



CONCHO VALLEY
COUNCIL OF GOVERNMENTS



Head Start/Early Head Start
Policy Council Meeting
Announcement
April 9th 2025 11 am

Microsoft Teams Information

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Meeting ID: 284 870 202 882

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Agenda Packet Arrival: Date 4-2-2025



NOTICE OF A Public Meeting: April 9th, 2025 5430 Link Rd San Angelo, TX 76904

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

<i>Business</i>	<i>Posted in accordance with CVCOG Head Start By-Laws on July 10th, 2024</i>
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council March Minutes
2. Approval of	Personnel Variations
3. Approval of	CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 2/28/2025
4. Approval of	CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 1/28/2025
5. Approval of	Head Start Credit Card/Open Account Transactions Summary February 2025
6. Approval of	CVCOG Self-Assessment Report
7. Reports & Information	1. Director's Report

Carolina Raymond Head Start Director

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



Agenda Item 1

Date & Time: March 12th at 11am	Meeting called to order at and by Lauren Haller @ 11:03	Meeting concluded at and by Lauren Haller @ 11:14
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Items on Agenda - Quorum Met 7 Quorum Not Met	1 st Motion	2 nd Motion	All in Favor	Any Opposed
1. Approval of • Policy Council Feb Minutes	Judge Dillard EC	Sarah Negovetich Community Partner	Yes	No
2. Approval of • Personnel Variations	Christina McGuire Day HS	Abigail Borrego Rio Vista EHS	Yes	No
3. Approval of • CVCOG Summary Budget Comparison Grant H07, Head Start 24-25 From 6/1/2024 Through 1/31/2025	Judge Dillard EC	Christina McGuire Day HS	Yes	No
4. Approval of • CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24-25 From 10/1/2024 Through 1/31/2025	Sarah Negovetich Community Partner	Christina Day HS	Yes	No
5. Approval of • Head Start Credit Card/Open Account Transactions Summary January 2025	Christina McGuire Day HS	Sarah Negovetich Community Partner	Yes	No
6. Approval of • Policies and Procedures 1302.45 Subpart D Health Program Service	Judge Dillard EC	Christina Day HS	Yes	No
7. Approval of • Self-Assessment Action Steps	Christina McGuire Day HS	Abigail Borrego Rio Vista EHS	Yes	No
8. Approval of • Concerning the request to execute a contract with PS Commercial Play LLC	Christina McGuire Day HS	Sarah Negovetich Community Partner	Yes	No
9. Information and Reports • Director's Report				

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

Any Motions:
<p>1. Policy Council February Minutes-</p> <ul style="list-style-type: none"> • No Discussion
<p>2. Personnel Variations</p> <ul style="list-style-type: none"> • Hired a part-time cook for Rio Vista and are released a few substitutes that no longer want to sub.
<p>3. HO7- Main Operating Grant</p> <ul style="list-style-type: none"> • This is our main operating grant H07 for January 2025. We are in our 8th month of operation and should be at 66.64%. We are currently in line with HS at 58.56% and EHS at 66.82%. Just a reminder that HS is a bit low because of the playground funds sitting in the account and the closure of the two classrooms one at Day and one at Rio.
<p>4. HO8 – Nutrition</p> <ul style="list-style-type: none"> • This is the 4th month of our Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a \$6,788.00 balance.
<p>5. Credit Card Summary</p> <ul style="list-style-type: none"> • Credit Card Transactions for the month of January are \$50,371.01. No expenditures out of the ordinary.
<p>6. Policies and Procedures 1302.45 Subpart D</p> <ul style="list-style-type: none"> • We changed our policy to say that a child can be sent home without a behavior plan if they hurt or injury another student or teacher in the classroom.
<p>7. Self-Assessment Action Plan</p> <ul style="list-style-type: none"> • This year we changed the format of our Self-Assessment to focus on a more detailed plan outlining specific steps, timelines and responsibility instead of broad long-term objective.
<p>8. Concerning the request to execute a contract with PS Commercial Play LLC</p> <ul style="list-style-type: none"> • We went through the procurement process and had several vendors apply and a committee picked the person they felt was best for the job. Not to exceed \$275,000.

9. Director's Report

- These are program numbers for the month of January. Enrollment for HS is at 93% and EHS is at 100% as a reminder we hold 3% of enrollment slots for homelessness and foster care students. Disability numbers were at 6%. We served 16,728 meals with a reimbursement amount of \$49,318. We received an enrollment letter from OHS about our enrollment numbers being under 97%. We are sending monthly reports now on our enrollment data and recruiting efforts.
- Our 5-year grant is completed and submitted
- Our FSW just completed our Goal Check in with our families. We had 61 Families complete goals and 263 Families complete steps towards their goal achievement.
- We are celebrating national reading month on March 27th at 9:30 am and we are looking for community volunteers. If you are able to come out and celebrate the day with us, please join us and volunteer.
- We celebrated the 100th Day of School and these pics reflect some parent-child at home projects from Rio Vista and our 101 Day Dalmatian Party.

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

Stacy Walker FAMCO Manager out on 2-12-2025

Policy Council Chairman

Date





Agenda Item 3

Grant H07, Head Start FY 24-25
Summary Budget
Jun 1, 2024 through Feb 28, 2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H07	HHS-ACF Grant H07, Head Start FY 24-25					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,905,077.00	5,383,390.46	552,776.74	(2,521,686.54)	68.10%
4411000	IK Contributions	1,853,365.00	998,751.88	173,961.06	(854,613.12)	53.88%
4523000	Local Revenue	9,201.11	7,060.94	0.00	(2,140.17)	76.74%
Total 004	Revenue	9,767,643.11	6,389,203.28	726,737.80	(3,378,439.83)	65.41%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,429,666.00	1,831,159.81	190,075.68	598,506.19	75.36%
5119000	Holiday Work Time	3,160.02	1,435.10	0.00	1,724.92	45.41%
5150000	Vacation Time Allocation	27,297.70	21,243.74	2,495.43	6,053.96	77.82%
5151000	Medicare Tax	34,188.36	25,548.68	2,642.96	8,639.68	74.72%
5172000	Workers Comp Insurance	33,756.02	25,979.49	2,719.51	7,776.53	76.96%
5173000	SUTA	8,742.85	8,001.69	2,060.39	741.16	91.52%
5174000	Health Insurance Benefit	723,098.82	553,062.30	65,294.82	170,036.52	76.48%
5175000	Dental Insurance Benefit	25,892.54	18,716.91	2,242.78	7,175.63	72.28%
5176000	Life Insurance Benefit	17,047.55	13,127.25	1,546.57	3,920.30	77.00%
5177000	HSA Insurance Benefit	30,041.92	5,118.23	239.38	24,923.69	17.03%
5181000	Retirement	277,232.22	201,590.77	20,908.42	75,641.45	72.71%
5199000	Indirect Allocation	256,596.00	194,762.37	20,896.23	61,833.63	75.90%
5200000	Employee Health and Welfare	8,741.29	0.00	0.00	8,741.29	0.00%
5206000	HR Service Center	139,847.04	111,013.53	14,231.23	28,833.51	79.38%
5207000	Procurement Service Center	69,324.43	42,384.15	4,723.82	26,940.28	61.13%
5208000	Information Technology Service Center	92,760.16	99,716.40	7,318.69	(6,956.24)	107.49%
5291000	Contract Services	49,545.00	28,243.77	3,144.38	21,301.23	57.00%
5293000	HS Health & Disab Svc	6,383.18	132.66	0.00	6,250.52	2.07%
5294000	HS Policy Council	897.69	0.00	0.00	897.69	0.00%
5295000	HS Nutrition Service	6,018.40	0.00	0.00	6,018.40	0.00%
5296000	HS Parent Service	4,130.43	4,089.81	55.64	40.62	99.01%
5309000	Travel-In Region	1,872.68	292.62	34.93	1,580.06	15.62%
5310000	Travel-Out of Region	2,288.32	0.00	0.00	2,288.32	0.00%
5351000	Fuel	1,100.75	831.98	78.08	268.77	75.58%
5361000	Vehicle Maintenance	571.75	539.21	301.24	32.54	94.30%
5413000	HS Site Rent	90,000.15	75,856.72	1,497.37	14,143.43	84.28%
5433000	HS Site Center Utilities	77,615.59	64,874.10	10,494.40	12,741.49	83.58%
5451000	Facility Allocation	74,185.98	38,031.92	3,945.77	36,154.06	51.26%
5453000	HS Site Center Bldg Maint	106,151.90	63,912.69	3,497.21	42,239.21	60.20%

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5506000	Janitorial and Facility Supplies	15,624.61	0.00	0.00	15,624.61	0.00%
5509000	HS Delegate Supplies	43,266.58	0.00	0.00	43,266.58	0.00%
5510000	Supplies	30,571.32	20,924.46	2,224.38	9,646.86	68.44%
5512000	HS Class Room Supplies	89,871.89	44,212.66	2,382.43	45,659.23	49.19%
5514000	HS Medical Supplies	6,491.42	2,529.76	87.27	3,961.66	38.97%
5515000	HS Disability Supplies	3,160.56	650.79	0.00	2,509.77	20.59%
5518000	HS Diapers and Wipes	16,441.06	4,651.00	912.50	11,790.06	28.28%
5622000	Internal Computer/Software	77,556.64	30,442.05	948.14	47,114.59	39.25%
5632000	Copier	28,874.03	19,256.75	1,077.29	9,617.28	66.69%
5711000	Insurance	8,617.60	3,632.71	0.00	4,984.89	42.15%
5721000	Printing	1,530.70	0.00	0.00	1,530.70	0.00%
5722000	Ads & Promotions	1,913.61	129.33	0.00	1,784.28	6.75%
5734000	HS Capital Playground	521,620.00	0.00	0.00	521,620.00	0.00%
5753000	Dues and fees	2,449.36	1,811.99	0.00	637.37	73.97%
5760000	HS Site Center Communications	19,458.54	15,086.85	1,902.24	4,371.69	77.53%
5762000	Postage/freight	1,148.71	405.59	59.26	743.12	35.30%
5791000	Other	3,489.89	0.00	0.00	3,489.89	0.00%
5796000	Safety	1,606.63	910.71	48.36	695.92	56.68%
Total 400	Head Start CAN NO 9-G064122	(5,471,847.89)	(3,574,310.55)	(370,086.80)	1,897,537.34	65.32%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,323,896.89	998,413.95	103,599.55	325,482.94	75.41%
5119000	Holiday Work Time	1,232.11	540.82	0.00	691.29	43.89%
5150000	Vacation Time Allocation	6,044.79	4,356.48	508.96	1,688.31	72.06%
5151000	Medicare Tax	18,463.17	13,842.56	1,422.92	4,620.61	74.97%
5172000	Workers Comp Insurance	16,608.87	12,591.53	1,287.42	4,017.34	75.81%
5173000	SUTA	5,105.74	4,167.56	1,263.45	938.18	81.62%
5174000	Health Insurance Benefit	389,452.69	300,631.93	35,779.46	88,820.76	77.19%
5175000	Dental Insurance Benefit	13,417.18	10,504.60	1,290.13	2,912.58	78.29%
5176000	Life Insurance Benefit	9,623.00	7,498.98	909.10	2,124.02	77.92%
5177000	HSA Insurance Benefit	5,569.35	2,845.26	139.04	2,724.09	51.08%
5181000	Retirement	146,018.22	109,884.85	11,395.88	36,133.37	75.25%
5199000	Indirect Allocation	139,288.00	105,500.16	11,346.84	33,787.84	75.74%
5200000	Employee Health and Welfare	1,544.58	0.00	0.00	1,544.58	0.00%
5206000	HR Service Center	24,018.44	19,378.10	1,255.70	4,640.34	80.68%
5207000	Procurement Service Center	11,260.01	8,285.83	416.81	2,974.18	73.58%
5208000	Information Technology Service Center	28,906.96	20,890.65	645.77	8,016.31	72.26%
5291000	Contract Services	13,304.85	7,762.35	229.86	5,542.50	58.34%
5293000	HS Health & Disab Svc	46.85	46.85	0.00	0.00	100.00%
5294000	HS Policy Council	11.01	0.00	0.00	11.01	0.00%
5295000	HS Nutrition Service	42.23	0.00	0.00	42.23	0.00%

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5296000	HS Parent Service	1,192.25	512.02	0.00	680.23	42.94%
5309000	Travel-In Region	88.03	3.07	3.07	84.96	3.48%
5310000	Travel-Out of Region	41.52	0.00	0.00	41.52	0.00%
5351000	Fuel	57.34	42.45	3.80	14.89	74.03%
5413000	HS Site Rent	31,111.09	27,372.28	52.63	3,738.81	87.98%
5433000	HS Site Center Utilities	29,350.96	17,372.67	980.51	11,978.29	59.18%
5451000	Facility Allocation	8,451.55	6,178.01	348.16	2,273.54	73.09%
5453000	HS Site Center Bldg Maint	31,600.55	19,164.64	3,495.33	12,435.91	60.64%
5506000	Janitorial and Facility Supplies	52.80	0.00	0.00	52.80	0.00%
5510000	Supplies	11,544.01	7,285.73	397.85	4,258.28	63.11%
5512000	HS Class Room Supplies	20,000.52	6,981.40	210.98	13,019.12	34.90%
5514000	HS Medical Supplies	680.91	544.93	7.73	135.98	80.02%
5515000	HS Disability Supplies	247.20	81.70	0.00	165.50	33.05%
5518000	HS Diapers and Wipes	3,440.48	2,497.49	120.50	942.99	72.59%
5622000	Internal Computer/Software	19,000.24	10,217.74	331.86	8,782.50	53.77%
5632000	Copier	7,665.28	4,282.11	85.15	3,383.17	55.86%
5711000	Insurance	1,615.20	550.91	0.00	1,064.29	34.10%
5721000	Printing	1,625.53	677.23	0.00	948.30	41.66%
5722000	Ads & Promotions	606.64	4.70	0.00	601.94	0.77%
5753000	Dues and fees	763.17	199.87	0.00	563.30	26.18%
5760000	HS Site Center Communications	5,249.33	3,134.82	147.00	2,114.51	59.71%
5762000	Postage/freight	664.42	0.00	0.00	664.42	0.00%
5796000	Safety	1,041.39	195.61	3.98	845.78	18.78%
Total 401	Early Head Start CAN NO 9-G064122	(2,329,945.35)	(1,734,441.84)	(177,679.44)	595,503.51	74.44%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	43,521.97	264.08	13,302.03	76.59%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(43,521.97)	(264.08)	13,302.03	76.59%
403	Early Head Start T&TA CAN NO 9-G064121					
5308000	Head Start T & T A	28,858.00	16,428.42	520.32	12,429.58	56.92%
Total 403	Early Head Start T&TA CAN NO 9-G064121	(28,858.00)	(16,428.42)	(520.32)	12,429.58	56.93%
407	Head Start Nutrition					
5295000	HS Nutrition Service	200.00	120.16	0.00	79.84	60.08%
5513000	HS Food Serv Sup	17,401.76	17,401.76	0.00	0.00	100.00%
Total 407	Head Start Nutrition	(17,601.76)	(17,521.92)	0.00	79.84	99.55%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	998,751.88	173,961.06	854,613.12	53.88%

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
Total 409	Head Start InKind	(1,853,365.00)	(998,751.88)	(173,961.06)	854,613.12	53.89%
997	Non Project					
5200000	Employee Health and Welfare	4,099.20	2,049.60	0.00	2,049.60	50.00%
5510000	Supplies	251.92	163.71	0.00	88.21	64.98%
5512000	HS Class Room Supplies	4,829.99	4,829.99	0.00	0.00	100.00%
5753000	Dues and fees	20.00	17.64	0.00	2.36	88.20%
Total 997	Non Project	(9,201.11)	(7,060.94)	0.00	2,140.17	76.73%
Report Difference		0.00	(2,834.24)	4,226.10	(2,834.24)	100.00%

Head Start (Project 400, 402)	(5,528,671.89)	(3,617,832.52)	(370,350.88)	65.44%
Early Head Start (Project 401, 403)	(2,358,803.35)	(1,750,870.26)	(178,199.76)	74.23%
CACFP (Project 407)	(17,601.76)	(17,521.92)	-	99.55%
Total Federal	(7,905,077.00)	(5,386,224.70)	(548,550.64)	68.14%
Total Non-Federal, includes any Local Funds	(1,862,566.11)	(1,005,812.82)	(173,961.06)	54.00%
Grand Total Head Start Expenditures	(9,767,643.11)	(6,392,037.52)	(722,511.70)	65.44%
Non-Federal Percentage of Total Expenditures	15.74%	match of 20%		
Head Start Admin Expenditures	544,333.34			
Administrative Indirect Expenditures	300,262.53			
Total Administrative Costs	844,595.87			
Administrative Percentage of Approved Budget	13.21%	max of 15%		



Agenda Item 4

Grant H08, CACFP Head Start Nutrition FY 24-25
Summary Budget
Oct 1, 2024 through Feb 28, 2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H08 004	Grant H08, CACFP Head Start Nutrition FY 24-25 Revenue					
4221000	CACFP Nutrition CFDA 10.558	769,173.60	269,451.84	54,367.62	(499,721.76)	35.03%
Total 004	Revenue	769,173.60	269,451.84	54,367.62	(499,721.76)	35.03%
407	Head Start Nutrition					
5110000	General Wages	89,114.62	23,132.33	4,006.53	65,982.29	25.95%
5151000	Medicare Tax	1,292.00	274.03	44.87	1,017.97	21.20%
5172000	Workers Comp Insurance	3,433.00	1,168.62	204.18	2,264.38	34.04%
5173000	SUTA	211.00	174.88	51.74	36.12	82.88%
5174000	Health Insurance Benefit	35,518.00	5,806.68	829.22	29,711.32	16.34%
5175000	Dental Insurance Benefit	1,462.00	203.67	29.20	1,258.33	13.93%
5176000	Life Insurance Benefit	706.00	101.02	13.98	604.98	14.30%
5177000	HSA Insurance Benefit	3,868.00	41.63	9.18	3,826.37	1.07%
5181000	Retirement	9,912.00	2,544.57	440.72	7,367.43	25.67%
5199000	Indirect Allocation	5,025.00	2,408.25	405.34	2,616.75	47.92%
5291000	Contract Services	35,000.00	125.00	0.00	34,875.00	0.35%
5295000	HS Nutrition Service	482,431.98	177,296.89	34,872.91	305,135.09	36.75%
5513000	HS Food Serv Sup	101,000.00	47,172.77	11,247.07	53,827.23	46.70%
5761000	Communications	200.00	0.00	0.00	200.00	0.00%
Total 407	Head Start Nutrition	(769,173.60)	(260,450.34)	(52,154.94)	508,723.26	33.86%
Report Difference		0.00	9,001.50	2,212.68	9,001.50	100.00%



Agenda Item 5

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

Head Start Transactions	February, 2025
Citibank P-Card	14,299.39
Dean's Dairy	5,122.70
First Financial Credit Card	119.88
Lowes Pay and Save	680.72
Sysco Food Services	32,447.24
West Texas Fire Extinguisher	4,819.44
	<u>\$ 57,489.37</u>

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5296000	HS Parent Service	2/11/2025	098043	Day HS and Rio Vista HS purchase of breakfast items for February parent meeting CB HS	55.64
5308000	Head Start T & T A	2/3/2025	057572	Rio Vista EHS purchase of snacks and drinks for pregnant moms training CB HS	20.40
5308000	Head Start T & T A	2/5/2025	1824207	Head Start purchase of CDA Competency Standards Book: Infant and Toddler Edition (3) CB HS	101.00
5308000	Head Start T & T A	2/10/2025	1805279	Day EHS and Rio Vista EHS purchase of CDA Course Set: Infant/Toddler Center-Based CB HS	398.00
5308000	Head Start T & T A	2/13/2025	16N9530572	Rio Vista HS/EHS purchase of ServSafe Texas Food Handler online course and exam (SSECT6TX) CB HS2	15.00
5308000	Head Start T & T A	2/27/2025	1830999	Rio Vista HS CDA amnesty renewal fee for K.G. CB HS	125.00
5308000	Head Start T & T A	2/27/2025	2315907	Head Start CDA amnesty renewal fee for O.B. CB HS	125.00
5361000	Vehicle Maintenance	2/27/2025	1112794	Head Start purchase of vehicle maintenance (courtesy check, oil change, tire rotation, cabin filter replacement, and wiper replacement) for car #2 CBG2	166.81
5361000	Vehicle Maintenance	2/27/2025	1112795	Head Start purchase of vehicle maintenance (courtesy check, oil change, tire rotation, and cabin filter replacement) for car #1 CBG2	134.43
5433000	HS Site Center Utilities	1/13/2025	221727-180106 12-24	Day HS/EHS water utility service from 12/05/24 to 01/08/25 (acct# 221727-180106) CBG	168.43

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5433000	HS Site Center Utilities	1/31/2025	0691-001341553	Rio Vista HS/EHS trash service for acct# 3-0691-2402993 from 02/01/25 to 02/28/25, including waste/recycling overages from 01/17/25 to 01/31/25 CBG	737.22
5433000	HS Site Center Utilities	1/31/2025	0691-001341913	Day HS/EHS trash service for acct# 3-0691-2405694 from 02/01/25 to 02/28/25, including waste/recycling overage from 01/17/25 CBG	986.42
5433000	HS Site Center Utilities	2/5/2025	221727-179684 01-25	Rio Vista HS/EHS water utility service from 12/31/24 to 01/28/25 (acct# 221727-179684) CBG	341.43
5433000	HS Site Center Utilities	2/15/2025	05-0560-02 01-25	Eden HS water, garbage, and sewer service from 01/15/25 to 02/15/25 CBG	239.85
5453000	HS Site Center Bldg Maint	1/8/2025	76287	Menard HS/EHS purchase of salt pellets for walkway safety CB HS2	32.72
5453000	HS Site Center Bldg Maint	1/16/2025	T10689	Eden HS purchase of grease trap service	181.65
5453000	HS Site Center Bldg Maint	2/1/2025	Ifjj5p9zb15	Professional Commercial Security Monitoring, Fire Alarm Monitoring, and Commercial Security Service Agreement for Day (Invoice I183997) and Rio Vista (Invoice I184001) Head Start sites from 02/01/25 to 02/28/25 CBG	155.00
5453000	HS Site Center Bldg Maint	2/4/2025	WM96868757	Rio Vista HS/EHS purchase of furnace air filters CBG	44.56
5453000	HS Site Center Bldg Maint	2/4/2025	WM96868757-1	Rio Vista HS/EHS purchase of 2-way wall/ceiling registers CBG	19.54
5453000	HS Site Center Bldg Maint	2/5/2025	94703	Rio Vista HS/EHS purchase of shop vac filter and toilet valve CB FAC	51.95
5453000	HS Site Center Bldg Maint	2/10/2025	79247	Day HS/EHS purchase of materials to repair ice maker CB FAC	45.86
5453000	HS Site Center Bldg Maint	2/12/2025	82734	Rio Vista HS/EHS purchase of return screen for kitchen and caulk for windows in room 2 CB FAC	7.98

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	2/14/2025	27264	Day EHS purchase of outlet, caulk, and supplies for room 23 CB FAC	57.12
5453000	HS Site Center Bldg Maint	2/14/2025	89679	Day EHS purchase of mold remover, brush, base glue, and gloves for room 23 CB FAC	36.06
5453000	HS Site Center Bldg Maint	2/18/2025	1222	Day EHS service to replace 5 outlets in room 21 CBG2	200.00
5510000	Supplies	1/31/2025	3001894554	Head Start purchase of Adobe Standard license for C.R. - service term 01/31/25-10/29/25 CBG2	134.05
5510000	Supplies	2/4/2025	001506	Day EHS purchase of supplies for new infant room CB HS	184.64
5510000	Supplies	2/7/2025	0093100-4921803	Eden HS purchase of USB hub/splitter for laptop CBG2	13.95
5510000	Supplies	2/7/2025	7058761-4697019	Head Start purchase of Completed and Scanned stamps for FAMCO use CBG2	19.44
5510000	Supplies	2/7/2025	7899753-1709014	Eden HS purchase of speakers for laptop CBG2	15.99
5510000	Supplies	2/10/2025	047353	Day HS/EHS purchase of laundry detergent and lactose free milk CB HS	107.76
5510000	Supplies	2/13/2025	2278751-7773049	Eldorado HS purchase of adapter for Starlink router CBG2	45.99
5510000	Supplies	2/14/2025	042631	Day EHS purchase of classroom supplies and Rio Vista EHS purchase of nutrition items (lactose free & oat milks, formulas) CB HS2	18.56
5510000	Supplies	2/18/2025	4204320-1418618	Head Start purchase of spare power adapter for laptops CBG2	22.00
5510000	Supplies	2/18/2025	8887807-8882665	Head Start purchase of spare power adapters for laptops CBG2	44.00
5510000	Supplies	2/18/2025	9287006-1469050	Head Start purchase of spare power adapters for laptops CBG2	44.00
5510000	Supplies	2/27/2025	018679	Rio Vista HS/EHS purchase of clock, adhesive rollers, and storage containers CB HS2	65.61

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	1/14/2025	12202067	Head Start purchase of 6 cases of toothpaste for centers CBG2	607.99
5512000	HS Class Room Supplies	2/13/2025	5682531-1976261	Day HS purchase of dry erase magnetic whiteboard CBG2	288.80
5512000	HS Class Room Supplies	2/24/2025	7429584-1304206	Rio Vista HS/EHS purchase of index paper and Velcro adhesive dots CBG2	72.93
5514000	HS Medical Supplies	2/4/2025	45D1106055 02-25	HS/EHS purchase of revised certificate fee for lab testing 10/5/23-10/4/25 CBG2	95.00
5518000	HS Diapers and Wipes	2/11/2025	10263467981	Day HS/EHS purchase of assorted size diapers and Pull Ups CBG2	815.60
5518000	HS Diapers and Wipes	2/18/2025	10266165701	Rio Vista HS/EHS purchase of baby wipes (10 boxes) CBG2	217.40
5760000	HS Site Center Communications	1/8/2025	0708195 01-25	Head Start rural phone/internet service from 01/08/25 to 02/07/25 CBG	542.24
5760000	HS Site Center Communications	2/10/2025	07710150890010 02-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 01/25/25 to 02/24/25 CBG	231.04
5760000	HS Site Center Communications	2/12/2025	65853-94 02-25	Eldorado HS, Menard HS/EHS, and Ozona HS internet service for acct# ACC-3331567-37502-10 from 02/12/25 to 03/12/25 CBG2	420.00
5760000	HS Site Center Communications	2/17/2025	07710150887017 02-25	Rio Vista HS/EHS internet/phone service for acct# 07710-150887-01-7 from 02/01/25 to 02/28/25 CBG	163.93
5760000	HS Site Center Communications	2/25/2025	07710150503019 02-25	Rio Vista HS/EHS internet service for acct# 07710-150503-01-9 from 02/15/25 to 03/14/25 CBG	324.15
5760000	HS Site Center Communications	2/25/2025	07710150505015 02-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 02/15/25 to 03/14/25 CBG	367.88
5796000	Safety	2/3/2025	UZTX5XNQJ2	Daycare licensing (fingerprinting) for prospective Head Start employee J.C. (Day HS/EHS and Rio Vista HS/EHS CB HR	39.31

CVCOG
Vendor Activity - Head Start Citibank P-Card
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5796000	Safety	2/6/2025	405SP0000519975	Criminal history search for prospective new employee on J.C. (Day HS/EHS and Rio Vista HS/EHS) CB HR	3.32
5796000	Safety	2/13/2025	405SP0000524339	Criminal history search for prospective new employee on V.M. (Ozona HS) CB HR	6.39
5796000	Safety	2/24/2025	405SP0000530223	Criminal history search for prospective new employee on S.F. (Eden HS) CB HR	3.32
					9,362.36
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					9,362.36

CVCOG
Vendor Activity - Head Start Citibank P-Card
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/3/2025	069876	Rio Vista HS/EHS purchase of whole and lactose free milk CB HS2	46.88
5295000	HS Nutrition Service	2/6/2025	052705	Rio Vista HS/EHS purchase of lactose free and oat milks CB HS2	48.42
5295000	HS Nutrition Service	2/10/2025	047353	Day HS/EHS purchase of laundry detergent and lactose free milk CB HS	63.80
5295000	HS Nutrition Service	2/14/2025	042631	Day EHS purchase of classroom supplies and Rio Vista EHS purchase of nutrition items (lactose free & oat milks, formulas) CB HS2	499.11
5295000	HS Nutrition Service	2/20/2025	044335	Rio Vista HS/EHS purchase of lactose free and soy milk CB HS2	71.52
5295000	HS Nutrition Service	2/20/2025	095688	Rio Vista HS/EHS purchase of lactose free and oat milk CB HS2	45.42
5295000	HS Nutrition Service	2/24/2025	062840	Day HS and Rio Vista HS/EHS purchase of nutrition items CB HS2	216.54
5513000	HS Food Serv Sup	2/3/2025	162551	Rio Vista HS/EHS purchase of food pans and portion scale CB HS2	189.13
5513000	HS Food Serv Sup	2/3/2025	162552	Rio Vista HS/EHS purchase of basting spoons (10) CB HS2	17.40
5513000	HS Food Serv Sup	2/4/2025	9441806-2085804	Head Start purchase of 1 vinyl number stickers CBG2	13.98
5513000	HS Food Serv Sup	2/10/2025	2005625-9404212 CM	Eden HS credit for undeliverable baking sheets CBG2	(32.49)
5513000	HS Food Serv Sup	2/10/2025	3746094-3264225	Rio Vista EHS purchase of bottle sterilizer and cleaning racks for room 5 CBG2	81.18
5513000	HS Food Serv Sup	2/11/2025	11204	Rio Vista HS/EHS purchase of AROE 300 GPD RO system to replace smaller output system CBG	2,969.80
5513000	HS Food Serv Sup	2/12/2025	82734	Rio Vista HS/EHS purchase of return screen for kitchen and caulk for windows in room 2 CB FAC	19.44
5513000	HS Food Serv Sup	2/13/2025	0651493-8761054	Day HS/EHS purchase of sponges and squeegee for kitchen CBG2	23.98

CVCOG
 Vendor Activity - Head Start Citibank P-Card
 H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
 From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	2/14/2025	097522	Rio Vista EHS purchase of nutrition supplies for baby room CB HS2	284.24
5513000	HS Food Serv Sup	2/20/2025	1223	Rio Vista HS/EHS service to repair electrical outlet in kitchen CBG2	160.00
5513000	HS Food Serv Sup	2/25/2025	4807189-5091454	Rio Vista HS/EHS purchase of shelving unit, storage containers, and measuring cups CBG2	191.74
5513000	HS Food Serv Sup	2/27/2025	018679	Rio Vista HS/EHS purchase of clock, adhesive rollers, and storage containers CB HS2	26.94
Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25					4,937.03
Report Opening/Current Balance					
Report Transaction Totals					14,299.39
Report Current Balances					

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/3/2025	652278559	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 162 1% 9/CS, and 12 2% lactose free 6BX	700.21
5295000	HS Nutrition Service	2/4/2025	650680964	Eden HS purchase of milk for children - 11 1% 9/CS	34.28
5295000	HS Nutrition Service	2/4/2025	650680968	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 20 1% 9/CS	71.64
5295000	HS Nutrition Service	2/4/2025	652081300	Rio Vista HS/EHS purchase of milk for children - 36 whole 9/CS, 180 1% 9/CS, and 6 2% lactose free 6BX	700.54
5295000	HS Nutrition Service	2/5/2025	650680973	Eldorado HS purchase of milk for children - 8 1% 9/CS	24.93
5295000	HS Nutrition Service	2/5/2025	652278595	Ozona HS purchase of milk for children - 20 1% 9/CS	62.32
5295000	HS Nutrition Service	2/10/2025	652278871	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 144 1% 9/CS, and 12 2% lactose free 6BX	644.12
5295000	HS Nutrition Service	2/11/2025	650681353	Eden HS purchase of milk for children - 15 1% 9/CS	46.74
5295000	HS Nutrition Service	2/11/2025	650681357	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 20 1% 9/CS	71.64
5295000	HS Nutrition Service	2/11/2025	652081588	Rio Vista HS/EHS purchase of milk for children - 36 whole 9/CS and 170 1% 9/CS	641.56
5295000	HS Nutrition Service	2/12/2025	650681365	Eldorado HS purchase of milk for children - 9 1% 9/CS	28.05
5295000	HS Nutrition Service	2/12/2025	652278905	Ozona HS purchase of milk for children - 18 1% 9/CS	56.09
5295000	HS Nutrition Service	2/18/2025	650681741	Eden HS purchase of milk for children - 9 1% 9/CS	41.46
5295000	HS Nutrition Service	2/18/2025	650681745	Menard HS/EHS purchase of milk for children - 18 1% 9/CS	56.09
5295000	HS Nutrition Service	2/18/2025	652081874	Rio Vista HS/EHS purchase of milk for children - 90 1% 9/CS	280.46

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/18/2025	652279204	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 108 1% 9/CS, and 6 2% lactose free 6BX	476.17
5295000	HS Nutrition Service	2/19/2025	650681752	Eldorado HS purchase of milk for children - 12 1% 9/CS	37.39
5295000	HS Nutrition Service	2/19/2025	652279213	Ozona HS purchase of milk for children - 9 1% 9/CS	28.05
5295000	HS Nutrition Service	2/19/2025	652279214	Ozona HS credit for returned milk - 6 1% 9/CS	(18.70)
5295000	HS Nutrition Service	2/24/2025	652279486	Day HS/EHS purchase of milk for children - 36 whole 9/CS, 126 1% 9/CS, and 12 2% lactose free 6BX	560.07
5295000	HS Nutrition Service	2/25/2025	652082170	Rio Vista HS/EHS purchase of milk for children - 135 1% 9/CS	420.69
5295000	HS Nutrition Service	2/26/2025	650682139	Menard HS/EHS purchase of milk for children - 3 whole 9/CS and 24 1% 9/CS	84.11
5295000	HS Nutrition Service	2/26/2025	650682141	Eldorado HS purchase of milk for children - 6 1% 9/CS	18.70
5295000	HS Nutrition Service	2/26/2025	652279517	Ozona HS purchase of milk for children - 18 1% 9/CS	56.09
					5,122.70
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	5,122.70
	Report Opening/Current Balance				
	Report Transaction Totals				5,122.70

CVCOG
Vendor Activity - Head Start Deans Dairy Corporate
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

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

CVCOG
 Vendor Activity - Head Start First Financial Credit Card
 H07 - HHS-ACF Grant H07, Head Start FY 24-25
 From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5309000	Travel-In Region	2/10/2025	900133	Head Start purchase of fuel for travel to and from sites SH FF	38.00
5351000	Fuel	1/31/2025	801332	Menard HS/EHS purchase of fuel for travel to site to install new fax/copier/printer/scanner LF FF	36.13
5351000	Fuel	2/3/2025	013015	Head Start purchase of fuel for program vehicle CM FF	45.75
					<u>119.88</u>
				Total H07 - HHS-ACF Grant H07, Head Start FY 24-25	119.88
	Report Opening/Current Balance				<u> </u>
	Report Transaction Totals				<u>119.88</u>
	Report Current Balances				<u><u> </u></u>

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/6/2025	250106-207-1-1-19	Ozona HS purchase of nutrition items	66.94
5295000	HS Nutrition Service	1/6/2025	250106-311-3-3-5	Ozona HS purchase of nutrition items	10.98
5295000	HS Nutrition Service	1/14/2025	250114-120-1-1-24	Eldorado HS purchase of nutrition items	15.33
5295000	HS Nutrition Service	1/21/2025	250121-120-1-1-23	Eldorado HS purchase of nutrition items	9.30
5295000	HS Nutrition Service	1/23/2025	250123-120-2-2-2	Eldorado HS purchase of nutrition items	24.39
5295000	HS Nutrition Service	1/27/2025	250127-168-1-1-24	Eldorado HS purchase of nutrition items	45.44
5295000	HS Nutrition Service	1/27/2025	250127-239-3-3-27	Ozona HS purchase of nutrition items	60.35
5295000	HS Nutrition Service	1/30/2025	250130-207-2-2-50	Ozona HS purchase of nutrition items	83.18
5295000	HS Nutrition Service	1/30/2025	250130-420-1-1-27	Menard HS/EHS purchase of nutrition items	24.98
5295000	HS Nutrition Service	2/5/2025	250205-207-1-1-3	Ozona HS purchase of nutrition items	20.44
5295000	HS Nutrition Service	2/5/2025	250205-420-1-1-29	Menard HS/EHS purchase of nutrition items	36.28
5295000	HS Nutrition Service	2/6/2025	250206-204-2-2-67	Eden HS purchase of nutrition items	79.93
5295000	HS Nutrition Service	2/10/2025	250210-314-2-2-3	Ozona HS purchase of nutrition items	52.21
5295000	HS Nutrition Service	2/11/2025	250211-422-1-1-...	Menard HS/EHS purchase of nutrition items	29.33
5295000	HS Nutrition Service	2/18/2025	250218-203-2-2-14	Eden HS purchase of nutrition items	39.28
5295000	HS Nutrition Service	2/18/2025	250218-252-2-2-3	Ozona HS purchase of nutrition items	53.49
5295000	HS Nutrition Service	2/18/2025	250218-420-2-2-17	Menard HS/EHS purchase of nutrition items	28.87
					680.72
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	680.72
	Report Opening/Current Balance				
	Report Transaction Totals				680.72

CVCOG
Vendor Activity - Head Start Lowes Pay and Save
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

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

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/4/2025	378041620	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,972.38
5295000	HS Nutrition Service	2/6/2025	378043028	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,344.22
5295000	HS Nutrition Service	2/6/2025	378043120	Eden HS purchase of nutrition items for children	969.91
5295000	HS Nutrition Service	2/6/2025	378043122	Menard HS/EHS purchase of nutrition items for children	1,039.66
5295000	HS Nutrition Service	2/10/2025	378045388	Rio Vista HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	2/11/2025	378046261	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	2,320.83
5295000	HS Nutrition Service	2/13/2025	378047718	Ozona HS purchase of nutrition items for children and kitchen supplies	1,213.62
5295000	HS Nutrition Service	2/13/2025	378047730	Eldorado HS purchase of nutrition items for children	319.44
5295000	HS Nutrition Service	2/13/2025	378047745	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,880.24
5295000	HS Nutrition Service	2/18/2025	378051065	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,384.89
5295000	HS Nutrition Service	2/20/2025	378052365	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,929.82
5295000	HS Nutrition Service	2/24/2025	378055165	Day HS/EHS purchase of nutrition items for children	108.40
5295000	HS Nutrition Service	2/25/2025	378055535	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	3,143.16
5295000	HS Nutrition Service	2/27/2025	378056991	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,364.65
5513000	HS Food Serv Sup	2/3/2025	378040742	Day HS/EHS purchase of kitchen supplies	20.03
5513000	HS Food Serv Sup	2/4/2025	378041620	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	568.50
5513000	HS Food Serv Sup	2/6/2025	378043028	Day HS/EHS purchase of nutrition items for children and kitchen supplies	617.37

CVCOG
Vendor Activity - Head Start Sysco
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	2/11/2025	378046261	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	693.38
5513000	HS Food Serv Sup	2/13/2025	378047718	Ozona HS purchase of nutrition items for children and kitchen supplies	20.43
5513000	HS Food Serv Sup	2/13/2025	378047745	Day HS/EHS purchase of nutrition items for children and kitchen supplies	438.36
5513000	HS Food Serv Sup	2/18/2025	378051065	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	561.50
5513000	HS Food Serv Sup	2/20/2025	378052365	Day HS/EHS purchase of nutrition items for children and kitchen supplies	412.36
5513000	HS Food Serv Sup	2/25/2025	378055535	Rio Vista HS/EHS purchase of nutrition items for children and kitchen supplies	610.42
5513000	HS Food Serv Sup	2/27/2025	378056991	Day HS/EHS purchase of nutrition items for children and kitchen supplies	427.09
					32,447.24
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	32,447.24
	Report Opening/Current Balance				
	Report Transaction Totals				32,447.24
	Report Current Balances				

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	2/5/2025	310278-01	Eden HS purchase of HVAC filters (12)	118.80
5510000	Supplies	2/5/2025	310624-05	Rio Vista HS/EHS purchase of reusable towels	91.51
5510000	Supplies	2/5/2025	311447-01	Rio Vista HS/EHS purchase of reusable towels	152.52
5510000	Supplies	2/5/2025	311781	Rio Vista HS/EHS purchase of paper towels, trash can liners, and mop buckets with wringers	238.97
5510000	Supplies	2/5/2025	311782	Rio Vista HS/EHS purchase of brush step carpeted entrance mats (2)	163.18
5510000	Supplies	2/6/2025	310961-01	Rio Vista HS/EHS purchase of trash can liners (2 cases)	32.56
5510000	Supplies	2/11/2025	312102A	Menard HS/EHS purchase of disinfectant cleaner, dish detergent, trash can liners, paper towels, and nitrile gloves	96.17
5510000	Supplies	2/11/2025	312149	Rio Vista HS/EHS purchase of vacuum bags, multi-purpose cleaner, and heavy-duty indoor/outdoor mats	41.15
5510000	Supplies	2/13/2025	312102-01	Menard HS/EHS purchase of trash can liners	10.85
5510000	Supplies	2/19/2025	312553	Rio Vista HS/EHS purchase of paper and disposable towels and glass cleaner	288.73
5510000	Supplies	2/26/2025	312878	Rio Vista HS/EHS purchase of trash can and liners, toilet tissue, heavy duty door mat, reusable towels, and air spray	158.65
5510000	Supplies	2/26/2025	312905	Day HS/EHS purchase of paper towels, toilet tissue, trash can liners, disinfectant, and hand cleaner	513.15
5512000	HS Class Room Supplies	2/5/2025	310624-05	Rio Vista HS/EHS purchase of reusable towels	91.52
5512000	HS Class Room Supplies	2/5/2025	311447-01	Rio Vista HS/EHS purchase of reusable towels	152.53

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H07 - HHS-ACF Grant H07, Head Start FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	2/5/2025	311781	Rio Vista HS/EHS purchase of paper towels, trash can liners, and mop buckets with wringers	238.97
5512000	HS Class Room Supplies	2/5/2025	311782	Rio Vista HS/EHS purchase of brush step carpeted entrance mats (2)	163.18
5512000	HS Class Room Supplies	2/6/2025	310961-01	Rio Vista HS/EHS purchase of trash can liners (2 cases)	32.56
5512000	HS Class Room Supplies	2/11/2025	312102A	Menard HS/EHS purchase of disinfectant cleaner, dish detergent, trash can liners, paper towels, and nitrile gloves	55.35
5512000	HS Class Room Supplies	2/11/2025	312149	Rio Vista HS/EHS purchase of vacuum bags, multi-purpose cleaner, and heavy-duty indoor/outdoor mats	41.15
5512000	HS Class Room Supplies	2/13/2025	312102-01	Menard HS/EHS purchase of trash can liners	10.85
5512000	HS Class Room Supplies	2/19/2025	312553	Rio Vista HS/EHS purchase of paper and disposable towels and glass cleaner	288.73
5512000	HS Class Room Supplies	2/26/2025	312878	Rio Vista HS/EHS purchase of trash can and liners, toilet tissue, heavy duty door mat, reusable towels, and air spray	239.57
5512000	HS Class Room Supplies	2/26/2025	312905	Day HS/EHS purchase of paper towels, toilet tissue, trash can liners, disinfectant, and hand cleaner	157.16
					3,377.81
Total H07 - HHS-ACF Grant H07, Head Start FY 24-25					3,377.81

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	2/5/2025	310602-02	Day HS/EHS purchase of reusable towels	61.01
5513000	HS Food Serv Sup	2/5/2025	311885	Ozona HS semi-annual vent and hood inspection	100.00
5513000	HS Food Serv Sup	2/10/2025	312060	Day HS/EHS semi-annual vent and hood inspection (single system) and Ansul fusible links	134.00
5513000	HS Food Serv Sup	2/10/2025	312061	Rio Vista HS/EHS semi-annual vent and hood inspection (single system) and Ansul fusible links	117.00
5513000	HS Food Serv Sup	2/11/2025	312102A	Menard HS/EHS purchase of disinfectant cleaner, dish detergent, trash can liners, paper towels, and nitrile gloves	96.17
5513000	HS Food Serv Sup	2/11/2025	312149	Rio Vista HS/EHS purchase of vacuum bags, multi-purpose cleaner, and heavy-duty indoor/outdoor mats	652.38
5513000	HS Food Serv Sup	2/13/2025	312102-01	Menard HS/EHS purchase of trash can liners	10.86
5513000	HS Food Serv Sup	2/20/2025	312378	Rio Vista HS/EHS purchase of dish detergent and sanitizer for new kitchen dispenser	37.07
5513000	HS Food Serv Sup	2/20/2025	312697	Eldorado HS semi-annual vent and hood inspection (single system) and Ansul fusible links	117.00
5513000	HS Food Serv Sup	2/26/2025	312878	Rio Vista HS/EHS purchase of trash can and liners, toilet tissue, heavy duty door mat, reusable towels, and air spray	116.14
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	1,441.63
Report Opening/Current Balance					

CVCOG
Vendor Activity - Head Start West Texas Fire Extinguisher
H08 - Grant H08, CACFP Head Start Nutrition FY 24-25
From 2/1/2025 Through 2/28/2025

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Transaction Totals					4,819.44
Report Current Balances					<hr/> <hr/>



Agenda Item 6

Painting a Brighter Future



**CVCOG Head Start
Self-Assessment
2024-2025**

Table of Contents

1	Context for the Self-Assessment	Page 1
2	Program Overview	Page 2-3
3	TimeLine	Page 4
4	Methodology	Page 4
5	Data Collection Tools	Page 5
6	Strengths of the Program	Page 6
7	Areas of Program Improvement	Page 7
8	New Program Self-Assessment Goals	Page 8

1 Context for the Self-Assessment

CVCOG Head Start conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. It serves as a foundational document for strategic enhancements and is multifaceted, aiming to ensure accountability, quality improvement, and alignment with program goals.



2 Program Overview

Administrative Team

Each Administrative team member played part in the planning and evaluation of all materials. We have had no changes to administrative staff in the 2023-2024 school year and currently carry seven administrative positions which are as follows:

Carolina Raymond	Program Director
Stephanie Hernandez	Program Assistant Director Early Head Start Education Manager
Mary Husted	Compliance/Nutrition Manager
Ofelia Barron	ERESA Manager
Stacy Walker	Family Education/Community Engagement Manager
Melissa Miranda	Health/Mental Health Manager
Cheryl Mayberry	Education/Disability Manager
Maida Rojas	Classroom Support Specialist

Mission, Vision, & Values Statement

Mission

The Concho Valley Council of Governments Head Start and Early Head Start program is committed to empowering children and families for life-long success.

Vision

To be leaders in early childhood development by providing safe and high-quality programming and delivering growth in community engagement, family wellbeing, and school readiness.

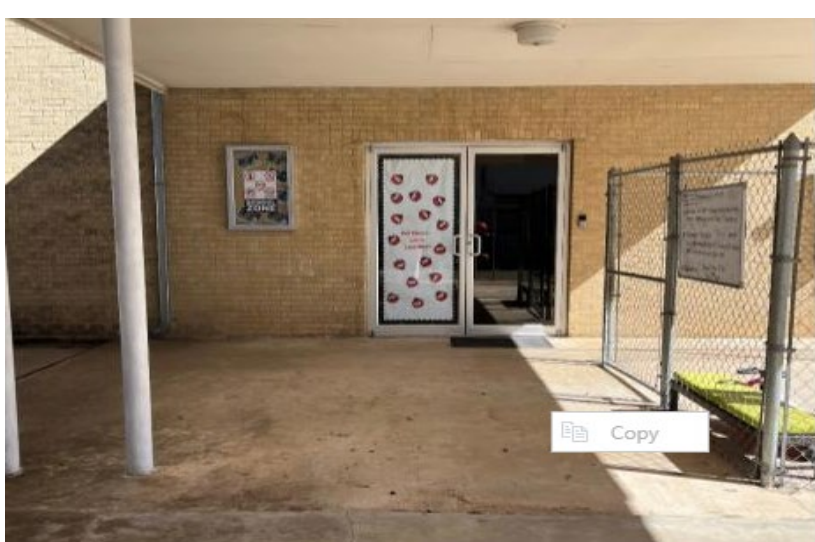
Values

We promote and stand for: Family empowerment, School readiness, Independence, and Self-Sufficiency, Community Collaboration, Healthy Children & Families, Mental Wellness Health, Diversity and Inclusion, and Safe/Nurturing Environments

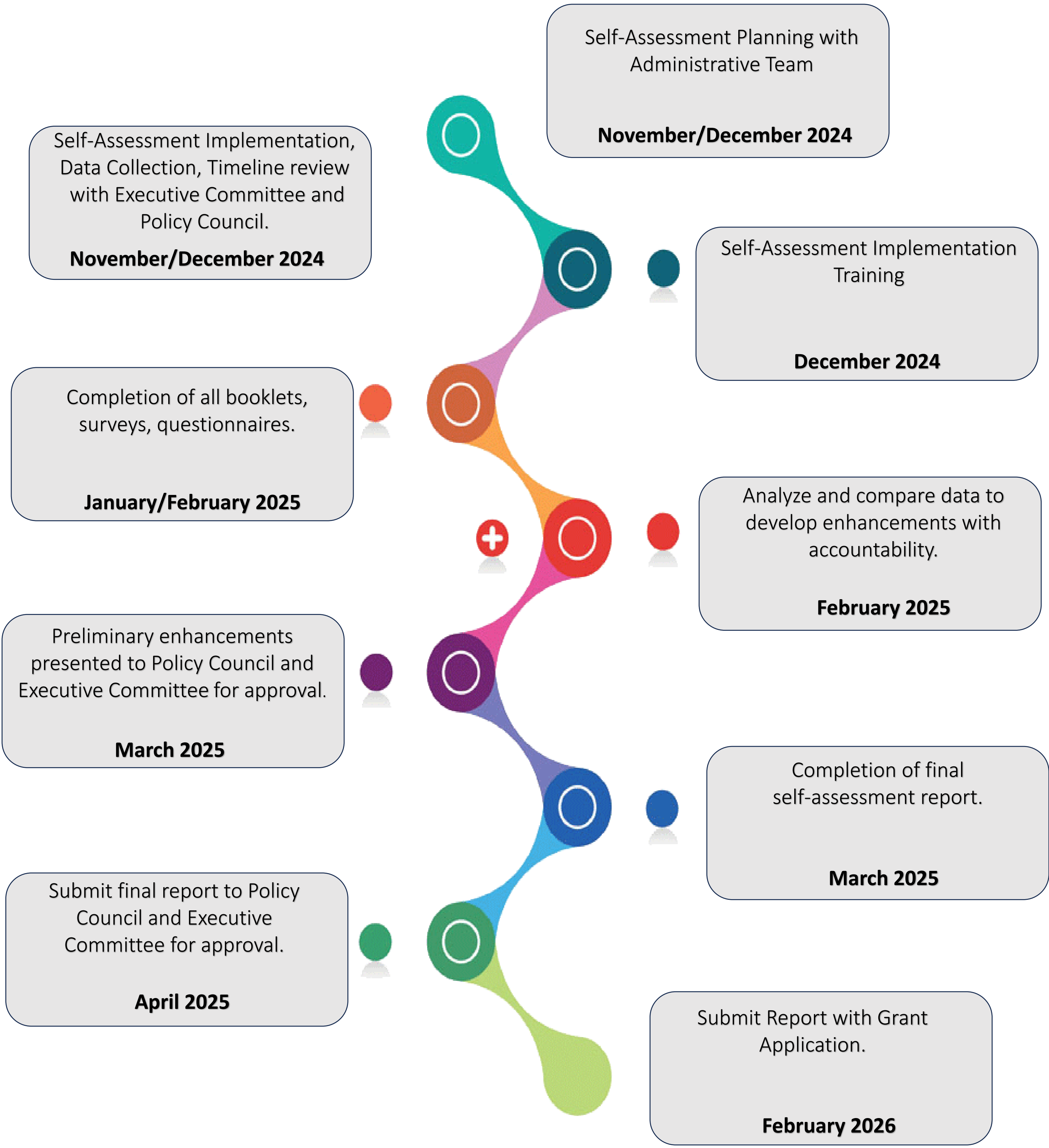
Program Description

CVCOG Head Start/Early Head Start is a program of the Concho Valley Council of Governments. It is a long-standing program, operating since July 2004. Our program serves 411 Head Start students, 112 Early Head Start students, and 8 Pregnant Women. Demographics are as followed.

Head Start Early Head Start	City/County	Location	Duration -5 Day 1020 Annual Hours HS 1380 Annual Hours EHS	Enrollment
Day	San Angelo Tom Green County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 153 Early Head Start 72 Pregnant Moms 0
Rio Vista	San Angelo Tom Green County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 170 Early Head Start 40 Pregnant Moms 8
Eden	Eden Concho County	Center Based	7:45-1:45 HS	Head Start 17 Early Head Start 0 Pregnant Moms 0
Eldorado	Eldorado Schleicher County	Center Based	7:45-1:45 HS	Head Start 17 Early Head Start 0 Pregnant Moms 0
Menard	Menard Menard County	Center Based	7:45-1:45 HS 7:45-2:15 EHS	Head Start 17 Early Head Start 8 Pregnant Moms 0
Ozona	Ozona Crocket County	Center Based	7:45-1:45 HS	Head Start 17 Early Head Start 0 Pregnant Moms 0



T I M E L I N E



Self-Assessment Planning with Administrative Team
November/December 2024

Self-Assessment Implementation, Data Collection, Timeline review with Executive Committee and Policy Council.
November/December 2024

Self-Assessment Implementation Training
December 2024

Completion of all booklets, surveys, questionnaires.
January/February 2025

Analyze and compare data to develop enhancements with accountability.
February 2025

Preliminary enhancements presented to Policy Council and Executive Committee for approval.
March 2025

Completion of final self-assessment report.
March 2025

Submit final report to Policy Council and Executive Committee for approval.
April 2025

Submit Report with Grant Application.
February 2026

1

Design Process

- Developed through collaboration among our Administration Staff, Policy Council, and Executive Committee, this initiative involved input from a diverse team, including the Program Director, Head Start Administrative team, Policy Council members, Executive Committee representatives, Community Partners, and Staff Members.

2

Engage the Team

- Provide a in-person training session to give an overview of the new self-assessment procedures. To cover data collection methods, designated personnel responsible for gathering information, and a scheduled timeline incorporating all relevant details.

3

Analyze/Dialogue/Development

- Collected data will be compiled, analyzed, and compared with previous findings to identify trends and evaluate individual content areas by Administrative Team. Key strengths and areas for enhancement will be prioritized, followed by the development of a of clear timelines and assigned staff responsibilities for implementation. Self-assessment data was gathered using all designated data collection tools listed on page 5 .

4

Finalization and Follow-up

- Communicate findings with leadership, the Policy Council, Executive Committee, and key stakeholders. Schedule follow-up meetings to monitor progress and track improvement efforts. Refine strategies as necessary to maintain compliance and drive continuous quality improvement.

Methodology refers to the systematic, theoretical analysis of the methods applied within to our Self-Assessment process. It encompasses the principles, procedures, and techniques utilized to conduct research or to solve problems within our process. Methodology is essential for ensuring that research is conducted in a rigorous and systematic manner, and it helps to ensure that findings are reliable, valid, and replicable.

5 Data Collect Tools

1

Community Assessment

Describes the context in which Head Start and Early Head Start programs operate and is useful for ensuring correct services are provided to the appropriate population.



2

Catscan Comprehensive Approach/Tool

It is designed to help programs with the process of building and implementing a compliant self-assessment.

3

Microsoft Forms Content Survey/Paper Surveys

Content area-based questions received by google survey (or in paper) that reflect compliance and comprehension of Head Start Standards and Implementat

4

Teaching Strategies

An authentic, ongoing observational system for assessing children from birth through kindergarten. It observes children in the context of every day experiences.



5

Federal File Audits

Content area audits conducted on Federal files and Family Service Files to make sure the program is in compliance with program standards.

6

CLASS

It is a tool for observing and assessing the effectiveness of interactions among teachers and students in the classrooms. Measuring the following: emotional, organizational, and instructional support that contribute to a child's development.



7

CLI Engage/Brigance

Comprehensive professional development, assessment, and quality improvement platform for early care and education programs in Texas

8

CACFP Monitoring Review

Nutritional report that evaluates record-keeping, training, meal analysis, civil rights, and meal service.

9

ChildPlus

A data collecting software program that allows data entry, applications, and reports across all content areas.



10

Family Partnerships

Meetings with families that analyzes family outcomes, needs, referrals, and goal development strategies.

Administration

Areas of Strength

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

Action Item 1

Enhancement:

Seek employees with basic qualifications , for teachers, teacher assistants, and substitutes

Action Plan:

Foster Collaborations with local school districts, Angelo State University, and Howard College to support partnerships and CDA accomplishment

Assigned Entity: Human Resources

Timeline: School Year 2025-2026

Action Item 2

Enhancement:

Enhance strategies for monitoring and addressing teacher burnout to improve retention and job satisfaction

Action Plan:

Regularly administer well-being surveys to monitor and evaluate burnout levels. Offer professional development programs that emphasize stress management and promoting a healthy work-life balance.

Assigned Entity: Human Resources

Timeline: School Year 2025-2026

Action Item 3

Enhancement:

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

Action Plan:

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

Assigned Entity: Michael Meeks Finance Director

Timeline: January 2026

Action Item 4

Enhancement:

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

Action Plan:

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

Assigned Entity: Head Start Administration

Timeline: School Year 2025-2026

Action Item 5

Enhancement:

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

Action Plan:

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

Assigned Entity: Head Start Administration

Timeline: Fall 2025-2026 School Year

Action Item 6

Enhancement:

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

Action Plan:

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

Assigned Entity: Head Start Administration and IT Department

Timeline: School Year 2025-2026

Action Item 7

Enhancement:

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

Action Plan:

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

Assigned Entity: Head Start Administration

Timeline: August 2025

ERSEA Transitions Custodian Staff

Areas of Strength

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

Action Item 1

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

Action Item 2

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

Action Item 3

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

Action Item 4

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

Education Disability Classroom Support Specialist

Areas of Strength

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

Action Item 1

Enhancement:

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

Action Plan:

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

Assigned Entity: HS Education Manager

Timeline: July 2025

Action Item 2

Enhancement:

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

Action Plan:

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

Assigned Entity: HS Education Manager

Timeline: On-Going

Action Item 3

Enhancement:

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

Action Plan:

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

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

Timeline: 2025-2026 School Year

Action Item 4

Enhancement:

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

Action Plan:

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

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

Timeline: 2025-2026 School Year

Action Item 5

Enhancement:

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

Action Plan:

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

Assigned Entity: EHS Education Manager/Assistant Program Dir

Timeline: Fall Semester 2025-2026 School Year

Family Engagement Community Partnerships Governance

Areas of Strength

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

Action Item 1

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

Action Item 2

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

Action Item 3

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

Action Item 4

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

Health Nutrition Pregnant Women

Areas of Strength

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

Action Item 1

Enhancement:

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

Action Plan:

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

Assigned Entity: HS Administrative Team

Timeline: May 2025

Action Item 2

Enhancement:

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

Action Plan:

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

Assigned Entity: Health/Mental Health Manager

Timeline: On-Going

Action Item 2

Enhancement:

Promote positive mental health in all staff members.

Action Plan:

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

Assigned Entity: Health/Mental Health Manager

Timeline: On-Going

Action Item 3

Enhancement:

Increase early intervention services for children experiencing behavioral or emotional challenges to support their development and well-being.

Action Plan:

Research and teach trauma-informed care resources and training opportunities with staff.

Assigned Entity: Health/Mental Health Manager

Timeline: Fall Semester 2025-2026 School Year

Action Item 4

Enhancement:

Support teachers on student behavioral and emotional challenges.

Action Plan:

Explore, identify, teach, and share additional training opportunities on behavioral and emotional challenges for staff.

Assigned Entity: Health/Mental Health Manager

Timeline: Fall Semester 2025-2026 School Year

Action Item 5

Enhancement:

Expand access to educational classes by offering alternative attendance options for mothers.

Action Plan:

Create and provide recorded educational classes for mothers who are unable to attend in person.

Assigned Entity: Health/Mental Health Manager

Timeline: Upcoming Pregnant Women Class 2025-2026 School Year

Action Item 6

Enhancement:

Have teachers participate in educational classes to build stronger relationships with parents.

Action Plan:

Share the Pregnant Women's class schedule with teachers and designate specific sessions for them to attend, engage with families, and answer questions.

Assigned Entity: Health/Mental Health Manager

Timeline: Upcoming Pregnant Women Class 2025-2026 School Year

Action Item 7

Enhancement:

Accurate document and track milk quantities to included usage and recycled

Action Plan:

Establish clear procedures, train and educate, and have staff utilize tracking tools of the milk recycling process.

Assigned Entity: Nutrition/Compliance Manager

Timeline: July 2025

Action Item 8

Enhancement:

Address the correct and precise completion of production records.

Action Plan:

Establish clear procedures, train and educate staff on the correct completion of production records.

Assigned Entity: Nutrition/Compliance Manager

Timeline: On-Going

Action Item 9

Enhancement:

Enhance knowledge and understanding of grain requirements

Action Plan:

Organize hands-on training workshops and seminars. Create comprehensive educational materials, including handouts, presentations, and online resources, that cover the nutritional guidelines and standards for grains.

Assigned Entity: Nutrition/Compliance Manager

Timeline: Twice a Year



Agenda Item 7



February 2025



Attendance- February	Funded Enrollment	Reported Enrollment	Percent Enrollment
Head Start Funded	411	383	93%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	8	100%

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

Disability - February	Current	Funded Enrollment
HS # of Children with IEP	18	376
Percentage this month	5 %	
EHS Children with IFSP	14	120
Percentage this month	12 %	
Total # of children with IEP/IFSP	32	496
Program wide % this month	6%	

Nutrition -February	Meals Served	Reimbursement Amount
	18,374	\$ 54,367.62

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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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

- Registration for the new school year begins this month at all Head Start Centers.
- Family Service Workers reached out and updated information with all our community partners.

We Are Hiring

Job Positions Available

1. Head Start Site Supervisor @ Menard Head Start
2. Universal Substitutes San Angelo @ Day and Rio Vista Head Start
3. Early Head Start Teacher @ Rio Vista Head Start
4. Universal Substitutes @ Eldorado, Eden, Menard, and Ozona Head Starts

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





PREGNANT WOMEN SELECTION CRITERIA

Pregnant Mom's Name:		
AREA	PTS	PTS Received
Income (Only one can be given)		
Income Eligible	160	
130% Over Poverty Guidelines	80	
133% Over Poverty Guidelines	60	
138% Over Poverty Guidelines	50	
200% Over Poverty Guidelines	40	
250% Over Poverty Guidelines	30	
300% Over Poverty Guidelines	20	
400% Over Poverty Guidelines	10	
Trimester (Only one can be given)		
1 st Trimester (1-3 months)	160	
2 nd Trimester (4-6 months)	80	
3 rd Trimester (7-9 months)	40	
Parental Status		
Teen Parent (19 years of age or younger)	160	
Employment (Only one can be given)		
Employed & School/Training (applies to one parent)	160	
Employed or School/Training	80	
Age of Pregnant Woman		
13 years or younger	160	
14-16 years old	80	
17-19 years old	40	
20 years or older	20	
Other Factors (Award all that apply)		
TANF, SNAP or SSI (Supplemental Security Income)	160	
Foster Care or Kinship Care	160	
Homeless	160	
Pregnant Employee/Spouse	160	
High Risk (Dr's documentation required)	80	
Child Protective Services	80	
Incarcerated Parent	80	
Sibling currently enrolled in HS or EHS	40	
Unemployment Benefits	40	
TOTAL:		
ERSEA Manager's Initials:		
I certify that this information is true, complete and accurate.		
Staff Signature:		Date:



CONCHO VALLEY
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Head Start

HEAD START/EARLY HEAD START SELECTION CRITERIA

Child's Name: _____		
AREA	PTS	PTS Received
Income Level (Only one can be given)		
Income Eligible	160	
130% Over Poverty Guidelines	80	
133% Over Poverty Guidelines	60	
138% Over Poverty Guidelines	50	
200% Over Poverty Guidelines	40	
250% Over Poverty Guidelines	30	
300% Over Poverty Guidelines	20	
400% Over Poverty Guidelines	10	
Age (Only one can be given)		
4 years old by Sept. 1 st and older	40	
3 years 0 months-3 years 11 months (September 1 st and prior)	160	
3 years (After September 1 st)	80	
Parental Status (Only one can be given)		
Teen Parent (19 years of age or younger)	160	
Non-Parent Guardian	160	
Employment (Only one can be given)		
Employed & School/Training (applies to one parent)	160	
Employed Or School/Training	80	
Disability		
Diagnosed (Copy of IEP or IFSP must be present)	160	
Other Factors (Award all that apply)		
TANF, SNAP or SSI (Supplemental Security Income)	160	
Foster Care or Kinship Care	160	
Homeless	160	
Transition from Early Head Start	160	
Employee's Child	160	
Child Protective Services	80	
Incarcerated Parent	80	
Sibling currently enrolled in HS or EHS	40	
3 rd year Returning Student	40	
Unemployment Benefits	40	
TOTAL:		
ERSEA Manager's Initials: _____		Health Manager's Initials: _____
Child's Immunization Status		
Child is: <input type="checkbox"/> Up-to-date <input type="checkbox"/> Other:		
<input type="checkbox"/> IMMUNIZATIONS NEEDED CANNOT START SCHOOL		
I certify that this information is true, complete and accurate.		
Staff Signature: _____	Date: _____	