





**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



## Head Start/Early Head Start Policy Council Meeting Announcement

✨ You're Invited! ✨

 **Date:** Wednesday, **April 8<sup>th</sup>, 2026**

 **Time:** **11:00 AM**

 **Meeting ID:** **256 510 889 411 2**

 **Passcode:** *qN6DL99M*

 Join us and be part of the conversation!



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or download the TEAMS app

Agenda Packet Arrival: Date 4-1-2025



**NOTICE OF A Public Meeting:** April 8th, 2025, 5430 Link Rd San Angelo, TX 76904.  
Posted in accordance with CVCOG Head Start By-Laws on February 11<sup>th</sup>, 2025

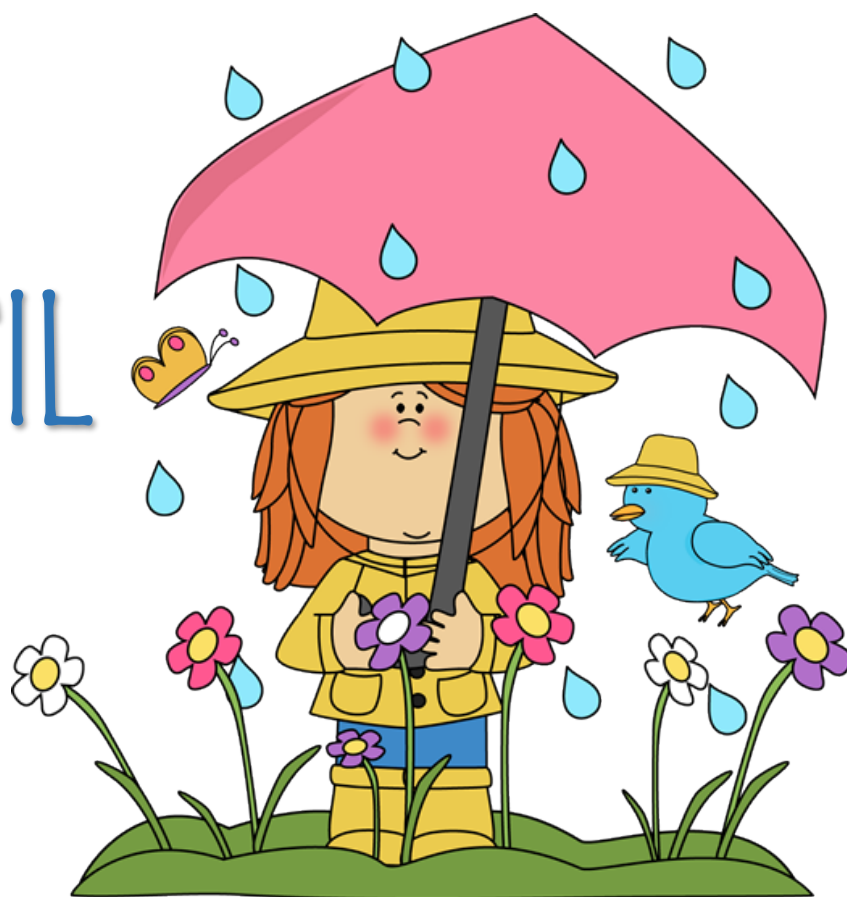
Agenda Items
Determination of Quorum
Call Meeting to Order
Public Comment
1. Review, Consideration, and Approval of Policy Council March Minutes
2. Review, Consideration, and Approval of Personnel Report
3. Review, Consideration, and Approval of CVCOG Summary Budget Comparison Grant H09, Head Start 25-26 From 6/1/2025 Through 2/28/2026
4. Review, Consideration, and Approval of CVCOG Summary Budget Comparison Grant H10, Head Start Nutrition 24-25 From 10/1/2024 Through 2/28/2026
5. Review, Consideration, and Approval of Head Start Open Account Summary February
6. Review, Consideration, and Approval of Head Start Self-Assessment Action Item/Goals
7. Review, Consideration, and Approval of Head Start Policies and Procedures <ul style="list-style-type: none"> <li>• Subpart J PM 1302.101 Management and Quality Improvement</li> <li>• Subpart J PM 1302.102 Program Management and Quality</li> <li>• Subpart I HR 1302.92 Training and Professional Development</li> <li>• Video Surveillance Monitoring Policy</li> </ul>
8. Review, Consideration, and Approval of Head Start School Readiness Report
9. Review, Consideration, and Approval of QIP – Quality Improvement Plan
10. Information item: <ul style="list-style-type: none"> <li>• Director’s Report</li> </ul>

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Carol Raymond, Head Start Director

The meeting place is accessible to people 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.

APRIL



Agenda ITEM 1



<b>Date &amp; Time:</b> March 11 <sup>th</sup> , 2026	<b>Meeting called to order at and by:</b> 11:01 am	<b>Meeting concluded at and by:</b> 11:11 am
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**Determination of Quorum**

- **Quorum met with**      members **in attendance.**

**Public Comment**

- **No public comment**

**1. Review, Consideration, and Approval of Policy Council February Minutes**

- **No Comment**

<b>1<sup>st</sup> Montion</b>	Maria Conteras - Eldorado	<b>All in Favor</b>	X
<b>2<sup>nd</sup> Motion</b>	Cathy Love – Community Rep	<b>Any Opposed</b>	None

**2. Review, Consideration, and Approval of Personnel Report**

- **We are still struggling to keep a constant substitute pool.**

<b>1<sup>st</sup> Montion</b>	Cathy Love – Community Rep	<b>All in Favor</b>	X
<b>2<sup>nd</sup> Motion</b>	Maria Conteras - Eldorado	<b>Any Opposed</b>	None

**3. Review, Consideration, and Approval of CVCOG Summary Budget Comparison Grant H09, Head Start 25-26 From 6/1/2025 Through 1/31/2026 – January.**

- **This is our main operating grant and we are in our 8<sup>th</sup> month of operation. We should currently be at 66.64% of operation. Head Start is on track at 65.20% and Early Head Start is at 59.41%.**

<b>1<sup>st</sup> Montion</b>	Maria Conteras - Eldorado		<b>All in Favor</b>
<b>2<sup>nd</sup> Motion</b>	Cathy Love – Community Rep		<b>Any Opposed</b>

**4. Review, Consideration, and Approval of CVCOG Summary Budget Comparison Grant H10, Head Start Nutrition 24-25 From 10/1/2024 Through 11/30/2025 – January**

- **We are currently in our 4<sup>th</sup> month of operation for our Nutrition grant that began in October 2025. We are currently showing a surplus of \$16, 204.97.**

<b>1<sup>st</sup> Montion</b>	Cathy Love – Community Rep	<b>All in Favor</b>	X
<b>2<sup>nd</sup> Motion</b>	Maria Conteras - Eldorado	<b>Any Opposed</b>	None



5. Review, Consideration, and Approval of Head Start Open Account Summary for January.

- **Credit Card transactions are at \$63, 3301.21 for the month of January.**

<b>1<sup>st</sup> Montion</b>	Cathy Love – Community Rep	<b>All in Favor</b>	X
<b>2<sup>nd</sup> Motion</b>	Maria Conteras - Eldorado	<b>Any Opposed</b>	None

6. Information Item: Director’s Report

- **This report reflects numbers from January 2026. We updated the Director’s Report to show program data from all content areas. This will give you a better understanding of how each area functions.**
- **Enrollment was at 99% both for HS and 100% for EHS. We served 15,683 meals in January and should receive a reimbursement of \$48,090.44, children enrolled with disabilities are at 3%, Family Community Engagement We have completed 100% of our family needs assessments and 98% of our Goal and Step development. We had 54 parents attend live parent meetings. We are a 86% compliant in all Health Events.**
- **We currently have a few positions open. We are in a need of a HS and EHS teacher at Day as well as Substitutes across the program. If you know of anyone that is interested. Please refer to them.**

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Policy Council Chairman

Date



**Head Start / Early Head Start  
Policy Council Agenda**  
(325) 944-9666 • Fax (325) 944-9925

APRIL



Agenda ITEM 2



APRIL



Agenda ITEM 3

**CVCOG**  
 Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
 From 2/1/2026 Through 2/28/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
<b>H09</b>	<b>HHS Grant H09 06CH013199-01, Head Start FY 25-26</b>					
<b>004</b>	<b>Revenue</b>					
4173000	HHS-ACF Head Start CFDA 93.600	7,413,457.00	5,231,087.32	516,060.80	(2,182,369.68)	70.56%
4411000	IK Contributions	1,853,365.00	977,903.30	236,979.51	(875,461.70)	52.76%
4523000	Local Revenue	16,311.00	16,131.13	0.99	(179.87)	98.89%
<b>Total 004</b>	<b>Revenue</b>	<b>9,283,133.00</b>	<b>6,225,121.75</b>	<b>753,041.30</b>	<b>(3,058,011.25)</b>	<b>67.06%</b>
<b>400</b>	<b>Head Start CAN NO 9-G064122</b>					
5110000	General Wages	2,468,923.24	1,827,403.70	193,517.25	641,519.54	74.01%
5119000	Holiday Work Time	270.00	266.40	0.00	3.60	98.66%
5150000	Vacation Time Allocation	31,005.00	22,821.97	2,584.85	8,183.03	73.60%
5151000	Medicare Tax	34,607.14	25,535.98	2,698.87	9,071.16	73.78%
5172000	Workers Comp Insurance	36,586.89	25,063.72	2,827.36	11,523.17	68.50%
5173000	SUTA	7,967.56	3,979.37	1,120.33	3,988.19	49.94%
5174000	Health Insurance Benefit	641,566.94	477,153.39	49,494.84	164,413.55	74.37%
5175000	Dental Insurance Benefit	24,861.65	17,678.76	1,971.17	7,182.89	71.10%
5176000	Life Insurance Benefit	17,172.26	12,875.14	1,453.66	4,297.12	74.97%
5177000	HSA Insurance Benefit	10,000.00	2,773.64	395.46	7,226.36	27.73%
5181000	Retirement	269,665.92	201,043.88	21,286.90	68,622.04	74.55%
5199000	Indirect Allocation	271,453.75	188,394.62	19,969.26	83,059.13	69.40%
5200000	Employee Health and Welfare	1,423.40	237.34	0.00	1,186.06	16.67%
5206000	HR Service Center	147,589.54	110,965.55	12,622.27	36,623.99	75.18%
5207000	Procurement Service Center	64,654.01	47,452.92	4,358.07	17,201.09	73.39%
5208000	Information Technology Service Center	83,504.38	62,258.81	6,606.19	21,245.57	74.55%
5291000	Contract Services	54,910.00	39,051.85	1,976.90	15,858.15	71.11%
5293000	HS Health & Disab Svc	400.00	264.53	0.00	135.47	66.13%
5294000	HS Policy Council	2,334.99	0.00	0.00	2,334.99	0.00%
5295000	HS Nutrition Service	5,330.90	0.00	0.00	5,330.90	0.00%
5296000	HS Parent Service	7,225.00	5,454.25	34.44	1,770.75	75.49%
5309000	Travel-In Region	5,276.48	1,080.55	450.65	4,195.93	20.47%
5310000	Travel-Out of Region	757.00	756.03	0.00	0.97	99.87%
5351000	Fuel	1,000.00	859.50	129.50	140.50	85.95%
5361000	Vehicle Maintenance	550.00	262.02	0.00	287.98	47.64%
5413000	HS Site Rent	102,278.80	55,251.85	1,809.96	47,026.95	54.02%
5433000	HS Site Center Utilities	75,203.39	53,768.65	6,651.27	21,434.74	71.49%
5451000	Facility Allocation	60,105.21	37,049.43	3,085.67	23,055.78	61.64%
5453000	HS Site Center Bldg Maint	130,256.74	128,316.48	4,294.71	1,940.26	98.51%
5510000	Supplies	49,445.38	42,399.09	5,134.88	7,046.29	85.74%
5512000	HS Class Room Supplies	151,057.19	54,947.95	2,071.24	96,109.24	36.37%
5514000	HS Medical Supplies	3,622.65	3,246.90	1,666.32	375.75	89.62%
5515000	HS Disability Supplies	3,517.65	413.67	0.00	3,103.98	11.75%

**CVCOG**

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

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	5,230.09	154.99	2,019.91	72.13%
5622000	Internal Computer/Software	42,133.00	41,231.29	3,281.20	901.71	97.85%
5632000	Copier	32,039.23	24,253.56	3,043.45	7,785.67	75.69%
5711000	Insurance	7,769.10	4,251.04	0.00	3,518.06	54.71%
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	1,349.77	0.00	682.51	66.41%
5760000	HS Site Center Communications	19,380.04	14,055.15	1,326.91	5,324.89	72.52%
5762000	Postage/freight	1,319.12	519.09	48.86	800.03	39.35%
5796000	Safety	1,800.41	668.65	41.72	1,131.76	37.13%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(4,884,402.13)</b>	<b>(3,540,586.58)</b>	<b>(356,109.15)</b>	<b>1,343,815.55</b>	<b>72.49%</b>
<b>401</b>	<b>Early Head Start CAN NO 9-G064122</b>					
5110000	General Wages	1,313,790.18	975,622.22	99,762.62	338,167.96	74.26%
5150000	Vacation Time Allocation	7,100.00	3,628.50	443.41	3,471.50	51.10%
5151000	Medicare Tax	18,341.94	13,616.45	1,388.51	4,725.49	74.23%
5172000	Workers Comp Insurance	17,609.38	11,181.67	1,257.39	6,427.71	63.49%
5173000	SUTA	3,642.44	2,113.42	657.80	1,529.02	58.02%
5174000	Health Insurance Benefit	346,523.50	252,247.78	24,965.26	94,275.72	72.79%
5175000	Dental Insurance Benefit	13,727.68	9,602.45	1,010.87	4,125.23	69.94%
5176000	Life Insurance Benefit	9,374.57	7,019.78	770.24	2,354.79	74.88%
5177000	HSA Insurance Benefit	4,000.00	1,718.82	216.84	2,281.18	42.97%
5181000	Retirement	144,517.92	107,318.76	10,973.96	37,199.16	74.25%
5199000	Indirect Allocation	142,198.95	99,652.90	10,184.15	42,546.05	70.07%
5200000	Employee Health and Welfare	116,376.51	32.55	0.00	116,343.96	0.02%
5206000	HR Service Center	49,912.46	14,587.25	1,831.08	35,325.21	29.22%
5207000	Procurement Service Center	7,699.99	5,638.63	597.66	2,061.36	73.22%
5208000	Information Technology Service Center	23,495.62	8,166.37	958.34	15,329.25	34.75%
5291000	Contract Services	34,404.00	5,228.34	547.01	29,175.66	15.19%
5293000	HS Health & Disab Svc	55.00	36.28	0.00	18.72	65.96%
5296000	HS Parent Service	1,106.41	742.37	5.41	364.04	67.09%
5309000	Travel-In Region	673.52	45.42	15.49	628.10	6.74%
5351000	Fuel	150.00	109.16	7.84	40.84	72.77%
5413000	HS Site Rent	16,938.79	7,687.75	140.04	9,251.04	45.38%
5433000	HS Site Center Utilities	26,302.23	9,407.20	1,243.25	16,895.03	35.76%
5451000	Facility Allocation	8,241.79	4,919.18	447.63	3,322.61	59.68%
5453000	HS Site Center Bldg Maint	45,204.19	23,247.58	481.92	21,956.61	51.42%
5510000	Supplies	18,543.62	7,137.23	236.10	11,406.39	38.48%
5512000	HS Class Room Supplies	21,072.81	5,616.94	175.71	15,455.87	26.65%
5514000	HS Medical Supplies	482.35	408.26	226.77	74.09	84.63%
5515000	HS Disability Supplies	482.35	0.00	0.00	482.35	0.00%
5518000	HS Diapers and Wipes	8,278.00	5,543.87	25.24	2,734.13	66.97%

**CVCOG**

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
5622000	Internal Computer/Software	11,669.48	11,663.76	874.74	5.72	99.95%
5632000	Copier	5,363.77	2,878.57	331.13	2,485.20	53.66%
5711000	Insurance	1,736.10	261.15	0.00	1,474.95	15.04%
5721000	Printing	2,138.49	2,038.00	0.00	100.49	95.30%
5753000	Dues and fees	580.97	180.78	15.00	400.19	31.11%
5760000	HS Site Center Communications	3,631.36	1,874.75	187.85	1,756.61	51.62%
5762000	Postage/freight	180.88	14.68	0.00	166.20	8.11%
5796000	Safety	728.69	184.40	10.37	544.29	25.30%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,426,275.94)</b>	<b>(1,601,373.22)</b>	<b>(159,989.63)</b>	<b>824,902.72</b>	<b>66.00%</b>
<b>402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>					
5308000	Head Start T & T A	56,824.00	54,018.14	(2,842.06)	2,805.86	95.06%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(54,018.14)</b>	<b>2,842.06</b>	<b>2,805.86</b>	<b>95.06%</b>
<b>403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>					
5308000	Head Start T & T A	28,858.00	18,012.45	2,804.08	10,845.55	62.41%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>	<b>(28,858.00)</b>	<b>(18,012.45)</b>	<b>(2,804.08)</b>	<b>10,845.55</b>	<b>62.42%</b>
407	Head Start Nutrition					
5295000	HS Nutrition Service	4,631.56	4,631.56	0.00	0.00	100.00%
5513000	HS Food Serv Sup	12,465.37	12,465.37	0.00	0.00	100.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(17,096.93)</b>	<b>(17,096.93)</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>409</b>	<b>Head Start InKind</b>					
6791000	InKind Other	1,853,365.00	977,903.30	236,979.51	875,461.70	52.76%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,853,365.00)</b>	<b>(977,903.30)</b>	<b>(236,979.51)</b>	<b>875,461.70</b>	<b>52.76%</b>
<b>997</b>	<b>Non Project</b>					
5291000	Contract Services	15,210.00	15,205.34	0.00	4.66	99.96%
5510000	Supplies	1,100.00	924.80	0.00	175.20	84.07%
5753000	Dues and fees	1.00	0.99	0.99	0.01	99.00%
<b>Total 997</b>	<b>Non Project</b>	<b>(16,311.00)</b>	<b>(16,131.13)</b>	<b>(0.99)</b>	<b>179.87</b>	<b>98.90%</b>

**CVCOG**

Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

Account Code	Account Title	YTD Budget \$ - Original	YTD Actual	Current Period Actual	YTD Budget \$ Variance - Original	Percent Total Budget Used - Original
		<b>BUDGETED</b>	<b>ACTUAL EXP</b>			
	Head Start (Project 400, 402)	(4,941,226.13)	(3,594,604.72)	72.75%		
	Early Head Start (Project 401, 403)	(2,455,133.94)	(1,619,385.67)	65.96%		
	CACFP (Project 407)	-	-	#DIV/0!		
	<b>Total Federal</b>	<b>(7,396,360.07)</b>	<b>(5,213,990.39)</b>	<b>70.49%</b>		
	<b>Total Non-Federal, includes any Local Funds</b>	<b>(1,869,676.00)</b>	<b>(994,034.43)</b>	<b>53.17%</b>		
	<b>Grand Total Head Start Expenditures</b>	<b>(9,266,036.07)</b>	<b>(6,208,024.82)</b>	<b>67.00%</b>		
	<b>Non-Federal Percentage of Total Expenditures</b>	<b>16.01%</b>	<b>match of 20%</b>			
	Head Start Admin Expenditures	41,560.19				
	Administrative Indirect Expenditures	288,047.52				
	<b>Total Administrative Costs</b>	<b>329,607.71</b>				
	<b>Administrative Percentage of Approved Budget</b>	<b>5.31%</b>	<b>max of 15%</b>			

APRIL



Agenda ITEM 4

**CVCOG**

Summary Budget Comparison - DIR-Grant H10, CACFP Head Start Nutrition 25-26  
From 2/1/2026 Through 2/28/2026

<b>Account Code</b>	<b>Account Title</b>	<b>YTD Budget \$ - Original</b>	<b>YTD Actual</b>	<b>Current Period Actual</b>	<b>YTD Budget \$ Variance</b>	<b>Percent Total Budget Used - Original</b>
<b>H10</b>	<b>Grant H10, CACFP Head Start Nutrition FY 25-26</b>					
<b>004</b>	<b>Revenue</b>					
4221000	CACFP Nutrition CFDA 10.558	778,140.62	252,602.11	53,112.60	(525,538.51)	32.46%
<b>Total 004</b>	<b>Revenue</b>	<b>778,140.62</b>	<b>252,602.11</b>	<b>53,112.60</b>	<b>(525,538.51)</b>	<b>32.46%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5110000	General Wages	40,198.88	18,889.64	3,833.44	21,309.24	46.99%
5151000	Medicare Tax	578.64	271.29	54.96	307.35	46.88%
5172000	Workers Comp Insurance	2,025.75	867.92	196.95	1,157.83	42.84%
5173000	SUTA	62.28	62.28	26.85	0.00	100.00%
5174000	Health Insurance Benefit	10,652.77	6,578.39	1,588.40	4,074.38	61.75%
5175000	Dental Insurance Benefit	415.01	255.20	61.63	159.81	61.49%
5176000	Life Insurance Benefit	214.93	132.10	31.89	82.83	61.46%
5177000	HSA Insurance Benefit	161.25	100.70	24.70	60.55	62.44%
5181000	Retirement	4,422.14	2,077.88	421.66	2,344.26	46.98%
5199000	Indirect Allocation	4,604.62	2,104.96	449.32	2,499.66	45.71%
5291000	Contract Services	22,000.00	2,851.88	981.12	19,148.12	12.96%
5295000	HS Nutrition Service	617,304.35	169,367.39	34,238.04	447,936.96	27.43%
5513000	HS Food Serv Sup	75,000.00	28,262.67	6,628.80	46,737.33	37.68%
5761000	Communications	500.00	0.00	0.00	500.00	0.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(778,140.62)</b>	<b>(231,822.30)</b>	<b>(48,537.76)</b>	<b>546,318.32</b>	<b>29.79%</b>
<b>Report Difference</b>		<b>0.00</b>	<b>20,779.81</b>	<b>4,574.84</b>	<b>20,779.81</b>	<b>100.00%</b>

APRIL



Agenda ITEM 5

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

<b>Head Start Transactions</b>	<b>February, 2026</b>
Citibank P-Card	14,605.10
Dean's Dairy	4,473.71
First Financial Credit Card	91.05
Lowes Pay and Save	541.02
Sysco Food Services	31,725.37
LakeShore Learning	-
Kaplan Learning	-
West Texas Fire Extinguisher	3,261.03
	<u>\$ 54,697.28</u>

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5296000	HS Parent Service	2/9/2026	07655Z	Day HS/EHS and San Jacinto HS/EHS purchase of food for parent meeting/parent education USB HS3	39.85
5308000	Head Start T & T A	2/3/2026	16N10326345	San Jacinto HS/EHS purchase of ServSafe Texas Food Handler online course USB HS2	15.00
5308000	Head Start T & T A	2/12/2026	SC 02122026	Head Start purchase of food for training USB HS3	121.02
5308000	Head Start T & T A	2/19/2026	1923037	Day HS CDA renewal fee for N.G. USB HS3	250.00
5308000	Head Start T & T A	2/23/2026	16N10374439	Day HS/EHS purchase of ServSafe Texas Food Handler online course USB HS2	15.00
5351000	Fuel	2/24/2026	49499	Head Start purchase of fuel for program vehicle USB HS2	46.29
5433000	HS Site Center Utilities	1/12/2026	221727-180104 12-25	Day HS/EHS water utility service from 12/08/25 to 01/07/26 (acct# 221727-180104) PROC1	271.56
5433000	HS Site Center Utilities	1/12/2026	221727-180106 12-25	Day HS/EHS water utility service from 12/08/25 to 01/07/26 (acct# 221727-180106) PROC1	165.04
5433000	HS Site Center Utilities	1/31/2026	0691-001416018	Day HS/EHS trash service for acct# 3-0691-2405694 from 02/01/26 to 02/28/26 CBG	981.12
5453000	HS Site Center Bldg Maint	2/1/2026	2ix7eia44a2x	Commercial Security Monitoring & Service Agreement and Fire Alarm Monitoring for Day site (Invoice I231381) from 02/01/26 to 02/28/26 and Commercial Security Monitoring & Service Agreement and Hosted Access Control for San Jacinto site (Invoice I231379)	195.00
5453000	HS Site Center Bldg Maint	2/3/2026	1762164	Day EHS purchase of sink aerators USB FAC	21.45

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5453000	HS Site Center Bldg Maint	2/9/2026	1763006	Day HS purchase of maintenance supplies (4 seat/cover & 3 QT glug) USB FAC	111.67
5510000	Supplies	1/6/2026	5630885-4337842	Day EHS and San Jacinto HS purchase of Surface Pro screen protectors for new FSWs CBG	15.66
5510000	Supplies	2/6/2026	4631202-1185812	Day HS purchase of keyboard/mouse combo for HS FSW PROC2	23.99
5510000	Supplies	2/6/2026	6527254-4849048	Day HS/EHS purchase of office chair for use by data clerk PROC2	135.99
5510000	Supplies	2/9/2026	2810665	Day HS purchase of toner cartridges (2) for HS FSW printer PROC1	71.00
5510000	Supplies	2/10/2026	7246130-7829859	San Jacinto EHS purchase of trash can with lid & foot pedal for room 27 PROC2	79.99
5510000	Supplies	2/11/2026	2341455-9502615	Head Start purchase of ink cartridges for Admin member printer (HEALT) PROC2	47.49
5510000	Supplies	2/13/2026	1804179-8128200 CM	Head Start credit for returned mini 4x6 clipboards (48) PROC2	(41.98)
5510000	Supplies	2/17/2026	9655895-8065827	Head Start purchase of wall mount sign holders (30-pack) PROC2	114.79
5510000	Supplies	2/18/2026	6049717-3277865	Menard HS/EHS purchase of copy paper (1 case) PROC2	42.09
5510000	Supplies	2/19/2026	2149296-6302653	Menard HS purchase of poster board, tape, ear thermometer prove covers, and pens PROC2	91.02
5510000	Supplies	2/20/2026	0609014-0129800	San Jacinto HS/EHS purchase of office chair for use by data clerk PROC2	127.98
5510000	Supplies	2/24/2026	7298607-0953828	Head Start purchase of clipboards (2 25-packs) PROC2	77.98
5510000	Supplies	2/27/2026	77898	San Jacinto HS/EHS purchase of door stops and supplies to repair tricycles USB FAC	39.86
5512000	HS Class Room Supplies	2/2/2026	6932747-7137837	San Jacinto EHS purchase of walking rope for room 26 PROC2	13.98

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	2/6/2026	5538061-8611455	Day HS purchase of sensory items (fidget toys, suction cup spinner toys, and sensory sack) PROC2	43.03
5512000	HS Class Room Supplies	2/9/2026	9596309-4832205	Day HS and San Jacinto HS purchase of self-inking stamps PROC2	54.75
5512000	HS Class Room Supplies	2/12/2026	04283Z	Day HS and San Jacinto HS purchase of classroom supplies and craft materials USB HS3	283.55
5512000	HS Class Room Supplies	2/18/2026	60540	San Jacinto HS/EHS purchase of play sand for playground - 10 bags USB FAC	59.80
5512000	HS Class Room Supplies	2/20/2026	25123685	San Jacinto HS purchase of cotton rope storage basket PROC2	23.99
5512000	HS Class Room Supplies	2/20/2026	25123685-1	San Jacinto HS purchase of baby dolls (4) PROC2	49.72
5512000	HS Class Room Supplies	2/20/2026	25123685-2	San Jacinto HS purchase of baby dolls (4) PROC2	49.72
5512000	HS Class Room Supplies	2/20/2026	25123685-3	San Jacinto HS purchase of baby dolls (6) PROC2	74.58
5512000	HS Class Room Supplies	2/20/2026	25123685-4	San Jacinto HS purchase of baby dolls (3) PROC2	37.29
5512000	HS Class Room Supplies	2/20/2026	25123685-5	San Jacinto HS purchase of baby dolls (3) PROC2	37.29
5512000	HS Class Room Supplies	2/23/2026	9754578-7409867	Head Start purchase of books (22) and tissue paper (11 pkg's) PROC2	202.73
5512000	HS Class Room Supplies	2/25/2026	3920200-9067459	San Jacinto HS purchase of folding sand box, colored kinetic sand, molds, and tools for room 33 PROC2	101.87
5512000	HS Class Room Supplies	2/25/2026	90946630	Head Start purchase of BRIGANCE Screens III - data sheets (15 toddler, 15 2 year old) PROC2	47.50
5512000	HS Class Room Supplies	2/27/2026	77898	San Jacinto HS/EHS purchase of door stops and supplies to repair tricycles USB FAC	67.69

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5514000	HS Medical Supplies	2/4/2026	2583368-0706641	Head Start purchase of portable spacers (5) and instant cold packs (5 boxes of 100) PROC2	324.45
5514000	HS Medical Supplies	2/9/2026	CINV000358355	Head Start purchase of toothpaste (6 cases) for centers PROC2	486.02
5514000	HS Medical Supplies	2/12/2026	MR35972	Head Start purchase of LeadCare II test kits (2 boxes of 48) PROC2	1,080.31
5514000	HS Medical Supplies	2/13/2026	MR35972 CM	Head Start refund of tax charged on LeadCare II test kits PROC2	(82.33)
5514000	HS Medical Supplies	2/17/2026	4497121-5977035	San Jacinto HS purchase of sharps container PROC2	12.34
5514000	HS Medical Supplies	2/25/2026	2315412	Head Start purchase of HemoPoint Hemoglobin Bi-Level Control PROC2	72.30
5518000	HS Diapers and Wipes	1/30/2026	8623799-9421814	Menard HS/EHS purchase of boys' training pants, boys' nighttime underwear and baby wipes PROC2	180.23
5622000	Internal Computer/Software	1/6/2026	AH51D6A	Head Start purchase of 5 Microsoft Surface Pro keyboard sets CBG	1,126.95
5622000	Internal Computer/Software	1/7/2026	T 01-07-2026	Head Start purchase of GoEngage program software communication CB HS2	95.75
5622000	Internal Computer/Software	1/25/2026	T 01-25-2026	Head Start purchase of GoEngage program software communication CB HS2	90.06
5622000	Internal Computer/Software	2/3/2026	INV246529	Day HS/EHS and San Jacinto HS/EHS purchase of visitor management access renewal from 02/01/26 to 01/31/27 PROC2	1,312.50
5622000	Internal Computer/Software	2/3/2026	T 02-03-2026	Head Start purchase of GoEngage program software communication USB HS3	125.03
5622000	Internal Computer/Software	2/25/2026	T 02-25-2026	Head Start purchase of GoEngage program software communication USB HS3	125.56

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5753000	Dues and fees	2/3/2026	16N10326345	San Jacinto HS/EHS purchase of ServSafe Texas Food Handler online course USB HS2	0.99
5753000	Dues and fees	2/19/2026	0078-3895-0582	Day EHS CDA exam rescheduling fee (due to inclement weather) USB HS3	15.00
5760000	HS Site Center Communications	1/8/2026	0708195 01-26	Head Start rural phone/internet service from 01/08/26 to 02/07/26 CBG	319.97
5760000	HS Site Center Communications	2/1/2026	07710822494017 02-26	San Jacinto HS/EHS phone/internet service for acct# 07710-822494-01-7 from 01/18/26 to 02/17/26 PROC1	272.87
5760000	HS Site Center Communications	2/10/2026	07710150890010 02-26	Day HS/EHS phone service for acct# 07710-150890-01-0 from 01/25/26 to 02/24/26 PROC1	265.24
5760000	HS Site Center Communications	2/12/2026	35715-80 02-26	Menard HS/EHS and Ozona HS internet service for acct# ACC-3331567-37502-10 from 02/12/26 to 03/12/26, including 2 top-up data additions for MN from previous service period PROC1	230.00
5760000	HS Site Center Communications	2/25/2026	07710150505015 02-26	Day HS/EHS phone/internet service for acct# 07710-150505-01-5 from 02/15/26 to 03/14/26 PROC1	426.68
5796000	Safety	2/2/2026	UZTX6JKX6Z	Daycare licensing (fingerprinting) for prospective Head Start employee M.O. (San Jacinto HS/EHS) USB HR	39.31
5796000	Safety	2/5/2026	405SP0000734574	Criminal history search for prospective new employee on A.S. (Day EHS) USB HR	6.39
5796000	Safety	2/23/2026	405SP0000744716	Criminal history search for prospective new employee on C.G. (Day HS) and J.G. (San Angelo HS/EHS) USB HR	6.39
					10,738.36

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	10,738.36

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5291000	Contract Services	1/31/2026	0691-001414842	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 02/01/26 to 02/28/26	981.12
5295000	HS Nutrition Service	2/2/2026	08567Z	San Jacinto EHS purchase of milk USB HS2	36.91
5295000	HS Nutrition Service	2/9/2026	08377Z	San Jacinto HS/EHS purchase of plant based milk USB HS2	21.96
5295000	HS Nutrition Service	2/12/2026	05392Z	Day EHS purchase of baby food, formula, and feeding supplies USB HS2	585.80
5295000	HS Nutrition Service	2/13/2026	HEB23389699780	Day EHS purchase of baby distilled water (6 3-packs) PROC2	22.92
5513000	HS Food Serv Sup	2/5/2026	WN48282106	Menard HS/EHS purchase of electric range (GE model #JBS86SPSS), power cord, delivery, and haul away service PROC1	1,527.98
5513000	HS Food Serv Sup	2/6/2026	0208444-3725869	Day HS purchase of silicone cups (2-pack) PROC2	9.99
5513000	HS Food Serv Sup	2/6/2026	9976476-0121855	San Jacinto EHS purchase of sippy cups (set of 20) PROC2	14.62
5513000	HS Food Serv Sup	2/12/2026	05392Z	Day EHS purchase of baby food, formula, and feeding supplies USB HS2	113.80
5513000	HS Food Serv Sup	2/23/2026	2097796-0423464	Menard HS/EHS purchase of trash container for utility cart PROC2	46.03
5513000	HS Food Serv Sup	2/23/2026	2941619-8101067	Menard HS/EHS purchase of food baskets - set of 12 PROC2	17.25
5513000	HS Food Serv Sup	2/23/2026	9643978-9616241	Head Start purchase of food labels & markers (12 sets each) PROC2	172.80
5513000	HS Food Serv Sup	2/27/2026	204806716	Day HS/EHS and San Jacinto HS/EHS purchase of indoor insect traps PROC2	315.56
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	3,866.74

CVCOG  
 Vendor Activity - Head Start Citibank P-Card  
 H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
 From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
Report Opening/Current Balance					
Report Transaction Totals					14,605.10
Report Current Balances					

CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/2/2026	652295306	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 90 1% 9/CS, and 18 1% lactose free 6BX	402.95
5295000	HS Nutrition Service	2/4/2026	650699895	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.07
5295000	HS Nutrition Service	2/4/2026	650699921	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 18 1% 9/CS	59.86
5295000	HS Nutrition Service	2/4/2026	652097137	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 108 1% 9/CS, and 12 1% lactose free 6BX	455.83
5295000	HS Nutrition Service	2/4/2026	652295349	Ozona HS purchase of milk for children - 18 1% 9/CS	54.15
5295000	HS Nutrition Service	2/9/2026	652295621	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 144 1% 9/CS, and 18 1% lactose free 6BX	565.39
5295000	HS Nutrition Service	2/11/2026	650600017	Eldorado HS purchase of milk for children - 6 1% 9/CS	18.05
5295000	HS Nutrition Service	2/11/2026	650600035	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 18 1% 9/CS	59.86
5295000	HS Nutrition Service	2/11/2026	652097425	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 45 1% 9/CS, and 18 1% lactose free 6BX	293.27
5295000	HS Nutrition Service	2/11/2026	652295667	Ozona HS purchase of milk for children - 18 1% 9/CS	54.15
5295000	HS Nutrition Service	2/13/2026	652295926	Day HS/EHS purchase of milk for children - 27 whole 9/CS and 126 1% 9/CS	456.08
5295000	HS Nutrition Service	2/17/2026	650600423	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 18 1% 9/CS	59.86
5295000	HS Nutrition Service	2/18/2026	650600402	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.07
5295000	HS Nutrition Service	2/18/2026	652097796	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	670.91

CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/18/2026	652295968	Ozona HS purchase of milk for children - 12 1% 9/CS	36.10
5295000	HS Nutrition Service	2/23/2026	652098053	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 177 1% 9/CS, and 18 1% lactose free 6BX	690.34
5295000	HS Nutrition Service	2/23/2026	652296011	Day HS/EHS purchase of milk for children - 27 whole 9/CS, 90 1% 9/CS, and 12 1% lactose free 6BX	401.69
5295000	HS Nutrition Service	2/25/2026	650600786	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 18 1% 9/CS	59.86
5295000	HS Nutrition Service	2/25/2026	650600797	Eldorado HS purchase of milk for children - 9 1% 9/CS	27.07
5295000	HS Nutrition Service	2/25/2026	652296549	Ozona HS purchase of milk for children - 18 1% 9/CS	54.15
					4,473.71
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	4,473.71
Report Opening/Current Balance					
Report Transaction Totals					4,473.71
Report Current Balances					

CVCOG  
Vendor Activity - Head Start First Financial Credit Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5351000	Fuel	2/2/2026	702045	Menard HS/EHS purchase of fuel for program vehicle for travel to site for phone installation LF FF	16.04
5351000	Fuel	2/19/2026	019185	Head Start purchase of fuel for IT travel to Ozona to oversee Frontier installation & transition devices from Starlink LF FF	34.53
5351000	Fuel	2/25/2026	52117	Ozona HS purchase of fuel for program vehicle for IT travel to site to address fax issues LF FF	40.48
					91.05
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	91.05
Report Opening/Current Balance					
Report Transaction Totals					91.05
Report Current Balances					

CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	1/5/2026	260105-329-2-2-24	Ozona HS purchase of nutrition items	93.03
5295000	HS Nutrition Service	1/20/2026	260120-420-1-1-56	Menard HS/EHS purchase of nutrition items	18.81
5295000	HS Nutrition Service	2/2/2026	260202-329-2-2-21	Ozona HS purchase of nutrition items	69.12
5295000	HS Nutrition Service	2/3/2026	260203-120-1-1-11	Eldorado HS purchase of nutrition items	5.15
5295000	HS Nutrition Service	2/3/2026	260203-374-2-2-5	Menard HS/EHS purchase of nutrition items	51.20
5295000	HS Nutrition Service	2/9/2026	260209-329-2-2-26	Ozona HS purchase of nutrition items	77.32
5295000	HS Nutrition Service	2/11/2026	260211-420-1-1-39	Menard HS/EHS purchase of nutrition items	17.38
5295000	HS Nutrition Service	2/16/2026	260216-56-1-1-46	Menard HS/EHS purchase of nutrition items	9.45
5295000	HS Nutrition Service	2/17/2026	260217-329-2-2-25	Ozona HS purchase of nutrition items	77.65
5295000	HS Nutrition Service	2/18/2026	260218-210-1-1-15	Eldorado HS purchase of nutrition items	17.80
5295000	HS Nutrition Service	2/19/2026	260219-420-1-1-8	Menard HS/EHS purchase of nutrition items	15.99
5295000	HS Nutrition Service	2/23/2026	260223-329-2-2-17	Ozona HS purchase of nutrition items	63.92
5295000	HS Nutrition Service	2/26/2026	260226-420-1-1-49	Menard HS/EHS purchase of nutrition items	14.22
5295000	HS Nutrition Service	2/27/2026	260227-420-1-1-14	Menard HS/EHS purchase of nutrition items	9.98
					541.02
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	541.02
	Report Opening/Current Balance				
	Report Transaction Totals				541.02

CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

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

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/2/2026	378297691	San Jacinto HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	2/4/2026	378299240	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,567.49
5295000	HS Nutrition Service	2/5/2026	378300133	Eldorado HS purchase of nutrition items for children and kitchen supplies	227.09
5295000	HS Nutrition Service	2/5/2026	378300134	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,365.37
5295000	HS Nutrition Service	2/5/2026	378300162	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	670.21
5295000	HS Nutrition Service	2/6/2026	378300832	San Jacinto HS/EHS credit for returned yogurt (unsatisfactory)	(54.45)
5295000	HS Nutrition Service	2/7/2026	378301649	Menard HS/EHS credit for BBQ sauce damaged on truck	(12.51)
5295000	HS Nutrition Service	2/10/2026	378303175	San Jacinto HS/EHS purchase of nutrition items for children	19.03
5295000	HS Nutrition Service	2/11/2026	378304261	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,541.31
5295000	HS Nutrition Service	2/11/2026	378304533	Day HS/EHS purchase of nutrition items for children	99.04
5295000	HS Nutrition Service	2/12/2026	378305005	Ozona HS purchase of nutrition items for children and kitchen supplies	1,105.60
5295000	HS Nutrition Service	2/12/2026	378305011	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,191.83
5295000	HS Nutrition Service	2/16/2026	378307431	San Jacinto HS/EHS purchase of nutrition items for children	128.74
5295000	HS Nutrition Service	2/18/2026	378308970	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,428.06
5295000	HS Nutrition Service	2/19/2026	378309880	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,867.25
5295000	HS Nutrition Service	2/19/2026	378309910	Menard HS/EHS purchase of nutrition items for children	665.18

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5295000	HS Nutrition Service	2/23/2026	378312917	Day HS/EHS credit - Customer Incentive Program	(78.46)
5295000	HS Nutrition Service	2/23/2026	378312918	Day HS/EHS credit - Customer Incentive Program	(198.47)
5295000	HS Nutrition Service	2/23/2026	378312919	San Jacinto HS/EHS credit - Customer Incentive Program	(22.51)
5295000	HS Nutrition Service	2/23/2026	378312920	San Jacinto HS/EHS credit - Customer Incentive Program	(2.14)
5295000	HS Nutrition Service	2/23/2026	378312921	San Jacinto HS/EHS credit - Customer Incentive Program	(52.91)
5295000	HS Nutrition Service	2/23/2026	378312922	San Jacinto HS/EHS credit - Customer Incentive Program	(181.39)
5295000	HS Nutrition Service	2/23/2026	378312924	Eldorado HS credit - Customer Incentive Program	(7.48)
5295000	HS Nutrition Service	2/23/2026	378312925	Eldorado HS credit - Customer Incentive Program	(18.24)
5295000	HS Nutrition Service	2/23/2026	378312926	Menard HS/EHS credit - Customer Incentive Program	(8.05)
5295000	HS Nutrition Service	2/23/2026	378312927	Menard HS/EHS credit - Customer Incentive Program	(16.41)
5295000	HS Nutrition Service	2/23/2026	378312928	Ozona HS credit - Customer Incentive Program	(2.66)
5295000	HS Nutrition Service	2/23/2026	378312929	Ozona HS credit - Customer Incentive Program	(5.22)
5295000	HS Nutrition Service	2/25/2026	378314081	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,601.53
5295000	HS Nutrition Service	2/26/2026	378314786	Eldorado HS purchase of nutrition items for children and kitchen supplies	734.05
5295000	HS Nutrition Service	2/26/2026	378314788	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,827.70
5513000	HS Food Serv Sup	2/4/2026	378299240	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	348.06

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	2/5/2026	378300133	Eldorado HS purchase of nutrition items for children and kitchen supplies	52.24
5513000	HS Food Serv Sup	2/5/2026	378300134	Day HS/EHS purchase of nutrition items for children and kitchen supplies	541.13
5513000	HS Food Serv Sup	2/5/2026	378300162	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	32.48
5513000	HS Food Serv Sup	2/11/2026	378304261	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	488.80
5513000	HS Food Serv Sup	2/12/2026	378305005	Ozona HS purchase of nutrition items for children and kitchen supplies	79.63
5513000	HS Food Serv Sup	2/12/2026	378305011	Day HS/EHS purchase of nutrition items for children and kitchen supplies	583.60
5513000	HS Food Serv Sup	2/18/2026	378308970	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	347.31
5513000	HS Food Serv Sup	2/19/2026	378309880	Day HS/EHS purchase of nutrition items for children and kitchen supplies	40.68
5513000	HS Food Serv Sup	2/25/2026	378314081	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	301.72
5513000	HS Food Serv Sup	2/26/2026	378314786	Eldorado HS purchase of nutrition items for children and kitchen supplies	5.90
5513000	HS Food Serv Sup	2/26/2026	378314788	Day HS/EHS purchase of nutrition items for children and kitchen supplies	438.66
					31,725.37
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	31,725.37
Report Opening/Current Balance					

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
	Report Transaction Totals				31,725.37
	Report Current Balances				<hr/> <hr/>

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5510000	Supplies	2/2/2026	328980-02	San Jacinto HS/EHS purchase of air spray - 1 case	41.88
5510000	Supplies	2/2/2026	329371-01	Day HS purchase of disinfectant cleaner	66.54
5510000	Supplies	2/3/2026	328980-03	San Jacinto HS/EHS purchase of air spray - 12 cans	41.88
5510000	Supplies	2/3/2026	329493	San Jacinto HS/EHS purchase of paper & reusable towels, toilet tissue, trash can liners, multi-purpose cleaner, and absorbent	245.08
5510000	Supplies	2/5/2026	329019A	Menard HS/EHS purchase of dish and laundry detergent and facial tissue	107.55
5510000	Supplies	2/10/2026	329643	Ozona HS purchase of broom, mop, paper & reusable towels, cleaners & disinfectants, and napkins	371.79
5510000	Supplies	2/10/2026	329839	San Jacinto HS/EHS purchase of paper towels, mop bucket, and degreaser	82.49
5510000	Supplies	2/11/2026	329895	San Jacinto HS/EHS exchange of incorrect paper towel delivery	6.48
5510000	Supplies	2/17/2026	330107	Day HS purchase of paper & reusable towels, toilet tissue, nitrile gloves, disinfectant wipes, cleaner, & spray, and hand sanitizer	397.23
5510000	Supplies	2/24/2026	330391	San Jacinto HS/EHS purchase of paper towels, toilet tissue, trash can liners, cleaners & wipes, steel wool soap pads, and stainless steel scrubbers	251.45
5510000	Supplies	2/25/2026	330419	San Jacinto HS/EHS purchase of reusable antimicrobial towels - 3 cases	51.79
5510000	Supplies	3/2/2026	330621	Day HS purchase of disinfectant cleaner and wipes, nitrile gloves, paper towels, and toilet tissue	334.86
5512000	HS Class Room Supplies	2/2/2026	328980-02	San Jacinto HS/EHS purchase of air spray - 1 case	41.88
5512000	HS Class Room Supplies	2/3/2026	328980-03	San Jacinto HS/EHS purchase of air spray - 12 cans	41.88

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5512000	HS Class Room Supplies	2/3/2026	329493	San Jacinto HS/EHS purchase of paper & reusable towels, toilet tissue, trash can liners, multi-purpose cleaner, and absorbent	336.72
5512000	HS Class Room Supplies	2/10/2026	329839	San Jacinto HS/EHS purchase of paper towels, mop bucket, and degreaser	82.49
5512000	HS Class Room Supplies	2/11/2026	329895	San Jacinto HS/EHS exchange of incorrect paper towel delivery	6.48
5512000	HS Class Room Supplies	2/17/2026	330107	Day HS purchase of paper & reusable towels, toilet tissue, nitrile gloves, disinfectant wipes, cleaner, & spray, and hand sanitizer	8.82
5512000	HS Class Room Supplies	2/24/2026	330391	San Jacinto HS/EHS purchase of paper towels, toilet tissue, trash can liners, cleaners & wipes, steel wool soap pads, and stainless steel scrubbers	251.46
5512000	HS Class Room Supplies	2/25/2026	330419	San Jacinto HS/EHS purchase of reusable antimicrobial towels - 3 cases	51.80
5512000	HS Class Room Supplies	2/27/2026	330109	Day HS purchase of reusable antimicrobial towels - 4 cases	138.12
5512000	HS Class Room Supplies	3/2/2026	330621	Day HS purchase of disinfectant cleaner and wipes, nitrile gloves, paper towels, and toilet tissue	88.24
					3,046.91
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					3,046.91

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 2/1/2026 Through 2/28/2026

<u>Line Item Code</u>	<u>Line Item Title</u>	<u>Document Date</u>	<u>Document Number</u>	<u>Document Description</u>	<u>Expenses</u>
5513000	HS Food Serv Sup	2/3/2026	329450	Day HS purchase of multi-purpose cleaner for kitchen	12.18
5513000	HS Food Serv Sup	2/3/2026	329493	San Jacinto HS/EHS purchase of paper & reusable towels, toilet tissue, trash can liners, multi-purpose cleaner, and absorbent	91.64
5513000	HS Food Serv Sup	2/10/2026	329839	San Jacinto HS/EHS purchase of paper towels, mop bucket, and degreaser	17.46
5513000	HS Food Serv Sup	2/17/2026	330107	Day HS purchase of paper & reusable towels, toilet tissue, nitrile gloves, disinfectant wipes, cleaner, & spray, and hand sanitizer	61.09
5513000	HS Food Serv Sup	2/24/2026	330391	San Jacinto HS/EHS purchase of paper towels, toilet tissue, trash can liners, cleaners & wipes, steel wool soap pads, and stainless steel scrubbers	31.75
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	214.12
Report Opening/Current Balance					
Report Transaction Totals					3,261.03
Report Current Balances					

APRIL



Agenda ITEM 6



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Self-Assessment 20206-2027 Action Items



**Administration Action Items 2026-2027**

1. Address the identified area of non-compliance, enhancing internal monitoring systems, ensuring timely corrective actions, and maintaining documentation to include supporting staff in meeting minimum qualification requirements and completing necessary waivers when applicable.
2. Develop and implement strategies to secure additional resources and partnerships to meet the 20% Non-Federal Share Match requirement.
3. Focus on recruiting qualified teachers, teacher assistants, and substitutes. Maintain a pool of qualified substitute staff interested in permanent employment opportunities.
4. Prioritize staff retention to ensure required staff-to-child ratios are consistently met. When necessary, implement contingency plans, including temporary classroom closures, to ensure the health and safety of children.
5. Monitor and assess the impact of the change in scope, including reduced classrooms and the addition of floater positions, to determine effectiveness in reducing staff stress and burnout and improving overall program operations.
6. Offer targeted training opportunities, particularly in supporting children with challenging behaviors, strengthen staff capacity and improve classroom outcomes.

**ERSEA Action Items 2026-2027**

1. By the end of the program year 2026-2027, 100% of ERSEA staff will complete training on culturally and linguistically responsive practices and demonstrate the use of respectful communication strategies when interacting with diverse families, as measured through training completion records, staff self-assessments, and family feedback surveys.
2. Family Service Workers will strengthen their understanding and use of equitable practices when developing improvement plans for children at risk of missing 10% or more of the program year, ensuring families receive individualized and culturally responsive support to improve attendance.



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HEAD START/EARLY HEAD START  
Self-Assessment 20206-2027 Action Items



**FAMCO Action Items 2026-2027**

1. Strengthen GoEngage engagement and accessibility for parents, families, and staff.
2. Provide Specification Guidance tools for all FAMCO areas that matches staff preference of learning in a step-by-step aid.
3. Expanding the scope of parent education makes resources more accessible, ensuring that families have multiple opportunities, formats, and topics through which they can build knowledge and skills that support their children's development and well-being.
4. Elevate member voice and participation by creating a Round Robin at the end of Policy Council meetings so members can share site insights and participate in the meeting.
5. Tighten meeting efficiency by researching more efficient ways to release and view meeting agendas through different platforms.

**Health/Nutrition Action Items 2026-2027**

1. Engage bachelor's-level social work students as interns to support the development of students' social-emotional skills and assist in identifying behavioral concerns.
2. Increase staff retention and reduce burnout by implementing a minimum of three targeted wellness initiatives during the program year.
3. Demonstrate measurable growth in students' social-emotional skills by utilizing a research-based assessment tool and analyzing outcomes by the end of the program year.
4. Consistently follow standardized recipes and portion standards to ensure food quality, taste, and presentation remain consistent for every meal served.
5. Ensure production records are completed by listing all menu items served for each meal to maintain accurate documentation and meet CACFP program requirements.

**Head Start/Early Head Start Education Action Items 2026-2027**

1. **Head Start** - Ensure accurate and consistent implementation of child assessment procedures across all Head Start classrooms, with teaching staff following established timelines, documentation requirements, and data entry protocols to support ongoing child progress monitoring and individualized instruction.
2. **Head Start** - Strengthen education data collection and monitoring systems to ensure accurate, timely, and meaningful use of data that informs instruction,



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HEAD START/EARLY HEAD START  
Self-Assessment 20206-2027 Action Items



3. supports child outcomes and ensures full compliance with Head Start Performance Standards.
4. **Head Start/Early Head Start** - Implement a comprehensive coaching system that supports all teaching staff through ongoing, individualized professional development, including regular observation, feedback, and reflective practice, to improve instructional quality and promote positive child outcomes.
5. **Head Start/Early Head Start** - By the end of the 2026–2027 program year, all teaching staff will participate in CLASS-focused training and coaching and implement effective teacher-child interaction strategies across all CLASS domains.
6. **Early Head Start** – Classrooms will provide infants and toddlers with a minimum of 45 minutes of outdoor play each program day, weather permitting, on at least 90% of program days. Outdoor play will be visibly scheduled on each classroom’s daily routine and supported by an age-appropriate, inviting outdoor environment.
7. **Disability** - Strengthen the implementation of disability services to ensure all children with suspected or identified disabilities receive timely, high-quality, and inclusive support in accordance with Head Start Performance Standards.

APRIL



Agenda ITEM 7



Policies & Procedures

<b>REFERENCE</b>	1302 Subpart J – Program Management and Quality Improvement		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, July 9, 2025, April 8, 2026		Pages: 1 -2
<b>SUBJECT</b>	Management System	<b>STANDARD</b>	1302.101

**Implementation**

- A. The Concho Valley Council of Governments (CVCOG) Organizational Chart ensures there is effective oversight in all program areas that promotes the delivery of high-quality services in all program areas.
- B. Head Start Administration will conduct monthly roundtable meetings, which will be documented in GoEngage.
- C. Site Supervisors will attend a monthly meeting with Head Start Administrators. During this meeting, all Head Start Managers will provide program updates, and any directives will be communicated. Site Supervisors are responsible for sharing this information with all staff at their sites during monthly staff meetings. These meetings must be documented in GoEngage.
- D. Site Supervisors will hold two staff meetings each month. Head Start Administration will provide an annual calendar outlining the minimum required topics to be covered. All site staff meetings must be recorded in GoEngage.
- E. Staff will complete a **Needs Assessment** annually to identify any needs and needs for professional development.
- F. CLASS observations and monitoring by the Education Managers and Classroom Support Specialist are done throughout the year to support staff.
- G. Budgets are reviewed annually to ensure the budget aids in meeting the program goals and that the CVCOG Head Start/ Early Head Start program is providing high quality services.
- H. CVCOG maintains records in MIP and GoEngage.
- I. All staff will be trained in the reporting incidents to their site supervisors, or second in charge if supervisor is unavailable as specified in the policies and procedures for 1302 Subpart J – Program Managements and Quality Improvement Program Goals.

**Coordinated Approaches**

Training and professional development is done annually and as needed. See 1302.92.

CVCOG uses data regarding families’ primary language to anticipate the primary language of most children in our service area. According to our Community Assessment, the most predominate languages spoken in our service area are English and Spanish.

CVCOG uses a curriculum that includes:

- differentiated learning strategies and materials for a full range of learners including grouping strategies and scaffolding;



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- equality of materials and instruction in English and Spanish, including language sensitive adaptations and cultural sensitivity;
- English language learner instruction incorporates research in second language acquisition with classroom strategies

Forty percent of classroom teaching staff speak Spanish as well as English.

CVCOG will ensure all children with disabilities, including but not limited to children eligible for services under Individuals with Disabilities Education Act (IDEA) are included in all program activities, have access to appropriate materials and instruction in the least restrictive environment with their non-disabled peers and are protected from discrimination and have access to all program services and modifications consistent with section 504 of the Rehabilitation Act and the Americans with Disabilities Act.



<b>REFERENCE</b>	1302 Subpart J – Program Management and Quality Improvement		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, February 12, 2025, <b>April 8, 2026</b>		Pages: 1-3
<b>SUBJECT</b>	Achieving Program Goals	<b>STANDARD</b>	1302.102

**Establishing Program Goals**

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

**Monitoring Program Performance**

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

Monitoring Systems:

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

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

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

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



- All data will be aggregated and strategies for improvement will be shared with site supervisors, all site staff, content area managers and Head Start director. Corrective action plans will be implemented when necessary.
- Any deficiencies, safety incidents, or audit findings will lead to additional training, when necessary, or as stated in the corrective action plan.
- The Policy Council and Executive Committee will be aware of any major findings, or any incidents reported to the Office of Head Start or Child Care Regulation.
- Content area reports will be due on the 10<sup>th</sup> of every month to the Head Start director
  - Monthly disability numbers
  - Monthly enrollment numbers
  - Monthly physicals and dentals – completed percentages
  - Monthly 45-day reports – completed percentages
  - Monthly classroom observations (after 45 days of the start of school)
  - Child assessment data (quarterly)
  - Monthly nutrition reports
  - Monthly parent education participation
  - Monthly behavior observations / number of behavior plans in place
  - Monthly mental health referrals initiated
- Site Supervisors will do daily rounds of their entire campus including walking into all classrooms.
  - Site Supervisors will complete the **Classroom Daily Rounds** in all classrooms daily.
    - Site Supervisor will address any health and safety concerns immediately with staff if observed.
    - Site Supervisors will upload their monthly **Classroom Daily Rounds** into Go Engage under an AIR.
    - If the Site Supervisor is out for the day, the staff left second in charge will be responsible for completing the task above, if this is not possible due to staffing issues for the day, the second in charge is responsible for notifying the Admin team, so they can do the **Classroom Daily Rounds**.
- Head Start Admin will conduct periodic, unannounced reviews of classrooms from the office to help ensure compliance with all required standards are being met. They will use the **Video Monitoring Checklist**. They will follow the steps on the checklist.

### Ongoing Assessment of Program Goals

- EC and PC approve the self-assessment outline then parents and staff participate in assessment results in all content areas.
- Data is collected from all program content areas; enhancement action steps are created that encompass all content areas. EC and PC approve program enhancement action steps before they are put in place.



- Enhancement action step progress and completion will be updated in 1 year on the self-assessment.

### Data for Continuous Improvement

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

### Reporting

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

### Reporting Health and Safety Procedure

- The Site Supervisor will report any incidents that need to be reported to the Office of Head Start (OHS) or Child Care Regulation (CCR), to the Head Start director as soon as possible. Parents/guardians will be notified of the incident as soon as possible, but no later than 24 hours after the site supervisor has been made aware of the incident.
- Site Supervisor will notify CCR of the incident as soon as possible and provide any information requested. The Head Start director will notify the OHS Program Specialist of the reportable incident as soon as possible, but no later than seven days after the incident. The program will provide all requested information.
- All staff are required to report any incidents to their supervisor immediately after they occur, if the supervisor is not available, they will report it the second in charge. Any suspected or observed abuse or neglect of a child by another staff member must also be reported without delay. Any violation of the Discipline and Guidance and Standards of Contact must be communicated with your supervisor immediately. Failure to report promptly may result in disciplinary action, up to and including termination.

The below are reportable incidents:

A critical incident includes, but is not limited to:

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

Health Incidents, which includes, but not limited to:

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



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Other:

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



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<b>REFERENCE</b>	1302 Human Resource Management Subpart I	
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, July 10, 2024, November 13, 2024 / November 13, 2024 / June 23, 2025, <b>April 8, 2025</b>	Pages: 1 - 3

<b>SUBJECT</b>	Training and Professional Development	<b>STANDARD</b>	1302.92
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**Policy:** The Head Start Program will ensure all new staff, consultants, and volunteers receive at a minimum, an orientation that includes the goals and underlying philosophy of Head Start including the Head Start Program Performance Standards, Child Care Regulation Minimum Standards, policies, and procedures. The Head Start Program must provide appropriate training and technical assistance to include orientation to the Executive Committee and Policy Council. The training must include review of program governance and eligibility verification indicated in 1302.12(m). This is to ensure the staff and Executive Committee members understand the information and can effectively oversee the direction of the Head Start Program.

All staff will participate in a new employee orientation and attend in-service annually. This will include professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services.

- a. Staff complete a minimum of 24 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5) of the Act;
- b. All staff will complete annual Child Care Regulation Minimum Standards requirements for training.
- c. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws;
- d. Training on positive strategies to understand and support children’s social and emotional development, such as tools for managing children’s behavior;
- e. Training for child and family services staff on best practices for implementing family engagement strategies in a systemic way;
- f. Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes.
- g. Research-based approaches to professional development for education staff, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
- h. Training may also be provided based on observations, needs assessments, and personal evaluations.
- i. Education Managers will ensure all full-time staff providing direct services to children have a professional development plan.
- j. All full-time staff must enroll in Academy+ through the Academy at the National Head Start Association. Staff will be given instructions and a program code to self-register. Upon logging in, staff must complete the **"A+ Academy+ Start Here"** course. Once this course has been completed, staff will gain access to the Academy+



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Course Catalog, which includes dozens of Head Start–specific professional development courses. Each staff member is responsible for monitoring their subscription and completing courses assigned to them.

- k. Education Managers will monitor and document training quarterly, or as needed, to ensure staff are effectively trained, and program standards are met.
- l. Practice-based coaching will be provided for educational staff when appropriate. The identified staff will sign a **Coaching Agreement**.
- m. Mental health and wellness information is available to staff regarding health issues that may affect their job performance. We will provide regularly scheduled opportunities to learn about mental health, wellness, and health education.

All volunteers, including Foster Grandparents and regular volunteers, are required to participate in an orientation prior to providing services in any of the HeadStart and Early HeadStart classrooms. The orientation will include the following required trainings:

- Abuse and Neglect Awareness
- CACFP (Child and Adult Care Food Program)
- Civil Rights
- Bloodborne Pathogens
- Sexual Harassment Prevention

In addition to completing required training, all volunteers must complete a Volunteer Packet, which includes the following:

- Ten Minute Volunteer Review
- Standard of Dress and Grooming
- Standard of Confidentiality
- Policy and Procedures
- Standard of Conduct
- Reporting Child Abuse and Neglect
- Operational Discipline and Guidance Policy

All volunteers must also complete and pass a background check in accordance with Child Care Licensing requirements prior to working with children.

Volunteers are not permitted to have unsupervised or direct contact with children until all orientation requirements; training, documentation, and background checks have been successfully completed and verified by administration.

Volunteers will not be left alone with a group of children at any time and will not be counted in caregiver- to –child ratios.

Documentation of all completed trainings and required forms will be maintained on file and made available for review upon request by Child Care Licensing.

### Training on Updates on Policies and Procedures



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All Site Supervisors will be informed of any updates to Policies and Procedures, when they have been approved and ready for implementation. The Admin staff will either conduct a meeting or send an email with the updates of the Policies and Procedures and Site Supervisors will acknowledge their understanding of the updates.

Site Supervisors will be responsible for relaying the updates of the Policies and Procedures to staff and all staff will be required to sign their understanding of the updated Policies and Procedures.



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 Program Policy



<b>APPROVAL/EFFECTIVE</b>	June 12, 2024, April 8, 2026	Pages 1 of 1
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<b>SUBJECT</b>	Video Surveillance Monitoring Policy
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The Concho Valley Council of Governments (CVCOG) Head Start Program is committed to meeting the health and safety needs of our children, staff, and families. To further ensure safety and security of our children, staff, and families, Head Start sites will be equipped with video surveillance cameras.

- A. The location for cameras will include classrooms, playgrounds and some interior and exteriors areas to ensure the safety and security of all children, staff and families.
- B. Cameras are not placed to monitor areas where families and staff have a “reasonable expectation of privacy”, i.e. private offices and restrooms.
- C. The cameras will be constantly on and recording 24/7. The video data is available for 12 days.
- D. Cameras are video only; there is no audio.
- E. All Head Start Administrators will have access to the cameras from their office..
- F. If there is a reported incident, Head Start Administrators, Site Supervisors, Human Resources, and IT can access the footage with permission of the Head Start Director. Footage will be reviewed, and if needed, reported to the Office of Head Start, Child Care Regulation, and if applicable, a report to Child Protective Services.
- F. Law enforcement may ask for video footage through our Open Records procedure.
- G. If needed the video will be saved to the agency drive which will be secured.
- H. Any requests to obtain copies of video footage or still images will only be released in response to a subpoena, unless it is to one of the agencies listed above. This is for the confidentiality and protection of all children, families and staff.

\*Currently cameras are only located at Menard Head Start, Day Head Start and San Jacinto Head Start.

APRIL



Agenda ITEM 8



**BEGINNING OF YEAR (BOY): HEAD START SCHOOL READINESS DATA 2025-2026**

**Approaches to Learning: 4 Measures: Curiosity and Initiative, Self-Control of Feelings/Behavior, Engagement/Persistence, Shared Use of Space/Materials**

20% of children assessed are Emerging  
62% of children assessed are On-Track  
18% of children assessed are Demonstrating Skills

**Social & Emotional Development: 4 Measures: Identity of Self, Social/Emotional Understanding, Relationships and Interactions with Adults, Relationships and Interactions with Peers**

21% of children assessed are Emerging  
59% of children assessed are On-Track  
20% of children assessed are Demonstrating Skills

**Language and Literacy Development: 7 Measures: Understanding Language, Communication and Use of Language, Reciprocal Communication and Conversation, Comprehension of Age-Appropriate Text, Phonological Awareness, Letter and Word Knowledge Emergent Writing**

7% of children assessed are Emerging  
77% of children assessed are On-Track  
14% of children assessed are Demonstrating Skills

**Cognitive Development (Including Math and Science): 6 Measures: Classification, Number Sense of Quantity, Number Sense of Math Operations, Measurement, Patterning, Shapes**

21% of children assessed are Emerging



HEAD START/EARLY HEAD START

64% of children assessed are On-Track  
11% of children assessed are Demonstrating Skills

**Physical Development and Health: 4 Measures: Perceptual-Motor Skills and Movement Concepts, Gross Locomotor Movement, Gross Motor Manipulative, Fine Motor Manipulative**

9% of children assessed are Emerging  
51% of children assessed are On-Track  
37% of children assessed are Demonstrating Skills

APRIL



Agenda ITEM 9



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**Quality Improvement Plan**

<u>Citation</u>	<u>Description of Deficiency</u>	<u>Action Taken</u>	<u>Time Frame</u>	<u>Staff Involved</u>	<u>Status</u>
1302.90(c)(1)(ii)	<p>The grant recipient had multiple incidents in which staff members at the Day Center used physically abusive behavior with children.</p> <p>Incident 1: On January 20, 2026, a staff member at the Day Center witnessed an Early Head Start (EHS) teacher telling children, they would be spanked if they did not listen. A 2-year-old child continued not to listen, and the EHS teacher took the child into the bathroom and spanked them. The child walked out of the bathroom holding their bottom.</p> <p>Incident 2: On January 22, 2026, a staff member at the Day Center observed a Head Start teacher handling 3 different Head Start children in a rough manner. The teacher forcefully grabbed hold of children's arms and pulled them roughly to sit down. The assistant</p>	<p>All staff were convened for a meeting on January 22, 2026, to address the seriousness of the incident. The Discipline and Guidance policies, as well as the Standards of Conduct, were reviewed in detail. Following the review, all staff re-signed the CVCOG Head Start Discipline and Guidance and Standards of Conduct documents. Two staff members requested additional training prior to re-signing the Discipline and Guidance policies; this training was provided to them later that same week.</p>	1/22/2026	All Head Start Teaching Staff, Site Supervisors, Admin Staff and Executive Director.	Completed
		<p>All Head Start administrative staff have been granted access to the cameras at the San Jacinto and Day Head Start sites. They will be conducting periodic, unannounced monitoring of classrooms from the office and help ensure compliance with all required standards.</p> <p><b>(Updated Video Policy) (Updated Policy and Procedures for Video Monitoring)</b></p>	Access given 1/23/2026	Head Start Admin	ongoing
		<p><b>Created Video Monitoring Checklist.</b></p>	4/1/2026		
		<p>All Staff were required to complete Behavior Mastery Basics Training in Academy+.</p> <p>All Staff completed Positive Guidance for Infant and Toddlers (EHS) and Positive Guidance for Preschoolers (HS) Training in Academy +.</p>	1/27/2026-2/4/2026	All Head Start Staff and Admin.	Completed



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**Quality Improvement Plan**

<p>director stated there were at least 5 or 6 occurrences of this type of incident with 3 different children within a 45-minute period.</p>	<p>Behavior of Mastery Basics and Positive Guidance for Infant and Toddlers (EHS) and Positive Guidance for Preschoolers HS Comprehension Worksheet Completed and Reviewed during all staff training.</p>	<p>2/13/2026</p>		
	<p>Staff involved in the incident were terminated</p>	<p>1/22/2026 1/23/2026</p>	<p>Teaching Staff, Site Supervisor, Assistant Program Director</p>	<p>Completed</p>
	<p>Site Supervisor of where the incident occurred was put on a disciplinary action and improvement plan.</p>	<p>2/11/2026</p>		
	<p>Site Supervisors are to review Head Start Performance Standards during their staff meetings monthly with the calendar provided by Admin March – June.</p>	<p>3/24/2026- June 2026</p>	<p>All Teaching Staff</p>	<p>Ongoing</p>
	<p>Policy Council and the Executive Committee were informed of the two incidents at the monthly meeting.</p>	<p>2/11/2026</p>	<p>FAMCO &amp; Assistant Director</p>	<p>Completed</p>
	<p>Created a Classroom Daily Rounds sheet for Supervisors to ensure they are doing their daily checks in every classroom as stated in the Policies and Procedures. (Policies and Procedures updated to reflect new Classroom Daily Rounds sheet)</p>	<p>3/23/2026</p>	<p>All Admin Staff and Site Supervisors</p>	<p>Ongoing</p>
	<p>A Fatigue Self-Assessment has been conducted for all staff to identify individuals who fall into the ‘High’ burnout category. The HS Director will then meet with these staff members to assess their needs and provide appropriate tools and resources to help mitigate burnout.</p>	<p>03/25/2026</p>	<p>All staff and Program Director</p>	<p>Ongoing</p>



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**Quality Improvement Plan**

		Three staff scored high in the “burnout” Category. Head Start Director has scheduled meeting with the three staff to see what support or resources they are needing.	3/31/2026-4/6/2026		
		Approval from the Policy Council and Executive Committee to approve the Quality Improvement Plan at the April meeting (This plan) and all updated Policies and Procedures.	04/08/2026	Program Director	Ongoing

**Objective:** To be in compliance with 1302.90(c)(1)(ii) to ensure that all CVCOG Head Start Staff do not engage in behaviors that maltreat or endanger the health or safety of children.

APRIL



Agenda ITEM 10









April 2026



Enrollment Data February	Funded Enrollment	Reported Enrollment	Percent of Enrollment	Attendance Greater than 85%	Attendance Less than 85%
Head Start	323	320	99%	121 (38%)	199 (62%)
Early Head Start	120	120	100%	47 (39%)	73 (61%)
Pregnant Moms Funded	8	0	Not in Session		

Disability Data February	Current	Reported Enrollment	Percent of Enrollment
HS # of Children with IEP	13	320	4%
EHS Children with IFSP	9	120	7.5%
Program Wide Total # of children with IEP/IFSP	22	440	5%

Nutrition Data February	Breakfast		Lunch		Snack	
Head Start	 4665	\$11,056	 4787	\$21,206	 3729	\$4,512
Early Head Start	 1662	\$3,938	 1689	\$7,482	 861	\$1,041



Education/Family Engagement Data as of March 30<sup>th</sup>, 2026

Head Start	Completed Session 1	Past Due Session 1	Late Session 1	Completed Session 2	Past Due Session 2	Late Session 2
Family Partnership Agreements	98.13%	0	1.86%			
Needs Assessments	99.69%	0	.31%	Currently Completing		
Social Emotional Screening	97.82%	.93%	1.24%			
Child Development Screening	98.13%	.31%	1.55%			
Parent Teacher Conference	62.42%	34.16%	3.42%			
Teacher Home Visit	26.08%	36.65%	37.27%			
Early Head Start	Completed Session 1	Past Due Session 1	Late Session 1	Completed Session 2	Past Due Session 2	Late Session 2
Family Partnership Agreements	97.42%	2.59%	0			
Needs Assessments	100%	0	0	Currently Completing		
Social Emotional Screening	92.24%	3.45%	4.31%			
Child Development Screening	49.13%	35.34%	15.52%			
Parent Teacher Conference	75%	25%	0			
Teacher Home Visit	65.51%	18.1%	16.38%			

Health Event Data of March 30<sup>th</sup> 2026

30 Day- Events	Completed HS	Past Due HS	Late HS	Completed EHS	Past Due EHS	Late EHS
Medical insurance	314	3	5	113	7	0
Medical Home	305	16	1	112	8	0
Dental Home	296	24	2	111	9	0

45 Day- Events	Completed HS	Past Due HS	Late HS	Completed EHS	Past Due EHS	Late EHS
Hearing Screening	314	0	8	116	4	0
Vision Screening	313	1	8	115	5	0
Heights & Weights	318	1	3	60	47	13

90 Day- Events	Completed HS	Past Due HS	Late HS	Completed EHS	Past Due EHS	Late EHS
Physical Examination	279	32	11	102	15	3
Dental Examination	302	0	20	112	7	1
Lead	237	78	7	86	30	4

**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:**



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

## HEAD START Admin Staff

Administrative Office - 5430 Link Road - (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



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# Head Start



## **CVCOG Head Start**

**SCAN ME**



### **Job Positions Available**

1. Day Head Start Teachers
2. Day Head Start Teacher Assistant
3. Day Early Head Start Teacher
4. Day & San Jacinto EHS/HS Part-Time Cook
5. San Angelo, Menard, Ozona, & Eldorado Universal Substitute

**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