D** until follow-up treatment is complete or ongoing care is established.
5. The FSW will familiarize parents/guardians with the **EPSDT schedule** of preventative care.
6. Parents/guardians will sign a **Parent/Guardian Consent to Exchange Information** form for their health, dental, or mental health care provider if necessary.
7. The FSW will review information from the health care provider to determine if the child is up to date on a schedule of age-appropriate preventive and primary health care provider.
8. If there are any concerns about physicals and dentals that have not been addressed by the health care professional, a FSW will initiate a **H&D**. The **H&D** will indicate the concern and resources will be provided to parents/guardians and referred to appropriate health professional.
9. The FSW will continue to update the **H&D** using **H&D Follow up notes** until treatment is complete or on-going care is established.
10. The FSW or designated staff will attach all **H&D Follow up notes** to the initial **H&D** and file them in the appropriate section of the child’s federal file.



11. If noncompliance is still exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parent/guardian will be asked to sign the **Decline of Services** form and will be attached to the **H&D**.

### Policy:

The Head Start Program will develop and implement procedures to ensure high quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate, and that will support each child's growth and school readiness.

Procedures must include the system to meet the following:

#### 30- Day Requirement:

- Within 30 calendar days after the child's entry date to the program of each year, the Head Start Program must consult with parents/guardians to determine if the child has an ongoing source of continuous health care and health insurance coverage.

#### 45- Day Screenings:

- Each child will have the following forms completed within 45 days of their entry date: **growth assessment, mental wellness assessment, nutrition assessment, health and behavior form 10, vision and hearing screenings.**
- **Hearing Screen Procedure:**
  1. Parental consent will be obtained prior to screening.
  2. Screening will be performed by certified staff using the Pure Tone Audiometer or other state approved equipment.
  3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, ChildPlus, and uploaded into ChildPlus.
  4. All children who failed the test will be rescreened within 3-4 weeks of the initial test.
  5. If a 3-year-old child fails the rescreen, parents/guardians will complete the questions on the **3-Year-Old Vision and Hearing Screening Report** with a staff member. If parents/guardians answered NO to any of the questions, then a **Health and Developmental Initial Plan (H&D)** will be initiated, and appropriate referral will be done.
  6. If a 4- or 5-year-old fails the rescreen, an **H&D** will be initiated for the appropriate referral.
  7. FSW and/or data clerk will continue to update **H&Ds** using **Health and Developmental Follow-Up Notes** until follow-up treatment is complete or ongoing care is established.
  8. FSW and/or data clerk will attach **H&Ds** with the results of hearing screen and file in the appropriate section of the child's federal file.
    - **Vision Screen Procedure:**



1. Parental consent will be obtained prior to the screening.
  2. Screening will be performed by a certified staff member or trained professional using the 10-foot HOTV Vision Chart or other state approved equipment or chart.
  3. Results must be documented on the **Vision and Hearing Screener Report**, DHS, ChildPlus, and uploaded into ChildPlus.
  4. All children who fail to respond or fail the test using the HOTV Vision Chart will be rescreened 2-3 weeks of the initial test. Children who failed with the Spot Vision Screener do not need to be rescreened.
  5. FSW and/or data clerk will initiate **H&D** and a referral to made to the appropriate health provider for children who fail the rescreen of the HOTV, or the initial Spot Vision Screener.
  6. FSW and/or data clerk will attach **H&Ds** with the results of the vision screen and file in the appropriate section of the child's federal file.
- **Growth Assessment**
    1. Teaching staff members will obtain the height and weight for each child.
    2. Data clerk/FSW will enter height and weight into ChildPlus.
    3. Growth Assessments will be done twice a year, the first one within 45 days, the second one in January.
    4. FSW will print and file growth charts in the child's federal file.
  - **Health & Behavioral Form 10**
    1. Teachers will fill out the **Health & Behavioral Form 10** within 45 days of the child's entry into the program.
    2. Teachers will give the form to the data clerk to enter and upload into ChildPlus.
    3. Data clerk/FSW will return the form to the teacher to file in the child's federal file.
  - **Early Head Start Hearing Procedure:**
    1. Early Head Start parents/guardians will complete the **THSteps Hearing Checklist for Parents** within 30 days of enrollment, and then every 4-months continuously while enrolled in the program. **Teachers will do hearing form with the parents.**
    2. If parents/guardians answer NO to any of the questions on the **THSteps Hearing Checklist for Parents** or if parents/guardians, or staff are concerned a **H&D** will be initiated and a referral will be made.
    3. The **H&D** will be updated using the **H&D Follow up Notes** until treatment is complete and/or ongoing care has been established.
    4. Teaching staff will turn in **THSteps Hearing Checklist for Parents** to the data clerk to enter into ChildPlus. Data Clerk will return forms to the teaching staff after entry.



5. The teaching staff will file the **THSteps Hearing Checklist for Parents** and the **H&Ds** in the child's federal file.
  6. The teaching staff will document all results on the **State Admission Form**.
- **Early Head Start Vision Procedure:**
    1. Early Head Start parents/guardians will complete a **Vision Questionnaire Form** within 30 days of enrollment, and then every 4 months continuously while enrolled in the program. **Teachers will do the vision form with the parents.**
    2. If parents/guardians answer No to any of the questions on the **Vision Questionnaire Form** or if parents/guardians, or staff are concerned an **H&D** will be initiated and a referral will be made.
    3. The **H&D** will be updated using the **H&D Follow Up Notes** until treatment is complete and/or ongoing care has been established.
    4. Teaching staff will turn in **Vision Questionnaire Form** to the data clerk to enter into ChildPlus. Data clerk will return the forms to the teaching staff after entry.
    5. The teaching staff will file the **Vision Questionnaire Form** and **H&Ds** in the child's federal file.
    6. The teaching staff will document all results on the **State Admissions Form**.
  - **Early Head Start Heights and Weights**
    1. **Teachers will get the heights, weights and head circumference every 4 months and record them in the health file under screenings.**

## Ongoing Care

**Policy:** CVCOG Head Start will do periodic observations or other appropriate strategies for staff and parent/guardians to identify new or recurring developmental, medical, oral, or mental health concerns.

1. All staff members will welcome parents/guardians every morning.
2. Teaching staff will complete **Daily Well Check** with parents/guardians as the child arrives at school every morning.
3. Teaching staff will document any findings not mentioned in the **Daily Well Check** with the parents/guardians that morning.
4. The teaching staff will describe finding with time and date on the **Daily Well Check**.
5. Teaching staff will notify the Site Supervisor of finding and a courtesy call will be made to the parents/guardians or if warranted to CPS if needed.
6. The Health Manager will receive water reports to check fluoride levels.
7. Children will brush teeth twice a day if fluoride levels are low.

## Extended Follow Up Care





**Policy:** CVCOG Head Start will assist parents as needed in obtaining any prescribed medications, aids, or equipment for medical and oral health conditions.

1. All referrals made will be entered, uploaded, and tracked in ChildPlus by FSW.

### Use of Funds

**Policy:**

1. CVCOG Head Start will provide generic brands of diapers and wipes for enrolled children.
2. If a specific brand of diapers and wipes is needed a doctor's note if required, and the program will purchase accordingly for the program day.

CVCOG Head Start may use program funds for professional medical and oral health services when no other source of funding is available.

1. FSW will refer family/child/pregnant woman to public health insurance programs.
2. If family/child/pregnant woman is denied for public health insurance, they must provide documentation showing the denial.
3. FSW will contact local community agencies to see if funds are available to help cover the cost.
4. When determined no other funds are available and appropriate documentation has been collected, the FSW will complete a **Request for Payment Services** that contains the following information:
  - a. Name
  - b. Medical/Dental provider
  - c. Type of service needed
  - d. Cost
5. **Request for Payment of Services** will be forwarded to the Head Start Director for approval.

### Lead and Anemia Policy:

Head/Early Head Start programs will develop and implement procedures to ensure that all children are up to date with anemia and lead screenings. The State of Texas early and Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule requires children to receive a blood screening at 12 months of age and 24 months (about 2 years) of age. These screenings may be obtained from an outside source such as WIC, THSteps physical, Head Start physical, and others. The Head/Early Start program will provide onsite screenings for any child with missing anemia and lead screenings.

1. Staff will inform parents/guardians of the screening and provide an **Anemia and Lead Consent Form** to be signed before blood is drawn.
2. Parents/guardians will be informed of when the blood will be drawn.
3. Blood screening will be performed on-site by a qualified health staff, provider, or agency.
4. Results will be documented on the **Lead & Anemia Screening Results Form** and sent to the Family Service Workers.
5. FSW and/or data clerk will enter results and upload them into ChildPlus.



6. Children with abnormal blood results will be referred to their medical provider for further evaluation. A FSW and/or data clerk will initiate a **Health and Developmental Initial Plan (H&D)** that will indicate the blood results, and the referral information.
7. The designated staff will attach the **H&D** with the **Lead & Anemia Screening Results Form** and file it in the appropriate section of the children's federal file.

#### **Tuberculosis (TB) Policy:**

1. A **TB** will be completed according to the **EPSDT**.
2. Head Start/Early Head Start children must have the questionnaire within 45 days of entry into the program, but not prior to the child's first day of class.
3. FSW will complete this **TB Questionnaire** with parents/guardians.
4. If parents/guardians answer "yes" or "I don't know" on the **TB Questionnaire**, FSW will complete a **H&D** and provide parents/guardians with information on TB exposure.
5. Child will be required to have a TB skin test if the provider deems it necessary.
6. Designated staff will update information using the **Health and Developmental Follow-Up Notes** until treatment is complete or ongoing care is established.
7. **TB Questionnaire** will be filed in the child's health federal file.
8. If noncompliance is exhibited after barriers are addressed and resources have been provided, with the approval of the Health Manager the parents/guardians will be asked to sign a **Decline of Services** form.

#### **Immunization Policy:**

CVCOG Head Start Program will ensure all children are up to date with immunization recommendations issued by the Centers for Disease Control and Prevention (CDC (Centers for Disease Control)). The program must also ensure children meet the Texas Minimum State Vaccine Requirements.

If a child is not up to date with minimum requirements, they may be excluded from attendance but not un-enrolled from the program.

1. Applicants must submit an official immunization record stating the child's full name and date of birth generated from a state or local health authority.
2. Any child may be placed on the **Waiting List** when immunization is not up to date if they have one of the following:
  - a. Authorized exemption statement
  - b. Statement from doctor to when immunizations will be up to date.
  - c. Approval from the Health Manager on a case-by-case basis.
3. Children that are in foster care and/or experiencing homelessness will have 30 days to obtain immunization records and/or get on a catch-up immunization schedule.
4. The Health Manager will approve all immunizations for applicants.
5. FSW will place the most current immunization record in the child's health federal file and DHS file.



6. If immunizations are not up to date, the Health Manager will complete the **Immunization Notice Form** with an exclusion date. This will exclude the child from attending classes until the child is current with immunizations or has a doctor's note stating why the child is not current and when the child will be current.
7. The Family Service Worker will continue to review the **H&D** for children that are not up to date.
8. The Family Service Worker will work with families to ensure they are informed and have the resources needed to complete the requirements.
9. FSW and/or data clerk will attach all **H&D** and file in the appropriate section of the child's federal file.
10. FSW and/or data clerk will upload all immunization records and immunization exemptions into ChildPlus.



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

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.

**Early Head Start:**

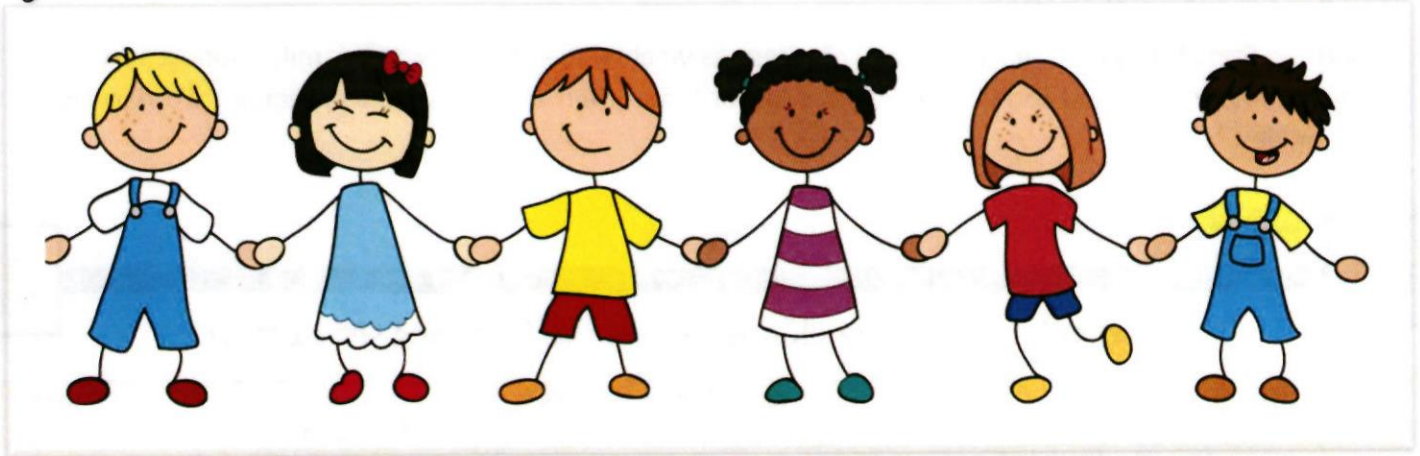
1. Teachers will complete a mental wellness checklist with the parents every 4 months.
2. Teachers will file them in the child's federal folder.



Agenda Item # 10



June 2024



Attendance - June 2024	Funded Enrollment May	Reported Enrollment May	Percent Enrollment May
Head Start Funded			
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	Met for 23/24 School Year

Disability - June 2024	Current	Funded Enrollment May
HS # of Children with IEP	NA	411
Percentage this month	NA	
EHS Children with IFSP	20	120
Percentage this month	16%	
Total # of children with IEP/IFSP	NA	531
Program wide % this month	NA	

Nutrition - June 2024	Meals Served	Reimbursement Amount
	3183	\$ 8,988.75

### 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



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



**Head Start**

**HEAD START (HS)** promotes school readiness of children under 5 from 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 online please contact the following sites below:

School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Cynthia Sosa 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





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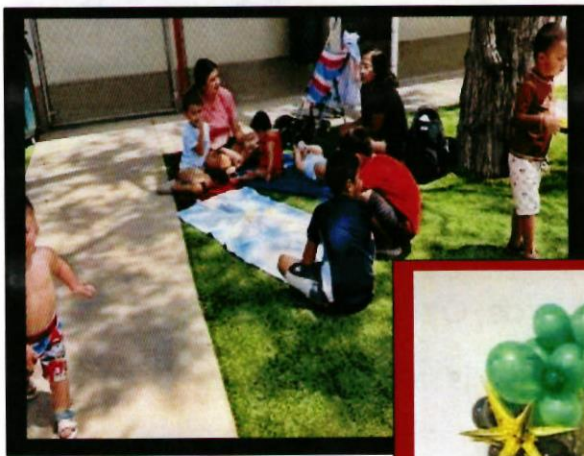


Head Start



## Program News

- We had an Olympic themed all staff in-service. Speakers came in from our Region 6 Early Childhood Education Specialists and Mills Rodgers personal development leader from Austin. Our in-service training will be completed on August 8<sup>th</sup>.
- School starts the week of August 12<sup>th</sup> for all our centers.
- We currently still have enrollment slots in all the rural and are looking to fill them as soon as possible.





**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



# Head Start

**August 2024**

Updated Monthly

**WE ARE  
HIRING!!!**

**JOIN US!**

**@ CVCOG Head Start/Early Head**

## **Job Positions Available**

1. Universal Substitutes @ Eldorado, Eden, Menards, Ozona Head Start
2. Universal Substitutes San Angelo @ Day and Rio Vista 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**





## Self-Assessment 2023-2024 Goal Achievement

1. **Goal 1 – Promote active engagement of volunteers and foster community and partner participation across all program content areas.**
  - Updated all volunteer packets. Provided Family Service Workers and Site Supervisors with new requirements and procedures. Addressed new procedures and techniques for increasing volunteer time and community partner volunteer time during in-service training in July 2024.
  
2. **Goal 2 -Systematically gather, analyze, and utilize comprehensive data to assess and enhance program effectiveness.**
  - Revise our monitoring protocol and incident data forms to facilitate the collection of data for program compliance.
  
3. **Goal 3 - To equip Head Start staff with the knowledge, skills, and resources necessary to deliver high-quality early childhood education and support services across all program content areas.**
  - Criselda Gonzales from Region 6 Early Childhood Education Specialist came to our In-Service Training to conduct a training on behavior called “Behavior has Meaning” and Brooke Sport from West Texas Guidance and Counseling a play therapist trained the teachers on methods to use in the classroom to achieve desired behaviors.



END OF YEAR (EOY): SCHOOL READINESS DATA 2023-2024

Pre-K (children 3 and 4 years old)

**Approaches to Learning: Sub-Domain: Initiative and Curiosity, Flexibility, Art/Creativity and Dramatic Play**

78% of all children are On Track

19% of all children Need Support/Monitor

2% of all children are Out of Range

**Social & Emotional Development: Sub-Domain: Positive Social Behaviors, Classroom Community and Safety, Emotion and Behavior Regulation, Self-Care, Approaches to Learning**

74% of all children are On Track

24% of all children Need Support/Monitor

2% of all children are Out of Range

**Language and Communication/Literacy: Sub-Domain: Phonological Awareness**

85% of all children are On Track

15% of all children Need Support/Monitor

1% of all children are Out of Range

**Language and Communication/Literacy: Sub-Domain: Book and Print Knowledge**

79% of all children are On Track

20% of all children Need Support/Monitor

1% of all children are Out of Range



**Cognitive Development: Sub-Domain: Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations**

91% of all children are On Track

7% of all children Need Support/Monitor

1% of all children are Out of Range

**Cognitive Development: Sub-Domain: Science:**

85% of all children are On Track

15% of all children Need Support/Monitor

0% of all children are Out of Range

**Perceptual, Motor, and Physical Development: Sub-Domain: Physical Development and Health: Fine and Visual Motor, Gross Motor, Health Status**

76% of all children are On Track

23% of all children Need Support/Monitor

1% of all children are Out of Range

*Young three old children (birthdays after September 1) were assessed using the Developmental Milestone Checklist – this does not generate an average score for the program.*