



## EXECUTIVE COMMITTEE MEETING

Wednesday, July 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/86347850254>

\*Meeting ID: **863 4785 0254** \*Passcode: **339343**

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. Access and Assistance updates – Toni Roberts, Director of Access and Assistance
  - b. Review of the CVCOG Monthly Financials for May 2026 (Balance Sheet, Schedule of Revenue by Source, and Cash Flow) – Michael Meek, Director of Finance
  - c. CVCOG Head Start Report for July 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 June 10, 2026 Meeting.
  - b. Consider and take appropriate action concerning the Staff Travel Report May 2026.

#### **REGULAR AGENDA**

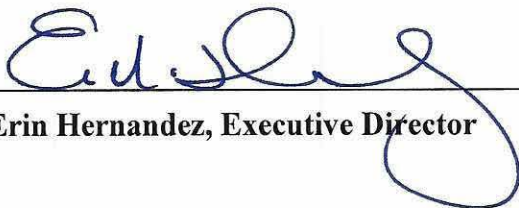
6. Consider and take appropriate action concerning Checks in excess of \$2,000 for May 2026.
7. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Grant H09 FY 25-26, YTD June 1, 2025 through May 31, 2026.
8. Consider and take appropriate action concerning the Budget Comparison Report for Head Start Nutrition Grant H10 FY 25-26, YTD October 1, 2025 through May 31, 2026.
9. Consider and take appropriate action concerning the Head Start Credit Card/Open Account Summary for May 2026.

10. Consider and take appropriate action concerning the Head Start Policies and Procedures: a. ERSEA, b. Education HS & EHS, c. Disabilities, d. Health, and e. Family and Community Engagement Program Services.
11. Consider and take appropriate action concerning the Head Start 2026-2027 Parent Handbook.
12. Consider and take appropriate action concerning the modification of the Concho Valley Regional Law Enforcement Academy (CVRLEA) Policies, as approved by the Criminal Justice Training Advisory Board.
13. Consider and take appropriate action concerning the approval to contract with RCN via DIR-CPO-6194 for POTS line replacement at all 16 Public Service Answering Points.
14. Consider and take appropriate action concerning the CVCOG 26-27 Proposed Annual Budgets.
  - a. State Salary Comparability Schedule for FY 26-27
  - b. Employee Salary Schedule & Fringe Benefits for FY 26-27
  - c. Administrative Budgets for FY 26-27
15. Consider and take appropriate action concerning the Concho Valley Council of Governments (CVCOG) Investment Policy, Investment Strategies, the qualified broker/dealer list, bank signature authority, and bank account access.
16. Consideration of any other business.
17. 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 July 2026.*



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**Erin Hernandez, Executive Director**

**CVCOG**  
**Balance Sheet**  
**As of 5/31/2026**

	<b>Current Period</b>	
	<b>Balance</b>	
<b>Assets</b>		
First Financial General Bank Acct	441,225.88	1112000
US Bank Credit Card	105,567.40	1198000
Grant Receivable, CJ VAWA	1,178.79	1203000
State Contract, HSGD	1,458.35	1204000
Grant Receivable, 2-1-1	31,091.73	1205000
Grant Receivable, 9-1-1	92,870.05	1211000
Grant Receivable, AAA	263,541.44	1212000
State Contract, CJ Planning	3,541.80	1214000
Grant Receivable, CJ Training	8,400.00	1215000
Grant Receivable, Juvenile Justice Services	2,775.38	1217000
Grant Receivable, Foster Grandparent	22,049.02	1219000
Grant Receivable, Senior Companion	11,793.19	1220000
Grant Receivable, ADRC	76,052.45	1221000
Texas Veterans Commission FVA	40,339.72	1223000
SEARF TX Space Commission	376,117.29	1223500
State Contract, CEDAF	229.94	1224000
Grant Receivable, CACFP Head Start	45,273.32	1243000
Grant Receivable, Head Start HHS	316,075.71	1249000
Economic Development District	48,974.66	1290000
CV Transit District AR	373,902.49	1329000
Accounts Receivable-General	467.88	1391000
Prpd Health Insurance	157,124.00	1592000
Prepaid Life Insurance	8,509.08	1595000
Prepaid Vision Insurance	31.52	1596000
Prepaid AFLAC	0.02	1598000
First Financial 911 Investment	351,505.28	1614000
CVCOG Investment Account	659,593.74	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>4,604,520.65</b>	
<b>Liabilities</b>		
AP	408,197.28	2111000
AP Clearing	19,334.00	2112000
AP First Financial Credit Card	13,156.74	2114000
AP US Bank Credit Card	202,551.33	2117000
Payroll Payable - Administration	289,022.93	2151000
Federal Withholding Tax	19,909.62	2311000
Medicare Payable	10,137.00	2321000
SUTA Payable	599.44	2323000
Employee Wellness Benefits Payable	40,144.22	2412000
Health Savings Account	1,356.66	2413000
Dental Insurance Payable	259.68	2415000
Employer Pension Plan Payable	119,641.83	2422000
Employee Contr to Pension Plan	76,135.69	2423000
Deferred Income Plan Withheld	3,374.00	2431000
Workers Comp Ins Payable	24,336.83	2432000
State Comptroller Unclaimed	213.20	2434000
United Way Payable	541.73	2441000
Child Support Payable	1,660.00	2442000
Other Payroll Garnishments	216.28	2444000
Accrued Vacation Leave	190,715.53	2521000
Inter-Fund Payable CVTD	562,540.15	2600000
Unearned Revenue General Fund	55,234.34	2911000
Unearned Revenue- 911 Program	276,586.17	2917000
Unearned Revenue-VISTA	2,500.00	2918000

**CVCOG**  
**Balance Sheet**  
**As of 5/31/2026**

	<b>Current Period</b>	
	<b>Balance</b>	
Unearned Revenue-Head Start	18,338.92	2919000
Unearned Revenue- Area on Aging	31,793.10	2924000
Unearned Revenue - Senior Companion	80.00	2925000
Unearned Revenue - Regional Law Academy Tuition	9,051.00	2926000
Unearned Revenue- RSVP	10,432.31	2929000
Unearned Revenue- Foster Grandparent	41.57	2930000
Unearned Revenue- Homeland Security	17.93	2934000
Unearned Revenue-Solid Waste	90,088.43	2938000
Due to/from other funds	302,353.55	2999000
<b>Total Liabilities</b>	<b>2,780,561.46</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	(562,540.15)	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>1,713,433.94</b>	
 Excess Revenue	 110,525.25	
 <b>Total Liabilites and Fund Balance</b>	 <b>4,604,520.65</b>	



**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 5/31/2026**

	<u>Current Period</u>	
	<u>Actual</u>	
<b>Revenue</b>		
CNCS Senior Companion CFDA 94.016	102,490.30	4164000
CNCS Foster Grandparent CFDA 94.011	211,182.71	4165000
CNCS RSVP CFDA 94.002	53,464.58	4167000
HHS-ACF Head Start CFDA 93.600	4,561,973.95	4173000
AAA - Title IIIB CFDA 93.044	150,339.00	4201000
AAA - Title IIIC1 CFDA 93.045	151,202.00	4205000
Off Gov-CJ Juvenile Justice Service CFDA 16.523	15,219.30	4206000
AAA - Title IIIC-2 CFDA 93.045	110,965.00	4207000
AAA - Title IIIE CFDA 93.052	41,414.00	4215000
AAA - Title VII EAP CFDA 93.041	1,781.00	4216000
AAA - Title VII OM CFDA 93.042	16,669.00	4218000
AAA - NSIP CFDA 93.053	19,401.00	4219000
CACFP Nutrition CFDA 10.558	406,742.33	4221000
Off Gov-Violence Against Women Act CFDA 16.588	7,852.38	4222000
AAA - HICAP CFDA 93.324	99,692.00	4225000
PY - Title IIIB CFDA 93.044	20,442.00	4227000
211 TANF OPS FED CFDA 93.558	57,895.23	4231000
211 FD RIDER 28 HB1	9,374.67	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	75,000.00	4260100
ADRC HCBS Disaster Revenue	55,894.25	4260200
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	8,819.93	4279000
AAA-MIPPA Priority Area 2 CY CFDA 93.071	16,406.00	4296000
AAA State General	39,880.00	4301000
TCEQ Solid Waste State	20,273.74	4302000
AAA - State Title III E Match	2,737.00	4306000
Off Gov - CJ Academy State	27,008.26	4307000
CJ Academy Supplemental	17,670.00	4307100
AAA - State OMB GR	10,868.00	4308000
TxHHS-RSVP State	38,276.34	4309000
Off Gov - HSGD Contract State	11,109.65	4311000
TxHHS - 211 State Funds	57,101.87	4312000
211 SGR RIDER 28	9,246.21	4312100
AAA - SGR HDM Rate Increase	1,244.00	4313000
Grant Z02, NG911 Project SB8	85,571.92	4314000
Off Gov, CJ Planning Services	29,250.76	4315000
CSEC 911 ER Communications State	1,139,418.11	4316000
AAA Housing Bond	17,221.00	4319000
ADRC State General Revenue	46,263.18	4325000
ADRC State Promoting Independence	12,995.28	4331000
ADRC State Respite	10,452.60	4332000
TXHHS-FGP State	5,316.48	4335000
TXHHS-SCP State	6,791.48	4336000
SEARF TX Space Commission	381,443.29	4368000
Texas Veterans Commission Fund for Veterans Assistance	103,461.89	4391000
IK Contributions	1,228,699.79	4411000
Senior Center Program Income-Tracking Only	72,878.82	4416000
Senior Center Local Revenue-Tracking Only	282,616.10	4417000
CVCOG Membership Dues	5,506.98	4511000
Area Agency on Aging Membership Dues	3,243.76	4512000
CJ Membership Dues	61,500.00	4513000
Program Income	26,884.87	4522000
Local Revenue	62,142.61	4523000
Interest Income General	(4,567.86)	4731000
Interest on 911 Trust Acct	20,567.19	4732000
Credit Card Cash Rewards Redemption	4,989.13	4737000
Economic Development District Pass-Thru	615,939.03	4760000
Concho Valley Transit District Pass-Thru	2,975,180.05	4761000
Prior Year Cost Pool Contribution	208,674.09	4762000
Vacation Accrual Allocation	246,858.56	4911000
Indirect Cost Allocations	548,302.89	4912000
Information Technology Services	213,660.30	4913000
Human Resources Allocation	213,889.48	4914000
Procurement Dept Allocation	125,752.09	4915000
Property Management Allocation	302,392.89	4916000
Head Start Maintenance Allocation	8,955.92	4917000
<b>Total Revenue</b>	<b><u>15,516,150.01</u></b>	
<b>Expenditures</b>		
General Wages	4,637,412.91	5110000
General Overtime Hours	1,819.18	5118000
Holiday Work Time	37.67	5119000
Vacation Time Allocation	246,858.55	5150000
Medicare Tax	82,855.98	5151000
Workers Comp Insurance	166,247.59	5172000

**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 5/31/2026**

	<u>Current Period</u>	
	<u>Actual</u>	
SUTA	39,384.18	5173000
Health Insurance Benefit	1,197,751.81	5174000
Dental Insurance Benefit	47,492.17	5175000
Life Insurance Benefit	39,676.25	5176000
HSA Insurance Benefit	8,842.31	5177000
Retirement	647,999.47	5181000
Indirect Allocation	548,302.88	5199000
Employee Health and Welfare	1,616.09	5200000
Stipend - FGP Volunteers	123,125.00	5201000
Stipend - SCP Volunteers	50,579.00	5202000
Uniforms	3,789.48	5203000
Recognition	16,297.55	5205000
HR Service Center	213,889.48	5206000
Procurement Service Center	125,752.09	5207000
Information Technology Service Center	213,660.30	5208000
Driver Wages	1,131,299.25	5210000
Dispatch/Customer Service Wages	42,494.96	5217000
Driver Overtime Hours	72,598.18	5218000
Dispatch/Customer Service Overtime Wages	5,032.69	5219000
Driver Holiday Hours Worked	192.84	5222000
Audit & Legal	49,390.98	5231000
Counseling Services	8,650.00	5251000
Contract Services	1,434,070.75	5291000
HS Health & Disab Svc	546.18	5293000
HS Nutrition Service	278,707.32	5295000
HS Parent Service	2,149.91	5296000
AAA Congregate Meals	206,927.14	5301000
AAA Home Delivered Meals	374,731.08	5302000
Head Start T & T A	28,980.73	5308000
Travel-In Region	21,258.58	5309000
Travel-Out of Region	48,367.41	5310000
Conference Fees	957.14	5311000
Meals	7,079.60	5312000
Travel-Volunteer	37,772.10	5313000
Fuel	4,753.58	5351000
Lubricant	3,147.90	5352000
Vehicle Maintenance	6,487.59	5361000
Tires	317.24	5363000
Non-Vehicle Maintenance	1,615.63	5366000
HS Site Rent	8,800.00	5413000
Utilities	25,438.26	5431000
HS Site Center Utilities	51,699.90	5433000
Link Road Building Maintenance	27,076.53	5448000
Facility Allocation	302,392.89	5451000
HS Site Center Bldg Maint	54,036.35	5453000
Supplies	105,517.92	5510000
HS Class Room Supplies	157,969.25	5512000
HS Food Serv Sup	42,991.44	5513000
HS Medical Supplies	2,668.33	5514000
HS Disability Supplies	713.55	5515000
Supplies - Bus/Service Vehicles	1,324.07	5516000
HS Diapers and Wipes	10,260.02	5518000
Parts Supply	9,070.33	5520000
Project Equipment	544.63	5621000
Internal Computer/Software	75,970.37	5622000
County Project Equipment	247,322.47	5627000
Tools	1,565.15	5629000
Copier	21,523.49	5632000
Copier Lease	14,797.81	5633000
Copier Paper	1,656.15	5634000
Insurance	115,697.29	5711000
Cell Phones	1,928.02	5713000
Printing	4,432.76	5721000
Ads & Promotions	3,380.00	5722000
Training	15,313.25	5751000
Dues and fees	50,468.72	5753000
Vehicle Registration	595.85	5754000
HS Site Center Communications	11,864.34	5760000
Communications	13,419.12	5761000
Postage/freight	6,392.82	5762000
911 PSAP Services	26,322.49	5766000
911 Equipment Maintenance	4,966.80	5767000
911 PSAP Training	4,943.28	5768000
911 PUB ED	2,945.00	5771000
911 Network Reliability	4,012.80	5774000
911 Network	53,415.67	5775000
911 PSAP Network	135,070.32	5777000
911 Geographic Information Systems	11,585.53	5780000
911 Core Functions	283,430.55	5781000
Other	312.26	5791000

**CVCOG**  
**Statement of Revenues and Expenditures**  
**10/1/2025 through 5/31/2026**

	<b>Current Period</b>	
	<b>Actual</b>	
Coffee Expense	2,384.57	5792000
Physicals	30.00	5793000
General Assembly Costs	4,829.78	5794000
Safety	17,575.54	5796000
Volunteer Recruiting	2,952.91	5797000
Multi-Modal Supplies	708.15	5810000
Multi-Modal Building Insurance	10,204.31	5811000
Multi-Modal Internet	7,524.33	5814000
Multi-Modal Utilities	6,226.95	5831000
Multi-Modal Building Maintenance	310.27	5851000
Multi-Modal Communications	3,520.01	5861000
Shop Christoval Rd Supplies	16.09	5870000
Shop Christoval Rd Utilities	2,554.20	5876000
Link Road Amortization	23,333.36	5901000
InKind Travel	78,783.72	6310000
InKind Other	1,149,916.07	6791000
<b>Total Expenditures</b>	<b>15,405,624.76</b>	
 <b>Excess Revenue over Expenditures</b>	 <b>110,525.25</b>	

**Concho Valley Council of Governments Cash Flow**

FY 25-26	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	
October	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
November	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
December	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
January	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
February	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
March	1,317,991	(1,853,451)	797,073	-	883	(61,019)	313,705	-	1,680	-	654,877	1,765,655	757,517	(998,354)	1,070,197	826	(546)	38,620	1,237	-	25,048	108,087	(83,725)	321,559	3,221,080
April	1,603,391	(1,351,896)	1,048,568	-	690	(82,753)	231,642	1,266	1,694	-	657,837	1,938,047	443,246	(450,761)	1,062,682	2,218	(773)	40,065	2,188	-	27,236	12,475	(99,707)	234,326	3,302,356
May	1,521,050	(1,848,581)	721,037	119,070	793	-	351,505	-	1,757	-	659,594	1,732,136	1,039,552	(542,073)	1,560,161	1,859	(1,789)	40,135	564	-	27,800	76,388	(196,916)	113,799	3,474,030
June			721,037				351,505				659,594	1,732,136			1,560,161			40,135			27,800			113,799	3,474,030
July			721,037				351,505				659,594	1,732,136			1,560,161			40,135			27,800			113,799	3,474,030
August			721,037				351,505				659,594	1,732,136			1,560,161			40,135			27,800			113,799	3,474,030
September			721,037				351,505				659,594	1,732,136			1,560,161			40,135			27,800			113,799	3,474,030

Beginning Balance: \$ 1,316,400      \$ 568,212      \$ 344,308      \$ 551,126      \$ 37,605      13,107      \$ 615,952

Interest Rate at 3.427800% as of 10/01/2025      Interest Rate at 3.427800% as of 10/01/2025      Interest Rate at 3.427800% as of 10/01/2025      Interest Rate at 3.23500% as of 11/03/2025      Account opened to segregate Flix Funds      \$21,997.39 belongs to CVTD

Interest Rate at 3.292300% as of 12/01/2025      Interest Rate at 3.292300% as of 12/01/2025      Interest Rate at 3.151800% as of 01/02/2026      Interest Rate at 3.151800% as of 01/02/2026      Interest Rate at 3.104700% as of 02/02/2026      Interest Rate at 3.104700% as of 02/02/2026      Interest Rate at 3.129100% as of 03/02/2026      Interest Rate at 3.129100% as of 03/02/2026      Interest Rate at 3.144400% as of 04/01/2026      Interest Rate at 3.144400% as of 04/01/2026      Interest Rate at 3.144200% as of 05/01/2026      Interest Rate at 3.144200% as of 05/01/2026

FY 24-25	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	
October	2,095,728	(2,020,375)	1,089,042	359,171	1,035	-	478,831	-	1,114	-	315,833	1,883,707	683,070	(412,635)	912,619	2,845	(1,448)	34,641	597	-	1,801	14,155	(10,717)	540,043	3,372,811
November	1,595,941	(1,838,990)	845,994	-	1,026	(294,607)	185,250	-	1,052	-	316,886	1,348,129	290,393	(515,444)	687,567	1,833	(2,469)	34,006	515	-	2,316	3,175	(68,041)	475,177	2,547,195
December	1,486,913	(1,665,930)	666,977	-	389	(116,704)	68,935	11,281	1,024	-	329,191	1,065,103	669,413	(603,742)	753,238	2,375	(1,348)	35,033	2,276	-	4,592	23,650	(38,418)	460,408	2,318,374
January	1,755,972	(1,234,882)	1,188,067	-	234	-	69,169	1,275	1,116	-	331,582	1,588,817	1,043,802	(611,858)	1,185,182	1,190	(2,011)	34,212	186	-	4,778	3,775	(88,549)	375,634	3,188,624
February	2,021,970	(2,547,755)	662,282	557,176	1,147	-	627,492	-	934	-	332,516	1,622,289	787,823	(602,462)	1,370,543	2,697	(1,141)	35,768	661	-	5,439	103,288	(8,619)	470,303	3,504,342
March	1,402,905	(1,366,598)	698,589	-	1,688	(94,553)	534,628	-	970	-	333,486	1,566,702	839,256	(518,894)	1,690,905	2,260	(2,013)	36,015	300	-	5,739	24,162	(109,487)	384,978	3,684,340
April	2,064,501	(1,570,914)	1,192,176	-	1,476	(82,528)	453,576	-	1,003	-	334,489	1,980,240	641,730	(1,015,585)	1,317,050	2,171	(1,865)	36,321	1,684	-	7,423	200,406	(116,358)	469,025	3,810,060
May	1,407,320	(1,768,950)	830,546	86,114	1,613	-	541,302	-	1,075	-	335,564	1,707,412	483,531	(653,538)	1,147,043	2,043	(1,859)	36,505	1,450	-	8,873	113,172	(129,695)	452,503	3,352,336
June	1,923,573	(1,488,312)	1,265,807	-	1,403	(104,027)	438,678	4,588	996	-	341,148	2,045,633	352,852	(491,873)	1,008,023	824	(1,537)	35,793	1,068	-	9,941	47,767	(132,646)	367,624	3,467,013
July	1,516,800	(1,699,725)	1,082,882	-	1,220	(89,649)	350,250	-	1,069	-	342,217	1,775,348	437,366	(472,696)	972,693	1,713	(432)	37,074	669	-	10,610	108,175	(74,820)	400,979	3,196,703
August	1,454,433	(1,396,653)	1,140,662	-	940	(101,249)	249,941	-	1,109	-	343,325	1,733,928	312,375	(519,740)	765,328	1,347	(1,606)	36,815	629	-	11,238	200,428	(32,265)	569,142	3,116,452
September	2,496,594	(2,320,855)	1,316,400	317,149	-	1,122	568,212	-	983	-	344,308	2,228,921	268,960	(483,162)	551,126	1,555	(766)	37,605	1,869	-	13,107	50,264	(3,454)	615,952	3,446,711

Beginning Balance: \$ 1,013,689      \$ 118,626      \$ 314,720      \$ 642,184      \$ 33,245      1,204      \$ 536,605

Interest Rate at 4.177300% as of 10/01/2024      Interest Rate at 4.177300% as of 10/01/2024      Interest Rate at 3.934300% as of 11/01/2024      Interest Rate at 3.934300% as of 11/01/2024      Account opened to segregate Flix Funds      \$21,997.39 belongs to CVTD

Interest Rate at 3.855400% as of 12/02/2024      Interest Rate at 3.855400% as of 12/02/2024      Interest Rate at 3.744300% as of 01/02/2025      Interest Rate at 3.744300% as of 01/02/2025      Interest Rate at 3.670800% as of 02/03/2025      Interest Rate at 3.670800% as of 02/03/2025      Interest Rate at 3.672900% as of 03/03/2025      Interest Rate at 3.672900% as of 03/03/2025      Interest Rate at 3.659700% as of 04/01/2025      Interest Rate at 3.659700% as of 04/01/2025      Interest Rate at 3.665000% as of 05/01/2025      Interest Rate at 3.665000% as of 05/01/2025      Interest Rate at 3.704300% as of 06/02/2025      Interest Rate at 3.704300% as of 06/02/2025      Interest Rate at 3.688200% as of 07/01/2025      Interest Rate at 3.688200% as of 07/01/2025      Interest Rate at 3.695300% as of 08/01/2025      Interest Rate at 3.695300% as of 08/01/2025      Interest Rate at 3.602500% as of 09/02/2025      Interest Rate at 3.602500% as of 09/02/2025

In compliance with the 2025, 023 and CVCOG Investment Policy section XI  
 Signed by: Erin Hernandez      6/4/2026  
 C:\7562\7\CVCOG\38473  
 CVCOG Executive Director/Investment Officer      Date  
 Signed by: Michael Meek      6/4/2026  
 BD2D3BEAC4E8497  
 CVCOG Director of Finance      Date



# Head Start

## Director's Report

July 2026



May Enrollment Data	Funded Enrollment	Reported Enrollment	Percent of Enrollment	Attendance Greater than 85%	Attendance Less than 85%
Head Start	323	323	100%		
Early Head Start/Pregnant Mom	128	128	100%	66 (56.41%)	51(43.59%)

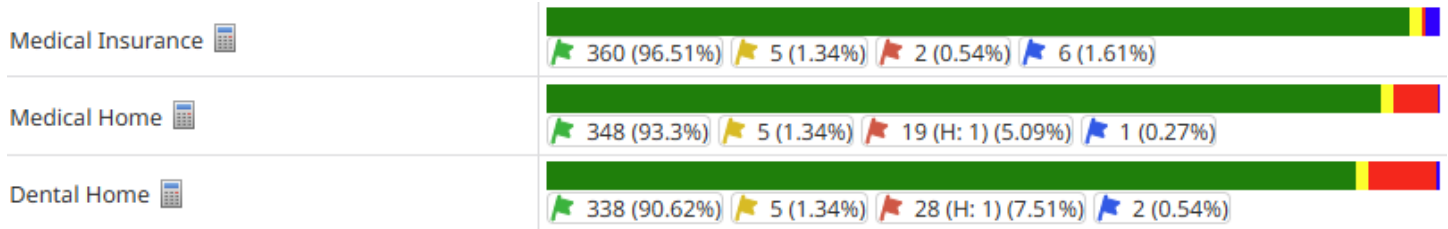
Live Disability Data	Current	Reported Enrollment	Percent of Enrollment
HS # of Children with IEP	24	373	6%
EHS Children with IFSP	15	120	13%
Program Wide Total # of children with IEP/IFSP	39	493	8%

May Nutrition Data	Breakfast	Lunch	Snack	Total
Head Start	2545	2592	1976	7,113
Early Head Start	1793	1822	901	4,516

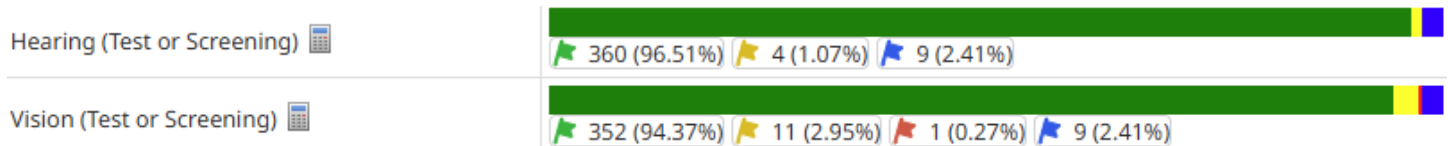


## Live Head Start Health Events

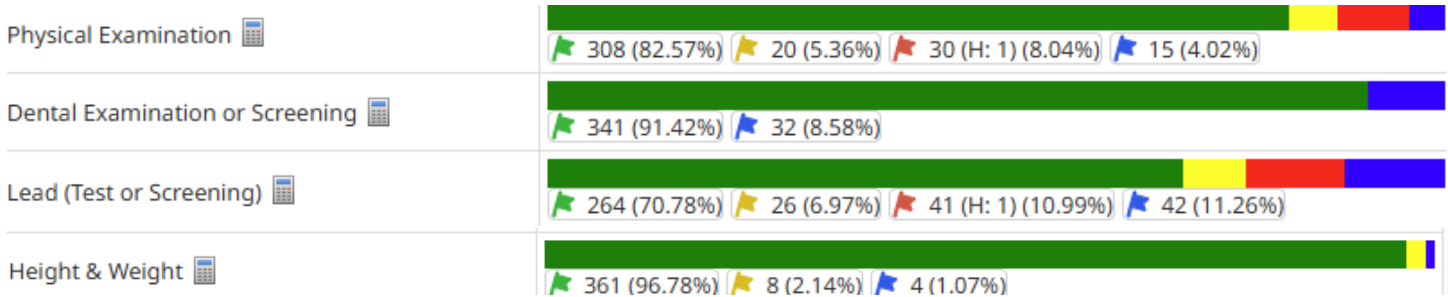
### 30 Day



### 45 Days



### 90 Days



**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.





**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



**Head Start**

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	Nelda Garza Lori Palacios Ana Rios Laura Cortinas	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 Christina Barrera	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

**Stacy Walker** - Education & Disability Manager/  
Data Specialist

**Ofelia Barron** - ERSEA & Facility Manager

**Mary Husted** - Compliance & Nutrition Specialist

**Madelyn Herrera** - Family & Community,  
Parent Engagement Manager

**Melissa Miranda** - Health & Mental Health Manager

**Maida Rojas** - Classroom Specialist

**Program News:**



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Wednesday, June 10, 2026**

The Executive Committee of the Concho Valley Council of Governments met on Wednesday, June 10, 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  
**Molly Criner, Vice-Chairman**, Irion County Judge  
**Charlie Bradley**, Schleicher County Judge  
**Lane Carter**, Tom Green County Judge  
**Brandon Corbin**, Menard County Judge via Zoom  
**Belinda Counts**, Sterling County Judge  
**Bill Dendle**, San Angelo ISD Board Member  
**David Dillard**, Concho County Judge  
**Sheree Hardin**, Mason County Judge  
**Jody Harris**, Sutton County Judge  
**Jim O'Bryan**, Reagan County Judge  
**Hal Rose**, Kimble County Judge  
**Souli Shanklin**, Edwards County Judge  
**Hal Spain**, Coke County Judge

Members absent were:

**Frank Trull, Secretary**, McCulloch County Judge  
**Tom Thompson**, San Angelo Mayor

Guests present were:

**Bobbi Hanson**, West Texas Regional Director at U. S. Senator Ted Cruz 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 2:00 p.m.

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

**Public Comment**

Andrea Souflee, Customer Service Manager, GrantWorks, introduced herself as the new regional contact covering the West Texas, Permian Basin, and Panhandle areas. She shared that she recently started in the position and expects to reach out to CVCOG staff in the near future to establish connections and provide assistance.

**INFORMATION ITEMS & REPORTS**

- a. Michael Pantel of Waterway Engineering introduced himself and explained that he has been contracted by CVCOG to assist participating counties with the Senate Bill 3 (SB 3) outdoor warning siren project. He stated that his role is to help counties navigate the planning, engineering, and compliance requirements necessary to meet SB 3 standards and maintain eligibility for Texas Water Development Board funding. Mr. Pantel advised that his firm can provide support throughout the entire project, including planning, site development, hydraulic and hydrologic analysis, engineering, and project coordination. He also noted that he serves as

an independent resource to help counties evaluate vendor proposals, ensure appropriate equipment is selected, and oversee proper project implementation.

- b. Toni Roberts, Director of Access and Assistance, announced that the 211 Accreditation Virtual Site Review is scheduled for the 16th. Ms. Roberts indicated that the review will require full-day participation, with designated timeframes throughout the day for staff involvement. An update will be provided at the next meeting.
- c. Amber Williams, Finance Manager, gave the report of the CVCOG Monthly Financials for April 2026. She 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 June 2026.
- e. Erin Hernandez, Executive Director, provided an update on current COG activities. Ms. Hernandez reported that operations have been steady and primarily focused on day-to-day activities, with no significant issues to note. Efforts have centered on the budget development process across programs, including continued coordination with Michael and Felicia on updates to the staff salary schedule. It was also noted that adjustments are being made to better align with organizational needs while remaining in compliance with applicable rules and regulations. Additional time has been spent attending Commissioners Court meetings and engaging with regional community partners over the past several weeks.

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

- a. Judge Souli Shanklin made a motion to approve the Meeting Minutes from May 13, 2026. Judge Hal Spain 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 April 2026. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

#### **APPROVAL of Checks**

Amber Williams, Finance Manager, presented the checks in excess of \$2,000 written for April 2026. Judge Charlie Bradley 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 April 30, 2026 for approval. Judge Hal Spain made a motion to approve the Budget Comparison Report as presented. Judge David Dillard 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 April 30, 2026 for approval. Judge Hal Spain made a motion to approve the Budget Comparison Report as presented. Judge David Dillard 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 April 2026 for approval. Judge Hal Spain made a motion to approve the summary of transactions as presented. Judge David Dillard seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the Head Start Policies and Procedures: a. 1302.32 Subpart C - Education and Child Development Program Services, b. 1302.34 Subpart C - Education and Child Development Program Services, c. 1302.91 Subpart I - Human Resource Management**

Carolina Raymond, Director of Head Start, presented the Head Start Policies and Procedures: a. 1302.32 Subpart C - Education and Child Development Program Services, b. 1302.34 Subpart C - Education and Child Development Program Services, c. 1302.91 Subpart I - Human Resource Management for approval. Judge Molly Criner made a motion to approve the policy and procedures as presented. Judge Hal Rose seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company**

Carolina Raymond, Director of Head Start, presented the request purchase classroom and teaching supplies, equipment, furniture, and materials from Kaplan Early Learning Company utilizing Texas BuyBoard cooperative purchasing contracts #750-24 and #767-25 in a cumulative amount not to exceed \$150,000 for FY 26-27 for approval. Judge Souli Shanklin made a motion to approve the request as presented. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Lakeshore Learning Materials**

Carolina Raymond, Director of Head Start, presented the request to purchase classroom and teaching supplies, equipment, furniture, and materials from Lakeshore Learning Materials utilizing Sourcewell cooperative purchasing contracts #091423-LSH and #010725-LSH in a cumulative amount not to exceed \$150,000 for FY 26-27 for approval. Judge Jim O'Bryan made a motion to approve the request as presented. Judge Lane Carter seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the appointment of a Budget/Investment Committee for CVCOG FY 26-27**

Erin Hernandez, Executive Director, presented the requested for nominations or volunteers to serve as the committee to comprise and serve on the CVCOG FY 26-27 budget/investment committee for approval. The committee members are as follows: Judge Hal Rose, Judge Molly Criner, and Judge Belinda Counts. Judge Souli Shanklin made a motion to approve to approve the committee members that were nominated or volunteered. Judge Hal Spain seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the appointment of a CVCOG representative to serve on the TxCDBG Unified Scoring Committee**

Lisa Rine, Regional Services Manager, presented the request for the appointment of a CVCOG representative to serve on the TxCDBG Unified Scoring Committee for approval. Judge Charlie Bradley volunteered to continue to serve on this committee. Judge Souli Shanklin made a motion to approve to approve the representative as presented. Judge Jody Harris seconded the motion. No questions or discussion. The motion passed unanimously.

**APPROVAL of the establishment of a sub-regional work group**

Erin Hernandez, Executive Director, presented the request for the establishment of a sub-regional work group for approval. Judge Souli Shanklin made a motion to approve the request as presented. Judge Charlie Bradley 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 2:37 p.m.

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Duly adopted at a meeting of the Executive Committee of the Concho Valley Council of Governments on this 10<sup>th</sup> day of June 2026.

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Judge Frank Tambunga, Chairman

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Judge Molly Criner, Vice-Chairman

**Concho Valley Council of Governments  
Travel Report  
For the month of May 2026**

Authorization Number	Employee Name	Program	Nature of Travel	Destination	Dates
05-2026-001	Charlyn Elliott (CE)	AAA	Texas Emergency Management Conference	Fort Worth, TX	05/26/26-05/29/26
05-2026-002	Audrey Aguirre (AUA)	CVT	TxDOT Semi-Annual Training & TTA Conference	Lubbock, TX	05/01/26-05/01/26
05-2026-003	Blanca Cardona (BLC)	CVT	TxDOT Semi-Annual Training & TTA Conference	Lubbock, TX	05/01/26-05/01/26
05-2026-004	Lisa Rine (LR)	RS/CVEDD	ASCEND 2026 Space Conference	Washington D.C.	05/18/26-05/23/26
05-2026-005	Jaylon Seales (JAY)	ADMIN	ASCEND 2026 Space Conference	Washington D.C.	05/18/26-05/23/26
05-2026-006	Toni Roberts (TPR)	AAA	ADRC Respite Award Ceremony	Fort Worth, TX	05/08/26-05/09/26
05-2026-007	Erin Hernandez (EHZ)	ADMIN	TDEM Conference 2026	Fort Worth, TX	05/26/26-05/28/26



**CVCOG**  
 Check/Voucher Register  
 From 5/1/2026 Through 5/31/2026

Docum... Number	Document Date	Name	Transaction Description	Document Amount
198548	5/5/2026	AT&T -5001	911 91514006536056 Monitoring Srvc 04/01/26-04/30/26	2,070.00
198552	5/5/2026	CTWP	HS copier lease and usage 03/20/26 to 04/19/26 15/60	2,756.19
198553	5/5/2026	CVCOG TRANSIT DISTRICT	Rural trips for billing period 02/01/26-02/28/26	14,171.00
	5/5/2026	CVCOG TRANSIT DISTRICT	Urban Trips for billing period 02/01/26-02/28/26	73,556.00
	5/5/2026	CVCOG TRANSIT DISTRICT	Rural Trips for billing period 03/01/26-03/31/26	17,057.00
	5/5/2026	CVCOG TRANSIT DISTRICT	Urban Trips for billing period 03/01/26-03/31/26	79,380.00
	5/5/2026	CVCOG TRANSIT DISTRICT	March 2026 TVC Transportation for billing period 03/01/26-03	12,089.75
198559	5/5/2026	KIMBLE COUNTY	Travel reimbursement for C Romo & B Baker to attend the 2026	2,680.80
198560	5/5/2026	LAKESHORE LEARNING MATERIALS	San Jacinto HS/EHS purchase of problem solving & role play t	2,946.14
	5/5/2026	LAKESHORE LEARNING MATERIALS	San Jacinto EHS purchase of arts & crafts supplies, learning	3,644.09
	5/5/2026	LAKESHORE LEARNING MATERIALS	Eldorado HS purchase of arts & crafts supplies, role play &	4,008.65
	5/5/2026	LAKESHORE LEARNING MATERIALS	Ozona HS purchase of sensory items, learning toys & games, c	2,590.41
198569	5/5/2026	REAGAN COUNTY	Travel reimbursement for F Lejia to attend the 2026 Texas Pu	2,144.23
198571	5/5/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	4,530.23
	5/5/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,738.30
	5/5/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	4,277.65
198572	5/5/2026	TML INTERGOVERNMENTAL RISK POOL	04012026 Auto liability, errors & omissions, general liabili	15,776.57
198574	5/5/2026	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 03/02/	2,575.99
198577	5/6/2026	TEXAS TRUST CREDIT UNION	Purchase of 55 \$100.00 gift cards for FGP/SCP Volunteers dur	5,500.00
198578	5/12/2026	AFLAC	J5711 Employees Premium 04/01/26-04/30/26	10,554.42
198580	5/12/2026	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 04/01/26-04/30/26	8,564.00
	5/12/2026	AMERICAN UNITED LIFE INSURANCE COMPANY	G00620509 Employee Life Premium 05/01/26-05/31/26	8,396.50
198581	5/12/2026	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 04/01/26-04/30/26	8,669.20
198587	5/12/2026	COMPANY PRINTING	Printing of 2,000 Senior Source Booklets for Outreach Events	5,314.86
198593	5/12/2026	LAKESHORE LEARNING MATERIALS	San Jacinto HS/EHS purchase of arts & crafts supplies, puzz	2,071.54
	5/12/2026	LAKESHORE LEARNING MATERIALS	San Jacinto EHS purchase of toddler 1st kitchens, sensory hi	15,835.37
198600	5/12/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,745.25
25551	5/12/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 4/30/2026	3,504.00
25557	5/12/2026	TML INTERGOVERNMENTAL RISK POOL	April 2026 CVCOG Quarterly Insurance	44,817.50
25561	5/14/2026	Alfred D Gonzales	CVADRC-FY26-D15 Rent-Disaster-May 2026	4,780.00
	5/14/2026	Alfred D Gonzales	CVADRC-FY26-D17 Rent-Disaster-May 2026	3,980.00
25571	5/19/2026	CITY OF BRADY	HDM Meals Brady 04-26	2,917.50
	5/19/2026	CITY OF BRADY	Congregate Meals Brady 04-26	2,324.92
25574	5/19/2026	CITY OF SAN ANGELO AGING PROGRAM	Congregate Meals COSA 04-26	5,212.80
25576	5/19/2026	CITY OF SONORA	HDM SONORA 04-26	2,399.90
25578	5/19/2026	CVCOG TRANSIT DISTRICT	April 2026 TVC Transportation for billing period 04/01/26-04	12,731.25
25587	5/19/2026	LAKESHORE LEARNING MATERIALS	Day HS/EHS purchase of communication center, arts & crafts s	3,382.91
	5/19/2026	LAKESHORE LEARNING MATERIALS	Menard HS/EHS purchase of Crawl and Climb Caterpillar, tricy	4,092.80
25590	5/19/2026	Mason County - Nutrition Program	Congregate Meals MASON 04-26	2,179.35

**CVCOG**  
 Check/Voucher Register  
 From 5/1/2026 Through 5/31/2026

Docum... Number	Document Date	Name	Transaction Description	Document Amount
25595	5/19/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 5/15/2026	3,484.00
25596	5/19/2026	Roderick Mays dba Ready Maids Cleaning Services LLC	5430 Link - April 2026 Janitorial Srvc	12,862.50
25606	5/27/2026	AFLAC	J5711 Employees Premium 05/01/26-05/31/26	10,554.42
25607	5/27/2026	AMERITAS LIFE INSURANCE CORP	010-028641-00001 Employee Dental Premium 05/01/26-05/31/26	8,387.84
25610	5/27/2026	Baylor Scott & White Health Plan	029143 CVCOG Group Health 06/01/26-06/30/26	158,245.00
25612	5/27/2026	CLEVEREX SYSTEMS, INC.	GoEngage Annual Subscription for Head Start/Early Head Start	12,860.05
25615	5/27/2026	LAKESHORE LEARNING MATERIALS	Day EHS purchase of books, learning toys, musical instrument	12,450.25
	5/27/2026	LAKESHORE LEARNING MATERIALS	San Jacinto EHS purchase of books, learning toys, puzzles, m	7,257.77
	5/27/2026	LAKESHORE LEARNING MATERIALS	Day EHS purchase of toddler kitchens, sensory hideaways, out	22,433.89
25620	5/27/2026	NATIONWIDE RETIREMENT SOLUTIONS	NACO & Roth 457B payroll 5/29/2026	3,734.00
25621	5/27/2026	Roman Catholic Diocese of San Angelo	Eldorado HS rent for April & May 2026 and electricity and wa	2,101.97
25624	5/27/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	3,010.31
	5/27/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	3,910.22
	5/27/2026	Sysco West Texas	San Jacinto HS/EHS purchase of nutrition items for children	4,320.45
	5/27/2026	Sysco West Texas	Day HS/EHS purchase of nutrition items for children and kitc	4,817.02
25626	5/27/2026	TXU ENERGY RETAIL COMPANY LLC	Electricity usage for Head Start sites: service range 03/31/	3,041.57
Report Total				686,438.33

**Concho Valley Council of Governments**  
**Summary Budget Comparison - DIR-Grant H09, Head Start FY 25-26**  
**10/1/2025 through 5/31/2026**

<b>Account Code</b>	<b>Account Title</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Current Period</b>	<b>YTD Budget Variance</b>	<b>Percent Total Budget Used</b>
<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	7,035,420.97	628,372.91	(378,036.03)	94.90%
4411000	IK Contributions	1,853,365.00	1,435,940.69	157,127.13	(417,424.31)	77.47%
4523000	Local Revenue	16,311.00	16,131.13	-	(179.87)	98.89%
<b>Total 004</b>	<b>Revenue</b>	<b>9,283,133.00</b>	<b>8,487,492.79</b>	<b>785,500.04</b>	<b>(795,640.21)</b>	<b>91.43%</b>
<b>400</b>	<b>Head Start CAN NO 9-G064122</b>					
5110000	General Wages	2,440,888.62	2,440,888.62	202,389.33	-	100.00%
5119000	Holiday Work Time	266.40	266.40	-	-	100.00%
5150000	Vacation Time Allocation	30,957.32	30,957.32	2,819.78	-	100.00%
5151000	Medicare Tax	34,090.77	34,090.77	2,817.83	-	100.00%
5172000	Workers Comp Insurance	33,843.80	33,843.80	2,863.64	-	100.00%
5173000	SUTA	7,339.94	7,339.94	317.50	-	100.00%
5174000	Health Insurance Benefit	639,262.10	639,262.10	53,123.28	-	100.00%
5175000	Dental Insurance Benefit	24,115.76	24,115.76	2,109.11	-	100.00%
5176000	Life Insurance Benefit	17,498.11	17,498.11	1,532.63	-	100.00%
5177000	HSA Insurance Benefit	4,038.91	4,038.91	378.28	-	100.00%
5181000	Retirement	268,527.43	268,527.43	22,262.86	-	100.00%
5199000	Indirect Allocation	251,350.54	251,350.54	20,807.31	-	100.00%
5200000	Employee Health and Welfare	609.25	609.25	220.83	-	100.00%
5206000	HR Service Center	149,670.27	149,670.27	12,008.09	-	100.00%
5207000	Procurement Service Center	61,022.49	61,022.49	4,512.06	-	100.00%
5208000	Information Technology Service Center	83,654.68	83,654.68	6,977.78	-	100.00%
5291000	Contract Services	60,678.24	46,803.32	2,790.58	13,874.92	77.13%
5293000	HS Health & Disab Svc	480.32	480.32	215.79	-	100.00%
5294000	HS Policy Council	-	-	-	-	-
5295000	HS Nutrition Service	-	-	-	-	-
5296000	HS Parent Service	6,645.81	6,710.64	1,021.71	(64.83)	100.97%
5309000	Travel-In Region	4,537.80	4,537.80	-	-	100.00%
5310000	Travel-Out of Region	801.53	801.53	-	-	100.00%
5351000	Fuel	1,153.73	1,153.73	45.62	-	100.00%
5361000	Vehicle Maintenance	1,011.50	510.85	21.00	500.65	50.50%
5413000	HS Site Rent	58,161.81	58,161.81	1,729.98	-	100.00%
5433000	HS Site Center Utilities	79,096.65	68,253.84	5,231.13	10,842.81	86.29%
5451000	Facility Allocation	51,496.35	51,496.35	5,971.60	-	100.00%
5453000	HS Site Center Bldg Maint	208,256.74	140,057.28	5,832.09	68,199.46	67.25%
5510000	Supplies	67,871.20	54,624.38	1,710.03	13,246.82	80.48%
5512000	HS Class Room Supplies	163,137.19	94,170.94	8,499.53	68,966.25	57.72%
5514000	HS Medical Supplies	3,806.44	3,806.44	201.57	-	100.00%
5515000	HS Disability Supplies	713.55	713.55	273.03	-	100.00%
5518000	HS Diapers and Wipes	7,104.18	6,776.74	-	327.44	95.39%

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
5622000	Internal Computer/Software	56,474.30	55,747.98	12,379.56	726.32	98.71%
5632000	Copier	32,898.19	32,898.19	3,069.40	-	100.00%
5711000	Insurance	5,512.35	5,512.35	-	-	100.00%
5721000	Printing	952.30	952.30	-	-	100.00%
5722000	Ads & Promotions	445.00	130.00	130.00	315.00	29.21%
5753000	Dues and fees	6,233.31	6,233.31	1,519.83	-	100.00%
5760000	HS Site Center Communications	18,071.71	17,357.71	760.90	714.00	96.04%
5762000	Postage/freight	680.17	680.17	35.95	-	100.00%
5796000	Safety	1,045.37	1,045.37	128.34	-	100.00%
<b>Total 400</b>	<b>Head Start CAN NO 9-G064122</b>	<b>(4,884,402.13)</b>	<b>(4,706,753.29)</b>	<b>(386,707.95)</b>	<b>177,648.84</b>	<b>96.36%</b>
<b>401</b>	<b>Early Head Start CAN NO 9-G064122</b>					
5110000	General Wages	1,300,133.89	1,300,133.89	105,552.42	-	100.00%
5150000	Vacation Time Allocation	4,813.89	4,813.89	405.37	-	100.00%
5151000	Medicare Tax	18,141.81	18,141.81	1,470.89	-	100.00%
5172000	Workers Comp Insurance	15,215.63	15,215.63	1,333.48	-	100.00%
5173000	SUTA	4,023.07	4,023.07	236.58	-	100.00%
5174000	Health Insurance Benefit	329,312.09	329,312.09	25,914.92	-	100.00%
5175000	Dental Insurance Benefit	12,669.52	12,669.52	1,031.08	-	100.00%
5176000	Life Insurance Benefit	9,342.42	9,342.42	781.13	-	100.00%
5177000	HSA Insurance Benefit	2,374.25	2,374.25	219.72	-	100.00%
5181000	Retirement	143,015.25	143,015.25	11,610.88	-	100.00%
5199000	Indirect Allocation	132,377.85	132,377.85	10,690.58	-	100.00%
5200000	Employee Health and Welfare	1,006.84	1,006.84	30.29	-	100.00%
5206000	HR Service Center	20,202.06	20,202.06	1,741.99	-	100.00%
5207000	Procurement Service Center	7,499.54	7,499.54	618.78	-	100.00%
5208000	Information Technology Service Center	11,270.22	11,270.22	1,012.25	-	100.00%
5291000	Contract Services	45,881.89	6,837.89	457.59	39,044.00	14.90%
5293000	HS Health & Disab Svc	65.86	65.86	29.58	-	100.00%
5295000	HS Nutrition Service	-	-	-	-	-
5296000	HS Parent Service	1,018.07	810.93	50.47	207.14	79.65%
5309000	Travel-In Region	233.93	233.93	83.35	-	100.00%
5310000	Travel-Out of Region	6.24	6.24	-	-	100.00%
5351000	Fuel	256.39	130.59	6.26	125.80	50.93%
5361000	Vehicle Maintenance	13.79	-	-	13.79	0.00%
5413000	HS Site Rent	7,827.79	7,827.79	70.02	-	100.00%
5433000	HS Site Center Utilities	14,173.97	12,027.31	865.13	2,146.66	84.85%
5451000	Facility Allocation	7,014.96	7,014.96	866.29	-	100.00%
5453000	HS Site Center Bldg Maint	113,204.19	33,682.95	511.20	79,521.24	29.75%
5510000	Supplies	29,543.62	15,846.45	6,611.92	13,697.17	53.63%
5512000	HS Class Room Supplies	155,487.81	98,497.14	59,078.09	56,990.67	63.34%
5514000	HS Medical Supplies	484.97	484.97	27.63	-	100.00%
5515000	HS Disability Supplies	-	-	-	-	-
5518000	HS Diapers and Wipes	10,778.00	7,645.52	583.26	3,132.48	70.93%
5622000	Internal Computer/Software	18,722.22	15,052.86	2,572.52	3,669.36	80.40%
5632000	Copier	3,849.80	3,849.80	317.83	-	100.00%
5711000	Insurance	397.00	397.00	-	-	100.00%
5721000	Printing	2,665.54	2,665.54	-	-	100.00%
5753000	Dues and fees	554.13	554.13	184.52	-	100.00%

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
5760000	HS Site Center Communications	2,452.53	2,350.25	91.62	102.28	95.82%
5762000	Postage/freight	14.68	14.68	-	-	100.00%
5796000	Safety	230.23	230.23	17.45	-	100.00%
<b>Total 401</b>	<b>Early Head Start CAN NO 9-G064122</b>	<b>(2,426,275.94)</b>	<b>(2,227,625.35)</b>	<b>(235,075.09)</b>	<b>198,650.59</b>	<b>91.81%</b>
<b>402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>					
5308000	Head Start T & T A	56,824.00	55,087.40	55.07	1,736.60	96.94%
<b>Total 402</b>	<b>Head Start T&amp;TA CAN NO 9-G064120</b>	<b>(56,824.00)</b>	<b>(55,087.40)</b>	<b>(55.07)</b>	<b>1,736.60</b>	<b>96.94%</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	28,858.00	6,220.90	-	100.00%
<b>Total 403</b>	<b>Early Head Start T&amp;TA CAN NO 9-G064121</b>	<b>(28,858.00)</b>	<b>(28,858.00)</b>	<b>(6,220.90)</b>	<b>-</b>	<b>100.00%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5295000	HS Nutrition Service	4,631.56	4,631.56	-	-	100.00%
5513000	HS Food Serv Sup	12,465.37	12,465.37	-	-	100.00%
<b>Total 407</b>	<b>Head Start Nutrition</b>	<b>(17,096.93)</b>	<b>(17,096.93)</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>409</b>	<b>Head Start InKind</b>					
6791000	InKind Other	1,853,365.00	1,435,940.69	157,127.13	417,424.31	77.47%
<b>Total 409</b>	<b>Head Start InKind</b>	<b>(1,853,365.00)</b>	<b>(1,435,940.69)</b>	<b>(157,127.13)</b>	<b>417,424.31</b>	<b>77.48%</b>
<b>997</b>	<b>Non Project</b>					
5291000	Contract Services	15,210.00	15,205.34	-	4.66	99.96%
5510000	Supplies	1,100.00	924.80	-	175.20	84.07%
5753000	Dues and fees	1.00	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>-</b>	<b>179.87</b>	<b>98.90%</b>
<b>Report Difference</b>		<b>(0.00)</b>	<b>0.00</b>	<b>313.90</b>	<b>(0.00)</b>	<b>100.00%</b>
		<b>BUDGETED</b>	<b>ACTUAL EXP</b>			
Head Start (Project 400, 402)		(4,941,226.13)	(4,761,840.69)	96.37%		
Early Head Start (Project 401, 403)		(2,455,133.94)	(2,256,483.35)	91.91%		
CACFP (Project 407)		(17,096.93)	(17,096.93)	100.00%		
Total Federal		(7,413,457.00)	(7,035,420.97)	94.90%		
Total Non-Federal, includes any Local Funds		(1,869,676.00)	(1,452,071.82)	77.66%		
<b>Grand Total Head Start Expenditures</b>		<b>(9,283,133.00)</b>	<b>(8,487,492.79)</b>	<b>91.43%</b>		
<b>Non-Federal Percentage of Total Expenditures</b>		<b>17.11%</b>	<b>match of 20%</b>			
Head Start Admin Expenditures		612,745.27				
Administrative Indirect Expenditures		383,728.39				
<b>Total Administrative Costs</b>		<b>996,473.66</b>				
<b>Administrative Percentage of Approved Budget</b>		<b>11.74%</b>	<b>max of 15%</b>			

Concho Valley Council of Governments  
Grant H10, CACFP Nutrition FY 25-26  
May, 2026

Account Code	Account Title	YTD Budget	YTD Actual	Current Period	YTD Budget Variance	Percent Total Budget Used
<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	406,742.33	45,273.32	(371,398.29)	52.27%
<b>Total 004</b>	<b>Revenue</b>	<b>778,140.62</b>	<b>406,742.33</b>	<b>45,273.32</b>	<b>(371,398.29)</b>	<b>52.27%</b>
<b>407</b>	<b>Head Start Nutrition</b>					
5110000	General Wages	40,198.88	30,360.45	3,912.54	9,838.43	75.52%
5151000	Medicare Tax	578.64	435.94	56.10	142.70	75.33%
5172000	Workers Comp Insurance	2,025.75	1,458.19	200.58	567.56	71.98%
5173000	SUTA	135.28	175.55	0.00	(40.27)	129.76%
5174000	Health Insurance Benefit	10,579.77	0.00	0.00	10,579.77	0.00%
5175000	Dental Insurance Benefit	415.01	0.00	0.00	415.01	0.00%
5176000	Life Insurance Benefit	214.93	0.00	0.00	214.93	0.00%
5177000	HSA Insurance Benefit	161.25	0.00	0.00	161.25	0.00%
5181000	Retirement	4,422.14	3,339.67	430.37	1,082.47	75.52%
5199000	Indirect Allocation	4,604.62	3,317.15	453.51	1,287.47	72.03%
5291000	Contract Services	22,000.00	5,795.24	981.12	16,204.76	26.34%
5295000	HS Nutrition Service	617,304.35	278,330.81	29,834.54	338,973.54	45.08%
5513000	HS Food Serv Sup	75,000.00	42,421.94	3,397.14	32,578.06	56.56%
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>(365,634.94)</b>	<b>(39,265.90)</b>	<b>412,505.68</b>	<b>46.99%</b>
<b>Report Difference</b>		<b>0.00</b>	<b>41,107.39</b>	<b>6,007.42</b>	<b>41,107.39</b>	<b>100.00%</b>

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

<b>Head Start Transactions</b>	<b>May, 2026</b>
Citibank P-Card	33,523.53
Dean's Dairy	4,603.84
First Financial Credit Card	-
Kaplan Learning	-
LakeShore Learning	55,361.18
Lowe's Pay and Save	681.89
Sysco Food Services	26,681.50
West Texas Fire Extinguisher	2,386.44
	<u>\$ 123,238.38</u>

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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>
5200000	Employee Health and Welfare	5/6/2026	09352Z	Head Start purchase of staff wellness bag items USB HS3	251.12
5293000	HS Health & Disab Svc	5/14/2026	107	Head Start purchase of food for Health Advisory Committee meeting USB HS3	245.37
5296000	HS Parent Service	4/17/2026	2091454-8368217	Head Start purchase of feather flag kit for registration PROC2	94.99
5296000	HS Parent Service	4/17/2026	7639075-5444227	Head Start purchase of personalized yard sign for registration PROC2	25.99
5296000	HS Parent Service	5/4/2026	01767Z	Head Start purchase of snacks for registration USB HS3	211.45
5296000	HS Parent Service	5/4/2026	0781004-9431439	Head Start purchase of sign/flyer stand for registration PROC2	178.68
5296000	HS Parent Service	5/4/2026	7574901-8564207	Head Start purchase of mini clipboards for registration PROC2	40.99
5296000	HS Parent Service	5/4/2026	9650235-5593052	Head Start purchase of personalized yard signs for registration PROC2	77.97
5296000	HS Parent Service	5/6/2026	02219Z	Day HS/EHS purchase of wasp spray, insecticide, and registration supplies USB HS2	80.14
5296000	HS Parent Service	5/6/2026	FC 05-06-2026	Day HS purchase of food for staff during HS registration USB HS2	161.65
5296000	HS Parent Service	5/7/2026	02602Z	San Jacinto HS purchase of food for staff during HS registration USB HS2	200.32
5308000	Head Start T & T A	5/4/2026	16N10570118	Day HS/EHS purchase of ServSafe Texas Food Handler online course USB HS2	15.00
5308000	Head Start T & T A	5/4/2026	1943012	San Jacinto EHS Infant Toddler - English CDA initial application fee for C.A. USB HS3	525.00
5308000	Head Start T & T A	5/12/2026	2146859	Head Start purchase of training curriculum for Early Head Start (1 year) PROC1	5,665.69
5351000	Fuel	5/4/2026	940143	Head Start purchase of fuel for program vehicle USB HS2	51.88

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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>
5361000	Vehicle Maintenance	5/2/2026	07697Z	Head Start purchase of car wash for program vehicle USB HS3	21.00
5433000	HS Site Center Utilities	4/13/2026	221727-180104 03-26	Day HS/EHS water utility service from 03/09/26 to 04/13/26 (acct# 221727-180104) PROC1	329.16
5433000	HS Site Center Utilities	4/13/2026	221727-180106 03-26	Day HS/EHS water utility service from 03/09/26 to 04/13/26 (acct# 221727-180106) PROC1	175.63
5433000	HS Site Center Utilities	4/30/2026	0691-001433970	Day HS/EHS trash service for acct# 3-0691-2405694 from 05/01/26 to 05/31/26 PROC1	981.12
5453000	HS Site Center Bldg Maint	4/9/2026	30090209926343...	Ozona HS purchase of weed and grass killer and insect killer PROC2	63.36
5453000	HS Site Center Bldg Maint	4/9/2026	30090209926343...	Ozona HS purchase of 4-wheel convertible hand truck PROC2	69.97
5453000	HS Site Center Bldg Maint	4/9/2026	30090209926343...	Ozona HS purchase of mobile storage cabinet PROC2	449.99
5453000	HS Site Center Bldg Maint	5/1/2026	VGS2K6TAHXLK	Commercial Security Monitoring & Service Agreement and Fire Alarm Monitoring for Day site (Invoice I242919) and Commercial Security Monitoring & Service Agreement and Hosted Access Control for San Jacinto site (Invoice I242931) from 05/01/26 to 05/31/26 P	195.00
5453000	HS Site Center Bldg Maint	5/6/2026	02219Z	Day HS/EHS purchase of wasp spray, insecticide, and registration supplies USB HS2	22.04
5510000	Supplies	4/30/2026	6216434-9721868	San Jacinto HS/EHS purchase of long-handled scraper PROC2	14.38
5510000	Supplies	4/30/2026	800000033902632	San Jacinto HS/EHS purchase of Scott rags all purpose cleaning sheets - 10 boxes PROC2	87.40

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	4/30/2026	9044911-4531452	Head Start purchase of supply bags, laptop stands, and desktop calculators for ERSEA and FSWs PROC2	363.92
5510000	Supplies	5/7/2026	2581570-7673848	Early Head Start purchase of supplies for training (notebooks, binders, laminating sheets, mouse pad, phone stand, etc.) PROC2	102.55
5510000	Supplies	5/7/2026	4923141-0777850	Head Start purchase of USB to USB C adapters (2 10-packs) and charger PROC2	48.97
5510000	Supplies	5/12/2026	07300Z	San Jacinto HS/EHS purchase of materials to set up TV for training USB HS3	44.61
5510000	Supplies	5/12/2026	2146859	Head Start purchase of training curriculum for Early Head Start (1 year) PROC1	748.29
5510000	Supplies	5/13/2026	1536422-8432201	Early Head Start purchase of storage totes (48) PROC2	578.50
5510000	Supplies	5/13/2026	9958200-0249003	Early Head Start purchase of fluorescent sticker labels PROC2	79.90
5510000	Supplies	5/15/2026	0480087-0665815	Day HS/EHS purchase of dispenser tape refills and tape singles PROC2	123.43
5510000	Supplies	5/15/2026	1069126-1945823	Early Head Start purchase of stress cubes (12-pack) PROC2	25.64
5510000	Supplies	5/15/2026	2269501-4457821	Early Head Start purchase of assorted stickers PROC2	71.10
5510000	Supplies	5/15/2026	2269501-445782...	Early Head Start purchase of assorted stickers PROC2	255.73
5510000	Supplies	5/15/2026	2269501-445782...	Early Head Start purchase of assorted stickers PROC2	28.84
5510000	Supplies	5/15/2026	2269501-445782...	Early Head Start purchase of assorted stickers and stress cubes PROC2	382.55
5510000	Supplies	5/15/2026	2269501-445782...	Early Head Start purchase of stickers PROC2	5.99

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/15/2026	2269501-445782...	Early Head Start purchase of assorted stickers PROC2	95.84
5510000	Supplies	5/15/2026	2269501-445782...	Early Head Start purchase of assorted stickers PROC2	25.54
5510000	Supplies	5/15/2026	4805109-8977822	Early Head Start purchase of assorted stickers, labels, and stress and sensory items PROC2	1,952.83
5510000	Supplies	5/15/2026	6036916-3237802	Menard EHS purchase of card stock (6 packages of 300 sheets) PROC2	73.50
5510000	Supplies	5/15/2026	9627947-4803441	Early Head Start purchase of butterfly stickers PROC2	5.99
5510000	Supplies	5/15/2026	9627947-480344...	Early Head Start purchase of stress cubes (2 12-packs) PROC2	53.98
5510000	Supplies	5/18/2026	0402524-5002621	San Jacinto EHS purchase of card stock (12 packages of 300 sheets) PROC2	141.24
5510000	Supplies	5/18/2026	7677300-5658619	Early Head Start purchase of card stock (24 packages of 300 sheets) PROC2	282.48
5510000	Supplies	5/19/2026	1847271-5941845	San Jacinto HS purchase of rolling supply bag for family service worker PROC2	66.99
5510000	Supplies	5/19/2026	4312345-8796208	Early Head Start purchase of printable labels (3000) PROC2	37.99
5510000	Supplies	5/19/2026	5720323-6056201	Early Head Start purchase of printable labels (6000) PROC2	74.46
5510000	Supplies	5/19/2026	5780847-9451425	Day EHS purchase of trash cans with lids and foot pedals (2) for changing rooms PROC2	72.18
5510000	Supplies	5/19/2026	6256882-6404200	San Jacinto HS purchase of pens for family service worker PROC2	16.82
5510000	Supplies	5/20/2026	0890582-4252253	Head Start purchase of filing boxes (160) PROC2	359.92
5510000	Supplies	5/20/2026	6598701-8545840	Menard EHS purchase of changing table paper PROC2	83.78

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/22/2026	6118519-0700216	Day EHS and San Jacinto EHS purchase of portable speaker bundles with mics PROC2	759.80
5510000	Supplies	5/25/2026	02477Z	Head Start purchase of supplies for training update/refresher for Family Service Worker Credential Certification USB HS2	34.90
5512000	HS Class Room Supplies	4/6/2026	2995854-0973048	Day HS/EHS purchase of replacement mop pads PROC2	28.49
5512000	HS Class Room Supplies	4/23/2026	01614Z	Head Start purchase of toys and supplies for EHS classrooms USB HS1	586.53
5512000	HS Class Room Supplies	4/30/2026	2243724-3653002	Day HS purchase of floor chairs (2) PROC2	104.99
5512000	HS Class Room Supplies	4/30/2026	800000033902632	San Jacinto HS/EHS purchase of Scott rags all purpose cleaning sheets - 10 boxes PROC2	87.40
5512000	HS Class Room Supplies	4/30/2026	9781875-6825056	San Jacinto HS/EHS purchase of 3 oz. paper cups (6000) PROC2	145.38
5512000	HS Class Room Supplies	5/1/2026	1848821-9349026	Ozona HS purchase of cot sheets, kickball set, and sports ball set PROC2	125.96
5512000	HS Class Room Supplies	5/7/2026	1175774-5757811	Early Head Start purchase of composition mini notebooks - 20 6-packs PROC2	126.20
5512000	HS Class Room Supplies	5/7/2026	2581570-7673848	Early Head Start purchase of supplies for training (notebooks, binders, laminating sheets, mouse pad, phone stand, etc.) PROC2	580.57
5512000	HS Class Room Supplies	5/8/2026	04839Z	Head Start purchase of toys and supplies for EHS classrooms USB HS1	788.61
5512000	HS Class Room Supplies	5/12/2026	0043482-0476216	San Jacinto EHS purchase of castle amusement playhouse PROC2	172.89
5512000	HS Class Room Supplies	5/12/2026	0903431-1328268	San Jacinto EHS purchase of Simplay3 modular play system PROC2	739.99
5512000	HS Class Room Supplies	5/12/2026	1421543-8326664	Day EHS purchase of castle amusement playhouse PROC2	172.89

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/12/2026	3523057-9628269	Day EHS purchase of activity garden playhouse PROC2	142.99
5512000	HS Class Room Supplies	5/12/2026	5944580-0662664	Day EHS purchase of Simplay3 modular play system PROC2	739.99
5512000	HS Class Room Supplies	5/12/2026	6737807-7242654	Day EHS purchase of waterfall discovery walls (2), blocks, balls, stepping stone toys, and busy boards PROC2	983.43
5512000	HS Class Room Supplies	5/12/2026	6737807-724265...	Day EHS purchase of stepping stone toys PROC2	239.33
5512000	HS Class Room Supplies	5/12/2026	7792345-9970625	San Jacinto EHS purchase of waterfall discovery walls (2), blocks, balls, stepping stone toys, and busy boards PROC2	737.08
5512000	HS Class Room Supplies	5/12/2026	9257631-5081869	San Jacinto EHS purchase of activity garden playhouse PROC2	142.99
5512000	HS Class Room Supplies	5/12/2026	9329513-2039421	Menard EHS purchase of waterfall discovery wall, blocks, balls, stepping stone toys, and busy boards PROC2	187.60
5512000	HS Class Room Supplies	5/12/2026	9605896-2343419	Menard EHS purchase of activity garden playhouse PROC2	142.99
5512000	HS Class Room Supplies	5/13/2026	5143770-1063411	Eldorado HS purchase of felt photo frames with stickers PROC2	9.99
5512000	HS Class Room Supplies	5/13/2026	87860127	Early Head Start purchase of sensory and learning toys, puzzles, math games, and art brushes PROC2	2,504.01
5512000	HS Class Room Supplies	5/14/2026	10421968667	Eldorado HS purchase of 4-shelf storage rack PROC2	221.09
5512000	HS Class Room Supplies	5/14/2026	800000040131016	Eldorado HS purchase of storage totes (6) PROC2	47.88
5512000	HS Class Room Supplies	5/15/2026	3394407-0402654	Ozona HS purchase of indoor/outdoor clubhouse playset PROC2	389.99
5512000	HS Class Room Supplies	5/15/2026	5123852-9085867	Ozona HS purchase of laminating pouches, double-sided tape, and zip ties PROC2	49.30

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Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/18/2026	9913063-4832266	Ozona HS purchase of trash can with foot pedal PROC2	37.99
5512000	HS Class Room Supplies	5/26/2026	7822675-2424262	Menard HS/EHS purchase of sidewalk chalk PROC2	32.98
5512000	HS Class Room Supplies	5/26/2026	8461346-3774625	Early Head Start purchase of pens, planner stickers, and binder dividers PROC2	834.18
5514000	HS Medical Supplies	4/30/2026	8385995-3972212	Head Start purchase of alcohol prep pads (39 boxes) PROC2	223.47
5514000	HS Medical Supplies	4/30/2026	8385995-397221...	Head Start purchase of alcohol prep pads (1 box) PROC2	5.73
5515000	HS Disability Supplies	4/30/2026	8245451-7817046	Head Start purchase of sensory items (toys, necklaces, and toddler pillows) for all centers PROC2	154.09
5515000	HS Disability Supplies	5/6/2026	1172083-5579466	Day HS purchase of shake ball and Head Start purchase of busy boards (5) PROC2	118.94
5518000	HS Diapers and Wipes	5/4/2026	800000038302687	San Jacinto EHS purchase of Pampers diapers (size 6, 6 boxes) PROC2	284.88
5518000	HS Diapers and Wipes	5/20/2026	6720977-5214637	Menard EHS purchase of assorted sized diapers and baby wipes PROC2	298.38
5622000	Internal Computer/Software	5/1/2026	T 05-01-2026	Head Start purchase of GoEngage program software communication USB HS3	126.68
5622000	Internal Computer/Software	5/18/2026	T 05-18-2026	Head Start purchase of GoEngage program software communication USB HS3	125.64
5753000	Dues and fees	3/16/2026	1025	Texas Head Start Association annual membership dues (2026) PROC2	1,525.00
5753000	Dues and fees	4/1/2026	529CL0069CD5FC1	Menard HS/EHS - TX HHSC Child Care Licensing Fee USB HS3	4.35
5760000	HS Site Center Communications	4/8/2026	0708195 04-26	Head Start rural phone/internet service from 04/08/26 to 05/07/26 PROC1	315.13

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Vendor Activity - Head Start Citibank P-Card  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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>
5760000	HS Site Center Communications	5/2/2026	07710822494017 05-26	San Jacinto HS/EHS phone/internet service for acct# 07710-822494-01-7 from 04/18/26 to 05/17/26 PROC1	272.73
5760000	HS Site Center Communications	5/11/2026	07710150890010 05-26	Day HS/EHS phone service for acct# 07710-150890-01-0 from 04/25/26 to 05/24/26 PROC1	264.66
5796000	Safety	5/12/2026	UZTX6S97YX	Daycare licensing (fingerprinting) for prospective Head Start employee A.C. (Day and San Jacinto HS/EHS) USB HR	39.31
5796000	Safety	5/13/2026	405SP0000792034	Criminal history search for prospective new employees on F.C. (Day HS/EHS) and A.C., M.L., R.S., and K.Z. (San Angelo HS/EHS) USB HR	27.86
5796000	Safety	5/15/2026	UZTX6SFZKY	Daycare licensing (fingerprinting) for prospective Head Start employee K.Z. (Day and San Jacinto HS/EHS) USB HR	39.31
					32,163.42
Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26					32,163.42

CVCOG  
Vendor Activity - Head Start Citibank P-Card  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	4/30/2026	0691-001432670	San Jacinto HS/EHS trash service for acct# 3-0691-0025459 from 05/01/26 to 05/31/26 PROC1	981.12
5295000	HS Nutrition Service	5/14/2026	800000033705133	Day EHS purchase of infant formula - 4 canisters PROC2	118.96
5295000	HS Nutrition Service	5/27/2026	01338Z	Day EHS and San Jacinto EHS purchase of plant based milk, pediatric drinks, and formula USB HS3	210.44
5513000	HS Food Serv Sup	5/1/2026	04348Z	Day HS purchase of sippy cups USB HS2	10.60
5513000	HS Food Serv Sup	5/14/2026	8012581-1129015	Day HS/EHS and San Jacinto HS/EHS purchase of dry-erase whiteboards for kitchen carts PROC2	38.99
Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26					1,360.11
Report Opening/Current Balance					
Report Transaction Totals					33,523.53
Report Current Balances					

CVCOG  
Vendor Activity - Head Start Deans Dairy Corporate  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/4/2026	652299264	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	671.67
5295000	HS Nutrition Service	5/5/2026	652000567	San Jacinto HS/EHS purchase of milk for children - 36 whole 9/CS, 162 1% 9/CS, and 18 1% lactose free 6BX	728.19
5295000	HS Nutrition Service	5/6/2026	650604614	Eldorado HS purchase of milk for children - 9 1% 9/CS	29.32
5295000	HS Nutrition Service	5/6/2026	650604628	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 18 1% 9/CS	64.93
5295000	HS Nutrition Service	5/6/2026	652299301	Ozona HS purchase of milk for children - 18 1% 9/CS	58.65
5295000	HS Nutrition Service	5/11/2026	652299553	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 135 1% 9/CS, and 18 1% lactose free 6BX	583.70
5295000	HS Nutrition Service	5/12/2026	652000846	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 72 1% 9/CS, and 6 1% lactose free 6BX	348.48
5295000	HS Nutrition Service	5/13/2026	650604989	Eldorado HS purchase of milk for children - 9 1% 9/CS	29.32
5295000	HS Nutrition Service	5/13/2026	650605001	Menard HS/EHS purchase of milk for children - 2 whole 9/CS and 18 1% 9/CS	64.93
5295000	HS Nutrition Service	5/13/2026	652299593	Ozona HS purchase of milk for children - 18 1% 9/CS	58.65
5295000	HS Nutrition Service	5/18/2026	652299847	Day HS/EHS purchase of milk for children - 18 whole 9/CS, 135 1% 9/CS, and 18 1% lactose free 6BX	583.70
5295000	HS Nutrition Service	5/19/2026	652001124	San Jacinto HS/EHS purchase of milk for children - 27 whole 9/CS, 108 1% 9/CS, and 18 1% lactose free 6BX	523.99
5295000	HS Nutrition Service	5/20/2026	650605376	Menard HS/EHS purchase of milk for children - 1 1% 9/CS and 6 1% lactose free 6BX	32.37

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Vendor Activity - Head Start Deans Dairy Corporate  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/26/2026	652001396	San Jacinto EHS purchase of milk for children - 18 whole 9/CS and 45 1% 9/CS	203.14
5295000	HS Nutrition Service	5/26/2026	652200403	Day EHS purchase of milk for children - 18 whole 9/CS, 138 1% 9/CS, and 18 1% lactose free 6BX	593.48
5295000	HS Nutrition Service	5/27/2026	650605737	Menard EHS purchase of milk for children - 9 1% 9/CS	29.32
					4,603.84
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	4,603.84
	Report Opening/Current Balance				
	Report Transaction Totals				4,603.84
	Report Current Balances				

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Vendor Activity - Head Start Lakeshore Learning  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/31/2026	93899371	Eldorado HS purchase of fold and go first scooter and fidget poppers	75.98
5512000	HS Class Room Supplies	4/19/2026	93701480	Menard HS/EHS purchase of Crawl and Climb Caterpillar, tricycles & activity equipment, arts & crafts supplies, sensory items, learning toys, books, and classroom supplies	4,092.80
5512000	HS Class Room Supplies	4/26/2026	93735057	San Jacinto HS purchase of arts & crafts supplies, sensory items, learning toys, classroom supplies, and storage items	1,998.00
5512000	HS Class Room Supplies	4/26/2026	93735068	Day EHS purchase of books, learning toys, musical instruments, puzzles, and sensory items	12,450.25
5512000	HS Class Room Supplies	4/26/2026	93735079	San Jacinto EHS purchase of books, learning toys, puzzles, musical instruments, and sensory items	7,257.77
5512000	HS Class Room Supplies	4/26/2026	93735084	Day EHS purchase of toddler kitchens, sensory hideaways, outdoor bungalow, outdoor storage units, cot sheets, and learning and activity items	22,433.89
5512000	HS Class Room Supplies	4/30/2026	93770902	San Jacinto EHS purchase of smelly markers - 2 sets of 12	28.48
5512000	HS Class Room Supplies	4/30/2026	93770903	San Jacinto EHS purchase of smelly markers - 2 sets of 12	28.48
5512000	HS Class Room Supplies	5/3/2026	93780206	San Jacinto EHS purchase of smelly markers	28.48
5512000	HS Class Room Supplies	5/17/2026	93844794	San Jacinto HS purchase of light table manipulative center	122.55
5512000	HS Class Room Supplies	5/24/2026	93876761	Day HS purchase of float and find bubbles set	66.49
5512000	HS Class Room Supplies	5/24/2026	93876762	Day EHS purchase of outdoor bench, sensory items, and learning toys and materials	2,527.86
5512000	HS Class Room Supplies	5/31/2026	93899365	San Jacinto EHS purchase of feelings journals - 3 sets of 10	113.97

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 Vendor Activity - Head Start Lakeshore Learning  
 H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
 From 5/1/2026 Through 5/31/2026

<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	5/31/2026	93899366	Eldorado HS purchase of feelings journals - 2 sets of 10	75.98
5512000	HS Class Room Supplies	5/31/2026	93899368	Day HS purchase of floor seat, sensory sand set, glue sticks, and easel paper	202.25
5512000	HS Class Room Supplies	5/31/2026	93899369	Day EHS purchase of easy-climb step stools (4)	1,250.20
5512000	HS Class Room Supplies	5/31/2026	93899372	San Jacinto EHS purchase of mobile standing desks (5)	2,607.75
					<u>55,361.18</u>
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	55,361.18
	Report Opening/Current Balance				<u>                    </u>
	Report Transaction Totals				<u>55,361.18</u>
	Report Current Balances				<u><u>                    </u></u>

CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	4/16/2026	260416-120-1-1-21	Eldorado HS purchase of nutrition items	10.26
5295000	HS Nutrition Service	4/20/2026	260420-239-3-3-23	Ozona HS purchase of nutrition items	113.66
5295000	HS Nutrition Service	4/22/2026	260422-120-1-1-20	Eldorado HS purchase of nutrition items	16.59
5295000	HS Nutrition Service	4/24/2026	260424-120-1-1-8	Eldorado HS purchase of nutrition items	15.97
5295000	HS Nutrition Service	4/27/2026	260427-329-2-2-17	Ozona HS purchase of nutrition items	66.79
5295000	HS Nutrition Service	4/30/2026	260430-120-1-1-21	Eldorado HS purchase of nutrition items	20.97
5295000	HS Nutrition Service	5/4/2026	260504-329-2-2-27	Ozona HS purchase of nutrition items	95.31
5295000	HS Nutrition Service	5/4/2026	260504-417-1-1-54	Menard HS/EHS purchase of nutrition items	11.83
5295000	HS Nutrition Service	5/6/2026	260506-420-1-1-36	Menard HS/EHS purchase of nutrition items	16.98
5295000	HS Nutrition Service	5/8/2026	260508-420-1-1-22	Menard HS/EHS purchase of nutrition items	20.33
5295000	HS Nutrition Service	5/11/2026	260511-239-3-3-52	Ozona HS purchase of nutrition items	120.48
5295000	HS Nutrition Service	5/12/2026	260512-448-2-2-4	Menard HS/EHS purchase of nutrition items	7.97
5295000	HS Nutrition Service	5/13/2026	260513-420-1-1-45	Menard HS/EHS purchase of nutrition items	9.74
5295000	HS Nutrition Service	5/18/2026	260518-329-2-2-17	Ozona HS purchase of nutrition items	119.49
5295000	HS Nutrition Service	5/18/2026	260518-374-2-2-16	Menard HS/EHS purchase of nutrition items	3.78
5295000	HS Nutrition Service	5/21/2026	260521-329-2-2-30	Ozona HS purchase of nutrition items	8.77
5513000	HS Food Serv Sup	4/21/2026	260421-329-2-2-14	Ozona HS purchase of paper towels for kitchen	19.99
5513000	HS Food Serv Sup	4/24/2026	260424-120-1-1-8	Eldorado HS purchase of nutrition items	2.98
					681.89
				Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	681.89
Report Opening/Current Balance					_____

CVCOG  
Vendor Activity - Head Start Lowes Pay and Save  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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				681.89
	Report Current Balances				<hr/> <hr/> <hr/>

CVCOG  
Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/1/2026	378365157	San Jacinto HS/EHS purchase of nutrition items for children	164.88
5295000	HS Nutrition Service	5/6/2026	378368388	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,508.53
5295000	HS Nutrition Service	5/6/2026	378368854	Day HS/EHS purchase of nutrition items for children	93.18
5295000	HS Nutrition Service	5/7/2026	378369134	Day HS/EHS purchase of nutrition items for children and kitchen supplies	3,328.41
5295000	HS Nutrition Service	5/7/2026	378369181	Menard HS/EHS purchase of nutrition items for children	477.50
5295000	HS Nutrition Service	5/11/2026	378371695	San Jacinto HS/EHS purchase of nutrition items for children	86.58
5295000	HS Nutrition Service	5/12/2026	378372227	San Jacinto HS/EHS purchase of nutrition items for children	11.86
5295000	HS Nutrition Service	5/13/2026	378373254	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	3,955.17
5295000	HS Nutrition Service	5/14/2026	378373960	Day HS/EHS purchase of nutrition items for children and kitchen supplies	4,555.06
5295000	HS Nutrition Service	5/14/2026	378373986	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	432.20
5295000	HS Nutrition Service	5/15/2026	378374573	San Jacinto HS/EHS credit for yogurt short on truck	(11.51)
5295000	HS Nutrition Service	5/20/2026	378377828	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	2,170.84
5295000	HS Nutrition Service	5/20/2026	378378185	Day HS/EHS purchase of nutrition items for children	48.74
5295000	HS Nutrition Service	5/21/2026	378378407	Day HS/EHS purchase of nutrition items for children and kitchen supplies	2,743.30
5295000	HS Nutrition Service	5/26/2026	378381090	San Jacinto HS/EHS purchase of nutrition items for children	16.61

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Vendor Activity - Head Start Sysco  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/27/2026	378381597	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	1,375.11
5295000	HS Nutrition Service	5/28/2026	378382115	Day EHS purchase of nutrition items for children and kitchen supplies	1,925.78
5295000	HS Nutrition Service	5/28/2026	378382151	Menard EHS purchase of nutrition items for children	281.20
5513000	HS Food Serv Sup	5/6/2026	378368388	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	501.78
5513000	HS Food Serv Sup	5/7/2026	378369134	Day HS/EHS purchase of nutrition items for children and kitchen supplies	581.81
5513000	HS Food Serv Sup	5/9/2026	378371522	Day HS/EHS purchase of kitchen supplies	75.06
5513000	HS Food Serv Sup	5/13/2026	378373254	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	365.28
5513000	HS Food Serv Sup	5/14/2026	378373960	Day HS/EHS purchase of nutrition items for children and kitchen supplies	261.96
5513000	HS Food Serv Sup	5/14/2026	378373986	Menard HS/EHS purchase of nutrition items for children and kitchen supplies	46.10
5513000	HS Food Serv Sup	5/20/2026	378377828	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	224.44
5513000	HS Food Serv Sup	5/21/2026	378378407	Day HS/EHS purchase of nutrition items for children and kitchen supplies	356.68
5513000	HS Food Serv Sup	5/27/2026	378381597	San Jacinto HS/EHS purchase of nutrition items for children and kitchen supplies	29.47
5513000	HS Food Serv Sup	5/28/2026	378382115	Day EHS purchase of nutrition items for children and kitchen supplies	75.48
					26,681.50

CVCOG  
 Vendor Activity - Head Start Sysco  
 H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
 From 5/1/2026 Through 5/31/2026

<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 H10 - Grant H10, CACFP Head Start Nutrition FY 25-26	26,681.50
Report Opening/Current Balance					<hr/>
Report Transaction Totals					<hr/> 26,681.50
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 5/1/2026 Through 5/31/2026

<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	5/4/2026	333008-02	San Jacinto HS/EHS purchase of plastic cups - 5 cases	117.02
5510000	Supplies	5/5/2026	333105	Menard HS/EHS purchase of disinfectant, paper towels, toilet tissue, nitrile gloves, and trash can liners	163.57
5510000	Supplies	5/5/2026	333224	Ozona HS purchase of paper towels, cleaners and disinfectants, and mops	148.65
5510000	Supplies	5/19/2026	333008-01	San Jacinto HS/EHS purchase of mop handle and bucket with downpress wringer	71.76
5510000	Supplies	5/19/2026	333105-01	Menard HS/EHS purchase of napkins and dish detergent	63.47
5510000	Supplies	5/20/2026	333847A	San Jacinto HS/EHS purchase of mop heads, disinfecting cleaners and wipes, dish detergent, paper towels, and toilet tissue	424.03
5512000	HS Class Room Supplies	5/4/2026	333008-02	San Jacinto HS/EHS purchase of plastic cups - 5 cases	117.03
5512000	HS Class Room Supplies	5/5/2026	333105	Menard HS/EHS purchase of disinfectant, paper towels, toilet tissue, nitrile gloves, and trash can liners	163.57
5512000	HS Class Room Supplies	5/7/2026	333411	Day HS/EHS purchase of facial tissue and nitrile gloves	116.43
5512000	HS Class Room Supplies	5/8/2026	333439	Day HS/EHS purchase of nitrile gloves and mop heads	132.36
5512000	HS Class Room Supplies	5/19/2026	333008-01	San Jacinto HS/EHS purchase of mop handle and bucket with downpress wringer	71.76
5512000	HS Class Room Supplies	5/20/2026	333847A	San Jacinto HS/EHS purchase of mop heads, disinfecting cleaners and wipes, dish detergent, paper towels, and toilet tissue	424.03
5512000	HS Class Room Supplies	5/28/2026	333439-01	Day EHS purchase of nitrile gloves - 1 box size small	8.82

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26  
From 5/1/2026 Through 5/31/2026

<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>
					2,022.50
				Total H09 - HHS Grant H09 06CH013199-01, Head Start FY 25-26	2,022.50

CVCOG  
Vendor Activity - Head Start West Texas Fire Extinguisher  
H10 - Grant H10, CACFP Head Start Nutrition FY 25-26  
From 5/1/2026 Through 5/31/2026

<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	5/5/2026	333105	Menard HS/EHS purchase of disinfectant, paper towels, toilet tissue, nitrile gloves, and trash can liners	58.98
5513000	HS Food Serv Sup	5/6/2026	333322	San Jacinto HS/EHS purchase of dish detergent - 4 gallons	48.24
5513000	HS Food Serv Sup	5/8/2026	333439	Day HS/EHS purchase of nitrile gloves and mop heads	91.98
5513000	HS Food Serv Sup	5/13/2026	333593	Day HS purchase of mop heads (4)	20.16
5513000	HS Food Serv Sup	5/19/2026	332427-01	San Jacinto HS/EHS purchase of mop head	15.30
5513000	HS Food Serv Sup	5/19/2026	333105-01	Menard HS/EHS purchase of napkins and dish detergent	63.47
5513000	HS Food Serv Sup	5/20/2026	333847A	San Jacinto HS/EHS purchase of mop heads, disinfecting cleaners and wipes, dish detergent, paper towels, and toilet tissue	65.81
Total H10 - Grant H10, CACFP Head Start Nutrition FY 25-26					363.94
Report Opening/Current Balance					
Report Transaction Totals					2,386.44
Report Current Balances					



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<b>(REFERENCE</b>	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024   July 10, 2024, November 13, 2024   November 13, 2024, July 9, 2025   July 9, 2025	Pages: 1-4	
<b>SUBJECT</b>	Determining, verifying, and documenting eligibility.	<b>STANDARD</b>	1302.12

**Policy:**

**Process overview:** Family Service Worker’s (FSW) will complete a face-to-face application with legal guardian of the child enrolling. An over the phone application may be completed when every effort has been made, and documentation of those efforts is on the **Intake Status** to complete a face-to-face application.

The application process must be completed prior to determining a child’s eligibility in the Head Start Program and include requirements described below:

○ **Age:**

**Head Start Preschool:** Children must be three years old prior to September 1<sup>st</sup> and be no older than the age of five by September 1<sup>st</sup>.

**Early Head Start:** Children must be four weeks old and not older than 3 years old

Age will be determined by verifying one of the following documents; legal birth certificate, Baptismal certificate (with seal), Medicaid card, Passport or shot record. If the family cannot provide one of the above documents and doing so creates a barrier for the family to enroll the child, no documentation is required.

○ **Income:**

- Family’s income is equal to or below the 100% poverty guidelines; or
- Family is eligible for or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless as defined in the McKinney-Vento Act are eligible for the Head Start program regardless of income.
- If a child transitions from Early Head Start Program to Head Start Program, the family’s income must be re-verified.
- Parents/guardians with an income above 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start program when the applicant is the highest-scoring applicant on the Waiting List. The total number of applicants with an income above 130% of the Federal Poverty Guidelines must not exceed 10% of total funded enrollment. Children accepted above the 130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

Income will be determined by verifying one of the following documents;

- Current money wages or salary before deductions; except from net income from non-farm self-employment & net income from farm self-employment



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- Check stubs (Gross Income)
- Current W-2, Income Tax Forms from previous year (Total Income)
- Unemployment compensation, worker' compensation, social security, supplemental security income,
- Public assistance or welfare payments including TANF and/or SNAP
- Veterans' payments
- Survivor benefits
- Disability benefits
- Pension or retirement income, Interest income, Dividends; Rents, royalties and estates and trusts,
- Educational assistance
- Child support and/or Alimony
- Financial assistance from outside of the household
- Military income (including pay and allowances)
- Foreign government pensions
- Other sources when approved by the ERSEA Manager.

A family's gross income can be adjusted for excessive housing costs, when the family spends more than 30 percent of their total gross income on housing costs. The following documents must be verified and kept:

- Bills (Water, Gas, Electric, Mortgage statement, Renter's statement, House Insurance, Renter's Insurance)
- Bank statements can be used, when the above statements cannot be provided. The information must clearly specify what the cost is for.

The Housing Cost(s) tab in GoEngage will be used to calculate the information and to verify if the family falls in the category for the family's income to be adjusted. A copy of the calculation will be printed and kept with supporting documents in the ERSEA federal file and attached in GoEngage.

The following forms can be used when income documentation is not available:

- **Employment Verification**-Employer must complete when parent/guardian is unable to provide W-2, check stubs, or pay envelopes. Employers must be contacted to verify information and document it on the form.
- **No Income Verification**-FSW must be completed when parents/guardians report no income for the relevant time period. 3<sup>rd</sup> party must be contacted when family grants permission.
- **Family Residency Verification**-FSW must complete when a statement is provided from the shelter, school provider or service agency that the parents/guardians meet the McKinney-Vento Act or they are self-declaring homelessness, meeting the Mc-Kinney Vento Act. A third party must be contacted when granted permission to verify.
- **Declaration of Income**- parents/guardians must complete when they are unable to provide paystubs, receipts, or other documentation of income. FSW must verify information when contact is available.

**Income Calculation Worksheet** must be completed when parents/guardians have multiple check stubs, W-2, and/or child support.



Income will be calculated using the following formula, when applicable:

- **Weekly X 52**
- **Every two weeks X 26**
- **Twice a month X 24**
- **Monthly X 12**

#### Additional Allowance:

- Parents/guardians with an income at or below 130% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start program when the applicant is the highest-scoring applicant on the Waiting List. The total number of families with an income between 101%-130% of the Federal Poverty Guidelines must not exceed 35% of the total funded enrollment. Children accepted 101%-130% of the Federal Poverty Guidelines must be approved by the ERSEA Manager.

#### Eligibility Duration

- **Head Start Preschool**-The child remains eligible through the end of the succeeding year. 3<sup>rd</sup> year students must reapply and will be placed on the appropriate **Waiting List** according to their income.
- **Early Head Start**-If a Pregnant Woman enrolls, the infant once enrolled remains eligible until they turn three years old or the date on the **Transition Plan**.
- **Early Head Start**- The child remains eligible until they turn three years old or the date on the **Transition Plan**.

#### Records

- A copy of all documents used to determine age, income and if applicable, documents to justify points awarded must be kept and placed in the ERSEA Federal File and scanned into GoEngage.
- A **Head Start Eligibility Verification, Intake Status** and **Head Start/Early Head Start Prioritization Criteria** and/or **Pregnant Woman Selection Criteria** must be completed on each applicant applying for an enrollment opportunity and placed in ERSEA Federal File. **All records shall be stored securely and maintained in a manner that protects confidentiality.**
- All records must be kept for a minimum of 7 years after the child withdraw date.

#### Violating eligibility determination regulations



The Head Start Program will develop a system to provide training on eligibility, Performance Standards and ERSEA policies and procedures that include at minimum the following:

- Annual training for Head Start staff who determine Head Start eligibility to include:
  - Methods to collect and complete eligibility information from families and third-party sources;
  - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
  - Program policies, procedures, and actions taken against staff, families, or participants who provide false information.
- Training for any staff member who determines Head Start eligibility will be within 90 days of hire;
- Training for the Executive Committee and Policy Council members will be within 180 days of the beginning of a term; and,
- All training records, including sign-in sheets, agendas, and training materials, will be maintained.

### **Prohibited Conduct**

Any intentional violation of eligibility determination regulations shall be considered a serious breach of program policy.

The following actions are prohibited:

- Enrolling a child or family who is known to be ineligible for services
- Falsifying eligibility information or records
- Accepting fraudulent, altered, or unverified documentation
- Failing to obtain required eligibility documentation
- Altering eligibility records after a determination has been made without proper authorization and documentation
- Intentionally disregarding federal eligibility requirements to fill enrollment vacancies
- Misrepresenting information during the eligibility determination process

Any intentional violation of eligibility determination regulations shall be considered a serious breach of program policy.

### **Reporting and Investigation of Violations**

Employees who become aware of a potential violation of eligibility determination requirements are encouraged to report the matter to their supervisor, program director, or other designated authority.

Reports of alleged violations shall be reviewed promptly and may include:

An internal review or investigation;

Examination of eligibility records and supporting documentation;

Interviews with relevant staff members;



Determination of whether policy or regulatory violations occurred; and

Implementation of corrective or disciplinary action, as appropriate.

### **Corrective and Disciplinary Action**

Employees found to have violated eligibility determination requirements may be subject to corrective or disciplinary action, up to and including termination of employment, consistent with applicable personnel policies and the severity of the violation.

Corrective measures may include:

- Additional training
- Written counseling or reprimand
- Performance improvement plans
- Suspension
- Termination of employment

The program may also refer matters involving suspected fraud, falsification of records, or other unlawful conduct to appropriate authorities when warranted.

### **Policy Compliance**

All employees are expected to comply with this policy and all applicable federal, state, and program requirements governing eligibility determination. Failure to comply may result in disciplinary action and other corrective measures necessary to maintain program integrity and regulatory compliance.



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<b>REFERENCE</b>	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024   July 10, 2024, November 13, 2024   November 13, 2024		Pages: 1
<b>SUBJECT</b>	Recruitment of children.	<b>STANDARD</b>	1302.13

**Policy:**

The Concho Valley Council of Governments (CVCOG) Head Start will actively locate and recruit families most in need of Head Start services including children with disabilities, those who are experiencing homelessness, in foster care, English language learners, and other vulnerable children.

A recruitment plan will be developed each year with Family Service Workers and ERSEA Manager.

Recruitment material will be available in diverse languages, when possible, staff will be available to communicate with families in their native language. CVCOG utilizes modern technology, including QR codes, to streamline the pre-application process.

**Head Start Flyer Distribution Tracking** will be used to document recruitment areas and show all recruitment efforts.



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<b>REFERENCE</b>	1302 Subpart A-Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024		Pages: 1-2
<b>SUBJECT</b>	Selection Process	<b>STANDARD</b>	1302.14

**Policy:**

The Concho Valley Council of Governments (CVCOG) Head Start/Early Head Start Program will select children and families with most need for the Head Start services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and CVCOG Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the prioritization criteria point system which is developed from the Community Assessment and approved by the Policy Council and the Executive Committee.

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the prioritization criteria point system. Each applicant is assigned a score, and the waiting list is ordered from the highest to lowest score.

**Procedure:**

**1. Eligibility Determination**

- a. Family Service Worker (FSWs)/Enrollment staff determine eligibility through income verification and documentation.
- b. Eligible children are entered into the GoEngage & TEAMS.

**2. Placement on Waiting List**

- a. All children are placed on the waiting list.
- b. ERSEA Manager reviews and approves all applications.
- c. The list is updated in real-time and reflects the most current applicant data and scores.

**3. Notification of Waitlist Status**

- a. Families are notified in writing or verbally that their child has been placed on the waiting list.
- b. The notification includes the assurance of being contacted when a space becomes available.

**4. Vacancy Management**

- a. When a vacancy occurs, staff pull the highest-scoring child from the waiting list.
- b. **FSWs** must obtain approval from the **ERSEA Manager** before contacting a family regarding the selection of a child who is considered **over-income**. The ERSEA Manager is responsible for ensuring that the program has not exceeded the **10% over-income enrollment threshold** as allowed by federal regulations.
- c. **FSWs** must obtain approval from the **ERSEA Manager** before contacting a family regarding the selection of a child who is considered **130%**. The ERSEA Manager is responsible for ensuring that



the program has not exceeded the **35% 130%-income enrollment threshold** as allowed by federal regulations.

- d. If applicants have the same number of points, priority will be given to the child who is income-eligible unless the child has a diagnosed disability (All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into GoEngage). If both are income-eligible, the applicant who submitted their application first will be prioritized. If the applications were submitted on the same day, the child from the household with the lower annual income will have priority. If the annual incomes are identical, priority will be given to the youngest child.

#### **5. Contacting Families**

- a. Staff contact the family to confirm continued interest and availability.
- b. If the family cannot be reached after 3 documented contact attempts over a **3-day** period, the next child is selected.

#### **6. Recordkeeping**

- a. All waiting list records, including scoring documentation and Enrollment Status, are maintained in compliance with data privacy and retention policies.
- b. FSWs will maintain ERSEA federal files securely in their office, stored under lock and key.

The waiting list is reviewed and updated monthly.

#### **Children with Disabilities**

To comply with Head Start's requirements of having 10 percent of funded enrollment be children with diagnosed disabilities, CVCOG may give priority to children with diagnosed disabilities during the selection process based on prioritization criteria point system.

All IEPs & IFSPs must be reviewed and verified by the Disability Manager. All supporting documentation must be uploaded into GoEngage.



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

**Policy:**

The Concho Valley Council of Governments will implement a process to monitor and document daily Head Start attendance. Head Start programs will ensure that attendance is recorded each day in GoEngage, and that reasons for absences are documented through Case Notes in GoEngage.

**PROCEDURE**

If absences are due to illness or are otherwise well documented, no additional action is required. However, when absences result from other factors, including temporary family circumstances that affect a child's regular attendance, the program must initiate appropriate family support procedures for children with excessive absences.

Parents or guardians are required to notify the center whenever their child will be absent. Families must provide appropriate documentation, such as a physician's note or a written absence note, when applicable or as requested by the Head Start staff.

**Promoting Regular Attendance**

**Attendance Follow-Up Procedures**

- 1. First Day of Absence:** If the parent/guardian has not notified the program of the child's absence by 9:00 a.m., the Receptionist or Site Supervisor will attempt to contact the parent/guardian. All contact attempts and communications must be documented in GoEngage through a Case Notes.
- 2. Second Day of Absence:** The Family Service Worker (FSW) will conduct a home visit or make other direct contact with the family. If the FSW is unable to reach the family, a letter or door knocker requesting immediate contact will be left at the residence. All contact attempts and communications must be documented in GoEngage through a Case Notes. Follow-up efforts will continue until direct contact with the family has been established.

**Unexcused Absenteeism:**

- 1. After the Fifth Unexcused Absence:** The Family Service Worker (FSW) will develop an Unexcused Attendance Plan with the family that identifies the causes of the child's absenteeism and outlines strategies to improve attendance. The plan and related discussions must be documented in GoEngage through a Case Note.



2. **Follow-Up Review:** When a child accumulates an additional four unexcused absences (for a total of nine unexcused absences), the FSW will review and update the Unexcused Attendance Plan as needed. This follow-up and any actions taken must be documented in GoEngage through a Case Note.
3. **Program Withdrawal Consideration:** Upon the accumulation of ten unexcused absences, the child may be considered for withdrawal from the program. Any decision regarding withdrawal will be reviewed on a case-by-case basis in accordance with program policies and procedures.
4. In cases of chronic absenteeism, when a child accumulates ten unexcused absences, the child's enrollment slot may be considered vacant upon review and approval by the ERSEA Manager.

### **Excused vs. Unexcused Absences**

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

### **Monitoring Individual Attendance Data**

The program will use individual child attendance records to identify children who demonstrate patterns of absenteeism that place them at risk of missing ten percent (10%) or more of program days and/or falling below 85% monthly average daily attendance.

When such patterns are identified, the Family Service Worker (FSW) will review attendance data by the first week of October and implement an Attendance Plan in GoEngage designed to improve the child's attendance. The Attendance Plan must include strategies tailored to the family's needs, including, but not limited to:

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

All contacts, interventions, and follow-up activities must be documented in GoEngage through Case Notes.

If a child's attendance falls below 85% for two consecutive months and the family is unable to provide appropriate documentation, such as physician's notes, to support the absences, the child may be considered for withdrawal from the program. Attendance patterns and circumstances will be reviewed on a case-by-case basis by the Family Service Worker (FSW) and the ERSEA Manager before any final decision is made.

### **Attendance Accommodation Plan for Serious Illness, Custody Arrangements, Behavior Plans, Travel, and Transportation**

Attendance accommodations may be approved when a child is unable to attend due to a serious or life-threatening illness, related medical treatment, custody arrangements, behavior support plans, travel, or transportation challenges.

For absences related to a serious or life-threatening illness or medical treatment that makes regular attendance infeasible, the parent or guardian must provide documentation from a physician licensed to



practice in Texas. The documentation must verify the child's medical condition and specify the anticipated duration of the absence or treatment period.

Attendance accommodations for custody arrangements, behavior support plans, travel, or transportation needs may also be considered. A Attendance Accommodation Plan must be completed and include an agreed-upon return date and be approved collaboratively by the ERSEA Manager, Family Services Worker (FSW), and the parent or guardian.

### **Extended Absences and Enrollment Status**

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

1. The parent or guardian notifies the program that the child will **not be returning**. The slot must be reported vacant the following day upon receiving this communication in GoEngage followed by a Change of Status.
2. A child may be considered for withdrawal when they have not attended the program for 30 consecutive calendar days and the program has made a minimum of three documented attempts to re-engage the family. Any decision to implement this process will be evaluated on a case-by-case basis and communicated collaboratively between the family's Family Service Worker (FSW) and the ERSEA Manager.
  - Attempts may include phone calls, emails, letters, text messages, or home visits.
  - All attempts must be dated and recorded into GoEngage under Case Notes.

All attendance concerns, interventions, and enrollment decisions are reviewed individually and are made in partnership with families whenever possible.

### **Managing Systematic Program Attendance Issues**

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

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

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



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<b>REFERENCE</b>	1302 Subpart G-Transition Services		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024		Pages: 1
<b>SUBJECT</b>	Transitions from Early Head Start	<b>STANDARD</b>	1302.70

**Policy:**

Early Head Start (EHS) will implement transition strategies to support successful transitions for children and their families transitioning out of EHS.

1. The transition meeting will take place no later than 6 months prior to the child’s third birthday.
2. A **Transition Meeting Letter** will be sent home at least one week prior to the scheduled meeting date.
3. The Transition meeting will include completing the **“EHS Transition Plan”**.
4. During the Transition meeting EHS Family Service Worker (FSW) will complete the following steps:
  - 1) Plan for the child’s next educational placement after Early Head Start.
  - 2) Discuss placement options encouraging Head Start placement. Complete Head Start application for the appropriate school year. At this time eligibility will be determined; children will be placed on the income eligible, 130%, or over income waiting list.
  - 3) EHS FSW will set goals and action strategies with families when they do not qualify for the program or Head Start does not have opening. The EHS FSW will distribute pertinent information and resources for next educational placement.
  - 4) Parents will give permission to share information about their child such as, **if applicable:**
    - a. IFSP
    - b. Health Information/Medical Information/plans
    - c. Food Allergies
    - d. Developmental Screening done at 30 months(D-Check)
  - 5) EHS FSW will complete the **Early Head Start Transition Tracking** as the plans begin in the classroom. A copy will be **kept in Teams and updated at the end of each month**, and a hard copy will be sent with transition applications.

**The following transition schedule will be followed unless the ERSEA Manager and Early Head Start Education Manager determine that program capacity or operational needs do not support transitions during the designated months:**

<b>Students Birthday Months</b>	<b>Transition Months</b>
January-May	May
June-September 1 <sup>st</sup>	August
September-December	December

**Children whose third birthday falls after September 1 are eligible to transition out on their birthday when space is available in Head Start and the Early Head Start program can support the transition.**



<b>REFERENCE</b>	1302 Subpart G- Transition Services		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024		Pages: 1-2
<b>SUBJECT</b>	Transitions from Head Start to kindergarten	<b>STANDARD</b>	1302.71

**Policy:**

Head Start staff will implement transition strategies to support transitions into Head Start and out of Head Start and into kindergarten. Children and families will be given the opportunity to participate in planned program activities designed to support a successful transition into Head Start or from Head Start into kindergarten.

**Transition into Head Start**

1. Family Service Workers (FSW) and Teachers will offer a parent orientation/open house/meet the teacher before school begins so that parents/guardian and children can see their classroom, and learn about some of the policies/expectations of the program.
2. Teachers may provide activities that will become part of their daily schedule at parent orientation/open house/meet the teacher.
3. FSW will meet with parents/guardians in April to complete a **Head Start Transition Plan-Returning**. The original plan will be placed in the ERSEA Federal File and a copy in the Transition file.

**Transition from Head Start to Kindergarten**

1. FSW and Teaching staff will offer parents/guardians an orientation/open house/meet the teacher before school begins so that parents/guardian and children can see their classroom, and learn about some of the policies/expectations of the program.
2. Teaching staff will provide activities that will become part of their daily schedule parent orientation/open house/meet the teacher.
3. Teaching staff will provide parents information about their child’s progress throughout the year.
4. Parents/guardians are invited to participate in Policy Council, Parent Committee/PTA, Education Committee, Health Advisory, IEP meetings etc. so that parents can exercise their rights and responsibilities concerning the education of their child.
5. FSWs will educate the importance on regular attendance by sharing information at Home Visits, Family Partnerships and/or Parent Meetings and posting flyers on parent boards.
6. Kindergarten teachers and Independent School District principal will be invited to a parent meeting about Kindergarten Round up.
7. Teaching staff will implement activities, books, and experiences in their classroom in April/May that relate to transitions into kindergarten.
8. Site Supervisors and/or FSWs in collaboration with the school districts will facilitate a “Transition Day” at Head Start or the ISD so that children and parents/guardians get to experience the various activities of a kindergarten student, **when permitted**.



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9. FSW will meet with parents/guardians in **Spring** to complete a **Head Start Transition Plan-Kindergarten**. The original plan will be placed in the ERSEA Federal File.
10. FSW will share records with ISD upon request with parents/guardians' consent, all Personal Identifiable Information procedures will be followed.



<b>REFERENCE</b>	1302 Subpart G-Transition Services		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024		Pages: 1
<b>SUBJECT</b>	Transitions between programs	<b>STANDARD</b>	1302.72

**Policy:**

Children and families will have a smooth transition and continuity of services when they change sites or classrooms.

1. If a parents/guardian wants to transfer sites or classrooms, a **Transfer Request** must be completed with the Family Service Worker (FSW).
  - a. When transferring sites the FSW must email the **Transfer Request** to the other site’s FSW, Site Supervisor and ERSEA Manager and place the child’s name in Teams on the Transfer Request List .
  - b. When transferring classrooms the FSW must email the classroom FSW, Site Supervisor and ERSEA Manager.
2. Transfer request must be approved by the ERSEA Manager.
3. When a child transfers to another site or classroom within the program, the Site Supervisor and FSW at the site the child is leaving will:
  - a. Review the child’s federal file and family file for completeness.
  - b. Place any confidential information in a labeled sealed envelope and in the family file.
  - c. FSW must complete a **Change of Status** form and place in ERSEA federal file. A **Change of Status** must be emailed to Managers according to **WHO, WHAT, WHEN, WHERE**.
  - d. Files must be given to the new FSW, prior to child starting.
  - e. FSW’s and parents/ guardians must establish a transfer date.
4. When the child enters a new site or classroom, the Site Supervisor, FSW, and Teacher will:
  - a. Review the file.
  - b. FSW must contact the parents/guardians to arrange a time for meeting and/or visiting new site or classroom, prior to transfer date.
  - c. FSW will consult with program managers and/or consultants about related services, if applicable. (transportation, therapy, special assistance, etc.)



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<b>REFERENCE</b>	1302 Subpart C Education and Child Development Program Services		
<b>APPROVAL/EFFECTIVE</b>	12-10-25 / 7-10-25 / 6-10-26		Pages: 1
<b>SUBJECT</b>	Purpose	<b>STANDARD</b>	1302.30

CVCOG Head Start program provides high-quality early education and child development services by implementing a research-based curriculum aligned with the Head Start Early Learning Outcomes Framework (ELOF). Teachers create nurturing, responsive relationships and engage children in developmentally appropriate learning experiences that support language, literacy, mathematics, science, social-emotional development, approaches to learning, physical development, and the creative arts. The program conducts developmental screenings, ongoing assessments, and individualized instruction to meet each child's individual needs, including those of children with disabilities. Families are actively engaged through parent teacher conferences, home visits, family partnership services, and opportunities to support learning at home. Learning experiences are culturally and linguistically responsive and designed to promote school readiness and positive child outcomes.



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<b>REFERENCE</b>	1302 Education and Child Development Program Services		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, November 13, 2024 / November 13, 2024, July 8,2026/July 8,2026	Pages: 1-3	
<b>SUBJECT</b>	Head Start Teaching and the learning environment	<b>STANDARD</b>	1302.31

CVCOG Head Start/Early Head Start ensures teachers and staff provide responsive care, effective teaching, and organized learning environments aligned with the Head Start Early Learning Outcomes Framework. The program supports high-quality practices through research-based curriculum implementation, individualized instruction, ongoing assessment, regular supervision, coaching, classroom observations, and professional development to promote positive outcomes for all children, including children with disabilities.

**(b) Effective Teaching Practices**

- (1) CVCOG Head Start/Early Head Start aligns teaching practices with the Head Start Early Learning Outcomes Framework (HSELOF) and School Readiness Goals to promote children's growth and development across all learning domains. Teaching staff receive professional development and coaching on CLASS domains and dimensions, including Emotional Support, Classroom Organization, and Instructional Support, to strengthen responsive teaching practices and positive teacher-child interactions as well as being observed twice yearly. Teachers develop and submit lesson plans that incorporate HSELOF goals, individualized learning objectives, and intentional activities designed to support language development, higher-order thinking, problem-solving, social-emotional growth, and positive behavior skills. Staff provide consistent daily schedules, routines, and purposeful transitions that foster trust, emotional security, and engagement while maximizing learning opportunities throughout the day. Learning experiences are developmentally appropriate, hands-on, language-rich, and intentionally planned to support progress in literacy, social-emotional development, mathematics, science, social studies, creative arts, and physical development, ensuring all children are supported in achieving positive school readiness outcomes.
- (2) CVCOG Head Start/Early Head Start supports dual language learners and linguistically and culturally diverse families by recognizing, valuing, and incorporating each child's home language and culture into the learning environment whenever possible in the family's primary or preferred language. The program promotes the development of children's home language while providing intentional English-rich learning experiences through classroom labels, books, songs, and culturally relevant materials that reflect children's backgrounds and are integrated into daily routines and activities. Teachers collaborate with families to support language development by sharing resources and strategies that can be used at home and by providing natural exposure to English through conversations, greetings, mealtimes, play, and other daily interactions. Staff model simple and meaningful English language skills while respecting and supporting the child's home language, fostering a bilingual learning environment where both



languages are valued. Professional development opportunities are provided, when available, to strengthen staff knowledge and skills in supporting dual language learners. When staff do not speak a child's home language, we utilize culturally and linguistically appropriate materials, seek volunteers or who speak the child's home language to support classroom learning, and connect families with available English as a Second Language (ESL) resources to further support communication, language development, and school readiness.

### (c) Learning Environment

- A well-organized learning environment with appropriate schedules and lesson plans will reflect the research based Scholastic Curriculum. This approach aligns with HSELOF, which focuses on promoting learning across central domains prioritized by Head Start: cognitive development, social and emotional development, language and literacy, approaches to learning, perceptual motor, and physical development.
- Outdoor learning environment will be spacious, well-equipped, and supported by appropriate materials and equipment. Teaching staff will provide children with rich opportunities for language development, choices, exploration, and experimentation, fostering their curiosity, creativity, and sense of wonder. Indoor learning centers are labeled, organized, and clutter-free, providing adequate space, unobstructed supervision, culturally and linguistically responsive materials, respect for diverse family structures, quiet and active learning areas, and a variety of opportunities for children to explore, experiment, and learn.
- A diverse range of intentional and purposeful activities that will encompass both teacher-directed and child-initiated learning and play will be provided through large groups, small groups, and one-on-one learning for all children. Classroom lesson plans will reflect these groups.

### (d) Materials and Space for Learning

- Please see the Learning Environment and Materials Specification

### (e) Promotion learning through approaches to rest, meals, routines, and physical activity.

- Head Start (HS) Education Managers and Site Supervisors ensure that classrooms maintain sufficient age-appropriate materials and equipment to support high-quality curriculum implementation and engaging learning experiences. The program also provides necessary accommodation and support to ensure children with disabilities have equitable access to educational activities and can participate fully in all aspects of the learning environment.
- **Screen time** for children ages 2 and older may only be used with prior approval from the HS Education Manager and must be limited to no more than 20 minutes per day. Screen time should be interactive, with children and teachers actively participating through activities such as dancing, exercising, movement, or discussion. When used as a learning tool, screen time must be included in lesson plans and designed to increase engagement and support learning. Screen time may not be



used during meals, snacks, or nap time, and all content must be age-appropriate and free of advertising and violence.

- **Rest/ Nap time** will be a part of the classroom schedule. Rest and nap time will implement an intentional, age-appropriate approach that supports each child's individual developmental and sleep needs. No child is required to nap or rest; children who do not need or choose to rest are provided with quiet, supervised learning activities. Staff will follow zoning maps for placement of children for nap time. During rest time, at least one teaching staff member must always remain fully available to provide direct care and supervision.
- **Meal and Snack times** will be structured as learning opportunities that promote staff-child interaction, communication, and socialization to support children's learning and development. Breakfast, lunch, and a daily snack will be provided for all children present. Teaching staff and volunteers will sit with children during meals and snacks to model appropriate behaviors and encourage meaningful conversations that support language development. Family-style dining will be used to support independence and self-help skills, with preschool children learning to serve themselves hand over hand can be used for assistance. Food will never be used as a punishment or reward. Meal counts will be taken at the time of service.
- Teachers will use daily routines such as **hand washing, diapering, and transitions** as learning opportunities by using activities such as counting, singing, naming objects and other intentional education activities during these times. These times promote children's independence, language development, social-emotional skills, and self-help abilities.
- **Transitions** should be learning opportunities by using activities such as counting, singing, naming objects and other intentional education activities during these times. These transitions promote children's independence, language, development, social-emotional skills, and self-help abilities. Teaching staff will use the Transition Roll Call form during any transitions from the classroom to ensure the safety and accountability of all children. Name-to-face recognition will be done, visually identifying each child's present. Staff will ensure they are following the Transition Roll Call Specification.
- **Physical activity** is intentionally incorporated into the daily schedule and curriculum through planned movement experiences and routine activities that support children's health, learning, and development. Gross motor activities are documented in lesson plans and are not used as rewards or punishment at any time. Continuous scanning of the indoor and outdoor environment and frequent counting of the children will occur by teaching staff to always ensure safety and accountability for all children. Teaching staff will move around and actively supervise the children during outdoor time to ensure a safe and supportive learning environment. Sitting down will not occur unless the teacher is engaged in an activity with a child for a short period of time. Teaching staff will follow their zoning maps for their classroom and playground to ensure they are actively supervising children, and they are positioned in a way that they can always actively supervise all children throughout the day and are zoned correctly. Zoning maps will be placed in the sub binder in each classroom.



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<b>REFERENCE</b>	1302 Education and Child Development Program Services		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024		Pages 1-3
<b>SUBJECT</b>	EHS Child screenings and assessment steps	<b>STANDARD</b>	1302.33

**Policy:** Teaching staff will utilize the selected ongoing assessment tool in assessing, promoting, and supporting a child’s educational progress within 30 calendar days for Early Head Start children and 45 calendar days for Head Start children.

**Brigance Screens III-**Brigance III is a screening instrument utilized to identify developmental needs quickly and accurately in Head Start/Early Head Start, which allow teachers to easily identify potential developmental delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills—all in 10–15 minutes per child.

1. Family Service Workers (FSW) will inform parent/guardian of the types and purpose of all screenings administered prior to the developmental screening.
2. FSW’s will receive parental consent for developmental screening during the enrollment process.
3. If parent/guardian decline consent for developmental screening, the FSW will follow the Decline of Service Policy.
4. Early Head Start (EHS) teachers will complete an initial developmental screening using the **Brigance Screens III** on each child within 30 calendar days of enrollment and every 6 months thereafter. One month prior to the child turning three years old, teaching staff will complete Brigance **Screens III** to understand where the child is developmentally prior to their transition out of Early Head Start.
  - Teachers will plan and become familiar with the directions and scoring procedures before screening a child.
  - Only one teacher at a time (per classroom) can screen a child.
  - Teachers will organize materials before screening a child, making sure all tools needed are available. Doing so will allow the teaching staff to focus their attention on the child and administer the screening effectively.
  - Teachers will determine the child’s chronological age by following the instructions given in the **Brigance Screens III Technical Manuel** or by using the chronological age calculator at [www.BRIGRANCE.com](http://www.BRIGRANCE.com).
  - Teachers will use the appropriate Brigance III scoring sheet for the child's age.
  - Once the basal (the point in the assessment at which the teacher is confident that the child would receive credit for all earlier items), is established, the child will receive credit for all items below the basal.
  - Teachers will give enough time for the child to perform the skill but not too much time that he/she becomes bored waiting for the next direction.
  - If the child offers a correct response or demonstrates ability to do the item, the teaching staff will circle the correct answer or item demonstrated.



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- If the child offers an incorrect response or is unable to demonstrate the skill required, the teaching staff will slash through the number.
- If the child's skill mastery is marginal, emerging, or inconsistent, credit for that skill will not be given.
- To obtain a child's Total Score, teachers will record the number of correct responses for each assessment in the "Number Correct" column. Teachers will not count any correct responses above the discontinued point.
- Teachers will multiply the "Number Correct" by the assigned "Point Value." This number will then be recorded in the "Child's Score" column.
- Teachers will calculate the "Total Score" by adding the numbers in the "Child's Score" column.
- If there are any next steps or recommendations regarding referrals, the teacher will note this on the "Next Steps" section of the form.
- If a child scores low in the first screening, a second screening will be conducted within four to six weeks.
- Recommendations for referrals will be made based on the cutoff scores and on analysis of the child's areas of weakness.
- For children who are bilingual, teachers will follow the recommendations in the Brigance Screens III guide.
- If a referral is needed, teachers will follow the "Referral Policy and Procedures."
- Data obtained from the screening will be used to individualize each child and for lesson planning.
- Scores from the screening will be uploaded into the Brigance Online Management System by the teacher or the Early Head Start Education Manager.
- Teachers will submit a copy of the screening to the Early Head Start Manager within two weeks of completion. EHS Education Manager will input the score in GoEngage. If a referral is required, a "collaboration" note will be sent to the Disability Manager.
- ~~The date of completion will be documented on the Education and Health Tracking by the 15<sup>th</sup> of each month.~~
- The original screening will be reviewed with the child's parents during the next Home Visit by the teacher.
- A copy of the child's screening will be filed in each child's Education Federal File by the teacher.
- Another copy of the child's screening will be filed in an Individualization Notebook/Folder kept in the classroom.
- Teaching staff will analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.

### Assessments for Individualization

Concho Valley Council of Governments Early Head Start uses Teaching Strategies Gold (TSG) online to conduct Checkpoints for each child four times during the program year. Teachers will also use TSG online to complete Anecdotal Notes for each child. TSG online offers a revolutionary approach to early childhood assessment. It is



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an assessment tool available to teachers that is user-friendly and inclusive—one that enables them to increase the effectiveness of their assessments while spending more time with children.

- Teachers will collect observations ongoing to complete each child’s Checkpoint.
- Checkpoints will be completed in TSG four times a year (fall, winter, spring, and summer) by the teacher.
- Checkpoints will be printed from TSG once completed and filed in the child’s Education File.
- ~~Checkpoint completion date will be documented on the Education and Health Tracking by the 15<sup>th</sup> of each month.~~
- Teachers will obtain at least one anecdotal observation per week for each child.
- Anecdotal observations will be uploaded into TSG online.
- Anecdotal notes will be printed off by the teacher each month and placed in the Education section of the child’s Federal File no later than the 10<sup>th</sup> of each month.
- Data obtained from the anecdotal notes and from the Checkpoints will be used to individualize **for** each child and for lesson planning.
- Teachers will analyze assessment data to determine children’s areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



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REFERENCE	1302 Subpart C Education and Child Development Program Services		
APPROVAL/EFFECTIVE	December 10, 2025, March 16 <sup>th</sup> 2026		Pages: 1-3
SUBJECT	Child screenings and assessments for Head Start	STANDARD	1302.33

**Screening (a)**

1. Family Service Workers (FSWs) inform parents or guardians about the child development screenings that will be conducted during the school year during enrollment. During they also obtain consent and explain the purpose of all screenings that will be administered within the first 45 days of school for newly enrolled students. Second- or third-year children by be rescreened if developmental concerns are suspected. (See 1302.45 screening to identify concerns related to behavioral, social and emotional concerns)
2. The Lap-D (Learning Accomplishment Profile-Diagnostic) for ages 3-5 years identifying concerns regarding a child’s motor, cognitive, and language development will be used for research-based development standardized screening as well as the ASQ:SE-2 (Ages & Stages Questionnaires: Social Emotional) which focuses on social-emotional development, behavior, and self-regulation.
3. **(i-ii)** Children that do not pass screening will be internally referred to the HS Education/Disability Manager with parental consent an external referral will be issued to Local Agencies responsible for implementing a formal evaluation to assess the child’s eligibility for services.
4. If a child is determined to be eligible for services under the IDEA (Individuals with Disabilities Education Act), the HS Education/Disability will obtain and upload a copy of the child’s IEP (Individualized Education Plan) into GoEngage. HS Education /Disability Manager will notify parents of the results as well as teachers and FSW and will partner with local agencies for student success. The LEA will be responsible for implementing the Individuals with Disabilities Education Act (IDEA) and the delivery of services.
5. **(i.ii A-B)** If a child is determined not to be eligible for services, the Disability Manager will consult with the Local Education Agency (LEA) representative to determine whether the child has a significant delay in one or more developmental areas that could interfere with the child’s development and school readiness. If a significant delay is identified, the Disability Manager will consult with the parents or guardians to discuss available service options and initiate an external referral to the appropriate agency. Services may be available through the child’s health insurance, or the program may provide necessary services and support under Section 504 of the Rehabilitation Act if the child meets the Act’s definition of a disability. A child who meets the definition of a disability under the Rehabilitation Act will not be excluded from participating in the program.



## Assessment for Individualization (b)

1. CVCOG Head Start uses **CLI Engage** to conduct standardized and structured ongoing developmental assessments three times during the program year.
2. CLI Engage is correlated to the Head Start Early Learning Outcomes Framework (ELOF) and provides formal alignment documents showing how the assessment tools correlate with HSELOF domains and indicators. The Texas PreK Guidelines require measurement at the beginning, middle, and end of year in core domains using a commissioner-approved instrument. CLI Engage is on Texas's approved list for this purpose and is frequently used by districts.
3. Depending on the child's entry date, some children may receive fewer assessments. The Education Manager will provide teaching staff with an annual schedule indicating assessments required based on the month of the child's entry. (Measure 1 – Fall, Measure 2 – Winter, Measure 3 – Spring)
4. Teaching staff observe children in different settings throughout the day and document observations in GoEngage. This data is used to complete developmental assessments for each child.
5. Teaching staff are required to complete observations notes for each child during the following months: October, November, February, and March. The observation notes aligned with ELOF – 3.0 along with assessment results will be used to develop child individualizations.
6. Teaching staff use assessment data, observation notes, and information gathered from parents and guardians – through home visits and parent-teacher conferences - to develop individualized goals that support each child's progress toward school readiness. These goals guide planned activities that are tailored to:
  - individualize instruction for each child
  - small group learning
  - large group experiences
7. Teaching staff analyze assessment data to determine children's areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.
8. Children are assessed in their home language whenever possible. When necessary, program staff will make every effort to identify an individual who speaks and understands the child's language and culture to conduct the assessment. If all reasonable efforts to find such an individual has been exhausted, the screening and assessment may be conducted in English. In these cases, teaching staff will supplement the assessment with additional information, including structured observations over time and input gathered from the family in the child's home language, to accurately evaluate the child's development and progress.
9. If warranted by the assessment data, and with consent from parents/guardians, an internal referral will be sent to the Disability Manager; the Disability Manager will initiate an external referral to the (LEA).
10. Assessment results are shared with parents/guardians during home visits and parent/teacher conferences.
11. Screening data is never used to exclude a child or family from participating in the program.
12. The Education Manager analyzes children's assessment data at least three times a year including subgroups, such as dual language learners and children with disabilities, and shares data with the Executive Committee, Policy Council, and teaching staff. This data is used to establish program goals and for continuous program improvement.



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<b>REFERENCE</b>	1302 Education and Child Development Program Services		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024		Pages 1-2
<b>SUBJECT</b>	Child screenings and assessments- Early Head Start	<b>STANDARD</b>	1302.33

**Policy:** Teaching staff will utilize the selected ongoing assessment tool in assessing, promoting, and supporting a child’s educational progress within 30 calendar days for Early Head Start children and 45 calendar days for Head Start children.

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  - Teachers will plan and become familiar with the directions and scoring procedures before screening a child.
  - Only one teacher at a time (per classroom) can screen a child.
  - Teachers will organize materials before screening a child, ensuring all tools needed are available. This allows the teaching staff to focus their attention on the child and administer the screening effectively.
  - Teachers will determine the child’s chronological age by following the instructions given in the **Brigance Screens III Technical Manuel** or by using the chronological age calculator at [www.BRIGRANCE.com](http://www.BRIGRANCE.com).
  - Teachers will use the appropriate Brigance III scoring sheet for the child's age.
  - Once the basal (the point in the assessment at which the teacher is confident that the child would receive credit for all earlier items), is established, the child will receive credit for all items below the basal.
  - Teachers will give enough time for the child to perform the skill but not too much time that he/she becomes bored waiting for the next direction.
  - Teachers will calculate the “Total Score” by adding the numbers in the “Child’s Score” column.



- If there are any next steps or recommendations regarding referrals, the teacher will note this in the “Next Steps” section of the form.
- If a child scores low in the first screening, a second screening will be conducted within four to six weeks.
- Recommendations for referrals will be made based on the cutoff scores and on analysis of the child’s areas of weakness.
- For children who are bilingual, teachers will follow the recommendations in the Brigance Screens III guide.
- If a referral is needed, teachers will follow the “Referral Policy and Procedures.”
- Data obtained from the screening will be used to individualize each child and for lesson planning.
- Screenings will be uploaded into the Brigance Online Management System by the teacher, or the Early Head Start Education Manager.
- Screening results will be uploaded into GoEngage by the Data Clerk within 30 days of completion.
- A copy of the child’s screening will be filed in each child’s Education Federal File by the teacher.
- Teaching staff analyze assessment data to determine children’s areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.

### Assessments for Individualization

Concho Valley Council of Governments Early Head Start uses Teaching Strategies Gold (TSG) online to conduct Checkpoints for each child four times during the program year. Teachers will also use TSG online to complete Anecdotal Notes for each child. TSG online offers a revolutionary approach to early childhood assessment. It is an assessment tool available to teachers that is user-friendly and inclusive—one that enables them to increase the effectiveness of their assessments while spending more time with children.

- Teachers will collect observations ongoing to complete each child’s Checkpoint.
- Teachers will obtain at least one anecdotal observation per week for each child.
- Anecdotal observations will be uploaded into TSG online.
- Anecdotal notes will be printed off by the teacher each month and placed in the Education section of the child’s Federal File.
- Data obtained from the anecdotal notes and from the Checkpoints will be used to individualize each child and for lesson planning.
- Teaching staff analyze assessment data to determine children’s areas of strength and weaknesses and to determine progress made toward meeting school readiness goals.



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<b>REFERENCE</b>	1302 Subpart C Education and Child Development Program Services		
<b>APPROVAL/EFFECTIVE</b>	7-10-24/ 6-10-26	Pages: 1	
<b>SUBJECT</b>	Parent and family engagement in education and child development services	<b>STANDARD</b>	1302.34

(a) CVCOG Head Start will structure education and child development services to recognize and support parents as their child’s primary and lifelong educators and will actively encourage and promote parent engagement in all aspects of their child’s learning and development.

(b) Opportunities for parents and family members to be involved in the program’s education services

1. We have an Open Door Policy where programs ensure classrooms are welcoming and accessible by allowing parents to visit during programming hours and creating a family-friendly environment where parents feel comfortable and involved.
2. Ongoing Teacher-Parent Communication from teachers keep families informed by sharing daily updates (apps, notes, conversations at drop-off/pick-up and communication about routines, activities and behavior.
3. **Head Start** -Parent Teacher Conferences will be held twice a year to review child progress, development, and classroom experiences. Teachers will also collaborate with families on student’s goals and strategies.
4. **Early Head Start**-Parent Teacher Conferences will be held within the first 45 days of enrollment and then every six months thereafter. Teachers will conduct these conferences on site and collaborate with the family on any goals that they have for the child.
5. **Head Start** - At least two Teacher Home Visits THV will be conducted per program year. Visits will take place at a private location of the parent’s choice. THV will consist of learning about the child and well family routines, cultures, and goals. Visits will take place at a private location of the parent’s choice. THV will consist of learning about the child and well family routines, cultures, and goals.
6. **Early Head Start**-Home Visits will be conducted within the first 45 days of enrollment and then every six months thereafter. Teachers will conduct these Home Visits within the site unless the parent requests to be done at another location. Progress and “next steps” will be discussed with the families.
7. Curriculum Input and feedback will occur yearly at parent meetings and by sharing information about curriculum through material distribution.
8. Volunteer opportunities are encouraged by offering flexible opportunities for parents to volunteer in the classroom and or events removing participation barriers when possible.
9. Not Applicable
10. Communication will be given in multiple formats (written, digital, and verbal). Communication adaptation will occur to meet cultural language and accessibility needs.



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<b>REFERENCE</b>	1302 Subpart F Additional Services for Children with Disabilities		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, July 8, 2026/ July 8, 2026		Pages: 1
<b>SUBJECT</b>	Full participation in program services and activities	<b>STANDARD</b>	1302.60

In a Head Start center, this standard means that children with disabilities are included in all program activities with their peers to the greatest extent appropriate, while receiving the services and support they need to be successful. The services and support can be and not limited to the following:

- **Inclusive Classrooms:** Children with disabilities participate in the regular classroom setting alongside typically developing peers rather than being separated whenever possible.
- **Individualized Supports:** Teachers implement accommodations and modifications identified in the child's IFSP or IEP, such as visual schedules, adaptive equipment, communication devices, or specialized instructional strategies.
- **Collaboration with Specialists:** Teachers work closely with parents, therapists, special education staff, and service providers to support the child's goals within daily routines and activities.
- **Full Participation:** Children with disabilities are included in center activities, meals, outdoor play, family events, and transitions with appropriate support.
- **Family Engagement:** Families are involved in planning services, setting goals, attending meetings, and making decisions regarding their child's education and development.
- **Staff Training:** Staff receive ongoing training on inclusion practices, disability awareness, and strategies to support diverse learning needs as needed.
- **Least Restrictive Environment (LRE):** Services are provided in the child's regular learning environment whenever possible rather than removing the child from the classroom.



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<b>REFERENCE</b>	1302 Subpart F Additional Services for Children with Disabilities		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, July 8, 2026/July 8, 2026,		Pages: 1
<b>SUBJECT</b>	Additional services for children	<b>STANDARD</b>	1302.61

(a) CVCOG Head Start ensures that children with disabilities receive individualized support and services in inclusive classroom settings, allowing them to fully participate in all learning activities, routines, and family engagement opportunities alongside their peers. Information needed to provide individualized support through multiple sources, including:

- Developmental screenings and ongoing assessments to identify strengths, needs, and areas for growth.
- Parent and family input gathered during enrollment, home visits, parent teacher conferences, and ongoing communication.
- IFSPs and IEPs for children receiving Early Intervention or Special Education services.
- Observations conducted by teachers during daily routines, play, and learning activities.
- Consultation with specialists such as speech therapists, occupational therapists, physical therapists, mental health consultants, and disability service providers.
- Health and developmental records shared by families and healthcare providers, as appropriate.
- Multidisciplinary team meetings where teachers, families, and specialists collaborate to review progress and plan supports.

(b) CVCOG Head Start program provides individualized support and accommodation immediately when concerns are identified, rather than waiting for IDEA eligibility to be determined. The program uses information from family input, developmental screenings, observations, assessments, health providers, and specialists to address the child's needs while the evaluation process is underway. Support and accommodation can include the following but are not limited to:

- Adjusting classroom activities and teaching strategies.
- Providing visual support, behavior support, or communication aids.
- Collaborating with families and community service providers.
- Implementing accommodations recommended by health professionals.
- Providing services under Section 504 when applicable.
- Using Head Start resources and funds to support the child's participation until eligibility decisions are made.

(c) We ensure the individual needs of children eligible for services under IDEA are met. Ensuring children with IFSPs and IEPs receive appropriate services by maintaining ongoing collaboration with families, local education agencies, MOU partners, Early Intervention programs, and related service providers. Teachers and staff implement accommodations, modifications, and strategies identified in the child's IFSP or IEP, monitor progress toward goals, and participate in team meetings to review and update plans. Services are provided within the regular classroom environment whenever possible to support inclusion and participation alongside peers. The program also coordinates transition planning for children moving from Early Head Start to preschool services and from Head Start to kindergarten, ensuring families are informed and involved throughout the process through individualized meetings.



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<b>REFERENCE</b>	1302 Subpart F Additional Services for Children with Disabilities		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, July 8, 2026/July 8, 2026		Pages: 1
<b>SUBJECT</b>	Additional services for parents	<b>STANDARD</b>	1302.62

(a) The Disability Manager, in conjunction with the Family Service Worker (FSW) will meet with parents/guardians of children with disabilities, including but not limited to children eligible for services under the Individuals with Disabilities Education Act (IDEA), to ensure:

- Children’s needs are being met.
- Provide parents/guardians with information, resources, and guidance to advocate for services that best meet their child's needs.
- Provide guidance and referrals to help parents/guardians access family resources, adaptive equipment, family support programs, and specialized supports. Including viewing supports through a child’s health insurance and helping the family establish eligibility for programs.

(b) The Disability Manager, in conjunction with the FSW will meet with parents/guardians of children that are eligible for services under IDEA to ensure:

- They understand the referral, evaluation, and service timelines required under IDEA;
- They actively participate in the eligibility process and Individualized Education Program or Individualized Family Service Plan (IEP or IFSP) development process with the local education agency (LEA) or early intervention agency (ECI) responsible for implementing IDEA, including by informing parents/guardians of their rights to invite a Head Start representative to participate in all meetings;
- Understand the purposes and results of evaluations and services provided under the IEP or IFSP; and,
- Ensure their children’s needs are accurately identified in and addressed through the IEP or IFSP.



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<b>REFERENCE</b>	1302 Subpart F Additional Services for Children with Disabilities		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024, July 8 <sup>th</sup> 2026/July 8 <sup>th</sup> 2026		Pages: 1
<b>SUBJECT</b>	Coordination and collaboration with the local agency responsible for implementing IDEA	<b>STANDARD</b>	1302.63

(a) CVCOG Head Start/Early Head Start coordinates with the local agency responsible for implementing Individuals with Disabilities Education Act (IDEA) by establishing partnerships and referral procedures (Referral Specification) to identify children who may have developmental delays or disabilities. Staff conduct required developmental screenings (Lap-D), reviews ongoing assessment (CLI-Engage), anecdotal/observation data, family input, and make timely referrals when concerns are identified. Staff also participate in Child Find activities, collaborate with local education agencies and Early Childhood Intervention (ECI) programs, and share information with families to ensure children who may be eligible for IDEA services are identified, referred, and evaluated as early as possible. See 1302.33 for screening and assessment.

(b) CVCOG Head Start/Early Head Start collaborates with local education agencies (LEAs), ECI, and other IDEA service providers to develop and maintain interagency partnerships that support timely referrals, evaluations, service coordination, and transition planning for children with suspected or identified disabilities. Through ongoing communication and established referral procedures, the program coordinates Child Find activities, participates in IFSP and IEP meetings, and works with community partners to ensure children receive services in the least restrictive environment whenever possible. CVCOG Head Start also collaborates with IDEA agencies to reduce unnecessary dual enrollment, maximize children's participation in their regular Head Start classroom, and support smooth transitions from Early Head Start to preschool special education services and from Head Start to kindergarten. See 1302 Subpart G Transition Services.

(c) CVCOG Head Start/Early Head Start participates in the development and implementation of IFSPs and IEPs, upon parent request, by sharing screening, assessment, and observation data. Staff will collaborate with IDEA agencies and families, in transition meetings, and implement individualized supports and services identified in each child's plan.

(d) A copy of the students IEP or IFSP will be uploaded into GoEngage in the students digital file and are consistent with the IDEA requirements in 34 CFR parts 300 and 303.



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<b>REFERENCE</b>	1302 Health Program Services Subpart D		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, December 11, 2024		Pages: 1
<b>SUBJECT</b>	Oral Health Practice	<b>STANDARD</b>	1302.43

**Policy:**

The CVCOG Head Start Program will promote effective oral health hygiene by ensuring all children with teeth are assisted by teaching staff in brushing their teeth with toothpaste containing fluoride once daily.

1. Each child and **teacher/ teacher assistant** will have his/her own toothbrush and toothpaste labeled with their first and last name.
2. Each storage slot will be labeled with the child’s first and **last initial**.
3. Teachers/Teachers Assistant will provide new toothbrushes and toothpaste to each child every 3 months. If a child needs a new toothbrush sooner than the 3-month period due to wear, a new toothbrush will be provided.
4. Site Supervisors will create a colored toothbrush schedule and send it to the Health Manager.
5. Toothbrushes and toothpaste will be stored out of reach of children when not in use.
6. If toothbrush storage does not have an attached cover or lid to cover the toothbrushes, then a mesh cover will be placed over the storage box.
7. Toothbrushing will be done daily either after breakfast or lunch, all together sitting at the table. Teachers/ teacher assistants will brush their teeth with the children to model toothbrushing. Teachers will have to provide the site supervisor with a toothbrush schedule, and the schedule cannot be changed **(only exemption is the beginning of the year to see what works better for the classroom)**.
8. The toothbrush schedule must be included on the classroom board with the schedule.

**Infant and Toddler Oral Care**

For infants under the age of one:

1. Teaching staff must wash their hands and cover one finger with wet gauze or wet soft cloth.
2. Teaching staff will gently wipe the infant’s gums after each feed.
3. Teaching staff will wash their hands after each individual infant’s gums have been cleaned.
  - Infants can transition to an infant toothbrush once the infant has received their first tooth.
  - Infants with their first tooth to 12 months will use a toothbrush and water.
  - Infants/toddlers from the age of 13 months to 23 months will use toothpaste without fluoride.
  - **Infants/toddlers will change from infant toothbrush to toddler toothbrush at 18-months of age.**
  - Starting at the age of 2, toddlers can use toothpaste with fluoride.
  - Infants using the infant toothbrush will brush their teeth daily after lunch or breakfast.



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<b>REFERENCE</b>	1302 Health Program Services Subpart D		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024, August 14, 2024, November 13, 2024, July 9, 2025, November 12, 2025	Pages: 1-3	
<b>SUBJECT</b>	Child Mental Health and Social and Emotional Well-being	<b>STANDARD</b>	1302.45

**Policy:**

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

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

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

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

1. For children with consistent challenging behaviors, Teachers/Teacher Assistants will complete **Behavior Observation Notes** before a **Behavior Plan** is concerned.
2. **Behavior Observation Notes** will be sent to the **Mental Health Manager as they occur through email.**
3. Information that needs to be included in the Behavior Observation Notes:



- a. What was the child doing before the behavior occurred? (Jojo was playing with some blocks in the corner).
  - b. Describe the behavior. (Jojo grabbed the toys from Sally and slapped her in the face). Do not add your thoughts (because he was mad, angry, and frustrated).
  - c. What happened after the behavior? (I took Jojo to a safe space and let him calm down).
4. The Mental Health Manager will review the notes and upload them under the **Team Case Conferencing by Classroom/Caseload** in Goengage.
  5. The Health/Mental Health will collaborate with the Education Manager and the Classroom Specialist through Goengage.
  6. The Health/Mental Manager will share notes with the Mental Health Consultant.
  7. The Mental Health Manager, Education Manager, and Classroom Support Specialist will make several observations regarding the child in question and give strategies and/or resources to the teaching staff.
  8. Once teaching staff have implemented strategies provided by Mental Health Consultant, Education Manager, Health/Mental Health Manager, and Classroom Support Specialist and the child continues to have consistent challenging behaviors, a meeting with the parents/guardians, Mental Health Manager, Education Manager, and Classroom Specialist will occur to place the child on a **Behavior Plan**.
  9. If outside services are not obtained, another meeting will be set up with parents/guardians to discuss the child being put on a **Addendum Behavior Plan**.
  10. Children on a **Behavior Plan** will be reevaluated monthly and/or as needed.
  11. **Behavior Plans** will be put in place as needed. Suspension will only be used as a last resort when children and staff are at risk. If suspension is necessary, it will have to be approved by the Head Start Program director.
  12. If a child is hurting other children/staff depending on the severity of injury and the **Behavior Plan** meeting has not been held, staff may send the child home for the day with the approval from the site supervisor, Mental Health Manager, or anyone in Admin.
  13. If a child needs to be placed on a **Behavior Plan** and staff are unable to contact parents/guardians. Actions for the **Behavior Plan** will proceed.
  14. For children on **Behavior Plans**, parents/teachers will be asked to participate in a form of parent education specific to child behaviors if needed.

#### **Early Head Start:**

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



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13. The Health/Mental Health Manager will provide an external referral if needed.

**Mental Health Consultants:**

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



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<b>REFERENCE</b>	1302 Health Program Services Subpart D		
<b>APPROVAL/EFFECTIVE</b>	July 10, 2024 / July 10, 2024 , July 9, 2025/July 9, 2025		Pages: 1
<b>SUBJECT</b>	Family Support Services for Health, Nutrition, and Mental Health	<b>STANDARD</b>	1302.46

**Policy:**

Head Start/Early Head Start must collaborate with parents to promote children’s health and well-being by providing medical, oral, nutrition, and mental health educational support services.

1. Family Service Worker (FSW) will meet with parents/guardians that express concerns about health, nutrition, and mental health services.
2. Parents/guardians will complete a **Social Emotional Screening Assessment before entering the program.**
3. Upon entry, parents/guardians will have access to the **Welcome Packet.**
4. Parents/Guardians will complete the **Parent Education Survey.**
5. FSW will share and evaluate a family’s health and well-being during the Family Partnership process and provide services as needed.
6. FSW will share information and education with parents/guardians during Family Partnerships Agreements and Parent Education meetings.
7. Upon entry, the FSW will explain to parents/guardians all services and screenings the child will receive while in the program.
8. FSW will help parents/guardians understand any diagnostic and treatment procedures needed for ongoing care.
9. FSW will collaborate with parents/guardians that express concerns about health, nutrition, and mental health services.



<b>REFERENCE</b>	1302 Subpart E Family and Community Engagement Program Services		
<b>APPROVAL/EFFECTIVE</b>	July 10 <sup>th</sup> , 2024 / July 10 <sup>th</sup> , 2024/ July 9 <sup>th</sup> 2025 /July 9 <sup>th</sup> 2025/	Pages: 1-2	
<b>SUBJECT</b>	Family Engagement	<b>STANDARD</b>	1302.50

**Family Engagement Approach**

**Parents as Children’s Primary Teachers**

- Teaching staff will provide home learning activities that support parents in extending classroom learning experiences and promoting their child's development at home.
- The **Family Engagement Approach** is a comprehensive plan developed by the FAMCO Manger to foster meaningful connections between families and the Head Start program. This plan outlines strategies and activities that promote family well-being, strengthen parent-child relationships, and support ongoing learning and development at home and in the classroom throughout the program year. Teaching staff will implement the **Family Engagement Approach** and receive training during onboarding and annual In-Service training.
- The program will implement intentional father engagement strategies that encourage fathers, father figures, and male caregivers to participate in their children's education, family activities, goal setting, classroom events, and program leadership opportunities.
- Teaching staff will share child portfolios, assessment information, and developmental progress reports with parents to strengthen their understanding of their child's growth and development and support their role as their child's primary teacher.
- Parents will be invited to participate in classroom and program activities through volunteer opportunities identified on the **Parent Education/Volunteer Survey**. Families will be encouraged to share cultural enrichment traditions, languages, and stories to promote cultural responsiveness and support meaningful family engagement in their child's education.

**Relationships with Parents**

- Staff will establish and maintain respectful, caring, and professional relationships with families that honor each family's unique cultural, ethnic, linguistic, and individual backgrounds.
- The program maintains an open-door policy that promotes transparency, accessibility, inclusivity, and family participation in program activities and decision-making.
- Staff will maintain ongoing, respectful, two-way communication with families through parent-teacher conferences, home visits, electronic communication, Family Partnership meetings, and informal interactions.
- During enrollment, families will be invited to complete the **Parent Education/Volunteer Survey** to identify interests, strengths, skills, and opportunities for participation. Information gathered through the survey will be used to foster collaboration, build trusting relationships, and encourage meaningful family engagement in the program.

**Initial Family Partnership Agreement**



- Family Service Workers (FSW) will invite all families entering the program from June 1<sup>st</sup> to April 15<sup>th</sup> to participate in the Individual Family Partnership Agreement. Families entering after April 1<sup>st</sup> will have a **Family Needs Assessment** completed.
- The Family Partnership process will identify family strengths, interests, needs, and goals and connect families to community resources that support family well-being, including family safety, health, mental health, housing stability, employment, education, and economic self-sufficiency.

#### **Parent Opportunities to Participate**

- Family Service Workers (FSW) will encourage parents to fill out the **Parent Education/Volunteer Survey** at enrollment which identify interests, skills, and opportunities for participation in program activities and volunteer opportunities. Parents who volunteer more than eight hours per week will complete the required Volunteer Packet available through the Head Start office or Family Service Worker.
- Family Service Workers (FSW) and teaching staff will promote parent participation throughout the program year through newsletters, calendars, flyers, electronic communications, and other family engagement activities.
- Current job openings will be posted on site boards, included in site newsletters, and shared in the monthly Director's Report. Current Head Start parents will receive preference for employment opportunities for which they meet the required qualifications.

#### **Preferred Language and Safe Environments**

- Interpreters will be provided, if possible, or other communication tools will be used for all non-English speaking families. Materials will be translated into the family's native language, when applicable.
- The program will provide families with opportunities to communicate and share personal information in a safe, respectful, and confidential environment. Families may choose an alternate meeting location based on their preferences and needs.

#### **Procedures for sharing information:**

- Follow Standards and Implementations – 1303 Subpart C – Protections for the Privacy of Child Record



<b>REFERENCE</b>		1302 Subpart E Family and Community Engagement Program Services	
<b>APPROVAL/EFFECTIVE</b>		July 10 <sup>th</sup> , 2024 / July 10, 2024	Pages: 1
<b>SUBJECT</b>	Parent Activities to Promote Child Learning & Development	<b>STANDARD</b>	1302.51

**Supporting parent-child Relationships and Child Development (Language, Dual Language, Literacy, & Bi-Literacy)**

- Teaching staff will support parent-child relationships by following the **Family Engagement Approach** and the **Parent Education Curriculum Approach**. The forms will be updated annually, and requirements given at In-Service or upon new employment.
- The program will promote shared responsibility between parents and staff for children's learning and development by providing opportunities for families to participate in educational activities, goal setting, assessment discussions, and home learning experiences that support school readiness goals.
- Teaching staff will provide biliteracy reading areas in classrooms and or school libraries and give parents the **Monthly Reading Log** to complete at home monthly.
- Administration will provide all parents with a dual language research-based parent education program.
- Staff will provide families with information regarding the importance of regular attendance and will partner with parents to identify and address barriers to attendance when concerns arise. For the importance of attendance see Subpart A – ERSEA 1302.16 Attendance.
- All staff will provide information and resources on the benefits of dual language learning and bilingualism/biliteracy in the **Welcome Packet**, parent meetings quarterly, and or as requested from Family Service Workers (FSW).

**Research-Based Parent Curriculum**

- **Family Service Workers (FSW)** and teaching staff will follow the **Parenting Curriculum Approach** offering various opportunities for parents to participate in a research-based parenting curriculum. Forms will be updated annually, and training requirements will be given at In-Service or upon staff new employment.
- **Family Service Workers (FSW) Parent Education Book** will be updated yearly with a variety of parent education options.



<b>REFERENCE</b>	1302 Subpart E Family and Community Engagement Program Services		
<b>APPROVAL/EFFECTIVE</b>	July 10 <sup>th</sup> , 2024 / July 10, 2024/ July 9 <sup>th</sup> 2025/July 9 <sup>th</sup> 2025	Pages: 1	
<b>SUBJECT</b>	Family Partnership Services/Process	<b>STANDARD</b>	1302.52

### Family Partnership Process

The **Family Partnership Process** supports family well-being, includes family safety, physical and mental health, economic stability, child learning and development, services for child with disabilities when applicable and parental confidence and skills that promote children’s early learning and development.

- Family Partnership Agreement will begin in September/October. Family Service Worker (FSW) will schedule a meeting with families at their selected locations. Family Partnership Agreements will be conducted within 60 days of the students first day of attendance.
- Family Service Workers (FSW) will invite families entering the program during the school calendar year prior to April 30<sup>th</sup> to participate in the Family Partnership Agreement. Families entering after April 30<sup>th</sup> will have a **Family Needs Assessment** completed so services can be provided if needed and family will begin the full Family Partnership Process the next calendar school year. Early Head Start dates will vary due to full time status. Please consult FAMCO Manager for time schedules.
- The Family Partnership Agreement will include the following tasks: **Family Needs Assessment, IFPA- Goal Setting and Follow-ups, and Internal/External Referrals**. Staff will join in the process together with families to help them achieve individualized family established goals.

### Individualize Family Partnership Completion

- All forms/processes below are part of the Family Partnership Process. Families without access to technology will be provided with the necessary tools to complete forms, or they may choose to complete them on paper.
  - **Needs Assessment - Identification** of family strengths and needs based from Head Start Family and Community Engagement Framework. Complete on paper, enter into GoEngage, and scan into GoEngage.
  - **IFPA Goal Setting and Follow up-** Establish goals to review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis, as necessary. Completed in and document with signatures in GoEngage.
  - **Family Skills Inventory** – Identifies interests, goals, strengths, and aspirations of the family. Complete on paper and scan into GoEngage.
  - **Internal/External Referrals** – An outreach of services from within our organization and with community partners, based on urgency and intensity of identified family needs and goals. Complete in GoEngage and document with signatures.
- FAMCO Manger will access GoEngage to confirm completion of all Family Partnership Agreements and analyze aggravated data throughout the year.



**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: July 8<sup>th</sup>, 2026  
Re: CVCOG Head Start Policies and Procedures

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Consider and take appropriate action concerning the request of the CVCOG Head Start Policies and Procedures.

- ERSEA 1302.12, 1302.13, 1302.14, 1302.16, 1302.70, 1302.71,
- Education HS&EHS 1302.30, 1302.31, 1302.33, 1302.34
- Disabilities 1302.60, 1302.61, 1302.62, 1302.63
- Health 1302.43, 1302.45, 1302.46
- Family and Community Engagement Program Services 1302.50, 1302.51, 1302.52

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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:** 07/08/2026

**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 Head Start Policies and Procedures: a. ERSEA, b. Education HS & EHS, c. Disabilities, d. Health, and e. Family and Community Engagement Program Services.

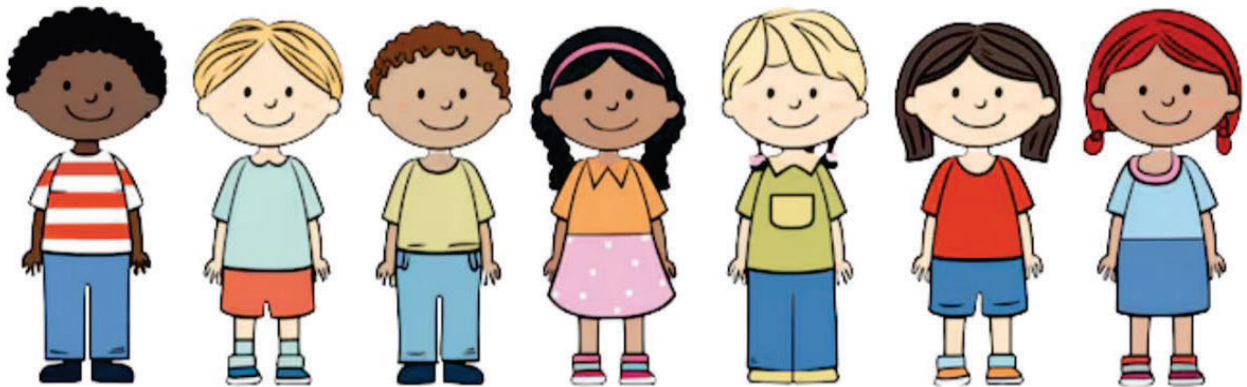
- a. 1302.12, 1302.13, 1302.14, 1302.16, 1302.70, 1302.71, 1302.72
- b. 1302.30, 1302.31, 1302.33, 1302.34
- c. 1302.60, 1302.61, 1302.62, 1302.63
- d. 1302.43, 1302.45, 1302.46
- e. 1302.50, 1302.51, 1302.52

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

# PARENT HANDBOOK

2026-2027 SCHOOL YEAR

## HEAD START EARLY HEAD START



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



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# CVCOG HEAD START CAMPUS DIRECTORY

## **Day Head/Early Head Start**

3026 N. Oakes  
San Angelo, TX 76901  
325-481-3395

## **Eldorado Head Start**

826 N. Divide  
Eldorado, TX 76936  
325-853-3366

## **Menard Head/Early Head Start**

110 E. San Saba Ave.  
Menard, TX 76859  
325-396-2885

## **Ozona Head Start**

1310 Ave G.  
Ozona, TX 76943  
325-392-3429

## **San Jacinto Head/Early Head Start**

304 N. Pope  
San Angelo, TX 76903  
325-659-3670

## **Administration Team**

5430 Link Rd,  
San Angelo, TX 76904  
325-944-9666

## HOURS OF OPERATION

### **Head Start/Early Head Sites**

Monday - Friday  
7:30 A.M. - 3:30 P.M.

Day, Eldorado, Menard, Ozona & San Jacinto

### **Administration Team**

Monday - Friday  
8:00 am - 5:00 pm

### **Head Start Classrooms**

Monday-Friday  
7:45am - 1:45 pm  
August - May

Day, Eldorado, Menard, Ozona & San Jacinto

### **Early Head Start Classrooms**

Monday-Friday  
7:45 am - 2:45 pm  
August-June  
(Closed July)

Day, Menard, & San Jacinto

# HEAD START ADMINISTRATION STAFF

<b>Carolina Raymond</b>	<b>Director</b>	<b>325-944-9666 Ext. 224</b>
<b>Stephanie Hernandez</b>	<b>Assistant Director/Early Head Start Education Manager</b>	<b>325-944-9666 Ext. 273</b>
<b>Stacy Walker</b>	<b>Head Start Education / Disability Manager/Data Specialist</b>	<b>325-944-9666 Ext. 244</b>
<b>Ofelia Barron</b>	<b>ERSEA / Facilities Manager</b>	<b>325-944-9666 Ext. 250</b>
<b>Madelyn Herrera</b>	<b>Family &amp; Community Manager</b>	<b>325-944-9666 Ext. 245</b>
<b>Mary Husted</b>	<b>Nutrition Manger</b>	<b>325-944-9666 Ext. 248</b>
<b>Maida Rojas</b>	<b>Classroom Specialist</b>	<b>325-944-9666 Ext. 246</b>
<b>Melissa Miranda</b>	<b>Health / Mental Health Manager</b>	<b>325-944-9666 Ext. 266</b>

## OUR MISSION

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

## OUR VISION

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

## OUR VALUES

We promote and stand for:  
Family empowerment, school readiness, independence and self-sufficiency, community collaboration, healthy children and families, mental wellness health, and safe and nurturing environments.

## **School Operations**

### **Arrival or Departure**

Each child must be signed in and out by a parent, legal guardian, or an authorized adult who is at least 18 years of age. To support your child's success and participation in program activities, it is important that children arrive and depart on time each day.

Upon arrival, parents or guardians will be asked to complete a Daily Child Well Check. As part of this process, program staff will conduct a visual assessment of the child to identify any potential health concerns, including signs or symptoms of illness, injury, or changes in behavior since the child's last day of attendance. This screening helps ensure the health, safety, and well-being of all children in the program.


### **Drop off / Pick-up-Appropriate Release of Children**

During enrollment, families are required to complete the Admission Information Form and update their GoEngage profile with the names of all individuals authorized to pick up their child.

Parents/guardians must acknowledge and approve this information as part of the enrollment process.

Once enrolled in the program, if you would like to add another person to your child's authorized pick-up list, you must notify your Family Service Worker at least one day in advance. The parent/guardian must come in to sign the required documentation and update the GoEngage profile to add the new individual. The person must be officially approved and listed before they are permitted to pick up the child.

- 1.** When the gates are closed during pick-up and drop-off times, individuals must check in at the office to obtain campus authorization. Where applicable, the Raptor system will be used to verify approval, and a visitor pass will be issued for all sites.
- 2.** Staff will request a valid photo identification from any individual picking up a child and verify that the person is listed on the authorized pick-up list in GoEngage. A copy of the photo identification will be uploaded to the individual's GoEngage profile. This procedure will continue until staff are familiar with all approved individuals on the pick-up list.
- 3.** In cases where a parent wishes to deny access to a non-custodial parent, the parent must provide the program with appropriate legal documentation, such as a custody decree, restraining order, or termination of parental rights. The program will also require a recent photo of the individual to ensure proper identification and enforcement of the restriction.
- 4.** In cases where there is concern for potential kidnapping or violence, photographs of the individual must be provided to assist staff in accurately identifying and preventing unauthorized access.
- 5.** If an adult arrives at a site and is not permitted access to a child, staff will escort the individual to the office. Staff will inform the individual that documentation is on file restricting access to the child and will request that they leave the premises. If the individual refuses to leave, staff will notify them that law enforcement will be contacted.
- 6.** Staff will also contact the custodial parent and the Family and Community Partnership Manager to report the incident.

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7. Individuals listed on the Registered Sex Offender Registry are not permitted on campus unless they are the student's legal guardian. If a legal guardian on the registry is present on campus, they must be accompanied by CVCOG staff at all times while on site.

Please remember that your child will be released only to individuals listed on the child's authorized pick-up list. Under no circumstances will letters or phone calls be accepted to make changes to this list. Any person authorized to pick up a child must be at least 18 years of age.

**It is extremely important that your home, work, and cell phone numbers, as well as the contact information for all authorized pick-up individuals, are kept current. If the program has not been notified of any changes prior to the designated pick-up time, staff will contact individuals listed on the authorized pick-up list.**

If the staff member in charge observes that a parent/guardian or designated pick-up person appears unable to safely transport a child, staff will express their safety concerns and request that an alternative individual be contacted to provide transportation. However, if the individual insists on transporting the child, staff will notify local law enforcement to help ensure the safety and well-being of the child.

### **Late Pick-up**

Children must be picked up by the program's designated closing time. Parents or guardians are responsible for ensuring that authorized pick-up arrangements are made if they are unable to arrive on time.

If a child has not been picked up by closing time, program staff will make every effort to contact the parent/guardian and any emergency contacts listed on the child's enrollment forms. Children will remain under staff supervision until an authorized adult arrives.

Repeated late pick-ups may result in a conference with the parent/guardian to discuss concerns and develop a plan to ensure timely pick-up.

In the event that no authorized adult can be reached and the child has not been picked up within a reasonable period of time after closing, the program may contact local authorities or child protective services, as required by state regulations and program policies.

Parents and guardians are encouraged to notify the center as soon as possible if an emergency or unexpected circumstance will cause them to be late.

## Attendance and Absences

Regular attendance is essential to your child's success in the Head Start program. Consistent attendance helps children develop positive learning habits, build relationships with teachers and peers, and benefit fully from program services.

The Concho Valley Council of Governments Head Start Program monitors attendance daily and works closely with families to support regular attendance. Attendance is recorded each day in GoEngage, and reasons for absences are documented through Case Notes in GoEngage.

### Daily Attendance Expectations

- Children are expected to attend the program every scheduled day.
- Classrooms hours are as follows, Monday-Friday (consistent with Independent School District calendars):
  - **Head Start Preschool 7:45am-1:45pm**
  - **Early Head Start 7:45am-2:45pm**
- Please arrive and pick up your child on time to support a consistent routine.

### Reporting an Absence

Parents or guardians are required to notify the center whenever their child will be absent. Families **must** provide appropriate documentation, such as a **physician's note or a written absence note**, when applicable or as requested by the Head Start staff.

If absences are due to illness or are otherwise well documented, no additional action may be required. However, when absences result from other factors, including temporary family circumstances that affect a child's regular attendance, the program may initiate family support procedures to help improve attendance.

## Attendance Follow-Up Procedures

### 1. First Day of Absence:

If the parent or guardian has not notified the program of the child's absence by 9:00 a.m., the Receptionist or Site Supervisor will attempt to contact the parent or guardian. All communication and contact attempts will be documented in GoEngage.

### 2. Second Consecutive Day of Absence:

The Family Service Worker (FSW) will conduct a home visit or make other direct contact with the family. If the FSW is unable to reach the family, a letter or door knocker requesting immediate contact will be left at the residence. All contact attempts and communications must be documented in GoEngage through a Case Notes. Follow-up efforts will continue until direct contact with the family has been established.

### Documentation after Absence

A parent must provide an explanation for any absence upon the child's arrival or return to the site. A written note must be submitted with a date and signature of the parent.

## **Attendance Accommodation Plan for Serious Illness, Custody Arrangements, Behavior Plans, Travel, and Transportation**

Attendance accommodation may be approved when a child is unable to attend due to a serious or life-threatening illness, related medical treatment, custody arrangements, behavior support plans, travel, or transportation challenges.

For absences related to a serious or life-threatening illness or medical treatment that makes regular attendance infeasible, the parent or guardian must provide documentation from a physician licensed to practice in Texas. The documentation must verify the child's medical condition and specify the anticipated duration of the absence or treatment period.

Attendance accommodations for custody arrangements, behavior support plans, travel, or transportation needs may also be considered. These accommodations must include an agreed-upon return date and be approved collaboratively by the ERSEA Manager, Family Services Worker (FSW), and the parent or guardian.

### **Excused vs. Unexcused Absences**

Absences are classified based on the reason provided by the family and program review.

**Excused absences** include illness, medical or dental appointments, family emergencies, court appearances, religious observances, or other valid personal or family reasons approved by the program.

**Unexcused absences** include lack of transportation without prior communication, oversleeping, failure to notify the program of an absence, non-essential personal reasons, or other absences that do not meet the criteria for an excused absence.

Families are encouraged to communicate with program staff as soon as possible regarding any absence so that appropriate support and documentation can be provided.

**After a child accumulates five unexcused absences, the Family Service Worker (FSW) will develop an Attendance Plan with the family.** The plan will identify the causes of absenteeism and outline strategies to improve attendance.

#### **The Attendance Plan may include:**

- Direct and timely contact with parents or guardians
- Intensive case management services
- Referrals to community resources
- Additional family support services, as needed

The Attendance Plan and all follow-up activities will be documented in GoEngage.

When a child accumulates four additional unexcused absences (for a total of nine unexcused absences), the Attendance Plan will be reviewed and updated as needed.

## Chronic Absenteeism

The program reviews attendance records regularly to identify children who are at risk of chronic absenteeism. A child may be identified as at risk if they:

- Miss ten percent (10%) or more of program days; or
- Fall below 85% monthly average daily attendance

When attendance concerns are identified, the Family Service Worker will work with the family to implement strategies and supports designed to improve attendance.

If a child's attendance falls below 85% for two consecutive months and the family is unable to provide documentation supporting the absences, the child may be considered for withdrawal from the program. Any decision regarding withdrawal will be reviewed on a case-by-case basis by the Family Service Worker and the ERSEA Manager.

## Extended Absences and Enrollment Status

A child who has not attended the program for 30 consecutive calendar days may be considered for withdrawal if the program has made at least three documented attempts to re-engage the family. In cases of chronic absenteeism, a child who accumulates ten unexcused absences may be subject to withdrawal from the program. Upon review and approval by the ERSEA Manager, the child's enrollment slot may be declared vacant and filled in accordance with program enrollment procedures.

All attendance concerns, interventions, and enrollment decisions are reviewed individually and are made in partnership with families whenever possible.

## Tardiness

- Arriving late disrupts classroom routines and affects your child's adjustment and participation.
- **To maintain a consistent learning environment and minimize disruptions, children who arrive after 9:00 a.m. will not be permitted to attend class unless the tardy is excused.** Please contact the site as early as possible if your child will be late due to an approved reason.

## Examples of Excused Tardies in Head Start:

- **Medical or dental appointments** (especially with a note from the provider)
- **Illness or health-related issues** in the morning
- **Family emergency** (such as car trouble, unexpected situation at home)
- **Transportation delays** beyond the family's control (e.g., bus breakdown, traffic accident)
- **Weather-related delays** (e.g., snow, flooding, unsafe roads)
- **Court appointments or government-related obligations** (e.g., immigration, child welfare)
- **Therapy sessions** (speech, OT, etc.) scheduled during part of the day.

## **Support for Families**

We understand that families may face challenges that can affect attendance, and our team is here to support you. If you are experiencing transportation difficulties, family illness, or other barriers, please contact your Family Service Worker so we can work together to find helpful solutions.

## **School Closings**

The program will follow the local public school district calendar. However, additional closures may occur for Head Start/Early Head Start staff training and In-Service days. When possible, the Site Supervisor will notify families of planned site closures at least two (2) days in advance by posting notices at the center.

In certain situations, the Head Start/Early Head Start Director may determine that a site must close due to circumstances affecting the health, safety, or operation of the program. If an early closure is necessary, or if the local school district remains open but the Head Start/Early Head Start site must close, the Site Supervisor will notify families by phone call, text message, or other approved communication methods.

Occasionally, classes may be canceled due to inclement weather or other emergency conditions. In these situations, Head Start/Early Head Start will follow the closure and delay decisions of the local school district.

## **Suspension and Expulsion of Children** (ask Site Supervisor for detailed policy)

- No child may be suspended without Head Start Directors Approval.
- Head Start and Early Head Start will prohibit or severely limit the use of suspension due to a child's behavior. If, as a last resort, suspension is necessary,
- Suspension will only be used as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

# **Education**

## **School Readiness**

School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready to support their children. Head Start views school readiness as children possessing the skills, knowledge and attitudes necessary for success in school and for later learning in life. Head Start values the unique role families play in this process. Our program will provide several opportunities for you to help prepare your child for kindergarten.

Our school readiness goals focus on the knowledge, skills, and abilities children should attain because of Head Start services. Our program identifies key school readiness goals within the Head Start Early Learning Outcomes Framework which consists of five domains of: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, and Perceptual, Motor, and Physical Development.

## **Curriculum**

CVCOG Head Start Program uses Scholastic curriculum Pre-K on my way. It is an evidence-based curriculum designed to build reading skills, confidence, and knowledge. The program integrates literacy, math, language, social-emotional learning, executive function, and creativity through songs, games, and books.

CVCOG Early Head Start Program uses Frog Street Infant and Toddler which is designed around the latest early brain research and designed to equip caregivers to foster essential growth and build a strong learning foundation in four essential learning domains: physical development, cognitive development, language development and social-emotional development. Toddlers will be immersed in a language-rich environment essential for developing receptive and expressive language skills. Frog Street Infant and Toddler is also aligned to the Head Start School Readiness Goals and State Standards.

## **Parent /Teacher Conferences & Home Visits**

Home Visits and Parent/Teacher Conferences play an important role in building strong relationships between families and teachers. These meetings provide opportunities for parents and teachers to share information, discuss your child's developmental progress, and work together to support your child's learning and growth. Teachers are required to complete at least two Home Visits and two Parent/Teacher Conferences each year.

## **Screening and Assessments**

**Head Start** requires all first-year children to complete a developmental screening within 45 days of their entry into the program. The Lap-D developmental screening is a snapshot of your child's current level of development. CLI-Engage Assessments will occur in three waves through year to monitor your child's progress in Head Start. This assessment helps us to track child development, teacher effectiveness and program quality.

**Early Head Start** will complete the Brigance Screens III on each child every six months after their initial screening. Brigance III is a screening instrument utilized to identify developmental needs quickly and accurately in Head Start/Early Head Start, which then allows teachers to easily identify potential developmental delays and giftedness in language, motor, self-help, social-emotional, and cognitive skills—all in 10–15 minutes per child. Early Head Start will also complete assessments using Teaching Strategies Gold (TSG) online and conduct Checkpoints for each child four times during the program year. TSG is an assessment tool that enables teachers to increase the effectiveness of their assessments while spending more time with children.

Every school day provides valuable learning opportunities, and when students are absent or arrive late, they miss important classroom instruction, activities, and assessments. Because we conduct assessments throughout the school year to monitor your child's academic growth and progress, it is important that your child attends school consistently and on time.

We also encourage parents and guardians to keep all scheduled appointments with their child's teacher, including parent-teacher conferences and home visits. These meetings provide an opportunity to discuss your child's progress, address any concerns, and work together to support their success throughout the school year.

## **Indoor and Outdoor Physical Activity**

The classroom's Daily Activity Schedules include teacher-directed and child-initiated activities. Daily Activity Schedules and Lesson Plans are posted in the classroom for your review. Schedules may be adjusted or moved due to acclimate weather or school engagement events.

## **Water Activities**

Wading pools may only be used for children aged 2 and older. Splash pads with up to 4 inches of water may be used for children under 2. Sprinklers may be used with close supervision and safe setup away from hard, slippery surfaces. They will be drained and sanitized daily and stored out of children's reach.

## **Screen Time**

Screen time activities may not be used for a child under the age of two years. Screen time activities may be used to supplement, but not replace, an activity for children two years old or older. If screen time activities are used staff must ensure that the activity is: related to the planned activities that meet educational goals, is age-appropriate, does not exceed 20 minutes per day, does not include advertising or violence, and pre-approved by the Education Manager and listed on the lesson plan.

## **Clothing**

In the Head Start/Early Head Start classrooms, children use paint, glue, and other messy materials that may get on their clothing. Although children wear smocks while using these materials, we encourage you to send your child in washable play clothes. Clothing and shoes should be easy for your child to manage alone, should be labeled with your student's name, and shoes should cover the entire foot. Open-toed sandals and slip-on-shoes are discouraged due to running and climbing on the playground.

Please send an extra set of clothes for your child on the first day of school. Infants should have more than one set due to possible accidents. Clothing should be placed in a labeled Ziploc bag (one can be provided if needed). Please update clothing as the seasons change. If your child comes home in their extra clothes, please send a clean replacement set the next day.

## **Toilet Training**

A child will not be denied enrollment into Head Start if they are not potty trained. Head Start classroom staff will work together with parents/guardians to teach toileting skills to children. Toileting skills will be based on individual needs and family customs and beliefs. Our centers have limited laundry facilities, so soiled clothing will be sent home. Please talk with your child's teacher and Family Service Worker to share any questions or concerns related to potty training.

## **Safe Sleep for Infants**

According to Texas Child Care Minimum Standards, the crib must be bare for an infant younger than 12 months of age, except for a tight-fitting sheet. Please do not send any blankets for the staff to use while your child is in our care. Approved sleep sacks will be provided in the classroom to ensure our infants maintain a comfortable temperature.

If an infant needs accommodations to their sleeping arrangements, such as a restrictive device, a completed Sleep Exception/Health Care Professional Recommendation form must be filled out. This form must include a signed statement from a healthcare professional stating that the restrictive device is medically necessary. A copy of this form will be kept in the infant's classroom for easy review by the caregiver and licensing staff.

- All parents of infants under 12 months will complete and sign the Operational Policy on Infant Safe Sleep prior to the first day of enrollment.
- All infants under 12 months will be placed on their back when placed in a crib, even if the child can roll over on their own.

## **Disabilities**

Early Head Start and Head Start programs welcome children of all abilities. All children learn together, including any child with a disability. If you have concerns about your child's developmental progress, contact your child's teacher and/or center principal/director.

### **Intervention Services**

Within the first 45 days of enrollment, your child will participate in a developmental screening. If a Head Start student does not pass the initial screening, a second screening will be conducted within 30 days.

If the screening results indicate that a child may be missing developmental skills, a conference will be scheduled to discuss any concerns and determine whether a referral for early intervention services is appropriate. Parent consent and authorization are required before any referrals are made to services outside of the program.

### **Inclusive Services for Children with Special Care Needs**

Activities/equipment will be adapted to meet the needs of children with disabilities as recommended in their IEP/IFSP, health-care professional or qualified professional affiliated with the LEA or ECI program, when feasibly possible. Children with special needs are included in all activities with their non-disabled peers.

## **Operational Discipline and Guidance Policy**

**Purpose:** This form provides the required information per minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Head Start only uses positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include the following:

- **Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior**
- **Reminding a child of behavior expectations daily by using clear, positive statements**
- **Redirecting behavior using positive statements**
- **Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.**

CVCOG Head Start does not use harsh, cruel or unusual treatment with any children. The following are examples of discipline methods that are **not allowed**.

- **Corporal punishment or threats of corporal punishment.**
- **Punishment associated with food, naps, or toilet training.**
- **Grabbing or pulling a child.**
- **Putting anything in or on a child's mouth.**
- **Humiliating, ridiculing, reaction or yelling at a child.**
- **Subjecting a child to harsh, abusive or profane language.**
- **Placing a child in a locked or dark room, bathroom, or closet.**
- **Placing a child in a restrictive device for time out.**
- **Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D)**
- **Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.**

## Parent/Family Engagement

### Family Partnership

Head Start and Early Head Start are committed to partnering with families to build on their strengths, meet their individual needs, and work toward self-sufficiency and family well-being.

Through the Family Partnership Process, your Family Service Worker will work with you to:

- Identify your family's strengths, interests, needs, and goals.
- Develop an Individual Family Partnership Agreement (IFPA) tailored to your family's priorities.
- Connect you with services and community resources that support family well-being, including safety, health, and economic stability.
- Create a plan to build skills and achieve goals that support your family's future success.
- Provide ongoing support, encouragement, and follow-up throughout the program year.
- Document progress and celebrate achievements along the way.

Your Family Service Worker will contact you to arrange a convenient time and place to begin the Family Partnership Process. We look forward to partnering with you and supporting your family in achieving its goals.

### Parent/Caregiver Participation on Campus

Parents, caregivers, and families are always welcome at the school during operational hours to observe their child, participate in program activities, and communicate with teachers, family service workers, and site supervisors. For campus safety, all visitors must check in at the office upon arrival.

### In-Kind

Head Start is a federally funded program. As a requirement of the grant, Head Start must obtain a 20% local match, known as **in-kind contributions**. In-kind contributions help support program services and ensure that funding remains available to meet the needs of children and families.

### How Can Your Family Help?

Families can contribute In-kind through:

- Participation in take-home events
- Classroom and center family engagement activities
- Completed reading logs and homework packets
- Volunteering in the classroom or at the center
- Donations of goods or services

### Who Can Help Earn In-Kind?

Everyone can help! In-kind contributions may come from:

- Parents and guardians
- Grandparents and other relatives
- Caregivers
- Community members
- Local businesses and organizations

**Every contribution counts and helps strengthen our program for all children and families.**

## **ParentPowered**

ParentPowered is a family engagement program that provides parents and caregivers with simple text-message tips and activities to support their child's learning and development at home. These easy, research-based activities help strengthen parent-child relationships and promote school readiness through everyday routines.

## **Policy Council**

Policy Council is a leadership group made up of parents and community members, with the majority of members being current Head Start parents. The Policy Council works in partnership with Head Start staff to help oversee the quality and delivery of services provided to children and families. Policy Council members are elected and are responsible for:

- Attending monthly Policy Council and Parent Committee meetings
- Representing and advocating for their Head Start center
- Sharing parent perspectives, interests, and concerns
- Participating in decisions related to program services, community engagement, education, enrollment, and financial expenditure.

Serving on the Policy Council is a valuable opportunity for parents to have a voice in the Head Start program and help shape services for children and families.

## **Health**

### **Illnesses**

A child may not attend if any of the following conditions are present:

- The illness prevents the child from comfortably participating in activities, including outdoor activities.
- The illness requires more care than staff can provide without compromising the health, safety, and supervision of other children in care.
- The child exhibits any of the following symptoms (unless a medical evaluation by a healthcare professional clears them for school activities):
  1. Oral temperature above 100 degrees Fahrenheit
  2. Ear temperature above 100 degrees Fahrenheit
  3. Armpit temperature above 100 degrees Fahrenheit
  4. Symptoms indicating possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs suggesting severe illness.
- A healthcare professional has diagnosed the child with a communicable disease, and there is no medical documentation indicating the child is no longer contagious.

### **Communicable Disease**

Please follow the following for communicable disease exclusions: TITLE 25 PART1 CHAPTER 97 SUBCHAPTER A RULE §97.7

## **Conditions of Short-Term Exclusion and Admittance**

The above chart contains the following guidelines for exclusion from Head Start/Early Head classrooms: **Texas Department of State Health Services in 25 TAC §97.7** and following procedure will be followed for short-term exclusion and admittance:

- Staff will complete a **Head Start Incident Report Form** on GoEngage when a child is temporarily excluded due to a short-term injury or acute or short-term contagious illness. A **Case Note** will be initiated to follow up with parent/guardian on the child's health status. A copy of the **Head Start Incident Report Form** and **Case Note** will automatically be sent to the Health Manager, and a copy filed in the Child's State File.
- A child may be readmitted to the program when he or she meets appropriate criteria.
- Some conditions may require approval by a local health official, before re-admittance is possible.
- Staff may consult with local health officials and/or TDFPS regarding these conditions if applicable.
- Staff, volunteers, and substitutes will be trained at orientations.
- After being absent for 4 consecutive days, a **Daily/4-Consecutive Days Absence Report** along with a copy of the **Head Start Incident Report Form** will be submitted to the ERSEA.

## **Dispensing of Medication**

We encourage you to schedule your child's medication doses before or after school hours whenever possible.

If your child needs to take prescription or non-prescription medication, including sunscreen and insect repellent, during the school day, the following procedures will be followed:

1. Head Start/Early Head Staff will receive training during orientation, in-service sessions, and as needed on Medication Procedures, the use of medical equipment when applicable, and possible side effects.
2. All medications must be kept in their original container.
3. The pharmacy label and/or doctor's instructions must include the following information:
  - Child's First and Last Name
  - Name of the Medication
  - Date the prescription was filled
  - Name of the Health Care Provider who wrote the prescription
  - Medication expiration date
  - Dosage and frequency
  - Storage instructions, if available
4. Staff will write the date the medication was brought to the site on the original container.
5. The parent/guardian must complete and sign the **Authorization for Dispensing Medication**.
6. All over-the-counter medications must have a doctor's note with usage instructions.
7. Medication will only be administered by the Health Manager, Site Supervisor, or designated personnel unless an emergency occurs.
8. Designated staff must be knowledgeable about the administration, handling, and storage of children's medications according to instructions.
9. All medications, except emergency medication, must be stored in a locked cabinet or locked box and kept out of reach of children.
10. Head Start/Early Head Start designated staff will document each instance of medication administration on the **Authorization for Dispensing Medication**.

- 11.** The **Authorization for Dispensing Medication** for each child will be kept confidential and stored in a notebook at each Head Start/Early Head Start site.
- 12.** Review the **Authorization for Dispensing Medication** with the parent/guardian at the end of the designated period for medication administration.
- 13.** For medications administered over an extended period or emergency medication, **the Authorization for Dispensing Medication** will be reviewed with the parent/guardian monthly.
- 14.** Encourage parents/guardians to administer the first dose of medication at home to observe any reactions the child may have.
- 15.** Staff will monitor the child for changes in normal behavior, such as lethargy, mood swings, aggression, difficulty breathing, or physical reactions like rashes.
- 16.** If changes in the child's behavior are noted after medication administration, staff will document these changes on the **Head Start Incident Report Form** and the **Authorization for Dispensing Medication** and promptly inform the parent/guardian. In case of a medication administration error, the administering person must complete a **Medication Error Report**.
- 17.** A copy of the **Head Start Incident Report Form** will be provided to the parent/guardian, encouraging them to share this information with the physician.
- 18.** If Head Start/Early Head Start classroom staff need to take medication during program hours, they must inform the Site Supervisor/Site Director.
- 19.** Arrangements will be made for staff medication to be stored in a locked cabinet or locked box.
- 20.** Any trained staff member can administer a prescribed epinephrine auto-injector to a child if necessary. All epinephrine auto-injectors must be prescribed by a doctor with instructions on their use.

### **Medical Emergency**

If your child requires medical attention while in our care, the following procedure will be followed:

- 1.** First aid and/or CPR will be immediately administered as necessary by a staff member certified in first aid and CPR.
- 2.** If a child requires immediate medical attention beyond basic first aid, 911 will be called.
- 3.** The child's parent/guardian or other designated emergency contact will be notified as soon as possible.
- 4.** If the child needs to be transported by an emergency medical vehicle, they will be accompanied by a staff member in the absence of the parent/guardian or designated emergency contact. A qualified Head Start/Early Head Start staff member will assist in the classroom to maintain the proper child/staff ratio.
- 5.** The staff member accompanying the child will take the child's State Admission Information form to the medical facility and notify the Health Manager as soon as possible.
- 6.** An Incident/Illness Report must be completed. If medical attention beyond basic first aid was necessary, Day Care Licensing must be notified within 48 hours of the incident. A copy of the **Head Start Incident Report Form** will be forwarded to the Health Manager and shared with the parent/guardian.
- 7.** If the incident/illness required medical attention beyond basic first aid, a Health & Developmental Initial Plan will be initiated the day after the incident/illness to follow up with the parent on the status of the child's health. If applicable, the attending physician's report will be stapled to the Incident/Illness Report.

## Dental Emergency Plan

The following procedure will be followed when a dental emergency occurs:

1. Assess the type of injury to determine the necessary first aid.
2. Contact the parent immediately if treatment is needed beyond basic first aid. If unable to contact the parent/guardian, call the emergency contact(s) listed on the Admission Information form.
3. A staff member (who is first aid certified) will administer first aid while another staff member supervises the remaining children in the classroom or group.
4. An Incident/Illness Report must be completed. Day Care Licensing must be notified within 48 hours if further dental attention is needed beyond basic first aid. A Health & Developmental Initial Plan will be initiated the day after the incident/illness to follow up with the parent on the child's health status. A copy of the Incident/Illness Report will be given to the Health Manager/Coordinator/Specialist and shared with the parent/guardian.
5. The original Incident/Illness Report is maintained at the site.
  - **Toothache:** Rinse the mouth vigorously with warm water to clean out debris. Take a gauze pad, place it on either side of the tooth, grasp (use dampened gauze pad if necessary) firmly, and wipe the tooth carefully to remove food trapped between the teeth.
  - **Knocked-Out Teeth:** Rinse the tooth gently in cool running water (DO NOT SCRUB IT). Wrap the tooth in a moist gauze and place it in a container of cool milk or water. When notifying the parent or authorized person of the emergency, staff will recommend that they take the child to a dentist within the next 30 minutes.
  - **Broken Teeth:** Gently clean dirt or debris from the injured area with warm water. Place a cold compress on the face around the broken tooth to minimize swelling.
  - **Bitten Tongue or Lip:** Apply direct pressure to the bleeding area with a clean cloth. If swelling is present, apply a cold compress. If bleeding does not stop within 5 to 10 minutes, call the parent or authorized person to take the child to a dentist or emergency room. The child may sip on ice water and/or rinse their mouth with ice water.
  - **Object Wedged Between Teeth:** Using a gauze pad, firmly grasp both sides of the tooth and wipe from the gum area to the top of the tooth with one long, firm, and consistent stroke.
  - **Possible Fractured Jaw:** Immobilize the jaw by any means (towel, handkerchief, etc.). Apply a cold compress and advise the parent or authorized emergency contact person to take the child to a dental office or emergency room as soon as possible.

## Hearing and Vision Screening Requirements

The following procedure will be followed when performing a hearing screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings/questionnaires to be administered before they are completed.
2. Parental consent for screenings will be obtained prior to the screening. Head Start children will receive a hearing screening using a standardized screening tool within 45 days of entry into the program.
3. Early Head Start staff will complete a Hearing questionnaire for each child within 30 days of entry into the program.
4. Early Head Start staff will complete a Hearing questionnaire every six months after the initial Hearing questionnaire on each child.

5. Children 3,4, and 5 years of age initial screenings will be performed by trained Head Start staff, or other trained professionals using the **Pure Tone Audiometer or other state approved equipment.**
6. Results will be documented on the **Vision and Hearing Screener Report**, and a copy will be attached to the **State Admission Form.**
7. All children failing to respond or failing the test will be re-screened within 3 – 4 weeks of the initial test using the **Pure Tone Audiometer or other state approved equipment.**
8. If a 3-to-5-year-old child fails the re-screen or fails to respond to the **Pure Tone Audiometer or other state approved equipment**, an Internal Referral will be initiated by the FSW and/or data clerk with the parent/guardian.
9. Continue to update the Internal Referral using case notes until follow-up treatment is complete, or ongoing care is established.

The following procedure will be followed when performing the vision screening:

1. Head Start/Early Head Start staff will inform parent/guardian of the types and purposes of all screenings and questionnaires to be administered before them.
2. Parental consent for screenings will be obtained prior to the screening.
3. Head Start children will receive a vision screening within 45 days of entry into the program.
4. Early Head Start children will receive a vision screening within 30 days of entry into the program.
5. The vision screening for children 3, 4, and 5 years of age will be performed by trained Head Start staff, or other trained professionals using the **10-foot HOTV Vision Chart or other state approved equipment or chart.**
6. Early Head Start staff will perform a Vision questionnaire every six months after the initial vision questionnaire for each child.
7. Head Start results will be documented on the **Vision & Hearing Screener Report** form, and a copy will be attached to the **State Admission Form.**
8. All children who fail to respond or fail the **10-foot HOTV Vision Chart** test will be re-screened within 2-3 weeks of the initial test. If the Photo Screener device is used to test, the child will not need to be rescreened.
9. If a 3- to 5-year-old fails the vision screen using the Photo Screener, or the rescreen on the HOTV Vision Chart, the FSW and/or data clerk will initiate an Internal Referral with the parent/guardian.
10. Staff will continue to follow up with the Internal Referral using the case notes until follow-up treatment is complete, or ongoing care is established.
11. If a parent/guardian refuses to authorize treatments, staff will provide parents/guardians with information regarding the services being requested for their child.
12. If noncompliance is exhibited after barriers are addressed and education is provided, the child's parent/guardian will be asked to sign the **Decline of Services** form.
13. Staff will upload the Decline of Service under medical records.

## Immunization Requirements

The following procedure will be followed for immunizations:

1. Program applicants must submit an official immunization record stating a child's full name and date of birth generated from a state or local health authority, including a registry, with their enrollment application.
2. A new enrollee must have at least one of each age-appropriate mandatory immunization and is on schedule to receive subsequent doses as rapidly as medically feasible according to the **Center for Disease Control and Prevention** and **Texas Department of State Health Services** or an exemption statement authorized by the **Department of State Health Services Immunization Branch** to attend the program.
3. Children may be enrolled provisionally. Child must not be overdue for next dose to be considered provisional. If a child is enrolled provisionally, the parent/guardian must provide a statement from the doctor as to when the remaining immunizations will be completed.
4. Any child may be placed on the **Waiting List** regardless of immunization status. At this time parents/guardians will be informed of the immunization requirements and told if the child does not have at least one mandatory immunization or an authorized and notarized affidavit, it could affect their child's placement into the program.
5. Staff will place a copy of the child's most current immunization record in the child's Head Start/Early Head Start Health File and place a copy in the DHS File.
6. All children attending Head Start/Early Head Start must remain current on all immunizations. Staff will review the immunization status of a provisionally enrolled child every 30 days to ensure continued compliance and completing the required doses of vaccine(s). If appropriate doses have not been received at the end of a 30-day period, the child is no longer in compliance and will be excluded until the appropriate doses are received.
7. Head Start/Early Head Start staff will communicate with families of a child enrolled provisionally about needed immunizations by completing the **Immunization Notice Form** and giving a copy to the parent/guardian.
8. Head Start/Early Head Start staff will help ensure parents are informed and have the resources needed to complete or remain current with their child's immunizations.
9. If immunizations are not brought current by the exclusion date staff will complete the **Immunization Notice Form** excluding the child from attending classes until the child is current with immunizations or has a doctor's note stating, why the child is not current and when the child will be current.
10. Staff will upload and copy the updated immunization record or doctor's note to the **Immunization Notice Form** and upload them in the immunization tab and the DHS file.
11. Staff will continue to work with the family until the child is completely up to date on all required age-appropriate immunizations.

## **Mental Health and Wellness**

The Concho Valley Council of Governments Head Start/Early Head Start program contracts with a Mental Health Professional to act as a consultant to the program. This consultant will visit each classroom to observe children's interactions with teachers and peers. They will work with the Head Start/Early Head Start staff and families to implement procedures for children identified as needing intervention to support their mental well-being and promote mental wellness.

The consultant will also attend at least one monthly parent meeting to share mental wellness information and will be available to Head Start/Early Head Start parents individually. For more information, please contact your Site Supervisor.

## **Breast Feeding**

Mothers can breastfeed or provide breast milk on campus. Contact your site supervisor or Family Service Worker for our private breastfeeding areas.

# **Nutrition**

## **Meals/Food Service Practices**

Children are served breakfast, lunch, and a snack. Please check with your Site Supervisor or teacher to find out the specific times your child will receive meals. Monthly menus are provided and posted in each classroom for your reference.

Mealtime is an important part of our school day, and we encourage all children to participate. Meals are served family-style to create learning opportunities that support teacher-child interactions and promote communication and conversation, contributing to children's learning, development, and socialization.

Children are encouraged to try small portions of new foods, but they are never forced to eat anything they do not like or required to clean their plates before receiving a second serving.

Please notify your child's teacher or FSW if your child has or develops a food allergy. Children who require special diets due to food allergies must have a physician statement on file confirming the allergy and listing recommended food substitutions.

Substitutions for non-medical reasons (such as religious, vegetarian, etc.) will be reviewed and approved by the Health Manager.

Meals served must meet the United States Department of Agriculture Child Care Food Program requirements and must be prepared in kitchens that comply with federal, state, and local food safety and sanitation laws. Food must be purchased from licensed vendors; therefore, food prepared at home may not be brought into the site to be served at mealtime.

Children will be served meals that provide approximately two-thirds of their daily nutritional needs and are high in nutrients while being low in fat, sugar, and salt.

## **Outside Foods**

Head Start occasionally hosts activities that include food consumption during school hours. All food brought into Head Start must be purchased from a licensed vendor or store-bought. Homemade foods are not permitted at any time.

# Policies and Procedures

## Parent Code of Conduct

- 1. Respectful Behavior:** Parents are expected to treat all school staff, students, and other parents with respect and courtesy always.
- 2. Appropriate Attire:** Parents, guardians, and visitors are expected to wear clothing that is appropriate for a school setting while on campus. Clothing that is excessively revealing or displays offensive language, images, or promotes drugs, alcohol, or violence is not permitted.
- 3. Positive Communication:** Parents should communicate with school staff in a constructive and respectful manner, whether in person, via phone, or through written correspondence.
- 4. Support for School Policies:** Parents are expected to familiarize themselves with school policies and procedures and to support and adhere to them.
- 5. Confidentiality:** Parents should respect the confidentiality of sensitive information regarding other students, staff, or school matters that they may become privy to.
- 6. Attendance and Punctuality:** Parents are encouraged to ensure their children attend school regularly and arrive on time for classes and school events.
- 7. Involvement in Education:** Parents are encouraged to actively participate in their child's education by attending parent-teacher conferences, school events, and volunteering when possible.
- 8. Resolving Issues Constructively:** If a parent has a concern or disagreement with a school policy or decision, they are expected to address it through appropriate channels, such as meeting with the teacher or principal, rather than engaging in confrontational behavior.
- 9. Safety and Security:** Parents should adhere to any security protocols or procedures implemented by the school to ensure the safety of students and staff.
- 10. Supporting Positive Behavior:** Parents are encouraged to reinforce positive behavior and values taught at school within their homes.
- 11. Responsible Use of Technology:** If parents are involved in online communication platforms or social media groups related to the school, they are expected to use them responsibly and respectfully.
- 12. Financial Responsibilities:** Parents should fulfill any financial obligations related to school fees, fundraising activities, or other contributions as required.
- 13. Parental Responsibilities Outside of School:** Parents are encouraged to support their child's education by providing a conducive home environment for learning, ensuring completion of homework, and promoting good study habits.
- 14. Compliance with Health and Safety Guidelines:** Parents should adhere to health and safety guidelines set forth by the school, such as vaccination requirements and protocols during health emergencies.

## Video Surveillance Monitoring Policy

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.

- The location for cameras will include classrooms, playgrounds and some interior and exterior areas to ensure the safety and security of all children, staff and families.
- Cameras are not placed to monitor areas where families and staff have a "reasonable expectation of privacy", i.e. private offices and restrooms.
- The cameras will be constantly on and recording 24/7. The video data is available for 12 days.
- Cameras are video only; there is no audio.

- All Head Start Administrators will have access to the cameras from their office..
- 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.
- Law enforcement may ask for video footage through our Open Records procedure.
- If needed the video will be saved to the agency drive which will be secured.
- 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.**

### **Parent Notification of Policy Changes**

Parents will be notified by the Site Supervisor, teaching staff, and/or person in charge whenever a policy changes and will receive a copy of the updated policy. Policy changes will also be posted on the Parent Information Boards at each Head Start site.

### **Procedure for Parents to Review and Discuss Policies and Procedures**

Should a parent have questions regarding policies and procedures, they should address the concerns with the child's teacher and/or Site Supervisor. If the teacher and/or Site Supervisor cannot satisfy the parent's concerns, they should contact the Head Start Program Director (325-944-9666).

### **Open Door Policy**

Our program values parent/guardian engagement and encourages all parent/guardians to visit and discuss any issue at any time. Parent/guardian should check in at the front office and schedule a meeting with the Site Supervisor.

### **Gang /Smoke-Free Zone**

Head Start/Early Head Start is smoke-free environment and prohibit e-cigarette, vaporizer, or tobacco product or use any tobacco product on the premises, on the playground, or during field trips. Head Start is a Gang-free zone which prohibits gang related criminal activity or engaging in organized criminal activities within 1,000 feet from the Head Start/Early Head Start Program. Any of these activities is a violation of this law and is therefore subject to increased penalty under state law.

### **Community Complaint Procedure**

1. Persons filing a community complaint will be given a copy of the Community Complaint Procedures which are posted on the parent board of all Head Start sites and a copy of the **Community Complaint Form** and asked to contact the Head Start Director to attempt to informally resolve the complaint.
2. If the person would like to initiate a formal complaint, he or she will be asked to complete the **Community Complaint Form**, and the completed form will be forwarded to the Head Start Director.
3. The Grantee Head Start Director will meet with all parties involved.
4. After the meeting, a written response outlining the action taken will be completed by the Head Start Director and a copy sent to the complainant.
5. If the complainant is not satisfied with the written response by the Head Start Director, they may request a meeting with the Executive Director whose decision on all matters will be final.

## **Licensing Inspection and Minimum Standards**

The most recent Licensing Inspection Report is posted on the Center Board.

A copy of the Minimum Standards may be requested at any time from your Site Supervisor.

The Minimum Standards are also available online 24 hours a day at:

<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>.

## **Local Licensing Office, Texas Abuse and Neglect and DFPS Contact Information**

To contact the local Licensing office:  
622 S. Oakes Suite E, San Angelo TX 76903  
432-684-3299

## **Texas Abuse and Neglect Reporting**

To report suspected abuse or neglect in Texas, call the Texas Abuse Hotline at **1-800-252-5400** if the situation is urgent and requires investigation within 24 hours.

To report a situation that does not require an immediate investigation, you may submit a report online.

[www.txabusehotline.org](http://www.txabusehotline.org) .

To access the Department of Family and Protective Services you can login at [Texas Department of Family and Protective Services \(DFPS\)](#)



Texas Department of State  
Health Services



The data for national notifiable infectious diseases and conditions are aggregated weekly for all conditions. See

[cdc.gov/nndss.data-statistics/infectious-tables/index.htm](https://cdc.gov/nndss.data-statistics/infectious-tables/index.htm)

## **Preventing and Responding to Abuse and Neglect of Children**

All Head Start staff, volunteers, and contracted workers are mandated reporters in the state of Texas and are required to report any suspected cases of child abuse or neglect.

- Abuse may include mental, emotional, physical, or sexual injury to a child, or failure to prevent such injury.
- Neglect includes failing to provide a child with adequate food, clothing, shelter, or medical care, as well as placing a child in situations where they may be at risk of harm.

To prevent and respond to abuse and neglect of children, Head Start will:

1. Provide annual training upon entrance into the program and updated training yearly, with additional training as needed.
2. Offer education on abuse and neglect at parent meetings, as well as distribute handouts and post warnings about signs and prevention factors.
3. Partner with community organizations to educate, support, and provide training on child abuse and neglect.

As mandated reporters, Head Start staff are required to report any suspected or identified cases of child abuse or neglect to TDPRS. All reports are made privately and confidentially. Parents who need assistance or intervention for a child who may be a victim of abuse or neglect are encouraged to contact their Family Service Worker or Site Supervisor for support and resources.



**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: July 8<sup>th</sup>, 2026

Re: CVCOG Head Start Policies and Procedures

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Consider and take appropriate action concerning the request of the CVCOG Head Start 2026-2027 Parent Handbook

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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:** 07/08/2026

**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 Head Start 2026-2027 Parent Handbook.

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

# **Concho Valley Regional Law Enforcement Academy**

## Policies and Procedures

In accordance with TCOLE Rule 215.7 and 215.9, the Concho Valley Criminal Justice Training Advisory Board has formulated and adopted the following rules and regulations, which shall apply to all students attending the Concho Valley Regional Law Enforcement Academy:

### **BPOC**

The mission of the Concho Valley Regional Law Enforcement Academy (CVRLEA) is to mold, train, develop, and produce the finest police officers possible for the State of Texas.

The accomplishment of this goal will require that cadets maintain and display the highest order of discipline, intelligence, sound and prudent judgment, and integrity.

**The Concho Valley Regional Law Enforcement Academy is fully accredited by the Texas Commission on Law Enforcement and will enforce all standards set by the Commission.** The following rules and regulations will apply to each cadet for the duration of the Academy. They will provide the foundation for an effective learning environment and the discipline required in law enforcement. Cadets will be familiarized with and held responsible for adherence to these regulations.

#### **Class Schedule**

Academy hours are from 6:30pm to 10:30pm, Monday - Thursday, as a general rule, although classes may be extended to meet mandated training hours, and 8:00am to 5:00pm on the designated Saturdays. Schedule may be adjusted to accommodate the training curriculum.

Classes start promptly at 6:30pm or 8:00am (Saturday Classes). You will need to be in your assigned seat, with class material ready for class.

#### **Attendance**

No absence is permitted unless approved by the Criminal Justice Instructor/Training Specialist and/or the Public Safety Director (Academy Director). Absences for **any reason** other than actual emergencies are not permitted. Cadets are expected to maintain an exemplary attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept on each incident, including the cadet's written explanation.

\* Emergencies are defined as unforeseen incidents that cannot be anticipated by the student.

#### **Unauthorized Absence**

No unauthorized absences are permitted. Unauthorized absences are defined as any absence without prior approval of the Academy personnel. If a cadet is unable to report to duty, the cadet must personally notify the Academy supervisory personnel prior to the absence. The following schedule is a **guideline** for handling absenteeism, provided however; any unauthorized absence may be grounds for disciplinary action, including termination.

**1<sup>st</sup> Occasion** – Memorandum from cadet and documented counseling session with the Public Safety Director (Academy Director) or Criminal Justice Instructor/Training Specialist.

**2<sup>nd</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director).

**3<sup>rd</sup> Occasion** – Termination from the Academy.

Any CVRLEA cadet who misses any portion of a scheduled class shall be required to make up the missed instructional hours on a one-for-one basis, meaning each hour missed must be replaced with an equivalent hour of approved instruction. Coordination, scheduling, and completion of the required make-up instruction, including any associated time, date, or instructional arrangements, may be at the expense of the cadet. Certain classes, training blocks, practical exercises, or required instructional components may not be eligible for make-up due to content, certification requirements, instructor availability, safety considerations, or other academy requirements. The opportunity to make up missed hours, as well as the method, timing, and conditions for doing so, shall be at the discretion of the Criminal Justice Instructor/Training Specialist and/or the Public Safety Director serving as the Academy Director.

### **Late Reporting – Tardiness**

Cadets reporting to class after the scheduled starting time will submit a memorandum to document the reason for tardiness. **Tardiness due to employment related reasons may require the cadet and the cadet's supervisor to provide the academy staff with written (email) acknowledgment and reason for the cadet's tardiness. The following schedule is a guideline for handling tardiness:**

**1<sup>st</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist.

**2<sup>nd</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist.

**3<sup>rd</sup> Occasion** – Report from cadet and documented counseling session with the Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist.

**4<sup>th</sup> Occasion** – Terminated from Academy.

The Criminal Justice Instructor/Training Specialist and/or the Public Safety Director (Academy Director) will exercise discretion in this area depending upon the infraction.

### **Injuries or Illness**

Cadets incurring on or off duty injury or illness are required to notify the Public Safety Director (Academy Director) or a Criminal Justice Instructor/Training Specialist, in writing, by the next working day. Failure to notify supervisory personnel of any injury or illness, whether or not a doctor's care is required, is grounds for disciplinary action or termination.

All sick leave requires a doctor's letter of explanation. Upon returning to the Academy, the cadet submits the doctor's explanation and writes a report outlining the reason for the absence.

The Academy shall have the right to require a physician's excuse or statement of any student who is absent due to illness. Absence due to minor illness will not be approved. Approved absence requires make-up work, to be determined by individual instructors.

### **Bereavement Leave**

A cadet may be granted three (3) consecutive days' bereavement, for immediate family only, if approved by the Public Safety Director (Academy Director) in advance.

### **Inclement Weather**

We want to ensure the safety of our cadets. The Criminal Justice Instructor/Training Specialist or the Public Safety Director (Academy Director) will notify the cadets if class will be rescheduled due to inclement weather.

### **Catastrophic Illness**

A severe illness requiring prolonged hospitalization or recovery will be taken into consideration by the Public Safety Director (Academy Director). The ability to catch up with the assigned class instruction is imperative.

### **Military Service**

Military service includes the national guard, state guard, and all branches of service whether part-time or reserve. CVRLEA will make every accommodation for leave in order to make them available for service that arises from emergencies. Some courses during the academy are hands on and cannot be made up by catch-up work done outside the classroom. In this instance, the issue will be made known to the cadet and their commanders. If the emergency leave must take place during such a time the cadet is expected to repeat the portion of the instruction by attending a duplicate or equal training approved by the Training Coordinator.

In the event that emergency deployment exceeds two (2) weeks but less than one (1) month, continuation of the academy for the individual will be the decision of the Public Safety Director. The decision to allow the individual to continue or not will be evaluated by the type of material missed and the section of time during the academy that the absence takes place.

Deployment in a length of more than one (1) month will be cause to remove the individual from the academy class. In the event that the individual is removed from the current academy, that individual will be allowed to enroll in the next academy class at no cost. The cadet must repeat the academy in its entirety.

## **Concho Valley Regional Law Enforcement Academy Rules**

### **Basic Peace Officer Course**

Classes start at 6:30pm or 8:00am (Saturday classes). Breaks are provided as needed during class work. Cadets are expected to be in their assigned places at the beginning of each class and again after each instruction break

1. Lunch break for Saturday will normally be from 11:30am to 1:00pm.

2. Attendance at all classes is required. Cadets are expected to maintain an exemplary attendance record. Dependability is a required trait of a public servant. Incidents of unauthorized absence or tardiness are detrimental to the learning process and will not be tolerated. A record is kept of each incident, including the cadet's written explanation.
3. All cadets will be required to take notes. These notes must be typed or plainly written in ink and placed in a permanent notebook. These notebooks will be periodically graded and each cadet will be accountable for the completeness and efficiency of their notes.
4. Cadets are expected to give their fullest cooperation and participation. No talking in class except to the instructor or class as a whole on the subject being discussed.
5. Examinations will be given periodically. Grades will be posted.
6. No cadet may use the phones without the knowledge and/or permission of the training staff. No pagers and/or cellular phones or any device able to link to such a device will be allowed in the classroom or at any off-site training functions.
7. Should medical attention be needed, the cadet will contact a member of the training staff.
8. Since cadets are not peace officers, they will not represent themselves as peace officers.
9. Cadets will refer to the training staff and other guest instructors as Mr. Mrs., or by rank.
10. The use of all tobacco products is prohibited in the building.
11. No food or beverage will be allowed in the classroom unless authorized by the Public Safety Director (Academy Director).
12. Firearms are not permitted in the classroom unless they are required by an instructor. In such cases, the firearms are to be unloaded and no live ammunition is allowed in the classroom.
13. Cadets are required to be neat and clean at all times.
14. The classroom must be kept clean and in an orderly manner at all times.
15. Cadets will not deface name tags, desks, walls, or other Academy property.
16. Cadets will not sit with their feet propped on the desks or chairs. No magazines, newspapers, and other materials, which do not pertain to the classroom instruction, will be brought into the classroom.
17. The heads of the law enforcement agencies providing the cadets for the course, may be informed periodically of the progress of their cadets.

18. All cadets are expected to do their own work. Dishonesty in the pursuit of academic excellence is totally unacceptable. Violations of these rules will result in disciplinary action.
19. No gambling will be permitted on the Academy grounds.
20. No intoxicating liquor will be permitted or consumed on the Academy grounds. An exception to this is for bona fide training purposes only.
21. The success of the course will depend largely upon the attitude, cooperation, and participation of the cadets. The cadets attending the Academy will be expected to behave in the manner expected of adult, professional peace officers while attending and traveling to and from classes. Any behavior, which, in the opinion of the Public Safety Director (Academy Director) and/or the Criminal Justice Instructor/Training Specialist, that is dangerous, detrimental to class welfare and/or effective instruction, or not up to professional standards of a peace officer will be grounds for expulsion from the course.
22. Cadets will be evaluated by means of written examination, performance tests and classroom participation. Written examinations will be graded by use of numerical grades. Participation will be on a "Pass and Fail" basis.

To satisfactorily complete the Basic Peace Officer Course the cadet must:

- A. Achieve a grade of at least 80% on all written tests. A cadet that receives a grade below an 80% will be placed on probation until their next test. The cadet will be given a maximum of two re-tests. If the cadet fails to score 80% after the two re-tests, then the cadet will be subject to termination from the academy. The Public Safety Director (Academy Director) and the Criminal Justice Instructor/Training Specialist will have discretion as to placing or removing a cadet on academic probation.
- B. Demonstrate firearms proficiency by achieving a minimum passing score of 75% of the total possible score of the course and type of target being used by the firearm instructor; and qualify with a passing score and show proficiency in handling any firearm (handgun and shotgun). The cadet will receive three attempts to qualify. If the cadet does not qualify after the third attempt, it will be grounds for termination.
- C. Cadets must pass with minimum skills on the driving course designed by the driving instructor. If a cadet does not pass, it will be grounds for termination.
- D. Cadets must pass all skills portion of Defensive Tactics. The pass/failure will be determined by the Defensive Tactics Instructor and the Training Coordinator. If a cadet does not pass, it will be grounds for termination.
- E. Cadets will not be passed through the course simply because they are in attendance. Cadets need to master the skills to transition to the next chapter/topic in the BPOC. Once a cadet shows mastery of each topic/chapter, they can be endorsed to take the licensing exam. Assessments should happen on a regular basis to test the mastery of topics/chapters. Failure to meet any of the aforementioned standards will result in termination from the BPOC.

\*Skills include, but are not limited to; SFST, Driving Course, Firearms, and Defensive Tactics.

Cadets must pass the comprehensive final examination with a grade of 80% or more to graduate from the Academy. There will be three (3) attempts to pass this test. Cadets who fail to achieve an 80% on the final will not graduate from the Academy.

\*The Public Safety Director (Academy Director) and/or the Criminal Justice Instructor/Training Specialist retains the right, in the best interest of the student, to assign a state testing date and/or time.

25. The overall grade average will be determined by averaging the grade of the notebook, the final exam, and the average score of the subject exams given during the course. The exception to this rule will be the firearms training and driving.
26. Cadets are encouraged to consult with the Criminal Justice Instructor/Training Specialist or Public Safety Director (Academy Director) concerning any matter which is unclear to him/her about the course or any subject with which he/she may have difficulty. Some situations which seem most difficult can sometimes be cleared up with a few minutes of conversation.
27. Participation in physical training is mandatory.

### **Personal Attire**

Cadets must wear closed toe shoes, long pants and the required class uniform unless explicitly stated otherwise.

### **Grooming**

Unnatural hair colors are forbidden. Hair is to be worn in styles that permit wearing prescribed headgear.

Male cadet's hair will be worn neat and trimmed.

Female cadet's hair is to be in a neat fashion. Make-up is to be conservative.

### **Jewelry**

Rings may be worn but only one on each hand is permitted. A wedding set is considered one ring. Visible necklines and other decorative jewelry are prohibited. For female cadets, only one set of stud earrings is acceptable.

### **Personal Conduct**

As a police cadet, you will now come under the public eye. Cadets are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times, whether on or off duty. As such, cadets should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring

discredit to yourself or the Academy may result in disciplinary action up to and including termination.

### **Ethics**

Every professional organization subscribes to a written code of conduct which has historically been required to guarantee uniform compliance to a prescribed level of behavior. Honesty and integrity are basic traits demanded by the law enforcement profession. As such, cadets are constantly required to maintain a posture that is above reproach. The Academy employs the honor system and expects the highest degree of individual compliance. Violations of the following section are subject to automatic recommendation for termination from the program.

- A. Any cadet found to have obtained his/her appointment to the Academy by means of willful misrepresentation or false statement concerning a material fact is terminated.
- B. Cadets are required to submit their own work on examinations and assignments, unless otherwise permitted by the staff. Any form of cheating (including plagiarism, copying or any method of circumventing prescribed instructions) is considered intolerable.
- C. Cadets are to be truthful at all times. Any cadet who is found to be untruthful at any time through oral or written communication is subject to immediate termination.
- D. Cadets shall obey all laws of the United States, and the State of Texas. Cadets employed by a law enforcement agency must obey their department's policy and procedures. A cadet found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as termination.
- E. Those acts not specifically stated herein which may bring discredit upon the individual or department they represent are dealt with according to the seriousness of the situation.

### **General Provisions**

- A. It is the responsibility of the CVRLEA to ensure that each cadet receives every opportunity to contribute their maximum effort during the program in order to become an effective peace officer. Likewise, it is of utmost importance that the staff maintain optimum channels of communication and instruction with each cadet to enhance their successful entry into the field of law enforcement. Cadets are assigned staff training officers who will assist them during their academy learning experience.
- B. The Academy office phone number is 325-944-9666. Only messages of an emergency nature will be accepted on behalf of cadets, and it is advisable to remind family and friends not to violate this order. Electronic devices including pagers, laptops, tablets, and/or cellular telephones should be used for official purposes only, and are subject to inspection and/or removal from the classroom.
- C. Visitors will check in at the office upon arrival. Visitors will not be allowed onto the training grounds unless approved by the Public Safety Director (Academy Director).

- D. Cadets will provide current status of residence, phone numbers, and emergency notification numbers. Academy offices are to be entered only on official business, and with permission. Cadets are encouraged to bring any problems which may affect them during the course of the academy, to the attention of the Criminal Justice Instructor/Training Specialist or Public Safety Director (Academy Director), who will handle the situation or refer the matter as necessary.

## **Concho Valley Regional Law Enforcement Academy** **Policies and Procedures**

### **Basic Licensing Course – Corrections/Telecommunicator**

In accordance with Texas Commission on Law Enforcement Rule 215.7 and 215.9, the Concho Valley Criminal Justice Training Advisory Board has formulated and adopted the following rules and regulations, which shall apply to all students attending the Concho Valley Regional Law Enforcement Academy:

\*\*Non-contracted training hours with CVRLEA will only be submitted (to TCOLE) if hosted by a governmental agency. All instructors will complete CVRLEA Instructor or Subject Matter Expert Vetting Sheet (Attachment A). \*\*

#### **Class Schedule**

Classes are scheduled quarterly in what is believed to be the best response to the training needs of law enforcement agencies within the Concho Valley Council of Governments. CVRLEA will review all requests for classes and may add to the schedule as is permitted in order to provide any training sought.

The Academy Director and/or the Criminal Justice Instructor/Training Specialist retains the right, in the best interest of the student, to assign a state testing date and/or time.

#### **Attendance**

Any class requires complete attendance during instruction.

#### **Unauthorized Absence**

This is defined as any absence without prior approval of the instructor and/or the Training Academy personnel. The duration of any class is too short and the make-up of any missed work can be detrimental to any other student; any unauthorized absence is a disqualifier and will remove the student from training.

#### **Late Reporting – Tardiness**

Students who report late can disrupt training to the point that the quality of instruction suffers. Incidents of tardiness will be assessed by the instructor and it is solely the instructors' responsibility. The instructor will adhere to standards set forth by TCOLE as the minimum acceptable standard of the CVRLEA and all facets of the lessons must be fully met.

Tardiness due to employment related issues may require the cadet and the cadet's supervisor to provide the academy staff with written (email) acknowledgment and reason for the tardiness.

### **Corrections Course**

Cadets must pass the skills portion of Defensive Tactics. The pass/failure will be determined by the Defensive Tactics Instructor and the Training Coordinator. If a cadet does not pass, it will be grounds for termination.

Cadets must pass the weekly assessments with a grade of 80% or more to remain in the Basic County Corrections Course. Cadets are required to pass the comprehensive final examination with a grade of 80% or more. There will be three (3) attempts to pass this test. Cadets who fail to achieve 80% will be removed from the Course.

### **Telecommunicator Course**

Cadets must pass the weekly assessments with a grade of 80% or more to remain in the Basic Telecommunicator Course. Cadets are required to pass the comprehensive final examination with a grade of 80% or more. There will be three (3) attempts to pass this test. Cadets who fail to achieve 80% will be removed from the Course.

Cadets in the Corrections or the Telecommunicator Courses will not be passed through the courses listed above simply because they are in attendance. Cadets need to master the skills to transition to the next chapter/topic in their respective course. Once the student shows mastery of each topic/chapter, they can be endorsed to take the licensing exam. Assessments should happen on a regular basis to test the mastery of topics/chapters. Failure to meet any of the aforementioned standards will result in termination from the Academy.

### **Inservice Training**

Students must pass all written evaluations with a minimum of 70% unless standards are set higher as indicated by the curriculum. All skills assessments will be scored as pass or fail by the instructor. TCOLE credit will not be given to those who fail to achieve 70% on final exam.

### **Injuries or Illness**

Officers incurring any injury during training at the CVRLEA must report the injury to the instructor or academy personnel as soon as practical. Injuries that limit any instruction to the point that it limits the student from satisfying any training objective will be cause to remove the student from the class.

### **Bereavement Leave**

Due to the duration of instruction any absence will be a decision of the instructor and the instructor will determine if any time may be missed. Any missed instruction must be made up. The Public Safety Director (Academy Director) or the Criminal Justice Instructor/Training Specialist may, at any time, override any instructor's decision.

## **Inclement Weather**

Any inclement weather that affects the quality and completeness of lesson instruction will cause for the training to be cancelled.

## **Personal Attire**

Officers are to dress business casual. Officers are asked that shirts for men have a collar. Officers are asked not to wear, shorts, T-shirts, flip flops or sandals.

## **Personal Conduct**

As a peace officer, you will now come under the public eye. Officers are reminded that the activities of law enforcement personnel are subject to public scrutiny and review at all times, whether on or off duty. As such, officers should remember that these same high ethical standards likewise apply in their individual activities regardless of duty status. Any act which may bring discredit to yourself or agency or CVRLEA Academy may result in disciplinary action up to and including dismissal.

## **Tobacco Products**

The use of all tobacco products is prohibited in the building. Electronic cigarettes and/or Vaping devices are prohibited in the CVCOG building.

## **Ethics**

Every professional organization subscribes to a written code of conduct which has historically been required to guarantee uniform compliance to a prescribed level of behavior. Honesty and integrity are basic traits demanded by the law enforcement profession. As such, officers are constantly required to maintain a posture that is above reproach. The Academy employs the honor system and expects the highest degree of individual compliance. Violations of the following section are subject to automatic recommending for removal from training and notification to the persons employing agency.

- A. Any officer found to have falsified information to the academy by means of willful misrepresentation or false statement concerning a material fact will not be allowed to attend training and the officer's agency will be contacted.
- B. Officers are required to submit their own work on examinations and assignments, unless otherwise permitted by the staff. Any form of cheating (including plagiarism, Copying or any method of circumventing prescribed instructions) is considered intolerable.
- C. Officers are to be truthful at all times. Any officer who is found to be untruthful at any time through oral or written communication is subject to immediate discipline and removal from training.
- D. Officers shall obey all laws of the United States, and the State of Texas. Officers employed by a law enforcement agency must obey their department's policy and

procedures. An officer found to be involved in any criminal offense, regardless of degree of involvement, is subject to prosecution as well as removal from training.

- E. Those acts not specifically stated herein which may bring discredit upon the individual or department they represent are dealt with according to the seriousness of the situation.

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Committee Chair

Date:

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Executive Vice Chair

Date:

# Memo

**To:** Executive Committee

**From:** Mason Wheeler, Director of Public Safety

**Date:** 07/08/2026

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

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## ITEM 12

Mason Wheeler, Director of Public Safety, is seeking consideration and approval concerning the modification of the Concho Valley Regional Law Enforcement Academy (CVRLEA) Policies, as approved by the Criminal Justice Training Advisory Board.

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



# Estimate

Estimate# 865-037150

## RCN Technologies

200 Jennings Ave.  
Knoxville, Tennessee, 37917  
865.293.0350

Bill To  
**Concho Valley Council of Governments**  
5430 Link Rd  
San Angelo, TX, 76904  
United States

Ship To  
, TX, 76904  
United States

Estimate Date : 02/13/2026  
Expiry Date : 06/30/2026  
Sales person : Danny Sartain  
RT POTS - Concho Valley  
COG - POTS  
Project Name : Replacement(16  
locations - 39 lines)  
Annual Billing  
Terms : Net30

#	Item & Description	Qty	Rate	Amount
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### Pricing Overview

1	<p>The following provides a summary of your total invoice for month 1, rendered after the completion of the install:</p> <ul style="list-style-type: none"> <li>-Recurring Annual: \$16,380</li> <li>-One-Time: \$10,720</li> <li>-Total First Bill: \$27,100</li> </ul> <p>The following provides a summary of your total invoice for years 2 - 3:</p> <ul style="list-style-type: none"> <li>-Year 2: \$16,380</li> <li>-Year 3: \$16,380</li> </ul> <p>Service is available on OMNIA Partners, Sourcewell, and GSA cooperatives. Please inform your sales rep of which you'd like to proceed with. All offer the same discounts</p>	1	0.00	0.00
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### Recurring Cost

2		39	35.00	1,365.00
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Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date : \_\_\_\_\_

#	Item & Description	Qty	Rate	Amount
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**RTech POTS Link Solution License,1 Line,  
Billed Annually, No Data**  
 SKU : RTP-1L-AB-ND-36M  
 The RCN Technologies POTS Replacement solution is a purpose-built product designed to move customers off of legacy copper lines connected to legacy systems such as fax, fire alarm, elevators, etc. Solution Includes a wall-mounted custom analog converter kit with 3 years of connectivity and support licensure.

Each

Locations

Concho County Sheriff's Office  
 106 Paint Rock St Eden, TX

Crockett County Sheriff's Office  
 121 State Highway 163 S Ozona, TX

Edwards County Detention Center  
 401 W Kerr St Rocksprings, TX

Irion County Sheriff's Office  
 114 W Sherwood Ave Mertzon, TX

Kimble County Sheriff's Office  
 415 Pecan St Junction, TX

McCulloch County Sheriff's Office  
 900 E Main St Brady, TX

Mason County Sheriff's Office  
 125 Westmoreland Mason, TX

Menard County Sheriff's Office  
 208 Tipton Menard, TX

Reagan County Sheriff's Office  
 320 N Plaza Big Lake, TX

Schleicher County Sheriff's Office  
 4 S Divide St Eldorado, TX

Sutton County Sheriff's Office  
 401 E Oak St Sonora, TX

Concho Valley Council of Governments  
 5430 Link Rd San Angelo, TX

San Angelo Public Safety Communications  
 323 E Beauregard San Angelo, TX

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date : \_\_\_\_\_

#	Item & Description	Qty	Rate	Amount
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San Angelo Emergency Operations Center  
8485 Hangar Rd San Angelo, TX


Tom Green County Sheriff's Office  
222 W Harris San Angelo, TX

Goodfellow Air Force Base  
361 Apache Trl BLDG 3323 San Angelo, TX

This item is governed by our Master Services Agreement (MSA) and is subject to the terms outlined in Schedule C and G. Click the link to review these documents before purchase:  
<https://getrtech.com/msa/>

Porting of lines is not needed in most POTS Link Applications. If needed a porting fee of \$99/ line will be instituted.

**One -Time Cost**

3	<p><b>RTech POTS Link Field Service, Installation, Paid In Full</b></p> <p>SKU : RTP-FS-INS-PF</p> <p>Man on site, badged and trained in cellular WAN and POTS replacement</p> <p>Dedicated project manager</p> <p>We control site sequence and access</p> <p>Installation can be financed over the service term for \$9 monthly per install; inquire with sales rep</p> <p>This item is governed by our Master Services Agreement (MSA) and is subject to the terms outlined in Schedule H. Click the link to review these documents before purchase: <a href="https://getrtech.com/msa/">https://getrtech.com/msa/</a></p>	16 Each	425.00	6,800.00
4	 <p><b>RCN Building MIMO Omni 30 ft Kit</b></p> <p>SKU : BK-2-BW-30</p> <p>RCN Omni-Directional MIMO 2xCELL LTE XLTE AWS Antenna w (2) 1 ft Nf Cables- Includes (2) 30 ft Cables with Nm to SMAM Connectors and L-Bracket</p> <p>*Antennas required for Government installs, if the antenna is deemed unnecessary upon site survey, client may return it, and have the invoice adjusted</p>	16 Each	210.00	3,360.00
5		16 Each	35.00	560.00

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date : \_\_\_\_\_

#	Item & Description	Qty	Rate	Amount
	Shipping (Standard) SKU : Shipping (Standard) Standard Ground Delivery			
Items in Total 88			Sub Total	12,085.00
			<b>Total</b>	<b>\$12,085.00</b>

Notes:

Are you a new customer to RCN? Email [accounting@rcntechnologies.com](mailto:accounting@rcntechnologies.com) or call us at 865.293.0350, option 3, to ensure we have your customer account set up and avoid any delays with processing your order.  
 Need a current W-9 form? Email us at [accounting@rcntechnologies.com](mailto:accounting@rcntechnologies.com).  
 Financing is available through RCN Technologies for qualified purchases. Contact your sales representative for more information.

Terms & Conditions

- Estimate pricing will be honored for 30 days from the Estimate Date.
- Estimate taxes and fees may change based on customer's exemption documentation, jurisdictional tax rates at the time of invoicing, or other changes that may occur between Estimate Date and Invoice Date.
- Payment credit terms, if approved, are standard Net 15 from the ship date for all goods unless otherwise stated above.
- A Service fee of 3.5% of the subtotal payment will be added to all credit card transactions. Payment can be made via check or ACH with no fee.
- Orders containing Installation or other services may be billed separately upon services rendered.
- A signed estimate will result in an executed binding purchase order.
- Issuance of a Purchase Order (PO) constitutes acceptance of RCN Technologies' estimate terms, pricing, and scope—regardless of whether the PO explicitly references this estimate number.
- Certain products may be returned or exchanged upon approval within 30 days.
- Customer may be responsible for a minimum of a 20% restocking fee.
- All licenses, services, and shipping fees are non-refundable.
- View our Limited Return Policy here: <http://rcntechnologies.com/returns/>
- In case of conflicting terms, the estimate terms shall prevail unless otherwise agreed in writing.

Authorized Signature \_\_\_\_\_  
 Customer Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date : \_\_\_\_\_

# Memo

**To:** Executive Committee

**From:** Mason Wheeler, Director of Public Safety

**Date:** 07/08/2026

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

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## ITEM 13

Mason Wheeler, Director of Public Safety, is seeking consideration and approval concerning t approval to contract with RCN via DIR-CPO-6194 for POTS line replacement at all 16 Public Service Answering Points.

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

# **CONCHO VALLEY COUNCIL OF GOVERNMENTS**

**October 1, 2026 through September 30, 2027**

- **State Salary Schedule FY 26-27**
- **Skill-Base Pay Certifications FY 26-27**
- **Proposed FY 26-27 Employee Salary Schedule**
- **Proposed Fringe Benefits FY 26-27**
- **Program Budgets for FY 26-27**

# STATE SALARY SCHEDULE

- State Salary Schedule due to Governor's Office August 17, 2026. Salary Schedule must contain:
  - Classification for each position and specify the salaries for that position
  - All levels reflected must show Min, and Max, on each position
  - Salary comparison must not exceed the State Salary Schedule

<u>CVCOG Job Title</u>	<u>FT/PT</u>	<u>Salary</u>	<u>Class Code</u>	<u>Salary Group</u>	<u>State Min</u>	<u>State Max</u>
Executive Director	FT	154,500	Exempt	6	145,127	233,849
Director of Finance	FT	108,150	1622	B28	92,600	156,612
Contracts / Procurement / Open Records Manager	FT	77,250	1984	B22	57,614	93,138
Finance Manager	FT	68,845	1082	B22	57,614	93,138
Finance Specialist	FT	49,483	1014	B16	40,918	61,130
Records Retention Officer	FT	42,598	7405	B16	40,918	61,130
Procurement Contract Supervisor	FT	58,926	7405	B16	40,918	61,130
Receptionist	FT	30,160	0006	A09	29,781	40,859
Human Resources Director	FT	82,400	1622	B28	92,600	156,612
HR / PR Specialist	FT	51,418	1731	B18	45,521	71,055
HR Specialist	FT	41,600	1731	B18	45,521	71,055
Purchase & AP Coordinator	FT	38,563	1980	B18	45,521	71,055
Purchase & AP Coordinator	FT	42,349	1932	B17	42,976	64,469
Procurement & Contracts Coordinator	FT	41,122	1931	B15	38,976	58,045
Facilities Manager	FT	68,869	1994	B22	57,614	93,138
Building and Grounds Maintenance Technician	FT	34,278	8007	A10	30,910	42,571
Manager of Information Technology	FT	75,971	1600	B22	57,614	93,138
System Support Specialist II	FT	44,179	0228	B14	37,144	55,134
PT Programmer	PT	32,968	0241	B20	51,158	81,351
Addressing Billing/GIS Specialist	FT	58,926	0270	B18	45,521	71,055
Regional Services Coordinator	FT	51,480	1919	B17	42,976	64,469
Regional Services Manager	FT	61,800	1559	B22	57,614	93,138
Director of Access and Assistance	FT	120,378	1622	B28	92,600	156,612
AAA Program Advisor	FT	36,421	5228	B17	42,976	64,469
Managing Local Ombudsman Trainee/MLO	FT	53,810	3662	B19	48,244	76,028
AAA Program Advisor/211 I&R Specialist	FT	44,990	1570	B17	42,976	64,469
AAA Program Advisor/Nutrition	FT	41,122	1570	B17	42,976	64,469
AAA Program Advisor	FT	60,049	5230	B21	54,278	87,046
AAA Lead Program Specialist	FT	56,650	1600	B22	57,614	93,138
211 Inf Specialist / AaA Admin Assistant	FT	32,136	0152	A11	32,332	47,355
211 I&R Specialist	FT	37,877	0134	A13	35,439	52,388
Access and Assistance Operations Manager	FT	74,943	1601	B23	61,184	99,658
Director of Senior Volunteer Services	FT	77,250	1622	B28	92,600	156,612
Program Manager	FT	51,418	1571	B18	45,521	71,055
Director of Public Safety	FT	92,700	1622	B28	92,600	156,612
911 GIS Specialist	FT	51,418	0270	B18	45,521	71,055
911 GIS Specialist	FT	56,784	0270	B18	45,521	71,055
911 GIS Specialist - County Tech	PT	10,584	0270	B18	45,521	71,055
911 Program Manager	FT	74,163	0272	B22	57,614	93,138
Criminal Justice Instructor	FT	74,160	1785	B23	61,184	99,658
CJ/HS Planner	FT	55,702	0517	B20	51,158	81,351
CJ/HS Specialist	FT	44,990	1570	B17	42,976	64,469
911 GIS Specialist - Lead	FT	66,352	0271	B20	51,158	81,351
Director of Transportation	FT	95,000	1622	B28	92,600	156,612
Deputy Director of Transportation	FT	82,000	1620	B26	76,530	129,430
Finance Manager/Program	FT	72,500	1082	B22	57,614	93,138
Data Entry Clerk	FT	32,760	1000	A11	32,332	47,355

<u>CVCOG Job Title</u>	<u>FT/PT</u>	<u>Salary</u>	<u>Class Code</u>	<u>Salary Group</u>	<u>State Min</u>	<u>State Max</u>
Regional Svcs Coordinator/Grant Administrator	FT	45,000	1919	B17	42,976	64,469
Data Entry/Collections	FT	33,114	1000	A11	32,332	47,355
CVT Finance Specialist	FT	43,638	1014	B16	40,918	61,130
Cashier - Greyhound Lead	FT	26,853	0055	A07	27,681	37,677
Intake Clerk	FT	29,120	0055	A07	27,681	37,677
Operations Safety Manager	FT	60,500	1602	B24	65,104	106,634
Operations Safety Manager	FT	60,000	1602	B24	65,104	106,634
Road Supervisor (Rural)	FT	57,850	1583	B20	51,158	81,351
Road Supervisor (FR & DR)	FT	50,000	1583	B20	51,158	81,351
Lead Dispatcher	FT	33,280	0008	A11	32,332	47,355
Dispatcher	FT	32,386	0006	A09	29,781	40,859
Dispatcher	FT	29,120	0006	A09	29,781	40,859
Dispatcher	FT	29,120	0006	A09	29,781	40,859
Fleet Technician/Maintenance Specialist	FT	46,176	9419	A18	45,521	71,055
FR Trainer 1	FT	41,371	9325	A16	40,918	61,130
Fixed Route Lead	FT	43,576	9325	A16	40,918	61,130
FR 1	FT	42,411	9324	A14	37,144	55,134
FR 2	FT	33,280	9324	A14	37,144	55,134
FR 3	FT	41,267	9324	A14	37,144	55,134
FR 4	FT	43,181	9324	A14	37,144	55,134
FR 5	FT	33,280	9324	A14	37,144	55,134
FR 6	FT	41,267	9324	A14	37,144	55,134
FR 7	FT	34,840	9324	A14	37,144	55,134
FR 8	FT	37,024	9324	A14	37,144	55,134
FR 9	FT	33,280	9324	A14	37,144	55,134
FR 10	FT	41,288	9324	A14	37,144	55,134
FR 11	FT	36,150	9324	A14	37,144	55,134
FR 12	FT	41,829	9324	A14	37,144	55,134
FR 13	FT	38,459	9324	A14	37,144	55,134
PT FR 1	PT	27,074	9324	A14	37,144	55,134
PT FR 2	PT	24,336	9324	A14	37,144	55,134
PT FR 3	PT	25,477	9324	A14	37,144	55,134
PT FR 4	PT	24,336	9324	A14	37,144	55,134
PT FR 5	PT	24,336	9324	A14	37,144	55,134
UDR Trainer 1	FT	34,757	9325	A16	40,918	61,130
Urban Lead 1	FT	34,320	9325	A16	40,918	61,130
Urban Lead 2	FT	34,320	9325	A16	40,918	61,130
UDR 1	FT	29,120	9323	A12	33,840	49,798
UDR 2	FT	32,989	9323	A12	33,840	49,798
UDR 3	FT	30,680	9323	A12	33,840	49,798
UDR 4	FT	38,979	9323	A12	33,840	49,798
UDR 5	FT	35,526	9323	A12	33,840	49,798
UDR 6	FT	29,120	9323	A12	33,840	49,798
UDR 7	FT	29,120	9323	A12	33,840	49,798
UDR 8	FT	29,120	9323	A12	33,840	49,798
UDR 9	FT	36,962	9323	A12	33,840	49,798
UDR 10	FT	29,120	9323	A12	33,840	49,798

<u>CVCOG Job Title</u>	<u>FT/PT</u>	<u>Salary</u>	<u>Class Code</u>	<u>Salary Group</u>	<u>State Min</u>	<u>State Max</u>
UDR 11	FT	29,120	9323	A12	33,840	49,798
UDR 12	FT	29,120	9323	A12	33,840	49,798
UDR 13	FT	30,680	9323	A12	33,840	49,798
5310 1	FT	29,120	9323	A12	33,840	49,798
5310 2	FT	29,120	9323	A12	33,840	49,798
PT UDR 1	PT	21,294	9323	A12	33,840	49,798
PT UDR 2	PT	21,294	9323	A12	33,840	49,798
PT UDR 3	PT	21,294	9323	A12	33,840	49,798
PT UDR 4	PT	21,294	9323	A12	33,840	49,798
PT UDR 5	PT	21,294	9323	A12	33,840	49,798
PT UDR 6	PT	21,294	9323	A12	33,840	49,798
PT UDR 7	PT	21,294	9323	A12	33,840	49,798
PT UDR 8	PT	21,294	9323	A12	33,840	49,798
PT UDR 9	PT	21,294	9323	A12	33,840	49,798
Rural Lead 1	FT	41,891	9325	A16	40,918	61,130
Rural Lead 2	FT	34,320	9325	A16	40,918	61,130
North 1	FT	36,941	9324	A14	37,144	55,134
North 2	FT	29,120	9324	A14	37,144	55,134
North 3	FT	32,386	9324	A14	37,144	55,134
South 1	FT	32,386	9324	A14	37,144	55,134
South 2	FT	29,120	9324	A14	37,144	55,134
East 1	FT	29,120	9324	A14	37,144	55,134
East 2	FT	30,680	9324	A14	37,144	55,134
East 3	FT	34,632	9324	A14	37,144	55,134
East 4	FT	32,386	9324	A14	37,144	55,134
East 5	FT	32,386	9324	A14	37,144	55,134
East 6	FT	35,360	9324	A14	37,144	55,134
East 7	FT	29,120	9324	A14	37,144	55,134
West 1	FT	30,680	9324	A14	37,144	55,134
West 2	FT	55,890	9324	A14	37,144	55,134
PT North 1	PT	21,294	9324	A14	37,144	55,134
PT South 1	PT	21,294	9324	A14	37,144	55,134
PT East 1	PT	22,435	9324	A14	37,144	55,134
PT East 2	PT	21,294	9324	A14	37,144	55,134
PT West 1	PT	21,294	9324	A14	37,144	55,134
PT Central 1	PT	21,294	9324	A14	37,144	55,134
PT Central 2	PT	21,294	9324	A14	37,144	55,134
Head Start Director	FT	107,116	1622	B28	92,600	156,612
FAMCO/Policy Council	FT	55,349	0822	B21	54,278	87,046
Mental Health/Health/Pregnant Women Manager	FT	64,953	0822	B21	54,278	87,046
Education/Coach/Class/Disability/Data Manager	FT	75,476	0823	B23	61,184	99,658
ERSEA/Facilities/Transition/Class Manager	FT	67,857	0822	B21	54,278	87,046
Compliance/Class/Iters/Nutrition Manager	FT	61,197	0822	B21	54,278	87,046
Assistant Head Start Director/EHS Education Manager	FT	75,011	1620	B26	76,530	129,430
Classroom Support Specialist	FT	43,950	0820	B17	42,976	64,469
Site Supervisor/FSW - Menard	FT	40,964	1581	B18	45,521	71,055
HS Teacher - Menard	FT	42,598	1782	B17	42,976	64,469

<u>CVCOG Job Title</u>	<u>FT/PT</u>	<u>Salary</u>	<u>Class Code</u>	<u>Salary Group</u>	<u>State Min</u>	<u>State Max</u>
HS Teacher Assistant - Menard	FT	26,416	0813	A13	35,439	52,388
EHS Teacher - Menard	FT	31,678	1782	B17	42,976	64,469
EHS Teacher - Menard	FT	30,181	1782	B17	42,976	64,469
Cook/Custodian - Menard	FT	25,189	8104	A09	29,781	40,859
HS Universal Substitute - Menard	PT	3,100	0812	A11	32,332	47,355
HS Universal Substitute - Menard	PT	3,100	0812	A11	32,332	47,355
Site Supervisor/FSW - Eldorado	FT	41,978	1581	B18	45,521	71,055
HS Teacher - Eldorado	FT	29,307	1782	B17	42,976	64,469
HS Teacher Assistant - Eldorado	FT	29,078	0813	A13	35,439	52,388
Cook/Custodian - Eldorado	FT	25,189	8104	A09	29,781	40,859
HS Universal Substitute - Eldorado	PT	3,100	0812	A11	32,332	47,355
Site Supervisor/FSW - Ozona	FT	44,421	1581	B18	45,521	71,055
HS Teacher - Ozona	FT	33,675	1782	B17	42,976	64,469
HS Teacher Assistant - Ozona	FT	28,766	0813	A13	35,439	52,388
Cook/Custodian - Ozona	FT	25,189	8104	A09	29,781	40,859
HS Universal Substitute - Ozona	PT	3,100	0812	A11	32,332	47,355
HS Universal Substitute - Ozona	PT	3,100	0812	A11	32,332	47,355
HS Universal Substitute - Ozona	PT	3,100	0812	A11	32,332	47,355
Site Supervisor - Day - Early Head Start	FT	47,928	1582	B20	51,158	81,351
HS Teacher - Day Room #1	FT	33,821	1782	B17	42,976	64,469
HS Teacher Assistant - Day Room #1	FT	30,181	0813	A13	35,439	52,388
HS Teacher - Day Room #2	FT	30,555	1782	B17	42,976	64,469
HS Teacher Assistant- Day Room #2	FT	26,125	0813	A13	35,439	52,388
HS Teacher - Day Room #3	FT	29,307	1782	B17	42,976	64,469
HS Teacher Assistant - Day Room #3	FT	26,312	0813	A13	35,439	52,388
HS Teacher - Day Room #4	FT	30,181	1782	B17	42,976	64,469
HS Teacher Assistant - Day Room #4	FT	28,101	0813	A13	35,439	52,388
HS Teacher - Day Room #10	FT	36,317	1782	B17	42,976	64,469
HS Teacher Assistant - Day Room #10	FT	29,453	0813	A13	35,439	52,388
HS Teacher - Day Room #11	FT	33,758	1782	B17	42,976	64,469
HS Teacher Assistant - Day Room #11	FT	30,805	0813	A13	35,439	52,388
HS Teacher - Day Room #12	FT	34,216	1782	B17	42,976	64,469
HS Teacher Assistant - Day Room #12	FT	31,034	0813	A13	35,439	52,388
EHS Teacher - Day Room #15	FT	31,741	1782	B17	42,976	64,469
EHS Teacher - Day Room #15	FT	27,726	1782	B17	42,976	64,469
EHS Teacher - Day Room #16	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #16	FT	28,995	1782	B17	42,976	64,469
EHS Teacher - Day Room #17	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #17	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #18	FT	30,077	1782	B17	42,976	64,469
EHS Teacher - Day Room #18	FT	29,307	1782	B17	42,976	64,469
EHS Teacher - Day Room #19	FT	27,622	1782	B17	42,976	64,469
EHS Teacher - Day Room #19	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #20	FT	28,038	1782	B17	42,976	64,469
EHS Teacher - Day Room #20	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #21	FT	28,808	1782	B17	42,976	64,469
EHS Teacher - Day Room #21	FT	34,362	1782	B17	42,976	64,469

<u>CVCOG Job Title</u>	<u>FT/PT</u>	<u>Salary</u>	<u>Class Code</u>	<u>Salary Group</u>	<u>State Min</u>	<u>State Max</u>
EHS Teacher - Day Room #22	FT	27,622	1782	B17	42,976	64,469
EHS Teacher - Day Room #22	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #23	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - Day Room #23	FT	35,402	1782	B17	42,976	64,469
HS Family Service Worker - Day	FT	42,390	1570	B17	42,976	64,469
HS Family Service Worker - Day	FT	41,517	1570	B17	42,976	64,469
HS Family Service Worker - Day	FT	42,910	1570	B17	42,976	64,469
EHS Family Service Worker - Day	FT	43,618	1570	B17	42,976	64,469
EHS Family Service Worker - Day	FT	43,950	1570	B17	42,976	64,469
HS Teacher Floater - Day	FT	25,126	0812	A11	32,332	47,355
HS Teacher Floater - Day	FT	25,126	0812	A11	32,332	47,355
EHS Floater - Day	FT	25,875	0812	A11	32,332	47,355
Receptionist - Day	FT	28,371	0006	A09	29,781	40,859
HS Cook - Day	FT	28,746	8105	A11	32,332	47,355
PT HS Cook - Day (1664 hours)	PT	20,268	8105	A11	32,332	47,355
HS Cook - Day	FT	26,686	8105	A11	32,332	47,355
HS Custodian - Day	FT	26,312	8007	A10	30,910	42,571
HS Custodian - Day	FT	26,312	8007	A10	30,910	42,571
Site Supervisor - San Jacinto	FT	47,928	1582	B20	51,158	81,351
HS Teacher - San Jacinto Rm #30	FT	35,090	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #30	FT	29,931	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #31	FT	36,317	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #31	FT	33,010	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #32	FT	32,344	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #32	FT	26,645	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #33	FT	36,317	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #33	FT	29,515	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #34	FT	37,752	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #34	FT	28,787	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #35	FT	35,610	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #35	FT	27,206	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #36	FT	37,086	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #36	FT	31,034	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #37	FT	30,555	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #37	FT	28,746	0813	A13	35,439	52,388
HS Teacher - San Jacinto Rm #38	FT	32,864	1782	B17	42,976	64,469
HS Teacher Assistant - San Jacinto Rm #38	FT	31,678	0813	A13	35,439	52,388
EHS Teacher - San Jacinto Rm #22	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #22	FT	36,608	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #23	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #23	FT	33,093	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #26	FT	36,941	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #26	FT	32,344	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #27	FT	37,502	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #27	FT	28,558	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #28	FT	29,120	1782	B17	42,976	64,469
EHS Teacher - San Jacinto Rm #28	FT	28,475	1782	B17	42,976	64,469



# **SKILL-BASE PAY CERTIFICATIONS**

**Training and Pay are subject to budget availability**

**SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)**

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skills

Certified employees must understand the overall process and be able to apply their skills when necessary

**Type of Payout for Certification:**

Pay Raise : can be \$ rate or % increase

Bonus System (Can be used for retention of skilled workers.)

**Program Directors must:**

Identify potential jobs

Identify the specific skills needed for the job at time of hire and what will be needed to participate in Skill-based Pay

Before identifying a skill, consideration must be given as to if the skill will become obsolete over time

Evaluate the potential costs and benefits:

Do the benefits outweigh the costs to the organization? (i.e. Training development, delivery, and time for training)

Will the higher skill result in a lower labor cost due to leaner staffing needs?

Director must develop the appropriate techniques that will be used to assess the new skill, knowledge and competencies

Director should determine the dollar amount for the acquired skill and the type of payout

**The following are identified skills and the associated payout:**

**HEAD START PROGRAM**

Rates cannot be stacked, if education continued. Only the difference between the certifications will be paid.

	<u>Pay Rate Increase</u>
Child Development Associate (CDA)	\$ 0.25
Associate Degree Early Childhood Development (AAS)	\$ 0.60
Bachelor Degree Early Childhood Development (BS)	\$ 1.00

**PROCUREMENT**

This certification is only required for Procurement staff that are Purchasers. Program will pay for travel, materials, course, and one certification attempt.

Any retesting or course attendance will be the responsibility of the employee.

	<u>Pay Rate Increase</u>
Certified Texas Contract Developer	3.00%

**HUMAN RESOURCES**

Pay increase is only for the initial certification. Staff will be required to maintain their certification, but no additional pay increase will be offered.

	<u>Pay Rate Increase</u>
SHRM Certified Professional	2.50%
SHRM Senior Certified Professional	5.00%

**SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)**

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skills

Certified employees must understand the overall process and be able to apply their skills when necessary

**FINANCE**

The Executive Director and Director of Finance are required to receive their Investment certificates, every two years. There is no pay increase with this certification. Ten hours of training are required.

New Executive Director or new Director of Finance must receive their first Investment certificate within 12 months of taking position

Finance staff are encouraged to attend trainings that will assist them with their growth and in staying abreast of all Federal and State regulations, related to grants and COGs. There will be no pay increases associated with these trainings. Webinars are highly encouraged.

Texas Association of Regional Councils. Director of Finance can attend twice a year. (February and September)

Executive Director attends three times a year. (February, June, and September)

The following are training recommendations:

Federal Grant Procurement: How to Prepare Request for Proposals

Federal Grant Procurement Under Duress

Cost Allowability for Program Staff: Can We Charge This to Our Federal Grant

Indirect Cost Recovery for Local Governments

Federal Grant Policy

Federal Grant Human Resources Policies

Federal Grant Audit

How to effectively treat Audit Findings

Charging Facility Costs to Federal Grants

Fundamentals of OMB's Uniform Grant Guidance (2 CFR 200)

Grantees and Personal Identifiable Information (PII)

Non-federal Share, How to determine match and what can be used for match

Closing Out Federal Grant Awards

Texas State Comptroller Purchasing/Contract Development

Training for State and Local Records Managers (TSLAC)

TCDRS annual training, only one time attendance is necessary as the trainings are repetitive

Any trainings offered by the Program Awarding Agencies, are encouraged

**SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)**

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skills

Certified employees must understand the overall process and be able to apply their skills when necessary

**INFORMATION TECHNOLOGY DEPARTMENT**

One Certification, per year, is budgeted for each staff member. Prior approval of the Program Director is required.

Program will pay for self-study material, to include books and one (1) online prep material, not to exceed \$200.00.

Program will pay for 1st attempt at certification test. Any re-test will be the employee's responsibility

Certifications approved for System Support Specialist

One Certification, per year is budgeted from either Category 1 or 2

<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
1	CompTia A+	2.00%
	Google IT Support Professional Certificate	2.00%
	Microsoft 365 Fundamentals	2.00%
	Microsoft Azure Fundamentals	2.00%
<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
2	ITIL Foundation	3.00%
	CompTia Network +	3.00%
	CompTia Security +	3.00%

Certifications approved for the Program Director, as it applies to job functions

One Certification, per year is budgeted from either Category 1 or 2

1	Microsoft Certified: Azure Administrator Associate	2.00%
	Microsoft Certified: Identity and Access Administrator	2.00%
<u>Category</u>	<u>Certification</u>	<u>Pay Rate Increase</u>
2	PMI Certified Associate in Project Management (CAPM)	3.00%
	Certified Scrum Master (CSM)	3.00%
	System Security Certified Practitioner (SSCP)	3.00%

**SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)**

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skills

Certified employees must understand the overall process and be able to apply their skills when necessary

The following are recommended courses that Network staff are encouraged to complete as it will enhance their understanding of technologies. These will not necessitate a raise.

SQL - Ultimate MySQL Bootcamy: Udemy

HTML & CSS - Certification Course for Beginners: Udemy

Responsive Web Design Certification: FreeCodeCamp

Customer Service Basics: Improve your Service Now: Udemy

Quality Assurance Certification

**ACCESS AND ASSISTANCE**

AIRS Community Resource Specialist (Comprehensive I&R) Required for all full-time 211 IRA Staff This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
AIRS Community Resource Specialist A/D (specific to Aging and Disability target populations) Required for full-time ADRC IRA Staff This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
AIRS Community Resource Specialists - Database Curator Requirement for 211 Program, must have at least one	<u>Pay Rate Increase</u> 5.00%
Certified Ombudsman (STLCO) requirement for full-time Ombudsman roles	<u>Pay Rate Increase</u> 5.00%
Ombudsman II certification (STLCO) after 2-years as Certified Ombudsman, staff can seek this certification This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
Certified Benefits Counselor (TLSC) requirement for full-time Benefits Counseling staff This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 5.00%
Certified Benefits Counselor II (TLSC) This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
Certified Benefits with Advance Directives (TLSC) This is added value for additional staff in support roles	<u>Pay Rate Increase</u> 3.00%
Evidence Based Intervention Certifications Added value to allow direct service to programs	<u>Pay Rate Increase</u> 5.00%

**SKILL-BASE PAY CERTIFICATIONS (Training and Pay are subject to budget availability)**

Certifications are Program Specific, based on the needs of the program

Certification Rewards should be for skills that will help employees gain greater perspective of the program and the ability for self-management skills

Certified employees must understand the overall process and be able to apply their skills when necessary

**PUBLIC SAFETY**

The following certification can be attained by staff, but is not required for their job duties. No additional pay increases with the certifications.

- GISP Certified Geographic Information Systems (GIS) Professional
- ENP Emergency Number Professional Certification

# **EMPLOYEE SALARY SCHEDULE**

**October 1, 2026 through September 30, 2027**

- 3% COLA requested for FY 26-27

Executive Director position to be reviewed separately and separate action taken to award

- Performance Review Committee, meeting TBD

# FRINGE BENEFITS SCHEDULE

**October 1, 2026 through September 30, 2027**

- FY 26-27 Vacation Leave Accrual Rate for the 1000 series and 4000 series employee IDs will be 7.5%
- Reflecting 6% increase in Health Insurance
- No changes to Dental or Life Insurance rates
- TWC Rate adjustments, in 2026 rate increased from 0.70% to 1.90% of the first \$9,000 earned
- Worker's Compensation is reflecting 10% increase
- The required TCDRS Pension rate for 2027 is 9.67%, down from 10.68% in 2026
  - Currently CVCOG chooses to fund at a rate of 11.00% due to valuation of 97.5%
  - In FY 24-25, CVCOG had a Net Pension Asset of \$2,193,662
  - No changes to Basic Plan Options:
    - Employee Deposit Rate 7%
    - Employer Matching 250%
    - Prior Year Service Credit 100%
    - Retirement Eligibility:
      - Age 60 with 10 years of service
      - Rule of 80 = 80-years total age + service
      - At any age with 30 years of service

Overall Fringe Benefit % of Direct Wages is 49.71% for FY 26-27, up from 48.76% in FY 25-26

**CONCHO VALLEY COUNCIL OF GOVERNMENTS**

**Fringe Benefit Comparison**

October 1, 2025 - September, 30 2026

	<u>FY 21-22 YTD</u>	<u>FY 22-23 YTD</u>	<u>FY 23-24 YTD</u>	<u>FY 24-25 YTD</u>	<u>FY 25-26 YTD</u>	<u>FY 26-27 YTD</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Vacation Leave, with associated payroll costs (see Schedule E)	365,858	367,818	388,515	399,672	393,820	422,967
Less Excess General Fund Allocation	-	-	-	-	-	0
<b>Total Vacation Accrual Expense</b>	<u>365,858</u>	<u>367,818</u>	<u>388,515</u>	<u>399,672</u>	<u>393,820</u>	<u>422,967</u>
Direct Salaries/Wages eligible for Vacation	4,884,487	5,012,936	5,261,888	5,449,193	5,226,553	5,328,493
Vacation % of Direct Salaries/Wages eligible for Vacation	7.49%	7.34%	7.38%	7.33%	7.53%	7.94%

\*\*Note: Fringe Costs billed directly to the grants associated with the employee. Vacation is accrued to the associated grant where earned and retained in Vacation Pool.

<b>Total Direct Salaries/Wages</b>	<b>7,818,013</b>	<b>8,016,311</b>	<b>8,522,179</b>	<b>8,546,410</b>	<b>8,775,856</b>	<b>8,816,276</b>
<b>Total Fringe Benefits</b>	<u><b>3,802,972</b></u>	<u><b>4,077,536</b></u>	<u><b>3,946,710</b></u>	<u><b>4,115,400</b></u>	<u><b>4,279,284</b></u>	<u><b>4,382,583</b></u>
<b>Fringe Benefit % of Direct Salaries/Wages</b>	<b>48.64%</b>	<b>50.87%</b>	<b>46.31%</b>	<b>48.15%</b>	<b>48.76%</b>	<b>49.71%</b>

# CVCOG PROGRAMS

- CVCOG Summary
- Administrative
- Non-Project
- Procurement Department
- Human Resources Department
- Information Technology Department
- Link Road Facility Management Department
- Concho Valley Transit District
- Head Start
- Senior Volunteer Programs
  - Foster Grandparent
  - Senior Companion
- Access and Assistance Programs
  - Area Agency on Aging
  - Aging Disability Resource Center (ADRC)
  - 211 Information and Referral
- Public Safety Programs
  - 911 Emergency Communications
  - Homeland Security
  - Criminal Justice
- Regional Services Programs
  - Concho Valley Economic Development District
  - Solid Waste

## **Program Budget Summary**

The Investment/Budget Committee is responsible for reviewing and recommending to the Executive Board, the budgets for:

1. The Administrative budget and the proposed Indirect Rate and;
2. The budgets for the Central Service Centers consisting of:
  - Human Resources Department
  - Procurement Department
  - Information Technology Department
  - Link Road Facility Management Department

The budgets for the CVCOG Programs are approved by the awarding agencies so do not require approval from the Executive Board at this time. The Executive Board does approve the request to apply and accept the Program awards, but these requests are brought individually to the Board by the Programs.

However, the Programs are responsible for funding Administrative and the Central Service Centers. Therefore, the Program budgets are presented to show the Committee that the presented Administrative and Central Service Centers' budgets can be funded by the Programs.

All budgets presented reflect the funding of the proposed CVCOG Salary Schedule and Fringe Benefits.

### **Administrative Budget**

- The Administrative Department consists of 90% of the Executive Director, 30% of the Regional Services Manager, 10% of the HR Administrative Assistant used for Board meetings, 4 Finance staff members, 2 Contracts staff members, and the Receptionist
- The budget is allocated to the Programs and Central Service Centers based on total Personnel Costs x the Indirect Rate.

### **Non-Project Budget**

- The Non-Project budget reflects the utilization of CVCOG County Membership Dues

### **Procurement Budget**

- The Procurement Department consists of 3 staff members.
- The Procurement budget is allocated to the Programs, Administrative and the other Central Service Centers based on the time spent of Purchase orders as a percent of their total time times their salary and benefits.

### **Human Resources Budget**

- The Human Resources Department consists of 3 staff members. The HR Administrative Assistant will bill 10% of her time to Administrative for the time spent at the Executive Committee Meetings.
- The Human Resources budget is allocated to the Programs, Administrative and the other Central Service Centers based on the number of employees in each program.

### **Information Technology Budget**

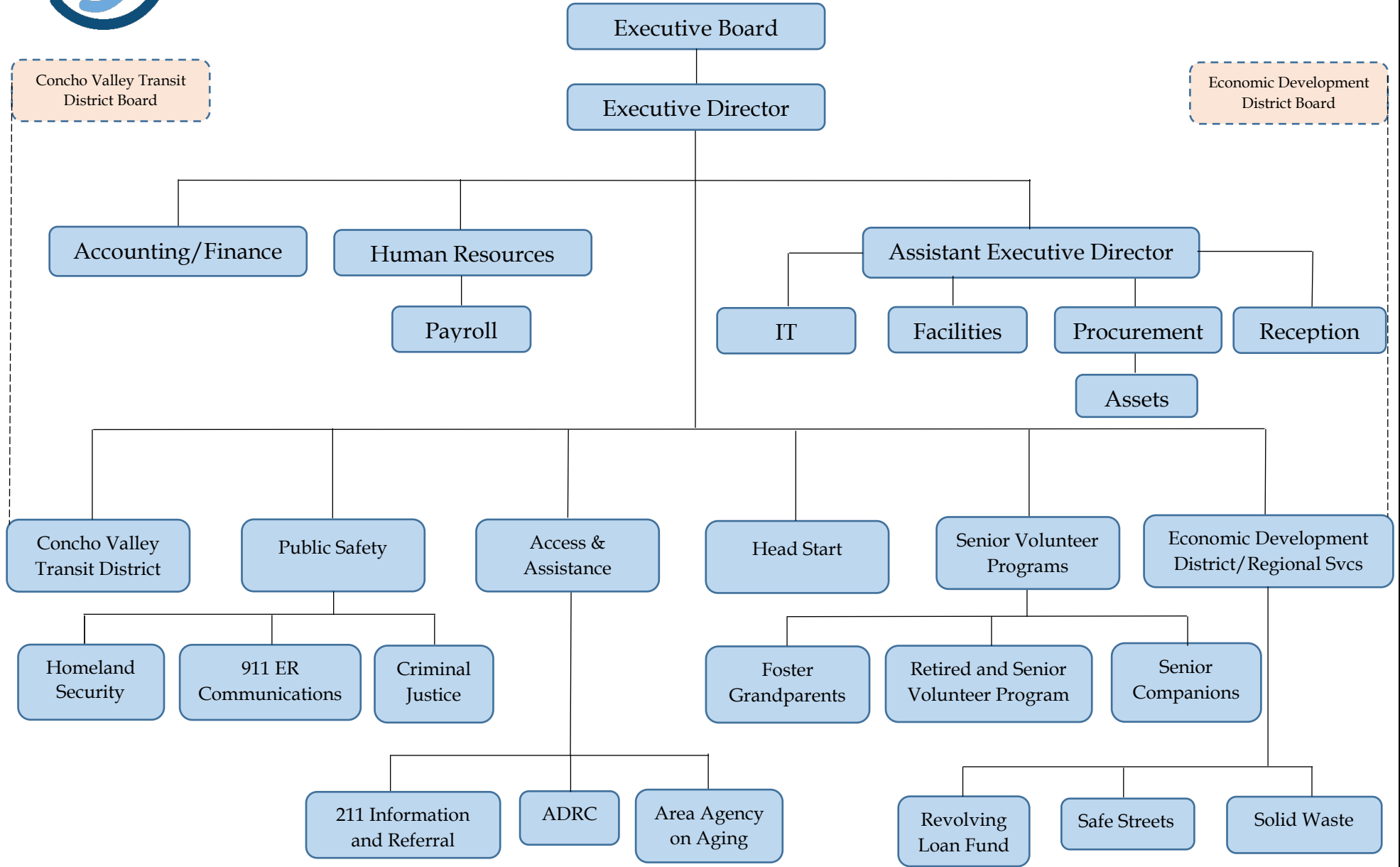
- The Information Technology Department consists of 3 staff members.
- The Information Technology budget is allocated to the Programs, Administrative and the other Central Service Centers based on the number of email accounts in each program.

### **Link Road Facility Management Budget**

- The Link Road Facility Management Department consist of a Facility Manager that is split between Link Road and Transit and one full-time Maintenance Tech
- The Facility budget is allocated to the Programs, Administrative and the other Central Service Centers based on square footage of office space occupied.



# Concho Valley Council of Governments Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
PROGRAM SUMMARY

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	8,093,690	8,526,271	8,862,515	9,085,706	9,427,728
Fringe Benefits	3,579,338	3,961,504	4,003,880	4,386,982	4,285,151
<b>Total Personnel</b>	<b>11,673,029</b>	<b>12,487,776</b>	<b>12,866,395</b>	<b>13,472,688</b>	<b>13,712,879</b>
Administrative Costs	684,566	818,786	873,510	964,885	971,312
Network Services	369,777	476,447	444,223	400,169	431,976
Procurement Services	479,613	306,063	337,807	229,230	235,161
Human Resource Services	354,943	338,160	325,193	342,853	384,678
Facility Cost Allocation	481,612	425,433	446,101	521,548	511,191
<b>Total Cost Allocations</b>	<b>2,370,511</b>	<b>2,364,890</b>	<b>2,426,833</b>	<b>2,458,686</b>	<b>2,534,317</b>
Stipend - Volunteers	273,900	287,989	252,305	334,080	317,376
Uniforms	1,804	14,007	4,562	11,900	16,400
Recognition	55,129	50,011	113,497	40,000	43,650
Audit & Legal	55,129	58,779	44,718	67,303	77,689
Counseling Services	14,299	15,080	15,509	15,499	15,238
Contract Services	1,082,844	1,288,513	1,263,540	517,422	393,462
HS Services	413,213	394,322	389,829	37,878	7,366
AAA Meals	998,031	1,027,820	991,424	791,869	412,783
Head Start T & T A	66,610	91,628	103,616	85,682	85,682
Travel-In Region	26,056	26,444	21,665	37,124	40,739
Travel-Out of Region	57,812	73,208	65,000	90,589	95,176
Conference Fees	255	267	-	1,000	2,000
Meals	10,971	9,783	7,170	25,050	23,940
Travel-Volunteer	57,095	62,731	49,607	49,593	50,643
Executive Director Allowance	-	-	-	500	500
Travel Advisory Council	-	-	-	1,307	1,307
Fuel & Lubricant	629,432	453,367	6,988	575,692	566,216
Vehicle Maintenance	353,257	322,066	6,519	559,932	598,828
Non-Vehicle Maintenance	-	-	2,103	-	2,500
Other Facility Rent (CVTD)	120,000	120,000	-	-	-
HS Site Rent	107,859	18,600	158,869	109,268	156,628
Utilities	132,984	81,923	59,236	110,848	95,514
HS Site Center Utilities	117,279	114,283	109,912	109,691	90,000
Link Road Building Maintenance	88,195	101,542	42,170	105,844	92,800

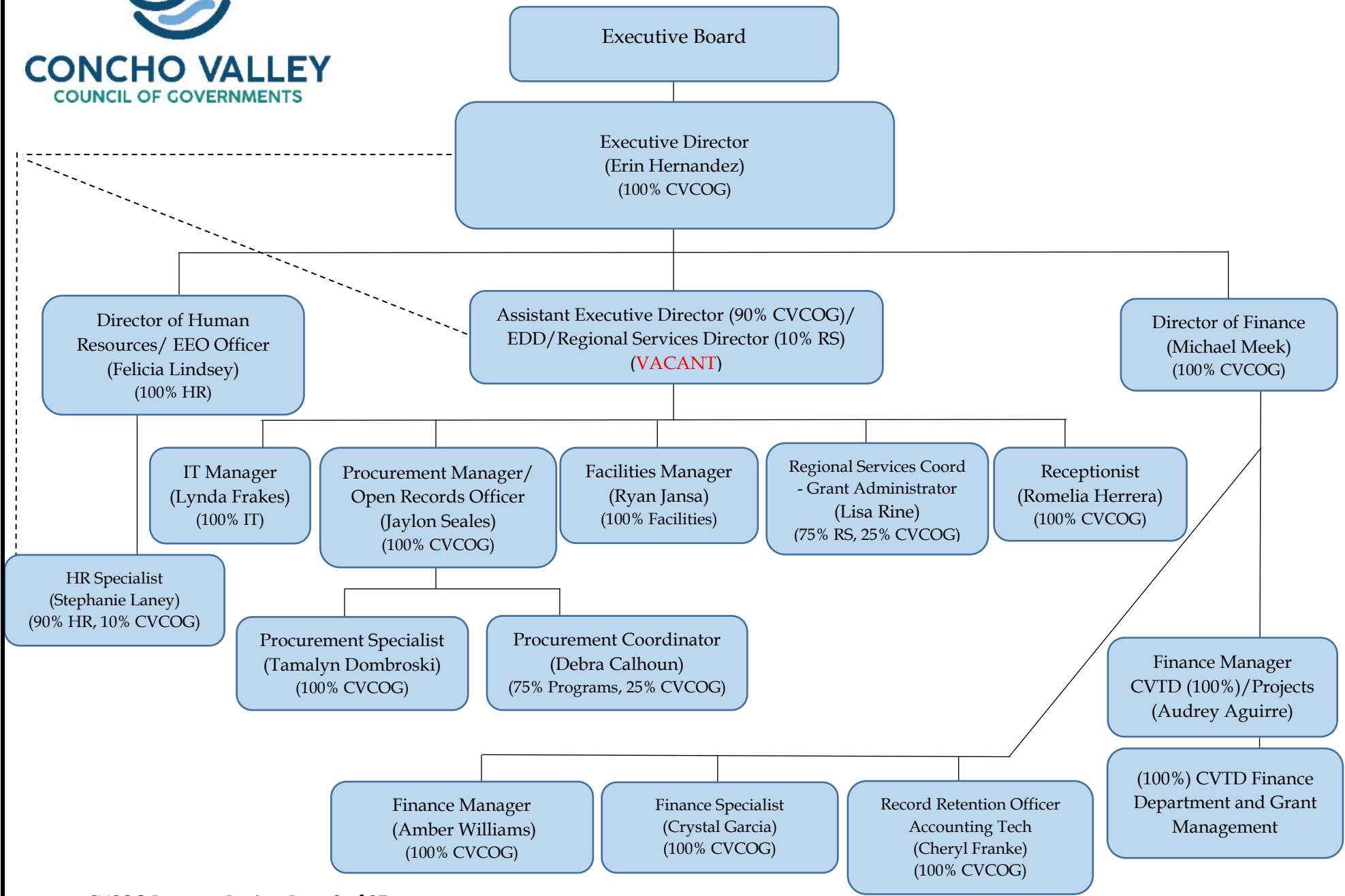
CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
PROGRAM SUMMARY

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Facility Maintenance	58,955	64,568	2,053	27,000	27,000
HS Site Center Bldg Maint	227,268	161,153	222,552	179,045	210,000
Supplies	386,051	253,521	188,212	232,600	247,349
HS Supplies	336,721	341,776	230,425	183,000	74,000
HS Diapers and Wipes	19,659	21,563	13,064	-	15,000
Internal Project Equipment	65,372	179,428	970	71,469	101,136
Internal Computer/Software	117,474	137,912	219,209	152,216	238,470
County Project Equipment	195,412	127,063	351,180	55,935	73,638
Tools	-	-	1,884	-	1,000
Copier	44,979	46,744	50,412	75,018	61,965
Insurance	157,441	160,430	201,876	196,816	254,614
Cell Phones	6,528	6,503	6,278	7,147	8,437
Internet	14,734	16,075	11,783	11,400	11,730
Printing	11,253	7,195	4,289	20,250	19,080
Ads & Promotions	1,706	17,936	1,085	4,100	1,849
Publications	6,999	2,188	1,496	2,696	4,067
HS Capital Playground	90,820	-	236,098	-	-
Capital Improvements	123,883	62,520	-	12,029,224	8,701,488
Training	7,288	8,993	8,559	23,280	20,667
Dues and fees	86,161	90,813	73,623	110,347	88,927
HS Site Center Communications	21,187	25,430	23,656	25,729	20,500
Communications	160,395	173,098	18,296	259,798	342,942
Postage/freight	9,803	8,012	11,670	32,855	14,978
911 Services	2,821,445	2,204,049	1,495,513	1,057,954	1,399,793
Other	76,656	90,288	-	225,900	121,461
Coffee Expense	3,594	1,045	3,157	3,700	4,200
Physicals	17,978	10,440	6,216	14,100	25,861
General Assembly Costs	4,542	266	3,474	5,000	5,000
Safety	11,407	10,901	7,438	13,861	22,990
Volunteer Recruiting	-	3,377	872	3,200	3,200
Link Road Amortization	30,000	30,000	35,000	35,000	35,000
InKind Expenses	2,233,628	2,401,667	1,949,934	2,393,928	2,140,473
<b>Sub-Total Program Expenditures</b>	<b>12,011,494</b>	<b>11,277,320</b>	<b>9,088,513</b>	<b>21,130,640</b>	<b>17,483,251</b>
<b>Grand Total Program Expenditures</b>	<b>26,055,034</b>	<b>26,129,986</b>	<b>24,381,741</b>	<b>37,062,014</b>	<b>33,730,447</b>



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS

# Executive/Finance Organization Chart



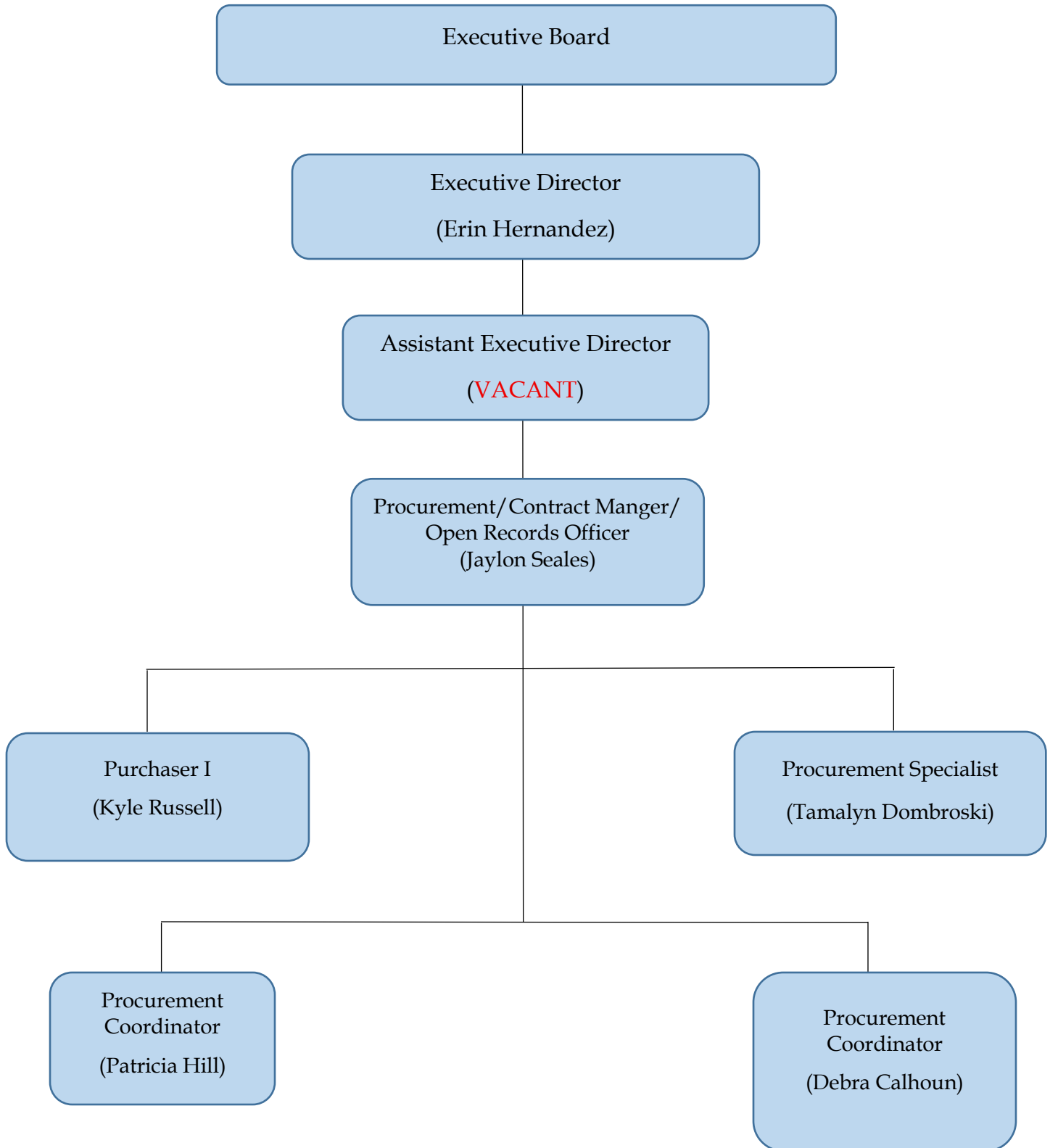
CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 ADMINISTRATIVE  
 SCHEDULE D

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	470,413	475,692	550,680	619,346	610,016
Fringe Benefits	161,590	185,822	183,739	181,653	222,502
<b>Total Personnel</b>	<b>632,003</b>	<b>661,514</b>	<b>734,419</b>	<b>800,999</b>	<b>832,518</b>
Network Services	27,283	37,315	86,079	57,565	61,111
Procurement Services	9,633	5,441	4,503	15,963	16,745
Human Resource Services	11,229	9,577	10,266	15,812	22,371
Facility Cost Allocation	37,966	40,275	52,073	82,093	75,971
<b>Total Cost Allocations</b>	<b>86,111</b>	<b>92,608</b>	<b>152,921</b>	<b>171,433</b>	<b>176,198</b>
Audit & Legal	38,243	40,227	44,718	46,297	55,000
Contract Services	1,565	530	458	5,000	5,000
Travel-In Region	9,597	8,724	8,994	13,818	15,009
Travel-Out of Region	5,273	12,195	15,018	14,690	14,653
Supplies	8,078	5,104	3,177	17,250	13,000
Copier	8,062	959	9,051	19,565	10,400
Insurance	3,469	3,826	4,195	3,040	6,150
Printing	-	1,096	1,034	3,950	4,500
Publications	360	360	360	1,146	1,000
Training	735	1,114	365	5,780	3,000
Dues and fees	12,565	15,379	14,469	14,899	5,000
Postage/freight	6,353	4,105	7,680	7,150	4,500
Physicals/Safety	-	-	-	-	100
<b>Sub-Total Program Expenditures</b>	<b>94,300</b>	<b>93,619</b>	<b>109,519</b>	<b>152,585</b>	<b>137,312</b>
<b>Grand Total Program Expenditures</b>	<b>812,414</b>	<b>847,741</b>	<b>996,858</b>	<b>1,125,017</b>	<b>1,146,028</b>

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 NON-PROJECT

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Local Funds	21,120	17,032	66,729	-	4,500
Interest	13,657	1,729	12,444	10,000	10,500
Membership Dues	10,771	15,201	6,913	10,000	8,100
<b>Total Program Revenue</b>	<b>45,547</b>	<b>33,963</b>	<b>86,086</b>	<b>20,000</b>	<b>23,100</b>
Recognition - Employee	7,009	3,184	8,768	2,500	8,000
Supplies	4,087	2,078	4,622	5,000	5,000
Project Equipment	-	13,245	-	-	-
Copier	0	4	60	-	100
Ads & Promotions	-	16,295	-	-	-
Dues and fees	563	1,594	333	1,500	1,500
Other	-	4,279	-	-	-
Coffee Expense	1,713	395	2,880	2,500	3,000
Executive Director Allowance	-	-	-	500	500
General Assembly	4,542	266	3,474	5,000	5,000
<b>Total Program Expenditures</b>	<b>17,914</b>	<b>41,340</b>	<b>20,135</b>	<b>17,000</b>	<b>23,100</b>
<b>Revenue over Expenditures</b>	<b>27,633</b>	<b>(7,378)</b>	<b>65,951</b>	<b>3,000</b>	<b>-</b>

# Procurement Organization Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 PROCUREMENT SERVICES COST CENTER  
 Schedule H

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	193,137	192,433	179,533	115,488	124,201
Fringe Benefits	86,091	83,937	83,883	63,444	60,311
<b>Total Personnel</b>	<b>279,227</b>	<b>276,370</b>	<b>263,416</b>	<b>178,932</b>	<b>184,512</b>
Administrative Costs	17,264	19,899	18,966	14,136	14,577
Network Services	26,588	19,955	21,190	-	-
Human Resource Services	8,562	5,513	6,282	-	-
Facility Cost Allocation	23,828	21,845	24,343	-	-
<b>Total Cost Allocations</b>	<b>76,242</b>	<b>67,212</b>	<b>70,781</b>	<b>14,136</b>	<b>14,577</b>
Travel-In Region	-	296	319	-	-
Travel-Out of Region	3,742	3,567	2,018	-	-
Fuel & Lubricant	578	156	-	-	-
Vehicle Maintenance	614	35	-	-	-
Supplies	2,065	7,722	1,451	-	-
Copier	-	51	82	-	-
Insurance	67	101	371	-	-
Training	1,425	2,340	225	-	-
Dues and fees	2,360	2,988	3,564	-	-
Safety	182	-	-	-	-
<b>Sub-Total Program Expenditures</b>	<b>11,033</b>	<b>17,257</b>	<b>8,029</b>	<b>-</b>	<b>-</b>
<b>Grand Total Program Expenditures</b>	<b>366,503</b>	<b>360,838</b>	<b>342,226</b>	<b>193,068</b>	<b>199,089</b>

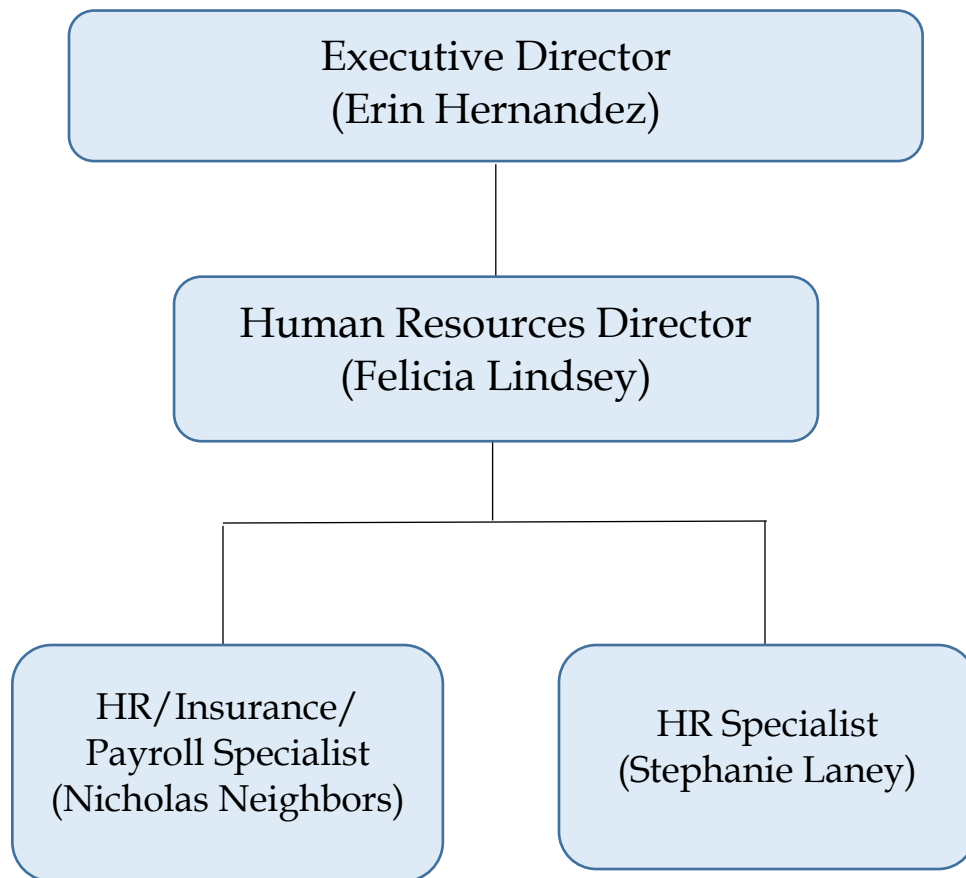
Note: Expenses allocated to Programs based on employee time  
 Department consists of 3 employees to perform procurement for programs



# CONCHO VALLEY

## COUNCIL OF GOVERNMENTS

### Human Resources Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
HUMAN RESOURCES SERVICES COST CENTER  
Schedule I

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	188,758	140,853	162,761	154,650	176,691
Fringe Benefits	77,171	63,409	65,514	69,929	81,716
<b>Total Personnel</b>	<b>265,928</b>	<b>204,262</b>	<b>228,275</b>	<b>224,579</b>	<b>258,407</b>
Administrative Costs	16,444	14,679	16,436	17,584	20,414
Network Services	13,048	15,547	16,417	13,284	14,103
Procurement Services	581	7,164	146	-	-
Facility Cost Allocation	33,063	24,991	28,739	33,925	42,452
<b>Total Cost Allocations</b>	<b>63,136</b>	<b>62,380</b>	<b>61,738</b>	<b>64,793</b>	<b>76,969</b>
Travel-In Region	86	231	118	1,500	500
Travel-Out of Region	80	576	461	1,000	1,250
Conference Fees	255	267	-	1,000	1,000
Supplies	1,883	376	657	2,000	2,500
Computer/Software	2,185	-	921	1,000	1,500
Copier	558	902	233	2,000	1,500
Training	924	2,550	424	3,500	3,500
Dues and fees	32,850	34,723	35,310	57,431	55,000
Postage/freight	216	134	112	550	550
<b>Sub-Total Program Expenditures</b>	<b>39,037</b>	<b>39,760</b>	<b>38,236</b>	<b>69,981</b>	<b>67,300</b>
<b>Grand Total Program Expenditures</b>	<b>368,101</b>	<b>306,402</b>	<b>328,249</b>	<b>359,353</b>	<b>402,676</b>

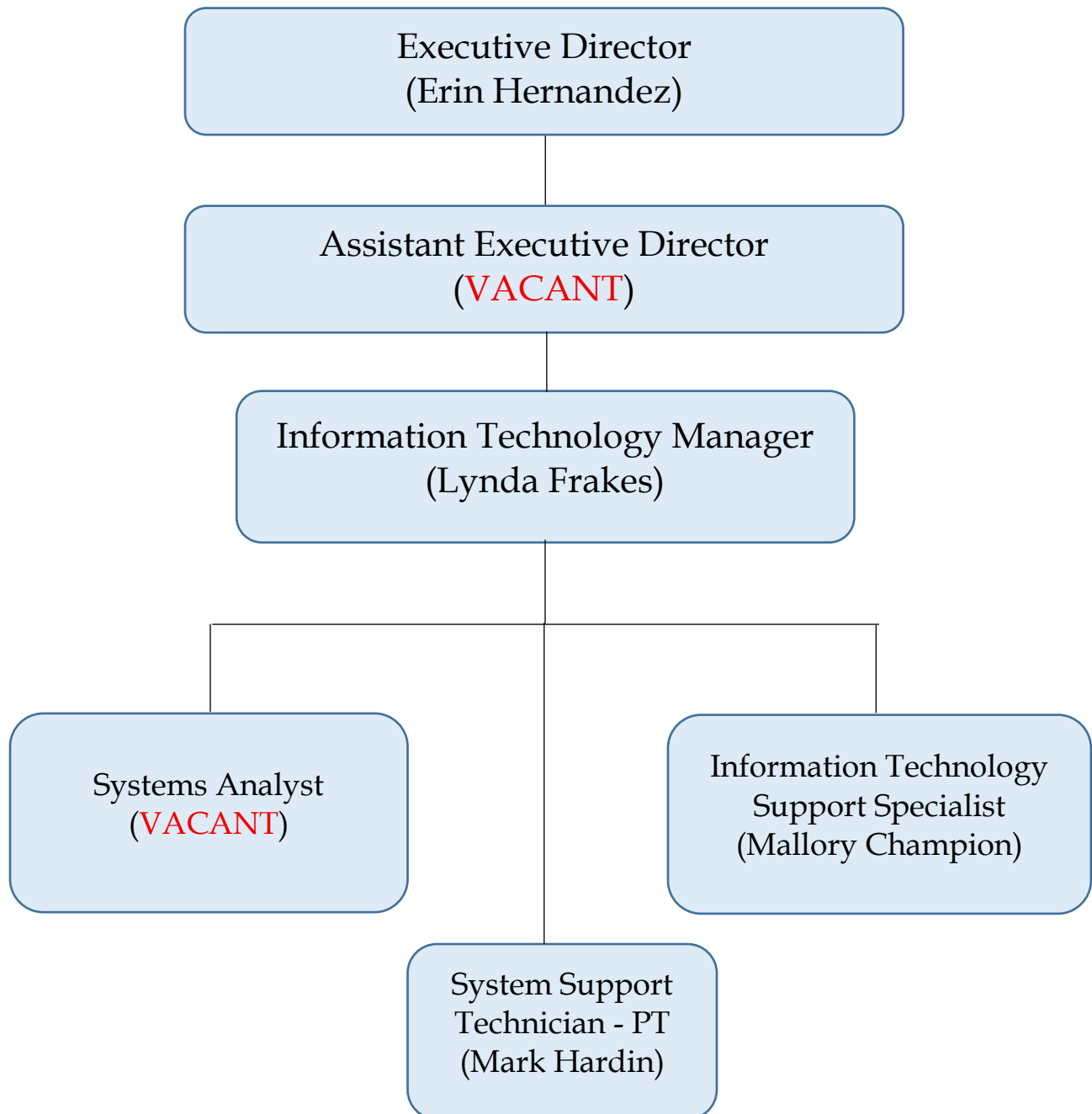
Note: Expenses allocated to Programs based on number of employees in Program  
Department consists of 4 employees to cover all staffing needs for CVCOG



# CONCHO VALLEY

## COUNCIL OF GOVERNMENTS

### Information Technology Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 INFORMATION TECHNOLOGY COST CENTER  
 Schedule F

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	167,598	190,098	199,677	134,413	155,369
Fringe Benefits	59,211	67,517	58,823	52,322	52,971
<b>Total Personnel</b>	<b>226,808</b>	<b>257,615</b>	<b>258,499</b>	<b>186,735</b>	<b>208,340</b>
Administrative Costs	14,026	18,500	18,612	13,705	16,459
Procurement Services	2,961	3,344	4,971	-	-
Human Resource Services	5,968	4,720	4,967	5,750	5,163
Facility Cost Allocation	31,084	35,558	39,625	49,853	38,436
<b>Total Cost Allocations</b>	<b>54,038</b>	<b>62,122</b>	<b>68,175</b>	<b>69,308</b>	<b>60,058</b>
Contract Services	9,395	4,302	6,000	5,000	5,000
Travel-In Region	1,013	126	148	1,000	750
Travel-Out of Region	1,711	138	1,063	750	1,000
Supplies	6,931	1,488	1,457	5,000	5,000
Project Equipment:	-	2,044	970	3,500	3,500
Computer/Software:	39,583	87,635	99,705	108,843	108,845
Copier	165	242	70	250	250
Insurance	1,936	1,936	1,936	1,936	2,936
Training	99	602	2,029	1,500	1,500
Dues and fees	104	105	-	100	100
Communications	15,335	13,482	15,117	45,600	44,600
<b>Sub-Total Program Expenditures</b>	<b>76,271</b>	<b>112,101</b>	<b>128,495</b>	<b>173,479</b>	<b>173,481</b>
<b>Grand Total Program Expenditures</b>	<b>357,117</b>	<b>431,838</b>	<b>455,169</b>	<b>429,522</b>	<b>441,879</b>

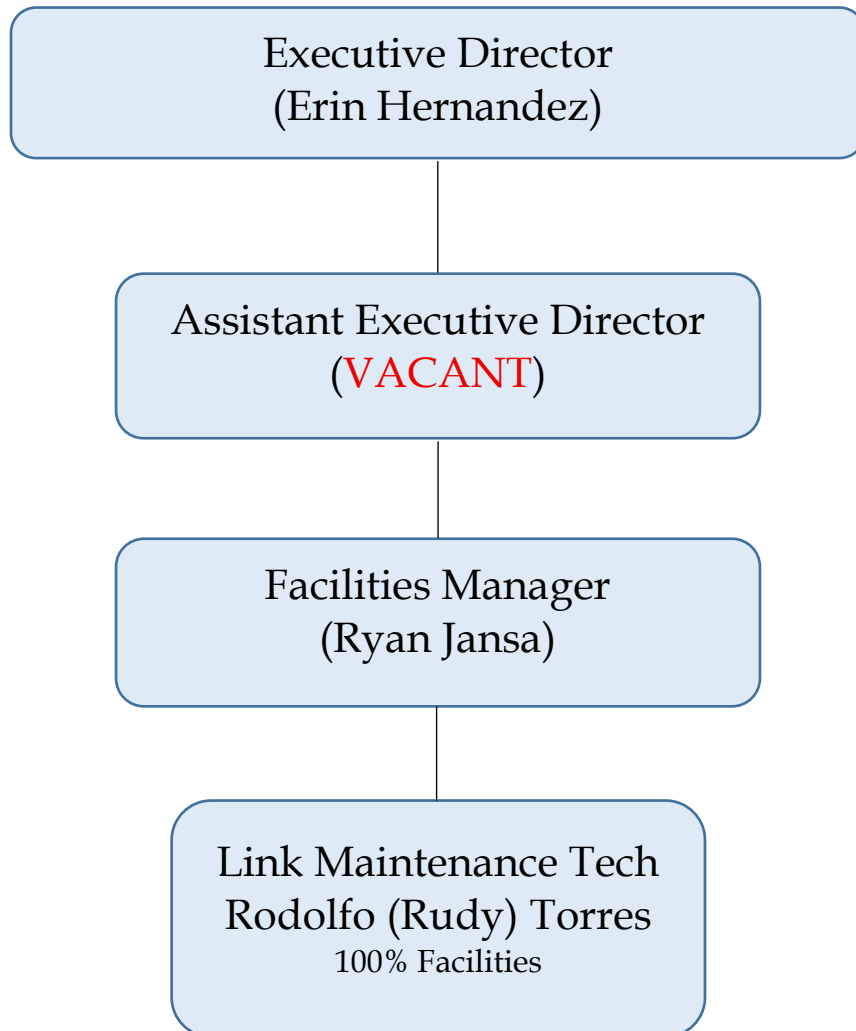
Note: Expenses allocated to Programs based on number of email accounts



# CONCHO VALLEY

## COUNCIL OF GOVERNMENTS

### Facility Management Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 FACILITY MAINTENANCE COST CENTER- Link Road  
 Schedule G

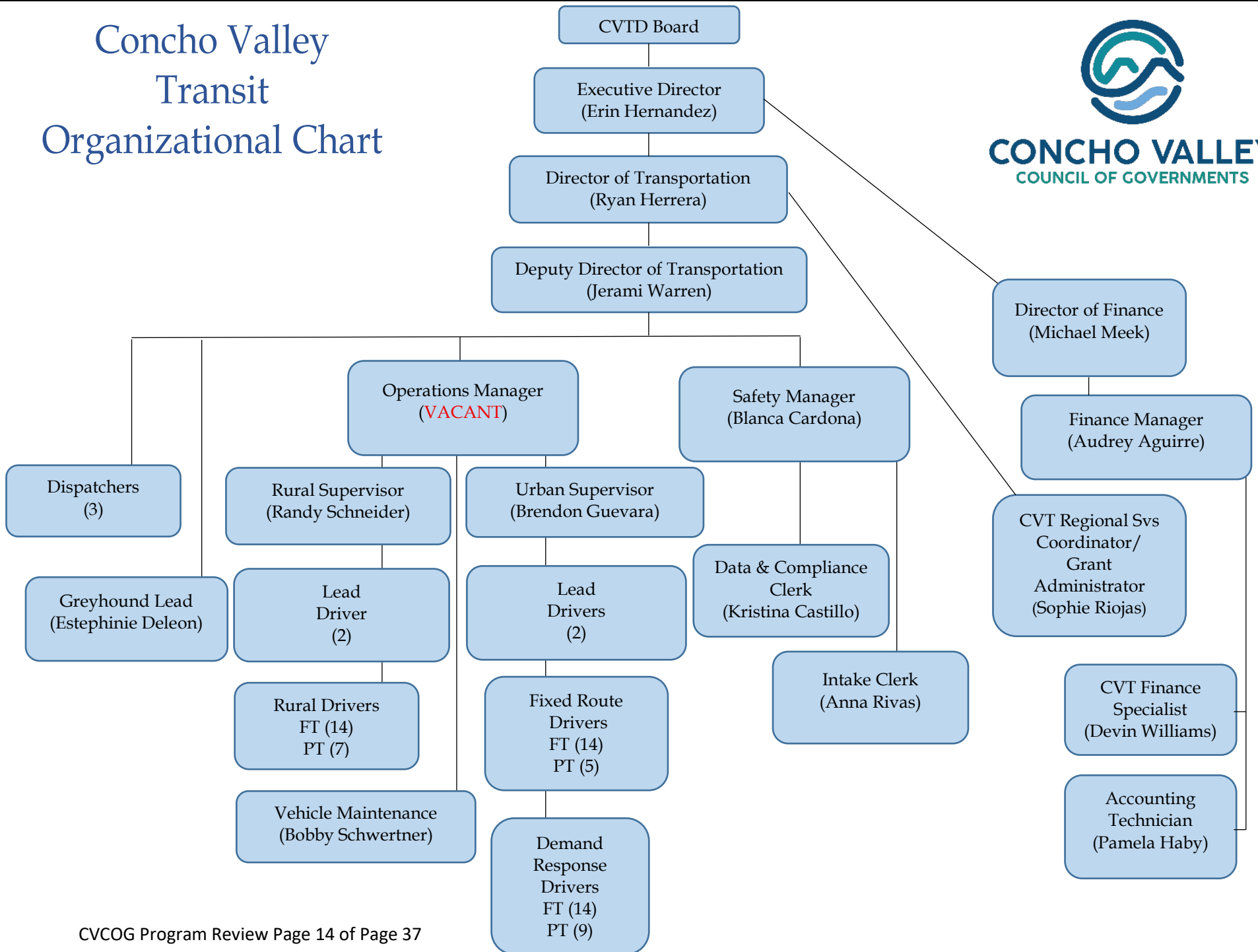
	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	54,418	59,141	69,673	95,891	80,559
Fringe Benefits	26,367	30,074	34,912	49,873	39,303
<b>Total Personnel</b>	<b>80,785</b>	<b>89,215</b>	<b>104,585</b>	<b>145,764</b>	<b>119,862</b>
Administrative Costs	4,977	6,050	7,530	11,515	9,469
Network Services	4,443	4,312	-	1,892	4,701
Procurement Services	18,296	32,489	12,095	-	-
Human Resource Services	2,270	1,781	2,578	1,283	2,877
<b>Total Cost Allocations</b>	<b>29,986</b>	<b>44,632</b>	<b>22,203</b>	<b>14,690</b>	<b>17,047</b>
Uniforms	500	449	95	500	-
Contract Services	140,000	140,000	145,250	152,513	156,000
Travel-In Region	500	200	-	-	450
Fuel & Lubricant	-	-	4,112	3,700	3,500
Vehicle Maintenance	-	-	3,757	2,382	5,000
Non-Vehicle Maintenance	-	-	2,103		2,500
Utilities	54,738	56,432	40,844	69,807	43,500
Building Maintenance	88,195	101,542	42,170	105,844	92,800
Supplies	15,860	18,260	10,234	18,260	11,000
Tools	-	-	1,884		1,000
Insurance	24,251	24,251	35,414	24,251	31,200
Safety	9,458	8,709	5,946	8,029	17,850
Link Road Amortization	30,000	30,000	35,000	35,000	35,000
<b>Sub-Total Program Expenditures</b>	<b>363,502</b>	<b>379,844</b>	<b>326,809</b>	<b>420,286</b>	<b>399,800</b>
<b>Grand Total Program Expenditures</b>	<b>474,273</b>	<b>513,691</b>	<b>453,597</b>	<b>580,740</b>	<b>536,709</b>

Note: Expenses allocated to Programs based on square footage occupied at Link Road

# Concho Valley Transit Organizational Chart



**CONCHO VALLEY**  
COUNCIL OF GOVERNMENTS



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 Concho Valley Transit District

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	2,251,260	2,404,905	2,599,884	2,971,798	3,058,681
Fringe Benefits	1,096,544	1,260,912	1,309,084	1,644,892	1,483,138
<b>Total Personnel</b>	<b>3,347,804</b>	<b>3,665,817</b>	<b>3,908,968</b>	<b>4,616,690</b>	<b>4,541,819</b>
Administrative Costs	208,865	231,680	281,446	364,719	358,804
Network Services	104,976	145,490	105,147	109,572	112,724
Procurement Services	158,695	78,650	136,262	65,360	68,579
Human Resource Services	92,771	121,639	96,542	102,056	114,360
Facility Cost Allocation	82,339	18,592	9,601	11,334	10,483
<b>Total Cost Allocations</b>	<b>647,646</b>	<b>596,050</b>	<b>628,997</b>	<b>653,041</b>	<b>664,951</b>
Uniforms	1,304	7,000	2,960	5,000	10,000
Audit & Legal	16,886	18,552	-	21,006	22,689
Contract Services	211,210	6,000	-	97,508	50,000
Pass-Thru Funds	63,699	50,000	-	50,000	50,000
Travel-Out of Region	3,803	7,500	17,550	10,000	10,000
Fuel & Lubricant & Tires	627,753	451,179	583	570,792	559,716
Tnsp Vehicle Maintenance	352,358	320,179	1,048	555,800	591,078
County Facility Rent	120,000	120,000	-	-	-
Utilities	78,246	25,491	18,392	41,041	52,014
Bldg Maintenance	58,955	64,568	2,053	27,000	27,000
Capital Facility Improvements	19,000	-	-	172,820	-
Supplies	120,168	60,598	13,804	34,517	96,864
Project Equipment	-	-	-	20,000	97,636
Computer/Software	29,903	16,779	395	42,373	64,725
Capital Equipment	104,883	62,520	-	11,856,404	72,445
Capital Bus	-	-	-	-	678,453
Capital Construction	-	-	-	-	7,950,590
Copier	836	1,000	23	1,064	1,247
Insurance	113,442	115,537	145,447	146,111	196,889
Cell Phones	2,314	2,110	500	2,172	2,172
Internet	14,734	16,075	11,783	11,400	11,730
Printing	7,747	4,000	539	10,000	10,250
Ads & Promotions	62	200	459	1,000	1,000
Publications	6,639	1,828	884	1,500	2,900

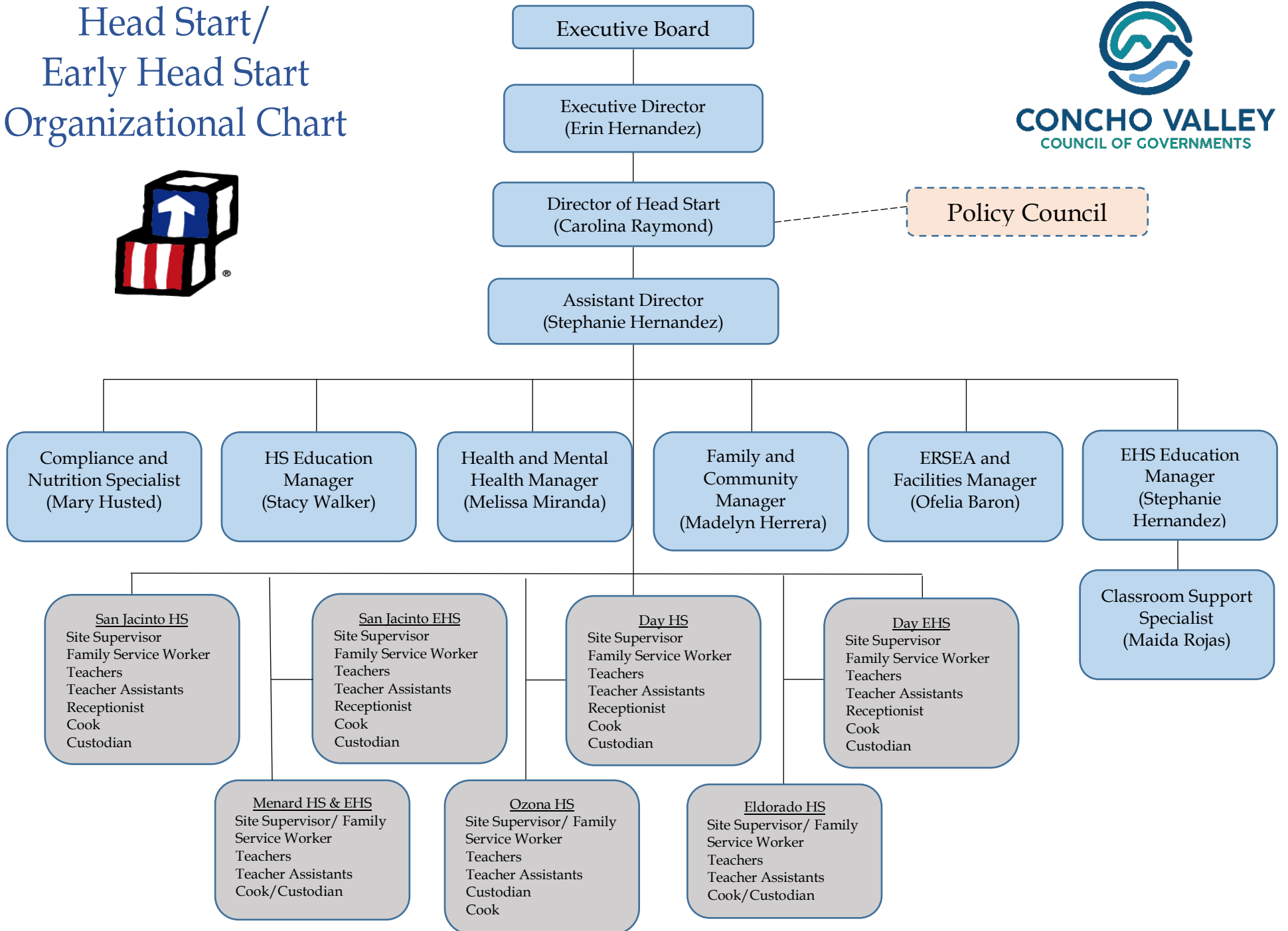
CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 Concho Valley Transit District

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Dues and fees	14,711	14,279	1,359	15,700	6,020
Communications	136,646	156,554	165	206,698	292,092
Postage/freight	1,184	1,050	1,121	1,000	1,150
Other	12,958	8,500	-	38,598	46,716
Coffee Expense	1,881	650	278	1,200	1,200
Physicals/Safety	17,348	10,200	6,036	11,700	23,551
InKind Other	30,327	42,599	-	370,315	70,476
<b>Sub-Total Program Expenditures</b>	<b>2,168,995</b>	<b>1,584,949</b>	<b>225,379</b>	<b>14,322,719</b>	<b>11,000,602</b>
<b>Grand Total Program Expenditures</b>	<b>6,164,446</b>	<b>5,846,816</b>	<b>4,763,343</b>	<b>19,592,450</b>	<b>16,207,371</b>

NOTE: The Transit District Fiscal Year is September through August. Appropriations are based on legislative formulas that look at population, population density, revenue vehicle miles, and low-income individuals in rural areas.

FTA excess funds carried forward are due to lack of local funds required to match Federal award in order to request the Federal funding

# Head Start/ Early Head Start Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 HEAD START

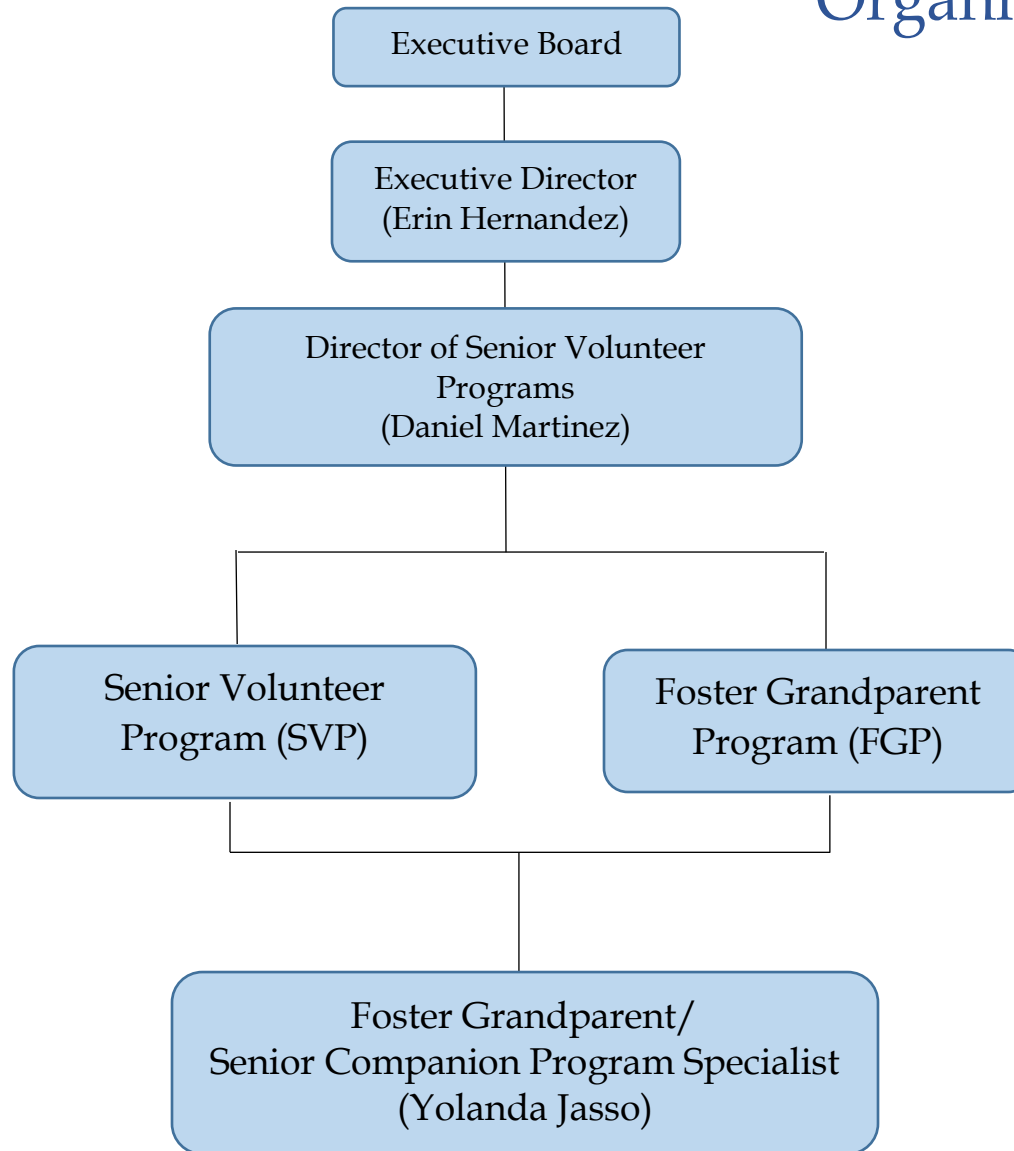
	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	3,570,156	3,805,625	3,814,453	3,717,587	3,852,184
Fringe Benefits	1,624,291	1,813,802	1,788,634	1,810,782	1,840,413
<b>Total Personnel</b>	<b>5,194,446</b>	<b>5,619,427</b>	<b>5,603,087</b>	<b>5,528,369</b>	<b>5,692,597</b>
Administrative Costs	321,200	404,600	403,422	409,100	411,044
Network Services	79,114	142,860	109,470	104,922	125,587
Procurement Services	82,486	61,536	66,258	64,298	63,855
Human Resource Services	195,977	164,035	173,803	184,933	204,560
Facility Cost Allocation	44,442	46,845	57,899	67,724	67,000
<b>Total Cost Allocations</b>	<b>723,220</b>	<b>819,876</b>	<b>810,852</b>	<b>830,977</b>	<b>872,046</b>
Recognition	2,593	2,674	829	-	-
Contract Services	108,466	245,639	56,761	-	45,000
HS Services	413,213	394,322	389,829	37,878	7,366
Head Start T & T A	66,610	91,628	103,616	85,682	85,682
Travel-In Region	2,970	2,199	792	6,000	4,250
Fuel & Lubricant	399	1,269	1,256	-	1,800
Vehicle Maintenance	54	480	554	-	1,000
HS Site Rent	107,859	18,600	158,869	109,268	156,628
HS Site Center Utilities	117,279	114,283	109,912	109,691	90,000
HS Site Center Bldg Maint	227,268	161,153	222,552	179,045	210,000
Supplies	107,059	71,925	62,730	70,000	62,500
HS Supplies	336,721	341,776	230,425	183,000	74,000
HS Diapers and Wipes	19,659	21,563	13,064	-	15,000
Internal Project Equipment	65,372	164,139	-	47,969	-
Internal Computer/Software	45,802	33,498	118,189	-	61,000
Copier	29,519	35,039	34,136	38,265	35,000
Insurance	9,176	7,459	6,724	11,288	7,000
Printing	2,784	1,639	2,715	4,500	3,500
Ads & Promotions	1,278	853	626	2,500	-
HS Capital Playground	90,820	-	236,098	-	-
Dues and fees	2,571	2,332	2,403	2,775	5,500
HS Site Center Communications	21,187	25,430	23,656	25,729	20,500
Postage/freight	838	624	672	1,500	1,250
Safety	1,455	1,047	1,090	2,592	1,500

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 HEAD START

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
InKind Expenses	1,991,195	2,071,442	1,686,912	1,875,609	1,864,997
<b>Sub-Total Program Expenditures</b>	<b>3,772,148</b>	<b>3,811,017</b>	<b>3,464,409</b>	<b>2,793,291</b>	<b>2,753,473</b>
<b>Grand Total Expenditures</b>	<b>9,689,815</b>	<b>10,250,320</b>	<b>9,878,349</b>	<b>9,152,637</b>	<b>9,318,116</b>

NOTE: The Head Start Grant Year is June 1 through May 31. Includes CACFP which runs Oct thru Sep  
 Per the Award, Administration Cap is 15% of award.

# Senior Volunteer Programs Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 FOSTER GRANDPARENT PROGRAM

	1st Year FY 22-23 ACTUAL	2nd Year FY 23-24 ACTUAL	3rd Year FY 24-25 ACTUAL	1st Year FY 25-26 BUDGET	2nd Year FY 26-27 BUDGET
Salaries/Wages	62,320	67,440	54,167	69,254	76,755
Fringe Benefits	13,118	14,217	15,040	26,503	23,216
<b>Total Personnel</b>	<b>75,437</b>	<b>81,657</b>	<b>69,208</b>	<b>95,757</b>	<b>99,971</b>
Administrative Costs	4,664	5,879	4,983	7,554	7,898
Network Services	3,317	4,574	4,568	4,498	6,780
Procurement Services	913	863	683	1,764	3,732
Human Resource Services	1,548	1,416	1,350	1,916	3,486
Facility Cost Allocation	8,937	9,236	12,686	11,250	12,564
<b>Total Cost Allocations</b>	<b>19,380</b>	<b>21,969</b>	<b>24,268</b>	<b>26,982</b>	<b>34,460</b>
Stipend - Volunteers	183,016	186,129	159,824	208,800	196,272
Uniforms	-	3,607	766	4,000	4,000
Recognition	28,334	26,049	57,066	22,500	21,150
Travel-In Region	386	150	206	922	922
Travel-Out of Region	3,039	4,427	1,120	4,835	5,966
Meals	6,997	5,926	4,129	16,300	15,430
Travel-Volunteer	34,108	36,749	27,341	31,559	32,434
Supplies	1,832	3,606	2,456	5,000	5,000
Copier	330	332	9	800	750
Insurance	739	739	824	1,250	1,500
Dues and fees	273	263	92	218	270
Postage/freight	171	199	203	650	780
Physicals	630	240	180	1,500	1,410
Safety	156	542	74	1,620	1,620
Volunteer Recruiting	-	1,708	602	2,000	2,000
In Kind Expenses	29,193	42,780	24,752	36,413	45,000
<b>Sub-Total Program Expenditures</b>	<b>289,205</b>	<b>313,445</b>	<b>279,645</b>	<b>338,367</b>	<b>334,504</b>
<b>Grand Total Program Expenditures</b>	<b>384,022</b>	<b>417,072</b>	<b>373,121</b>	<b>461,106</b>	<b>468,935</b>

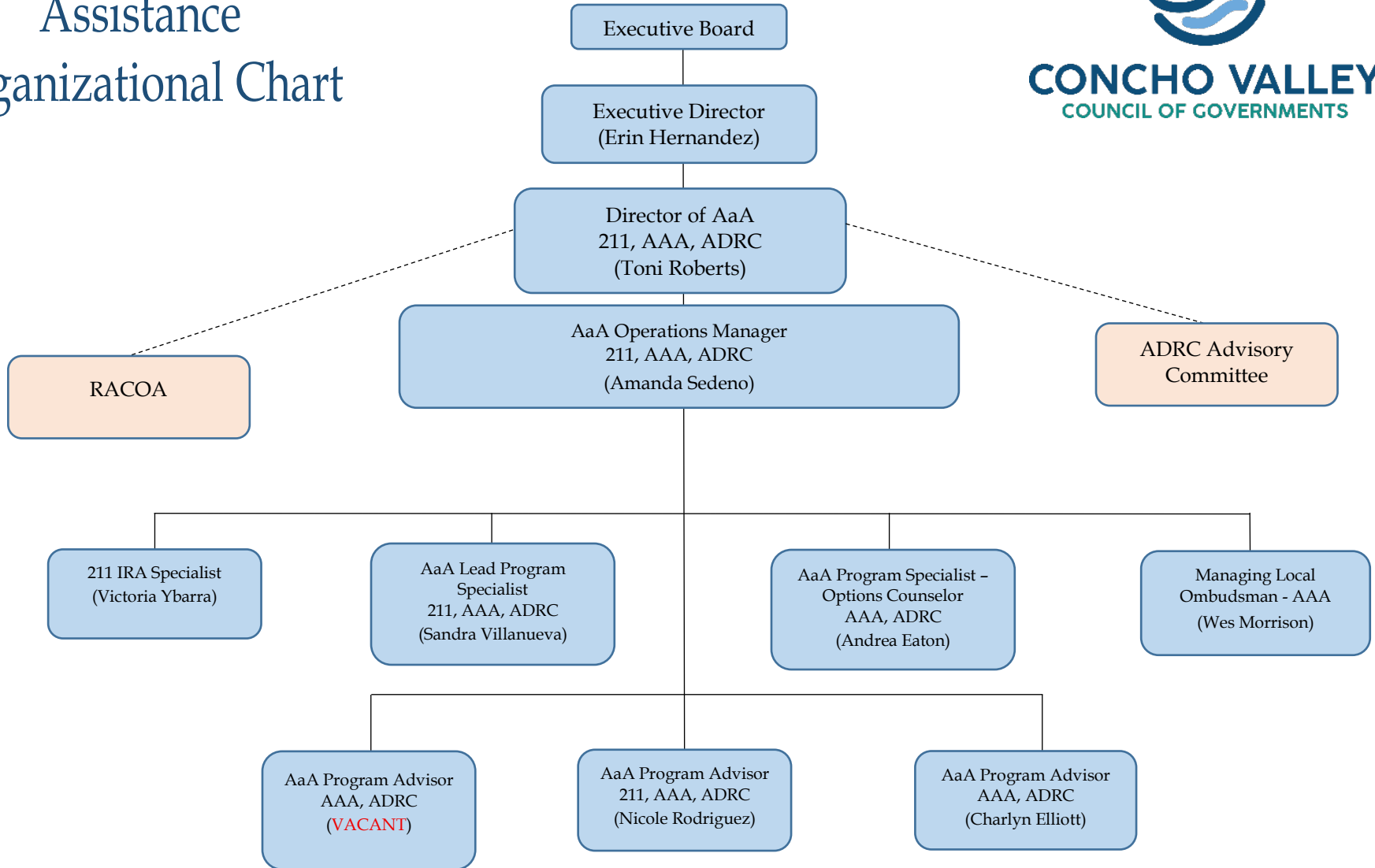
NOTE: Grants are awarded in 3 year increments.  
 Federal Award Period is July thru June  
 State Award Period is September thru August

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 SENIOR COMPANION

	1st Year FY 22-23 ACTUAL	2nd Year FY 23-24 ACTUAL	3rd Year FY 24-25 ACTUAL	1st Year FY 25-26 BUDGET	2nd Year FY 26-27 BUDGET
Salaries/Wages	37,540	44,397	35,797	43,576	51,170
Fringe Benefits	7,927	9,399	8,906	16,838	15,479
<b>Total Personnel</b>	<b>45,467</b>	<b>53,796</b>	<b>44,702</b>	<b>60,414</b>	<b>66,649</b>
Administrative Costs	2,811	3,873	3,218	4,773	4,799
Network Services	2,156	2,887	2,408	2,862	1,550
Procurement Services	629	654	609	1,985	1,152
Human Resource Services	1,006	890	721	775	1,350
Facility Cost Allocation	6,195	6,788	6,290	7,632	4,760
<b>Total Cost Allocations</b>	<b>12,798</b>	<b>15,093</b>	<b>13,246</b>	<b>18,027</b>	<b>13,611</b>
Stipend - Volunteers	90,884	101,860	92,481	125,280	121,104
Uniforms	-	2,951	741	2,400	2,400
Recognition	16,776	18,022	46,304	15,000	14,500
Travel-In Region	713	558	420	503	503
Travel-Out of Region	2,662	2,606	723	2,830	3,811
Meals	3,381	3,552	2,899	8,400	8,160
Travel-Volunteer	21,867	25,982	22,266	18,034	18,209
Supplies	1,637	2,659	1,343	1,950	1,950
Copier	235	306	2	520	520
Insurance	423	423	467	750	750
Dues and fees	173	148	41	398	180
Postage/freight	159	297	191	438	468
Physicals	-	-	-	900	900
Safety	156	602	328	1,620	1,920
Volunteer Recruiting	-	1,669	270	1,200	1,200
In Kind Expenses	22,033	54,382	59,489	27,674	30,000
<b>Sub-Total Program Expenditures</b>	<b>161,100</b>	<b>216,016</b>	<b>227,965</b>	<b>207,897</b>	<b>206,575</b>
<b>Grand Total Program Expenditures</b>	<b>219,365</b>	<b>284,905</b>	<b>285,914</b>	<b>286,338</b>	<b>286,835</b>

NOTE: Grants are awarded in 3 year increments.  
 Federal Award Period is July thru June  
 State Award Period is September thru August

# Access and Assistance Organizational Chart



The CVCOG Access and Assistance program has the majority of staff cross-trained amongst at least 2, if not 3, of the following programs administered with funds received from the Texas Health and Human Services Commission (TX HHSC): 211 Texas – Texas Information and Referral Network (TIRN), Area Agency on Aging - AAA, (Office of Area Agencies on Aging – OAAA) and Aging and Disability Resource Center – ADRC (Office of Aging and Disability Resource Centers)

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 AREA AGENCY ON AGING

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	327,567	338,092	326,645	288,128	354,643
Fringe Benefits	140,766	136,209	138,792	137,653	143,703
<b>Total Personnel</b>	<b>468,334</b>	<b>474,300</b>	<b>465,436</b>	<b>425,781</b>	<b>498,346</b>
Administrative Costs	28,956	34,150	33,512	32,798	36,777
Network Services	33,172	32,871	25,916	27,200	30,663
Procurement Services	58,023	44,492	24,157	13,771	15,120
Human Resource Services	12,685	9,169	7,654	9,104	9,583
Facility Cost Allocation	43,177	54,951	41,447	47,252	59,138
<b>Total Cost Allocations</b>	<b>176,012</b>	<b>175,633</b>	<b>132,685</b>	<b>130,124</b>	<b>151,281</b>
Contract Services	264,259	563,128	213,118	221,091	86,268
AAA Meals	998,031	1,027,820	991,424	791,869	412,783
Travel-In Region	4,478	8,712	4,943	2,675	6,254
Travel-Out of Region	11,878	8,639	4,747	7,500	6,500
Conference Fees	-	-	-	-	500
Supplies	19,769	26,005	7,969	9,559	8,752
Copier	2,182	3,355	2,888	6,296	4,771
Cell Phones	330	1,057	172	175	1,775
Printing	-	-	-	800	830
Dues and fees	2,298	5,112	4,382	3,500	3,268
Postage/freight	640	1,237	1,570	19,292	2,820
Other	-	27,509	-	137,302	24,745
In Kind Expenses	160,880	190,464	178,780	83,917	130,000
<b>Sub-Total Program Expenditures</b>	<b>1,464,746</b>	<b>1,863,038</b>	<b>1,409,994</b>	<b>1,283,976</b>	<b>689,266</b>
<b>Grand Total Program Expenditures</b>	<b>2,109,092</b>	<b>2,512,971</b>	<b>2,008,115</b>	<b>1,839,881</b>	<b>1,338,893</b>

NOTE: The Area Agency on Aging Grant Year is October through September.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 AGING AND DISABILITY RESOURCE CENTER (ADRC)

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	63,118	80,483	95,758	64,149	63,728
Fringe Benefits	25,357	29,878	36,301	25,517	22,550
<b>Total Personnel</b>	<b>88,475</b>	<b>110,360</b>	<b>132,059</b>	<b>89,666</b>	<b>86,278</b>
Administrative Costs	5,494	7,946	9,508	6,966	6,314
Network Services	6,911	6,289	6,094	7,171	3,253
Procurement Services	1,624	583	714	1,096	955
Human Resource Services	2,487	1,655	1,884	678	1,016
Facility Cost Allocation	12,289	12,820	14,306	11,226	10,500
<b>Total Cost Allocations</b>	<b>28,806</b>	<b>29,293</b>	<b>32,506</b>	<b>27,137</b>	<b>22,038</b>
Contract Services	2,335	3,586	16,181	16,560	16,560
Travel-In Region	252	21	497	-	1,005
Travel-Out of Region	2,195	4,221	2,544	2,000	2,641
Supplies	29,428	3,291	3,263	2,817	1,790
Copier	188	178	297	250	200
Cell Phones	-	-	-	-	350
Dues and fees	1,634	7,240	573	1,576	700
Postage/freight	54	324	21	1,325	600
<b>Sub-Total Program Expenditures</b>	<b>36,086</b>	<b>18,860</b>	<b>23,378</b>	<b>24,528</b>	<b>23,846</b>
<b>Grand Total Program Expenditures</b>	<b>153,366</b>	<b>158,514</b>	<b>187,943</b>	<b>141,331</b>	<b>132,162</b>

Program award period is September 1 thru August 31.

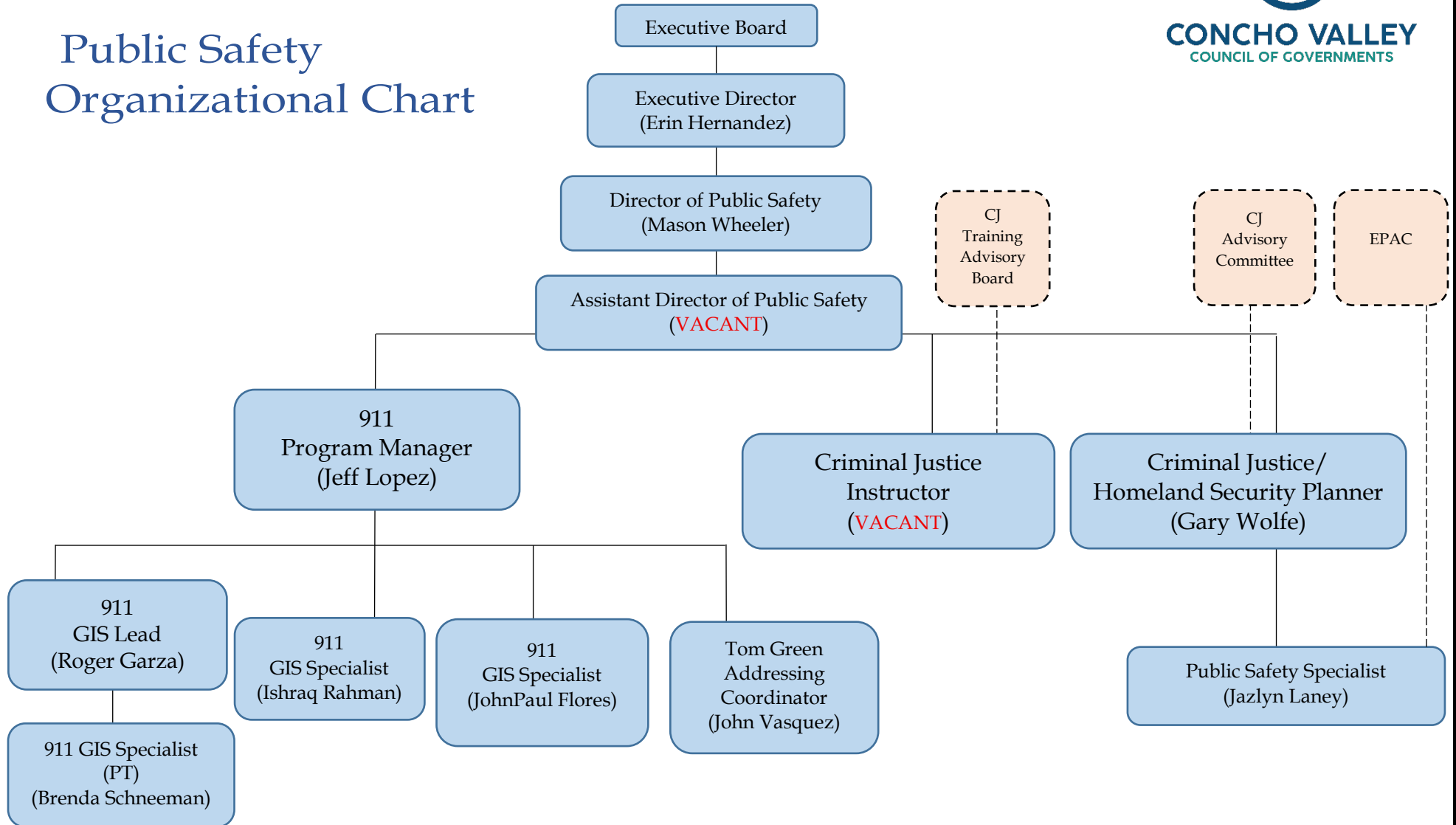
CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 2-1-1 INFORMATION & REFERRAL

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	79,232	102,242	126,131	109,406	121,532
Fringe Benefits	35,750	44,627	56,085	53,171	55,909
<b>Total Personnel</b>	<b>114,982</b>	<b>146,869</b>	<b>182,216</b>	<b>162,577</b>	<b>177,441</b>
Administrative Costs	7,096	10,575	13,120	12,888	12,224
Network Services	5,316	9,669	10,239	8,317	11,754
Procurement Services	1,947	1,296	774	1,096	938
Human Resource Services	1,861	2,669	3,079	2,533	3,672
Facility Cost Allocation	23,434	16,317	10,972	18,261	18,743
<b>Total Cost Allocations</b>	<b>39,655</b>	<b>40,526</b>	<b>38,184</b>	<b>43,095</b>	<b>47,331</b>
Contract Services	5,500	6,500	5,500	10,000	6,000
Travel-In Region	-	519	256	1,500	1,057
Travel-Out of Region	-	-	697	-	-
Supplies	34,123	27,955	3,711	3,063	604
Internal Computer/Software	-	-	-	-	2,400
Copier	70	35	112	300	344
Cell Phones	960	1,179	1,635	1,500	840
Ads & Promotions	-	-	-	-	99
Dues and fees	1,269	2,511	7,081	6,567	6,005
Postage/freight	-	-	-	-	1,850
<b>Sub-Total Program Expenditures</b>	<b>41,922</b>	<b>38,699</b>	<b>18,991</b>	<b>22,930</b>	<b>19,199</b>
<b>Grand Total Program Expenditures</b>	<b>196,559</b>	<b>226,094</b>	<b>239,391</b>	<b>228,601</b>	<b>243,971</b>

NOTE: Receiving level funding. No funding change since FY 12-13  
 Program Period is September through August.



# Public Safety Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 9-1-1 EMERGENCY COMMUNICATIONS

	2nd Biennial FY 22-23 ACTUAL	1st Biennial FY 23-24 ACTUAL	2nd Biennial FY 24-25 ACTUAL	1st Biennial FY 25-26 BUDGET	2nd Biennial FY 26-27 BUDGET
Salaries/Wages	372,689	381,271	416,842	467,258	476,601
Fringe Benefits	131,493	128,011	137,070	152,844	155,900
<b>Total Personnel</b>	<b>504,182</b>	<b>509,282</b>	<b>553,912</b>	<b>620,102</b>	<b>632,501</b>
Administrative Costs	31,177	36,656	39,882	42,993	47,770
Network Services	34,501	33,227	35,472	36,108	37,191
Procurement Services	123,843	49,092	48,761	56,495	58,190
Human Resource Services	9,405	8,874	9,233	9,849	10,144
Facility Cost Allocation	78,194	78,193	89,305	105,904	100,800
<b>Total Cost Allocations</b>	<b>277,119</b>	<b>206,042</b>	<b>222,653</b>	<b>251,349</b>	<b>254,095</b>
Contract Services	3	140	18,519	750	1,000
Travel-In Region	4,020	2,684	4,038	6,500	6,500
Travel-Out of Region	15,376	15,799	6,938	26,500	26,500
Supplies	9,422	10,117	48,277	47,000	20,000
County Project Equipment	94,762	-	74,687	-	-
Copier	-	-	422	-	1,000
Printing	723	460	-	1,000	-
Ads & Promotions	276	405	-	250	250
Training	3,583	2,387	4,375	12,000	12,000
Dues and fees	301	301	202	634	634
Communications	8,414	3,062	3,014	5,500	4,250
Postage/freight	61	11	98	500	500
911 Services	2,818,795	2,204,049	1,495,513	1,057,954	1,399,793
<b>Sub-Total Program Expenditures</b>	<b>2,955,736</b>	<b>2,239,414</b>	<b>1,656,084</b>	<b>1,158,588</b>	<b>1,472,427</b>
<b>Grand Total Program Expenditures</b>	<b>3,737,038</b>	<b>2,954,738</b>	<b>2,432,649</b>	<b>2,030,039</b>	<b>2,359,023</b>

NOTE: The 9-1-1 Emergency Communication Services Program Period is September through August.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 HOMELAND SECURITY

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	76,019	74,253	58,866	60,802	65,869
Fringe Benefits	28,602	30,707	25,228	29,403	27,195
<b>Total Personnel</b>	<b>104,621</b>	<b>104,960</b>	<b>84,094</b>	<b>90,205</b>	<b>93,064</b>
Administrative Costs	6,470	7,567	6,055	6,562	7,352
Network Services	6,041	5,088	9,127	4,863	8,971
Procurement Services	424	5,858	7,365	530	530
Human Resource Services	2,874	1,715	1,889	2,414	2,875
Facility Cost Allocation	13,836	12,622	11,580	23,135	18,034
<b>Total Cost Allocations</b>	<b>29,645</b>	<b>32,850</b>	<b>36,016</b>	<b>37,504</b>	<b>37,763</b>
Contract Services	-	23,380	134,393	-	-
Travel-In Region	1,009	383	222	1,206	1,206
Travel-Out of Region	1,840	5,272	3,117	5,775	5,775
Travel-Volunteer	1,120	-	-	-	-
Travel Advisory Council	-	-	-	1,307	1,307
Supplies	2,688	2,262	10,455	5,801	5,722
County Project Equipment	-	59,263	186,293	-	-
Copier	130	445	429	2,500	2,500
Insurance	1,023	1,578	1,135	1,500	1,500
Cell Phones	1,712	1,439	3,249	2,500	2,500
Ads & Promotions	-	183	-	-	-
Dues and fees	289	923	1,106	2,100	2,100
Communications	-	-	-	2,000	2,000
Postage/freight	5	3	-	200	200
<b>Sub-Total Program Expenditures</b>	<b>9,816</b>	<b>95,130</b>	<b>340,399</b>	<b>24,889</b>	<b>24,810</b>
<b>Grand Total Program Expenditures</b>	<b>144,082</b>	<b>232,940</b>	<b>460,509</b>	<b>152,598</b>	<b>155,638</b>

Note: Homeland Security consists of the State Homeland Security Program (SHSP), MACC Communications and HSGD Planning. Period is Oct thru Sep

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 CRIMINAL JUSTICE JUVENILE JUSTICE SERVICES

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	5,383	5,376	6,441	6,052	6,444
Fringe Benefits	2,472	2,521	2,576	2,988	2,881
<b>Total Personnel</b>	<b>7,855</b>	<b>7,897</b>	<b>9,016</b>	<b>9,040</b>	<b>9,325</b>
Administrative Costs	486	569	649	761	737
Procurement Services	752	621	730	485	485
<b>Total Cost Allocations</b>	<b>1,237</b>	<b>1,190</b>	<b>1,379</b>	<b>1,246</b>	<b>1,222</b>
Counseling Services	14,299	15,080	15,509	15,499	15,238
<b>Sub-Total Program Expenditures</b>	<b>14,299</b>	<b>15,080</b>	<b>15,509</b>	<b>15,499</b>	<b>15,238</b>
<b>Grand Total Program Expenditures</b>	<b>23,391</b>	<b>24,168</b>	<b>25,904</b>	<b>25,785</b>	<b>25,785</b>

NOTE: The Criminal Justice Juvenile Justice Services Award Period is October through September

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 CRIMINAL JUSTICE PLANNING FUND 421

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	22,071	22,392	21,277	23,018	24,239
Fringe Benefits	8,398	10,147	8,635	11,282	10,536
<b>Total Personnel</b>	<b>30,469</b>	<b>32,539</b>	<b>29,912</b>	<b>34,300</b>	<b>34,775</b>
Administrative Costs	1,883	2,345	2,154	2,710	2,747
<b>Total Cost Allocations</b>	<b>1,883</b>	<b>2,345</b>	<b>2,154</b>	<b>2,710</b>	<b>2,747</b>
Travel-Out of Region	498	-	-	3,709	2,830
Supplies	-	-	330	1,133	1,500
Dues and fees	134	328	127	650	650
<b>Sub-Total Program Expenditures</b>	<b>632</b>	<b>328</b>	<b>457</b>	<b>5,492</b>	<b>4,980</b>
<b>Grand Total Program Expenditures</b>	<b>32,984</b>	<b>35,211</b>	<b>32,523</b>	<b>42,502</b>	<b>42,502</b>

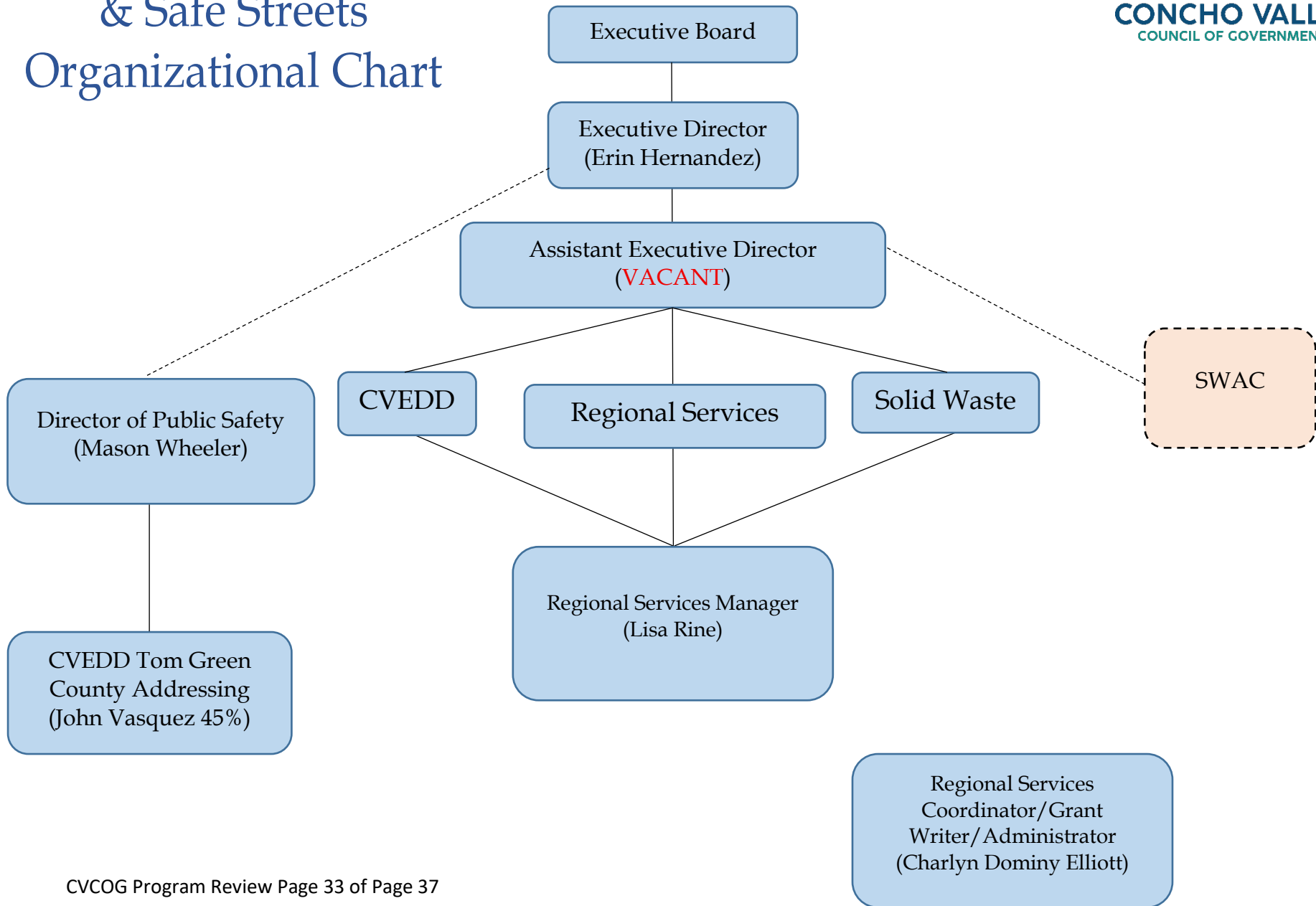
NOTE: The Concho Valley 421 Planning Program Award Period is September through August.  
 This is a contract award.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 CRIMINAL JUSTICE LAW ENFORCEMENT ACADEMY

	2nd Biennium FY 22-23 ACTUAL	1st Biennium FY 23-24 ACTUAL	2nd Biennium FY 24-25 ACTUAL	1st Biennium FY 25-26 BUDGET	2nd Biennium FY 26-27 BUDGET
Salaries/Wages	65,764	64,192	71,144	71,145	76,517
Fringe Benefits	24,033	23,315	25,404	27,490	28,428
<b>Total Personnel</b>	<b>89,797</b>	<b>87,507</b>	<b>96,548</b>	<b>98,635</b>	<b>104,945</b>
Administrative Costs	5,558	6,304	6,959	7,792	8,276
Network Services	8,973	9,870	4,579	8,766	8,766
Procurement Services	1,829	1,804	2,176	-	750
Human Resource Services	2,141	2,536	2,155	1,437	1,437
Facility Cost Allocation	32,815	37,458	37,562	44,339	44,339
<b>Total Cost Allocations</b>	<b>51,316</b>	<b>57,971</b>	<b>53,431</b>	<b>62,334</b>	<b>63,568</b>
Contract Services	18,354	27,641	32,938	9,000	22,634
Travel-In Region	126	211	196	500	500
Travel-Out of Region	2,843	5,450	2,357	8,000	7,250
Meals	593	306	143	350	350
Fuel & Lubricant	702	763	1,037	1,200	1,200
Vehicle Maintenance	231	1,371	1,159	1,750	1,750
Supplies	13,302	9,667	11,842	3,500	3,500
Copier	2,487	3,849	2,377	2,950	2,950
Insurance	2,915	4,579	5,363	6,689	6,689
Cell Phones	1,212	719	723	800	800
Training	-	-	776	500	500
Dues and fees	469	307	-	750	-
Postage/freight	114	20	-	100	100
<b>Sub-Total Program Expenditures</b>	<b>43,349</b>	<b>54,882</b>	<b>58,911</b>	<b>36,089</b>	<b>48,223</b>
<b>Grand Total Program Expenditures</b>	<b>184,462</b>	<b>200,360</b>	<b>208,890</b>	<b>197,058</b>	<b>216,736</b>

NOTE: The Criminal Justice Law Enforcement Academy Program Period is September through August.  
 Local funds are from County Membership dues and an Agreement with Howard College

# Regional Services & Safe Streets Organizational Chart



CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 Concho Valley Economic Development District

	FY 22-23 ACTUAL	FY 23-24 ACTUAL	FY 24-25 ACTUAL	FY 25-26 BUDGET	FY 26-27 BUDGET
Salaries/Wages	59,611	62,230	50,110	46,917	33,990
Fringe Benefits	20,996	21,909	17,008	17,298	11,672
<b>Total Personnel</b>	<b>80,607</b>	<b>84,139</b>	<b>67,117</b>	<b>64,215</b>	<b>45,662</b>
Administrative Costs	4,980	6,058	4,832	5,177	3,608
Network Services	10,103	5,765	5,918	8,766	2,821
Procurement Services	12,541	11,361	25,045	4,470	3,429
Human Resource Services	3,196	1,751	2,317	2,875	1,033
Facility Cost Allocation	3,783	7,775	4,671	3,227	3,720
<b>Total Cost Allocations</b>	<b>34,603</b>	<b>32,711</b>	<b>42,784</b>	<b>24,515</b>	<b>14,611</b>
Recognition	418	82	530	-	-
Contract Services	321,757	267,667	634,422	-	-
Travel-In Region	259	792	128	500	833
Travel-Out of Region	1,764	1,915	5,569	1,500	5,000
Supplies	224	406	86	250	1,667
Copier	30	1	159	158	333
Publications	-	-	252	50	167
Training	522	-	365	-	167
Dues and fees	12,822	1,937	2,085	750	1,500
Postage/freight	9	10	2	50	60
911 Services	2,650	-	-	-	-
<b>Sub-Total Program Expenditures</b>	<b>340,454</b>	<b>272,809</b>	<b>643,598</b>	<b>3,258</b>	<b>9,727</b>
<b>Grand Total Program Expenditures</b>	<b>455,665</b>	<b>389,659</b>	<b>753,499</b>	<b>91,988</b>	<b>70,000</b>

NOTE: The CVEDD Fiscal Year is July through June. The EDA award is on a calendar year and is to provide Regional Planning.

CONCHO VALLEY COUNCIL OF GOVERNMENTS Fiscal Year October 1 through September 30  
 REGIONAL SERVICES - SOLID WASTE

	2nd Biennium FY 22-23 ACTUAL	1st Biennium FY 23-24 ACTUAL	2nd Biennium FY 24-25 ACTUAL	1st Biennium FY 25-26 BUDGET	2nd Biennium FY 26-27 BUDGET
Salaries/Wages	26,638	15,157	22,677	26,830	18,540
Fringe Benefits	9,162	5,093	8,248	13,099	7,328
<b>Total Personnel</b>	<b>35,800</b>	<b>20,250</b>	<b>30,925</b>	<b>39,929</b>	<b>25,868</b>
Administrative Costs	2,215	1,458	2,228	3,155	2,044
Network Services	3,834	728	1,599	4,383	2,000
Procurement Services	4,435	814	2,560	1,916	700
Human Resource Services	962	220	472	1,438	750
Facility Cost Allocation	6,230	1,167	5,002	4,394	4,250
<b>Total Cost Allocations</b>	<b>17,676</b>	<b>4,387</b>	<b>11,860</b>	<b>15,286</b>	<b>9,744</b>
Travel-In Region	648	639	387	500	1,000
Travel-Out of Region	1,108	903	1,079	1,500	2,000
Conference Fees	-	-	-	-	500
Supplies	7,497	-	346	500	1,000
County Project Equipment	100,650	67,800	90,200	55,935	73,638
Copier	184	47	62	100	100
Ads & Promotions	90	-	-	350	500
Dues and fees	775	343	495	800	500
Postage/freight	-	-	-	100	150
<b>Sub-Total Program Expenditures</b>	<b>110,952</b>	<b>69,732</b>	<b>92,570</b>	<b>59,785</b>	<b>79,388</b>
<b>Grand Total Program Expenditures</b>	<b>164,428</b>	<b>94,370</b>	<b>135,356</b>	<b>115,000</b>	<b>115,000</b>

NOTE: The State funding for this Biennial award is \$230,000 .  
 The award period is September through August

Program is for solid waste management and recycling.

# Memo

**To:** Executive Committee

**From:** Michael Meek, Director of Finance

**Date:** 07/08/2026

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

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## ITEM 14

Michael Meek, Director of Finance, is seeking consideration and approval concerning the CVCOG 26-27 Proposed Annual Budgets.

- a. State Salary Comparability Schedule for FY 26-27
- b. Employee Salary Schedule & Fringe Benefits for FY 26-27
- c. Administrative Budgets for FY 26-27

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

# CONCHO VALLEY COUNCIL OF GOVERNMENTS INVESTMENT POLICY

(Approved by CVCOG Executive Committee on November 13, 2024)

## I. POLICY

It is the policy of the Concho Valley Council of Governments (CVCOG) that after allowing for the anticipated cash flow requirements of the CVCOG and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to the CVCOG funds. The CVCOG investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the primary objectives of:

- **Safety** and preservation of principal
- Maintenance of sufficient **liquidity** to meet operating needs
- **Public trust** from prudent investment activities
- Optimization of **interest earnings** on the portfolio

## II. PURPOSE

The purpose of this investment policy is to comply with applicable statutes, rules, regulations and Chapter 2256 of the Government Code (“Public Funds Investment Act”), which requires the CVCOG to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the CVCOG’s funds.

## III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the CVCOG. These funds are accounted for in the CVCOG Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Internal Service Funds

- Enterprise Funds
- Any new fund created by the CVCOG, unless specifically exempted from this policy by the Executive Board or by law.

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the CVCOG by outside agencies under deferred compensation programs.

The CVCOG may consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

In accordance with applicable statutes, rules, regulations, and with the Public Funds Investment Act, the Board shall adopt a separate written investment strategy for each of the funds under the CVCOG's control. Attachment A includes investment strategies for all funds. The investment strategy must describe the investment objectives for the particular funds using the following priorities of importance:

- Understanding of the suitability of the investment to the financial requirements of the CVCOG;
- Preservation of safety of principal;
- Liquidity;
- Marketability of the investment if the need arises to liquidate the investment before maturity;
- Diversification of the investment portfolio;
- Yield; and
- Maturity restrictions.

In accordance with the Public Funds Investment Act, investment strategies will be reviewed at least annually. *[PFLA 2256.05(d-e)]*

#### **IV. INVESTMENT OBJECTIVES**

The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The CVCOG shall maintain a comprehensive cash management program, which includes the collection of accounts receivable, processing of accounts payable in accordance with invoice terms, and prudent investment of available cash. The scope of cash management is concerned with the

process of managing monies in order to ensure the maximum cash availability and maximum yield on short-term investment of idle cash.

The CVCOG shall manage and invest its cash with four primary objectives, listed in order of priority:

**1. Safety [PFIA 2256.005(b)(2)]**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk and Concentration of Credit Risk – the CVCOG will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, and concentration of credit risk, the risk or loss attributed to the magnitude of investment in a single issuer, by:
  - Limiting investments to the safest types of investments;
  - Pre-qualifying the financial institutions and broker/dealers with which the CVCOG will do business; and
  - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.
- Interest Rate Risk – the CVCOG will manage the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates by limiting the maximum weighted average maturity of the investment portfolio to 2 years. The CVCOG will, in addition:
  - Structure the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity;
  - Invest operating funds appropriately in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds; and
  - Diversify maturities and staggering purchase dates to minimize the impact of market movements over time.

**2. Liquidity [PFIA 2256.005(b)(2)]**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity. In addition, a portion of the portfolio may consist of securities with active secondary or resale markets.

**3. Public Trust**

All participants in the CVCOG’s investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the CVCOG’s ability to govern effectively.

**4. Yield [PFIA 2256.005(b)(3)]**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**V. RESPONSIBILITY AND CONTROL**

**Delegation of Authority [PFIA 2256.005(f)]**

In accordance with applicable statutes, rules, regulations and the Public Funds Investment Act, the Board designates the Executive Director as the CVCOG’s Investment Officer. An Investment Officer or designee is authorized to execute investment transactions on behalf of the CVCOG. No person may engage in an investment transaction or the management of the CVCOG funds except as provided under terms of this Investment Policy as approved by the Board. The investment authority granted to the investing officers is effective until rescinded by the Board.

**Quality and Capability of Investment Management [PFIA 2256.005(b)(3)]**

The CVCOG shall provide periodic training in investments for the designated investment officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

**Training [PFIA 2256.008 – Local Governments]**

In accordance with applicable statutes, rules, regulations and the Public Funds Investment Act, the investment officers will complete ten hours of training within 12 months of assuming their duties and thereafter, shall complete ten hours of additional training every two years. The training shall be provided by an independent source and must be approved by the Board. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolios, and compliance with the Public Funds Investment Act (PFIA).

The independent sources will be as follows:

- The Government Treasures’ Organization of Texas (GTOT)

## Concho Valley Council of Governments, Investment Policy

- North Central Texas Council of Governments (NCTCOG)
- The Government Finance Officers' Association (GFOA)
- Texas Association of Counties (TAC)

A list will be maintained of the number of hours and conferences attended for each investment official and a report of such information will be provided to the Investment Committee.

### **Internal Control (*Best Practices*)**

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the CVCOG are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transactions authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation for all transactions for investments and wire transfers
- Development of a wire transfer agreement with the depository bank or third-party custodian

### **Prudence [*PFIA 2256.006*]**

In accordance with applicable statutes, rules, regulations and the Public Funds Investment Act, investments shall be made with the same judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

In determining whether an investment official has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the CVCOG's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.

- Whether the investment decision was consistent with the written approved investment policy of the CVCOG.

**Indemnification (Best Practices)**

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

**Ethics and Conflicts of Interest [PFIA 2256.005(i)]**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the CVCOG.

An Investment Officer of the CVCOG who has a personal business relationship with an organization seeking to sell an investment to the CVCOG shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the CVCOG shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the Board.

**VI. SUITABLE AND AUTHORIZED INVESTMENTS**

**Authorized Investments [PFIA 2256.005(b)(4)(A)]**

The CVCOG funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of the CVCOG funds in any instrument or security not authorized for investment under the Act is prohibited. The CVCOG will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

- Obligations of the United States of America, its agencies and instrumentalities;

## Concho Valley Council of Governments, Investment Policy

- Direct obligations of the State of Texas or its agencies and instrumentalities;
- Certificates of Deposit issued by a depository institution that has its main office or a branch office in Texas. The certificate of deposit must be guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and secured by obligations in a manner and amount as provided by law. In addition, certificates of deposit obtained through a depository institution that has its main office or a branch office in Texas and that contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Public Funds Investment Act are authorized investments;
- Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities. These shall be pledged to the CVCOG, held in the CVCOG's name, and deposited at the time the investment is made with the CVCOG or with a third party selected and approved by the CVCOG. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have a market value greater than or equal to 102 percent at the time funds are disbursed. (Sweep Accounts and/or Bond Proceeds);
- Money Market Mutual funds that: 1) are registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) seek to maintain a net asset value of \$1.00 per share, and 4) are rated AAA by at least one nationally recognized rating service; and
- Local government investment pools, which 1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and 3) are authorized by resolution or ordinance by the Board. In addition, a local government investment pool created to function as a money market mutual fund must mark its portfolio to the market daily and, to the extent reasonably possible, stabilize at \$1.00 net asset value.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating. *[PFLA 2256.021]*

### **Prohibited Investments *[PFLA 2256.009(b)(1-4)***

The following are not authorized investments under this policy:

- Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
- Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
- Commercial Paper, except that the CVCOG can invest in local government investment pools and money market mutual funds that have commercial paper as authorized investments. A local government investment pool or money market mutual fund that invests in commercial paper must meet the requirements of, VI. SUITABLE AND AUTHORIZED INVESTMENTS above.

## VII. INVESTMENT PARAMETERS

### Maximum Maturities [PFIA 2256.005(b)(4)(B)]

The longer the maturity of investments, the greater their price volatility. Therefore, it is the CVCOG's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The CVCOG attempts to match its investments with anticipated cash flow requirements. The CVCOG will not directly invest in securities maturing more than two (2) years from the date of purchase; however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

The composite portfolio will have a weighted average maturity of 365 days or less. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security. [PFLA 2256.005(b)(4)(C)]

**Diversification [PFLA 2256.005(b)(3)]**

The CVCOG recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is managed through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over concentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit risks (example: commercial paper),
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the CVCOG’s portfolio:

1. U.S. Treasury Securities .....100%
2. Agencies and Instrumentalities ..... 85%
3. Certificates of Deposit .....100%
4. Repurchase Agreements (1)..... 20%
5. Money Market Mutual Funds (2)..... 50%
6. Authorized Pools .....100%

(1) Excluding flexible repurchase agreements for bond proceeds investments

(2) No single investment in any one money market mutual fund which exceeds 10% of the total assets of the money market mutual fund

The Investment Committee shall review diversification strategies and establish or confirm guidelines on at least an annual basis regarding the percentages of the total portfolio that may be invested in securities other than U.S. Government Obligations while remaining within the limitations established by this policy. The Investment Committee shall review quarterly investment reports and evaluate the probability of market and default risk in various investment sectors as part of its consideration.

## VIII. SELECTION OF BANKS AND DEALERS

### **Depository [Chapter 105.017, Local Government Code]**

At least every 5 years a Depository shall be selected through the CVCOG banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive proposal and evaluation of proposals will be based on the following criteria:

- The ability to qualify as depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the RFP form.
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

### **Authorized Brokers/Dealers [PFIA 2256.025]**

The CVCOG shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the CVCOG. Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience and reputation and a certification stating the firm has received, read and understood the CVCOG's investment policy and agree to comply with the policy. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the CVCOG's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the CVCOG's policy. [PFIA 2256.005(k-l)]

The approved broker/dealer list will be reviewed and approved along with this investment policy at least annually by the Investment Committee.

### **Competitive Bids (Best Practice)**

It is the policy of the CVCOG to require competitive bidding for all individual security purchases and sales except for:

- Transactions with money market mutual funds and local government investment pools,
- Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution.

The Director of Finance shall develop and maintain procedures for ensuring competition in the investment of CVCOG's funds, subject to the oversight and approval of the Board.

**Delivery vs. Payment [PFIA 2256.005(b)(4)(E)]**

Securities shall be purchased using the **delivery vs. payment** method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received.

**IX. CUSTODIAL CREDIT RISK MANAGEMENT**

**Safekeeping and Custodial Agreements**

The CVCOG shall contract with a bank or banks for the safekeeping of securities either owned by the CVCOG as part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the CVCOG shall be held in the CVCOG's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third party custodian designated by the CVCOG and pledged to the CVCOG as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve bank or branch of a Federal Reserve bank, a Federal Home Loan bank, or a third-party bank approved by the CVCOG.

**Collateral Policy [PFCA 2257.023]**

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the CVCOG to require full collateralization of all the CVCOG funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 105% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the CVCOG may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party which the CVCOG has a current custodial agreement. The Executive Director is responsible for entering into collateralization agreements with

third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the CVCOG and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

### **Collateral Defined**

The CVCOG shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities
- Direct obligations of the State of Texas or its agencies and instrumentalities
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity of ten (10) years or less

### **Subject to Audit**

All collateral shall be subject to inspection and audit by the CVCOG or the CVCOG's independent auditors.

## **X. PERFORMANCE**

### **Performance Standards**

The CVCOG's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the CVCOG.

### **Performance Benchmark**

It is the policy of the CVCOG to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the CVCOG shall seek to optimize interest earning utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The CVCOG's

portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the CVCOG's weighted average maturity in days.

## **XI. REPORTING [PFLA 2256.023]**

### **Methods**

The Investment Officer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles. This summary will be prepared in a manner that will allow the CVCOG to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the Executive Committee. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio that each type of investment represents.
- Statement of compliance of the CVCOG's investment portfolio with state law and the investment strategy and policy approved by the Executive Committee.

An independent auditor will perform a formal annual review of the quarterly reports with the results reported to the governing body. [PFLA 2256.023(d)]

### **Monitoring Market Value [PFLA 2256.005(b)(4)(D)]**

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

## **XII. INVESTMENT COMMITTEE**

**1. Members**

An Investment Committee, consisting of the Executive Director, Director of Finance, and 3 Executive Committee Board Members appointed annually by majority vote of members of a quorum present and voting during the regularly called meeting and seated in the month of January, shall review the CVCOG's investment strategies and monitor the results of the investment program at least quarterly. This review can be done by reviewing the quarterly written reports and by holding committee meetings as necessary. The committee will be authorized to invite other advisors to attend meetings as needed.

**2. Scope**

The Investment Committee shall include in its deliberations such topics as economic outlook, investment strategies, portfolio diversification, maturity structure, potential risk to the CVCOG's funds, evaluation and authorization of broker/dealers, rate of return on the investment portfolio, review and approval of training providers and compliance with the investment policy. The Investment Committee will also advise the Board of any future amendments to the investment policy that are deemed necessary or recommended.

**3. Procedures**

The investment Committee shall provide minutes of investment information discussed at any meetings held to the executive committee. The committee should meet at least annually to discuss the investment program and policies.

**XII. INVESTMENT POLICY ADOPTION [PFIA 2256.05(E)]**

The CVCOG's investment policy shall be adopted by resolution of the Board. It is the CVCOG's intent to comply with state laws and regulations. The CVCOG's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the CVCOG. The Board shall adopt a resolution stating that it has reviewed the policy and investment strategies annually, approving any changes or modifications.

**CONCHO VALLEY COUNCIL OF GOVERNMENTS  
INVESTMENT STRATEGY**

(Approved by CVCOG Executive Committee on November 13, 2024)

**(ATTACHMENT A of CVCOG INVESTMENT POLICY)**

The Concho Valley Council of Governments (CVCOG) maintains portfolios which utilize specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. The following investment strategies are the guidelines to investment of the funds of the CVCOG. All investments, when aggregated together, must be within the diversification parameters listed with the authorized investments. From time to time, on temporary basis, the actual investments within one fund or another may vary slightly from its underlying strategy. However, these deviations should only be temporary and easily corrected.

- **Operating funds** include the general fund, internal service funds, and enterprise funds. These funds are necessary for the day to day operations of the CVCOG programs. Due to their short-term nature, these funds need to be available when needed. These funds will be invested in instruments authorized by this policy with a maturity not exceeding 1 year.
- **Advance funds** include any designated local, state, or federal advance funding within special revenue funds. These funds are necessary for the implementation of the CVCOG's programs and tend to be short-term to mid-term in nature. These funds will be invested in instruments authorized by this policy with a maturity matched with programmatic needs not exceeding 365 days.
- **Designated funds** include programmed local funding within special revenue funds. These funds tend to be longer term in nature and not needed for immediate use. These funds will be invested in instruments authorized by this policy with a maturity matched with programmatic needs not to exceed two (2) years.

The Investment Strategy policy must be reviewed and approved annually with the Investment Policy.

CONCHO VALLEY COUNCIL OF GOVERNMENTS  
QUALIFIED BROKER/DEALER LIST

(Approved by CVCOG Executive Committee on November 13, 2024)

The following are the qualified broker/dealers with whom Concho Valley Council of Governments (CVCOG) may engage in investment transactions:

- a) First Financial Bank of San Angelo
- b) The First National Bank of Mertzon
- c) Texas State Bank
- d) Wells Fargo Bank, N.A.

Current list is FDIC banks with branch locations in San Angelo, Texas that have provided CVCOG with acknowledgement of CVCOG Investment Policy.

The Broker/Dealer list must be reviewed and approved annually with the Investment Policy.

## First Financial Bank

As of October 16, 2025

<b>Bank Account</b>	<b>Number</b>
Concho Valley Council of Governments	1484
Concho Valley Transit District	1500
CVTD - ICB (Flix pass-through)	2417
911 Interest Bearing	2391
CVCOG Interest Bearing	2409
Concho Valley Economic Development District	1435
CVTD Square Account	0308

### **Authorized Signers with full access:**

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Judge David Dillard  
William (Bill) Dendle  
Erin Hernandez

Mason Wheeler authorized signer on CVCOG, CVTD, CVTD ICB, CVEDD  
Daniel Martinez authorized signer on CVCOG, CVTD, CVTD ICB, CVEDD

### **Authorized to communicate with institution, issue stop payments, transfer funds btw accounts, and issue ACH payments:**

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Michael Meek, Director of Finance  
Amber Williams, Finance Manager

### **Authorized to manage desk-top deposits:**

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Crystal Garcia, Finance Specialist

### **View Access only:**

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Cheryl Franke, Records Retention Officer / Accounting Tech  
Audrey Aguirre, CVTD Finance Manager  
Jeff York, CVTD Director, CVTD & ICB accounts only  
Ryan Herrera, CVTD Asst Director, CVTD & ICB accounts only  
Devin Williams, CVTD Finance Specialist  
Pam Haby, Data Entry/Collection Clerk, CVTD, ICB, & Square accounts only

# **Training**

## **PFIA 2256.008 – Local Governments**

### **Concho Valley Council of Governments, Investment Policy, Section V. Responsibility and Control**

CVCOG Investment Officers are required to complete ten hours of training within 12 months of assuming their duties and thereafter, shall complete ten hours of additional training every two years.

The following CVCOG Employees have received investment training:

- Erin Hernandez, Executive Director / Investment Officer, March 2026
  - Will need next training by September 2028
- Michael Meek, Director of Finance, March 2026
  - Will need next training by September 2028

# Public Funds Investment Act Training

North Central Texas Council of Governments  
and

Government Treasurers' Organization of Texas

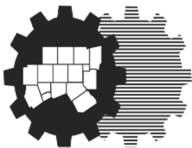
## Certificate of Attendance

*Erin Hernandez*

March 4, 2026 ..... 5 hours  
March 5, 2026 ..... 5 hours

Zoom

INSTRUCTOR: Patrick Shinkle  
SPONSOR NUMBER: 010174



We are registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the board as to the quality of our CPE Program. In accordance with the standards of the National Registry of CPE Sponsors and the rules for CPE promulgated by the TSBPA, CPE credits have been granted based on a 50-minute hour.

# Public Funds Investment Act Training

North Central Texas Council of Governments  
and

Government Treasurers' Organization of Texas

Co-Sponsored by Region 8 Education Service Center

## Certificate of Attendance

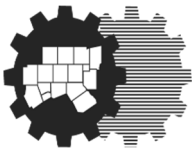
*Michael Meek*

March 23, 2026..... 5 hours

March 24, 2026..... 5 hours

Zoom

INSTRUCTOR: Patrick Shinkle  
SPONSOR NUMBER: 010174



We are registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the board as to the quality of our CPE Program. In accordance with the standards of the National Registry of CPE Sponsors and the rules for CPE promulgated by the TSBPA, CPE credits have been granted based on a 50-minute hour.

# Memo

**To:** Executive Committee

**From:** Erin Hernandez, Executive Director

**Date:** 07/08/2026

**Re:** CONSIDER AND TAKE APPROPRIATE ACTION – ITEM 15

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## ITEM 15

Michael Meek, Director of Finance, is seeking consideration and approval concerning the Concho Valley Council of Governments (CVCOG) Investment Policy, Investment Strategies, the qualified broker/dealer list, bank signature authority, and bank account access.

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