



## EXECUTIVE COMMITTEE MEETING

Wednesday, April 8, 2026 at 2:00 p.m.

Concho Valley Council of Governments

5430 Link Rd, San Angelo, Texas 76904 and via Teleconference

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

Join By Zoom Teleconference - <https://us06web.zoom.us/j/89422864581>

\*Meeting ID: **894 2286 4581** \*Passcode: **863233**

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

### Agenda

**NOTICE:** The Concho Valley Council of Governments may discuss, deliberate and take all appropriate action on any matter listed on this Agenda. Items on this Agenda may be taken out of the order listed. The Executive Committee reserves the right to deliberate in closed session pursuant to 551 of the Texas Government Code. Public comment is limited to five minutes per person on any agenda item.

#### **BUSINESS**

1. Determination of Quorum and Call to Order
2. Invocation and Pledge of Allegiance
3. Public Comment
4. Information Items and Reports
  - a. Spaceport Feasibility Study Update - Andrew Nelson, RS&H, Inc.
  - b. Review of the CVCOG Monthly Financials for February 2026 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Michael Meek, Director of Finance
  - c. CVCOG Head Start Report for April 2026 – Carolina Raymond, Director of Head Start
  - d. CVCOG Report – Erin Hernandez, Executive Director
5. Consent Agenda
  - a. Consider and take appropriate action concerning the minutes from the March 11, 2026 Meeting.
  - b. Consider and take appropriate action concerning the Staff Travel Report February 2026.

#### **REGULAR AGENDA**

6. Consider and take appropriate action concerning Checks in excess of \$2,000 for February 2026.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through February 28, 2026.
8. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H10 FY 25-26, YTD October 1, 2025 through February 28, 2026.
9. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for February 2026.

10. Consider and take appropriate action concerning the CVCOG Head Start School Readiness Report.
11. Consider and take appropriate action concerning the CVCOG Head Start Self-Assessment Action Items/Goals developed from the annual Self-Assessment process.
12. Consider and take appropriate action concerning the CVCOG Head Start Quality Improvement Plan.
13. Consider and take appropriate action concerning the CVCOG Head Start Policies and Procedures:
  - a. Subpart J PM 1302.101 Management and Quality Improvement
  - b. Subpart J PM 1302.102 Program Management and Quality
  - c. Subpart I HR 1302.92 Training and Professional Development
  - d. Video Surveillance Monitoring Policy
14. Consider and take appropriate action concerning the prioritization of the regional Statewide Homeland Security Grant Program (SHSP) grant prioritization, as prioritized and approved by the Emergency Preparedness Advisory Committee (EPAC).
15. Consideration of any other business.
16. Adjournment

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*The Concho Valley Council of Governments reserves the right to conduct an executive/closed session at any time during the course of this meeting to discuss any matter listed on the agenda posted for this meeting, as needed, pursuant to one or more authorized and applicable exceptions to an open meeting described in Chapter 551 of the Texas Government Code (the Texas Open Meeting Act), including but not limited to the following statutory exceptions: Texas Government Code Sections 551.071 and 551.129 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gift or Donation), 551.074 (Personnel Matters), 551.076 and 551.089 (Deliberation Regarding Security Devices or Security Audits), or 551.087 (Deliberation Regarding Economic Development Negotiations).*

*Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053 this, 1<sup>st</sup> day of April 2026.*

**CVCOG**  
**Balance Sheet**  
**As of 2/28/2026**

	<b>Current Period</b>	
	<b>Balance</b>	
<b>Assets</b>		
First Financial General Bank Acct	670,354.26	1112000
CitiBank Credit Card	13,592.08	1198000
Grant Receivable, CJ VAWA	2,329.67	1203000
Grant Receivable, 2-1-1	37,252.25	1205000
Grant Receivable, 9-1-1	48,316.16	1211000
Grant Receivable, AAA	191,280.55	1212000
State Contract, CJ Planning	3,541.80	1214000
Grant Receivable, CJ Training	20,263.74	1215000
Grant Receivable, RSVP	9,998.78	1216000
Grant Receivable, Juvenile Justice Services	3,047.22	1217000
Grant Receivable, Foster Grandparent	23,815.52	1219000
Grant Receivable, Senior Companion	10,598.52	1220000
Grant Receivable, ADRC	15,761.80	1221000
Texas Veterans Commission FVA	25,272.99	1223000
SEARF TX Space Commission	2,635.36	1223500
State Contract, CEDAF	229.94	1224000
Grant Receivable, CACFP Head Start	53,112.60	1243000
Grant Receivable, Head Start HHS	270,594.55	1249000
Economic Development District	83,724.52	1290000
CV Transit District AR	353,605.90	1329000
Accounts Receivable-General	229.83	1391000
Staff Travel Advance	(80.00)	1392000
Prpd Workers Comp	4,122.40	1591000
Prpd Health Insurance	157,991.50	1592000
Prepaid Life Insurance	398.71	1595000
Prepaid Vision Insurance	98.22	1596000
Prepaid Dental Insurance	188.08	1597000
Prepaid MASA Insurance	65.25	1599000
First Financial 911 Investment	373,841.40	1614000
CVCOG Investment Account	653,196.89	1618000
Leasehold Improvements	195,268.47	1730000
Facility Improvements	132,950.69	1732000
Other Assets - Project Equipment	836,611.36	1811000
<b>Total Assets</b>	<b>4,194,211.01</b>	
<b>Liabilities</b>		
AP	270,914.53	2111000
AP Clearing	25,077.00	2112000
AP First Financial Credit Card	6,324.43	2114000
AP CitiBank Credit Card	102,606.10	2117000
Payroll Payable - Administration	282,225.57	2151000
Federal Withholding Tax	19,217.84	2311000
Medicare Payable	9,860.08	2321000
SUTA Payable	1,638.98	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	1,664.22	2413000
AFLAC Payable	10,167.12	2416000
Employer Pension Plan Payable	115,590.05	2422000
Employee Contr to Pension Plan	73,557.21	2423000
Deferred Income Plan Withheld	2,924.00	2431000
State Comptroller Unclaimed	213.20	2434000
United Way Payable	646.73	2441000
Child Support Payable	1,467.50	2442000
Accrued Vacation Leave	190,715.53	2521000
Inter-Fund Payable CVTD	571,290.16	2600000
Unearned Revenue General Fund	59,763.96	2911000
Unearned Revenue- 911 Program	312,822.01	2917000

**CVCOG**  
**Balance Sheet**  
**As of 2/28/2026**

	<b>Current Period</b>	
	<b>Balance</b>	
Unearned Revenue-VISTA	2,500.00	2918000
Unearned Revenue-Head Start	18,338.92	2919000
Unearned Revenue- Area on Aging	18,394.51	2924000
Unearned Revenue - Senior Companion	8.00	2925000
Unearned Revenue - Regional Law Academy Tuition	7,368.08	2926000
Unearned Revenue- RSVP	23,579.97	2929000
Unearned Revenue- Foster Grandparent	8.00	2930000
Unearned Revenue- Homeland Security	17.93	2934000
Unearned Revenue-Solid Waste	97,330.22	2938000
Due to/from other funds	300,000.00	2999000
<b>Total Liabilities</b>	<b>2,566,376.07</b>	
<b>Fund Balance</b>		
General Unrestricted Fund Balance	668,641.76	3000000
Long Term Debt - Annual Leave	(190,715.53)	3105000
Long Term Debt - Inter-Fund CVTD	(571,290.16)	3107000
Investment - Capital Assets	1,164,830.52	3110000
Restricted - USDA Note Available	23,850.00	3202000
Restrict - Regional Assistance Corp 501c3	35,286.51	3204000
Restricted - CV Medical Reserve Corp	3,765.02	3205000
Assigned - Area Agency on Aging	11,220.28	3401000
Assigned - SCP Visiting Program	8,331.81	3402000
Assigned - Caregiver	2,213.65	3403000
Assigned - Housing Finance	94,327.36	3404000
Assigned - Homeland Security	36,408.89	3405000
Assigned - CJ Planning	133,909.33	3406000
Assigned - CJ Law Enf Academy	213,816.47	3407000
Assigned - 211 Information Referral	34,638.48	3408000
Assigned - CEDAF	35,449.54	3409000
<b>Total Fund Balance</b>	<b>1,704,683.93</b>	
Excess Revenue	(76,848.99)	
<b>Total Liabilites and Fund Balance</b>	<b>4,194,211.01</b>	



**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 2/28/2026**

	<u>Current Period</u>	
	<u>Actual</u>	
<b>Revenue</b>		
CNCS Senior Companion CFDA 94.016	62,133.91	4164000
CNCS Foster Grandparent CFDA 94.011	131,290.01	4165000
CNCS RSVP CFDA 94.002	32,668.05	4167000
HHS-ACF Head Start CFDA 93.600	2,757,640.30	4173000
AAA - Title IIIB CFDA 93.044	70,610.00	4201000
AAA - Title IIIC1 CFDA 93.045	92,608.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	11,524.07	4206000
AAA - Title IIIC-2 CFDA 93.045	77,132.00	4207000
AAA - Title IIIE CFDA 93.052	19,355.00	4215000
AAA - Title VII EAP CFDA 93.041	1,781.00	4216000
AAA - Title VII OM CFDA 93.042	16,669.00	4218000
CACFP Nutrition CFDA 10.558	252,602.11	4221000
Off Gov-Violence Against Women Act CFDA 16.588	5,538.32	4222000
AAA - HICAP CFDA 93.324	88,180.00	4225000
PY - Title IIIB CFDA 93.044	20,442.00	4227000
211 TANF OPS FED CFDA 93.558	39,464.36	4231000
211 FD RIDER 28 HB1	4,909.87	4231100
PY - Title IIIC1 CFDA 93.045	6,571.00	4232000
PY - Title IIIC2 CFDA 93.045	366.00	4235000
PY - Title IIIE CFDA 93.052	6,218.00	4239000
ACL Texas Disaster Assistance	12,077.55	4260100
ADRC Housing Navigator Sept to Dec CFDA 93.791	7,900.79	4274000
ADRC Local Contact Agency Sept to Dec CFDA 93.791	3,205.84	4275000
ADRC MIPPA CFDA 93.071	4,766.00	4279000
AAA State General	11,203.00	4301000
TCEQ Solid Waste State	13,031.95	4302000
Off Gov - CJ Academy State	27,008.26	4307000
CJ Academy Supplemental	6,870.00	4307100
TxHHS-RSVP State	25,128.68	4309000
Off Gov - HSGD Contract State	6,734.60	4311000
TxHHS - 211 State Funds	38,923.55	4312000
211 SGR RIDER 28	4,842.60	4312100
AAA - SGR HDM Rate Increase	750.00	4313000
Grant Z02, NG911 Project SB8	85,571.92	4314000
Off Gov, CJ Planning Services	18,625.36	4315000
CSEC 911 ER Communications State	766,330.80	4316000
AAA Housing Bond	11,729.00	4319000
ADRC State General Revenue	31,850.33	4325000
ADRC State Promoting Independence	8,569.81	4331000
ADRC State Respite	3,899.00	4332000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
SEARF TX Space Commission	5,326.00	4368000
Texas Veterans Commission Fund for Veterans Assistance	63,122.17	4391000
IK Contributions	751,183.37	4411000
Senior Center Program Income-Tracking Only	45,113.99	4416000
Senior Center Local Revenue-Tracking Only	175,418.66	4417000
CVCOG Membership Dues	907.51	4511000
CJ Membership Dues	31,500.00	4513000
Program Income	26,271.87	4522000
Local Revenue	59,917.62	4523000
Interest Income General	(7,332.14)	4731000
Interest on 911 Trust Acct	18,201.68	4732000
Credit Card Cash Rewards Redemption	3,723.36	4737000
Economic Development District Pass-Thru	269,420.50	4760000
Concho Valley Transit District Pass-Thru	1,874,794.78	4761000
Prior Year Cost Pool Contribution	208,674.09	4762000
Vacation Accrual Allocation	156,170.80	4911000
Indirect Cost Allocations	345,984.09	4912000
Information Technology Services	133,092.30	4913000
Human Resources Allocation	132,773.21	4914000
Procurement Dept Allocation	79,284.31	4915000
Property Management Allocation	170,921.17	4916000
Head Start Maintenance Allocation	5,132.48	4917000
<b>Total Revenue</b>	<b>9,348,431.82</b>	
<b>Expenditures</b>		
General Wages	2,936,904.80	5110000
General Overtime Hours	585.46	5118000
Holiday Work Time	37.67	5119000
Vacation Time Allocation	156,170.79	5150000
Medicare Tax	52,397.23	5151000
Workers Comp Insurance	99,202.11	5172000
SUTA	11,965.34	5173000
Health Insurance Benefit	753,050.31	5174000
Dental Insurance Benefit	29,861.03	5175000
Life Insurance Benefit	25,038.67	5176000
HSA Insurance Benefit	5,696.31	5177000
Retirement	409,962.45	5181000

**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 2/28/2026**

	<b>Current Period</b>	
	<b>Actual</b>	
Indirect Allocation	345,984.08	5199000
Employee Health and Welfare	269.89	5200000
Stipend - FGP Volunteers	80,217.00	5201000
Stipend - SCP Volunteers	33,531.00	5202000
Uniforms	787.48	5203000
Recognition	4,785.06	5205000
HR Service Center	132,773.21	5206000
Procurement Service Center	79,284.31	5207000
Information Technology Service Center	133,092.30	5208000
Driver Wages	709,543.55	5210000
Dispatch/Customer Service Wages	32,598.08	5217000
Driver Overtime Hours	43,492.34	5218000
Dispatch/Customer Service Overtime Wages	3,566.40	5219000
Driver Holiday Hours Worked	192.84	5222000
Audit & Legal	30,000.00	5231000
Counseling Services	6,850.00	5251000
Contract Services	706,271.98	5291000
HS Health & Disab Svc	300.81	5293000
HS Nutrition Service	169,743.90	5295000
HS Parent Service	824.96	5296000
AAA Congregate Meals	128,935.14	5301000
AAA Home Delivered Meals	228,094.07	5302000
Head Start T & T A	17,065.92	5308000
Travel-In Region	9,943.97	5309000
Travel-Out of Region	24,415.43	5310000
Meals	5,691.19	5312000
Travel-Volunteer	25,145.00	5313000
Fuel	2,280.07	5351000
Lubricant	1,002.80	5352000
Vehicle Maintenance	2,986.33	5361000
Tires	26.00	5363000
Non-Vehicle Maintenance	737.84	5366000
HS Site Rent	5,750.00	5413000
Utilities	13,108.89	5431000
HS Site Center Utilities	34,594.60	5433000
Link Road Building Maintenance	16,397.59	5448000
Facility Allocation	170,921.17	5451000
HS Site Center Bldg Maint	29,510.18	5453000
Supplies	50,071.50	5510000
HS Class Room Supplies	25,866.06	5512000
HS Food Serv Sup	28,832.17	5513000
HS Medical Supplies	2,032.08	5514000
HS Disability Supplies	413.67	5515000
Supplies - Bus/Service Vehicles	402.71	5516000
HS Diapers and Wipes	6,611.72	5518000
Parts Supply	3,205.75	5520000
Internal Computer/Software	48,189.94	5622000
County Project Equipment	247,322.47	5627000
Tools	1,507.20	5629000
Copier	13,581.92	5632000
Copier Lease	8,653.10	5633000
Copier Paper	1,656.15	5634000
Insurance	81,557.90	5711000
Cell Phones	1,334.52	5713000
Printing	2,026.98	5721000
Training	729.00	5751000
Dues and fees	28,427.41	5753000
Vehicle Registration	137.44	5754000
HS Site Center Communications	8,086.28	5760000
Communications	8,222.22	5761000
Postage/freight	4,937.36	5762000
911 PSAP Services	22,629.36	5766000
911 Equipment Maintenance	3,518.46	5767000
911 PSAP Training	118.25	5768000
911 PUB ED	2,945.00	5771000
911 Network Reliability	2,508.00	5774000
911 Network	31,836.83	5775000
911 PSAP Network	83,614.26	5777000
911 Geographic Information Systems	6,331.81	5780000
911 Core Functions	188,945.73	5781000
Other	(10.99)	5791000
Coffee Expense	1,377.03	5792000
Physicals	30.00	5793000
General Assembly Costs	4,829.78	5794000
Safety	8,946.42	5796000
Multi-Modal Supplies	334.50	5810000
Multi-Modal Building Insurance	7,227.65	5811000
Multi-Modal Internet	3,262.41	5814000
Multi-Modal Utilities	3,525.42	5831000
Multi-Modal Communications	1,495.06	5861000

**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 2/28/2026**

	<b>Current Period</b>	
	<b>Actual</b>	
Shop Christoval Rd Supplies	16.09	5870000
Shop Christoval Rd Utilities	639.92	5876000
Link Road Amortization	14,583.35	5901000
InKind Travel	59,304.69	6310000
InKind Other	691,878.68	6791000
<b>Total Expenditures</b>	<b>9,425,280.81</b>	
 <b>Excess Revenue over Expenditures</b>	 <b>(76,848.99)</b>	

**Concho Valley Council of Governments Cash Flow**

Beginning Balance:	First Financial CVCOG General Fund (000's)			First Financial 9-1-1 Trust Account (000's)				First Financial General Investment Savings				CVCOG Balance	First Financial CVTD (000's)			First Financial CVTD-ICB (000's)			First Financial Square Credit Card			First Financial CVEDD (000's)			Total Balance			
	Inflows	Outflows	Balance	Inflows	Interest	Outflows	Balance	Inflows	Interest	Outflows	Balance		Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance	Inflows	Outflows	Balance				
\$ 1,316,400																												
	1,684,023	(1,773,032)	1,227,390	-	1,532	(135,524)	434,220	-	1,067	-	345,375	2,006,986	889,691	(580,174)	860,643	1,693	(1,306)	37,991	1,258	-	14,366	15,381	(302,789)	328,544	3,248,529			
	1,177,878	(1,233,344)	1,171,924	-	1,004	(81,031)	354,194	-	881	-	346,256	1,872,373	390,333	(537,235)	713,741	1,567	(1,637)	37,922	1,487	-	15,853	3,475	-	332,018	2,971,907			
	1,741,406	(1,538,395)	1,374,935	-	883	(70,046)	285,031	3,723	975	-	350,954	2,010,920	674,685	(655,810)	732,616	2,472	(1,277)	39,117	4,288	-	20,141	35,394	(31,676)	335,736	3,138,531			
	1,384,910	(1,491,737)	1,268,108	-	706	(56,141)	229,596	-	971	-	351,925	1,849,628	1,552,172	(745,889)	1,538,900	1,074	(1,757)	38,433	2,898	-	23,039	40,274	(72,728)	303,282	3,753,283			
	1,794,711	(1,730,285)	1,332,534	143,492	754	-	373,841	300,000	1,272	-	653,197	2,359,572	768,407	(996,272)	1,311,035	759	(852)	38,341	772	-	23,811	75,207	(81,292)	297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035			38,341			23,811			297,197	4,029,955			
			1,332,534				373,841				653,197	2,359,572			1,311,035	</												









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



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



# 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



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



**Head Start**



**TEXAS**  
Health and Human Services

Executive Commissioner  
Stephanie Muth

March 20, 2026

Erin Hernandez  
5430 LINK RD  
SAN ANGELO, TX 76904-9812

Operation #841615-2309  
Concho Valley Council of Governments  
Menard Head Start

Investigation # 3196698  
Agency Home - null 0

Dear :Ms. Erin Hernandez

Your operation, Concho Valley Council of Governments Menard Head Start located at 110 E SAN SABA AVE, MENARD, TX 76859, was recently investigated because of a report concerning a possible deficiency of the minimum standard rules or another law.

Specifically, the report states the following that led to this investigation:

It was reported that a daycare's volunteer used inappropriate discipline toward children.

Supplemental form was created 3/20/26 to correct deficiencies and technical assistance's narratives. Deficiencies were performed by a volunteer person. The supplemental form replaces prior form send to operation on 3/19/26.

The Child Care Regulation (CCR) department of the Texas Health and Human Services Commission (HHSC) has evaluated applicable administrative rules, minimum standard rules, and other laws and made the following findings:



Erin Hernandez  
March 20, 2026  
Page 2

Standard/Rule Description	Deficient?	Comply By	TA Given	Documents/ Photos Obtained	Notification Date
746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control	Y	03/19/2026	Y	Y	03/19/2026
<b>Specifics:</b> Based on documentation there is sustainable information to support that a daycare's volunteer used inappropriate judgement when placed a foot over a child to keep the child laying down during naptime.					
746.2805(1) Prohibited Punishments - Corporal Punishment	Y	03/19/2026	Y	Y	03/19/2026
<b>Specifics:</b> It was determined that a daycare's volunteer used inappropriate discipline by spanking a child during naptime.					

The Technical Assistance provided for these standards described below:

Standard/Rule Description	Technical Assistance Given
746.2805(1) Prohibited Punishments - Corporal Punishment	Daycare staff and volunteers must use positive guidance and redirection techniques to manage behavior, even during rest periods. Children who are having difficulty during naptime should be offered quiet, developmentally appropriate activities instead of punitive methods.
746.1201(1) Responsibilities of Employees and Caregivers -Demonstrate Competency, Good Judgment, Self-control	It is against Texas Minimum Standards to force children to sleep. Using force to manage naptime behavior is prohibited. Daycare staff and volunteers are encouraged to use appropriate, positive guidance strategies such as helping children feel calm, secure and comfortable during naptime. Providing a quiet activity for children that do not nap is also a method use to keep children distracted without disrupting other children's sleep.

The list of findings above is cumulative and includes all findings that CCR has made related to this investigation up to this point. As such, the list may include findings for which you received prior notification. For any finding listed above with an earlier notification date, your 15-day timeframe for requesting an administrative review of that finding began when you first received notification of that finding. If the time period to request an administrative review of a finding



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



# Head Start

Erin Hernandez  
March 20, 2026  
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has expired, you may no longer request an administrative review of that finding.

If CCR conducted an inspection as part of this investigation, you received an inspection report form.

Your operation is responsible for maintaining compliance with relevant minimum standards, administrative rules, and statutes on an ongoing basis. CCR may take an enforcement action for a repetition or pattern of deficiencies or for any other reason listed in 26 Texas Administrative Code §745.8605.

This notice must be posted next to your most recent CCR inspection letter or form.

If you have any other questions or need additional information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jasmin Maldonado".

JASMIN MALDONADO  
CCR Representative  
(325) 617-8951

Enclosure(s):

cc: Erin Hernandez



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, March 11, 2026**

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, March 11, 2026 at 2:00 p.m. at 5430 Link Rd., San Angelo, Texas 76904 and via Zoom Teleconference.

Members present were:

**Frank Tambunga, Chairman**, Crockett County Judge  
**Frank Trull, Secretary**, McCulloch County Judge  
**Charlie Bradley**, Schleicher County Judge  
**Lane Carter**, Tom Green County Judge  
**Brandon Corbin**, Menard County Judge  
**Bill Dendle**, San Angelo ISD Board Member  
**David Dillard**, Concho County Judge  
**Sheree Hardin**, Mason County Judge via Zoom  
**Jody Harris**, Sutton County Judge  
**Hal Rose**, Kimble County Judge  
**Souli Shanklin**, Edwards County Judge  
**Hal Spain**, Coke County Judge

Members absent were:

**Molly Criner, Vice-Chairman**, Irion County Judge  
**Belinda Counts**, Sterling County Judge  
**Jim O'Bryan**, Reagan County Judge  
**Tom Thompson**, San Angelo Mayor

Guests present were:

**Cheryl deCordova**, District Director for Senator Charles Perry  
**Bobbi Hanson**, West Texas Regional Director at U. S. Senator Ted Cruz via Zoom  
**Kathy Keene**, Regional Director for Representative August Pfluger via Zoom  
**Lori Wilson**, District Director for State Representative Drew Darby

**BUSINESS**

Judge Frank Tambunga announced the presence of a quorum and called the meeting to order at 2:04 p.m.

Judge Frank Trull gave the invocation and led the Pledge of Allegiance.

There was no public comment.

**INFORMATION ITEMS & REPORTS**

- a. Jeff Graham, Assurance Partner with Condley and Company LLP, presented the CVCOG Annual Financial Single Audit for FY 24-25. He presented a clean and unmodified opinion of the audit for the year ending August 31, 2025. No questions or discussions. There is no action to take, as this is an informational item only.
- b. Toni Roberts, Director of Access and Assistance, provided an update on the 2-1-1 accreditation process and disaster funding. She reported that the team received a 91-page response with about 20 items, mostly simple fixes, and noted new requirements that position the team to lead efforts across Texas. Outreach for the Area Agency on Aging and ADRC is ongoing across all

counties, with expanded eligibility to individuals with disabilities and certain caregivers. The \$65,000 in disaster funding must be used by June, with any remaining funds allocated to emergency disaster kits.

- c. Michael Meek, Director of Finance, gave the report of the CVCOG Monthly Financials for January 2026. He gave an overview of the balance sheet, schedule of revenue and cash flow. There is no action to take, as this is an informational item only.
- d. Carolina Raymond, Director of Head Start, gave a report on the operations, enrollment and disability numbers for the Head Start and Early Head Start Centers for the months of March 2026.
- e. Erin Hernandez, Executive Director, provided a brief overview of current COG activities. She reported that TxDOT's regional trunking project has shifted to an individualized county-by-county approach due to procurement delays and regional discrepancies, though funding and the goal of interoperability remain intact. In other updates, a new judicial training contact has been established with a calendar of dates expected by the end of March, and San Angelo will host the statewide Aging in Texas Conference at ASU this July for approximately 250 attendees.

#### **APPROVAL of the Consent Agenda**

- a. Judge Souli Shanklin made a motion to approve the Meeting Minutes from February 11, 2026. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.
- b. Judge Souli Shanklin made a motion to approve the Staff Travel report from January 2026. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

#### **APPROVAL of Checks**

Michael Meek, Director of Finance, presented the checks in excess of \$2,000 written for January 2026. Judge Souli Shanklin made a motion to approve the checks as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

#### **APPROVAL of the Budget Comparison for Head Start Grant H09**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through January 31, 2026 for approval. Judge Charlie Bradley made a motion to approve the Budget Comparison Report as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

#### **APPROVAL of the Budget Comparison for Head Start Nutrition Grant H10**

Carolina Raymond, Director of Head Start, presented the Budget Comparison Report for Head Start Nutrition Grant H10 FY 25-26, YTD October 1, 2025 through January 31, 2026 for approval. Judge Charlie Bradley made a motion to approve the Budget Comparison Report as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

#### **APPROVAL of the Head Start Credit Card/Open Account Summary Transactions**

Carolina Raymond, Director of Head Start, presented the CVCOG Head Start Credit Card/Open Account Summary Transactions for the month of January 2026 for approval. Judge Charlie Bradley made a motion to approve the summary of transactions as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the resolution for the Criminal Justice Assistance Grant - Academy Supplemental Grant #4720704**

Gary Wolfe, Criminal Justice/Homeland Security Planner, presented the resolution for the Criminal Justice Assistance Grant - Academy Supplemental Grant #4720704 for approval. Judge Brandon Corbin made a motion to approve the resolution as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the resolution for the Criminal Justice Juvenile Justice Youth Diversion Grant #1484327**

Gary Wolfe, Criminal Justice/Homeland Security Planner, presented the resolution for the Criminal Justice Juvenile Justice Youth Diversion Grant #1484327 for approval. Judge Brandon Corbin made a motion to approve the resolution as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the resolution for the Statewide Emergency Radio Infrastructure (SERI) Grant #5201502**

Gary Wolfe, Criminal Justice/Homeland Security Planner, presented the resolution for the Statewide Emergency Radio Infrastructure (SERI) Grant #5201502 for approval. Judge Brandon Corbin made a motion to approve the resolution as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the resolution for the State Homeland Security Planning (SHSP) Grant #5904301**

Gary Wolfe, Criminal Justice/Homeland Security Planner, presented the resolution for the State Homeland Security Planning (SHSP) Grant #5904301 for approval. Judge Brandon Corbin made a motion to approve the resolution as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the prioritization of the regional Criminal Justice Grants, as prioritized and approved by the Criminal Justice Advisory Committee**

Gary Wolfe, Criminal Justice/Homeland Security Planner, presented the prioritization of the regional Criminal Justice Grants, as prioritized and approved by the Criminal Justice Advisory Committee for approval. Judge David Dillard made a motion to approve the prioritization as presented. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

**ADJOURNMENT**

There being no further business to discuss, Judge Frank Tambunga adjourned the meeting at 2:44 p.m.

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Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 8<sup>th</sup> day of April 2026.

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Judge Frank Tambunga, Chairman

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Judge Molly Criner, Vice-Chairman



**CVCOG**  
Check/Voucher Register  
From 2/1/2026 Through 2/28/2026

Docum... Number	Document Date	Name	Transaction Description	Document Amount
198183	2/3/2026	Baylor Scott & White Health Plan	029143 CVCOG Group Health 02/01/26-02/28/26	159,747.00
198185	2/3/2026	CTWP	HS copier lease and usage 12/20/25 to 01/19/26 12/60	2,215.82
198194	2/3/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 1/31/2026	2,924.00
198200	2/3/2026	TML INTERGOVERNMENTAL RISK POOL	January 2026 CVCOG Quarterly Insurance	44,817.50
198210	2/10/2026	CONDLEY AND COMPANY LLP	Progress billing for services rendered regarding the audit o	20,000.00
198218	2/10/2026	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - January 2025 Janitorial Srvc	12,862.50
198223	2/10/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,503.29
	2/10/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	3,011.51
198229	2/10/2026	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites and Transit location	2,299.86
198233	2/17/2026	AFLAC	J5711 Employees Premium 01/01/26 - 01/31/26	10,977.04
198234	2/17/2026	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 01/01/2026-01/31/2026	8,772.25
198240	2/17/2026	INTRADO LIFE & SAFETY, INC	TXT29-1-1 Translation Renewal Years 1 of 2 (01/23/26-01/22/2	21,874.79
198243	2/17/2026	TML INTERGOVERNMENTAL RISK POOL	01012026 Auto liability, errors & omissions, general liabili	15,276.61
	2/17/2026	TML INTERGOVERNMENTAL RISK POOL	12012025 Auto liability, errors & omissions, general liabili	15,112.61
198246	2/24/2026	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 02/01/26-02/28/26	8,379.71
198247	2/24/2026	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 01/01/26-01/31/26	8,680.00
198248	2/24/2026	AT&T -5001	911 91514006536056 Monitoring Srvc 01/01/26-01/31/26	2,070.00
	2/24/2026	AT&T -5001	911 91514006536056 Monitoring Srvc 12/01/25-12/31/25	2,070.00
198253	2/24/2026	Baylor Scott & White Health Plan	029143 CVCOG Group Health 03/01/26-03/31/26	152,922.00
198255	2/24/2026	CITY OF BRADY	Congregate Meals Brady 01-26	2,061.92
	2/24/2026	CITY OF BRADY	HDM Meals Brady 01-26	2,917.50
198256	2/24/2026	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 01-26	5,746.75
198258	2/24/2026	CITY OF SONORA	HDM Sonora 01-26	2,399.90
198260	2/24/2026	CONDLEY AND COMPANY LLP	For services rendered through 1/31/2026	10,000.00
198262	2/24/2026	CVCOG TRANSIT DISTRICT	Rural Trips for billing period 01/01/26-01/31/26	11,322.00
	2/24/2026	CVCOG TRANSIT DISTRICT	Urban Trips for billing period 01/01/26-01/31/26	67,284.00
198264	2/24/2026	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	45,364.16
	2/24/2026	TEXAS DEPARTMENT OF INFORMATION RESOURCES	911 Cstmr Code PA30000TSD ESINet AVPN Managed Circuits and M	45,364.16
198269	2/24/2026	INTRADO LIFE & SAFETY, INC	Front Room Upgrades for 16 PSAP Sites & Hardware & Software	173,125.73
198274	2/24/2026	Mason County - Nutrition Program	Congregate Meals Mason 01-26	2,179.35
198280	2/24/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 2/15/2026	2,964.00
198283	2/24/2026	RS&H Inc	CVCOG Spaceport Feasibility Study January Milestone Payment	141,303.00
198284	2/24/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	2,775.43
	2/24/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	3,775.37
	2/24/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kit	3,907.93
	2/24/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	2,915.55
	2/24/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,906.50

**CVCOG**  
Check/Voucher Register  
From 2/1/2026 Through 2/28/2026

<u>Docum... Number</u>	<u>Document Date</u>	<u>Name</u>	<u>Transaction Description</u>	<u>Document Amount</u>
	2/24/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	3,030.11
198287	2/24/2026	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites and Transit location	2,726.65
Report Total				<u>1,032,586.50</u>

**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>			

**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>

**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 probe 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
					<hr/> 4,473.71
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	<hr/> 4,473.71
	Report Opening/Current Balance				<hr/>
	Report Transaction Totals				<hr/> 4,473.71
	Report Current Balances				<hr/> <hr/>

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					



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



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council  
From: Carolina Raymond - Director of Head Start  
Date: April 8, 2026  
Re: CVCOG Head Start School Readiness Report

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Review, Consideration, and Approval the CVCOG Head Start School Readiness Report to measure, communicate, and improve how well children are progressing toward school readiness goals.

\_\_\_\_\_  
EC Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Council Chair

\_\_\_\_\_  
Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 04/08/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 10

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## ITEM 10

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the CVCOG Head Start School Readiness Report.

*Approved at the Executive Committee Meeting on April 8, 2026.*



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Self-Assessment 2026-2027 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.



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Self-Assessment 2026-2027 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,



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Self-Assessment 2026-2027 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.



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond - Director of Head Start

Date: April 8, 2026

Re: CVCOG Head Start Policy Council By-Laws

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Review, Consideration, and Approval the CVCOG Head Start Self-Assessment Action Items/Goals developed from the annual Self-Assessment process. Ensuring that identified strengths and areas for improvement are translated into clear, measurable actions that support continuous program improvement.

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EC Chairman

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Date

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Policy Council Chair

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Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 04/08/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 11

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## ITEM 11

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the CVCOG Head Start Self-Assessment Action Items/Goals.

*Approved at the Executive Committee Meeting on April 8, 2026.*



**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



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**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>



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

**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.



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council  
From: Carolina Raymond - Director of Head Start  
Date: April 8, 2026  
Re: CVCOG Head Start Quality Improvement Plan

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Review, Consideration, and Approval the CVCOG Head Start Quality Improvement Plan to systematically improve program performance and ensure high-quality services for children and families.

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EC Chairman

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Date

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Policy Council Chair

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Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 04/08/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 12

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## ITEM 12

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the CVCOG Head Start Quality Improvement Plan.

*Approved at the Executive Committee Meeting on April 8, 2026.*



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;



## Policies & Procedures

- 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



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Program Policies & Procedures



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.



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
 HEAD START/EARLY HEAD START  
 Program Policy



<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+



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Program Policy



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



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
HEAD START/EARLY HEAD START  
Program Policy



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.



CONCHO VALLEY COUNCIL OF GOVERNMENTS  
 HEAD START/EARLY HEAD START  
 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.



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS  
5430 Link Road • San Angelo, TX 76904  
325-944-9666

To: Executive Board and Policy Council

From: Carolina Raymond - Director of Head Start

Date: April 8, 2026

Re: CVCOG Head Start Policies and Procedures

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Review, Consideration, and Approval the CVCOG Head Start Policies and Procedures.

- Subpart J PM 1302.101 Management and Quality Improvement
- Subpart J PM 1302.102 Program Management and Quality
- Subpart I HR 1302.92 Training and Professional Development
- Video Surveillance Monitoring Policy

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EC Chairman

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Date

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Policy Council Chair

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Date

# Memo

**To:** Executive Committee

**From:** Carolina Raymond, Director of Head Start

**Date:** 04/08/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 13

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## ITEM 13

Carolina Raymond, Director of Head Start, is seeking consideration and approval concerning the CVCOG Head Start Policies and Procedures:

- a. Subpart J PM 1302.101 Management and Quality Improvement
- b. Subpart J PM 1302.102 Program Management and Quality
- c. Subpart I HR 1302.92 Training and Professional Development
- d. Video Surveillance Monitoring Policy

*Approved at the Executive Committee Meeting on April 8, 2026.*

# Memo

**To:** Executive Committee

**From:** Gary Wolfe, Criminal Justice/Homeland Security Planner

**Date:** 04/08/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 14

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## ITEM 14

Gary Wolfe, Criminal Justice/Homeland Security Planner, is seeking consideration and approval concerning the prioritization of the regional Statewide Homeland Security Grant Program (SHSP) grant prioritization, as prioritized and approved by the Emergency Preparedness Advisory Committee (EPAC).

### SHSP

1. Concho Valley Council of Governments Public Safety Program
2. Crockett County Sheriff's Office
3. Tom Green County Sheriff's Office
4. City of San Angelo Fire Department

*Approved at the Executive Committee Meeting on April 8, 2026.*