



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start
Policy Council Meeting
Announcement

December 11th 2024 11 am

Microsoft Teams Information

Join the Meeting

Meeting ID: 284 870 202 882

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Agenda Packet Arrival: Date 12-4-2024



NOTICE OF A Public Meeting: December 11th 2024 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 <u>CVCOG Head Start By-Laws</u> on July 10th, 2024</i> |
|--------------------------|--|
| Determination of | Quorum |
| Public Comment | |
| 1. Approval of | Policy Council November Minutes |
| 2. Approval of | Personnel Variations |
| 3. Approval of September | CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 9/30/2024 |
| 4. Approval of September | CVCOG Summary Budget Comparison Grant H06, Head Start Nutrition 23-24 From 10/1/2023 Through 9/30/2024 |
| 5. Approval of September | Head Start Credit Card/Open Account Transactions Summary September 2024 |
| 6. Approval of | Policies and Procedures <ul style="list-style-type: none"> • Health Program Services 1302.42 • Health Program Services 1302.43 |
| 7. Reports & Information | 1. Director's Report 2. Self-Assessment Goal Update 3. Self-Assessment Outline |

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.



- MERRY -
CHRISTMAS

Agenda Item # 1

| | | |
|------------------------------------|--|--|
| Date & Time: November 13th at 11am | Meeting called to order at and by Chairman Lauren Haller at 11:02 | Meeting concluded at and by Chairman Lauren Haller at 11:24 |
|------------------------------------|--|--|

| Items on Agenda - Quorum Met 9 Quorum Not Met | 1 st Motion | 2 nd Motion | All in Favor | Any Opposed |
|---|--------------------------|------------------------|--------------|-------------|
| 1. Approval of • Policy Council October Minutes | Pat Community Rep | Christina Day HS | 8 | 0 |
| 2. Approval of • Personnel Variations | Hilary Day EHS | Christina Day HS | 8 | 0 |
| 3. Approval of • CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 8/31/2024 | Abigail Rio Vista EHS | Christina Day HS | 8 | 0 |
| 4. Approval of • CVCOG Summary Budget Comparison Grant H06, Head Start Nutrition 23-24 From 10/1/2023 Through 8/31/2024 | Christina Day HS | Hillary Day EHS | 8 | 0 |
| 5. Approval of • Head Start Credit Card/Open Account Transactions Summary August 2024 | Pat Community Rep | Christina Day HS | 8 | 0 |
| 6. Approval of • Head Start Finance Director | Sarah Community Rep | Hillary Day EHS | 8 | 0 |
| 7. Approval of Policies and Procedures • ERSEA – 1302.12, 1302.13, 1302.14, 1302.15,1302.17 • Education – 1302.31 • Health – 1302.40, 1302.41, 1302.42, 1302.45, 1302.46, 1302.47 • Family Community Engagement – 1302.53 • Enrolled Pregnant Women – 1302.80 and 1302.82 • Human Resources – 1302.91 and 1302.92 • Procedures – Transition Roll Call Procedures | Pat Community Rep | Hillary Day EHS | 8 | 0 |

| | | | | |
|--|------------------|-----------------------|---|---|
| <p>8. Consider and Take Appropriate Action</p> <ul style="list-style-type: none"> School Printer Lease Contract | Christina Day HS | Abigail Rio Vista EHS | 8 | 0 |
| <p>9. Information and Reports</p> <ul style="list-style-type: none"> Director's Report Self-Assessment Collection Methods Ran Call | | | | |

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 October Minutes-</p> <ul style="list-style-type: none"> No Discussion |
| <p>2. Personnel Variations</p> <ul style="list-style-type: none"> We have one teacher position open at Rio Vista Head Start. |
| <p>3. HO7- Main Operating Grant</p> <ul style="list-style-type: none"> This is our main operating grant. We are in our 3rd month of operation and should be at 24.99%. We are currently in-line with HS at 21.64% and EHS at 24.88%. |
| <p>4. HO6 – Nutrition</p> <ul style="list-style-type: none"> This is our Nutrition grant which displays our CACFP reimbursement. We are showing a shortage of \$ 10,150.00. This is normal as we are awaiting reimbursement. We have two more months until HO6 closes on Sept 30th. |
| <p>5. Credit Card Summary</p> <ul style="list-style-type: none"> Credit Card Transactions for the month of August are at \$54, 395. All normal and expected amount for the beginning of school. |
| <p>6. Finance Director</p> |

- Carol – At the end of September Brandon left our agency. Our old assistant Director of Finance moved into that role. He comes with an extensive background and was even a super at Irion County. We are very fortunate to have him on board with us.

7. Policies and Procedures

- All changes have been highlighted throughout the documents, reflecting updates required by the Office of Head Start’s revisions to our Standards. Most of these updates focus on health, mental health, and safety practices and were due on October 21, 2024. Additional changes will be made throughout the upcoming months as we continue to update our policies and procedures according to the new requirements.

8. Printer Contract

- Carol – We are updating our lease with CTWP for San Angelo the increase is about \$10.00 per month but we are also going to be including our Rural sites in the lease which will be about \$200.00 extra dollars a month. This includes maintenance and ink which will save us money during the 5 year period.

9. Director’s Report

- Director’s Report – These are program number for August of 2024. Enrollment for HS is at 91.48% across the program and EHS is at 100%. Disability is at 5%. We served 13,640 meals with reimbursement amount of \$38, 272. Lots of things happening in August, CV Regional Food Bank is providing our rural centers with weekend food bags each week, our parent meetings started and we are having great turnout. We attended MHMR trunk or treat community event. Admin went to two trainings to a Conscious Discipline training in Las Vegas and to a Fall Leadership Training in Washington DC.
- Self-Assessment Collection Methods- Reviews the collection methods we will use for our upcoming Self-Assessment that begins in January. It gives the pros and cons of each. What are your thoughts to get the best results? Sarah suggested setting up a station for parents to do the survey’s before leaving campus.
- RAN Call – Carol – Stated that the Call went well with the OHS and that they were very pleased with the policies and measures that we put in place to correct and prevent an incident like this from happening again. We are currently awaiting to hear back from the OHS on closure of the incident and will update everyone when it is completed.

Policy Council minutes were sent out to the sites for posting on the Parent Boards Stacy Walker FAMCO Manager out on November 14th

Policy Council Chairman

Date



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CHRISTMAS

Agenda Item # 2



-MERRY-

CHRISTMAS

Agenda Item # 3

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 9/30/2024

| Account Code | Account Title | YTD Budget \$ - Original | YTD 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 | 2,376,858.61 | (5,528,218.39) | 30.06% |
| 4411000 | IK Contributions | 1,853,365.00 | 324,449.99 | (1,528,915.01) | 17.50% |
| 4523000 | Local Revenue | 9,201.11 | 7,044.29 | (2,156.82) | 76.55% |
| Total 004 | Revenue | 9,767,643.11 | 2,708,352.89 | (7,059,290.22) | 27.73% |
| 400 | Head Start CAN NO 9-G064122 | | | | |
| 5110000 | General Wages | 2,429,666.00 | 792,520.04 | 1,637,145.96 | 32.61% |
| 5119000 | Holiday Work Time | 3,160.02 | 1,316.44 | 1,843.58 | 41.65% |
| 5150000 | Vacation Time Allocation | 27,297.70 | 8,871.30 | 18,426.40 | 32.49% |
| 5151000 | Medicare Tax | 34,188.36 | 11,066.01 | 23,122.35 | 32.36% |
| 5172000 | Workers Comp Insurance | 33,756.02 | 11,003.18 | 22,752.84 | 32.59% |
| 5173000 | SUTA | 2,992.85 | 841.32 | 2,151.53 | 28.11% |
| 5174000 | Health Insurance Benefit | 728,848.82 | 246,117.54 | 482,731.28 | 33.76% |
| 5175000 | Dental Insurance Benefit | 25,892.54 | 8,153.38 | 17,739.16 | 31.48% |
| 5176000 | Life Insurance Benefit | 17,047.55 | 5,694.05 | 11,353.50 | 33.40% |
| 5177000 | HSA Insurance Benefit | 30,041.92 | 3,984.49 | 26,057.43 | 13.26% |
| 5181000 | Retirement | 277,232.22 | 87,327.11 | 189,905.11 | 31.49% |
| 5199000 | Indirect Allocation | 256,596.00 | 84,740.15 | 171,855.85 | 33.02% |
| 5200000 | Employee Health and Welfare | 8,741.29 | - | 8,741.29 | 0.00% |
| 5206000 | HR Service Center | 145,847.04 | 42,530.13 | 103,316.91 | 29.16% |
| 5207000 | Procurement Service Center | 69,324.43 | 20,405.42 | 48,919.01 | 29.43% |
| 5208000 | Information Technology Service Center | 86,760.16 | 55,222.21 | 31,537.95 | 63.64% |
| 5291000 | Contract Services | 49,545.00 | 13,470.40 | 36,074.60 | 27.18% |
| 5293000 | HS Health & Disab Svc | 6,451.18 | - | 6,451.18 | 0.00% |
| 5294000 | HS Policy Council | 897.69 | - | 897.69 | 0.00% |
| 5295000 | HS Nutrition Service | 6,058.40 | - | 6,058.40 | 0.00% |
| 5296000 | HS Parent Service | 3,022.43 | 559.77 | 2,462.66 | 18.52% |
| 5309000 | Travel-In Region | 1,872.68 | - | 1,872.68 | 0.00% |
| 5310000 | Travel-Out of Region | 2,288.32 | - | 2,288.32 | 0.00% |
| 5351000 | Fuel | 1,100.75 | 300.02 | 800.73 | 27.25% |
| 5361000 | Vehicle Maintenance | 571.75 | 229.02 | 342.73 | 40.05% |
| 5413000 | HS Site Rent | 90,000.15 | 5,560.00 | 84,440.15 | 6.17% |
| 5433000 | HS Site Center Utilities | 77,615.59 | 25,606.07 | 52,009.52 | 32.99% |
| 5451000 | Facility Allocation | 74,185.98 | 16,124.25 | 58,061.73 | 21.73% |
| 5453000 | HS Site Center Bldg Maint | 106,151.90 | 39,439.98 | 66,711.92 | 37.15% |
| 5506000 | Janitorial and Facility Supplies | 15,624.61 | - | 15,624.61 | 0.00% |
| 5509000 | HS Delegate Supplies | 44,266.58 | - | 44,266.58 | 0.00% |

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
From 6/1/2024 Through 9/30/2024

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|--------------|---------------------------------------|-----------------------------|----------------|--------------------------------------|---|
| 5510000 | Supplies | 30,571.32 | 8,313.82 | 22,257.50 | 27.19% |
| 5512000 | HS Class Room Supplies | 89,871.89 | 34,602.48 | 55,269.41 | 38.50% |
| 5514000 | HS Medical Supplies | 6,491.42 | 1,262.85 | 5,228.57 | 19.45% |
| 5515000 | HS Disability Supplies | 3,160.56 | 72.30 | 3,088.26 | 2.28% |
| 5518000 | HS Diapers and Wipes | 16,441.06 | 1,062.79 | 15,378.27 | 6.46% |
| 5622000 | Internal Computer/Software | 77,556.64 | 16,609.91 | 60,946.73 | 21.41% |
| 5632000 | Copier | 28,874.03 | 9,873.27 | 19,000.76 | 34.19% |
| 5711000 | Insurance | 8,617.60 | 931.43 | 7,686.17 | 10.80% |
| 5721000 | Printing | 1,530.70 | - | 1,530.70 | 0.00% |
| 5722000 | Ads & Promotions | 1,913.61 | - | 1,913.61 | 0.00% |
| 5734000 | HS Capital Playground | 521,620.00 | - | 521,620.00 | 0.00% |
| 5753000 | Dues and fees | 2,449.36 | 645.21 | 1,804.15 | 26.34% |
| 5760000 | HS Site Center Communications | 19,458.54 | 6,471.33 | 12,987.21 | 33.25% |
| 5762000 | Postage/freight | 1,148.71 | 119.74 | 1,028.97 | 10.42% |
| 5791000 | Other | 3,489.89 | - | 3,489.89 | 0.00% |
| 5796000 | Safety | 1,606.63 | 571.25 | 1,035.38 | 35.55% |
| Total 400 | Head Start CAN NO 9-G064122 | (5,471,847.89) | (1,561,618.66) | 3,910,229.23 | 28.54% |
| 401 | Early Head Start CAN NO 9-G064122 | | | | |
| 5110000 | General Wages | 1,323,896.89 | 430,879.26 | 893,017.63 | 32.54% |
| 5119000 | Holiday Work Time | 1,232.11 | 513.11 | 719.00 | 41.64% |
| 5150000 | Vacation Time Allocation | 6,044.79 | 1,816.35 | 4,228.44 | 30.04% |
| 5151000 | Medicare Tax | 18,463.17 | 5,988.57 | 12,474.60 | 32.43% |
| 5172000 | Workers Comp Insurance | 16,608.87 | 5,394.00 | 11,214.87 | 32.47% |
| 5173000 | SUTA | 1,105.74 | 353.84 | 751.90 | 32.00% |
| 5174000 | Health Insurance Benefit | 393,452.69 | 130,981.08 | 262,471.61 | 33.29% |
| 5175000 | Dental Insurance Benefit | 13,417.18 | 4,376.29 | 9,040.89 | 32.61% |
| 5176000 | Life Insurance Benefit | 9,623.00 | 3,157.99 | 6,465.01 | 32.81% |
| 5177000 | HSA Insurance Benefit | 5,569.35 | 2,150.13 | 3,419.22 | 38.60% |
| 5181000 | Retirement | 146,018.22 | 47,453.07 | 98,565.15 | 32.49% |
| 5199000 | Indirect Allocation | 139,288.00 | 45,581.08 | 93,706.92 | 32.72% |
| 5200000 | Employee Health and Welfare | 1,544.58 | - | 1,544.58 | 0.00% |
| 5206000 | HR Service Center | 24,018.44 | 12,703.81 | 11,314.63 | 52.89% |
| 5207000 | Procurement Service Center | 11,260.01 | 6,095.13 | 5,164.88 | 54.13% |
| 5208000 | Information Technology Service Center | 28,906.96 | 16,494.94 | 12,412.02 | 57.06% |
| 5291000 | Contract Services | 13,310.70 | 5,429.31 | 7,881.39 | 40.78% |
| 5293000 | HS Health & Disab Svc | 41.00 | - | 41.00 | 0.00% |
| 5294000 | HS Policy Council | 11.01 | - | 11.01 | 0.00% |
| 5295000 | HS Nutrition Service | 42.23 | - | 42.23 | 0.00% |

CVCOC
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
 From 6/1/2024 Through 9/30/2024

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | Variance - Original | YTD Budget \$ | Percent Total Budget Used - Original |
|--------------|--|--------------------------|--------------|---------------------|---------------|--------------------------------------|
| 5296000 | HS Parent Service | 1,192.25 | 368.83 | 823.42 | 30.93% | |
| 5309000 | Travel-In Region | 88.03 | - | 88.03 | 0.00% | |
| 5310000 | Travel-Out of Region | 41.52 | - | 41.52 | 0.00% | |
| 5351000 | Fuel | 57.34 | 22.27 | 35.07 | 38.83% | |
| 5413000 | HS Site Rent | 31,111.09 | 640.00 | 30,471.09 | 2.05% | |
| 5433000 | HS Site Center Utilities | 29,350.96 | 9,926.93 | 19,424.03 | 33.82% | |
| 5451000 | Facility Allocation | 8,451.55 | 4,031.07 | 4,420.48 | 47.69% | |
| 5453000 | HS Site Center Bldg Maint | 31,600.55 | 11,002.36 | 20,598.19 | 34.81% | |
| 5506000 | Janitorial and Facility Supplies | 52.80 | - | 52.80 | 0.00% | |
| 5510000 | Supplies | 11,544.01 | 3,520.99 | 8,023.02 | 30.50% | |
| 5512000 | HS Class Room Supplies | 20,000.52 | 3,506.69 | 16,493.83 | 17.53% | |
| 5514000 | HS Medical Supplies | 680.91 | 417.03 | 263.88 | 61.24% | |
| 5515000 | HS Disability Supplies | 247.20 | 81.70 | 165.50 | 33.05% | |
| 5518000 | HS Diapers and Wipes | 3,440.48 | 751.22 | 2,689.26 | 21.83% | |
| 5622000 | Internal Computer/Software | 19,000.24 | 5,860.93 | 13,139.31 | 30.84% | |
| 5632000 | Copier | 7,665.28 | 2,434.29 | 5,230.99 | 31.75% | |
| 5711000 | Insurance | 1,615.20 | 149.02 | 1,466.18 | 9.22% | |
| 5721000 | Printing | 1,625.53 | - | 1,625.53 | 0.00% | |
| 5722000 | Ads & Promotions | 606.64 | - | 606.64 | 0.00% | |
| 5733000 | Dues and fees | 763.17 | 101.83 | 661.34 | 13.34% | |
| 5760000 | HS Site Center Communications | 5,249.33 | 1,758.80 | 3,490.53 | 33.50% | |
| 5762000 | Postage/Freight | 664.42 | - | 664.42 | 0.00% | |
| 5796000 | Safety | 1,041.39 | 160.85 | 880.54 | 15.44% | |
| Total 401 | Early Head Start CAN NO 9-G064122 | (2,329,945.35) | (764,102.77) | 1,565,842.58 | 32.79% | |
| 402 | Head Start T&TA CAN NO 9-G064120 | 56,824.00 | 24,913.29 | 31,910.71 | 43.84% | |
| 5308000 | Head Start T & T A | | | | | |
| Total 402 | Head Start T&TA CAN NO 9-G064120 | (56,824.00) | (24,913.29) | 31,910.71 | 43.84% | |
| 403 | Early Head Start T&TA CAN NO 9-G064121 | 28,858.00 | 8,822.13 | 20,035.87 | 30.57% | |
| 5308000 | Head Start T & T A | | | | | |
| Total 403 | Early Head Start T&TA CAN NO 9-G064121 | (28,858.00) | (8,822.13) | 20,035.87 | 30.57% | |
| 407 | Head Start Nutrition | 200.00 | - | 200.00 | 0.00% | |
| 5295000 | HS Nutrition Service | | | | | |
| 5513000 | HS Food Serv Sup | 17,401.76 | 17,401.76 | - | 100.00% | |
| 5622000 | Internal Computer/Software | (200.00) | - | (200.00) | 0.00% | |

CVCOG
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25
 From 6/1/2024 Through 9/30/2024

| Account Code | Account Title | YTD Budget \$ - Original | YTD Actual | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|---|-----------------------------|--------------------------|-----------------------|-----------------------------------|--------------------------------------|
| Total 407 | Head Start Nutrition | (17,401.76) | (17,401.76) | - | 98.86% |
| 409 | Head Start InKind | 1,853,365.00 | 324,449.99 | 1,528,915.01 | 17.50% |
| 6791000 | InKind Other | (1,853,365.00) | (324,449.99) | 1,528,915.01 | 17.51% |
| Total 409 | Head Start InKind | | | | |
| 997 | Non Project | 4,099.20 | 2,049.60 | 2,049.60 | 50.00% |
| 5200000 | Employee Health and Welfare | 251.92 | 163.71 | 88.21 | 64.98% |
| 5510000 | Supplies | 4,829.99 | 4,829.99 | - | 100.00% |
| 5512000 | HS Class Room Supplies | 20.00 | 0.99 | 19.01 | 4.95% |
| 5753000 | Dues and fees | | | | |
| Total 997 | Non Project | (9,201.11) | (7,044.29) | 2,156.82 | 76.56% |
| Total Expenditures | | (9,767,443.11) | (2,708,352.89) | 7,059,090.22 | 27.73% |
| | | | | | |
| Head Start (Project 400, 402) | | (5,528,671.89) | (1,586,531.95) | 3,942,139.94 | 28.70% |
| Early Head Start (Project 401, 403) | | (2,358,803.35) | (772,924.90) | 1,585,878.45 | 32.77% |
| CACFP (Project 407) | | (17,401.76) | (17,401.76) | - | 100.00% |
| Total Federal | | (7,904,877.00) | (2,376,858.61) | 5,528,018.39 | 30.07% |
| Total Non-Federal, includes any Local Funds | | (1,862,566.11) | (331,494.28) | 1,531,071.83 | 17.80% |
| Grand Total Head Start Expenditures | | (9,767,443.11) | (2,708,352.89) | 7,059,090.22 | 27.73% |
| Non-Federal Percentage of Total Expenditures | | 12.24% | match of 20% | | |
| | | | | | |
| Head Start Admin Expenditures | | 250,829.08 | | | |
| Administrative Indirect Expenditures | | 395,884.00 | | | |
| Total Administrative Costs | | 646,713.08 | | | |
| Administrative Percentage of Approved Budget | | -23.88% | max of 15% | | |



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CHRISTMAS

Agenda Item # 4

CVCOC

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 | YTD Budget \$ Variance - Original | Percent Total Budget Used - Original |
|-------------------|--|--------------------------|--------------|-----------------------------------|--------------------------------------|
| H06 | Grant H06, CACFP Head Start Nutrition FY 23-24 | | | | |
| 004 | Revenue | 740,017.20 | 585,256.79 | (154,760.41) | 79.08% |
| 4221000 | CACFP Nutrition CFDA 10.558 | | | | |
| Total 004 | Revenue | 740,017.20 | 585,256.79 | (154,760.41) | 79.09% |
| 407 | Head Start Nutrition | | | | |
| 5110000 | General Wages | 57,969.62 | 45,660.93 | 12,308.69 | 78.76% |
| 5151000 | Medicare Tax | 840.57 | 530.31 | 310.26 | 63.08% |
| 5172000 | Workers Comp Insurance | 2,233.45 | 2,233.45 | 0.00 | 100.00% |
| 5173000 | SUTA | 137.28 | 136.37 | 0.91 | 99.33% |
| 5174000 | Health Insurance Benefit | 23,104.85 | 15,811.13 | 7,293.72 | 68.43% |
| 5175000 | Dental Insurance Benefit | 950.97 | 535.99 | 414.98 | 56.36% |
| 5176000 | Life Insurance Benefit | 459.12 | 270.76 | 188.36 | 58.97% |
| 5177000 | HSA Insurance Benefit | 2,516.26 | 572.77 | 1,943.49 | 22.76% |
| 5181000 | Retirement | 6,447.68 | 5,002.70 | 1,444.98 | 77.58% |
| 5199000 | Indirect Allocation | 5,008.07 | 5,008.07 | 0.00 | 100.00% |
| 5291000 | Contract Services | 26,000.00 | 15,506.10 | 10,493.90 | 59.63% |
| 5295000 | HS Nutrition Service | 488,149.33 | 383,801.86 | 104,347.47 | 78.62% |
| 5513000 | HS Food Serv Sup | 116,000.00 | 110,186.35 | 5,813.65 | 94.98% |
| 5622000 | Internal Computer/Software | 10,000.00 | 0.00 | 10,000.00 | 0.00% |
| 5753000 | Dues and fees | 200.00 | 0.00 | 200.00 | 0.00% |
| Total 407 | Head Start Nutrition | (740,017.20) | (585,256.79) | 154,760.41 | 79.09% |
| Report Difference | | 0.00 | 0.00 | 0.00 | 0.00% |



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Agenda Item # 5

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

| Head Start Transactions | September, 2024 |
|--------------------------------|------------------------|
| Citibank P-Card | 42,751.22 |
| Dean's Dairy | 7,960.24 |
| First Financial Credit Card | 1,200.70 |
| Lowes Pay and Save | 1,275.40 |
| Sysco Food Services | 38,402.49 |
| West Texas Fire Extinguisher | 3,778.54 |
| | <hr/> |
| | \$ 95,368.59 |
| | <hr/> |

CVCOG
Vendor Activity - Head Start Citibank P-Card
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 8/2/2024 | HEB23322244521 | Rio Vista HS purchase of orange juice for diabetic student needs (2 6-pks) CBG2 | 10.36 |
| 5295000 | HS Nutrition Service | 8/14/2024 | 048732 | Rio Vista HS/EHS purchase of lactose free milk CB HS | 56.32 |
| 5295000 | HS Nutrition Service | 8/15/2024 | 089677 | Day HS purchase of nutrition items for children CB HS | 86.69 |
| 5295000 | HS Nutrition Service | 8/23/2024 | 013067 | Rio Vista HS/EHS purchase of bread CB HS | 42.64 |
| 5295000 | HS Nutrition Service | 8/23/2024 | 047082 | Rio Vista HS/EHS purchase of cereal CB HS | 9.86 |
| 5295000 | HS Nutrition Service | 8/26/2024 | 041856 | Rio Vista HS/EHS purchase of lactose free milk CB HS | 76.56 |
| 5295000 | HS Nutrition Service | 8/26/2024 | 044053 | Rio Vista HS/EHS purchase of nutrition items for children - strawberries CB HS | 238.00 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 10204947808 | Rio Vista EHS purchase of formula CBG2 | 171.44 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 2000119-63011909 | Rio Vista EHS purchase of baby food, cereal, and formula CBG2 | 252.28 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 3940821-2557064 | Rio Vista EHS purchase of assorted baby foods CBG2 | 538.60 |
| 5295000 | HS Nutrition Service | 8/28/2024 | 010562 | Rio Vista HS/EHS purchase of Pediasure CB HS | 29.64 |
| 5295000 | HS Nutrition Service | 8/30/2024 | 090338 | Rio Vista HS/EHS purchase of lactose free milk, apple juice, and orange juice CB HS | 100.54 |
| 5295000 | HS Nutrition Service | 9/4/2024 | 017115 | Day HS/EHS purchase of lactose free milk CB HS | 79.22 |
| 5295000 | HS Nutrition Service | 9/4/2024 | 057043 | Day HS and Rio Vista HS/EHS purchase of nutrition items and mini fridge CB HS | 214.18 |
| 5295000 | HS Nutrition Service | 9/9/2024 | 067847 | Rio Vista HS/EHS purchase of blueberries and Day HS/EHS and Rio Vista HS/EHS purchase of snacks for parent meeting CB HS | 51.44 |
| 5295000 | HS Nutrition Service | 9/9/2024 | 078040 | Rio Vista HS/EHS purchase of blueberries CB HS | 104.70 |

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H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
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|-----------------------|------------------------|----------------------|------------------------|---|-----------------|
| 5295000 | HS Nutrition Service | 9/12/2024 | 067517 | Purchase of bananas CB HS1 | 39.11 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 056098 | Day HS/EHS purchase of lactose free milk and Rio Vista HS purchase of Pediasure CB HS | 110.32 |
| 5295000 | HS Nutrition Service | 9/19/2024 | 2000122-13019201 | Rio Vista EHS purchase of beef, turkey, ham, and chicken baby foods CBG | 272.00 |
| 5295000 | HS Nutrition Service | 9/23/2024 | 025759 | Day HS purchase of nutrition items for student on special diet CB HS | 39.52 |
| 5295000 | HS Nutrition Service | 9/23/2024 | 2000123-65537138 | Rio Vista EHS purchase of formula (Nutramigen, NeoSure, & Gentlease) CBG | 339.92 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 034582 | Day HS purchase of gluten free nutrition items for student on special diet CB HS | 30.20 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 091824 | Rio Vista HS/EHS purchase of lactose free milk CB HS | 51.04 |
| 5295000 | HS Nutrition Service | 9/30/2024 | 095567 | Rio Vista HS/EHS purchase of lactose free milk and formula CB HS | 289.19 |
| 5513000 | HS Food Serv Sup | 8/2/2024 | 10646 | Ozona HS purchase of 5 stage AROE RO System CBG2 | 879.15 |
| 5513000 | HS Food Serv Sup | 8/2/2024 | 10647 | Menard HS/EHS purchase of 5 Stage AROE RO System CBG2 | 879.15 |
| 5513000 | HS Food Serv Sup | 8/2/2024 | 10648 | Eden HS purchase of 5 Stage AROE RO System CBG2 | 800.15 |
| 5513000 | HS Food Serv Sup | 8/2/2024 | 10649 | Eldorado HS purchase of 5 Stage AROE RO System CBG2 | 879.15 |
| 5513000 | HS Food Serv Sup | 8/6/2024 | 10198252830 | Eden HS purchase of dishwasher detergent packs CBG2 | 68.94 |
| 5513000 | HS Food Serv Sup | 8/6/2024 | 2000120-94092223 | Eden HS purchase of indoor griddle, baker's rack, toaster, and 2-tier dish drying rack CBG2 | 151.96 |
| 5513000 | HS Food Serv Sup | 8/7/2024 | 4913840-2877036 | Rio Vista HS/EHS purchase of aprons, dish washing gloves, and oven mitts CBG2 | 162.43 |

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| 5513000 | HS Food Serv Sup | 8/13/2024 | 2360813-2937024 | Rio Vista HS/EHS purchase of 4 chef's caps for kitchen staff CBG2 | 43.60 |
| 5513000 | HS Food Serv Sup | 8/13/2024 | 9393196-4204260 | Eden HS purchase of 4 chef's hats for kitchen staff CBG2 | 59.92 |
| 5513000 | HS Food Serv Sup | 8/14/2024 | 071063 | Rio Vista EHS purchase of 1.6 CF mini fridge CB HS2 | 84.00 |
| 5513000 | HS Food Serv Sup | 8/19/2024 | 009166 | Rio Vista HS/EHS purchase of kitchen supplies - foil sheets and plastic wrap CB HS | 115.38 |
| 5513000 | HS Food Serv Sup | 8/22/2024 | 10203217168 | Menard HS/EHS purchase of napkins and glass cleaner CBG | 22.98 |
| 5513000 | HS Food Serv Sup | 8/23/2024 | 101504986 | Day HS/EHS purchase of Edlund 266 115V electric can opener CBG | 719.00 |
| 5513000 | HS Food Serv Sup | 8/23/2024 | 3790174-3594628 | Rio Vista HS/EHS purchase of kitchen gloves CBG2 | 13.78 |
| 5513000 | HS Food Serv Sup | 8/23/2024 | 4343859-0488249 | Day HS/EHS and Rio Vista HS/EHS purchase of kitchen supplies - laminating sheets CBG | 20.69 |
| 5513000 | HS Food Serv Sup | 8/23/2024 | 6377001-2893822 | Eden HS purchase of disposable spoons (2 boxes) CBG | 23.56 |
| 5513000 | HS Food Serv Sup | 8/26/2024 | 9989915-6182618 | Rio Vista HS/EHS purchase of wire rack for kitchen CBG2 | 169.97 |
| 5513000 | HS Food Serv Sup | 8/27/2024 | 4913840-2877036 CM | Rio Vista HS/EHS credit for returned kitchen gloves CBG2 | (29.46) |
| 5513000 | HS Food Serv Sup | 8/28/2024 | 1010232-5997020 | Ozona HS purchase of magnetic whiteboard for kitchen CBG2 | 6.99 |
| 5513000 | HS Food Serv Sup | 8/28/2024 | 2028874-4533042 | Eldorado HS purchase of magnetic whiteboard for kitchen CBG2 | 6.99 |
| 5513000 | HS Food Serv Sup | 8/28/2024 | 4335734-8005015 | Day HS/EHS purchase of magnetic whiteboard for kitchen 24 x 18CBG2 | 35.99 |
| 5513000 | HS Food Serv Sup | 8/28/2024 | 4464380-8976251 | Rio Vista HS/EHS purchase of magnetic whiteboard for kitchen CBG2 | 35.99 |
| 5513000 | HS Food Serv Sup | 8/28/2024 | 5856738-6053829 | Eden HS purchase of magnetic whiteboard for kitchen CBG2 | 6.99 |

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| 5513000 | HS Food Serv Sup | 8/28/2024 | 8102648-3210636 | Menard HS/EHS purchase of magnetic whiteboard for kitchen CBG2 | 6.99 |
| 5513000 | HS Food Serv Sup | 9/4/2024 | 057043 | Day HS and Rio Vista HS/EHS purchase of nutrition items and mini fridge CB HS | 84.00 |
| 5513000 | HS Food Serv Sup | 9/4/2024 | 4113400 | Rio Vista HS/EHS purchase of Manitowoc UDF0140A undercounter ice machine CBG2 | 2,154.00 |
| 5513000 | HS Food Serv Sup | 9/6/2024 | 5635323-4980248 | Rio Vista HS/EHS purchase of oven mitts for kitchen staff CBG2 | 42.98 |
| 5513000 | HS Food Serv Sup | 9/6/2024 | 9533359-7605009 | Eden HS purchase of kitchen supplies - rinse aid CBG2 | 41.16 |
| 5513000 | HS Food Serv Sup | 9/17/2024 | 2493951-2573014 | Rio Vista HS/EHS purchase of disposal splash guard replacement and squeegee for kitchen CBG | 82.96 |
| 5513000 | HS Food Serv Sup | 9/17/2024 | 7576832-9362604 | Day HS/EHS purchase of commercial food slicer CBG2 | 98.00 |
| 5513000 | HS Food Serv Sup | 9/23/2024 | 7129438-0368207 | Ozona HS purchase of can openers, food scale, drying mats, storage containers, dish rack, and spatulas CBG | 191.47 |
| 5513000 | HS Food Serv Sup | 9/24/2024 | 2333250-2477857 | Rio Vista HS purchase of suction plates & bowls and children's utensils CBG | 44.87 |
| 5513000 | HS Food Serv Sup | 9/26/2024 | 3319724-3314667 | Menard HS/EHS purchase of metal kitchen tongs CBG | 17.98 |
| 5513000 | HS Food Serv Sup | 9/30/2024 | 10774566747 | Head Start purchase of 8 laptops for nutrition staff CBG | 6,449.44 |
| | | | | | <hr/> |
| | | | | | 17,604.92 |
| | | | | Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24 | <hr/> 17,604.92 |

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| 5200000 | Employee Health and Welfare | 7/15/2024 | 4271 | Head Start purchase of assorted colors and sizes of t-shirts CBG2 | 1,949.60 |
| 5200000 | Employee Health and Welfare | 8/8/2024 | 021856 | Head Start purchase of gift cards for in-service activities CB HS2 | 100.00 |
| 5296000 | HS Parent Service | 9/9/2024 | 067847 | Rio Vista HS/EHS purchase of blueberries and Day HS/EHS and Rio Vista HS/EHS purchase of snacks for parent meeting CB HS | 22.44 |
| 5296000 | HS Parent Service | 9/10/2024 | 08808 | Day HS purchase of notebooks and folders and Day HS/EHS and Rio Vista HS/EHS purchase of snacks/drinks for parent meeting CB HS | 74.02 |
| 5296000 | HS Parent Service | 9/19/2024 | 8959472-2018637 | Day HS and Rio Vista HS purchase of karaoke machines and business card holders CBG | 273.96 |
| 5308000 | Head Start T & T A | 8/1/2024 | 0259970-IN | Head Start purchase of Full Day F2F Training CBG2 | 3,650.00 |
| 5308000 | Head Start T & T A | 8/4/2024 | 007622 | Head Start purchase of in-service supplies (storage tubs) CB HS2 | 27.92 |
| 5308000 | Head Start T & T A | 8/7/2024 | 045782 | Head Start purchase of water for in-service CB HS2 | 26.80 |
| 5308000 | Head Start T & T A | 8/8/2024 | 010289 | Head Start purchase of snacks for in-service and Eldorado HS purchase of school boxes CB HS2 | 62.76 |
| 5308000 | Head Start T & T A | 8/21/2024 | 4494-4749, 4495-4750 | National Head Start Association Fall Leadership Institute registration fee for C.R. and S.W. CB HS2 | 1,830.00 |
| 5308000 | Head Start T & T A | 8/29/2024 | 9429907 | Rio Vista HS/EHS purchase of ServSafe Texas Food Handler online course and exam (SSECT6TX) CB HS2 | 15.00 |
| 5308000 | Head Start T & T A | 9/3/2024 | LBNB74WS8H7 | Pre-K CLASS 2008 Observation Training for monitoring classrooms for M.R. CB HS2 | 850.00 |
| 5308000 | Head Start T & T A | 9/4/2024 | 047979 | Head Start purchase of annual renewal for Admin staff member M.M. CB HS2 | 65.00 |

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| 5308000 | Head Start T & T A | 9/4/2024 | 160954 | Observer recertification for M.M. CB HS2 | 135.00 |
| 5308000 | Head Start T & T A | 9/5/2024 | 1790078 | Rio Vista HS CDA renewal fee for S.L. CB HS | 125.00 |
| 5308000 | Head Start T & T A | 9/9/2024 | 161269 | Observer recertification for M.H. CB HS | 135.00 |
| 5308000 | Head Start T & T A | 9/19/2024 | 9476624 | Ozona HS purchase of ServSafe Texas Food Handler online course and exam (SSECT6TX) CB HS | 15.00 |
| 5308000 | Head Start T & T A | 9/24/2024 | 2569118-9449042 | Head Start purchase of book Essentials of Practice-Based Coaching: Supporting Effective Practices in Early Childhood (3) CBG | 112.65 |
| 5351000 | Fuel | 8/16/2024 | 055124 | Menard HS purchase of fuel for travel to site to troubleshoot internet issues CB IT | 37.16 |
| 5361000 | Vehicle Maintenance | 8/30/2024 | 1109726 | Head Start purchase of vehicle maintenance (oil change, tire rotation, and vehicle check) for car #1 CBG2 | 95.56 |
| 5361000 | Vehicle Maintenance | 8/30/2024 | 1109727 | Head Start purchase of vehicle maintenance (oil change, tire rotation, and vehicle check) for car #2 CBG2 | 95.56 |
| 5433000 | HS Site Center Utilities | 7/12/2024 | 221727-180106 06-24 | Day HS/EHS water utility service from 06/06/24 to 07/08/24 (acct# 221727-180106) CBG | 139.63 |
| 5433000 | HS Site Center Utilities | 7/31/2024 | 0691-001303360 | Rio Vista Head Start trash service for acct# 3-0691-2402993 from 07/01/24 to 07/31/24, including waste/recycling overage from 07/24/24 CBG | 625.94 |
| 5433000 | HS Site Center Utilities | 7/31/2024 | 0691-001303726 | Day Head Start trash service for acct# 3-0691-2405694 from 06/01/24 to 06/30/24, including waste/recycling overage from 07/31/24 CBG | 993.03 |
| 5433000 | HS Site Center Utilities | 8/2/2024 | 221727-179684 07-24 | Rio Vista HS/EHS water utility service from 06/26/24 to 07/30/24 (acct# 221727-179684) CBG | 521.43 |

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| 5433000 | HS Site Center Utilities | 8/13/2024 | 221727-180104 07-24 | Day HS/EHS water utility service from 07/08/24 to 08/09/24 (acct# 221727-180104) CBG | 361.77 |
| 5433000 | HS Site Center Utilities | 8/13/2024 | 221727-180106 07-24 | Day HS/EHS water utility service from 07/08/24 to 08/09/24 (acct# 221727-180106) CBG | 146.83 |
| 5433000 | HS Site Center Utilities | 8/16/2024 | 05-0560-02 07-24 | Eden HS water, garbage, and sewer service from 07/15/24 to 08/15/24 CBG | 225.81 |
| 5433000 | HS Site Center Utilities | 8/31/2024 | 0691-001309918 | Rio Vista Head Start trash service for acct# 3-0691-2402993 from 09/01/24 to 09/30/24 CBG | 587.21 |
| 5433000 | HS Site Center Utilities | 8/31/2024 | 0691-001310283 | Day Head Start trash service for acct# 3-0691-2405694 from 09/01/24 to 09/30/24 CBG | 954.30 |
| 5433000 | HS Site Center Utilities | 9/4/2024 | 221727-179684 08-24 | Rio Vista HS/EHS water utility service from 07/30/24 to 08/29/24 (acct# 221727-179684) CBG | 471.03 |
| 5433000 | HS Site Center Utilities | 9/16/2024 | 05-0560-02 08-24 | Eden HS water, garbage, and sewer service from 08/15/24 to 09/15/24 CBG | 229.46 |
| 5453000 | HS Site Center Bldg Maint | 8/7/2024 | WG67875892 | Day HS/EHS purchase of commercial wheeled tilt truck/trash can CBG2 | 615.99 |
| 5453000 | HS Site Center Bldg Maint | 8/9/2024 | 93183 | Day HS purchase of utility blades and ceiling tiles CB FAC | 56.75 |
| 5453000 | HS Site Center Bldg Maint | 9/1/2024 | o2m9tuk7cems | Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I165067) and Rio Vista (Invoice I165057) Head Start sites from 09/01/24 to 09/30/24 CBG | 155.00 |
| 5453000 | HS Site Center Bldg Maint | 9/17/2024 | 6958278-2242649 | Rio Vista HS purchase of 2 QTS motor oil CBG2 | 19.94 |
| 5453000 | HS Site Center Bldg Maint | 9/17/2024 | 6958278-224264... | Rio Vista HS purchase of outdoor power equipment fuel (case of 6) CBG2 | 41.88 |
| 5453000 | HS Site Center Bldg Maint | 9/20/2024 | 52457 | Rio Vista HS/EHS purchase of 8000 BTU window A/C unit for office CB FAC | 279.00 |

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| 5453000 | HS Site Center Bldg Maint | 9/23/2024 | 64454 | Rio Vista HS/EHS purchase of 8,000 BTU window A/C unit and window lock CB FAC | 283.87 |
| 5453000 | HS Site Center Bldg Maint | 9/27/2024 | 5959071-0702665 | Eden HS purchase of ceiling fan with lights CBG | 79.99 |
| 5510000 | Supplies | 8/9/2024 | 1085202-4965844 | HS Purchase of 4 Samsung 980 SSD 500 GB Internal Drives to upgrade teacher laptops CBG | 275.60 |
| 5510000 | Supplies | 8/20/2024 | 8422 | Day HS/EHS purchase of adhesive visitor badges CBG | 360.00 |
| 5510000 | Supplies | 8/22/2024 | 10203217168 | Menard HS/EHS purchase of napkins and glass cleaner CBG | 23.94 |
| 5510000 | Supplies | 9/5/2024 | 5396631-0297813 | Eldorado HS purchase of phone set CBG2 | 54.45 |
| 5510000 | Supplies | 9/10/2024 | 088275 | Rio Vista EHS purchase of trash can and dividers CB HS2 | 26.77 |
| 5510000 | Supplies | 9/11/2024 | 021093 | Purchase of Canon printer ink for center's printer CB HS1 | 46.97 |
| 5510000 | Supplies | 9/11/2024 | 8259467-9693842 | Rio Vista HS/EHS purchase of printable labels CBG2 | 26.27 |
| 5510000 | Supplies | 9/16/2024 | 8649575-2790625 | Rio Vista HS/EHS purchase of 10-pack staples CBG2 | 19.55 |
| 5510000 | Supplies | 9/17/2024 | 6802321-8551450 | Rio Vista EHS purchase of 3 cases exam table paper CBG | 171.21 |
| 5510000 | Supplies | 9/20/2024 | 4524479-3656268 | Menard HS/EHS purchase of trash cans, flashlights, and toner cartridges CBG | 375.97 |
| 5510000 | Supplies | 9/26/2024 | 8836969-0176218 | Head Start purchase of 15 customized ink stamps for all centers CBG | 141.75 |
| 5512000 | HS Class Room Supplies | 8/2/2024 | 4271910-4304224 | Rio Vista HS/EHS purchase of 3 2-packs laminating film CBG2 | 218.31 |
| 5512000 | HS Class Room Supplies | 8/8/2024 | 010289 | Head Start purchase of snacks for in-service and Eldorado HS purchase of school boxes CB HS2 | 19.40 |
| 5512000 | HS Class Room Supplies | 8/12/2024 | 1838864-7351430 CM | Head Start credit for 23 returned alarm clocks CBG2 | (341.77) |

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| 5512000 | HS Class Room Supplies | 8/14/2024 | 071441 | Rio Vista HS purchase of school boxes for room 14 CB HS2 | 19.40 |
| 5512000 | HS Class Room Supplies | 8/16/2024 | 0009464019 | Head Start purchase of scoring profiles for all HS classrooms CBG | 945.25 |
| 5512000 | HS Class Room Supplies | 9/5/2024 | 064532 | Day HS and Rio Vista HS purchase of slide locks and straps CB HS | 10.22 |
| 5512000 | HS Class Room Supplies | 9/6/2024 | 5679089-9797857 | Day HS and Rio Vista HS purchase of door lever locks CBG2 | 89.97 |
| 5512000 | HS Class Room Supplies | 9/9/2024 | 5109670-2357008 | Eden HS purchase of black and color ink cartridges CBG2 | 29.99 |
| 5512000 | HS Class Room Supplies | 9/9/2024 | 6315786-5622606 | Rio Vista EHS purchase of laundry detergent (5) CBG2 | 92.32 |
| 5512000 | HS Class Room Supplies | 9/10/2024 | 08808 | Day HS purchase of notebooks and folders and Day HS/EHS and Rio Vista HS/EHS purchase of snacks/drinks for parent meeting CB HS | 32.00 |
| 5512000 | HS Class Room Supplies | 9/16/2024 | 4271910-4304224 CM | Rio Vista HS/EHS credit for incorrrct partial shipment of laminating film rolls (2 of 3) CBG2 | (145.54) |
| 5512000 | HS Class Room Supplies | 9/18/2024 | 7748888-4424246 | Rio Vista HS/EHS purchase of laminating film rolls (3 2-packs) CBG | 231.00 |
| 5512000 | HS Class Room Supplies | 9/25/2024 | 4271910-4304224 CM-1 | Rio Vista HS/EHS credit for undelivered laminating film roll 2-pack CBG2 | (72.77) |
| 5512000 | HS Class Room Supplies | 9/26/2024 | 343800 | Eden HS & Menard HS purchase of 15 bags play sand CB HS | 89.85 |
| 5512000 | HS Class Room Supplies | 9/30/2024 | 7075237-1137857 | Head Start purchase of 24 books - Piper Chen Sings CBG | 383.76 |
| 5514000 | HS Medical Supplies | 8/23/2024 | 9367686-4278669 | Rio Vista HS purchase of sharps container CBG | 15.75 |
| 5515000 | HS Disability Supplies | 9/5/2024 | 8292310-9463412 | Day HS purchase of books and busy board for room 2 CBG2 | 72.30 |
| 5518000 | HS Diapers and Wipes | 8/22/2024 | 2000120-77677749 | Rio Vista EHS purchase of Luvs diapers (2 boxes size 3) CBG | 89.98 |
| 5518000 | HS Diapers and Wipes | 8/26/2024 | 10204687276 | Eden HS purchase of Pull Ups (2 boxes 4T-5T) and wipes CBG2 | 105.70 |

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| 5518000 | HS Diapers and Wipes | 9/9/2024 | 10208647143 | Menard HS/EHS purchase of diapers (sizes 4-6) and wipes CBG2 | 468.54 |
| 5518000 | HS Diapers and Wipes | 9/11/2024 | 2000123-34498602 | Eldorado HS purchase of boys' Pull Ups 3T-4T CBG2 | 47.20 |
| 5753000 | Dues and fees | 8/2/2024 | 711277930 | Menard HS/EHS - TX HHSC Child Care Licensing Fee CB HS2 | 64.67 |
| 5753000 | Dues and fees | 8/15/2024 | 91002711345706 | Ozona HS annual post office box fee - Box #4029 CBG | 100.00 |
| 5753000 | Dues and fees | 8/29/2024 | 9429907 | Rio Vista HS/EHS purchase of ServSafe Texas Food Handler online course and exam (SSECT6TX) CB HS2 | 0.99 |
| 5753000 | Dues and fees | 9/9/2024 | 423114573 | Rio Vista HS/EHS - TX HHSC Child Care Licensing Fee CB HS | 69.79 |
| 5753000 | Dues and fees | 9/9/2024 | 423120401 | Eden HS - TX HHSC Child Care Licensing Fee CB HS | 6.39 |
| 5753000 | Dues and fees | 9/9/2024 | 423120969 | Menard HS/EHS - TX HHSC Child Care Licensing Fee CB HS | 2.30 |
| 5753000 | Dues and fees | 9/9/2024 | 423125459 | Ozona HS - TX HHSC Child Care Licensing Fee CB HS | 2.30 |
| 5753000 | Dues and fees | 9/10/2024 | 718867588 | Eldorado HS - TX HHSC Child Care Licensing Fee CB HS | 20.71 |
| 5753000 | Dues and fees | 9/10/2024 | 718979026 | Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS | 71.83 |
| 5760000 | HS Site Center Communications | 7/8/2024 | 0708195 07-24 | Head Start rural phone/internet service from 07/08/24 to 08/07/24 CBG2 | 559.45 |
| 5760000 | HS Site Center Communications | 8/8/2024 | 0708195 08-24 | Head Start rural phone/internet service from 08/08/24 to 09/07/24 CBG2 | 559.65 |
| 5760000 | HS Site Center Communications | 8/10/2024 | 07710150890010 08-24 | Day HS/EHS phone service for acct# 07710-150890-01-0 from 07/25/24 to 08/24/24 CBG | 229.00 |
| 5760000 | HS Site Center Communications | 8/12/2024 | 43301-65 08-24 | Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 08/12/24 to 09/12/24 CBG2 | 420.00 |

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From 9/1/2024 Through 9/30/2024

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|-----------------------|-------------------------------|----------------------|------------------------|--|-----------------|
| 5760000 | HS Site Center Communications | 8/17/2024 | 07710150887017 08-24 | Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 08/01/24 to 08/31/24 CBG | 162.64 |
| 5760000 | HS Site Center Communications | 8/24/2024 | 07710150503019 08-24 | Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 08/15/24 to 09/14/24 CBG | 324.14 |
| 5760000 | HS Site Center Communications | 8/24/2024 | 07710150505015 08-24 | Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 08/15/24 to 09/14/24 CBG | 367.54 |
| 5760000 | HS Site Center Communications | 8/31/2024 | 46693-87 08-24 | Menard HS/EHS purchase of replacement dish kit for internet service CBG2 | 290.00 |
| 5760000 | HS Site Center Communications | 9/10/2024 | 07710150890010 09-24 | Day HS/EHS phone service for acct# 07710-150890-01-0 from 08/25/24 to 09/24/24 CBG | 229.30 |
| 5760000 | HS Site Center Communications | 9/12/2024 | 10367-94 09-24 | Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 09/12/24 to 10/12/24, including credit for period when Menard service was offline CBG2 | 140.00 |
| 5760000 | HS Site Center Communications | 9/17/2024 | 07710150887017 09-24 | Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 09/01/24 to 09/30/24 CBG | 162.64 |
| 5760000 | HS Site Center Communications | 9/25/2024 | 07710150503019 09-24 | Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 09/15/24 to 10/14/24 CBG | 324.14 |
| 5760000 | HS Site Center Communications | 9/25/2024 | 07710150505015 09-24 | Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 09/15/24 to 10/14/24 CBG | 367.54 |
| 5796000 | Safety | 8/8/2024 | UZTX5JYYRZ | Daycare licensing (fingerprinting) for prospective Head Start employee M.H. (Day HS) CB HR | 40.58 |
| 5796000 | Safety | 8/12/2024 | 405SP0000418134 | Criminal history search for prospective new employee on C.C. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 3.32 |

CVCOG

Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 9/1/2024 Through 9/30/2024

| <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> |
|-----------------------|------------------------|----------------------|------------------------|---|-----------------|
| 5796000 | Safety | 8/21/2024 | UZTX5KG1KF | Daycare licensing (fingerprinting) for prospective Head Start employee J.H. (Rio Vista HS/EHS) CB HR | 40.58 |
| 5796000 | Safety | 9/3/2024 | 405SP0000432654 | Criminal history search for prospective new employee on C.S. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 3.32 |
| 5796000 | Safety | 9/3/2024 | 405SP0000432685 | Criminal history search for prospective new employee on J.K. (Day EHS) CB HR | 6.39 |
| 5796000 | Safety | 9/11/2024 | 405SP0000437700 | Criminal history search for prospective new employee on S.T. (Ozona HS) CB HR | 3.32 |
| 5796000 | Safety | 9/13/2024 | UZTX5NSN33 | Daycare licensing (fingerprinting) for prospective Head Start employee S.T. (Ozona HS) CB HR | 40.58 |
| 5796000 | Safety | 9/19/2024 | 405SP0000443328 | Criminal history search for prospective new employee on K.Z. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 6.39 |
| 5796000 | Safety | 9/19/2024 | 405SP0000443344 | Criminal history search for prospective new employee on A.C. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 3.32 |
| 5796000 | Safety | 9/19/2024 | 405SP0000443352 | Criminal history search for prospective new employee on M.A. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 3.32 |
| 5796000 | Safety | 9/23/2024 | UZTX5Q6163 | Daycare licensing (fingerprinting) for prospective Head Start employee M.A. (Day HS/EHS and Rio Vista HS/EHS) CB HR | 40.58 |
| 5796000 | Safety | 9/25/2024 | 405SP0000446673 | Criminal history search for prospective new employee on C.G. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 3.32 |
| 5796000 | Safety | 9/25/2024 | 405SP0000446684 | Criminal history search for prospective new employee on A.H. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 6.39 |

CVCOG

Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 9/1/2024 Through 9/30/2024

| <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> |
|--------------------------------|------------------------|----------------------|------------------------|--|-----------------|
| 5796000 | Safety | 9/25/2024 | 405SP0000446709 | Criminal history search for prospective new employee on S.M. (Day HS/EHS & Rio Vista HS/EHS) CB HR | 18.66 |
| 5796000 | Safety | 9/26/2024 | UZTX5Q7V5S | Daycare licensing (fingerprinting) for prospective Head Start employee C.G. (Day HS/EHS and Rio Vista HS/EHS CB HR | 40.58 |
| | | | | Total H07 - HHS-ACF Grant H07, Head Start FY 24-25 | 25,146.30 |
| Report Opening/Current Balance | | | | | |
| Report Transaction Totals | | | | | 42,751.22 |
| Report Current Balances | | | | | |

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 8/26/2024 | 652271352 | Day HS/EHS purchase of milk for children - 36 whole 9/CS, 171 1% 9/CS, and 12 2% lactose free 6BX | 681.19 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 650672132 | Eden HS purchase of milk for children - 21 1% 9/CS | 63.36 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 650672135 | Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS | 81.62 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 652074372 | Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS and 198 1% 9/CS | 625.01 |
| 5295000 | HS Nutrition Service | 8/28/2024 | 652271388 | Ozona HS purchase of milk for children - 9 1% 9/CS | 27.15 |
| 5295000 | HS Nutrition Service | 8/30/2024 | 652271447 | Day HS/EHS purchase of milk for children - 36 whole 9/CS and 144 1% 9/CS | 545.01 |
| 5295000 | HS Nutrition Service | 9/2/2024 | 952269645 | Day HS/EHS purchase of milk for children - 18 whole 9/CS, 54 1% 9/CS, and 6 2% lactose free 6BX | 245.84 |
| 5295000 | HS Nutrition Service | 9/3/2024 | 650672518 | Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 8 1% 9/CS | 27.35 |
| 5295000 | HS Nutrition Service | 9/3/2024 | 652074667 | Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 234 1% 9/CS, and 6 2% lactose free 6BX | 764.98 |
| 5295000 | HS Nutrition Service | 9/4/2024 | 650672524 | Eldorado HS purchase of milk for children - 9 1% 9/CS | 27.30 |
| 5295000 | HS Nutrition Service | 9/4/2024 | 652271699 | Ozona HS purchase of milk for children - 9 1% 9/CS | 27.30 |
| 5295000 | HS Nutrition Service | 9/9/2024 | 652271971 | Day HS/EHS purchase of milk for children - 36 whole 9/CS, 180 1% 9/CS, and 12 2% lactose free 6BX | 711.91 |
| 5295000 | HS Nutrition Service | 9/10/2024 | 650672899 | Eden HS purchase of milk for children - 20 1% 9/CS | 60.66 |
| 5295000 | HS Nutrition Service | 9/10/2024 | 650672902 | Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 21 1% 9/CS | 72.95 |

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 9/10/2024 | 652074961 | Rio Vista HS/EHS purchase of milk for children - 6 2% lactose free 6BX | 27.46 |
| 5295000 | HS Nutrition Service | 9/11/2024 | 650672907 | Eldorado HS purchase of milk for children - 11 1% 9/CS | 33.37 |
| 5295000 | HS Nutrition Service | 9/11/2024 | 652074987 | Rio Vista HS/EHS purchase of milk for children - 54 1% 9/CS | 163.79 |
| 5295000 | HS Nutrition Service | 9/11/2024 | 652272013 | Ozona HS purchase of milk for children - 16 1% 9/CS | 48.53 |
| 5295000 | HS Nutrition Service | 9/16/2024 | 652272288 | Day HS/EHS purchase of milk for children - 45 whole 9/CS, 168 1% 9/CS, and 6 2% lactose free 6BX | 675.80 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 650673281 | Eden HS purchase of milk for children - 15 1% 9/CS | 45.50 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 650673284 | Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 24 1% 9/CS | 78.97 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 652075248 | Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS and 252 1% 9/CS | 792.12 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 652075258 | Rio Vista EHS purchase of milk for children - 9 whole 9/CS | 27.75 |
| 5295000 | HS Nutrition Service | 9/18/2024 | 650673289 | Eldorado HS purchase of milk for children - 12 1% 9/CS | 36.40 |
| 5295000 | HS Nutrition Service | 9/18/2024 | 652272322 | Ozona HS purchase of milk for children - 9 1% 9/CS | 27.30 |
| 5295000 | HS Nutrition Service | 9/23/2024 | 652272586 | Day HS/EHS purchase of milk for children - 45 whole 9/CS, 162 1% 9/CS, and 11 2% lactose free 6BX | 680.48 |
| 5295000 | HS Nutrition Service | 9/23/2024 | 652272597 | Day HS/EHS credit for returned milk - 12 2% lactose free 6BX | (54.92) |
| 5295000 | HS Nutrition Service | 9/24/2024 | 650673681 | Eden HS purchase of milk for children - 13 1% 9/CS | 39.43 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 650673686 | Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS | 82.05 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 652075548 | Rio Vista HS/EHS purchase of milk for children - 162 1% 9/CS | 491.38 |

CVCOG

Vendor Activity - Head Start Deans Dairy Corporate
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 9/25/2024 | 650673691 | Eldorado HS purchase of milk for children - 12 1% 9/CS | 36.40 |
| 5295000 | HS Nutrition Service | 9/25/2024 | 652272636 | Ozona HS purchase of milk for children - 18 1% 9/CS | 54.60 |
| 5295000 | HS Nutrition Service | 9/30/2024 | 652272908 | Day HS/EHS purchase of milk for children - 45 whole 9/CS, 180 1% 9/CS, and 6 2% lactose free 6BX | 712.20 |
| | | | | | <u>7,960.24</u> |
| | | | | Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24 | <u>7,960.24</u> |
| | | | | | <hr/> |
| | Report Opening/Current Balance | | | | |
| | | | | | <hr/> |
| | Report Transaction Totals | | | | <u>7,960.24</u> |
| | | | | | <hr/> |
| | Report Current Balances | | | | <u><u>7,960.24</u></u> |

CVCOG

Vendor Activity - Head Start First Financial Credit Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 9/1/2024 Through 9/30/2024

| <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 | 8/23/2024 | 0012170483130 | Head Start purchase of airfare for NHSA Fall Leadership Institute in Washington, D.C. (Sept. 23-26, 2024) for C.R. CR FF | 1,049.96 |
| 5351000 | Fuel | 8/20/2024 | 010213 | Menard HS purchase of fuel for travel to site to troubleshoot Starlink internet issues LF FF | 30.00 |
| 5351000 | Fuel | 8/26/2024 | 806254 | Eldorado HS purchase of fuel for travel to site for laptop upgrade and to address Wi-Fi issues LF FF | 42.76 |
| 5351000 | Fuel | 8/28/2024 | 808284 | Head Start purchase of fuel for program vehicle CR FF | 45.53 |
| 5351000 | Fuel | 9/10/2024 | 37464255001572... | Menard HS/EHS purchase of fuel for travel to replace Starlink dish LF FF | 32.45 |
| | | | | | <u>1,200.70</u> |
| | | | | Total H07 - HHS-ACF Grant H07, Head Start FY 24-25 | <u>1,200.70</u> |
| | Report Opening/Current Balance | | | | <u> </u> |
| | Report Transaction Totals | | | | <u> </u> 1,200.70 |
| | Report Current Balances | | | | <u> </u> <u> </u> |

CVCOG

Vendor Activity - Head Start Lowes Pay and Save
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 8/12/2024 | 240812-192-2-2-9 | Eden HS purchase of nutrition items | 70.61 |
| 5295000 | HS Nutrition Service | 8/14/2024 | 240814-120-1-1-32 | Eldorado Head Start purchase of nutrition items | 37.03 |
| 5295000 | HS Nutrition Service | 8/19/2024 | 240819-151-2-2-25 | Eden HS purchase of nutrition items | 93.73 |
| 5295000 | HS Nutrition Service | 8/21/2024 | 240821-120-1-1-15 | Eldorado HS purchase of nutrition items | 16.00 |
| 5295000 | HS Nutrition Service | 8/21/2024 | 240821-239-3-3-... | Ozona Head Start purchase of nutrition items | 3.42 |
| 5295000 | HS Nutrition Service | 8/22/2024 | 240822-147-2-2-3 | Eden HS purchase of nutrition items | 5.09 |
| 5295000 | HS Nutrition Service | 8/23/2024 | 240823-120-1-1-23 | Eldorado HS purchase of nutrition items | 3.68 |
| 5295000 | HS Nutrition Service | 8/23/2024 | 240823-120-1-1-49 | Eldorado HS purchase of nutrition items | 1.79 |
| 5295000 | HS Nutrition Service | 8/23/2024 | 240823-294-3-3-13 | Ozona HS purchase of nutrition items | 99.75 |
| 5295000 | HS Nutrition Service | 8/26/2024 | 240826-190-1-1-87 | Eldorado HS purchase of nutrition items | 28.45 |
| 5295000 | HS Nutrition Service | 8/27/2024 | 240827-120-1-1-10 | Eldorado HS purchase of nutrition items | 7.98 |
| 5295000 | HS Nutrition Service | 8/29/2024 | 240829-192-2-2-8 | Eden HS purchase of nutrition items | 8.13 |
| 5295000 | HS Nutrition Service | 9/3/2024 | 240903-382-1-1-22 | Menard HS/EHS purchase of nutrition items | 34.22 |
| 5295000 | HS Nutrition Service | 9/3/2024 | 240903-65-1-1-11 | Eden HS purchase of nutrition items | 122.94 |
| 5295000 | HS Nutrition Service | 9/4/2024 | 240904-294-1-1-8 | Ozona HS purchase of nutrition items | 12.35 |
| 5295000 | HS Nutrition Service | 9/6/2024 | 240906-239-3-3-37 | Ozona HS purchase of nutrition items | 174.78 |
| 5295000 | HS Nutrition Service | 9/9/2024 | 240909-202-2-2-18 | Eden HS purchase of nutrition items | 46.15 |
| 5295000 | HS Nutrition Service | 9/10/2024 | 240910-239-3-3-39 | Ozona HS purchase of nutrition items | 23.94 |
| 5295000 | HS Nutrition Service | 9/11/2024 | 240911-333-2-2-24 | Menard HS/EHS purchase of nutrition items | 32.39 |
| 5295000 | HS Nutrition Service | 9/12/2024 | 240912-192-2-2-68 | Eden HS purchase of nutrition items | 39.48 |
| 5295000 | HS Nutrition Service | 9/12/2024 | 240912-315-3-3-... | Ozona HS purchase of nutrition items | 4.51 |
| 5295000 | HS Nutrition Service | 9/16/2024 | 240916-239-3-3-22 | Ozona HS purchase of nutrition items | 142.53 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 240917-382-1-1-... | Menard HS/EHS purchase of nutrition items | 26.13 |
| 5295000 | HS Nutrition Service | 9/18/2024 | 240918-420-3-3-3 | Menard HS/EHS purchase of nutrition items | 4.09 |
| 5295000 | HS Nutrition Service | 9/19/2024 | 240919-139-2-2-91 | Eden HS purchase of nutrition items | 6.32 |
| 5295000 | HS Nutrition Service | 9/19/2024 | 240919-294-2-2-79 | Ozona HS purchase of nutrition items | 62.23 |
| 5295000 | HS Nutrition Service | 9/23/2024 | 240923-192-2-2-15 | Eden HS purchase of nutrition items | 42.65 |
| 5295000 | HS Nutrition Service | 9/23/2024 | 240923-239-3-3-69 | Ozona HS purchase of nutrition items | 3.18 |

CVCOG

Vendor Activity - Head Start Lowes Pay and Save
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 9/23/2024 | 240923-420-1-1-32 | Menard HS/EHS purchase of nutrition items | 27.78 |
| 5295000 | HS Nutrition Service | 9/25/2024 | 240925-315-2-2-6 | Ozona HS purchase of nutrition items | 87.28 |
| 5295000 | HS Nutrition Service | 9/30/2024 | 240930-207-1-1-53 | Ozona HS purchase of nutrition items for children | 6.79 |
| | | | | | <hr/> |
| | | | | | 1,275.40 |
| | | | | Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24 | <hr/> 1,275.40 |
| | | | | | <hr/> |
| | Report Opening/Current Balance | | | | |
| | | | | | <hr/> |
| | | | | | |
| | Report Transaction Totals | | | | <hr/> 1,275.40 |
| | | | | | <hr/> |
| | Report Current Balances | | | | <hr/> <hr/> |

CVCOG

Vendor Activity - Head Start Sysco
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 8/29/2024 | 278927437 | Day HS/EHS purchase of nutrition items for children | 173.16 |
| 5295000 | HS Nutrition Service | 8/30/2024 | 278928158 | Rio Vista HS/EHS purchase of nutrition items for children | 26.54 |
| 5295000 | HS Nutrition Service | 9/3/2024 | 278931930 | Day HS/EHS purchase of nutrition items for children | 25.01 |
| 5295000 | HS Nutrition Service | 9/3/2024 | 278932100 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 2,543.32 |
| 5295000 | HS Nutrition Service | 9/5/2024 | 278933403 | Eldorado HS purchase of nutrition items for children and kitchen supplies | 343.63 |
| 5295000 | HS Nutrition Service | 9/5/2024 | 278933427 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 3,475.50 |
| 5295000 | HS Nutrition Service | 9/5/2024 | 278933448 | Eden HS purchase of nutrition items for children | 1,278.18 |
| 5295000 | HS Nutrition Service | 9/7/2024 | 278935291 | Eden HS credit for sales error on pretzel rods | (27.83) |
| 5295000 | HS Nutrition Service | 9/9/2024 | 278936073 | Day HS/EHS purchase of nutrition items for children | 54.20 |
| 5295000 | HS Nutrition Service | 9/10/2024 | 278936823 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 3,625.98 |
| 5295000 | HS Nutrition Service | 9/12/2024 | 278938202 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 4,051.35 |
| 5295000 | HS Nutrition Service | 9/12/2024 | 278938243 | Ozona HS purchase of nutrition items for children | 685.77 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 278941437 | Day HS/EHS purchase of nutrition items for children | 173.16 |
| 5295000 | HS Nutrition Service | 9/17/2024 | 278941711 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 4,537.35 |
| 5295000 | HS Nutrition Service | 9/19/2024 | 278943026 | Rio Vista HS/EHS credit for sugar damaged on truck | (38.39) |
| 5295000 | HS Nutrition Service | 9/19/2024 | 278943147 | Eldorado HS purchase of nutrition items for children | 395.89 |
| 5295000 | HS Nutrition Service | 9/19/2024 | 278943171 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 4,159.51 |

CVCOG
Vendor Activity - Head Start Sysco
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 9/19/2024 | 278943193 | Menard HS/EHS purchase of nutrition items for children | 885.39 |
| 5295000 | HS Nutrition Service | 9/21/2024 | 278944790 | Rio Vista HS/EHS purchase of nutrition items for children | 173.16 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 278946153 | Day HS/EHS purchase of nutrition items for children | 108.40 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 278946179 | Eldorado HS purchase of nutrition items for children | 43.29 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 278946241 | Day HS/EHS purchase of nutrition items for children | 99.04 |
| 5295000 | HS Nutrition Service | 9/24/2024 | 278946488 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 3,295.01 |
| 5295000 | HS Nutrition Service | 9/26/2024 | 278947897 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 3,236.82 |
| 5513000 | HS Food Serv Sup | 8/28/2024 | 278925893a | Day HS/EHS purchase of kitchen supplies | 140.60 |
| 5513000 | HS Food Serv Sup | 9/3/2024 | 278932100 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 685.17 |
| 5513000 | HS Food Serv Sup | 9/5/2024 | 278933403 | Eldorado HS purchase of nutrition items for children and kitchen supplies | 40.77 |
| 5513000 | HS Food Serv Sup | 9/5/2024 | 278933427 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 191.28 |
| 5513000 | HS Food Serv Sup | 9/10/2024 | 278936823 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 833.28 |
| 5513000 | HS Food Serv Sup | 9/12/2024 | 278938202 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 340.21 |
| 5513000 | HS Food Serv Sup | 9/17/2024 | 278941711 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 966.78 |
| 5513000 | HS Food Serv Sup | 9/19/2024 | 278943171 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 328.66 |
| 5513000 | HS Food Serv Sup | 9/24/2024 | 278946488 | Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies | 627.42 |
| 5513000 | HS Food Serv Sup | 9/26/2024 | 278947897 | Day HS/EHS purchase of nutrition items for children and kitchen supplies | 924.88 |

CVCOG

Vendor Activity - Head Start Sysco
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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> |
|-----------------------|--------------------------------|----------------------|------------------------|--|------------------------------------|
| | | | | | <u>38,402.49</u> |
| | | | | Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24 | <u>38,402.49</u> |
| | Report Opening/Current Balance | | | | <u> </u> |
| | Report Transaction Totals | | | | <u>38,402.49</u> |
| | Report Current Balances | | | | <u><u> </u></u> |

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H06 - Grant H06, CACFP Head Start Nutrition FY 23-24
From 9/1/2024 Through 9/30/2024

| <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 | 9/11/2024 | 304087 | Rio Vista HS/EHS purchase of disinfectant, disposable & paper towels, toilet tissue, gloves, trash can liners, hand soap, and vacuum bags | 322.23 |
| 5513000 | HS Food Serv Sup | 9/17/2024 | 304445 | Day HS/EHS purchase of disposable towels, trigger spray heads, and spray bottles | 129.59 |
| 5513000 | HS Food Serv Sup | 9/18/2024 | 304462 | Rio Vista HS/EHS purchase of paper towels, napkins, facial tissue, trash can liners, wipes, multi-purpose cleaner, and Consume | 41.20 |
| 5513000 | HS Food Serv Sup | 9/18/2024 | 304546 | Rio Vista HS/EHS credit for returned mop heads | (18.73) |
| 5513000 | HS Food Serv Sup | 9/23/2024 | 304462-01 | Rio Vista HS/EHS purchase of 8 mop heads | 40.80 |
| 5513000 | HS Food Serv Sup | 9/25/2024 | 304904 | Day HS/EHS purchase of disinfecting wipes, facial tissue, and nitrile gloves | 68.52 |
| 5513000 | HS Food Serv Sup | 9/25/2024 | 304925 | Rio Vista HS/EHS purchase of disposable and paper towels | 125.43 |
| | | | | | <hr/> 709.04 |
| | | | | Total H06 - Grant H06, CACFP Head Start Nutrition FY 23-24 | <hr/> 709.04 |

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 9/1/2024 Through 9/30/2024

| <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 | 9/11/2024 | 304087 | Rio Vista HS/EHS purchase of disinfectant, disposable & paper towels, toilet tissue, gloves, trash can liners, hand soap, and vacuum bags | 493.57 |
| 5510000 | Supplies | 9/16/2024 | 304109 | Rio Vista HS/EHS purchase of 3 cases plastic cups | 64.33 |
| 5510000 | Supplies | 9/17/2024 | 304443 | Day HS purchase of trash can liners, shop towels, paper towels, and toilet tissue | 332.15 |
| 5510000 | Supplies | 9/18/2024 | 304443-01 | Day HS purchase of hand cleaner | 63.20 |
| 5510000 | Supplies | 9/18/2024 | 304462 | Rio Vista HS/EHS purchase of paper towels, napkins, facial tissue, trash can liners, wipes, multi-purpose cleaner, and Consume | 279.95 |
| 5510000 | Supplies | 9/23/2024 | 304462-01 | Rio Vista HS/EHS purchase of 8 mop heads | 40.79 |
| 5510000 | Supplies | 9/25/2024 | 304907 | Day EHS purchase of disinfectants, broom, dish soap, toilet tissue, gloves, trash can liners, hand soap, and paper towels | 452.24 |
| 5512000 | HS Class Room Supplies | 9/11/2024 | 304087 | Rio Vista HS/EHS purchase of disinfectant, disposable & paper towels, toilet tissue, gloves, trash can liners, hand soap, and vacuum bags | 493.57 |
| 5512000 | HS Class Room Supplies | 9/16/2024 | 304109 | Rio Vista HS/EHS purchase of 3 cases plastic cups | 64.34 |
| 5512000 | HS Class Room Supplies | 9/17/2024 | 304443 | Day HS purchase of trash can liners, shop towels, paper towels, and toilet tissue | 90.00 |
| 5512000 | HS Class Room Supplies | 9/18/2024 | 304094A | Eden HS purchase of plastic cups, napkins, and sanitizer | 187.19 |
| 5512000 | HS Class Room Supplies | 9/18/2024 | 304462 | Rio Vista HS/EHS purchase of paper towels, napkins, facial tissue, trash can liners, wipes, multi-purpose cleaner, and Consume | 279.95 |

CVCOG

Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 9/1/2024 Through 9/30/2024

| <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> |
|-----------------------|--------------------------------|----------------------|------------------------|--|-----------------|
| 5512000 | HS Class Room Supplies | 9/23/2024 | 304462-01 | Rio Vista HS/EHS purchase of 8 mop heads | 40.80 |
| 5512000 | HS Class Room Supplies | 9/25/2024 | 304904 | Day HS/EHS purchase of disinfecting wipes, facial tissue, and nitrile gloves | 187.42 |
| | | | | Total H07 - HHS-ACF Grant H07, Head Start FY 24-25 | 3,069.50 |
| | Report Opening/Current Balance | | | | |
| | Report Transaction Totals | | | | 3,778.54 |
| | Report Current Balances | | | | |



-MERRY-
CHRISTMAS

Agenda Item # 6



| | | | |
|---------------------------|---|-----------------|---------|
| REFERENCE | 1302 Health Program Services Subpart D | | |
| APPROVAL/EFFECTIVE | August 14, 2024, November 13, 2024, December 11, 2024 | Pages: 1-7 | |
| SUBJECT | Child Health Status and Care | STANDARD | 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, dentals, **and mental health issues** 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 during enrollment.
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.



| | | | |
|---------------------------|--|-----------------|----------|
| REFERENCE | 1302 Health Program Services Subpart D | | |
| APPROVAL/EFFECTIVE | July 10, 2024, December 11, 2024 | | Pages: 1 |
| SUBJECT | Oral Health Practice | STANDARD | 1302.43 |

Policy:

CVCOG Head Start Program will promote effective oral health hygiene by ensuring all children with teeth are assisted by teaching staff in brushing their teeth with toothpaste containing fluoride once daily.

1. Each child will have his/her own toothbrush and toothpaste labeled with their first & last name.
2. Each storage slot will be labeled with the child's first and last name.
3. Teachers/Teachers Assistant will provide new toothbrushes and toothpaste to each child every 3 months, if a child needs a new toothbrush sooner than the 3-month period due wearing, a new toothbrush will be provided.
4. Site Supervisors will create a colored toothbrush schedule and send it to the Health Manager.
5. Toothbrushes and toothpaste will be stored out of reach of children when not in use.
6. If toothbrush storage does not have an attached cover or lid to cover the toothbrushes, then a mesh cover will be placed over the storage box.
7. Toothbrushing will be done daily either after breakfast or lunch over the sink. Teachers will have to provide site supervisor with a toothbrush schedule and the schedule cannot be changed.
8. The toothbrush schedule must be included on the classroom board with the schedule.

Infant and Toddler Oral Care

For infants under the age of one:

1. Teaching staff must wash their hands and cover one finger with wet gauze or wet soft cloth.
2. Teaching staff will gently wipe infant's gums after each feeding.
3. Teaching staff will wash their hands after each individual infant's gums have been cleaned.
 - Infants can transition to an infant toothbrush once the infant has received their first tooth.
 - Infants with their first tooth to 12 months will use a toothbrush and water.
 - Infants/toddlers from the age of 13 months to 23 months will use toothpaste without fluoride.
 - Starting at the age of 2, toddlers can use toothpaste with fluoride.
 - Infants using the infant toothbrush will brush their teeth daily after eating lunch.



-MERRY-

CHRISTMAS

Agenda Item # 7



December 2024



| Attendance- September | Funded Enrollment | Reported Enrollment | Percent Enrollment |
|-------------------------|-------------------|---------------------|--------------------|
| Head Start Funded | 411 | 387* | 94% |
| Early Head Start Funded | 120 | 120 | 100% |
| Pregnant Moms Funded | 8 | 3* | 38% |

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

| Disability -September | Current | Funded Enrollment |
|--|-----------|-------------------|
| HS # of Children with IEP | 11 | 375 |
| Percentage this month | 3% | |
| EHS Children with IFSP | 14 | 120 |
| Percentage this month | 12% | |
| Total # of children with IEP/IFSP | 25 | 495 |
| Program wide % this month | 5% | |

| Nutrition -September | Meals Served | Reimbursement Amount |
|----------------------|--------------|----------------------|
| | 23,678 | \$69,439.94 |

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

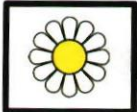
Melissa Miranda
Health & Mental Health Manager



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 |



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start



Program News



3rd Annual

SHOPPING SPREE







CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start

December 2024

Updated Monthly



**WE ARE
HIRING!!!**

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@ 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
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5430 Link Rd. San Angelo, TX 76903





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: 12- 11 - 2024

Re: Information – Self Assessment and Program Goal Update

Self-Assessment

1. **Goal 1 – Promote active engagement of volunteers and foster community and partner participation across all program content areas.**
 - Update 1: 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.
 - Update 2: Develop a new Community Reading Program for the Spring "Give a Hoot Read a Book.". Community Partners come into the schools engage with students and Read A Book.

2. **Goal 2 -Systematically gather, analyze, and utilize comprehensive data to assess and enhance program effectiveness.**
 - Update 1: Revise our monitoring protocol and incident data forms to facilitate the collection of data for program compliance.
 - Update 2: Started using Microsoft forms for compliance monitoring and content area monitoring which complies and aggregates data for review. Data will be reviewed regularly and changes and updates will occur as needed.

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.
 - Update 2: On November 8th Julie Schniers came and did a workshop with all Head Start Staff to identify pillars that admin can work on to make our team stronger. The admin team will meet with Julie in mid-December to identify pillars to develop goals on changes to make for staff sati to satisfaction to ensure they are taken care of to ensure they are delivering high quality services to our program.



| Critical Task | Where/How | Completion Dates | To be Performed by: |
|---|---|---|---|
| Planning, Review, and Implementation | | | |
| Discuss Collection Methods/Survey Types | | 11-13-2024 November PC/EC Meeting | <ul style="list-style-type: none"> FAMCO Manager/Program Director |
| Administration Staff Review of Content Area | | 12-1-2024 - 12-20-2023 | <ul style="list-style-type: none"> Administration Staff |
| Present Self- Assessment Plan and Schedule for Approval | <i>PC Meeting Executive Board Meeting</i> | 12-11-2024 PC Meeting Executive Board Meeting | <ul style="list-style-type: none"> FAMCO Manager/Program Director |
| Present Self- Assessment Plan, Training, and Schedule to Site Supervisors | <i>Site Supervisor Meeting</i> | 12-11-2024 | <ul style="list-style-type: none"> FAMCO Manager |
| All booklets, surveys, questionnaires due and completed to Administration | | 2-10-2025 – 3-7-2025 | <ul style="list-style-type: none"> Center Directors Staff FAMCO |
| Administration Development of Self-Assessment Goals | | 3-4-2025 | <ul style="list-style-type: none"> Head Start Administration |
| Preliminary Goals presented to Policy Council and Governing Board | <i>PC Meeting Executive Board Meeting</i> | 3-12-2025 | <ul style="list-style-type: none"> FAMCO Manager/Program Director Policy Council Executive Board |
| Complete Self-Assessment Report | | 3-13-2025 - 4-04-2025 | <ul style="list-style-type: none"> Stacy Walker -FAMCO |
| Submit for Approval to Policy Council and Governing Board | <i>PC Meeting Executive Board Meeting</i> | 4-9-2025 | <ul style="list-style-type: none"> Stacy Walker- FAMCO |
| Parent Surveys | | | |
| 1. Parent Survey | <i>Online Survey</i> | 1-12-2025 - 1-31-2025 | Head Start Parents |
| 1301 Program Governance | | | |
| 1. Program Governance | <i>Online Survey</i> | 1-20-25 - 1-24-25 | <ul style="list-style-type: none"> Executive Board Members Policy Council Members |
| 1302 Program Operations | | | |

| | | | |
|---|----------------------------|-------------------|--|
| 1. ERSEA Subpart A 2. Transitions Subpart G 3. Janitorial Staff Survey | <i>Online/Paper Survey</i> | 1-20-25 - 1-24-25 | <ul style="list-style-type: none"> Family Service Workers FSW/Site Supervisors Rural |
| 1. Program Structure Subpart B | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> Head Start Administrative Staff |
| 1. HS Education and Child Development Subpart C 2. EHS Education and Child Development 3. Additional Services for Child with Disabilities Subpart F | <i>Online Survey</i> | 2-27-25 - 2-31-25 | <ul style="list-style-type: none"> Head Start Teachers San Angelo Site Supervisors FSW/Site Supervisors Rural |
| 1. Health Program Services Subpart D 2. Nutrition Survey 3. Services for Enrolled Pregnant Women Subpart H | <i>Online/Paper Survey</i> | 2-3-25 - 2-7-25 | <ul style="list-style-type: none"> Family Service Workers Site Supervisors FSW/Site Supervisors Rural Kitchen Staff Pregnant Moms |
| 1. FAMCO Subpart E | <i>Online Survey</i> | 1-17-25 | <ul style="list-style-type: none"> San Angelo Site Supervisors Family Service Workers FSW/Site Supervisors Rural Office Clerks |
| 1. Human Resources Management Subpart I | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> CVCOG HR Team Education Manager |
| 1. PM & QI Management Subpart J | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> Head Start Administrative Staff |
| 1. PM & QI Implementation Subpart J | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> Head Start Administrative Staff |
| 2. Financial & Administration Requirements | | | |
| • Financial Requirements Subpart A | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> CVCOG Financial Team |
| • Administrative Requirements Subpart B | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> CVCOG Financial Team |
| • Protections for the Privacy of Child Records Subpart C | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> Head Start Administration Staff |
| • Delegation of Program Operations Subpart D | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> Head Start Administration Staff |
| • Facilities Subpart E | <i>CatScan</i> | 1-6-25 - 1-31-25 | <ul style="list-style-type: none"> CVCOG Procurement |
| • Transportation Subpart F | Not Completed | | |