

Head Start/Early Head Start Policy Council Meeting Announcement

→ You're Invited! →

m Date: Wednesday, December 17th

© Time: 11:00 AM

D Meeting ID: 256 510 889 411 2

Passcode: qN6DL99M

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Agenda Packet Arrival: Date 12-5-2025



Head Start / Early Head Start Policy Council Agenda

(325) 944-9666 • Fax (325) 944-9925

NOTICE OF A Public Meeting: December 17th 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.

Business	Posted in accordance with <u>CVCOG Head Start By-Laws</u> on July 10th, 2024
Determination of	Quorum
Public Comment	
1. Approval of	Policy Council November Minutes
2. Approval of	Personnel Report
3. Approval of October	CVCOG Summary Budget Comparison Grant H09, Head Start 25-26 From 6/1/2025 Through 10/31/2025
4. Approval of October	CVCOG Summary Budget Comparison Grant H10, Head Start Nutrition 24-25 From 10/1/2024 Through 10/31/2025
5. Approval of October	October Account Summary
6. Approval of	CVCOG Head Start Self -Assessment Calendar
7. Approval of	CVCOG Head Start Education Referral Specification
8. Approval of	Policies and Procedures • ERSEA 1302.16 Attendance • Education 1302.33 HS Child Screening/Assessment • Health 1302.44 Child Nutrition, 1302.45 Child Mental Health. Social Emotional Screening, and 1302.47 Safety Practices
9. Information	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



Head Start / Early Head Start Policy Council Agenda

(325) 944-9666 • Fax (325) 944-9925

Date & Time: November 12th 2025

Meeting called to order at and by Delilah @ 11:03 am

Meeting concluded at and by Delilah @ 11:23 am

Ite	ms on Agenda - Quorum Met 9 Quorum Not Met	1 st Motion	2 nd Motion	All in Favor	Any Opposed
1.	Approval of Policy Council October Minutes	Abigail Borrego San Jacinto EHS	Jose Osornio Menard HS	Х	None
2.	Approval of Personnel Report	Pat Hill Community Rep	Cathy Love Community Rep	Х	None
3.	 Approval of August CVCOG Summary Budget Comparison Grant H09, Head Start 25-26 From 6/1/2025 Through 8/31/2025 	Jose Osornio Menard HS	Judge Dillard Executive Committee	Х	None
4.	 Approval of August CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24- 25 From 10/1/2024 Through 8/31/2025 	Judge Dillard Executive Committee	Pat Hill Community Rep	X	None
5.	Approval of • August Account Summary	Maria Contreras Eldorado HS	Pat Hill Community Rep	X	None
6.	Approval of September • CVCOG Summary Budget Comparison Grant H09, Head Start 25-26 From 6/1/2025 Through 9/30/2025	Judge Dillard Executive Committee	Cathy Love Community Rep	Х	None
	 Approval of September CVCOG Summary Budget Comparison Grant H08, Head Start Nutrition 24- 25 From 10/1/2024 Through 9/30/2025 	Brandi Sablan Community Rep	Pat Hill Community Rep	X	None
8.	Approval of • September Account Summary	Judge Dillard Executive Committee	Maria Contreras Eldorado HS	Х	None



Head Start / Early Head Start Policy Council Agenda

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 9. Approval of CVCOG Head Start Mission, Vision, & Values Revision 	Brandi Sablan Community Rep	Cathy Love Community Rep	Х	None
 10. Approval of Policies and Procedures Family 1302.50 and 1302.52 Health 1302.42 and 1302.45 	Pat Hill Community Rep	Cathy Love Community Rep	Х	None
 11. Consider and Take Appropriate Action Community Member Update 	Cathy Love Community Rep	Abigail Borrego San Jacinto EHS	Х	None
12. Information • Director's Report		1		

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

Any Motions:

- 1. Policy Council March Minutes-
- No Discussion
- 2. Personnel Variations
- There are minimal changes to report in personnel. Staffing remains stable across programs, with only a few new hires and transitions. Continued efforts are being made to maintain full staffing levels and support employee retention to ensure consistent services for children and families. We recently opened some new positions that will begin hiring for the new year.



CONCHO VALLEY COUNCIL OF GOVERNMENTS

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- 3. HO9- Main Operating Grant August
- HO9 is our main operating grant for the 25-26 school year. We are currently in our 3rd month of operation and should be at 24.99% expenditure. HS expenditures at 26.39% and EHS at 22.14%.
- 4. HO8 Nutrition August
- This is the 11th month of our Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a report difference of \$23,052
- 5. August Account Summary
- Credit Card Transactions for the month of August are \$48,992.18. This number is a little lower due to the beginning of school.
- 6. HO9- Main Operating Grant September
- HO9 is our main operating grant for the 25-26 school year. We are currently in our 4th month of operation and should be at 33.32% expenditure. HS expenditures at 34.28% HS and EHS at 29.77%.
- 7. HO8 Nutrition September
- This is the last month of our Nutrition grant HO8 which displays our CACFP reimbursement. We are showing a report difference of \$15,971.53. Next month you will see our new Nutrition grant H10. Our H09 will cover the difference in this grant. We are a bit over budget due to increased food costs and the removal of COVID grants that were provided in the past.
- 8. September Account Summary
- Credit Card Transactions for the month of September are \$93,250.90. Some expenditures that increased this expenditures this month are purchase of 6 flights to Orlanda for Family/Community Engagement Conference, CLASS training for our education team, and specialized diapers/food for incoming children.
- 9. CVCOG Head Start Mission, Vision, and Values Revision
- We updated our statement because the new administration asked us to remove DEI from program verbiage. We have complied so that we can continue to apply for grants and funds.



Head Start / Early Head Start Policy Council Agenda

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10. CVCOG Policies and Procedures

- 1302.50 and 1302.50 updates were made regarding our Family Partnership Process that included completion dates and process for our new software system GoEngage.
- 1302.42 and 1302.45 updated procedures on new software.
- 11. Community Member Update
- Replacement of Tessie Teague with Catherine Briseno to CVCOG Head Start Policy Council.

12. Director Report

- Attendance was 100% for August and September, Disability #'s were HS 2% and EHS 5%. We served 13,102 meals with a \$39, 213 reimbursements in August and 20,333 meals in September with a \$61,228 reimbursement.
- Menard update/Government Shutdown Affected from the floods, Menard has been located in the Boys and Girls club and Wednesday will be their last day. Thursday we will move them back home and Friday reopen. We are still waiting on a few cosmetic things to be completed. Luckily, we are on 2025 fiscal year funding and are not affected by the government shutdowns. Carol finished a call with OHS they are hoping that bills are passing today. With this movement, we are hoping for no shutdown in January however we will still be okay due to our funding time.
- Clothing drive was a success. We gave out 2 tons of clothing to around 175 families.
- Fighting Food Insecurities The San Angelo sites have set up food pantries at their centers for family and needs and Lowes Grocery Store has donated turkeys for our sites in Menard, Ozona, and Eldorado each family will receive a turkey for Thanksgiving.
- Health Advisory meeting December 2nd. Discussing the gap between behaviors and disabilities, cold and flu season, and screening procedures.
- Family Service workers just completed their first round of goal setting with our families and our education team just completed their new CLASS training.

Policy Council minutes summary will be posted on FSW Boards and in Parent Meeting Agendas as Information. October 2025

• Head Start has been at community events around the town strengthening our community partnerships.

Policy Council Chairman	Date





Agenda Item 2



Personnel Variations

November 2025

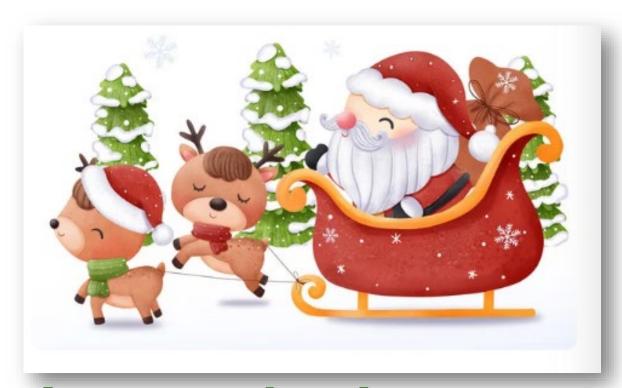
New Hires/Employee Change of Status

Employee Name:	Hire Date	Position	Former Position	School
Phan, Dalee	11/04/25	Substitute		San Angelo
Granado, Gabrielle	11/04/25	Substitute		Eldorado
Cervantes, Tanya	11/04/25	Substitute		San Angelo
Catano, Ashlie	11/04/25	Substitute		San Angelo
Sanchez, Rosalinda	11/04/25	Substitute		San Angelo

Termed

Employee Name:	Hire Date	Termed Date	School/Position
Hidalgo, Marissa	09/16/25	11/13/25	San Angelo Substitute
Alvarado, Cecilia	07/19/23	11/19/25	San Jacinto Teacher Aide





Agenda Item 3

CVCOG Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26 From 6/1/2025 Through 10/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
H09	HHS Grant H09 06CH013199-01, Head Start FY 25-26					
004	Revenue					
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	3,037,713.22	3,037,713.22	(4,375,743.78)	40.97%
4411000	IK Contributions	1,853,365.00	286,024.62	286,024.62	(1,567,340.38)	15.43%
4523000	Local Revenue	460.00	431.23	431.23	(28.77)	93.74%
Total 004	Revenue	9,267,282.00	3,324,169.07	3,324,169.07	(5,943,112.93)	35.87%
400	Head Start CAN NO 9-G064122					
5110000	General Wages	2,492,873.24	1,006,764.14	1,006,764.14	1,486,109.10	40.38%
5119000	Holiday Work Time	270.00	266.40	266.40	3.60	98.66%
5150000	Vacation Time Allocation	25,000.00	12,342.06	12,342.06	12,657.94	49.36%
5151000	Medicare Tax	34,607.14	14,075.57	14,075.57	20,531.57	40.67%
5172000	Workers Comp Insurance	38,586.89	15,115.61	15,115.61	23,471.28	39.17%
5173000	SUTA	7,967.56	550.01	550.01	7,417.55	6.90%
5174000	Health Insurance Benefit	640,663.94	279,607.52	279,607.52	361,056.42	43.64%
5175000	Dental Insurance Benefit	24,861.65	9,814.06	9,814.06	15,047.59	39.47%
5176000	Life Insurance Benefit	8,959.26	7,078.90	7,078.90	1,880.36	79.01%
5177000	HSA Insurance Benefit	10,000.00	1,197.44	1,197.44	8,802.56	11.97%
5181000	Retirement	262,536.92	110,773.42	110,773.42	151,763.50	42.19%
5199000	Indirect Allocation	271,453.75	104,946.10	104,946.10	166,507.65	38.66%
5200000	Employee Health and Welfare	26,423.40	237.34	237.34	26,186.06	0.89%
5206000	HR Service Center	138,389.54	61,262.44	61,262.44	77,127.10	44.26%
5207000	Procurement Service Center	56,154.01	29,228.10	29,228.10	26,925.91	52.04%
5208000	Information Technology Service Center	78,104.38	35,662.71	35,662.71	42,441.67	45.66%
5291000	Contract Services	44,910.00	29,869.13	29,869.13	15,040.87	66.50%
5293000	HS Health & Disab Svc	200.00	0.00	0.00	200.00	0.00%
5294000	HS Policy Council	2,334.99	0.00	0.00	2,334.99	0.00%
5295000	HS Nutrition Service	15,187.90	0.00	0.00	15,187.90	0.00%
5296000	HS Parent Service	5,225.00	5,183.84	5,183.84	41.16	99.21%
5309000	Travel-In Region	5,276.48	145.28	145.28	5,131.20	2.75%
5351000	Fuel	1,000.00	495.46	495.46	504.54	49.54%
5361000	Vehicle Maintenance	550.00	262.02	262.02	287.98	47.64%
5413000	HS Site Rent	104,278.80	50,331.93	50,331.93	53,946.87	48.26%
5433000	HS Site Center Utilities	75,203.39	30,741.95	30,741.95	44,461.44	40.87%
5451000	Facility Allocation	60,105.21	22,057.68	22,057.68	38,047.53	36.69%
5453000	HS Site Center Bldg Maint	122,756.74	109,896.09	109,896.09	12,860.65	89.52%
5510000	Supplies	51,445.38	29,429.33	29,429.33	22,016.05	57.20%
5512000	HS Class Room Supplies	153,897.19	36,172.38	36,172.38	117,724.81	23.50%
5514000	HS Medical Supplies	3,517.65	1,461.58	1,461.58	2,056.07	41.54%
5515000	HS Disability Supplies	3,517.65	0.00	0.00	3,517.65	0.00%

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CVCOG Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26 From 6/1/2025 Through 10/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5518000	HS Diapers and Wipes	7,250.00	2,821.61	2,821.61	4,428.39	38.91%
5622000	Internal Computer/Software	40,398.00	18,820.19	18,820.19	21,577.81	46.58%
5632000	Copier	32,039.23	13,639.86	13,639.86	18,399.37	42.57%
5711000	Insurance	7,769.10	2,920.77	2,920.77	4,848.33	37.59%
5721000	Printing	3,957.36	0.00	0.00	3,957.36	0.00%
5722000	Ads & Promotions	2,198.53	0.00	0.00	2,198.53	0.00%
5753000	Dues and fees	2,032.28	601.40	601.40	1,430.88	29.59%
5760000	HS Site Center Communications	19,380.04	9,183.95	9,183.95	10,196.09	47.38%
5762000	Postage/freight	1,319.12	290.92	290.92	1,028.20	22.05%
5796000	Safety	1,800.41	400.95	400.95	1,399.46	22.26%
Total 400	Head Start CAN NO 9-G064122	(4,884,402.13)	(2,053,648.14)	(2,053,648.14)	2,830,753.99	42.05%
401	Early Head Start CAN NO 9-G064122					
5110000	General Wages	1,302,904.18	540,968.65	540,968.65	761,935.53	41.52%
5150000	Vacation Time Allocation	7,100.00	2,050.46	· ·	5,049.54	28.87%
5151000	Medicare Tax	18,099.94	7,549.87	· · · · · · · · · · · · · · · · · · ·	10,550.07	41.71%
5172000	Workers Comp Insurance	17,609.38	6,619.10	6,619.10	10,990.28	37.58%
5173000	SUTA	3,642.44	208.85	208.85	3,433.59	5.73%
5174000	Health Insurance Benefit	351,772.50	147,397.61	147,397.61	204,374.89	41.90%
5175000	Dental Insurance Benefit	13,727.68	5,430.98	5,430.98	8,296.70	39.56%
5176000	Life Insurance Benefit	4,706.57	3,889.39	3,889.39	817.18	82.63%
5177000	HSA Insurance Benefit	7,500.00	794.27	794.27	6,705.73	10.59%
5181000	Retirement	137,309.92	59,506.57	59,506.57	77,803.35	43.33%
5199000	Indirect Allocation	142,198.95	55,757.79	55,757.79	86,441.16	39.21%
5200000	Employee Health and Welfare	120,060.74	32.55	32.55	120,028.19	0.02%
5206000	HR Service Center	49,912.46	7,376.94	7,376.94	42,535.52	14.77%
5207000	Procurement Service Center	7,699.99	3,139.30	3,139.30	4,560.69	40.77%
5208000	Information Technology Service Center	28,169.62	4,308.14	4,308.14	23,861.48	15.29%
5291000	Contract Services	36,985.00	4,031.43	4,031.43	32,953.57	10.90%
5293000	HS Health & Disab Svc	50.00	0.00	0.00	50.00	0.00%
5294000	HS Policy Council	43.41	0.00	0.00	43.41	0.00%
5295000	HS Nutrition Service	3.00	0.00	0.00	3.00	0.00%
5296000	HS Parent Service	627.00	618.98	618.98	8.02	98.72%
5309000	Travel-In Region	723.52	0.00	0.00	723.52	0.00%
5351000	Fuel	100.00	82.14	82.14	17.86	82.14%
5413000	HS Site Rent	27,788.79	7,407.67	7,407.67	20,381.12	26.65%
5433000	HS Site Center Utilities	26,302.23	5,249.53	5,249.53	21,052.70	19.95%
5451000	Facility Allocation	8,241.79	2,744.36	2,744.36	5,497.43	33.29%
5453000	HS Site Center Bldg Maint	45,204.19	21,024.46	21,024.46	24,179.73	46.50%
5510000	Supplies	18,554.62	5,386.37	5,386.37	13,168.25	29.02%
5512000	HS Class Room Supplies	21,102.81	4,900.64	4,900.64	16,202.17	23.22%
5514000	HS Medical Supplies	482.35	181.49	181.49	300.86	37.62%

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CVCOG Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26 From 6/1/2025 Through 10/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5515000	HS Disability Supplies	482.35	0.00	0.00	482.35	0.00%
5518000	HS Diapers and Wipes	3,500.00	2,447.30	2,447.30	1,052.70	69.92%
5622000	Internal Computer/Software	7,946.78	6,393.49	6,393.49	1,553.29	80.45%
5632000	Copier	6,225.77	1,568.88	1,568.88	4,656.89	25.19%
5711000	Insurance	1,736.10	167.90	167.90	1,568.20	9.67%
5721000	Printing	2,038.49	2,038.00	2,038.00	0.49	99.97%
5722000	Ads & Promotions	301.47	0.00	0.00	301.47	0.00%
5753000	Dues and fees	580.97	47.90	47.90	533.07	8.24%
5760000	HS Site Center Communications	3,931.36	1,169.38	1,169.38	2,761.98	29.74%
5762000	Postage/freight	180.88	14.68	14.68	166.20	8.11%
5796000	Safety	728.69	91.05	91.05	637.64	12.49%
Total 401	Early Head Start CAN NO 9-G064122	(2,426,275.94)	(910,596.12)	(910,596.12)	1,515,679.82	37.53%
402	Head Start T&TA CAN NO 9-G064120					
5308000	Head Start T & T A	56,824.00	46,874.14	46,874.14	9,949.86	82.49%
Total 402	Head Start T&TA CAN NO 9-G064120	(56,824.00)	(46,874.14)	(46,874.14)	9,949.86	82.49%
403	Early Head Start T&TA CAN NO 9- G064121					
5308000	Head Start T & T A	28,858.00	9,497.89	9,497.89	19,360.11	32.91%
Total 403	Early Head Start T&TA CAN NO 9- G064121	(28,858.00)	(9,497.89)	(9,497.89)	19,360.11	32.91%
407	Head Start Nutrition					
5295000	HS Nutrition Service	4,631.56	4,631.56	4,631.56	0.00	100.00%
5513000	HS Food Serv Sup	12,465.37	12,465.37	,	0.00	100.00%
Total 407	Head Start Nutrition	(17,096.93)	(17,096.93)	(17,096.93)	0.00	100.00%
409	Head Start InKind					
6791000	InKind Other	1,853,365.00	286,024.62	286,024.62	1,567,340.38	15.43%
Total 409	Head Start InKind	(1,853,365.00)	(286,024.62)	(286,024.62)	1,567,340.38	15.43%
997	Non Project					
5291000	Contract Services	210.00	205.34	205.34	4.66	97.78%
5510000	Supplies	250.00	225.89		24.11	90.35%
Total 997	Non Project	(460.00)	(431.23)	(431.23)	28.77	93.70%

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26 From 6/1/2025 Through 10/31/2025

Total Expenditures		-9,267,282.00	-3,324,169.07	-	ð	Original
Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used -

	BUDGETED	ACTUAL EXP	
Head Start (Project 400, 402)	(4,941,226.13)	(2,100,522.28)	42.51%
Early Head Start (Project 401, 403)	(2,455,133.94)	(920,094.01)	37.48%
CACFP (Project 407)	(17,096.93)	(17,096.93)	100.00%
Total Federal	(7,413,457.00)	(3,037,713.22)	40.98%
Total Non-Federal, includes any Local Funds	(1,853,825.00)	(286,455.85)	15.45%
Grand Total Head Start Expenditures	(9,267,282.00)	(3,324,169.07)	35.87%
Non-Federal Percentage of Total Expenditures	8.62%	match of 20%	
Head Start Admin Expenditures	50,149.00		
Administrative Indirect Expenditures	160,703.89		
Total Administrative Costs	210,852.89		
Administrative Percentage of Approved Budget	6.34%	max of 15%	

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Agenda Item 4

Summary Budget Comparison - DIR-Grant H10, CACFP Head Start Nutrition 25-26 From 10/1/2025 Through 10/31/2025

H10	t Total Used - I
4221000 CACFP Nutrition CFDA 10.558 778,140.62 64,395.06 64,395.06 (713,745.56) Total 004 Revenue 778,140.62 64,395.06 64,395.06 (713,745.56) 407 Head Start Nutrition Nutrition 5.571.58 5.571.58 56,982.42 5110000 General Wages 62,554.00 5.571.58 5.571.58 56,982.42 5151000 Medicare Tax 907.00 80.20 80.20 826.80 5172000 Workers Comp 2,410.00 280.77 280.77 2,129.23 5173000 SUTA 211.00 2.41 2.41 208.59 5174000 Health Insurance Benefit 24,869.00 1,482.70 1,482.70 23,386.30 5175000 Dental Insurance Benefit 496.00 57.52 57.52 968.48 5176000 HSA Insurance Benefit 496.00 29.79 29.79 466.21 5181000 Retirement 6,956.65 612.91 612.91 6,343.74 5199000 Indirect Allocation	
Head Start Nutrition S110000 General Wages 62,554.00 5,571.58 5,571.58 56,982.42	8.27%
5151000 Medicare Tax 907.00 80.20 80.20 826.80 5172000 Workers Comp Insurance 2,410.00 280.77 280.77 2,129.23 5173000 SUTA 211.00 2.41 2.41 208.59 5174000 Health Insurance Benefit 24,869.00 1,482.70 1,482.70 23,386.30 5175000 Dental Insurance Benefit 1,026.00 57.52 57.52 968.48 5176000 Life Insurance Benefit 496.00 29.79 29.79 466.21 5177000 HSA Insurance Benefit 2,715.00 22.35 22.35 2,692.65 5181000 Retirement 6,956.65 612.91 612.91 6,343.74 5199000 Indirect 4,604.62 586.10 586.10 4,018.52 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	8.28%
5172000 Workers Comp Insurance 2,410.00 280.77 280.77 2,129.23 5173000 SUTA 211.00 2.41 2.41 208.59 5174000 Health Insurance Benefit 24,869.00 1,482.70 1,482.70 23,386.30 5175000 Dental Insurance Benefit 1,026.00 57.52 57.52 968.48 5176000 Life Insurance Benefit 496.00 29.79 29.79 466.21 5177000 HSA Insurance Benefit 2,715.00 22.35 22.35 2,692.65 5181000 Retirement 6,956.65 612.91 612.91 6,343.74 5199000 Indirect Allocation 4,604.62 586.10 586.10 4,018.52 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	8.90%
Insurance SUTA 211.00 2.41 2.41 208.59	8.84%
5174000 Health Insurance Benefit 24,869.00 1,482.70 1,482.70 23,386.30 5175000 Dental Insurance Benefit 1,026.00 57.52 57.52 968.48 5176000 Life Insurance Benefit 496.00 29.79 29.79 29.79 466.21 5177000 HSA Insurance Benefit 2,715.00 22.35 22.35 2,692.65 5181000 Retirement 6,956.65 612.91 612.91 6,343.74 5199000 Indirect Allocation 4,604.62 586.10 586.10 4,018.52 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	11.65%
Benefit Dental Insurance 1,026.00 57.52 57.52 968.48	1.14%
Benefit 5176000 Life Insurance	5.96%
Benefit 5177000 HSA Insurance 2,715.00 22.35 22.35 2,692.65 Benefit 5181000 Retirement 6,956.65 612.91 612.91 6,343.74 5199000 Indirect 4,604.62 586.10 586.10 4,018.52 Allocation 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	5.60%
Benefit 5181000 Retirement 6,956.65 612.91 612.91 6,343.74 5199000 Indirect 4,604.62 586.10 586.10 4,018.52 Allocation 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	6.00%
5199000 Indirect Allocation 4,604.62 586.10 586.10 4,018.52 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	0.82%
Allocation 5291000 Contract Services 28,000.00 75.00 75.00 27,925.00 5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	8.81%
5295000 HS Nutrition 567,891.35 39,974.92 39,974.92 527,916.43	12.72%
	0.26%
	7.03%
5513000 HS Food Serv 75,000.00 5,697.91 5,697.91 69,302.09 Sup	7.59%
5761000 Communicatio 500.00 0.00 0.00 500.00	0.00%
Total 407 Head Start Nutrition (778,140.62) (54,474.16) (54,474.16) 723,666.46	7.00%

Date: 11/25/25 11:08:49 AM

Summary Budget Comparison - DIR-Grant H10, CACFP Head Start Nutrition 25-26 From 10/1/2025 Through 10/31/2025

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
Report Difference		0.00	9,920.90	9,920.90	9,920.90	100.00%

MERRYCHRISTMAS



Agenda Item 5

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

Head Start Transactions	October, 2025
Citibank P-Card	11,448.95
Dean's Dairy	6,026.18
First Financial Credit Card	14.55
Lowes Pay and Save	
Sysco Food Services	37,091.54
LakeShore Learning	1,983.58
West Texas Fire Extinguisher	6,573.29
	\$ 63,138.09

Vendor Activity - Head Start Citibank P-Card H08 - Grant H08, CACFP Head Start Nutrition FY 24-25 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5760000	HS Site Center Communications	9/8/2025	0708195 09-25	Head Start rural phone/internet service from 09/08/25 to 10/07/25 CBG	129.87
					129.87
				Total H08 - Grant H08, CACFP Head Start Nutrition FY 24-25	129.87

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5200000	Employee Health and Welfare	10/24/2025	8344069-6777067	Head Start purchase of wellness/stress relief items CBG	269.89
5296000	HS Parent Service	10/3/2025	3086062-3165801	Head Start purchase of supplies for Trunk or Treat community outreach CBG	73.55
5296000	HS Parent Service	10/7/2025	065905	Head Start purchase of supplies for parent meeting and Trunk or Treat community outreach CB HS	222.01
5296000	HS Parent Service	10/17/2025	086538	Head Start purchase of postcards for outreach events CB HS	56.98
5296000	HS Parent Service	10/28/2025	060147	Head Start purchase of candy for recruitment event CB HS2	78.62
5308000	Head Start T & T A	10/2/2025	1891466	Day EHS CDA renewal fee for M.M. CB HS2	250.00
5308000	Head Start T & T A	10/8/2025	1892553	Day EHS CDA renewal fee for C.H. CB HS2	250.00
5308000	Head Start T & T A	10/8/2025	1892556	Day EHS CDA renewal fee for C.B. CB HS2	250.00
5308000	Head Start T & T A	10/8/2025	1892558	Day EHS CDA renewal fee for L.P. CB HS2	250.00
5308000	Head Start T & T A	10/21/2025	10376765	Day HS/EHS purchase of ServSafe Manager online exam CB HS2	38.99
5308000	Head Start T & T A	10/29/2025	16N10136377	Day HS/EHS purchase of ServSafe Manager online exam CB HS2	38.99
5308000	Head Start T & T A	10/30/2025	003741788	Head Start purchase of First Aid CPR AED Student Workbooks (100), Instructor Manuals (2), and Pediatric First Aid CPR AED Course Videos on USB Drive (2) CBG2	874.38
5351000	Fuel	10/3/2025	2853	Head Start purchase of fuel for program vehicle CB HS2	44.36
5351000	Fuel	10/31/2025	009249	Head Start purchase of fuel for program vehicle CB HS	44.91
5361000	Vehicle Maintenance	10/17/2025	23849054033	Head Start purchase of car wash for program vehicle CB HS2	18.00

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5433000	HS Site Center Utilities	9/11/2025	221727-180104 08-25	Day HS/EHS water utility service from 08/11/25 to 09/10/25 (acct# 221727-180104) CBG	336.36
5433000	HS Site Center Utilities	9/11/2025	221727-180106 08-25	Day HS/EHS water utility service from 08/11/25 to 09/10/25 (acct# 221727-180106) CBG	179.44
5433000	HS Site Center Utilities	9/30/2025	0691-001390649	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 10/01/25 to 10/31/25, including credit from Rio Vista closure CBG	546.18
5433000	HS Site Center Utilities	9/30/2025	0691-001391711	Day HS/EHS trash service for acct# 3-0691-2405694 from 10/01/25 to 10/31/25 CBG	981.12
5453000	HS Site Center Bldg Maint	10/1/2025	H6807-252722	San Jacinto HS/EHS purchase of play sand (10) and cutting blades CB FAC	29.97
5453000	HS Site Center Bldg Maint	10/29/2025	4138058-1421048	San Jacinto HS/EHS purchase of shelving unit for custodial storage CBG	69.98
5453000	HS Site Center Bldg Maint	10/30/2025	1219407	Prorated Professional Commercial Security Monitoring, Commercial Security Service Agreement, and Hosted Access Control for San Jacinto site for October CBG	7.43
5510000	Supplies	10/1/2025	0146439-3697050	Purchase of replacement charger cords for EHS iPads at San Jacinto HS CBG2	7.99
5510000	Supplies	10/7/2025	6667146-1601857	San Jacinto HS/EHS purchase of replacement mop pads (6) CBG	31.26
5510000	Supplies	10/7/2025	6992043-4193025	San Jacinto HS purchase of dry erase pocket sleeves for family service worker use CBG	17.99
5510000	Supplies	10/7/2025	95794800	San Jacinto HS purchase of white cardstock (1 package) CBG2	9.96
5510000	Supplies	10/8/2025	4682808-6704234	Purchase of correct iPad charger cords for EHS San Jac CBG2	7.99
5510000	Supplies	10/8/2025	91334235	San Jacinto HS purchase of white cardstock (3 packages) CBG2	29.91

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	10/8/2025	9916847-2869857	San Jacinto HS purchase of 2 chair mats for HS family service workers CBG	62.68
5510000	Supplies	10/9/2025	6107060-4123434	San Jacinto HS/EHS purchase of Tide laundry detergent (8) CBG	150.70
5510000	Supplies	10/10/2025	0146439-3697050 CM	Return of incorrect iPad chargers for San Jac EHS CBG2	(7.99)
5510000	Supplies	10/14/2025	002713	San Jacinto HS purchase of white cardstock (6 packages) CBG2	59.82
5510000	Supplies	10/14/2025	2815684-9390636	San Jacinto EHS purchase of Dreft detergent (8) CBG	194.48
5510000	Supplies	10/23/2025	6887149-5197065	San Jacinto HS/EHS purchase of safety warning flags for student crossing area CBG	9.99
5510000	Supplies	10/28/2025	030329	Head Start purchase of yearly planners for Admin staff member CB HS2	51.48
5510000	Supplies	10/28/2025	0604905-6956229	Day and San Jacinto HS/EHS purchase of Surface Pro tablet cases (3) CBG	71.97
5510000	Supplies	10/28/2025	9827062-6744200	Head Start purchase of blank postcards - 6 boxes of 100 CBG	104.94
5512000	HS Class Room Supplies	10/1/2025	H6807-252722	San Jacinto HS/EHS purchase of play sand (10) and cutting blades CB FAC	59.80
5512000	HS Class Room Supplies	10/2/2025	9904188-6889834	San Jacinto HS purchase of heavy duty power strip and 9V batteries (12) CBG	90.16
5512000	HS Class Room Supplies	10/7/2025	6667146-1601857	San Jacinto HS/EHS purchase of replacement mop pads (6) CBG	31.27
5512000	HS Class Room Supplies	10/14/2025	024471	Head Start purchase of bodily fluid containment/cleaning items CB HS	43.50
5512000	HS Class Room Supplies	10/14/2025	092020	Head Start purchase of bodily fluid containment/cleaning items CB HS	80.85
5512000	HS Class Room Supplies	10/14/2025	10356130776	San Jacinto HS/EHS purchase of shop rags/cleaning sheets CBG2	174.80
5512000	HS Class Room Supplies	10/14/2025	2968404-8888222	San Jacinto HS purchase of Dirt Devil Endura upright bagless vacuum cleaner CBG	59.00

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	10/14/2025	5325357-8312262	Head Start purchase of biohazard stickers - 5 rolls CBG	37.45
5512000	HS Class Room Supplies	10/14/2025	6665235-0989033	San Jacinto HS/EHS purchase of wet floor signs (3) CBG	32.89
5514000	HS Medical Supplies	10/14/2025	8569193-5953830	Ozona HS purchase of blood pressure monitor and plastic tumblers (12 5 oz. & 12 8 oz.) CBG	19.99
5518000	HS Diapers and Wipes	10/14/2025	10356166352	San Jacinto EHS purchase of Huggies diapers (size 4, 4 boxes) CBG2	187.92
5518000	HS Diapers and Wipes	10/20/2025	10359070122	San Jacinto HS/EHS purchase of baby wipes - 10 boxes CBG2	217.40
5518000	HS Diapers and Wipes	10/21/2025	90328099	San Jacinto HS/EHS purchase of training pants - 6 boxes, 3T-4T CBG	220.50
5518000	HS Diapers and Wipes	10/29/2025	0927227-9661841	San Jacinto EHS purchase of Pampers (5 size 4 & 5 size 5) CBG	480.85
5622000	Internal Computer/Software	10/8/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	40.04
5622000	Internal Computer/Software	10/8/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	41.93
5622000	Internal Computer/Software	10/14/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	40.23
5622000	Internal Computer/Software	10/17/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	41.41
5622000	Internal Computer/Software	10/21/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	41.04
5622000	Internal Computer/Software	10/22/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	40.07

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5622000	Internal Computer/Software	10/28/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	40.27
5622000	Internal Computer/Software	10/30/2025	9280ec9fe1e2d7	Head Start purchase of GoEngage program software communication CB HS2	40.87
5753000	Dues and fees	10/3/2025	529CL0068DFEE12	Eldorado HS - TX HHSC Child Care Licensing Fee CB HS2	2.30
5753000	Dues and fees	10/9/2025	529CL0068E7D6B7	Ozona HS - TX HHSC Child Care Licensing Fee CB HS2	6.39
5753000	Dues and fees	10/9/2025	MN-SFMO 10-25	Menard Head Start site fire safety inspection CB HS2	104.30
5760000	HS Site Center Communications	9/8/2025	0708195 09-25	Head Start rural phone/internet service from 09/08/25 to 10/07/25 CBG	353.12
5760000	HS Site Center Communications	10/11/2025	07710150890010 10-25	Day HS/EHS phone service for acct# 07710-150890-01-0 from 09/25/25 to 10/24/25 CBG	264.20
5760000	HS Site Center Communications	10/12/2025	91975-98 10-25	Menard HS/EHS and Ozona HS internet service for acct# ACC-3331567-37502-10 from 10/12/25 to 11/12/25, including top-up and increased data for Ozona CBG2	180.00
5760000	HS Site Center Communications	10/17/2025	07710150887017 10-25	San Jacinto HS/EHS phone/internet service for acct# 07710-150887-01-7 from 10/01/25 to 10/31/25 CBG	157.55
5760000	HS Site Center Communications	10/18/2025	07710822494019 10-25	San Jacinto HS/EHS internet service for acct# 07710-822494-01-9 to bring account current and restore service CBG	998.25
5760000	HS Site Center Communications	10/25/2025	07710150505015 10-25	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 10/15/25 to 11/14/25 CBG	426.72
5796000	Safety	10/2/2025	405SP0000668668	Criminal history search for prospective new employee on S.A. (Day HS) CB HR	3.32
5796000	Safety	10/9/2025	405SP0000672532	Criminal history search for prospective new employee on J.G. (Day HS) CB HR	12.53

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5796000	Safety	10/9/2025	405SP0000672539	Criminal history search for prospective new employee on G.G. (Eldorado HS) CB HR	3.32
5796000	Safety	10/20/2025	UZTX6BHFRY	Daycare licensing (fingerprinting) for prospective Head Start employee G.G. (Eldorado HS) CB HR	39.31
5796000	Safety	10/30/2025	UZTX6FFHZK	Daycare licensing (fingerprinting) for prospective Head Start employee T.C. (Day HS/EHS and San Jacinto HS/EHS	39.31
5796000	Safety	10/30/2025	UZTX6FFQ7X	Daycare licensing (fingerprinting) for prospective Head Start employee R.S. (Day HS/EHS and San Jacinto HS/EHS	39.31
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	10,406.50

Vendor Activity - Head Start Citibank P-Card H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	10/1/2025	073074	San Jacinto HS purchase of Pediasure for student on special diet CB HS	59.94
5295000	HS Nutrition Service	10/3/2025	086982	Day EHS purchase of formula - 10 canisters CB HS	365.34
5295000	HS Nutrition Service	10/7/2025	085171	San Jacinto HS purchase of non-dairy milk for special diet needs CB HS	14.72
5295000	HS Nutrition Service	10/10/2025	005257	Day EHS purchase of assorted baby food CB HS	132.28
5295000	HS Nutrition Service	10/14/2025	039292	San Jacinto HS/EHS purchase of soymilk for special dietary needs CB HS	11.91
5295000	HS Nutrition Service	10/21/2025	053141	Day EHS purchase of peach baby food and formula (3 cans) CB HS	131.25
5295000	HS Nutrition Service	10/22/2025	093402	Day HS purchase of Pediasure for special dietary needs CB HS	59.94
5295000	HS Nutrition Service	10/31/2025	069425	San Jacinto EHS purchase of pediatric nutrition drinks for special dietary needs CB HS	39.45
5513000	HS Food Serv Sup	10/6/2025	0819720-0337056	Day HS purchase of large bibs (3) for student with special needs CBG	13.69
5513000	HS Food Serv Sup	10/7/2025	9579899-7391427	Day EHS purchase of sippy cups (2 sets of 7) for room 21 CBG	27.92
5513000	HS Food Serv Sup	10/14/2025	8569193-5953830	Ozona HS purchase of blood pressure monitor and plastic tumblers (12 5 oz. & 12 8 oz.) CBG	39.24
5513000	HS Food Serv Sup	10/15/2025	5916063-4873821	San Jacinto EHS purchase of sippy cups (set of 20) CBG	16.90
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	912.58
Report Ope	ning/Current Balance				

Vendor Activity - Head Start Citibank P-Card H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
Report Tra	nsaction Totals				11,448.95
Report Cur	rent Balances				

Vendor Activity - Head Start Deans Dairy Corporate H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	10/1/2025	650693605	Eldorado HS purchase of milk for children - 7 1% 9/CS	21.37
5295000	HS Nutrition Service	10/1/2025	650693627	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 17 1% 9/CS	57.87
5295000	HS Nutrition Service	10/1/2025	652091307	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 198 1% 9/CS, 6 whole lactose free 6BX, and 18 1% lactose free 6BX	794.41
5295000	HS Nutrition Service	10/1/2025	652289461	Ozona HS purchase of milk for children - 18 1% 9/CS	54.94
5295000	HS Nutrition Service	10/6/2025	652289726	Day HS/EHS purchase of milk for children - 18 whole 9/CS and 153 1% 9/CS	520.81
5295000	HS Nutrition Service	10/8/2025	650693993	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.47
5295000	HS Nutrition Service	10/8/2025	650694008	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 15 1% 9/CS	51.76
5295000	HS Nutrition Service	10/8/2025	652091593	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	657.62
5295000	HS Nutrition Service	10/8/2025	652289766	Ozona HS purchase of milk for children - 15 1% 9/CS	45.78
5295000	HS Nutrition Service	10/10/2025	652290129	Day HS/EHS purchase of milk for children - 18 whole 9/CS and 72 1% 9/CS	273.58
5295000	HS Nutrition Service	10/15/2025	650694381	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.47
5295000	HS Nutrition Service	10/15/2025	650694401	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 15 1% 9/CS	51.76
5295000	HS Nutrition Service	10/15/2025	652091974	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS and 180 1% 9/CS	657.03
5295000	HS Nutrition Service	10/15/2025	652290076	Ozona HS purchase of milk for children - 9 1% 9/CS	27.47

Vendor Activity - Head Start Deans Dairy Corporate H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	10/15/2025	652290388	Ozona HS credit for returned milk - 2 1% 9/CS	(6.10)
5295000	HS Nutrition Service	10/20/2025	652290352	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 162 1% 9/CS, and 12 1% lactose free 6BX	683.96
5295000	HS Nutrition Service	10/22/2025	650694772	Eldorado HS purchase of milk for children - 15 1% 9/CS	45.78
5295000	HS Nutrition Service	10/22/2025	650694793	Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 10 1% 9/CS	33.51
5295000	HS Nutrition Service	10/22/2025	652092278	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 180 1% 9/CS, and 18 1% lactose free 6BX	712.56
5295000	HS Nutrition Service	10/22/2025	652290389	Ozona HS purchase of milk for children - 18 1% 9/CS	54.94
5295000	HS Nutrition Service	10/27/2025	652290655	Day HS/EHS purchase of milk for children - 45 whole 9/CS, 135 1% 9/CS, and 12 1% lactose free 6BX	601.55
5295000	HS Nutrition Service	10/28/2025	650695544	Menard HS/EHS purchase of milk for children - 1 whole 9/CS and 10 1% 9/CS	33.51
5295000	HS Nutrition Service	10/29/2025	650695555	Eldorado HS purchase of milk for children - 10 1% 9/CS	30.52
5295000	HS Nutrition Service	10/29/2025	652092569	San Jacinto HS/EHS purchase of milk for children - 18 whole 9/CS, 126 1% 9/CS, and 18 1% lactose free 6BX	520.83
5295000	HS Nutrition Service	10/29/2025	652290697	Ozona HS purchase of milk for children - 15 1% 9/CS	45.78
					6,026.18
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	6,026.18

Vendor Activity - Head Start Deans Dairy Corporate H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
Report Ope	ening/Current Balance				
Report Tra	nsaction Totals				6,026.18
Report Cur	rent Balances				

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	10/23/2025	113230	Day HS and San Jacinto HS purchase of packing & mailing supplies to send 3 Surface Pro tablets for repair JS FF	14.55
					14.55
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	14.55
Report Ope	ning/Current Balance				
Report Tran	saction Totals				14.55
Report Curr	ent Balances				

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5512000	HS Class Room Supplies	10/1/2025	92153084	San Jacinto HS purchase of nonhardening modeling foam for rm 32	8.79
5512000	HS Class Room Supplies	10/27/2025	92333321	San Jacinto EHS purchase of tabletop paper center for RM 28	28.49
5512000	HS Class Room Supplies	10/27/2025	92333322	Menard EHS purchase of folding tricycles, ball toss, and CD	177.61
5512000	HS Class Room Supplies	10/28/2025	92339193	San Jacinto EHS purchase of toddler kitchen, table & chair set, doll highchair, play carpet, learning toys, and storage items for RM 28	1,445.76
5512000	HS Class Room Supplies	10/29/2025	92344872	San Jacinto EHS purchase of puzzles, storage boxes, and learning toys for RM 28	146.25
5512000	HS Class Room Supplies	10/29/2025	92344873	Menard EHS purchase of safety wall mirror	132.05
5512000	HS Class Room Supplies	10/31/2025	92360514	San Jacinto EHS purchase of toddler housecleaning set and storage box for RM 28	44.63
					1,983.58
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	1,983.58
Report Ope	ning/Current Balance				
Report Transaction Totals					1,983.58
Report Curr	ent Balances				

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	9/4/2025	250904-311-3-3-22	Ozona HS purchase of nutrition items	78.71
5295000	HS Nutrition Service	9/8/2025	250908-420-1-1-27	Menard HS/EHS purchase of nutrition items	26.76
5295000	HS Nutrition Service	9/9/2025	250909-420-2-2-35	Menard HS/EHS purchase of nutrition items and kitchen supplies	104.28
5295000	HS Nutrition Service	9/16/2025	250916-420-2-2-17	Menard HS/EHS purchase of nutrition items	16.16
5295000	HS Nutrition Service	9/17/2025	250917-374-2-2-6	Menard HS/EHS purchase of nutrition items	82.28
5295000	HS Nutrition Service	9/26/2025	250926-311-3-3-98	Ozona HS purchase of nutrition items and kitchen supplies	68.32
5513000	HS Food Serv Sup	9/9/2025	250909-420-2-2-35	Menard HS/EHS purchase of nutrition items and kitchen supplies	26.97
5513000	HS Food Serv Sup	9/26/2025	250926-311-3-3-98	Ozona HS purchase of nutrition items and kitchen supplies	2.58
					406.06
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	406.06

Vendor Activity - Head Start Lowes Pay and Save H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	10/1/2025	251001-382-3-3-3	Menard HS/EHS purchase of nutrition items	14.14
5295000	HS Nutrition Service	10/1/2025	251001-420-1-1-57	Menard HS/EHS purchase of nutrition items	11.38
5295000	HS Nutrition Service	10/2/2025	251002-311-3-3-23	Ozona HS purchase of nutrition items	74.42
5295000	HS Nutrition Service	10/2/2025	251002-382-3-3-28	Menard HS/EHS purchase of nutrition items	46.24
5295000	HS Nutrition Service	10/6/2025	251006-382-1-1-20	Menard HS/EHS purchase of nutrition items	6.58
5295000	HS Nutrition Service	10/7/2025	251007-420-2-2-31	Menard HS/EHS purchase of nutrition items	62.01
5295000	HS Nutrition Service	10/8/2025	251008-420-2-2-60	Menard HS/EHS purchase of nutrition items and kitchen supplies	9.05
5295000	HS Nutrition Service	10/9/2025	251009-239-3-3-30	Ozona HS purchase of nutrition items	113.50
5295000	HS Nutrition Service	10/9/2025	251009-382-3-3-12	Menard HS/EHS purchase of nutrition items	9.69
5295000	HS Nutrition Service	10/14/2025	251014-420-1-1-22	Menard HS/EHS purchase of nutrition items	50.00
5295000	HS Nutrition Service	10/16/2025	251016-252-3-3-39	Ozona HS purchase of nutrition items	88.54
5295000	HS Nutrition Service	10/16/2025	251016-420-2-2-28	Menard HS/EHS purchase of nutrition items	16.78
5295000	HS Nutrition Service	10/20/2025	251020-440-2-2-8	Menard HS/EHS purchase of nutrition items	51.74
5295000	HS Nutrition Service	10/21/2025	251021-440-2-2-27	Menard HS/EHS purchase of nutrition items and kitchen supplies	13.14
5295000	HS Nutrition Service	10/22/2025	251022-420-2-2-37	Menard HS/EHS purchase of nutrition items	9.49
5295000	HS Nutrition Service	10/23/2025	251023-239-3-3	Ozona HS purchase of nutrition items	82.46
5295000	HS Nutrition Service	10/24/2025	251024-420-1-1-23	Menard HS/EHS purchase of nutrition items	11.97
5513000	HS Food Serv Sup	10/2/2025	251002-382-3-3-34	Menard HS/EHS purchase of kitchen supplies	20.98
5513000	HS Food Serv Sup	10/8/2025	251008-420-2-2-60	Menard HS/EHS purchase of nutrition items and kitchen supplies	8.79

Vendor Activity - Head Start Lowes Pay and Save H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	10/21/2025	251021-440-2-2-27	Menard HS/EHS purchase of nutrition items and kitchen supplies	2.58
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	703.48
Report Oper	ning/Current Balance				
Report Tran	saction Totals				1,109.54
Report Curre	ent Balances				

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	10/2/2025	378208967	Eldorado HS purchase of nutrition items for children and kitchen supplies	442.95
5295000	HS Nutrition Service	10/2/2025	378208970	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,920.68
5295000	HS Nutrition Service	10/2/2025	378209032	Menard HS/EHS purchase of nutrition items for children	266.03
5295000	HS Nutrition Service	10/7/2025	378212607	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,552.18
5295000	HS Nutrition Service	10/9/2025	378214219	Eldorado HS purchase of nutrition items for children and kitchen supplies	635.98
5295000	HS Nutrition Service	10/9/2025	378214223	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,235.07
5295000	HS Nutrition Service	10/11/2025	378215703	Day HS/EHS credit - Customer Incentive Program	(0.10)
5295000	HS Nutrition Service	10/11/2025	378215705	San Jacinto HS/EHS credit - Customer Incentive Program	(10.26)
5295000	HS Nutrition Service	10/11/2025	378215725	Eldorado HS credit - Customer Incentive Program	(7.15)
5295000	HS Nutrition Service	10/11/2025	378215726	Ozona HS credit - Customer Incentive Program	(1.52)
5295000	HS Nutrition Service	10/14/2025	378217635	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,048.87
5295000	HS Nutrition Service	10/14/2025	378218175	Day HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	10/16/2025	378219393	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,908.06
5295000	HS Nutrition Service	10/16/2025	378219446	Menard HS/EHS purchase of nutrition items for children	174.97
5295000	HS Nutrition Service	10/18/2025	378220949	Day HS/EHS credit - Customer Incentive Program	(86.19)
5295000	HS Nutrition Service	10/18/2025	378220951	San Jacinto HS/EHS credit - Customer Incentive Program	(86.36)

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5295000	HS Nutrition Service	10/18/2025	378220968	Menard HS/EHS credit - Customer Incentive Program	(2.35)
5295000	HS Nutrition Service	10/18/2025	378220969	Ozona HS credit - Customer Incentive Program	(4.81)
5295000	HS Nutrition Service	10/21/2025	378222843	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,829.69
5295000	HS Nutrition Service	10/23/2025	378224367	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,863.19
5295000	HS Nutrition Service	10/23/2025	378224387	Eldorado HS purchase of nutrition items for children	287.74
5295000	HS Nutrition Service	10/23/2025	378224437	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	180.65
5295000	HS Nutrition Service	10/25/2025	378226193	Day HS/EHS credit for blueberries damaged on truck	(55.87)
5295000	HS Nutrition Service	10/28/2025	378227893	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,607.79
5295000	HS Nutrition Service	10/28/2025	378228481	San Jacinto HS/EHS purchase of nutrition items for children	99.04
5295000	HS Nutrition Service	10/30/2025	378229490	Ozona HS purchase of nutrition items for children and kitchen supplies	1,317.72
5295000	HS Nutrition Service	10/30/2025	378229497	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,874.52
5295000	HS Nutrition Service	10/30/2025	378229552	Menard HS purchase of nutrition items for children	385.68
5513000	HS Food Serv Sup	10/2/2025	378208967	Eldorado HS purchase of nutrition items for children and kitchen supplies	85.09
5513000	HS Food Serv Sup	10/2/2025	378208970	Day HS/EHS purchase of nutrition items for children and kitchen supplies	731.21
5513000	HS Food Serv Sup	10/7/2025	378212607	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	687.98
5513000	HS Food Serv Sup	10/9/2025	378214219	Eldorado HS purchase of nutrition items for children and kitchen supplies	41.75

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	10/9/2025	378214223	Day HS/EHS purchase of nutrition items for children and kitchen supplies	533.12
5513000	HS Food Serv Sup	10/14/2025	378217635	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	416.23
5513000	HS Food Serv Sup	10/16/2025	378219393	Day HS/EHS purchase of nutrition items for children and kitchen supplies	255.20
5513000	HS Food Serv Sup	10/21/2025	378222843	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	271.96
5513000	HS Food Serv Sup	10/23/2025	378224367	Day HS/EHS purchase of nutrition items for children and kitchen supplies	481.96
5513000	HS Food Serv Sup	10/23/2025	378224437	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	20.34
5513000	HS Food Serv Sup	10/28/2025	378227893	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	401.99
5513000	HS Food Serv Sup	10/30/2025	378229490	Ozona HS purchase of nutrition items for children and kitchen supplies	79.28
5513000	HS Food Serv Sup	10/30/2025	378229497	Day HS/EHS purchase of nutrition items for children and kitchen supplies	589.61
5513000	HS Food Serv Sup	10/31/2025	378230919	Day HS/EHS purchase of kitchen supplies	33.04
					37,091.54
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	37,091.54
Report Oper	ning/Current Balance				

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
Report Tra	nsaction Totals				37,091.54
Report Cur	rent Balances				

Vendor Activity - Head Start West Texas Fire Extinguisher H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	10/1/2025	324858	San Jacinto HS/EHS purchase of paper towels, toilet tissue, multi-purpose and toilet bowl cleaners, and disinfecting wipes	125.96
5510000	Supplies	10/2/2025	324079-01	San Jacinto HS/EHS purchase of nitrile gloves - 10 boxes	41.57
5510000	Supplies	10/2/2025	324509-01	Day EHS purchase of nitrile gloves - 3 boxes	24.95
5510000	Supplies	10/3/2025	325031	San Jacinto HS/EHS purchase of paper towels, facial tissue, toilet tissue, trash can liners, and multi-purpose cleaner	290.74
5510000	Supplies	10/6/2025	325031-01	San Jacinto HS/EHS purchase of laundry detergent - 2 cases	28.44
5510000	Supplies	10/7/2025	324819	Ozona HS purchase of paper towels, toilet tissue, trash can liners, disinfectants & cleaners, and mops	313.40
5510000	Supplies	10/8/2025	325164	San Jacinto HS/EHS purchase of paper and food service towels, toilet tissue, nitrile gloves, broom, trash can liners, and multi-purpose cleaner	564.78
5510000	Supplies	10/8/2025	325166	Day HS/EHS purchase of nitrile gloves, multi-purpose cleaner, and shop rags	24.36
5510000	Supplies	10/15/2025	325433	San Jacinto HS/EHS purchase of paper towels, trash can liners, disinfectant, and sanitizers	387.92
5510000	Supplies	10/21/2025	325164-01	San Jacinto HS/EHS purchase of nitrile gloves (10) and microfiber mop heads (5)	
5510000	Supplies	10/21/2025	325166-01	Day HS/EHS purchase of nitrile gloves (10) and microfiber mop heads (2)	
5510000	Supplies	10/21/2025	325433-01	San Jacinto HS/EHS purchase of trash can liners - 3 cases	64.14
5510000	Supplies	10/22/2025	325795	Day HS/EHS purchase of nitrile gloves, multi-purpose cleaner, sanitizer, and mop heads	102.18

Vendor Activity - Head Start West Texas Fire Extinguisher H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5510000	Supplies	10/28/2025	326015	San Jacinto HS/EHS purchase of nitrile gloves, reusable towels, assorted cleaners and disinfectants, and trash can liners	550.01
5510000	Supplies	10/31/2025	326153	San Jacinto HS/EHS purchase of paper towels - 5 cases	119.30
5512000	HS Class Room Supplies	10/1/2025	324858	San Jacinto HS/EHS purchase of paper towels, toilet tissue, multi-purpose and toilet bowl cleaners, and disinfecting wipes	125.97
5512000	HS Class Room Supplies	10/2/2025	324079-01	San Jacinto HS/EHS purchase of nitrile gloves - 10 boxes	41.58
5512000	HS Class Room Supplies	10/3/2025	325031	San Jacinto HS/EHS purchase of paper towels, facial tissue, toilet tissue, trash can liners, and multi-purpose cleaner	290.75
5512000	HS Class Room Supplies	10/6/2025	325031-01	San Jacinto HS/EHS purchase of laundry detergent - 2 cases	28.44
5512000	HS Class Room Supplies	10/7/2025	324819	Ozona HS purchase of paper towels, toilet tissue, trash can liners, disinfectants & cleaners, and mops	29.44
5512000	HS Class Room Supplies	10/8/2025	325164	San Jacinto HS/EHS purchase of paper and food service towels, toilet tissue, nitrile gloves, broom, trash can liners, and multi-purpose cleaner	564.78
5512000	HS Class Room Supplies	10/8/2025	325166	Day HS/EHS purchase of nitrile gloves, multi-purpose cleaner, and shop rags	609.45
5512000	HS Class Room Supplies	10/15/2025	325433	San Jacinto HS/EHS purchase of paper towels, trash can liners, disinfectant, and sanitizers	387.93
5512000	HS Class Room Supplies	10/21/2025	325164-01	San Jacinto HS/EHS purchase of nitrile gloves (10) and microfiber mop heads (5)	79.82
5512000	HS Class Room Supplies	10/21/2025	325166-01	Day HS/EHS purchase of nitrile gloves (10) and microfiber mop heads (2)	83.15

Vendor Activity - Head Start West Texas Fire Extinguisher H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses	
5512000	HS Class Room Supplies	10/21/2025	325433-01	San Jacinto HS/EHS purchase of trash can liners - 3 cases	64.14	
5512000	HS Class Room Supplies	10/21/2025	325705	Day HS/EHS and San Jacinto HS/EHS purchase of disinfectant cleaner and instant absorbent		
5512000	HS Class Room Supplies	10/22/2025	325795	Day HS/EHS purchase of nitrile gloves, multi-purpose cleaner, sanitizer, and mop heads	332.60	
5512000	HS Class Room Supplies	10/28/2025	326015	San Jacinto HS/EHS purchase of nitrile gloves, reusable towels, assorted cleaners and disinfectants, and trash can liners	472.01	
5512000	HS Class Room Supplies	10/31/2025	326153	San Jacinto HS/EHS purchase of paper towels - 5 cases	119.30	
					6,202.38	
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	6,202.38	

Vendor Activity - Head Start West Texas Fire Extinguisher H10 - Grant H10, CACFP Head Start Nutrition FY 25-26 From 10/1/2025 Through 10/31/2025

Line Item Code	Line Item Title	Document Date	Document Number	Document Description	Expenses
5513000	HS Food Serv Sup	10/1/2025	324858	San Jacinto HS/EHS purchase of paper towels, toilet tissue, multi-purpose and toilet bowl cleaners, and disinfecting wipes	12.18
5513000	HS Food Serv Sup	10/8/2025	325164	San Jacinto HS/EHS purchase of paper and food service towels, toilet tissue, nitrile gloves, broom, trash can liners, and multi-purpose cleaner	81.91
5513000	HS Food Serv Sup	10/21/2025	324482-01	San Jacinto HS/EHS purchase of reusable towels - 1 case	61.01
5513000	HS Food Serv Sup	10/21/2025	324858-01	San Jacinto HS/EHS purchase of reusable towels - 1 case	61.01
5513000	HS Food Serv Sup	10/28/2025	326015	San Jacinto HS/EHS purchase of nitrile gloves, reusable towels, assorted cleaners and disinfectants, and trash can liners	154.80
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	370.91
Report Ope	ning/Current Balance				
Report Tran	nsaction Totals				6,573.29
Report Curr	ent Balances				





Agenda Item 6



CVCOG Head Start



Self-Assessment Outline Schedule 2025-2026

Critical Task	Where/How	Completion Dates	To be Performed by:
Planning, Review, and Implementation			
Discuss Collection Methods/Survey Types		12/17/2025 December PC/EC Meeting	FAMCO Manager/Program Director
Administration Staff Review of Goal Achievement		12-1-2025 to 12-31-2025	Administration Staff
Present Self- Assessment Plan and Schedule for Approval	PC Meeting Executive Board Meeting	12-10-2025 and 12-17-2025 PC Meeting Executive Board Meeting	FAMCO Manager/Program Director
Present Self- Assessment Plan, Training, and Schedule to Site Supervisors	Site Supervisor Meeting	12-9-2025	FAMCO Manager
All booklets, surveys, questionnaires due and completed to Administration		2-20-2026	Center DirectorsStaffFAMCO
Administration Development of Self-Assessment Goals		2-25-2026	Head Start Administration
Preliminary Goals presented to Policy Council and Governing Board	PC Meeting Executive Board Meeting	3-11-2026	FAMCO Manager/Program DirectorPolicy CouncilExecutive Board
Complete Self-Assessment Report		3-11-2026 to 3-31-2025	Stacy Walker -FAMCO
Submit for Approval to Policy Council and Governing Board	PC Meeting Executive Board Meeting	4-8-2025	Stacy Walker- FAMCO
Parent Surveys			
1. Parent Survey	Online Survey	1-14-2026 to 1-30-2026	Head Start Parents
1301 Program Governance			
Program Governance	Online Survey	1-26-2026 to 1-30-2026 2-11-2026	Executive Board MembersPolicy Council Members
1302 Program Operations			

1. 2. 3.	ERSEA Subpart A Transitions Subpart G Janitorial Staff Survey	Online/Paper Survey	1-26-2026 to 1-30-2026	Family Service WorkersFSW/Site Supervisors RuralJanitorial Staff
1.	Program Structure Subpart B	CatScan	1-26-2026 to 1-30-2026	Head Start Administrative Staff
1. 2. 3.	HS Education and Child Development Subpart C EHS Education and Child Development Additional Services for Child with Disabilities Subpart F	Online Survey	2-9-2026 to 2-13-2026	Head Start TeachersSan Angelo Site SupervisorsFSW/Site Supervisors Rural
1. 2. 3.	Health Program Services Subpart D Nutrition Survey Services for Enrolled Pregnant Women Subpart H	Online/Paper Survey	1-26-2026 to 1-30-2026	 Family Service Workers Site Supervisors FSW/Site Supervisors Rural Kitchen Staff Pregnant Moms
1.	FAMCO Subpart E	Online Survey	1-16-2026 to 1-23-2026	San Angelo Site SupervisorsFamily Service WorkersFSW/Site Supervisors Rural
1.	Human Resources Management Subpart I	CatScan	1-5-2026 to 1-30-2026	CVCOG HR TeamEducation Manager
1.	PM & QI Management Subpart J	CatScan	1-26-2026 to 1-30-2026	Head Start Administrative Staff
1.	PM & QI Implementation Subpart J	CatScan	1-26-2026 to 1-30-2026	Head Start Administrative Staff
2.	Financial & Administration Requirements			
•	Financial Requirements Subpart A	CatScan	1-5-2026 to 1-30-2026	CVCOG Financial Team
•	Administrative Requirements Subpart B	CatScan	1-5-2026 to 1-30-2026	CVCOG Financial Team
•	Protections for the Privacy of Child Records Subpart C	CatScan	1-26-2026 to 1-30-2026	Head Start Administration Staff
•	Delegation of Program Operations Subpart D	CatScan	1-26-2026 to 1-30-2026	Head Start Administration Staff
•	Facilities Subpart E	CatScan	1-5-2026 to 1-30-2026	CVCOG Procurement
•	Transportation Subpart F	Not Completed		

MERRYCHRISTMAS



Agenda Item 7



CONCHO VALLEY COUNCIL OF GOVERNMENTS HEAD START/EARLY HEAD START Education Guidelines



Referral Specifications

Procedures for Referral

- If a child fails the developmental screening Early Head Start (EHS) /or rescreen Head Start (HS), the
 teaching staff will consult with parents/guardian, and with their permission obtain a Parent/Guardian
 Consent to Exchange Information and will upload the consent in GoEngage under the Consent tab in
 the child's Enrollment Package. The teaching staff will also send an internal referral to the Disability
 Manager through GoEngage.
- 2. The Disability Manager will initiate an **external referral** in **GoEngage**. The **Child Find Referral** or the **ECI Referral**, and all applicable documents will be sent to the appropriate agency. The Disability Manager will send a "collaboration" note through GoEngage, to the Education Manager, the Family & Community Partnership Manager, site supervisor, teacher and FSW, that the referral has been initiated.
- 3. If the parents/guardians do not consent to a referral, the teaching staff will ask parents/guardians to sign the **Decline of Services** form and upload the document in **GoEngage** with the other screening documents. Teaching staff will also send a "collaboration" note to the Disability Manager stating the parents have refused services.
- 4. The Disability Manager will maintain hard copies of all referral documents to effectively track and monitor each child's progress throughout the referral process.
- 5. If the child is determined eligible for services by the LEA or ECI, the Disability Manager will obtain a copy of the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) and upload the document to GoEngage, and will also set up the referral in the child's Enrollment Package. The Disability Manager will send a "collaboration" note through GoEngage, to the Education Manager, classroom teacher, site supervisor, and Family Service Worker (FSW) that the IEP/IFSP has been uploaded to GoEngage.
- 6. If the child is determined not to be eligible for services, the Disability Manager will upload all supporting documentation into **GoEngage** and share this information with the Education Manager, classroom teacher, site supervisor, and FSW through a "collaboration" note. The Disability Manager will also consult with teaching staff and parents/guardians to discuss the results of the evaluation and other options for services. If the parents/guardians are interested, with their permission, an **external referral** will be initiated to the appropriate agency.





Agenda Item 8





REFERENCE	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance				
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025/July 9, 2025 Pages: 1-2				
SUBJECT	Attendance	STANDARD	1302.16		

Policy:

The Concho Valley Council of Governments will create a process to provide attendance at Head Start on a daily basis. Head Start programs will ensure daily attendance and absence reasons are recorded in GoEngage.

PROCEDURE

If absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedure for all children with four or more consecutive unexcused absences. Families must contact the site when their child is absent from the program.

Consecutive Absenteeism with No Contact:

- 1. First day of absence: The Receptionist/Site Supervisor will attempt to contact the parent/guardian if the parent/guardian has not contacted the program by 9:00am. All contacts or attempts will be made with a case note in GoEngage.
- 2. Second day of absence: The Receptionist/Site Supervisor will attempt to contact the parent/guardian if the parent/guardian has not contacted the program by 9:00am. All contacts or attempts will be made with a case note in GoEngage.
- 3. Third day of absence: Family Service Worker (FSW) will be required to conduct a home visit or other direct contact with the family. If the FSW is unable to make contact, they will leave a letter or door knocker requesting the parent to contact them as soon as possible. This contact or attempt will be documented in GoEngage under services.

Vacant Slot:

A program slot must be reported vacant when either of following occurs:

1. Family Communication:

The parent or guardian notifies the program that the child will **not be returning**. The slot must be reported vacant the following day upon receiving this communication in GoEngage followed by a Change of Status.

2. A child has **not attended for 30 consecutive calendar days**, and the program has made a **minimum of three documented attempts** to re-engage the family.





- Attempts may include phone calls, emails, letters, text messages, or home visits.
- All attempts must be dated and recorded into GoEngage under Services.

Chronic Unexcused Absenteeism:

- 1. After the fourth day of unexcused absence, the FSW is required to develop an Unexcused Attendance Plan that outlines the causes of a child's absenteeism and includes strategies to improve attendance. This will be documented in GoEngage under Services. Follow-up on the Unexcused Attendance Plan will occur when the child accumulates three more unexcused absences for a total of seven unexcused absences, with the understanding that the child may be dropped from the program after ten unexcused absences. This will be documented in GoEngage under Services.
- 2. In cases of chronic absenteeism, where a child has ten unexcused absences, the child's slot will be considered vacant with ERSEA Managers' approval.

Excused vs. Unexcused Absences

- **Excused absences** include illness, medical appointments, family emergencies, or other valid personal reasons.
- **Unexcused absences** include lack of transportation, oversleeping, or other non-essential reasons.

Within the first 60 days of program operation, and on an ongoing basis thereafter, the program will:

1. Monitor Individual Attendance Data

Use individual child attendance records to identify children who demonstrate patterns of absence that place them at risk of missing ten percent (10%) of program days within the program year. When such patterns are identified, FSW will determine this by the last week of September and will implement the Attendance Plan in GoEngage to improve attendance. These strategies may include, but are not limited to:

- Direct and timely contact with parents or guardians
- Intensive case management services
- Additional family support as needed

When the monthly average daily attendance rate falls below 85%, the Site Supervisors and Family Service Workers must analyze the causes of absenteeism and determine the systemic issues contributing to the Site's absentee rate. Site Supervisors and FSWs must implement a process using absenteeism data. This information will be documented in the Below 85% Attendance Analysis.

If a child is determined homeless, the child is to be enrolled temporarily for 30 days without immunization records. The FSW will work with the families to become Texas state compliant with current immunization requirement of the State of Texas.





• The FSW will assist children experiencing homelessness and unable to attend classes regularly with community transportation where available.





REFERENCE	1302 Subpart C Education and Child Development Program Services			
APPROVAL/EFFECTIVE	December 10, 2025			: 1-3
SUBJECT	Child screenings and assessments for Head Start	STANDARD	1302	.33

Screening

- 1. Family Service Workers (FSW) inform parents/guardians of the types and purpose of all screenings to be administered during the enrollment process.
- 2. Parents/guardians give written consent for screenings during the enrollment process.
- 3. If a parent/guardian does not give consent, FSW will follow the decline of service policy.
- 4. Concho Valley Council of Governments (CVCOG) Head Start uses the Learning Accomplishment Profile-Diagnostic (LAP-D) developmental screening tool for ages three through five to identify concerns regarding a child's motor, cognitive and language development.
- 5. All newly enrolled, first-year children will have a developmental screening administered within 45-calendar days of the child's entry into the program. A second- or third-year child may be rescreened if developmental concerns are suspected. (See 1302.45 screening to identify concerns related to behavioral, social and emotional concerns)
- 6. A letter explaining the program's requirement for administering a developmental screening (LAP-D) and the importance of their child's attendance, will be given to the parents/guardians of the children for whom the teachers will be administering the LAP-D.
- 7. The LAP-D screening tool provides a systematic method for observing children's functioning in the thirty-to-seventy-two-month range and is designed for children with typical and atypical development. The LAP-D kit contains a standardized set of materials necessary to administer each item.
- 8. Teaching staff use the appropriate LAP-D scoring sheet for the child's age.
- 9. Teaching staff will follow the directions outlined in the LAP-D user guide to administer the screening.
- 10. If the child's total score is greater than the primary cut-off score, circle "P" for pass; no further testing is required.
- 11. If the child's total score is equal to or less than the primary cut-off score, circle "R" for Rescreen. The child will be rescreened in 4 to 6 weeks. This time will give the child an opportunity to learn new skills.
- 12. Teaching staff will record the initial score in **GoEngage**. If a rescreen is required, a collaboration note will be sent to the Disability Manager, letting her know the results of the initial LAP-D.
- 13. If the child fails the rescreening, with parents/guardians' permission, an internal referral will be sent to the Disability Manager. The Disability Manager will initiate an external referral to the local education agency (LEA).
- 14. All LAP-D scoring sheets will be uploaded into GoEngage.
- 15. If a child is determined eligible for services under the Individuals with Disabilities Education Act (IDEA), the Disability Manager will obtain a copy of the child's Individualized Education Program (IEP). The LEA





will be responsible for implementing the Individuals with Disabilities Education Act (IDEA) and the delivery of services.

- 16. If a child is determined not eligible for services, the Disability Manager will consult with the representative from the LEA to determine if the child has a significant delay in one or more areas of development that is likely to interfere with the child's development and school readiness. If the child has a significant delay, in consultation with parents/guardians, the Disability Manager will discuss options for other services and initiate an external referral to the appropriate agency. Such services may be available through a child's health insurance, or it may be appropriate for the program to provide needed services and supports under section 504 of the Rehabilitation Act, if the child satisfies the definition of disability according to the Rehabilitation Act. If the child satisfies the definition in the Rehabilitation Act, the child will not be excluded from the program.
- 17. CVCOG Head Start funds may be used for services and support when no other sources of funding are available.
- 18. Data obtained from the LAP-D screening, observations, assessments and information obtained from parents/guardians will be used to establish goals and plan individual instruction for each child.

Assessment for Individualization

- 1. CVCOG Head Start uses **Desired Results Developmental Profile (DRDP)** to conduct standardized and structured ongoing developmental assessments three times during the program year.
- 2. DRDP is correlated to the Head Start Early Learning Outcomes Framework (ELOF). The Texas PreK Guidelines require measurement at the beginning, middle, and end of year in core domains using a commissioner-approved instrument. The DRDP is on Texas's approved list for this purpose and is frequently used by districts.
- 3. Depending on the child's entry date, some children may receive fewer assessments. The Education Manager will provide teaching staff with an annual schedule indicating assessments required based on the month of the child's entry. (Wave 1 Fall, Wave 2 Winter, Wave 3 Spring)
- 4. Teaching staff observe children in different settings throughout the day and document using anecdotal notes/observations. This data is used to complete developmental assessments for each child.
- Teaching staff is required to have at least one anecdotal/observation note for specific measures
 outlined on the DRDP Measures for the Classroom 2025-2026 for each checkpoint period.
- 6. Teaching staff use assessment data, observation notes, and information gathered from parents and guardians through home visits and parent-teacher conferences to develop individualized goals that support each child's progress toward school readiness. These goals guide planned activities that are tailored to:
 - individualize instruction for each child
 - small group learning
 - large group experiences
- 7. Teaching staff analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



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Policies & Procedures

- 8. Children are assessed in their home language whenever possible. When necessary, program staff will make every effort to identify an individual who speaks and understands the child's language and culture to conduct the assessment. If all reasonable efforts to find such an individual has been exhausted, the screening and assessment may be conducted in English. In these cases, teaching staff will supplement the assessment with additional information, including structured observations over time and input gathered from the family in the child's home language, to accurately evaluate the child's development and progress.
- 9. If warranted by the assessment data, and with consent from parents/guardians, an internal referral will be sent to the Disability Manager; the Disability Manager will initiate an external referral to the (LEA).
- 10. Assessment results are shared with parents/guardians during home visits and parent/teacher conferences.
- 11. Screening data is never used to exclude a child or family from participating in the program.
- 12. The Education Manager analyzes children's assessment data at least three times a year including subgroups, such as dual language learners and children with disabilities, and shares data with the Executive Committee, Policy Council, and teaching staff. This data is used to establish program goals and for continuous program improvement.





REFERENCE	1302 Health Program Services Subpart D			
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, July 9, 2025 / July 9, 2025 Pages: 1-2			
SUBJECT	Child Nutrition	STANDARD	1302.44	

Nutrition Service Requirements

Concho Valley Council of Governments (CVCOG) will design and implement a culturally and developmentally appropriate nutrition program that, meets the nutritional needs and accommodates the feeding requirements each child, including children with special dietary needs and children with disabilities.

- Family Service Workers (FSWs) will utilize the GoEngage database system to identify and document children's health needs, including cultural, religious, ethnic, and special dietary requirements, particularly for children with nutrition-related health concerns.
- FSW will talk with parents/guardians about any food allergies, special diets or nutrition-related health concerns identified from the GoEngage database system.
- Parents/Guardians will provide the FSW with a doctor's statement expressing any special dietary requirements for the child. If a child drinks lactose free milk, a note will be provided by the parents/guardians.
- FSW will assign the child a number so that the information is kept confidential and will share the information with teaching and kitchen staff to ensure special accommodation is provided.
- If the family has a religious reason for a food substitution, an alternative meal pattern will be discussed with parents/guardians to ensure food substitution meets religious reasons and follows the Child Adult Care Food Program (CACFP) meal requirements.

Menus

- 1. The Nutrition Manager will use the CACFP meal pattern chart to develop a nutritionally balanced menu and submit the completed menu to the contracted Nutritionist for approval.
 - i. Children will be served a nutritious breakfast regardless of the arrival time.
- 2. Menus will be posted in the classroom; kitchen, and a copy will be given to parents/guardians with the monthly newsletter.
- 3. Menu changes will be completed prior to each meal, approved by Nutrition Manger or Site Supervisor and posted in each classroom.
- 4. Meals provided are 2/3 of the child's daily nutritional needs and conform to the United States Department of Agriculture (USDA) and CACFP regulations.
- 5. Kitchen staff will follow the **Food Buying Guide** to ensure the proper amount of food is prepared and will prepare extra for children that want seconds.
- 6. Age-appropriate foods will be on the menu, which will prevent choking hazards and meet their proper nutritional needs.

Infant Feeding

1. FSW/Teaching staff will provide the parents/guardians with the **Infant Feeding Schedule** and **CACFP Infant Feeding Preference** form to complete prior to the infants' first day and update as needed.





- 2. Mothers of breast-fed infants will be provided with an area to feed their infants upon request.
- 3. Classroom refrigerators will only be used for mother's breast milk, milk, children's snacks provided by the program, and water for staff and children.
- 4. Formula and breast milk will be properly stored, dated and prepared to ensure that each infant receives his or her own mother's milk or correct formula.
- 5. The teaching staff will keep a copy of the **Feeding schedule and Feeding preference** forms that were provided by parents/guardians and follow each infant's individual dietary needs.
- 6. Infants are fed on demand, held, and comforted during feeding time.
- 7. The program will provide infants/toddlers with formula, including those with dietary restrictions.

Family Style Dining

• Family style dining will be implemented during all meals and snacks. Staff will sit with children, encourage and assist them to serve each component.

Meal Counts

• Teacher/Teacher Assistant will complete **Daily Meal Count and Attendance Record in Go Engage** during the designated mealtimes for each meal provided.

Meals provided from home for children on a special diet

 Parents and guardians are required to provide a note from the child's doctor if meals from home are needed due to medical health risks. Our staff is committed to accommodating the child's special dietary needs. Please note that children bringing meals from home will not be included in the **Daily Meal** Count.





REFERENCE	1302 Health Program Services Subpart D			
APPROVAL/EFFECTIVE	July 10, 2024, August 14, 2024, November 13, 2024, July 9, Pages:1-2			
	2025, November 12, 2025			
SUBJECT	Child Mental Health and Social and STANDARD			1302.45
	Emotional Well-being			

Policy:

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

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

- 1. Mental Health Manager will secure a contract with a Mental Health Consultant to provide services or consultations to staff, children, and families.
- 2. Family Service Worker (FSW) will secure Memorandum of Understanding (MOU) with community agencies to help provide mental health services directly or indirectly.
- 3. **ASQ SE 2** form will be done two times a year. First time within the 45-days of enrollment. The second will done in January.
- 4. FSWs will make copies and give them to the teaching staff to hand them out to the parents/guardians.
- 5. FSWs will score the ASQ SE 2 forms, then data clerk/FSW will enter and upload them in GoEngage under the social emotional assessment tab.
- 6. If the **ASQ SE 2** has a high score, the FSW/data clerk will initiate an internal referral to the Health/Mental Health Manager.
- 7. The Health/Mental Health Manager will provide an external referral if needed.
- 8. The Mental Health Consultant does observations throughout the year and talks with teaching staff regarding skills that can help them in the classroom.
- 9. The FSW will enter a case note information into GoEngage in the My Program Workbook under the Social Emotional Screening Assessment first. If a referral is to be made, an external referral will be initiated by FSW under the Social Emotional Screening Assessment.
- 10. The Health/Mental Health Manager will keep track of referrals in GoEngage.

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

1. For children with consistent challenging behaviors, Teachers/Teacher Assistants will complete **Behavior Observation Notes** before a **Behavior Plan** is concerned.





- 2. **Behavior Observation Notes** will be sent to the Mental Health Manager as they occur through email.
- 3. Information that needs to be included in the Behavior Observation Notes:
 - a. What was the child doing before the behavior occurred? (Jojo was playing with some blocks in the corner).
 - b. Describe the behavior. (Jojo grabbed the toys from Sally and slapped her in the face). Do not add your thoughts (because he was mad, angry, and frustrated.
 - c. What happened after the behavior? (I took Jojo to a safe space and let him calm down).
- 4. The Mental Health Manager will review the notes and send them to the Mental Health Consultant to schedule an observation.
- 5. The Mental Health Manager, Education Manager, and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/or resources to the teaching staff.
- 6. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, teacher, teacher assistant, FSW, and Site Supervisor will take place to discuss referral for outside services.
- 7. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Behavior Plan**.
- 8. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
- 9. **Behavior Plans** will be put in place as needed. Suspension will only be used as a last resort when children and staff are at risk. If suspension is necessary, it will have to be approved by the Head Start Program director.
- 10. FSW and/or data clerk will upload all notes into GoEngage in My Program Workbook under the Social Emoitonal Screening Assessment by the 5th of the month.
- 11. If a child is hurting other children/staff and the **Behavior Plan** meeting has not been held, staff may send the child home for the day with the approval from Mental Health Manager, or anyone in Admin.
- 12. If a child needs to be placed on a **Behavior Plan** and staff are unable to contact parents/guardians. Actions for the **Behavior Plan** will proceed.

Early Head Start:

- 11. ASQ SE 2 form will be done every 6 months.
- 12. FSWs will make copies and give them to the teaching staff to hand them out to the parents/guardians.
- 13. FSWs will score the ASQ SE 2 forms, then data clerk/FSW will enter and upload them in GoEngage under the social emotional assessment tab.
- 14. If the **ASQ SE 2** has a high score, the FSW/data clerk will initiate an internal referral to the Health/Mental Health Manager.
- 15. The Health/Mental Health Manager will provide an external referral if needed.





Mental Health Consultants:

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





REFERENCE	1302 Health Program Services Subpart D			
APPROVAL/EFFECTIVE	July 10, 2024 / July 10, 2024, November 13, 2024 / November Pages: 1- 12 13, 2024, July 9, 2025 / July 9, 2025			
SUBJECT	Safety Practices	STANDARD		1302.47

Policy:

Concho Valley Council of Governments (CVCOG) Head Start Program will train staff, implement, and enforce a system of health and safety practices that ensure children are always kept safe.

- 1. Administration staff and Site Supervisors will review safety procedures with new staff members before starting job duties at the site.
- 2. All staff are trained in safety practices during the annual in-service training.
- 3. All staff are trained in safety practices annually and as needed during staff training days and meetings.
- 4. The program will follow State Minimum Standards for Childcare Centers.

Facilities Policy:

All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating at a minimum:

- 1. Meet state, tribal, or local licensing requirements, even if exempted by the licensing entity.
- 2. Head Start/Early Head Start facilities will be treated for pests monthly by a licensed professional.
- 3. If a problem is noted, appropriate treatment will be given on the advice of the licensed professional.
- 4. Services will be conducted after children have left and/or on days when children are not present.
- 5. The Concho Valley Council of Government (CVCOG) Head Start will have tests annually for the presence of lead.
- 6. CVCOG Head Start will contain any lead found in any building children can access. CVCOG Head Start will contract a professional provider to do any lead containment work.
- 7. Lead-free paint will always be used in all Head Start/Early Head Start facilities, including painting interior and exterior surfaces.
- 8. Lead levels in the water will be tested annually in all Head Start/Early Head Start facilities.
- 9. Excess garbage and food will be removed from the classroom after each meal.
- 10. Playgrounds will be checked daily and documented on the Daily Playground Checklist.
- 11. Flashlights are placed in each room with children present and are put in an easily accessible designated area.
- 12. Flashlights will be tested daily and documented on the Classroom Daily Health and Safety Checklist and the Site Daily Health and Safety Checklist.





- 13. All classrooms will have safe and effective lighting.
- 14. Fire extinguishers and carbon monoxide are in each site, checked and recorded monthly on the **Emergency Practices form 7263** by the Site Supervisor and/or custodian.
- 15. Carbon Monoxide batteries will need to be changed annually in June and as needed.
- 16. Fire extinguishers are inspected once a year and serviced every 6 years by a fire extinguisher professional. Fire extinguishers must be at least 4 inches off the ground. If the extinguisher weighs less than 40 lbs., it must be installed no more than 5 feet off the ground and if they weigh more than 40 lbs., no more than 3 ft 6 inches off the ground.

17. All First Aid Kits must be:

- a. Clearly labeled.
- b. Kept in clean and sanitary conditions.
- c. Easily accessible to staff.
- d. Stored in a designated location known to all staff.
- e. Kept out of the reach of children.
- f. Must be checked monthly and documented on the **First Aid Checklist and Backpack Monthly Check List** and kept with the first aid kit and in the backpack (due by the 5th of every month).
- g. Ensure it is fully stocked and not expired.
- h. Staff will take first aid supplies in a backpack whenever they leave the site.
- i. Site Supervisors will train new staff, substitutes, and volunteers where the first aid kit is located.
- 18. First Aid Kits and Backpack first-aid Kits must contain the following:
 - a. A guide to first aid and emergency care
 - b. Adhesive tape
 - c. Antiseptic solution or wipes
 - d. Multi-size adhesive band aids
 - e. Scissors
 - f. Sterile gauze pads
 - g. Thermometer
 - h. Tweezers
 - i. Waterproof disposable gloves
- 19. The Site Supervisor will notify the Health Manager when supplies need to be restocked in the first aid kit.
- 20. Facilities must be free from firearms or other weapons that are accessible to children.
- 21. All containers of cleaning products and chemicals must have labels that display their contents and any hazards. Original labels must be kept on the containers of cleaning products.





22. When you take a cleaning product out of the original container and put it into another container, such as a spray bottle, this is a secondary container. The secondary container products must be labeled with:

Name of the product and/or chemicals

Warnings for health hazards (e.g., eye, ear, skin, respiratory)

Physical hazards (e.g., flammable)

Name and address of chemical manufacturer

- 23. SDS must be located where chemicals are stored in a notebook in alphabetical order. All chemicals present must have an SDS sheet.
- 24. Toilets and hand washing facilities will be adequate, cleaned daily, in working condition, and easily reached by children.
- 25. Toileting and diapering areas will be separate from areas used for cooking, eating, or other children's activities.
- 26. The Classroom Daily Health/Safety Checklist and Center Daily Health and Safety Checklist will be completed daily.
- 27. If any maintenance or repairs are required, a **Maintenance Request** will be submitted to the Facility Manager by email with a detailed description of the request.
- 28. If the **Maintenance Request** is not addressed within 1 week, a follow-up email must be sent to the Facility Manager on the same email thread.
- 29. If the maintenance request is addressed and additional work is required, you must ensure it is completed promptly. An Email must be sent to the Facility Manager with notes.
- 30. Request and pictures must be emailed to the Facility Manager upon Request and again when repair or maintenance is complete.
- 31. When work is complete, the Receptionist and/or Site Supervisor must email Facility Manager and procurement stating work was complete and documented on the form.
- 32. Whoever is responsible for the request must meet with the vendor at the site from the start to finish of the request. (The facility manager should be able to call for updates and the person responsible must know where we are with the request up until the request is complete.)
- 33. All Request must be kept in binder per school year from June-May.

Equipment and Materials Policy:

Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Material, International (ASTM (American Society for Testing and Material). All equipment and materials must at a minimum:

- 1. If a child places a toy in their mouth, the toy must be collected immediately after they are done playing with that toy and placed in the soiled toy bin.
- 2. Contaminated toys (blood, vomit, etc.) will be removed from the child immediately and placed in the soiled toy bin.





- 3. All materials purchased will be made from non-toxic materials.
- 4. At the end of every day, contaminated toys will be sanitized with products registered by the Environmental Protection Agency (EPA). You must follow labeling instructions for sanitizing.
- 5. Staff will provide child-size tables, chairs, equipment, toys, materials, and other furniture that is age appropriate to the children served.
- 6. Accommodation will be provided as needed for children with disabilities.
- 7. Under no circumstances will a child be left alone or unsupervised while in the care of staff, that can be counted in child ratio, therapist, and consultants.
- 8. Head Start/Early Head Start classroom staff must know the children and how many they are responsible for.
- 9. Head Start/Early Head Start classroom staff must use the classroom **Transition Roll Call** to take roll calls of the children before transitioning to a new location outside of the classroom and upon arrival at the new location, see 1302.31.
- 10. During outdoor play and/or other activities staff must position themselves at opposite ends of the area and move around as necessary so all children can always be visually supervised.
- 11. Outdoor playgrounds are enclosed with fences and two exits.
- 12. Durning nap/rest time one teaching staff must be free from activities (not directly involving the teaching, care, and supervision of children), such as administrative and clerical duties, meal preparation, janitorial duties, and personal use of electronic devices.
- 13. Indoor and outdoor space used by the Early Head Start and Head Start children will be independent of each other.

Safety Training Policy:

- 1. During the new hire orientation paperwork required will be completed with new staff.
- 2. Staff will be supplied with all required and appropriate training before entering the site.
- 3. Site Supervisors will review procedures with new staff prior to staff beginning job duties at the site.
- 4. Staff will receive annual training during in-service training regardless of the new hire start date.
- 5. Staff will be trained in procedures periodically and as needed during all staff training, meetings, and individual training if needed. Trainings will include the following:
 - a. The prevention and control of infectious diseases.
 - b. Preventions of sudden infant death syndrome and use of safe sleeping practices (if working with children under 24 months (about 2 years) of age).
 - c. Administration of medication consistent with standards for parental consent.
 - d. Prevention and response to emergencies due to food and allergic reactions.
 - e. Building and physical premises for safety, identification of protection from hazards, bodies of water, and vehicular traffic.
 - f. Emergency preparedness and response.
 - g. Handling and storage of hazardous materials and appropriate disposal of bio contaminants.
 - h. Appropriate precautions in transporting children, if applicable.
 - i. First aid and cardiopulmonary resuscitation.





- j. Recognition and reporting child abuse and neglect.
- 6. Staff will receive active supervision at least 3 times annually and/or as needed.
- 7. Training on abuse and neglect will be conducted annually and as needed.

Safety Practices Policy:

All staff, consultants, contractors, and volunteers will follow the appropriate practices to keep children safe during activities. Aligns the definition of child abuse and neglect with Child Abuse Prevention and Treatment Act

Reporting:

- 1. The staff is trained in what child abuse is, how to identify, and how to report incidents of Child Abuse and Sexual Abuse. All staff members are mandated by reporters.
- 2. Site Supervisors will ensure that contractors and volunteers are aware and will follow the policies for keeping children safe.
- 3. Training will occur during our annual in-service and throughout the year as needed.
- 4. All federal, state, local laws will be followed, and reporting will be completely confidential and solely on the reporting person.

Safe Sleep:

- 1. Cribs will space three feet apart from head to toe when occupied.
- 2. All children laying on cots will be placed head to toe.
- 3. Cribs and cots will be labeled with the child's first name.
- 4. Children under 12 months of age will use firm mattresses.
- 5. Children 12 months and older will transition to a cot.
- 6. Soft bedding, blankets, and toys will not be allowed in the crib.
- 7. Linens will be washed weekly and/or immediately after an illness, and after an accident.
- 8. Crib sheets for infants will be washed daily.
- 9. Cribs, mattresses and cots will be disinfected weekly or as needed.

Active Supervision:

- 1. All staff will follow appropriate Active Supervision practices in 1302.31 to keep children safe during all activities.
- 2. All Staff will adhere to and put into practice Active Supervision techniques continuously throughout the day
- 3. Site Supervisors will provide Active Supervision training at least three times per year and when supervision incidents occur.
- 4. Compliance records will be monitored for completion by a Compliance Specialist.

Releasing Children:





- 1. During the registration process, an Admission Information form will be completed with the names of those people authorized to pick up the child.
- 2. When the gates are closed during pick-up and drop-off, individuals must stop by the office for campus authorization. The Raptor system will verify approval, and a visitor's pass will be printed for all sites.
- 3. Staff will ask for picture identification of the person picking the child up and verify that person is on the pick-up list. Copy of picture identification must be made and stapled to sign in sheet. This step will continue until the staff is familiar with the people on the pick-up list.
- 4. If the legal guardian would like to add or remove a person from the pick-up list on the Admission Information Form, the legal guardian must complete an ADD/REMOVE AUTHORIZATION FOR RELEASING A CHILD form in person. (Forms will be submitted to Admission Information form 2935.
- 5. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, termination of parental rights).
- 6. In cases where potential kidnapping or violence is an issue, photographs of the person should be provided to assist staff in identifying these individuals.
- 7. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the Family Service Workers will make appropriate referrals to legal aid or other legal counsel.
- 8. If an adult shows up at a site that cannot have access to a child:
 - a. Staff will escort the adult to the office.
 - b. B. Staff will tell this person there is documentation on file prohibiting access to that child.
 - c. Staff will ask adults to leave the site.
 - d. If the adult refuses to leave, staff will inform them that they will need to contact the police,
- 9. Staff will contact custodial parents and the Family and Community Partnership Manager to inform them of the incident.
- 10. Individuals on the Registered Sex Offenders list is not allowed on campus unless they are the student's legal guardian. The legal guardian must be accompanied by CVCOG staff while on campus.
- 11. Please remember your child will be released only to those on the child's pick-up list (Admission Information form). Under no circumstances will letters or phone calls be accepted to make any changes to this list. Any person authorized to pick up a child must be at least 18 years old. It is extremely important that your work and home telephone numbers and the telephone numbers of the authorized pick-up persons are kept current. If we have not been notified by you prior to the designated pick-up time, staff will call the people on your pick-up list.
- 12. If the staff person in charge observes you or the person designated to pick up your child demonstrating the inability to safely transport your child, we reserve the right, in the interest of safety for you and your child, to express our concern. We suggest contacting another person to transport you and your child. However, if you or the designated pick-up person insists on transporting the child, please be aware that we will notify the local law enforcement of the situation to ensure the safety of the child.

Late Pick-up:





13. If a child is not picked up on time and the site staff has made every attempt to contact those listed on the Admission Information form 2935 and page 2 of the application and have not reached anyone, the Head Start Site will call their Local Police Department.

Standard of Conduct:

See 1302.90(c)

Hygiene Practices Policy:

All staff systematically and routinely implement hygiene practices that at a minimum ensure:

Hand Washing:

- 1. Training is provided annually for staff; site supervisors will train volunteers.
- 2. Wash hands with soap and running water for 20 seconds when performing the following (This applies to staff and all children):
 - a. After diapering or toileting.
 - b. Before setting the tables.
 - c. Before handling, preparing, and consuming food.
 - d. After handling animals.
 - e. Before and after dispensing medication for staff members.
 - f. After cleaning or using cleaning products for staff members.
 - g. After arriving at the site daily.
 - h. After outdoor activities.
 - i. Before and after playing on sand/water tables.
- 3. Place hand washing posters in all restrooms and at all sinks as a reminder.
- 4. Provide soap and paper towels at every sink for handwashing.

Going to the Toilet:

- 1. Go to the bathroom.
- 2. Pull down pants and underwear.
- 3. Go to the toilet.
- 1. Wipe with toilet paper.
- 2. Pull up underwear and pants.
- 3. Flush the toilet.
- 4. Wash your hands with soap and water.
- 5. Post and follow the toilet procedures in each restroom.

Diaper Changing:



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Policies & Procedures

- 1. All staff will be trained in Diaper Changing Procedures, and a Diaper Changing Poster will be posted near the diaper changing area.
 - a. A designated area will be established specifically for diapering that is not located in or near any food handling areas.
 - b. Changing tables will be kept clean, mats will be waterproof and free of cracks and tears. Changing tables and mats will always be clear of any objects.
 - c. Only Head Start/Early Head Start staff or the child's parent/guardian will engage in the diapering of a child.

Head Start Procedure:

- 1. Wash your hands thoroughly.
- 2. Get supplies ready, including applying gloves.
- 3. Place the child in a diapering station if applicable.
- 4. Undress the child with an exposed diaper or pullup.
- 5. Wipe from front to back using wipes only once.
- 6. Put soiled wipes in a soiled diaper or pull up.
- 7. Place soiled diaper or pull up in a lined trash can (if possible, tuck in diaper or pull up in gloves).
- 8. Dispose of gloves in the trash can and close the lid.
- 9. Diaper and dress the child.
- 10. Wash the child's hands.
- 11. Staff members will wash their hands.
- 12. Return child to supervised area.

Early Head Start Procedures:

- 1. Wash your hands thoroughly.
- 2. Get supplies ready, including applying gloves.
- 3. Protect the surface with clean disposable paper.
- 4. 4. Place child on diapering surface always keeping one hand on the child or child safety use mechanism.
- 5. Undress child to expose the diaper, if clothes are soiled place clothes in a plastic bag.
- 6. Wipe from front to back using a wipe or soft cloth, put a soiled wipe in the soiled diaper.
- 7. Place soiled diaper in a lined trash can and/or tuck diaper in gloves.
- 8. Dispose of gloves in the trash can and close the lid.
- 9. Diaper and dress the child.
- 10. Wash the child's hands.
- 11. Return child to supervised area.
- 12. If the area becomes soiled, sanitize it.
- 13. Sanitize with a product that is registered by the EPA.

Safety Food Preparation:





- 1. Kitchen staff will complete Servsafe Training or Servsafe Management Training before conducting kitchen duties.
- 2. When food is being prepared, all Headstart/Early Headstart staff and volunteers must wear head coverings while in the kitchen area.
- 3. Kitchen staff will monitor the temperature of meats to guarantee they are served to the children at the appropriate temperature stated on the Food Temperature Record. The meat temperatures will be recorded on the Food Temperature Record.
- 4. Every morning, kitchen staff will complete **the Refrigerator/Freezer Temperature Record** to ensure food is kept at the proper temperatures. Teacher/Teacher Assistant will check refrigerators in the classroom to ensure they are at the proper temperature (41 degrees and lower).
- 5. All staff will follow proper hygiene practices by washing their hands both before and after preparing and serving food.
- 6. CVCOG Kitchen staff will follow the uploaded Management Plan in TX UMPS.

Exposure to Blood and Bodily Fluids:

- 1. The following supplies will be used to clean and handle bodily fluids and will be labeled as "Bodily Fluids Only;" broom, mop, dustpan, and bucket.
- 2. Disposable gloves will be made available to all staff and volunteers.
- 3. Staff members will wear disposable gloves when handling blood, bodily fluids, or other infectious materials.
- 4. Clean and disinfect contaminated work surfaces with the recommended liquid EPA approved solution.
- 5. Clean and disinfect rugs using Super Sorb (do not use vacuum cleaner).
- 6. Dispose of all contaminated materials in a plastic bio-hazard bag and tie close
- 7. Staff members will be trained in Bloodborne Pathogens orientation annually.

Administrative Safety Procedures Policy:

CVCOG Head Start will establish and implement, and practice as appropriate for emergencies, fire prevention and response, protection from contagious disease, medication administration, food allergies, disaster preparedness, and safety incidents.

- 1. The Health Manager will review the Emergency Response Plan, including fire prevention and response with staff before staff starts job duties at the site.
- 2. Staff are trained in safety practices annually during in-services training and as needed.
- The Parent Handbook will contain a copy of the following guidelines for exclusion from Head Start/Early Head Start classrooms: Texas Departments of State Health Services in 25 TAC 97.7.
- 4. Staff will complete an **Incident /Illness Report** on GoEngage under Classroom/Caseload Dashboard for any exclusions, or injuries done on school grounds.
- 5. Click on the turquoise I icon on the bottom left for the child.
- 6. Click on add new icon and fill out incident report.
- 7. Scroll to IR Workflow section, have parent and staff sign, then click save.





- 8. When submitted, click on the **Collaborate with Staff** icon and make sure the Site Supervisor and Health/Mental Health Manager are included.
- 9. Once submitted, the site supervisor is required to review and verify.
- 10. Site Supervisor and Health/Mental Health manager will receive notifications when an incident report has been completed.
- 11. Site Supervisor will print out a copy from GoEngage and file in the DHS file.
- **12.** When a child is excluded for medical reasons, they may return once they have met the proper criteria listed in the **Parent Handbook.**
- 13. The site can seek guidance from the Health Manager and/or local health officials before returning.
- 14. The Health Manager may consult with local health officials and/or Texas Department of Family Protective Services (TDFPS) regarding any conditions if applicable.

Medication Administration:

- 1. Head Start/Early Head Start staff are trained at orientation, annually, in-service and as needed on Medication Procedures, the use of Medical Equipment when applicable and side effects.
- 2. All medication must be in its original container.
- 3. Pharmacy label and Doctor's instructions must include the following information:
 - a. Child's first and last name.
 - b. Name of the medication.
 - c. The date prescription was filled.
 - d. Name of health care provided by the person who prescribed the medication.
 - e. Medication expiration date.
 - f. Dosage and frequency of medication.
 - g. Storage instructions if available.
- 4. On the original container, designated staff will write the date the medication was brought to the
- 5. Teaching staff and/or designated staff place a picture of the child within a week on a medication storage box/bag.
- 6. Parents/guardians must sign and complete the **Authorization for Dispensing Medication** form 7238.
- Medication will be administered by designated staff members trained in Medication Administration.
- 8. Designated staff members will be trained in medication administration, handling, and storage of medication per medication instructions.
- 9. All medication will be in a locked cabinet/box. Emergency medication will be in a lock bag and kept readily available but kept out of the reach of children.
- 10. Designated staff members will document each time medication is administered on the **Authorization for Dispensing Medication** form 7238.
- 11. The Authorization for Dispensing Medication will be kept in a notebook and kept confidential.





- 12. Site Supervisor/receptionist will review the Medication Monthly Verification at the end of each month for medication in the office. Teaching staff will review the Medication Monthly Verification at the end of each month in the classroom to inform parents/guardians on who much medication is left at the site.
- 13. If there are any changes in the child's normal behavior after medication is administered, designated staff members will document changes on an **Illness/Incident Report** and the **Authorization for Dispensing Medication** and contact the parents/guardians immediately.
- 14. If designated staff members make an error on medication administration, they will complete a **Medication Error Report** and an **Incident/Illness Report**. A copy will be given to the parents/guardians for them to share with their pediatrician.
- 15. If staff members need to take medication during operation hours, they will inform the site supervisor, and the medication will be stored in a locked cabinet or locked box.
- 16. Only the site supervisor and FSW will be allowed to administer any narcotic medication to a child if prescribed.
- 17. All medication prescribed and/or over the counter must have a doctor's note if left at the site.
- 18. All medication must be signed out by parent/guardians on the drop date. If medication is picked up, the site supervisor will collect it and inform the Health Manager.

Food Allergy:

- 1. Parents/guardians will complete a **Health History** and **Nutrition Assessment** with the FSW at enrollment.
- 2. If there are any concerns, the FSW will have parents/guardians obtain a **Food Allergy Emergency Plan** and/or doctor's note stating the food allergy from their health care physician.
- 3. Each child with a food allergy must have a **Serious Allergy Action Plan** provided by the primary physician.
- 4. A **Serious Allergy Action Plan** must include symptoms if exposed and steps to take if the child has an allergic reaction.
- 5. A Food Allergy Emergency Plan will be obtained prior to the child's entry into the program.
- 6. A copy of the **Food Allergy Emergency Plan** and **Serious Allergy Action Plan** will be filed in the child's federal file, outdoor backpack.
- 7. A copy of the **Food Allergy Emergency Plan** will be given to kitchen staff for food preparation and teaching staff for serving food from the site supervisor.
- 8. The site supervisor will redact the child's name and use the ChildPlus ID number.
- 9. **The Food Allergy Emergency Plan** will be always posted in the classroom with a confidentiality cover sheet.

Disaster Preparedness Plan:

CVCOG Head Start has all hazards of emergency management/disaster preparedness and response plans for natural disasters, emergencies, or violence in or near the program.





- 1. **Emergency Response Plans** will be reviewed for updates annually. If no updates are required, **Emergency Response Plans** will remain in use.
- 2. If updates are needed, the **Emergency Response Plan** will need to be approved by the Policy Council and Executive Committee, and the Department of Public Safety.
- 3. The site supervisor will post the **Emergency Response Plans** on Parent Boards at each site.
- 4. Site Supervisors will report any safety incidents to the Head Start Director that are referenced in 1302.102 under reporting.





Agenda Item 9



October 2025

Director's Report



Enrollment October	Funded Enrollment	Reported Enrollment	Percent of Enrollment
Head Start Funded	323	317	98%
Early Head Start Funded	120	120	100%
Pregnant Moms Funded	8	5	63%

• We were at 411 funded until the change of scope was approved in

Disability October	Current	Actual Enrollment	Percent of Enrollment
HS # of Children with IEP	7	317	2%
EHS Children with IFSP	6	120	5%
Program Wide Total # of children with IEP/IFSP	13	437	3%

Nutrition	Meals Served	Reimbursement Amount
October	21,252	\$64,395

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

> Maida Rojas Classroom Specialist



HEAD START (HS) promotes school readiness of children under 5 from low-income families through education, health, social and other services.

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





To complete an application please contact the following sites below:

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School	Director	Family Service Workers	Hours Operation	Phone
Day Head Start Early Head Start	Comoshontai Hollis	Madelyn Herrera Nelda Garza Lori Palacios Ana Rios	7:45 am - 3:30 pm	325-481-3395
Eldorado Head Start	Abigail Ussery	Abigail Ussery	7:45 am - 3:30 pm	325-853-3366
Menard Head Start Early Head Start	Marsha Wallace	Marsha Wallace	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
San Jacinto Head Start Early Head Start	Michelle Aguirre	Rebecca Salinas Maria Vasquez Emily Ceballos Mary Torres	7:45 am – 3:30 pm	325-659-3670





Program News





Lowes Grocery Turkey Dontations

Lowes Grocery Store donated 6o Turkeys to our Rural Families in Menard, Ozona, and Eldorado!















5th Annual Clothing Drive/Shopping Spree

We Collected 4 tons of clothing, 25 hours of parent volunteer time donated and had 150 families shop at the event.





CVCOG Head Start

SCAN ME



Job Positions Available

- 1. San Jacinto Head Start Teacher Assistant
- 2. San Jacinto EHS/HS Cook
- 3. Day and San Jacinto Head Start Teacher Floater
- San Jacinto Early Head Start Teacher
- 5. San Angelo, Menard, Ozona, & Eldorado Universal Substitute
- 6. San Jacinto Head StartCustodian

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