



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start  
Policy Council Meeting  
Announcement

February 12<sup>th</sup> 2025 11am

*Microsoft Teams Information*

**Join the Meeting**

Meeting ID: 284 870 202 882

Passcode: GtSbgX



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**Agenda Packet Arrival: Date 2-5-2025**



**NOTICE OF A Public Meeting:** February 12<sup>th</sup>, 2025 5430 Link Rd San Angelo, TX 76904

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

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<i>Business</i>	<i>Posted in accordance with CVCOG Head Start By-Laws on July 10th, 2024</i>
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council January Minutes
2. Approval of	Personnel Variations
3. Approval of	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 11/30/2024
4. Approval of	CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 11/30/2024
5. Approval of	Head Start Credit Card/Open Account Transactions Summary November 2024
6. Approval of	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 12/31/2024
7. Approval of	CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 12/31/2024
8. Approval of	Head Start Credit Card/Open Account Transactions Summary December 2024
9. Approval of	Policies and Procedures <ul style="list-style-type: none"> <li>• 1302.102 Subpart J Program Goals</li> </ul>
10. Approval of	School Readiness Beginning of the Year Program Data
11. Reports & Information	1. Director's Report

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Carolina Raymond Head Start Director

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# Agenda Item # 1

Date & Time: January 8th at 11am	Meeting called to order at and by Lauren Haller (Chair) @ 11:01	Meeting concluded at and by Lauren Haller (Chair) @ 11:15
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Items on Agenda - Quorum Met <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">8</span> Quorum Not Met	1 <sup>st</sup> Motion	2 <sup>nd</sup> Motion	All in Favor	Any Opposed
1. <b>Approval of</b> <ul style="list-style-type: none"> <li>Policy Council December Minutes</li> </ul>	Emily Vargus Eldorado	Christina McGuire Day HS	X	0
2. <b>Approval of</b> <ul style="list-style-type: none"> <li>CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 10/31/2024</li> </ul>	Christina McGuire Day HS	Emily Vargus Eldorado	X	0
3. <b>Approval of</b> <ul style="list-style-type: none"> <li>CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 10/31/2024</li> </ul>	Christina McGuire Day HS	Pat Hill Community Rep	X	0
4. <b>Approval of</b> <ul style="list-style-type: none"> <li>Head Start Credit Card/Open Account Transactions Summary October 2024</li> </ul>	Christina McGuire Day HS	Emily Vargus Eldorado	X	0
5. <b>Approval of</b> <ul style="list-style-type: none"> <li>Grant Funding Approval</li> </ul>	Christina McGuire Day HS	Emily Vargus Eldorado	X	0
6. <b>Approval of</b> <ul style="list-style-type: none"> <li>Change of Scope</li> </ul>	Christina McGuire Day HS	Emily Vargus Eldorado	X	0
7. <b>Approval of</b> <ul style="list-style-type: none"> <li>Corrective Action Plan</li> </ul>	Christina McGuire Day HS	Pat Hill Community Rep	X	0
8. <b>Information and Reports</b> <ul style="list-style-type: none"> <li>Director's Report</li> </ul>				

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

<b>Any Motions:</b>
<p>1. Policy Council November Minutes-</p> <ul style="list-style-type: none"> <li>• No Discussion</li> </ul>
<p>2. HO7- Main Operating Grant</p> <ul style="list-style-type: none"> <li>• This is our main operating grant. We are in our 5th month of operation and should be at 41.65%. We are currently in line with HS at 36.86% and EHS at 42.45%. ??</li> </ul>
<p>3. HO8 – Nutrition</p> <ul style="list-style-type: none"> <li>• This is the first month of our new Nutrition grant which displays our CACFP reimbursement. We are showing a \$2,365.19 balance.</li> </ul>
<p>4. Credit Card Summary</p> <ul style="list-style-type: none"> <li>• Credit Card Transactions for the month of October are at \$80,156.05. The First Financial Card is a bit higher this month due to Administration trainings that took place in Dallas and Nevada.</li> </ul>
<p>5. Grant Funding Approval</p> <ul style="list-style-type: none"> <li>• We need approval from PC and EC to apply for grant funds for the next school year in the amount of \$7, 413,457.00. Listed below you can see the breakdown for HS vs EHS, Training and Technical Assistance funds and what are planned enrollment will be.</li> </ul>
<p>6. Change of Scope</p> <ul style="list-style-type: none"> <li>• We are seeking approval to begin working on a change of scope for the program. We have been meeting with several people from the OHS to see if this is a good option for us as we are trying to achieve the new standard requirements release by the OHS. Right now we are underenrolled and will be seeking to reduce classroom sizes and hire more FSW to comply with the 40 family ratio</li> </ul>
<p>7. Corrective Action Plan</p> <ul style="list-style-type: none"> <li>• This is the incident that we have been speaking about the last couple of months. We have now put all the actions in a plan for the OHS. We are currently doing all the items on this plan and will continue active supervision training frequently.</li> </ul>

8. Director's Report

- Director's Report – These are program number for September of 2024. Enrollment for HS is at 95% across the program and EHS is at 96%. Disability is at 5%. We served 23,678 meals with reimbursement amount of \$66,817.64. Head Start News: We are beginning work this month on our grant application and change of scope. We are also meeting with our Family Service Workers this month to develop and new and easier enrollment process for the 2025-2026 School Year.

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

Stacy Walker FAMCO Manager out on

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Policy Council Chairman

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Date



## Agenda Item # 2







## Agenda Item # 3

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
 From 6/1/2024 Through 11/30/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Budget Used
<b>H07</b>	<b>HHS-ACF Grant H07, Head Start FY 24-25</b>				
<b>004</b>	<b>Revenue</b>				
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	3,638,066.75	(4,267,010.25)	46.02%
4411000	IK Contributions	1,853,365.00	521,408.15	(1,331,956.85)	28.13%
4523000	Local Revenue	9,201.11	7,060.64	(2,140.47)	76.73%
<b>Total 004</b>	<b>Revenue</b>	<b>9,767,643.11</b>	<b>4,166,535.54</b>	<b>(5,601,107.57)</b>	<b>42.66%</b>
<b>400</b>	<b>Head Start CAN NO 9-G064122</b>				
5110000	General Wages	2,429,666.00	1,209,092.50	1,220,573.50	49.76%
5119000	Holiday Work Time	3,160.02	1,316.44	1,843.58	41.65%
5150000	Vacation Time Allocation	27,297.70	13,814.85	13,482.85	50.60%
5151000	Medicare Tax	34,188.36	16,871.94	17,316.42	49.34%
5172000	Workers Comp Insurance	33,756.02	16,943.92	16,812.10	50.19%
5173000	SUTA	2,992.85	1,537.83	1,455.02	51.38%
5174000	Health Insurance Benefit	728,848.82	364,263.93	364,584.89	49.97%
5175000	Dental Insurance Benefit	25,892.54	12,236.04	13,656.50	47.25%
5176000	Life Insurance Benefit	17,047.55	8,563.34	8,484.21	50.23%
5177000	HSA Insurance Benefit	30,041.92	4,418.12	25,623.80	14.70%
5181000	Retirement	277,232.22	133,150.17	144,082.05	48.02%
5199000	Indirect Allocation	256,596.00	128,322.69	128,273.31	50.00%
5200000	Employee Health and Welfare	8,741.29	-	8,741.29	0.00%
5206000	HR Service Center	145,847.04	70,141.30	75,705.74	48.09%
5207000	Procurement Service Center	69,324.43	31,395.39	37,929.04	45.28%
5208000	Information Technology Service Center	86,760.16	75,756.98	11,003.18	87.31%
5291000	Contract Services	49,545.00	19,272.55	30,272.45	38.89%
5293000	HS Health & Disab Svc	6,451.18	132.66	6,318.52	2.05%
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	1,062.70	1,959.73	35.16%
5309000	Travel-In Region	1,872.68	204.75	1,667.93	10.93%
5310000	Travel-Out of Region	2,288.32	-	2,288.32	0.00%
5351000	Fuel	1,100.75	643.61	457.14	58.47%
5361000	Vehicle Maintenance	571.75	237.97	333.78	41.62%
5413000	HS Site Rent	90,000.15	71,579.35	18,420.80	79.53%
5433000	HS Site Center Utilities	77,615.59	38,584.23	39,031.36	49.71%
5451000	Facility Allocation	74,185.98	25,474.70	48,711.28	34.33%
5453000	HS Site Center Bldg Maint	106,151.90	46,939.38	59,212.52	44.21%
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%
5510000	Supplies	30,571.32	14,087.22	16,484.10	46.07%
5512000	HS Class Room Supplies	89,871.89	38,056.85	51,815.04	42.34%
5514000	HS Medical Supplies	6,491.42	1,304.85	5,186.57	20.10%

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
 From 6/1/2024 Through 11/30/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Budget Used
5515000	HS Disability Supplies	3,160.56	650.79	2,509.77	20.59%
5518000	HS Diapers and Wipes	16,441.06	2,753.35	13,687.71	16.74%
5622000	Internal Computer/Software	77,556.64	18,304.79	59,251.85	23.60%
5632000	Copier	28,874.03	12,214.24	16,659.79	42.30%
5711000	Insurance	8,617.60	2,526.24	6,091.36	29.31%
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	1,020.21	1,429.15	41.65%
5760000	HS Site Center Communications	19,458.54	9,746.36	9,712.18	50.08%
5762000	Postage/freight	1,148.71	255.88	892.83	22.27%
5791000	Other	3,489.89	-	3,489.89	0.00%
5796000	Safety	1,606.63	768.94	837.69	47.86%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(5,471,847.89)</b>	<b>(2,393,647.06)</b>	<b>3,078,200.83</b>	<b>43.74%</b>
<b>401</b>	<b>Early Head Start CAN NO 9-G064122</b>				
5110000	General Wages	1,323,896.89	662,585.98	661,310.91	50.04%
5119000	Holiday Work Time	1,232.11	513.11	719.00	41.64%
5150000	Vacation Time Allocation	6,044.79	2,839.49	3,205.30	46.97%
5151000	Medicare Tax	18,463.17	9,189.52	9,273.65	49.77%
5172000	Workers Comp Insurance	16,608.87	8,331.05	8,277.82	50.16%
5173000	SUTA	1,105.74	525.32	580.42	47.50%
5174000	Health Insurance Benefit	393,452.69	197,824.14	195,628.55	50.27%
5175000	Dental Insurance Benefit	13,417.18	6,793.24	6,623.94	50.63%
5176000	Life Insurance Benefit	9,623.00	4,873.35	4,749.65	50.64%
5177000	HSA Insurance Benefit	5,569.35	2,428.14	3,141.21	43.59%
5181000	Retirement	146,018.22	72,940.82	73,077.40	49.95%
5199000	Indirect Allocation	139,288.00	69,757.14	69,530.86	50.08%
5200000	Employee Health and Welfare	1,544.58	-	1,544.58	0.00%
5206000	HR Service Center	24,018.44	15,771.72	8,246.72	65.66%
5207000	Procurement Service Center	11,260.01	7,316.24	3,943.77	64.97%
5208000	Information Technology Service Center	28,906.96	18,776.58	10,130.38	64.95%
5291000	Contract Services	13,304.85	7,113.55	6,191.30	53.46%
5293000	HS Health & Disab Svc	46.85	46.85	-	100.00%
5294000	HS Policy Council	11.01	-	11.01	0.00%
5295000	HS Nutrition Service	42.23	-	42.23	0.00%
5296000	HS Parent Service	1,192.25	486.69	705.56	40.82%
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	38.65	18.69	67.40%
5413000	HS Site Rent	31,111.09	26,999.65	4,111.44	86.78%
5433000	HS Site Center Utilities	29,350.96	14,449.28	14,901.68	49.22%
5451000	Facility Allocation	8,451.55	5,070.01	3,381.54	59.98%

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
 From 6/1/2024 Through 11/30/2024

Account Code	Account Title	YTD Budget \$	YTD Actual	YTD Budget \$ Variance	Percent Budget Used
5453000	HS Site Center Bldg Maint	31,600.55	14,266.73	17,333.82	45.14%
5506000	Janitorial and Facility Supplies	52.80	-	52.80	0.00%
5510000	Supplies	11,544.01	5,501.85	6,042.16	47.65%
5512000	HS Class Room Supplies	20,000.52	4,657.21	15,343.31	23.28%
5514000	HS Medical Supplies	680.91	431.84	249.07	63.42%
5515000	HS Disability Supplies	247.20	81.70	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	1,404.08	2,036.40	40.81%
5622000	Internal Computer/Software	19,000.24	6,403.05	12,597.19	33.69%
5632000	Copier	7,665.28	3,193.46	4,471.82	41.66%
5711000	Insurance	1,615.20	427.10	1,188.10	26.44%
5721000	Printing	1,625.53	677.23	948.30	41.66%
5722000	Ads & Promotions	606.64	-	606.64	0.00%
5753000	Dues and fees	763.17	101.83	661.34	13.34%
5760000	HS Site Center Communications	5,249.33	2,616.33	2,633.00	49.84%
5762000	Postage/freight	664.42	-	664.42	0.00%
5796000	Safety	1,041.39	185.48	855.91	17.81%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,329,945.35)</b>	<b>(1,174,618.41)</b>	<b>1,155,326.94</b>	<b>50.41%</b>
<b>402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>				
5308000	Head Start T & T A	56,824.00	41,063.67	15,760.33	72.26%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(41,063.67)</b>	<b>15,760.33</b>	<b>72.26%</b>
<b>403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>				
5308000	Head Start T & T A	28,858.00	14,636.81	14,221.19	50.72%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>	<b>(28,858.00)</b>	<b>(14,636.81)</b>	<b>14,221.19</b>	<b>50.72%</b>
<b>407</b>	<b>Head Start Nutrition</b>				
5295000	HS Nutrition Service	200.00	120.16	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	-	100.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(17,601.76)</b>	<b>(17,521.92)</b>	<b>79.84</b>	<b>99.55%</b>
<b>409</b>	<b>Head Start InKind</b>				
6791000	InKind Other	1,853,365.00	521,408.15	1,331,956.85	28.13%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,853,365.00)</b>	<b>(521,408.15)</b>	<b>1,331,956.85</b>	<b>28.13%</b>
<b>997</b>	<b>Non Project</b>				
5200000	Employee Health and Welfare	4,099.20	2,049.60	2,049.60	50.00%
5510000	Supplies	251.92	163.71	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	-	100.00%
5753000	Dues and fees	20.00	17.34	2.66	86.70%
<b>Total 997</b>	<b>Non Project</b>	<b>(9,201.11)</b>	<b>(7,060.64)</b>	<b>2,140.47</b>	<b>76.73%</b>
<b>Total Expenditures</b>		<b>(9,767,643.11)</b>	<b>(4,169,956.66)</b>	<b>5,597,686.45</b>	<b>42.69%</b>

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
 From 6/1/2024 Through 11/30/2024

<b>Account Code</b>	<b>Account Title</b>	<b>YTD Budget \$</b>	<b>YTD Actual</b>	<b>YTD Budget \$ Variance</b>	<b>Percent Budget Used</b>
	Head Start (Project 400, 402)	(7,801,793.24)	(3,568,265.47)	4,233,527.77	45.74%
	Early Head Start (Project 401, 403)	(2,358,803.35)	(1,189,255.22)	1,169,548.13	50.42%
	CACFP (Project 407)	(17,601.76)	(17,521.92)	79.84	99.55%
	<b>Total Federal</b>	<b>(10,178,198.35)</b>	<b>(4,775,042.61)</b>	<b>5,403,155.74</b>	<b>46.91%</b>
	<b>Total Non-Federal, includes any Local Funds</b>	<b>(1,862,566.11)</b>	<b>(528,468.79)</b>	<b>1,334,097.32</b>	<b>28.37%</b>
	<b>Grand Total Head Start Expenditures</b>	<b>(12,040,764.46)</b>	<b>(5,303,511.40)</b>	<b>6,737,253.06</b>	<b>44.05%</b>
	<b>Non-Federal Percentage of Total Expenditures</b>	<b>9.96%</b>	<b>match of 20%</b>		
	Head Start Admin Expenditures	376,035.83			
	Administrative Indirect Expenditures	198,079.83			
	<b>Total Administrative Costs</b>	<b>574,115.66</b>			
	<b>Administrative Percentage of Approved Budget</b>	<b>10.83%</b>	<b>max of 15%</b>		



# Agenda Item # 4

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25  
 From 10/1/2024 Through 11/30/2024

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08	Grant H08, CACFP Head Start Nutrition FY 24-25				
004	Revenue				
4221000	CACFP Nutrition CFDA 10.558	769,173.60	118,309.82	(650,863.78)	15.38%
Total 004	Revenue	769,173.60	118,309.82	(650,863.78)	15.38%
407	Head Start Nutrition				
5110000	General Wages	89,114.62	11,242.37	77,872.25	12.61%
5151000	Medicare Tax	1,292.00	138.28	1,153.72	10.70%
5172000	Workers Comp Insurance	3,433.00	563.04	2,869.96	16.40%
5173000	SUTA	61.00	49.46	11.54	81.08%
5174000	Health Insurance Benefit	35,668.00	2,938.33	32,729.67	8.23%
5175000	Dental Insurance Benefit	1,462.00	102.90	1,359.10	7.03%
5176000	Life Insurance Benefit	706.00	51.77	654.23	7.33%
5177000	HSA Insurance Benefit	3,868.00	16.46	3,851.54	0.42%
5181000	Retirement	9,912.00	1,236.66	8,675.34	12.47%
5199000	Indirect Allocation	5,025.00	1,176.44	3,848.56	23.41%
5291000	Contract Services	35,000.00	100.00	34,900.00	0.28%
5295000	HS Nutrition Service	482,431.98	77,785.99	404,645.99	16.12%
5513000	HS Food Serv Sup	101,000.00	13,022.19	87,977.81	12.89%
5761000	Communications	200.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(108,423.89)	660,749.71	14.10%
Report Difference		0.00	9,885.93	9,885.93	100.00%



# Agenda Item # 5



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

<b>Head Start Transactions</b>	<b>November, 2024</b>
Citibank P-Card	11,243.57
Dean's Dairy	4,028.39
First Financial Credit Card	3,794.33
Lowes Pay and Save	685.01
Sysco Food Services	26,994.86
West Texas Fire Extinguisher	3,624.85
	<hr/>
	\$ 50,371.01
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CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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>
5293000	HS Health & Disab Svc	11/14/2024	004228	Head Start purchase of food for Health/Mental Health Advisory Committee meeting CB HS2	155.30
5293000	HS Health & Disab Svc	11/14/2024	71620721	Head Start purchase of drinks for Health/Mental Health Advisory Committee meeting CB HS2	24.21
5296000	HS Parent Service	11/1/2024	9809513-4414602 CM	Head Start credit for returned decoration not used for MHMR event CBG	(37.57)
5308000	Head Start T & T A	10/18/2024	001131887	Head Start annual license renewal of Quorum Admin Reporting (to track progress and assign training for on-line training platform) from 11/01/24 to 10/31/25	143.45
5308000	Head Start T & T A	10/30/2024	1803320	Rio Vista HS CDA renewal fee for B.C. CB HS2	125.00
5308000	Head Start T & T A	11/6/2024	1804939	Day HS CDA renewal fee for J.C. CB HS	125.00
5308000	Head Start T & T A	11/7/2024	024776	Rio Vista EHS purchase of cups and Head Start purchase of creamer for team building workshop CB HS	19.70
5308000	Head Start T & T A	11/12/2024	165535	CLASS certification extension for M.H. CB HS	80.00
5308000	Head Start T & T A	11/19/2024	165966	Observer recertification for C.M. CB HS2	135.00
5351000	Fuel	10/25/2024	009436	Eden HS and Menard HS/EHS purchase of fuel for program vehicle CB HS	42.21
5351000	Fuel	11/14/2024	025775	Head Start purchase of fuel for program vehicle CB HS	36.84
5433000	HS Site Center Utilities	10/15/2024	221727-180106 09-24	Day HS/EHS water utility service from 09/09/24 to 10/09/24 (acct# 221727-180106) CBG	218.83
5433000	HS Site Center Utilities	10/31/2024	0691-001322893	Rio Vista Head Start trash service for acct# 3-0691-2402993 from 11/01/24 to 11/30/24, including waste/recycling overages from 10/04/24 to 10/30/24 CBG	737.22

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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>
5433000	HS Site Center Utilities	10/31/2024	0691-001323253	Day Head Start trash service for acct# 3-0691-2405694 from 11/01/24 to 11/30/24 CBG	947.94
5433000	HS Site Center Utilities	11/4/2024	221727-179684 10-24	Rio Vista HS/EHS water utility service from 09/27/24 to 10/25/24 (acct# 221727-179684) CBG	1,090.23
5453000	HS Site Center Bldg Maint	10/21/2024	029574	Rio Vista HS/EHS services, parts, and labor to repair washing machine that was not draining properly CBG2	284.04
5453000	HS Site Center Bldg Maint	10/30/2024	87096	Eden HS and Eldorado HS purchase of ceiling fans and mini blinds CB HS	421.90
5453000	HS Site Center Bldg Maint	11/1/2024	2yp25rjptvud	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I172445) and Rio Vista (Invoice I172510) Head Start sites from 10/01/24 to 10/31/24 CBG	155.00
5453000	HS Site Center Bldg Maint	11/20/2024	1709170	Rio Vista EHS purchase of sink faucet for room 2 CB FAC	39.60
5453000	HS Site Center Bldg Maint	11/20/2024	8565324-155063...	Rio Vista HS purchase of grabber tool CBG2	12.99
5453000	HS Site Center Bldg Maint	11/22/2024	33974	Rio Vista HS/EHS purchase of paint and supplies CB FAC	139.07
5453000	HS Site Center Bldg Maint	11/25/2024	5569415-6753831	Rio Vista HS purchase of diaphragm pump for sink CBG2	147.99
5453000	HS Site Center Bldg Maint	11/25/2024	84594	Rio Vista HS/EHS purchase of paint and supplies CB FAC	148.20
5510000	Supplies	10/3/2024	4524479-3656268 CM-1	Menard HS/EHS refund for trash can lost in shipment CBG	(49.00)
5510000	Supplies	10/25/2024	5646259-6546634	Eden HS purchase of laminating sheets, ink cartridges, and toner CBG2	32.99
5510000	Supplies	10/31/2024	10228140341	Rio Vista HS/EHS purchase of paper cups CBG2	269.60

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	10/31/2024	6665333-7939416	Head Start purchase of iPad case and chargers for Admin staff member M.R. CBG2	41.98
5510000	Supplies	11/4/2024	3636623-8844258	Day HS purchase of laptop charger/power cable replacement for staff member B.W. CBG2	17.99
5510000	Supplies	11/5/2024	062469	Head Start purchase of book rings for event CB HS2	14.82
5510000	Supplies	11/7/2024	9958839-7156264	Rio Vista EHS purchase of laptop charger for staff member A.T. CBG2	22.99
5510000	Supplies	11/14/2024	10232949164	Rio Vista HS/EHS purchase of shop rags - 8 boxes CBG2	45.28
5510000	Supplies	11/19/2024	3121329-2266635	Rio Vista EHS purchase of exam table paper - 6 cases CBG2	313.44
5510000	Supplies	11/20/2024	0789670-3213063	Head Start purchase of colored plastic folders for all centers CBG2	69.04
5510000	Supplies	11/20/2024	1154769-0853061	Head Start purchase of magnetic white board and cork bulletin board for Classroom Support Specialist CBG2	119.98
5510000	Supplies	11/21/2024	000778	Day HS, Rio Vista EHS, and Head Start purchase of nutrition items and office supplies CB HS	36.40
5510000	Supplies	11/29/2024	10785205076	Head Start purchase of laptop charger for Admin staff member CBG2	46.24
5512000	HS Class Room Supplies	10/25/2024	5646259-6546634	Eden HS purchase of laminating sheets, ink cartridges, and toner CBG2	72.94
5512000	HS Class Room Supplies	10/29/2024	5091883-8673820	Eden HS purchase of toner cartridge CBG2	21.59
5512000	HS Class Room Supplies	10/30/2024	030795	Eldorado HS purchase of trash cans for classroom CB HS2	68.92
5512000	HS Class Room Supplies	10/31/2024	10228140341	Rio Vista HS/EHS purchase of paper cups CBG2	269.60
5512000	HS Class Room Supplies	11/5/2024	10230036896	Menard HS purchase of Dyson V8 Origin Extra cordless vacuum cleaner CBG2	269.98

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/14/2024	034225	Rio Vista HS purchase of storage totes for room 19 CB HS2	48.79
5512000	HS Class Room Supplies	11/14/2024	082195	Rio Vista HS purchase of storage totes for room 19 CB HS	13.94
5512000	HS Class Room Supplies	11/14/2024	10232949164	Rio Vista HS/EHS purchase of shop rags - 8 boxes CBG2	45.28
5512000	HS Class Room Supplies	11/19/2024	165968	Head Start purchase of CLASS scoring sheets and Dimensions Guide for teaching staff CB HS2	210.00
5514000	HS Medical Supplies	11/20/2024	061628	Head Start purchase of storage bins for medical supplies CB HS2	56.81
5515000	HS Disability Supplies	11/20/2024	1306633-1061005	Day HS and Rio Vista HS purchase of disability supplies (seating - Sit 'n Spin) CBG2	36.07
5515000	HS Disability Supplies	11/20/2024	3563332-4039413	Day HS and Rio Vista HS purchase of disability supplies (seating - Teeter Popper) CBG2	49.95
5515000	HS Disability Supplies	11/20/2024	7012013-3370607	Day HS and Rio Vista HS purchase of disability supplies (seating - rocker board) CBG2	18.51
5518000	HS Diapers and Wipes	11/4/2024	10229765406	Eldorado HS purchase of Pull Ups (girls' 3T-4T and boys' 3T-4T and 4T-5T) CBG2	110.94
5760000	HS Site Center Communications	10/8/2024	0708195 10-24	Head Start rural phone/internet service from 10/08/24 to 11/07/24 CBG	561.53
5760000	HS Site Center Communications	11/10/2024	07710150890010 11-24	Day HS/EHS phone service for acct# 07710-150890-01-0 from 10/25/24 to 11/24/24 CBG	230.74
5760000	HS Site Center Communications	11/12/2024	52104-61 11-24	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 11/12/24 to 12/12/24 CBG2	420.00
5760000	HS Site Center Communications	11/17/2024	07710150887017 11-24	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 11/01/24 to 11/30/24 CBG	163.71

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5760000	HS Site Center Communications	11/25/2024	07710150503019 11-24	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 11/15/24 to 12/14/24 CBG	324.14
5760000	HS Site Center Communications	11/25/2024	07710150505015 11-24	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 11/15/24 to 12/14/24 CBG	367.82
5796000	Safety	10/28/2024	405SP0000465842	Criminal history search for prospective new employee on V.R. (Day HS) CB HR	3.32
5796000	Safety	11/8/2024	405SP0000472695	Criminal history search for prospective new employee on M.G. (Rio Vista HS) CB HR	9.46
5796000	Safety	11/12/2024	405SP0000474283	Criminal history search for prospective new employee on M.B. (Day HS) CB HR	3.32
5796000	Safety	11/12/2024	405SP0000474287	Criminal history search for prospective new employee on V.V. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	11/21/2024	UZTX5S9Q68	Daycare licensing (fingerprinting) for prospective Head Start employee M.B. (Day HS) CB HR	40.58
					9,595.16
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					9,595.16

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	10/15/2024	033611	Day HS/EHS purchase of lactose free milk, soy milk, and pediatric drinks CB HS2	115.06
5295000	HS Nutrition Service	10/31/2024	098227	Rio Vista HS/EHS purchase of lactose free milk CB HS	20.28
5295000	HS Nutrition Service	11/5/2024	087375	Rio Vista HS/EHS purchase of lactose free milk CB HS2	55.56
5295000	HS Nutrition Service	11/14/2024	042736	Rio Vista HS/EHS purchase of nutrition items and supplies CB HS2	229.87
5295000	HS Nutrition Service	11/18/2024	065540	Rio Vista HS purchase of nutrition items - 4 bags apples CB HS	13.92
5295000	HS Nutrition Service	11/21/2024	000778	Day HS, Rio Vista EHS, and Head Start purchase of nutrition items and office supplies CB HS	84.91
5513000	HS Food Serv Sup	11/7/2024	024776	Rio Vista EHS purchase of cups and Head Start purchase of creamer for team building workshop CB HS	64.32
5513000	HS Food Serv Sup	11/7/2024	6655175	Day HS/EHS purchase of return grills for kitchen vents CB FAC	119.33
5513000	HS Food Serv Sup	11/12/2024	1348279-7363456	Rio Vista EHS purchase of suction plates and bowls CBG2	94.65
5513000	HS Food Serv Sup	11/14/2024	042736	Rio Vista HS/EHS purchase of nutrition items and supplies CB HS2	66.23
5513000	HS Food Serv Sup	11/14/2024	10232949164	Rio Vista HS/EHS purchase of shop rags - 8 boxes CBG2	45.28
5513000	HS Food Serv Sup	11/19/2024	104737351	Ozona HS purchase of Edlund 203 115V electric can opener CBG	739.00
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	1,648.41
Report Opening/Current Balance					

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Transaction Totals				11,243.57
	Report Current Balances				<hr/> <hr/>



CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/4/2024	652274450	Day HS/EHS purchase of milk for children - 54 whole 9/CS and 144 1% 9/CS	619.44
5295000	HS Nutrition Service	11/5/2024	650675991	Eden HS purchase of milk for children - 15 1% 9/CS	46.94
5295000	HS Nutrition Service	11/5/2024	652077371	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 198 1% 9/CS, and 12 2% lactose free 6BX	703.50
5295000	HS Nutrition Service	11/5/2024	652274478	Day HS/EHS purchase of milk for children - 18 1% lactose free 6BX	83.76
5295000	HS Nutrition Service	11/6/2024	650676000	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 18 1% 9/CS	65.70
5295000	HS Nutrition Service	11/6/2024	650676004	Eldorado HS purchase of milk for children - 12 1% 9/CS	37.55
5295000	HS Nutrition Service	11/6/2024	652274485	Ozona HS purchase of milk for children - 18 1% 9/CS	56.32
5295000	HS Nutrition Service	11/11/2024	652274760	Day HS/EHS purchase of milk for children - 54 whole 9/CS, 125 1% 9/CS, and 12 2% lactose free 6BX	615.81
5295000	HS Nutrition Service	11/12/2024	650676382	Eden HS purchase of milk for children - 9 1% 9/CS	28.16
5295000	HS Nutrition Service	11/12/2024	650676386	Menard HS/EHS purchase of milk for children - 4 whole 9/CS and 24 1% 9/CS	87.61
5295000	HS Nutrition Service	11/12/2024	652077662	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 162 1% 9/CS, and 6 2% lactose free 6BX	562.95
5295000	HS Nutrition Service	11/13/2024	650676391	Eldorado HS purchase of milk for children - 6 1% 9/CS	18.77
5295000	HS Nutrition Service	11/13/2024	652274795	Ozona HS purchase of milk for children - 9 1% 9/CS	28.16
5295000	HS Nutrition Service	11/18/2024	652275065	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 126 1% 9/CS, and 11 2% lactose free 6BX	529.84
5295000	HS Nutrition Service	11/19/2024	650676765	Eden HS purchase of milk for children - 6 1% 9/CS	18.77

CVCOG  
 Vendor Activity - Head Start Deans Dairy Corporate  
 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
 From 11/1/2024 Through 11/30/2024

<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	11/19/2024	652077955	Rio Vista HS/EHS purchase of milk for children - 9 whole 9/CS, 90 1% 9/CS, and 12 2% lactose free 6BX	365.57
5295000	HS Nutrition Service	11/20/2024	650676791	Eldorado HS purchase of milk for children - 8 1% 9/CS	25.03
5295000	HS Nutrition Service	11/20/2024	652275101	Ozona HS purchase of milk for children - 15 1% 9/CS	46.94
5295000	HS Nutrition Service	11/20/2024	652275102	Ozona HS credit for returned milk - 2 1% 9/CS	(6.26)
5295000	HS Nutrition Service	11/21/2024	652275142	Day EHS purchase of milk for children - 18 whole 9/CS	56.29
5295000	HS Nutrition Service	11/26/2024	650677139	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 9 1% 9/CS	37.54
					<hr/> 4,028.39
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	<hr/> 4,028.39
	Report Opening/Current Balance				<hr/>
	Report Transaction Totals				<hr/> 4,028.39
	Report Current Balances				<hr/> <hr/>

CVCOG  
Vendor Activity - Head Start First Financial Credit Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	10/17/2024	017163	Head Start purchase of fuel for return travel from Region VI Workforce Summit for S.L. SL FF	41.97
5308000	Head Start T & T A	10/17/2024	681377 A	Hotel stay for Region VI Workforce Summit for S.L. SL FF	403.41
5308000	Head Start T & T A	10/22/2024	10222024-1	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to dinner) SH FF	48.71
5308000	Head Start T & T A	10/22/2024	10222024-2	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to dinner) FF SH	25.96
5308000	Head Start T & T A	10/22/2024	10222024-3	Head Start Uber transportation during Elevate Conscious Discipline Conference (dinner to hotel) SH FF	20.98
5308000	Head Start T & T A	10/23/2024	10232024	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to breakfast) SH FF	14.96
5308000	Head Start T & T A	10/23/2024	10232024-1	Head Start Uber transportation during Elevate Conscious Discipline Conference (breakfast to hotel) SH FF	22.30
5308000	Head Start T & T A	10/23/2024	10232024-2	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to dinner) SH FF	18.98
5308000	Head Start T & T A	10/23/2024	10232024-3	Head Start Uber transportation during Elevate Conscious Discipline Conference (dinner to hotel) SH FF	14.96
5308000	Head Start T & T A	10/24/2024	10242024-1	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to dinner) FF SH	10.91
5308000	Head Start T & T A	10/24/2024	10242024-2	Head Start Uber transportation during Elevate Conscious Discipline Conference (dinner to hotel) FF SH	13.93
5308000	Head Start T & T A	10/25/2024	015230	Head Start purchase of resource books from conference SH FF	240.59

CVCOG  
Vendor Activity - Head Start First Financial Credit Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	10/25/2024	10252024	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to lunch) SH FF	15.98
5308000	Head Start T & T A	10/25/2024	10252024-1	Head Start Uber transportation during Elevate Conscious Discipline Conference (lunch to hotel) SH FF	30.90
5308000	Head Start T & T A	10/25/2024	10252024-2	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to dinner) SH FF	19.81
5308000	Head Start T & T A	10/25/2024	10252024-3	Head Start Uber transportation during Elevate Conscious Discipline Conference (dinner to hotel) SH FF	17.89
5308000	Head Start T & T A	10/25/2024	315233	Head Start purchase of book for training - Managing Emotional Mayhem MM FF	34.68
5308000	Head Start T & T A	10/26/2024	10262024	Head Start Uber transportation during Elevate Conscious Discipline Conference (hotel to airport) SH FF	35.33
5308000	Head Start T & T A	10/26/2024	455865338666	Hotel stay for Elevate Conscious Discipline Conference for M.M. MM FF	822.37
5308000	Head Start T & T A	10/26/2024	455865338857	Hotel stay for Elevate Conscious Discipline Conference for S.H. SH FF	585.02
5308000	Head Start T & T A	10/26/2024	455865338993	Hotel stay for Elevate Conscious Discipline Conference for M.R. MR FF	585.02
5308000	Head Start T & T A	10/26/2024	4558655338714	Hotel stay for Elevate Conscious Discipline Conference for C.M. CM FF	585.02
5308000	Head Start T & T A	10/26/2024	516261	Head Start purchase of overnight airport parking to attend Elevate Conscious Discipline Conference MM FF	46.00
5351000	Fuel	10/22/2024	112283	Head Start purchase of fuel for program vehicle CM FF	35.37
5351000	Fuel	11/6/2024	516083	Head Start purchase of fuel for program vehicle CM FF	45.58
5351000	Fuel	11/13/2024	473190	Head Start purchase of fuel for program vehicle CM FF	41.35

CVCOG  
 Vendor Activity - Head Start First Financial Credit Card  
 H07 - HHS-ACF Grant H07, Head Start FY 24-25  
 From 11/1/2024 Through 11/30/2024

<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>
5753000	Dues and fees	10/23/2024	10232024-4	Head Start Uber cancellation fee during Elevate Conscious Discipline Conference SH FF	5.41
5753000	Dues and fees	11/3/2024	11032024	Head Start purchase of Uber transportation FF CR	10.94
					<hr/>
					3,794.33
					<hr/>
					3,794.33
Report Opening/Current Balance					<hr/>
Report Transaction Totals					<hr/>
					3,794.33
Report Current Balances					<hr/> <hr/>

CVCOG  
 Vendor Activity - Head Start Lowes Pay and Save  
 H07 - HHS-ACF Grant H07, Head Start FY 24-25  
 From 11/1/2024 Through 11/30/2024

<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	9/30/2024	240930-120-1-1-17	Eldorado HS purchase of nutrition items	12.25
					<u>12.25</u>
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	12.25

CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	10/2/2024	241002-21-1-1-20	Eldorado HS purchase of nutrition items	6.67
5295000	HS Nutrition Service	10/8/2024	241008-120-1-1-18	Eldorado HS purchase of nutrition items	23.94
5295000	HS Nutrition Service	10/11/2024	241011-120-1-1-6	Eldorado HS purchase of nutrition items	3.86
5295000	HS Nutrition Service	10/15/2024	241015-120-1-1-23	Eldorado HS purchase of nutrition items	15.06
5295000	HS Nutrition Service	10/16/2024	241016-21-1-1-21	Eldorado HS purchase of nutrition items	19.34
5295000	HS Nutrition Service	10/16/2024	241016-21-1-1-6	Eldorado HS purchase of nutrition items	4.68
5295000	HS Nutrition Service	10/21/2024	241021-120-1-1-15	Eldorado HS purchase of nutrition items	36.37
5295000	HS Nutrition Service	10/22/2024	241022-120-1-1-4	Eldorado HS purchase of nutrition items	7.45
5295000	HS Nutrition Service	10/28/2024	241028-192-2-2-11	Eden HS purchase of nutrition items	54.69
5295000	HS Nutrition Service	10/28/2024	241028-207-1-1-5	Ozona HS purchase of nutrition items	21.16
5295000	HS Nutrition Service	10/29/2024	241029-118-1-1-15	Eldorado HS purchase of nutrition items	20.59
5295000	HS Nutrition Service	10/29/2024	241029-357-3-3-18	Menard HS/EHS purchase of nutrition items	28.45
5295000	HS Nutrition Service	10/31/2024	241031-120-1-1-7	Eldorado HS purchase of nutrition items	4.49
5295000	HS Nutrition Service	11/1/2024	241101-239-3-3-2	Ozona HS purchase of nutrition items	2.39
5295000	HS Nutrition Service	11/1/2024	241101-239-3-3-30	Ozona HS purchase of nutrition items	55.27
5295000	HS Nutrition Service	11/5/2024	241105-374-1-1-16	Menard HS/EHS purchase of nutrition items	27.75
5295000	HS Nutrition Service	11/7/2024	241107-192-2-2-32	Eden HS purchase of nutrition items	27.12
5295000	HS Nutrition Service	11/7/2024	241107-239-3-3-37	Ozona HS purchase of nutrition items	57.50
5295000	HS Nutrition Service	11/13/2024	241113-207-1-1-38	Ozona HS purchase of nutrition items	3.03
5295000	HS Nutrition Service	11/13/2024	241113-428-1-1-...	Menard HS/EHS purchase of nutrition items	29.66
5295000	HS Nutrition Service	11/14/2024	241114-203-2-2-7	Eden HS purchase of nutrition items	49.13
5295000	HS Nutrition Service	11/15/2024	241115-311-2-2-4	Ozona HS purchase of nutrition items	71.07
5295000	HS Nutrition Service	11/19/2024	241119-192-2-2-84	Eden HS purchase of nutrition items	63.52
5295000	HS Nutrition Service	11/19/2024	241119-426-1-1-39	Menard HS/EHS purchase of nutrition items	24.12
5295000	HS Nutrition Service	11/20/2024	241120-192-2-2-20	Eden HS purchase of nutrition items	15.45
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	672.76

CVCOG  
 Vendor Activity - Head Start Lowes Pay and Save  
 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
 From 11/1/2024 Through 11/30/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					685.01
Report Current Balances					



CVCOG  
Vendor Activity - Head Start Sysco  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/5/2024	278980149	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,275.85
5295000	HS Nutrition Service	11/7/2024	278981496	Rio Vista HS/EHS credit for sales error on pineapple	(19.85)
5295000	HS Nutrition Service	11/7/2024	278981649	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,555.10
5295000	HS Nutrition Service	11/7/2024	278981673	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	980.06
5295000	HS Nutrition Service	11/11/2024	278984165	Day HS/EHS purchase of nutrition items for children	108.40
5295000	HS Nutrition Service	11/11/2024	278984269	Rio Vista HS/EHS purchase of nutrition items for children	43.29
5295000	HS Nutrition Service	11/12/2024	278984809	Rio Vista HS/EHS purchase of nutrition items	43.29
5295000	HS Nutrition Service	11/12/2024	278985024	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,562.93
5295000	HS Nutrition Service	11/14/2024	278986371	Ozona HS purchase of nutrition items for children	978.20
5295000	HS Nutrition Service	11/14/2024	278986380	Eldorado HS purchase of nutrition items for children	683.76
5295000	HS Nutrition Service	11/14/2024	278986410	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,576.70
5295000	HS Nutrition Service	11/14/2024	278986434	Eden HS purchase of nutrition items for children and kitchen supplies	1,315.31
5295000	HS Nutrition Service	11/18/2024	278989068	Day HS/EHS purchase of nutrition items for children	121.52
5295000	HS Nutrition Service	11/19/2024	278989631	Day HS/EHS purchase of nutrition items for children	173.16
5295000	HS Nutrition Service	11/19/2024	278989838	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	4,094.70
5295000	HS Nutrition Service	11/21/2024	278991304	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,200.31
5513000	HS Food Serv Sup	11/5/2024	278980149	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	485.31

CVCOG  
Vendor Activity - Head Start Sysco  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/7/2024	278981649	Day HS/EHS purchase of nutrition items for children and kitchen supplies	512.98
5513000	HS Food Serv Sup	11/7/2024	278981673	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	29.96
5513000	HS Food Serv Sup	11/12/2024	278985024	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	465.85
5513000	HS Food Serv Sup	11/14/2024	278986410	Day HS/EHS purchase of nutrition items for children and kitchen supplies	359.50
5513000	HS Food Serv Sup	11/14/2024	278986434	Eden HS purchase of nutrition items for children and kitchen supplies	139.88
5513000	HS Food Serv Sup	11/18/2024	278989013	Day HS/EHS purchase of kitchen supplies	24.30
5513000	HS Food Serv Sup	11/19/2024	278989838	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	224.31
5513000	HS Food Serv Sup	11/21/2024	278991123	Rio Vista HS/EHS credit for sales error on foam cups	(75.46)
5513000	HS Food Serv Sup	11/21/2024	278991304	Day HS/EHS purchase of nutrition items for children and kitchen supplies	135.50
					26,994.86
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	26,994.86
Report Opening/Current Balance					
Report Transaction Totals					26,994.86
Report Current Balances					

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/4/2024	306967-01	Rio Vista HS/EHS purchase of facial tissue and plastic cups	145.21
5510000	Supplies	11/13/2024	307801	Rio Vista HS/EHS purchase of laundry detergent, paper towels, trash can liners, glass cleaner, and facial tissue	139.14
5510000	Supplies	11/18/2024	308077	Eldorado HS purchase of paper towels, disinfectants, latex gloves, toilet brushes, trash can liners, mop heads, and plastic cups	673.11
5510000	Supplies	11/19/2024	308088	Ozona HS purchase of deck mop and facial tissue	41.41
5510000	Supplies	11/19/2024	308134	Ozona HS purchase of deck mop	9.28
5510000	Supplies	11/20/2024	306952-01	Day EHS purchase of feather duster	3.20
5510000	Supplies	11/20/2024	306967-02	Rio Vista HS/EHS purchase of reusable disposable towels	60.94
5510000	Supplies	11/20/2024	308182	Rio Vista HS/EHS purchase of wipes, paper towels, gloves, trash can liners, air spray, furniture polish, toilet tissue, and hand cleaner	503.14
5510000	Supplies	11/20/2024	308182-01	Rio Vista HS/EHS purchase of paper towels	39.29
5510000	Supplies	11/20/2024	308222	Day HS purchase of paper and reusable towels, trash can liners, toilet tissue, disinfectant/deodorant, and hand cleansers	761.62
5512000	HS Class Room Supplies	11/4/2024	306967-01	Rio Vista HS/EHS purchase of facial tissue and plastic cups	145.21
5512000	HS Class Room Supplies	11/13/2024	307801	Rio Vista HS/EHS purchase of laundry detergent, paper towels, trash can liners, glass cleaner, and facial tissue	139.15
5512000	HS Class Room Supplies	11/20/2024	304443-02	Day HS/EHS purchase of shop towels	198.00
5512000	HS Class Room Supplies	11/20/2024	306967-02	Rio Vista HS/EHS purchase of reusable disposable towels	60.94

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/20/2024	308182	Rio Vista HS/EHS purchase of wipes, paper towels, gloves, trash can liners, air spray, furniture polish, toilet tissue, and hand cleaner	498.82
5512000	HS Class Room Supplies	11/20/2024	308182-01	Rio Vista HS/EHS purchase of paper towels	39.29
					<u>3,457.75</u>
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					<u>3,457.75</u>

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 11/1/2024 Through 11/30/2024

<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	11/13/2024	307800	Day HS/EHS purchase of disinfecting wipes - 6 cases	68.52
5513000	HS Food Serv Sup	11/20/2024	306967-02	Rio Vista HS/EHS purchase of reusable disposable towels	60.94
5513000	HS Food Serv Sup	11/20/2024	308182	Rio Vista HS/EHS purchase of wipes, paper towels, gloves, trash can liners, air spray, furniture polish, toilet tissue, and hand cleaner	37.64
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	167.10
Report Opening/Current Balance					
Report Transaction Totals					3,624.85
Report Current Balances					



# Agenda Item # 6

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 12/31/2024

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
<b>H07</b>	<b>HHS-ACF Grant H07, Head Start FY 24-25</b>					
<b>004</b>	<b>Revenue</b>					
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	4,231,689.29	593,622.54	(3,673,387.71)	53.53%
4411000	IK Contributions	1,853,365.00	824,790.82	303,382.67	(1,028,574.18)	44.50%
4523000	Local Revenue	9,201.11	7,060.64	-	(2,140.47)	76.73%
<b>Total 004</b>	<b>Revenue</b>	<b>9,767,643.11</b>	<b>5,063,540.75</b>	<b>897,005.21</b>	<b>(4,704,102.36)</b>	<b>51.84%</b>
<b>400</b>	<b>Head Start CAN NO 9-G064122</b>					
5110000	General Wages	2,429,666.00	1,423,108.63	214,016.13	1,006,557.37	58.57%
5119000	Holiday Work Time	3,160.02	1,316.44	-	1,843.58	41.65%
5150000	Vacation Time Allocation	27,297.70	16,282.16	2,467.31	11,015.54	59.64%
5151000	Medicare Tax	34,188.36	19,860.25	2,988.31	14,328.11	58.09%
5172000	Workers Comp Insurance	33,756.02	20,078.00	3,134.08	13,678.02	59.47%
5173000	SUTA	3,242.85	3,156.99	1,619.16	85.86	97.35%
5174000	Health Insurance Benefit	728,598.82	425,840.93	61,577.00	302,757.89	58.44%
5175000	Dental Insurance Benefit	25,892.54	14,349.03	2,112.99	11,543.51	55.41%
5176000	Life Insurance Benefit	17,047.55	10,073.19	1,509.85	6,974.36	59.08%
5177000	HSA Insurance Benefit	30,041.92	4,649.25	231.13	25,392.67	15.47%
5181000	Retirement	277,232.22	156,691.97	23,541.80	120,540.25	56.52%
5199000	Indirect Allocation	256,596.00	150,872.93	22,550.24	105,723.07	58.79%
5200000	Employee Health and Welfare	8,741.29	-	-	8,741.29	0.00%
5206000	HR Service Center	145,847.04	82,961.89	12,820.59	62,885.15	56.88%
5207000	Procurement Service Center	69,324.43	35,026.07	3,630.68	34,298.36	50.52%
5208000	Information Technology Service Center	86,760.16	83,797.45	8,040.47	2,962.71	96.58%
5291000	Contract Services	49,545.00	21,578.05	2,305.50	27,966.95	43.55%
5293000	HS Health & Disab Svc	6,451.18	132.66	-	6,318.52	2.05%
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	4,022.43	1,190.51	127.81	2,831.92	29.59%
5309000	Travel-In Region	1,872.68	204.75	-	1,667.93	10.93%
5310000	Travel-Out of Region	2,288.32	-	-	2,288.32	0.00%
5351000	Fuel	1,100.75	753.90	110.29	346.85	68.48%
5361000	Vehicle Maintenance	571.75	237.97	-	333.78	41.62%
5413000	HS Site Rent	90,000.15	72,969.35	1,390.00	17,030.80	81.07%
5433000	HS Site Center Utilities	77,615.59	45,930.14	7,345.91	31,685.45	59.17%
5451000	Facility Allocation	74,185.98	29,115.28	3,640.58	45,070.70	39.24%
5453000	HS Site Center Bldg Maint	106,151.90	52,965.53	6,026.15	53,186.37	49.89%
5506000	Janitorial and Facility Supplies	15,624.61	-	-	15,624.61	0.00%
5509000	HS Delegate Supplies	43,266.58	-	-	43,266.58	0.00%
5510000	Supplies	30,571.32	15,738.29	1,651.07	14,833.03	51.48%
5512000	HS Class Room Supplies	89,871.89	39,403.84	1,346.99	50,468.05	43.84%
5514000	HS Medical Supplies	6,491.42	1,643.94	339.09	4,847.48	25.32%

CVCOG

Summary Budget Comparison - DIR-Grant H07, Head Start FY 24-25  
From 6/1/2024 Through 12/31/2024

Account Code	Account Title	YTD Budget \$ -		Current Period	YTD Budget \$	Percent Total Budget Used - Original
		Original	YTD Actual	Actual	Variance - Original	
5515000	HS Disability Supplies	3,160.56	650.79	-	2,509.77	20.59%
5518000	HS Diapers and Wipes	16,441.06	3,199.93	446.58	13,241.13	19.46%
5622000	Internal Computer/Software	77,556.64	28,455.79	10,151.00	49,100.85	36.69%
5632000	Copier	28,874.03	15,823.13	3,608.89	13,050.90	54.80%
5711000	Insurance	8,617.60	1,765.24	(761.00)	6,852.36	20.48%
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	1,175.95	155.74	1,273.41	48.01%
5760000	HS Site Center Communications	19,458.54	11,380.24	1,633.88	8,078.30	58.48%
5762000	Postage/freight	1,148.71	289.62	33.74	859.09	25.21%
5791000	Other	3,489.89	-	-	3,489.89	0.00%
5796000	Safety	1,606.63	823.70	54.76	782.93	51.26%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(5,471,847.89)</b>	<b>(2,793,493.78)</b>	<b>(399,846.72)</b>	<b>2,678,354.11</b>	<b>51.05%</b>
<b>401</b>	<b>Early Head Start CAN NO 9-G064122</b>					
5110000	General Wages	1,323,896.89	776,172.59	113,586.61	547,724.30	58.62%
5119000	Holiday Work Time	1,232.11	513.11	-	719.00	41.64%
5150000	Vacation Time Allocation	6,044.79	3,349.13	509.64	2,695.66	55.40%
5151000	Medicare Tax	18,463.17	10,771.06	1,581.54	7,692.11	58.33%
5172000	Workers Comp Insurance	16,608.87	9,802.65	1,471.60	6,806.22	59.02%
5173000	SUTA	1,605.74	1,362.62	837.30	243.12	84.85%
5174000	Health Insurance Benefit	392,952.69	231,272.37	33,448.23	161,680.32	58.85%
5175000	Dental Insurance Benefit	13,417.18	8,002.23	1,208.99	5,414.95	59.64%
5176000	Life Insurance Benefit	9,623.00	5,729.64	856.29	3,893.36	59.54%
5177000	HSA Insurance Benefit	5,569.35	2,567.18	139.04	3,002.17	46.09%
5181000	Retirement	146,018.22	85,435.31	12,494.49	60,582.91	58.51%
5199000	Indirect Allocation	139,288.00	81,718.65	11,961.51	57,569.35	58.66%
5200000	Employee Health and Welfare	1,544.58	-	-	1,544.58	0.00%
5206000	HR Service Center	24,018.44	16,902.95	1,131.23	7,115.49	70.37%
5207000	Procurement Service Center	11,260.01	7,636.59	320.35	3,623.42	67.82%
5208000	Information Technology Service Center	28,906.96	19,486.03	709.45	9,420.93	67.40%
5291000	Contract Services	13,304.85	7,285.25	171.70	6,019.60	54.75%
5293000	HS Health & Disab Svc	46.85	46.85	-	-	100.00%
5294000	HS Policy Council	11.01	-	-	11.01	0.00%
5295000	HS Nutrition Service	42.23	-	-	42.23	0.00%
5296000	HS Parent Service	1,192.25	512.02	25.33	680.23	42.94%
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	38.65	-	18.69	67.40%
5413000	HS Site Rent	31,111.09	27,159.65	160.00	3,951.44	87.29%
5433000	HS Site Center Utilities	29,350.96	15,563.78	1,114.50	13,787.18	53.02%



CVCOG

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

From 6/1/2024 Through 12/31/2024

Account Code	Account Title	YTD Budget \$ -		Current Period	YTD Budget \$	Percent Total
		Original	YTD Actual	Actual	Variance - Original	Budget Used - Original
5451000	Facility Allocation	8,451.55	5,391.24	321.23	3,060.31	63.78%
5453000	HS Site Center Bldg Maint	31,600.55	15,026.50	759.77	16,574.05	47.55%
5506000	Janitorial and Facility Supplies	52.80	-	-	52.80	0.00%
5510000	Supplies	11,544.01	6,162.85	661.00	5,381.16	53.38%
5512000	HS Class Room Supplies	20,000.52	5,265.56	608.35	14,734.96	26.32%
5514000	HS Medical Supplies	680.91	466.75	34.91	214.16	68.54%
5515000	HS Disability Supplies	247.20	81.70	-	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	1,733.62	329.54	1,706.86	50.38%
5622000	Internal Computer/Software	19,000.24	9,509.03	3,105.98	9,491.21	50.04%
5632000	Copier	7,665.28	3,977.74	784.28	3,687.54	51.89%
5711000	Insurance	1,615.20	427.10	-	1,188.10	26.44%
5721000	Printing	1,625.53	677.23	-	948.30	41.66%
5722000	Ads & Promotions	606.64	-	-	606.64	0.00%
5753000	Dues and fees	763.17	130.15	28.32	633.02	17.05%
5760000	HS Site Center Communications	5,249.33	2,852.28	235.95	2,397.05	54.33%
5762000	Postage/freight	664.42	-	-	664.42	0.00%
5796000	Safety	1,041.39	187.65	2.17	853.74	18.01%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,329,945.35)</b>	<b>(1,363,217.71)</b>	<b>(188,599.30)</b>	<b>966,727.64</b>	<b>58.51%</b>
<b>402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>					
5308000	Head Start T & T A	56,824.00	41,936.54	872.87	14,887.46	73.80%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(41,936.54)</b>	<b>(872.87)</b>	<b>14,887.46</b>	<b>73.80%</b>
<b>403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>					
5308000	Head Start T & T A	28,858.00	15,519.34	882.53	13,338.66	53.77%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G06412</b>	<b>(28,858.00)</b>	<b>(15,519.34)</b>	<b>(882.53)</b>	<b>13,338.66</b>	<b>53.78%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5295000	HS Nutrition Service	200.00	120.16	-	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	-	-	100.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(17,601.76)</b>	<b>(17,521.92)</b>	<b>-</b>	<b>79.84</b>	<b>99.55%</b>
<b>409</b>	<b>Head Start InKind</b>					
6791000	InKind Other	1,853,365.00	824,790.82	303,382.67	1,028,574.18	44.50%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,853,365.00)</b>	<b>(824,790.82)</b>	<b>(303,382.67)</b>	<b>1,028,574.18</b>	<b>44.50%</b>
<b>997</b>	<b>Non Project</b>					
5200000	Employee Health and Welfare	4,099.20	2,049.60	-	2,049.60	50.00%
5510000	Supplies	251.92	163.71	-	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	-	-	100.00%
5753000	Dues and fees	20.00	17.34	-	2.66	86.70%
<b>Total 997</b>	<b>Non Project</b>	<b>(9,201.11)</b>	<b>(7,060.64)</b>	<b>-</b>	<b>2,140.47</b>	<b>76.73%</b>

**CVCOG**

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

From 6/1/2024 Through 12/31/2024

<u>Account Code</u>	<u>Account Title</u>	<u>YTD Budget \$ - Original</u>	<u>YTD Actual</u>	<u>Current Period Actual</u>	<u>YTD Budget \$ Variance - Original</u>	<u>Percent Total Budget Used - Original</u>
<b>Report Totals</b>		<b>(0.00)</b>	<b>0.00</b>	<b>3,421.12</b>	<b>(0.00)</b>	<b>0.00%</b>
	Head Start (Project 400, 402)	(7,801,793.24)	(4,156,711.49)	(588,446.02)		53.28%
	Early Head Start (Project 401, 403)	(2,358,803.35)	(1,378,737.05)	(189,481.83)		58.45%
	CACFP (Project 407)	(17,601.76)	(17,521.92)	-		99.55%
	<b>Total Federal</b>	<b>(10,178,198.35)</b>	<b>(5,552,970.46)</b>	<b>(777,927.85)</b>		<b>54.56%</b>
	<b>Total Non-Federal, includes any Local Funds</b>	<b>(1,862,566.11)</b>	<b>(831,851.46)</b>	<b>(303,382.67)</b>		<b>44.66%</b>
	<b>Grand Total Head Start Expenditures</b>	<b>(12,040,764.46)</b>	<b>(6,384,821.92)</b>	<b>(1,081,310.52)</b>		<b>53.03%</b>
	<b>Non-Federal Percentage of Total Expenditures</b>	<b>13.03%</b>	<b>match of 20%</b>			
	Head Start Admin Expenditures	430,295.40				
	Administrative Indirect Expenditures	232,591.58				
	<b>Total Administrative Costs</b>	<b>662,886.98</b>				
	<b>Administrative Percentage of Approved Budget</b>	<b>10.38%</b>	<b>max of 15%</b>			



**Agenda Item # 7**

**CVCOG**

Summary Budget Comparison - DIR-Grant H08, CACFP Head Start Nutrition 24-25  
From 10/1/2024 Through 12/31/2024

<b>Account Code</b>	<b>Account Title</b>	<b>YTD Budget \$ - Original</b>	<b>YTD Actual</b>	<b>Current Period Actual</b>	<b>YTD Budget \$ Variance - Original</b>	<b>Percent Total Budget Used -</b>
<b>H08</b>	<b>Grant H08, CACFP Head Start Nutrition FY 24-25</b>					
<b>004</b>	<b>Revenue</b>					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	165,766.10	47,456.28	(603,407.50)	21.55%
<b>Total 004</b>	<b>Revenue</b>	<b>769,173.60</b>	<b>165,766.10</b>	<b>47,456.28</b>	<b>(603,407.50)</b>	<b>21.55%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5110000	General Wages	89,114.62	15,556.32	4,313.95	73,558.30	17.45%
5151000	Medicare Tax	1,292.00	190.02	51.74	1,101.98	14.70%
5172000	Workers Comp Insurance	3,433.00	779.90	216.86	2,653.10	22.71%
5173000	SUTA	111.00	76.73	27.27	34.27	69.12%
5174000	Health Insurance Benefit	35,618.00	4,186.54	1,248.21	31,431.46	11.75%
5175000	Dental Insurance Benefit	1,462.00	146.62	43.72	1,315.38	10.02%
5176000	Life Insurance Benefit	706.00	73.70	21.93	632.30	10.43%
5177000	HSA Insurance Benefit	3,868.00	23.69	7.23	3,844.31	0.61%
5181000	Retirement	9,912.00	1,711.20	474.54	8,200.80	17.26%
5199000	Indirect Allocation	5,025.00	1,637.63	461.19	3,387.37	32.58%
5291000	Contract Services	35,000.00	125.00	25.00	34,875.00	0.35%
5295000	HS Nutrition Service	482,431.98	105,239.22	27,453.23	377,192.76	21.81%
5513000	HS Food Serv Sup	101,000.00	23,030.21	10,008.02	77,969.79	22.80%
5761000	Communications	200.00	-	-	200.00	0.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(769,173.60)</b>	<b>(152,776.78)</b>	<b>(44,352.89)</b>	<b>616,396.82</b>	<b>19.86%</b>
<b>Report Difference</b>		<b>-</b>	<b>12,989.32</b>	<b>3,103.39</b>	<b>12,989.32</b>	<b>100.00%</b>



# Agenda Item # 8

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

<b>Head Start Transactions</b>	<b>December, 2024</b>
Citibank P-Card	16,194.63
Dean's Dairy	4,277.23
First Financial Credit Card	86.90
Lowe's Pay and Save	753.67
Sysco Food Services	25,660.91
West Texas Fire Extinguisher	2,785.23
	<hr/> <b>\$ 49,758.57</b> <hr/>

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5296000	HS Parent Service	11/19/2024	089304	Day HS/EHS purchase of snacks and drinks for November parent meeting CB HS2	31.68
5296000	HS Parent Service	12/9/2024	082478	Day HS/EHS and Rio Vista HS/EHS purchase of snacks and drinks for December parent meeting CB HS	67.52
5296000	HS Parent Service	12/10/2024	055929	Day HS/EHS purchase of trash bags CB HS	53.94
5308000	Head Start T & T A	11/18/2024	7129613-0577814	Head Start purchase of book Unpacking the Pyramid Model: A Practical Guide for Preschool Teachers CBG2	41.18
5308000	Head Start T & T A	11/18/2024	7129613-057781...	Head Start purchase of book Unpacking the Infant-Toddler Pyramid Model: A Practical Guide for Teachers and Providers (2) CBG2	99.90
5308000	Head Start T & T A	11/19/2024	165976	Observer recertification for O.B. CB HS2	135.00
5308000	Head Start T & T A	12/17/2024	047391	Day EHS purchase of snacks and drinks for pregnant moms training CB HS	23.76
5308000	Head Start T & T A	12/17/2024	SO22893227	Head Start purchase of books with web apps (pregnancy, birth, and infant care) CBG2	724.57
5351000	Fuel	12/3/2024	875344	Head Start purchase of fuel for program vehicle CB HS	23.39
5433000	HS Site Center Utilities	11/12/2024	221727-180106 10-24	Day HS/EHS water utility service from 10/09/24 to 11/07/24 (acct# 221727-180106) CBG	204.43
5433000	HS Site Center Utilities	11/15/2024	05-0560-02 10-24	Eden HS water, garbage, and sewer service from 10/15/24 to 11/15/24 CBG	240.25
5433000	HS Site Center Utilities	11/30/2024	0691-001329140	Rio Vista Head Start trash service for acct# 3-0691-2402993 from 12/01/24 to 12/31/24, including waste/recycling overages from 11/01/24 to 11/20/24 CBG	814.18

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<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>
5433000	HS Site Center Utilities	11/30/2024	0691-001329500	Day Head Start trash service for acct# 3-0691-2405694 from 12/01/24 to 12/31/24 CBG	947.94
5433000	HS Site Center Utilities	12/3/2024	221727-179684 11-24	Rio Vista HS/EHS water utility service from 10/25/24 to 11/25/24 (acct# 221727-179684) CBG	550.23
5433000	HS Site Center Utilities	12/31/2024	05-0560-02 11-24	Eden HS water, garbage, and sewer service from 11/15/24 to 12/15/24 CBG	237.64
5453000	HS Site Center Bldg Maint	11/19/2024	84898	Day HS purchase of outlet cover for room 11 and materials to repair portable sink CB FAC	32.58
5453000	HS Site Center Bldg Maint	11/20/2024	8565324-1550634	Rio Vista HS purchase of outdoor power equipment fuel CBG2	83.76
5453000	HS Site Center Bldg Maint	12/1/2024	oz366ip6ktx	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I176186) and Rio Vista (Invoice I176158) Head Start sites from 12/01/24 to 12/31/24 CBG	155.00
5453000	HS Site Center Bldg Maint	12/3/2024	1534048708	Rio Vista HS purchase of replacement faucet CBG2	156.50
5453000	HS Site Center Bldg Maint	12/8/2024	24723876	Rio Vista HS/EHS purchase of handicap sign replacements CBG	135.64
5453000	HS Site Center Bldg Maint	12/11/2024	1711603	Day HS purchase of faucet and basin wrench CB FAC	165.67
5453000	HS Site Center Bldg Maint	12/12/2024	2108	Day EHS service to repair clogged toilet in room 23	177.10
5453000	HS Site Center Bldg Maint	12/12/2024	83073	Eden HS purchase of ceiling fan, lumber, and supplies CB FAC	251.72
5453000	HS Site Center Bldg Maint	12/13/2024	5753071-3352266	Rio Vista HS/EHS purchase of 4 sets fence clips CBG2	36.64
5453000	HS Site Center Bldg Maint	12/18/2024	8376530-7560245	Rio Vista HS/EHS purchase of submersible pump, hose, extension cord, and ramp CBG2	343.84



CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	11/20/2024	1033419-3043465	Head Start purchase of staple cartridges for all centers CBG2	25.29
5510000	Supplies	11/21/2024	082807	Head Start purchase of mounting putty and tape CB HS	40.19
5510000	Supplies	12/2/2024	7194636-0084202	Head Start Admin purchase of magnetic chalk calendar board and markers CBG2	40.70
5510000	Supplies	12/4/2024	7232445-2687414	Day HS/EHS purchase of file holders/organizers for substitute binders CBG2	101.56
5510000	Supplies	12/30/2024	085006	Head Start purchase of calendars for Admin planning CB HS2	255.73
5512000	HS Class Room Supplies	11/23/2024	CINV000162471	Day EHS, Menard EHS, and Rio Vista EHS purchase of fluoride free toothpaste CBG2	157.49
5512000	HS Class Room Supplies	12/3/2024	10239625535	Rio Vista HS purchase of storage cabinet and wheels for room 19 CBG2	319.96
5512000	HS Class Room Supplies	12/3/2024	10239720224	Day EHS purchase of Tide Pods (6 containers) CBG2	149.88
5512000	HS Class Room Supplies	12/6/2024	10240888146	Rio Vista HS purchase of wheels for storage cabinet for RM 19 and Tide pods CBG2	53.96
5512000	HS Class Room Supplies	12/13/2024	83077422	Rio Vista HS purchase of kids play couch CBG2	65.00
5512000	HS Class Room Supplies	12/17/2024	2429994-3602665	Day HS/EHS purchase of laminating film - 12 500' rolls CBG2	408.12
5514000	HS Medical Supplies	12/3/2024	AED-44316	Day HS/EHS and Rio Vista HS/EHS purchase of adult defibrillator pads and pediatric electrode pads CBG	374.00
5518000	HS Diapers and Wipes	12/2/2024	10239314297	Menard HS/EHS purchase of Pull Ups and wipes CBG2	211.40
5518000	HS Diapers and Wipes	12/6/2024	10240839838	Day HS/EHS purchase of size 6 Pampers for student in RM 17 and size 5 diapers for general use CBG2	564.72
5622000	Internal Computer/Software	12/9/2024	2617835-313305...	Head Start purchase of solid state drives for Admin computers CBG2	419.94

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<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>
5622000	Internal Computer/Software	12/9/2024	7034712-5529068	Head Start purchase of RAM upgrades for computers CBG2	405.92
5753000	Dues and fees	10/31/2024	1267787606	Head Start program vehicle toll charges during travel for Region VI Workforce Summit CBG	76.70
5753000	Dues and fees	12/5/2024	735026800	Rio Vista HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	43.20
5753000	Dues and fees	12/5/2024	735031076	Day HS/EHS - TX HHSC Child Care Licensing Fee CB HS2	51.38
5753000	Dues and fees	12/5/2024	735096652	Eldorado HS - TX HHSC Child Care Licensing Fee CB HS2	10.48
5753000	Dues and fees	12/5/2024	735101966	Ozona HS - TX HHSC Child Care Licensing Fee CB HS2	2.30
5760000	HS Site Center Communications	11/8/2024	0708195 11-24	Head Start rural phone/internet service from 11/08/24 to 12/07/24 CBG	363.42
5760000	HS Site Center Communications	12/10/2024	07710150890010 12-24	Day HS/EHS phone service for acct# 07710-150890-01-0 from 11/25/24 to 12/24/24 CBG	230.74
5760000	HS Site Center Communications	12/11/2024	69372-90 12-24	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 12/12/24 to 01/12/24 CBG2	420.00
5760000	HS Site Center Communications	12/17/2024	07710150887017 12-24	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 12/01/24 to 12/31/24 CBG	163.71
5760000	HS Site Center Communications	12/25/2024	07710150503019 12-24	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 12/15/24 to 01/14/25 CBG	324.14
5760000	HS Site Center Communications	12/25/2024	07710150505015 12-24	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 12/15/24 to 01/14/25 CBG	367.82
5796000	Safety	12/5/2024	405SP0000485819	Criminal history search for prospective new employee on C.N. (Rio Vista HS) CB HR	3.32

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	12/5/2024	405SP0000486244	Criminal history search for prospective new employee on M.C. (Day HS/EHS and Rio Vista HS/EHS) CB HR	6.39
5796000	Safety	12/16/2024	405SP0000491347	Criminal history search for prospective new employee on L.V. (Eldorado HS) CB HR	3.32
5796000	Safety	12/16/2024	UZTX5T9Z69	Daycare licensing (fingerprinting) for prospective Head Start employee C.N. (Rio Vista HS) CB HR	40.58
5796000	Safety	12/19/2024	405SP0000493247	Criminal history search for prospective new employee on S.M. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
					11,438.74
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					11,438.74

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	11/22/2024	077438	Rio Vista HS/EHS purchase of lactose free and oat milk CB HS	48.04
5295000	HS Nutrition Service	12/6/2024	007588	Rio Vista HS/EHS purchase of lactose free and oat milk CB HS2	30.04
5295000	HS Nutrition Service	12/6/2024	082467	Rio Vista HS/EHS purchase of lactose free milk CB HS2	63.80
5295000	HS Nutrition Service	12/10/2024	017399	Rio Vista HS/EHS purchase of lactose free and oat milk CB HS	57.80
5295000	HS Nutrition Service	12/10/2024	084159	Day HS/EHS purchase of lactose free and almond milk CB HS	57.32
5513000	HS Food Serv Sup	12/6/2024	10925	Day HS/EHS purchase of AROE 300 GPD RO system to replace smaller output system CBG	2,768.00
5513000	HS Food Serv Sup	12/12/2024	8402454	Rio Vista HS/EHS purchase of brick to repair wall in kitchen CB FAC	10.00
5513000	HS Food Serv Sup	12/13/2024	1178	Rio Vista HS/EHS service to add electrical circuits in kitchen for ice machine and coolers CBG	1,485.00
5513000	HS Food Serv Sup	12/17/2024	056677	Eden HS and Menard HS/EHS purchase of kitchen supplies CB HS	205.90
5513000	HS Food Serv Sup	12/17/2024	4356303-8798610	Rio Vista HS/EHS purchase of food pan lids (15) CBG2	29.99
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	4,755.89
Report Opening/Current Balance					
Report Transaction Totals					16,194.63

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

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

CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	12/2/2024	652275770	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 171 1% 9/CS, and 18 2% lactose free 6BX	753.47
5295000	HS Nutrition Service	12/3/2024	650677519	Eden HS purchase of milk for children - 22 1% 9/CS	68.24
5295000	HS Nutrition Service	12/3/2024	650677523	Menard HS/EHS purchase of milk for children - 4 whole 9/CS and 24 1% 9/CS	86.86
5295000	HS Nutrition Service	12/3/2024	652078641	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 216 1% 9/CS, and 12 2% lactose free 6BX	781.42
5295000	HS Nutrition Service	12/4/2024	650677530	Eldorado HS purchase of milk for children - 12 1% 9/CS	37.22
5295000	HS Nutrition Service	12/4/2024	652275804	Ozona HS purchase of milk for children - 18 1% 9/CS	55.83
5295000	HS Nutrition Service	12/9/2024	652276078	Day HS/EHS purchase of milk for children - 45 whole 9/CS and 180 1%9/CS	698.10
5295000	HS Nutrition Service	12/10/2024	650677910	Eden HS purchase of milk for children - 5 1% 9/CS	15.51
5295000	HS Nutrition Service	12/10/2024	650677915	Menard HS/EHS purchase of milk for children - 6 whole 9/CS and 12 1% 9/CS	55.86
5295000	HS Nutrition Service	12/10/2024	652078932	Rio Vista HS/EHS purchase of milk for children - 18 whole 9/CS, 198 1% 9/CS, and 6 2% lactose free 6BX	697.83
5295000	HS Nutrition Service	12/11/2024	650677924	Eldorado HS purchase of milk for children - 10 1% 9/CS	31.02
5295000	HS Nutrition Service	12/11/2024	650677941	Menard HS/EHS purchase of milk for children - 24 1% 9/CS	74.44
5295000	HS Nutrition Service	12/11/2024	652276113	Ozona HS purchase of milk for children - 18 1% 9/CS	55.83
5295000	HS Nutrition Service	12/16/2024	652276395	Day HS/EHS purchase of milk for children - 36 whole 9/CS and 135 1% 9/CS	530.56
5295000	HS Nutrition Service	12/17/2024	650678293	Eden HS purchase of milk for children - 9 1% 9/CS	27.92

CVCOG  
 Vendor Activity - Head Start Deans Dairy Corporate  
 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
 From 12/1/2024 Through 12/31/2024

<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	12/17/2024	652079230	Rio Vista HS/EHS purchase of milk for children - 90 1% 9/CS	279.16
5295000	HS Nutrition Service	12/20/2024	652276486	Day EHS purchase of milk for children - 9 whole 9/CS	27.96
					<u>4,277.23</u>
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	4,277.23
Report Opening/Current Balance					<u>                    </u>
Report Transaction Totals					<u>4,277.23</u>
Report Current Balances					<u><u>                    </u></u>

CVCOG  
 Vendor Activity - Head Start First Financial Credit Card  
 H07 - HHS-ACF Grant H07, Head Start FY 24-25  
 From 12/1/2024 Through 12/31/2024

<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>
5351000	Fuel	12/17/2024	5726	Head Start purchase of fuel for program vehicle CM FF	43.82
5351000	Fuel	12/17/2024	5727	Head Start purchase of fuel for program vehicle CM FF	43.08
					86.90
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					86.90
Report Opening/Current Balance					
Report Transaction Totals					86.90
Report Current Balances					



CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	11/5/2024	241105-168-1-1-42	Eldorado HS purchase of nutrition items	30.41
5295000	HS Nutrition Service	11/7/2024	241107-21-1-1-12	Eldorado HS purchase of nutrition items	5.98
5295000	HS Nutrition Service	11/14/2024	241114-21-1-1-26	Eldorado HS purchase of nutrition items	12.93
5295000	HS Nutrition Service	11/18/2024	241118-21-1-1-26	Eldorado HS purchase of nutrition items	17.66
5295000	HS Nutrition Service	11/19/2024	241119-207-1-1-15	Ozona HS purchase of nutrition items	60.04
5295000	HS Nutrition Service	11/21/2024	241121-120-1-1-6	Eldorado HS purchase of nutrition items	21.19
5295000	HS Nutrition Service	12/2/2024	241202-192-2-2-11	Eden HS purchase of nutrition items	90.08
5295000	HS Nutrition Service	12/2/2024	241202-311-2-2-9	Ozona HS purchase of nutrition items	74.00
5295000	HS Nutrition Service	12/2/2024	241202-382-2-2-10	Menard HS/EHS purchase of nutrition items	48.58
5295000	HS Nutrition Service	12/3/2024	241203-203-2-2-8	Eden HS purchase of nutrition items	18.30
5295000	HS Nutrition Service	12/5/2024	241205-192-2-2-5	Eden HS purchase of nutrition items	18.09
5295000	HS Nutrition Service	12/5/2024	241205-207-1-1-41	Ozona HS purchase of nutrition items	77.52
5295000	HS Nutrition Service	12/9/2024	241209-147-2-2-72	Eden HS purchase of nutrition items	87.67
5295000	HS Nutrition Service	12/11/2024	241211-428-1-1-48	Menard HS/EHS purchase of nutrition items	52.69
5295000	HS Nutrition Service	12/12/2024	241212-207-1-1-70	Ozona HS purchase of nutrition items	49.89
5295000	HS Nutrition Service	12/13/2024	241213-203-2-2-4	Eden HS purchase of nutrition items	6.57
5295000	HS Nutrition Service	12/16/2024	241216-203-2-2-5	Eden HS purchase of nutrition items	62.52
5295000	HS Nutrition Service	12/18/2024	241218-333-1-1-28	Menard HS/EHS purchase of nutrition items	19.55
					753.67
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	753.67
	Report Opening/Current Balance				
	Report Transaction Totals				753.67

CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

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

CVCOG  
Vendor Activity - Head Start Sysco  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	12/2/2024	278999299	Rio Vista HS/EHS purchase of nutrition items for children	88.56
5295000	HS Nutrition Service	12/2/2024	278999300	Rio Vista HS/EHS purchase of nutrition items	93.68
5295000	HS Nutrition Service	12/3/2024	278999612	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,626.31
5295000	HS Nutrition Service	12/5/2024	378001054	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,973.38
5295000	HS Nutrition Service	12/5/2024	378001081	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	836.10
5295000	HS Nutrition Service	12/10/2024	378004433	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,155.47
5295000	HS Nutrition Service	12/12/2024	378005676	Rio Vista HS/EHS credit for crackers damaged on truck	(47.99)
5295000	HS Nutrition Service	12/12/2024	378005826	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,934.55
5295000	HS Nutrition Service	12/17/2024	378009202	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	5,317.00
5295000	HS Nutrition Service	12/19/2024	378010258	Rio Vista HS/EHS credit for sales error on steak fingers	(389.73)
5295000	HS Nutrition Service	12/19/2024	378010390	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,351.24
5295000	HS Nutrition Service	12/21/2024	378011864	Day HS/EHS purchase of nutrition items for children	108.40
5295000	HS Nutrition Service	12/23/2024	378012843	Rio Vista HS/EHS purchase of nutrition items for children	118.36
5513000	HS Food Serv Sup	12/3/2024	278999612	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	827.78
5513000	HS Food Serv Sup	12/5/2024	378001054	Day HS/EHS purchase of nutrition items for children and kitchen supplies	750.29
5513000	HS Food Serv Sup	12/5/2024	378001081	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	131.36
5513000	HS Food Serv Sup	12/10/2024	378004433	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	279.61

CVCOG  
 Vendor Activity - Head Start Sysco  
 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
 From 12/1/2024 Through 12/31/2024

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	12/12/2024	378005826	Day HS/EHS purchase of nutrition items for children and kitchen supplies	506.24
5513000	HS Food Serv Sup	12/17/2024	378009202	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	287.28
5513000	HS Food Serv Sup	12/19/2024	378010390	Day HS/EHS purchase of nutrition items for children and kitchen supplies	678.47
5513000	HS Food Serv Sup	12/21/2024	378011847	Day HS/EHS purchase of kitchen supplies	34.55
					25,660.91
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					25,660.91
Report Opening/Current Balance					
Report Transaction Totals					25,660.91
Report Current Balances					

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	12/3/2024	308077-01	Eldorado HS purchase of paper and reusable towels, toilet tissue, and plastic cups	593.50
5510000	Supplies	12/3/2024	308077-02	Eldorado HS purchase of dishwasher tablets	44.56
5510000	Supplies	12/3/2024	308088-01	Ozona HS purchase of plastic cups	43.07
5510000	Supplies	12/3/2024	308664	Menard HS/EHS purchase of toilet cleaner, dish and laundry detergents, sanitizer, hand soap, facial tissue, paper towels, nitrile gloves, and trash can liners	111.81
5510000	Supplies	12/3/2024	308722	Rio Vista HS/EHS purchase of paper and reusable towels, Consume multipurpose, toilet tissue, trash can liners, and hand cleaner	180.30
5510000	Supplies	12/3/2024	308743	Day EHS purchase of disinfectants/cleaners, nitrile gloves, trash can liners, paper towels, toilet tissue, and hand cleaner	432.68
5510000	Supplies	12/5/2024	308664-01	Menard HS/EHS purchase of bleach and reusable towels	22.43
5510000	Supplies	12/10/2024	309141	Rio Vista HS/EHS purchase of paper towels, trash can liners, and hand cleaner	143.48
5510000	Supplies	12/11/2024	308743-01	Day EHS purchase of 2 quarts sanitizer	9.70
5510000	Supplies	12/12/2024	309141-01	Rio Vista HS/EHS purchase of microfiber mop heads	20.40
5510000	Supplies	12/17/2024	308088-02	Ozona HS purchase of plastic cups	43.20
5510000	Supplies	12/17/2024	309406	Ozona HS purchase of mops, trash can liners, and disinfecting cleaner	103.78
5510000	Supplies	12/19/2024	308664-02	Menard HS/EHS purchase of sanitizer	14.55
5510000	Supplies	1/2/2025	308722-01	Rio Vista HS/EHS purchase of reusable towels	20.34

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H07 - HHS-ACF Grant H07, Head Start FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	12/3/2024	308664	Menard HS/EHS purchase of toilet cleaner, dish and laundry detergents, sanitizer, hand soap, facial tissue, paper towels, nitrile gloves, and trash can liners	105.29
5512000	HS Class Room Supplies	12/3/2024	308722	Rio Vista HS/EHS purchase of paper and reusable towels, Consume multipurpose, toilet tissue, trash can liners, and hand cleaner	180.30
5512000	HS Class Room Supplies	12/4/2024	307714	Rio Vista HS purchase of paper towel dispenser for room 15	49.55
5512000	HS Class Room Supplies	12/5/2024	308664-01	Menard HS/EHS purchase of bleach and reusable towels	22.43
5512000	HS Class Room Supplies	12/10/2024	309141	Rio Vista HS/EHS purchase of paper towels, trash can liners, and hand cleaner	143.48
5512000	HS Class Room Supplies	12/12/2024	309141-01	Rio Vista HS/EHS purchase of microfiber mop heads	20.40
5512000	HS Class Room Supplies	12/13/2024	309378	Rio Vista EHS purchase of paper towel dispenser for room 5	49.61
5512000	HS Class Room Supplies	12/19/2024	308664-02	Menard HS/EHS purchase of sanitizer	14.55
5512000	HS Class Room Supplies	1/2/2025	308722-01	Rio Vista HS/EHS purchase of reusable towels	20.34
					2,389.75
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					2,389.75

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25  
From 12/1/2024 Through 12/31/2024

<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	12/3/2024	308664	Menard HS/EHS purchase of toilet cleaner, dish and laundry detergents, sanitizer, hand soap, facial tissue, paper towels, nitrile gloves, and trash can liners	79.70
5513000	HS Food Serv Sup	12/3/2024	308722	Rio Vista HS/EHS purchase of paper and reusable towels, Consume multipurpose, toilet tissue, trash can liners, and hand cleaner	138.08
5513000	HS Food Serv Sup	12/5/2024	308664-01	Menard HS/EHS purchase of bleach and reusable towels	22.43
5513000	HS Food Serv Sup	12/12/2024	309141-01	Rio Vista HS/EHS purchase of microfiber mop heads	20.39
5513000	HS Food Serv Sup	12/13/2024	309386	Eden HS semi-annual vent and hood inspection	100.00
5513000	HS Food Serv Sup	12/19/2024	308664-02	Menard HS/EHS purchase of sanitizer	14.55
5513000	HS Food Serv Sup	1/2/2025	308722-01	Rio Vista HS/EHS purchase of reusable towels	20.33
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					395.48
Report Opening/Current Balance					
Report Transaction Totals					2,785.23
Report Current Balances					



# Agenda Item # 9





<b>pREFERENCE</b>	1302 Subpart J – Program Management and Quality Improvement		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, February 12, 2025/February 12, 2025	Pages: 1-2	
<b>SUBJECT</b>	Achieving Program Goals	<b>STANDARD</b>	1302.102

### Establishing Program Goals

The Concho Valley Council of Governments (CVCOG) Head Start Program in collaboration with the Executive Committee (EC) and Policy Council (PC) will establish strategic goals for the five-year grant period. These goals are established through results of the Community Assessment, Self-Assessment, data collection related to all program areas, school readiness, and health and safety.

### Monitoring Program Performance

The Head Start Program will develop and implement a process of ongoing monitoring and continuous improvement of the service delivery area and program operation. The program will abide by all local, state, and federal regulations. We will provide high-quality program services, share strategies, and communicate plans to ensure child and staff safety.

#### Monitoring Systems:

Ongoing monitoring continues to provide recommendations to enhance the quality of care and services to children and to provide safe and healthy environments through the following service areas:

- Compliance of Health and Safety
- Education Services
- Health /Mental Health Services
- Nutrition
- Disabilities
- Family & Community Support
- ERSEA

The CVCOG Head Start Program will utilize the results of monitoring efforts and activities to further evaluate compliance with Head Start Performance Standards and regulations.

- Administrative Management Staff will provide ongoing monitoring to include regular site visits to all Head Start sites and classrooms.
- Site visits to all sites will be announced and unannounced.
- Management staff will complete the **Monitoring Protocol** related to their content area at least twice a year and as needed.



- The Site Supervisor will be responsible for completing the **Compliance Monitoring** at their site at least twice a year and as needed.
- All data will be aggregated and strategies for improvement will be shared with site supervisors, all site staff, content area managers and Head Start director. Corrective action plans will be implemented, when necessary.
- Any deficiencies, safety incidents, or audit findings will lead to additional training, when necessary, or as stated in the corrective action plan.
- The Policy Council and Executive Committee will be aware of any major findings, or any incidents reported to the Office of Head Start or Child Care Regulation.
- Content area reports will be due on the 10<sup>th</sup> of every month to the Head Start director
  - Monthly disability numbers
  - Monthly enrollment numbers
  - Monthly physicals and dentals – completed percentages
  - Monthly 45-day reports – completed percentages
  - Monthly classroom observations (after 45 days of the start of school)
  - Child assessment data (quarterly)
  - Monthly nutrition reports
  - Monthly parent education participation
  - Monthly behavior observations / number of behavior plans in place
  - Monthly mental health referrals initiated
  - Monthly developed goal/achievement
- Site Supervisors will do daily rounds of their entire campus including walking into all classrooms.

### Ongoing Assessment of Program Goals

- EC and PC approve the self-assessment outline then parents and staff participate in assessment results in all content areas.
- Data is collected from all program content areas; **enhancement action steps** are created that encompass all content areas. EC and PC approve program **enhancement action steps** before they are put in place.
- **Enhancement action step progress and completion will be updated in 1 year on the self-assessment report.**

### Data for Continuous Improvement

- Content area managers will meet with the Head Start director three times per year to analyze collected data to identify risks and inform strategies in all program areas.

### Reporting

- EC and PC will receive program data on a semi-annual basis from content areas.

### Reporting Health and Safety Procedure



- The Site Supervisor will report any incidents that need to be reported to the Office of Head Start (OHS) or Child Care Regulation (CCR), to the Head Start director as soon as possible. Parents/guardians will be notified of the incident as soon as possible, but no later than 24 hours after the site supervisor has been made aware of the incident.
- Site Supervisor will notify CCR of the incident as soon as possible and provide any information requested. The Head Start director will notify the OHS Program Specialist of the reportable incident as soon as possible, but no later than seven days after the incident. The program will provide all requested information.

The below are reportable incidents:

A critical incident includes, but is not limited to:

- Suspected child abuse which may or may not have occurred during service hours.
- Allegations of child abuse/neglect against any staff member, volunteer or contractor, injury to a child due to lack of supervision or unacceptable methods of child guidance
- Incidents which may have placed a child, family member or staff in danger, including any incidents in which a child was left unsupervised

Health Incidents, which includes, but not limited to:

- Injuries that require urgent medical attention by a health-care professional
- Child or staff member leaving by emergency medical transport
- Contagious diseases that could lead to an outbreak
- Child receiving outside medical attention at any point in time for an injury sustained during program hours

Other:

- Any incident which has the potential to generate negative media coverage
- Unplanned interruption in program services or closure of any site. Parents will be notified 24 hours in advance, when possible.



# Agenda Item # 10



Beginning of Year: School Readiness Data 2024-2025 Pre-K 3-4

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

94% On Track	6% Need Support/Monitor	0% Out of Range
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**Social & Emotional Development: Sub-Domain: Positive Social Behaviors, Classroom Community and Safety, Emotion and Behavior Regulation, Self-Care, Approaches to Learning of all children:**

98% On Track	2% Need Support/Monitor	0% Out of Range
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**Language and Communication/Literacy: Sub-Domain: Phonological Awareness of all children:**

84% On Track	16% Need Support/Monitor	0% Out of Range
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**Language and Communication/Literacy: Sub-Domain: Book and Print Knowledge of all children:**

91% On Track	9% Need Support/Monitor	0% of Out of Range
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**Cognitive Development: Sub-Domain: Math: Rote Counting, Shape Naming, Number Discrimination, Number Naming, Shape Discrimination, Counting Sets, Operations of all children:**

93% On Track	7% Need Support/Monitor	0% Out of Range
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**Cognitive Development: Sub-Domain: Science of all children:**

93% On Track	7% Need Support/Monitor	0% Out of Range
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**Perceptual, Motor, and Physical Development: Sub-Domain: Physical Development and Health: Fine and Visual Motor, Gross Motor, Health Status of all children:**

93% On Track	7% Need Support/Monitor	0% Out of Range
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*Young three old children (birthdays after September 1) were assessed using the Developmental Milestone Checklist – this does not generate an average score for the program.*



# Agenda Item # 11



February 2025



Attendance- November	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411	391	95%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

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

Disability -November	Current	Funded Enrollment
HS # of Children with IEP	14	380
Percentage this month	4%	
EHS Children with IFSP	9	120
Percentage this month	7.5%	
<b>Total # of children with IEP/IFSP</b>	<b>23</b>	<b>499</b>
Program wide % this month	5%	

Nutrition -November	Meals Served	Reimbursement Amount
	16,580	\$48,869.88

### 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

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# Head Start

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

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



**To complete an application please contact the following sites below:**

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





**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



**Head Start**



## Program News

- Family Service Workers are currently checking in with Families to see how they are doing on Family Partnership Goals families set in September.
- Grant is due March 1<sup>st</sup>.
- Self-Assessment is completed and we are currently looking at data.
- Follow up call regarding Corrective Action Plan is scheduled with OHS for April.

**February 2025**  
Updated Monthly



# WE ARE HIRING!!!

JOIN US!

**@ CVCOG Head Start/Early Head**

**Job Positions Available**

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

**To Apply: Scan the QR Code or Contact us At!**  
**CVCOG Head Start/Early Head Start**  
**325-944-9666 / <https://www.cvcog.org/cvcog/>**  
**5430 Link Rd. San Angelo, TX 76903**

