

## **Call to Order**

## **Meeting Minutes**

1. Approval of the minutes from the Head Start Policy Council meeting on October 24, 2023.

## **Public Comments**

## **Briefing and Possible Action on the following items**

2. Approval of Budget Amendment for the 2023-2024 Head Start and Early Head Start Budget
3. Review of Head Start Beginning of the Year (BOY) Student Outcome Data
4. Review of Head Start, Early Head Start (EHS), and Early Head Start- Child Care Partnership (EHS-CCP) Fiscal Report
5. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
6. Review of Head Start Quality Assurance Report
7. Review of EHS and EHS-CCP Quality Assurance Report
8. 2022-2023 Head Start Policy Council Member Recognition

## **Adjournment**

***Approval of  
Head Start Policy Council  
October 24, 2023 Meeting  
Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

10/24/2023

6:15 P.M.

<b>Members Present</b>	Edgewood Independent School District (EISD): Brenda Salazar-Morales San Antonio Independent School District (SAISD): Josefina Macias, Melissa Carrillo Cox EHS-EISD: none EHS-EISD HB: Kanisha Thomas EHS-CCP: Krizia Franklin Community Representative: Jorge Borrego
<b>Members Absent</b>	Edgewood Independent School District (EISD): Jessica Maldonado San Antonio Independent School District (SAISD): Alexis Alfaro, Ruby Marie Ortiz EHS-EISD: Krystal Rocha EHS-EISD HB: none EHS-CCP: Naomi Castellanos Community Representative: Richard Ramey, Jr.
<b>Alternate Members Present</b>	Edgewood Independent School District (EISD): none San Antonio Independent School District (SAISD): Keyonna Hughes EHS-EISD: none EHS-CCP: none Community Representative: none
<b>Alternate Members Absent</b>	Edgewood Independent School District (EISD): Erika Flores, Annie Sandoval San Antonio Independent School District (SAISD): Brittany Lopez, April Barrera, Michelle Sepulveda EHS-EISD: Luis M. Ramirez EHS-CCP: Samantha Hurd Ogilvie, Maritza Mendoza Community Representative: David King, Maria Quezada

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### I. CALL TO ORDER

2022-2023 Early Head Start-Child Care Partnership (EHS-CCP) HSPC Chair, Krizia Franklin, called the meeting to order at 6:21 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Keyonna Hughes moved to approve the September 26, 2023, meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. Jorge Borrego

**Vote:** All in favor (unanimous)- The motion carried.

### III. PUBLIC COMMENTS

None to report

#### **IV. BRIEFING AND POSSIBLE ACTION (a-f)**

##### **a. Approval of 2023 Community Assessment**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2023 Community Assessment with minor edits. Mr. Foster reported that Head Start programs are required to complete a community assessment every year as part of the five year grant. It is updated completely every five years with annual updates and this is an annual update year. We work with Dr. Lloyd Potter and Dr. Po-Chun Huang, Ph.D. with the University of Texas (UTSA) and the Institute for Demographic and Socioeconomic Research (IDSER) to complete our comprehensive community assessments.

Mr. Foster stated that the primary focus of the community assessment is to provide a description of the community we are serving including demographics, community resources and strengths of the community. A parent survey is usually completed every five years and because this is an annual update year, a survey was not completed. IDSER also added age-income eligibility estimates, disability-based eligibility estimates, and assessment of needs in the service area (survey and focus group interviews). Mr. Foster presented data from the Community Assessment including demographics in our service area, program capacities and age-income eligibility estimates and projections.

HSPC member, Jorge Borrego, asked if the information provided included native births. Mr. Foster reported that the report did include native births and migration. Mr. Borrego asked how many applications we would get based on population size with the data that was presented. Mr. Foster stated he did not have the information but would have to research the historical data on the number of applications. Lastly, Mr. Borrego, inquired that in terms of birth rate, could you do the average household income divided by birth rate to get a per income per child? Mr. Foster responded that theoretically, that could be done, and furthermore, we should have the two data points that would help us work that out.

HSPC member, Melissa Carrillo Cox, inquired about what Head Start is doing to prepare for these projections that are coming out of the community assessment. Mr. Foster reported that the community assessment will continue to guide us as we make program changes and it also informs us on eligibility criteria. Ms. Cox also had a question from having attended a community meeting regarding San Antonio Independent School District's (SAISD) Rightsizing Proposal and asked about a possible expansion with Head Start. Ms. Audrey Jackson, Head Start Administrator, reported that there would not be an expansion of the number of Head Start students. A reminder was provided about a conversion of Head Start slots to Early Head Start slots. Currently, with SAISD, we serve 2,243 Head Start students but after the conversion of 50 slots, we will be at 2,193 Head Start slots. Ms. Jackson presented information about the number of schools that will have the Head Start program and also discussed building relationships with the Principals and having discussions so that there could be a shared understanding of Head Start. No further questions were asked.

**Motion:** Mr. Jorge Borrego moved to approve the 2023 Community Assessment with minor edits.

**Seconded (2nd):** Ms. Josefina Macias

**Vote:** All in favor (unanimous)

**b. Review of 2022-2023 Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Program Information Report**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Review of the 2022-2023 Head Start, Early Head Start and Early Head Start-Child Care Partnership Program Information Report (PIR). Mr. Foster explained the purpose and the different components of the PIR report. Furthermore, Mr. Foster informed that each individual grant requires a PIR report and so there are three reports to submit. Mr. Foster confirmed that all reports were submitted by the due date. Mr. Foster also provided a few sample items of data from the PIR reports that included information on cumulative enrollment, health insurance at end of enrollment, received dental exam/up to date on oral health care, completed routine screenings, Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP), families served and families receiving services.

HSPC member, Krizia Franklin, inquired about which agencies are in charge of creating an IFSP. Mr. Foster reported that they are done by the Early Childhood Intervention Services (ECI) providers, like Easter Seals and Brighton Centers. Ms. Franklin also inquired about the assistance that Head Start provides during a child's transition if a child is out-of-district and attending a Head Start program. Mr. Foster reported that the ECI providers are required to conduct transition activities and the Family Support Workers (FSWs) can help facilitate and support the parents. Ms. Priscilla Garcia, Senior Management Analyst, reported that transitional meetings are held in March or April and the principals are invited to the Parent Connection Committee (PCC) meetings along with the families that will be transitioning to hear information about the transition process. For children that have an IFSP and are moving towards an IEP, there is a process to follow along with an Admission, Review and Dismissal (ARD) meeting so that the child may have a smooth transition. Ms. Franklin also suggested that ECI be invited to also speak with parents about the transition period. A short video about ECI's services was also suggested and Ms. Garcia stated she will collaborate with Ms. Andrea Martinez from Family and Community services and inquire about ECI possibly providing a video of their services. No further questions were asked.

**c. Review of Head Start, EHS, and EHS-CCP Fiscal Report**

HSPC Chair, Krizia Franklin, introduced Ms. Amada Aguilera, Fiscal Manager, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Ms. Aguilera reported on the Head Start and Early Head Start consolidated grant for the 2023-2024 fiscal year and stated this grant period is from February 1, 2023 through January 31, 2024. As of September 30, 2023, the total budget was reported at \$37,810,619.00. The year-to-date budget is \$18,039,674.00 and the year-to-date actual is \$17,822,399.00 with a variance of \$217,275.00. Ms. Aguilera provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Contractual, and Other categories.

Ms. Aguilera presented on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2022-2023 Fiscal Report as of September 30, 2023. The budget period for this grant is from August 1, 2022 through July 31, 2023. Ms. Aguilera reported the total budget for this grant is \$3,856,799.00. The Year-to-date budget is \$3,856,799.00 and the Year-to-date Actual amount is \$3,756,081.00 with a variance amount of \$100,718.00. Ms. Aguilera reported that we are in close-out for this grant and provided variance explanations for Personnel

Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

Lastly, Ms. Aguilera reported on the Early Head Start-Child Care Partnership (EHS-CCP) Grant. The following information was provided from the 2023-2024 Fiscal Report as of September 30, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Ms. Aguilera reported the total budget for this grant is \$4,139,106.00. The Year-to-date budget is \$525,284.00 and the Year-to-date Actual amount is \$533,157.00 with a negative variance amount of \$7,873.00. Ms. Aguilera provided variance explanations for Personnel Services and Fringe Benefits, Supplies, Contractual, Other, and Non Federal Share/In Kind categories. No questions were asked.

**d. Review of Head Start, EHS, and EHS-CCP Monthly Program Report**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Program Report. Ms. Jackson reviewed the Head Start Monthly Report for September 2023 and reported that at the end of the month, we were 94% enrolled and compared to last year, at this time, our enrollment was at 78%. Our program specialist called and stated we were doing a great job and asked us to meet with other programs that were not having as much success. The average daily attendance was at 91% and disability enrollment is over the 10% requirement, and is currently at 10.66%. Ms. Jackson also reviewed the benchmarks and health screenings.

Ms. Jackson reported on the Early Head Start Program monthly report for September 2023. It was reported that Enrollment is at 77% and it was due to a shortage of teachers and not being able to open up all of the classrooms. The classrooms are slowly being opened and the anticipation is that there will be an improvement in this area. Attendance was at 83% and the Disability enrollment number was at 10%. In addition, Ms. Jackson reviewed this program's benchmarks.

Lastly, Ms. Jackson reported on the Early Head Start-Child Care Partnership (EHS-CCP) Program. At this time, the program was reported to be fully enrolled, our attendance was at 88% and the Disability enrollment was at 12%. In addition, Ms. Jackson also reviewed this program's benchmarks.

HSPC member, Melissa Carrillo Cox, reported that, at the SAISD Community Meeting she attended, she was informed that funding for mental health services would only be provided for three or four more years and inquired if Head Start would be impacted. Ms. Jackson reported that Head Start provided us with quality improvement dollars and that the preference was to invest the funds into mental wellness and with that, positions were added, and SAISD was asked to contract with Communities In Schools (CIS) to ensure those services. No further questions were asked.

**e. Review of Head Start Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Cassy Bentley, Senior Management Analyst, to present the Review of the Head Start Quality Assurance Report. As of September, 2023, it was reported that the monitoring projects conducted included a Critical Health Concerns Review, Nutrition Review, and Health and Safety Screenings with Classroom Safety and Transportation. The monitoring projects completed included Health and Safety Screenings with Facilities, Outdoors, and Medication Administration. Lastly, Ms. Bentley reviewed the areas of concern which included the Health and

Safety Screening with the Outdoors Review and Medication Administration. No questions were asked.

**f. Review of EHS and EHS-CCP Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of the EHS and EHS-CCP Quality Assurance Report. As of September, 2023, the monitoring project conducted included an Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Eligibility Review September 14-28, 2023 which included a Child File Review for Selection and Application Process. The monitoring project ended and this project is now closed. Lastly, Ms. Mendez reviewed the area of concern which included the ERSEA Eligibility Child File and there were no areas of non-compliance. No questions were asked.

**V. GOVERNING BODY**

HSPC Chair, Krizia Franklin, asked Ms. Priscilla Garcia, Senior Management Analyst, to present items for the Governing Body and Advisory Committee. Ms. Garcia highlighted a photo of the City of San Antonio City Council as the program's Governing Board and reported that our Five Year Grant was approved on October 19, 2023 and it will now be forwarded to the Office of Head Start with a due date of November 1, 2023.

An updated picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the CAAB committee met on October 19, 2023 and the September agenda items were presented to them. Ms. Garcia announced the next Policy Council meeting is scheduled for Tuesday, November 14, 2023.

**VI. ADJOURNMENT**

**Motion:** Ms. Melissa Carrillo Cox moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Ms. Kanisha Thomas

**Vote:** All in favor (unanimous) – The motion carried.

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 7:28 pm.**

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**Chair**

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**Date**



***Approval of Budget  
Amendment for the  
2023-2024 Head Start  
and Early Head Start  
Budget***



**The City of San Antonio's Department of Human Services Head Start Division is requesting approval to submit a budget revision to accomplish the following items:**

- **Reallocate funds previously allocated for the purchase of a Vehicle in the amount of \$75,000.**
  - Item is designated as Equipment, any adjustments to equipment require formal approval from Policy Council and the Office of Head Start.
  - Our Vendor has indicated the vehicles are on extended backorder and will not be available for purchase this program year.
- **Reallocate funds previously allocated to the San Antonio Independent School District in the amount of \$200,000.**
  - SAISD has informed Head Start of a significant variance of funds because of vacancies in their staff over the past couple of months.
  - SAISD has requested these funds be reallocated to be utilized to purchase materials and supplies, as well as provide retention incentives to personnel.
  - SAISD has also agreed to relinquish \$200,000 of these funds back to COSA Head Start for utilization by the City.
- **Reallocation of these funds will primarily be utilized to offset increased personnel costs incurred by the City of San Antonio for Head Start Staff.**
  - At the start of FY24, City Council had authorized an across-the-board increase of 4% for all salaries, additionally the City has begun an attempt to correct compression of staff salaries by reviewing individual positions and titles, and adjusting their compensation within their positions pay range based on cumulative experience in that position. This adjustment has increased salaries significantly for several of our Head Start staff.
  - Additionally, Fringe Benefits have increased as well, with an increase in Health Premiums and Retirement.
  - Reallocation of these funds will help offset the increase incurred this program year.
- **Seek approval to purchase Spot Vision Machines for SAISD**
  - Items have an individual value more than \$5,000 per unit, prior approval from the Office of Head Start is required.
  - Each item is valued at around \$8,000 per unit, SAISD is requesting to purchase six units.

# ***Review of Head Start Beginning of the Year (BOY) Student Outcome Data***





## Student Outcome Data



The Office of Head Start requires programs to conduct standardized and structured assessments for each child that provide ongoing information to evaluate the child's developmental level and progress across outcomes aligned to the goals described in the *Head Start Early Learning Child Outcomes Framework (HSELOF): Ages Birth to Five*. Such assessments must result in usable information for teachers, program staff, and parents and conducted with sufficient frequency to allow for individualization within the program year.

The City of San Antonio Department of Human Services (DHS) Head Start Program utilizes the CIRCLE Progress Monitoring System Pre-K (CIRCLE), a standardized, criterion-referenced measure that relates well to established standardized tests and is sensitive to growth in children's skills over time for children ages 3-5 years old. The results of CIRCLE are used to generate a detailed picture of each child's growth and development across 15 areas so that individualized, developmentally appropriate activities can be planned and implemented. The 15 areas are listed below in *Table 1*. Students are assessed three times during the program year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

Table 1: *CIRCLE Dimensions*

Assessment Areas		
Rapid Letter Naming (RLN)	Book & Print Knowledge	Speech Production & Sentence Skills
Rapid Vocabulary Naming	Story Retell & Comprehension	Motivation to Read
Phonological Awareness (PA)	Science	Early Writing
Mathematics (Math)	Social Studies	Approaches to Learning
Letter-Sound Correspondence	Social & Emotional Development	Physical Health & Development

### **Proficiency**

The CIRCLE Progress Monitoring System provides a score for each area assessed. Children are described as *PROFICIENT* if they score at or above the cut point, or threshold, listed in accordance with their age, and indicates if the child is on track and has a developed understanding of the measure. Children are described as *NOT PROFICIENT* if they score below the cut point, or threshold, listed in accordance with their age and indicates an underdeveloped understanding of the measure and a need for more skill development or intensive intervention. The threshold, or cut point, increases at each assessment. Children may be described as *OUT OF RANGE* if they are not within the specified age range for the measure, or if there are no established cut points or thresholds for the area assessed.

### **Student Outcome Results**

The tables below provide student outcome data for CIRCLE for the 2023-2024 school year. The three tables show the percentage of children identified as *PROFICIENT* in each assessment area. *Table 2* provides data for all children enrolled in the program. *Table 3* provides data for non-transitioning three-year-olds. *Table 4* provides data for four-year-old children transitioning into kindergarten. The percentage of students identified as *OUT OF RANGE* are not included in percentage.



## Student Outcome Data



Table 2: All Children enrolled in the program - Percentage identified as PROFICIENT

Percentage of children PROFICIENT									
CIRCLE Assessment Areas	2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
RLN	32%	53%	68%	35%	63%	77%	43%		
Rapid Vocabulary	53%	68%	69%	48%	66%	70%	52%		
PA	60%	65%	70%	59%	74%	77%	65%		
Math	74%	77%	73%	69%	79%	81%	76%		
Letter-Sound Correspondence	NA	81%	82%	NA	86%	87%	N/A		
Story Retell & Comp.	51%	75%	83%	47%	86%	81%	51%		
Book & Print Knowledge	79%	77%	71%	74%	71%	74%	79%		
Science	83%	84%	79%	57%	83%	82%	83%		
Social Studies	85%	80%	77%	79%	80%	77%	80%		
Social & Emotional Dev.	98%	90%	85%	95%	89%	84%	92%		
Early Writing	93%	85%	85%	87%	85%	84%	94%		
Approaches To Learning	92%	88%	85%	88%	88%	85%	92%		
Physical Health & Dev.	88%	87%	85%	84%	86%	84%	90%		
Speech Production & Sentence Skills	89%	86%	85%	86%	85%	84%	91%		
Motivation to Read	93%	87%	90%	91%	87%	88%	89%		

Table 3: Non-Transitioning three-year olds - Percentage identified as PROFICIENT

Non-Transitioning three year old children Percentage of children PROFICIENT									
CIRCLE Assessment Areas	2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
RLN	20%	53%	70%	20%	63%	75%	23%		
Rapid Vocabulary	60%	76%	77%	55%	80%	63%	56%		
PA	53%	65%	69%	56%	67%	76%	55%		
Math	69%	74%	71%	65%	77%	83%	64%		
Letter-Sound Correspondence	NA	96%	100%	NA	100%	100%	N/A		
Story Retell & Comp.	47%	74%	83%	42%	65%	84%	42%		
Book & Print Knowledge	77%	78%	71%	73%	75%	77%	73%		
Science	81%	81%	79%	74%	83%	84%	77%		
Social Studies	86%	78%	76%	80%	79%	76%	79%		
Social & Emotional Dev.	98%	89%	86%	95%	90%	84%	94%		
Early Writing	92%	87%	87%	89%	86%	83%	88%		
Approaches To Learning	90%	88%	84%	88%	83%	88%	85%		
Physical Health & Dev.	84%	87%	84%	89%	85%	85%	80%		
Speech Production & Sentence Skills	91%	86%	82%	89%	84%	87%	89%		
Motivation to Read	93%	90%	91%	92%	87%	89%	89%		



## Student Outcome Data



Table 4: Transitioning four-year olds - Percentage identified as *PROFICIENT*

Transitioning four year old children Percentage of children <i>PROFICIENT</i>									
<u>CIRCLE Assessment Areas</u>	2021-2022			2022-2023			2023-2024		
	BOY	MOY	EOY	BOY	MOY	EOY	BOY	MOY	EOY
RLN	38%	53%	66%	43%	63%	79%	50%		
Rapid Vocabulary	49%	50%	61%	43%	63%	77%	43%		
PA	66%	65%	72%	66%	76%	77%	79%		
Math	79%	80%	76%	76%	79%	79%	68%		
Letter-Sound Correspondence	NA	52%	72%	NA	84%	81%	N/A		
Story Retell & Comp.	54%	76%	83%	53%	72%	78%	54%		
Book & Print Knowledge	81%	77%	71%	76%	80%	71%	77%		
Science	85%	86%	79%	80%	83%	79%	81%		
Social Studies	84%	81%	78%	81%	80%	75%	80%		
Social & Emotional Dev.	98%	91%	84%	97%	89%	84%	96%		
Early Writing	94%	83%	83%	92%	85%	85%	91%		
Approaches To Learning	93%	88%	86%	92%	88%	82%	90%		
Physical Health & Dev.	92%	87%	87%	90%	86%	84%	91%		
Speech Production & Sentence Skills	87%	86%	88%	87%	85%	81%	86%		
Motivation to Read	93%	88%	88%	91%	87%	87%	89%		

### Data Analysis

The DHS Head Start Program began using the CIRCLE Progress Monitoring System Pre-K during the 2020-2021 school year. The information provided below includes program outcomes for BOY for the 2023-2024 program year.

At the Beginning of the Year (BOY), the percentage of children assessed that were identified as *PROFICIENT* is lowest for Rapid Letter Naming (RLN) for non-transitioning three-year olds and Rapid Vocabulary for transitioning four-year-olds. The percentage of children identified as *PROFICIENT* is highest for Social & Emotional Development for both non-transitioning three-year olds and transitioning four-year-olds. There is not an established BOY cut-point, or threshold, for Letter-Sound Correspondence for BOY. San Antonio ISD does not require teachers to complete the Social Studies Assessment.

Additionally, fidelity to the assessment and assessment protocols to ensure all children receive an assessment continue to be areas of focus for the program.

# **Review of Head Start, Early Head Start (EHS), and Early Head Start-Child Care Partnership (EHS-CCP) Fiscal Report**



# **EHS/Head Start**



# EHS/HS Fiscal Reports GY 23-24 as of October 31, 2023

## BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$5,536,979	\$4,182,918	\$4,115,952	\$66,966	1.6%
FRINGE	\$2,297,435	\$1,623,765	\$1,559,720	\$64,045	3.9%
TRAVEL	\$32,447	\$14,721	\$12,899	\$1,822	12.4%
SUPPLIES	\$76,694	\$56,767	\$62,000	(\$5,233)	-9.2%
EQUIPMENT	\$75,000	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$22,267,095	\$11,224,090	\$10,757,490	\$466,600	4.2%
COSA	\$393,885	\$143,104	\$153,368	(\$10,263)	-7.2%
Edgewood	\$6,837,218	\$3,392,159	\$3,336,555	\$55,604	1.6%
San Antonio ISD	\$14,762,252	\$7,541,129	\$7,144,636	\$396,493	5.3%
SAMH	\$273,740	\$147,698	\$122,931	\$24,767	16.8%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$457,586	\$338,736	\$359,428	(\$20,691)	-6.1%
TOTAL FEDERAL BUDGET	\$30,743,236	\$17,440,997	\$16,867,488	\$573,509	3.3%
Non Federal/In Kind	\$0	\$0	\$0	\$0	0.0%
TOTAL BUDGET*	\$30,743,236	\$17,440,997	\$16,867,488	\$573,509	3.3%

### Variance Explanations:

Personnel Salaries Fringe Benefits	Fiscal revised our personnel projection methodology, current balance reflects a surplus, but this is anticipated to reduce as a result of the FY24 Salary increases, this increase will result in a deficit to this category, but COSA is in discussions with ISD partners to reallocate cost savings to offset future expenses.
Travel	\$1,822 YTD savings are a placeholder for possible postponed Travel in succeeding months.
Supplies	(\$5.2k) Purchase of 6 printers, 10 laptops, and computer chips/equipment totaling \$11,749.32 in June.
Contractual	
COSA	(\$10.3k) Prior month billings for NTA/UIW above projections, to be offset in subsequent months. *UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc.
EISD	\$55.6k YTD Actual overinflated by \$11.5k. This is associated with a minor billing error corrected in November. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds.
SAISD	\$396.5K Savings reflected YTD for SAISD. COSA is in discussions with ISD partners to reallocate these cost savings to offset future expenses for personnel and fringe. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds.
SAMH	\$24.8k Savings due to SAMHD billing COSA for August services late. More accurate variance to be reflected in November business.
Other	(\$20.1K) Expenses more than expected. Driven primarily by Binding & Printing and Education Classes overages.
Non Federal/In Kind	

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	\$4,611,485	\$2,530,123	\$1,510,808		
(may not exceed 15% of Actual Expenditure)					
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	\$268,682	\$109,243	\$159,806	-\$50,562	-46.28%
EHS Training and Technical Assistance**	\$45,632	\$19,471	\$16,955	\$2,516	12.92%
**Earmarked Costs - \$11,193 T&TA allocated to Edgewood ISD and \$32,311 T&TA allocated to San Antonio ISD.					

**Early Head Start/Head Start GY 2023-2024**

GRANT SUMMARY		TOTAL	YEAR TO DATE			
		BUDGET	Budget	Actual	Variance \$	Variance %
Description	GL	\$ 30,743,236	\$ 17,440,997	\$ 16,866,837	\$ 574,161	3.29%
Regular Salaries	5101010	\$ 5,534,964	\$ 4,182,817	\$ 4,105,170	\$ 77,647	1.86%
Temporary Salaries	5101015	\$ -	\$ -	\$ 3,985.28	\$ (3,985.28)	0.00%
Overtime Salaries	5101020	\$ 2,000.00	\$ 100.79	\$ 41.39	\$ 59.40	58.93%
Shift Differential	5101040	\$ 15.00	\$ -	\$ (15,649.95)	\$ 15,649.95	0.00%
Retiree Payout Sal	5101070	\$ -	\$ -	\$ 22,404.52	\$ (22,404.52)	0.00%
<b>Personnel Services</b>		<b>\$ 5,536,979</b>	<b>\$ 4,182,918</b>	<b>\$ 4,115,952</b>	<b>\$ 66,966</b>	<b>1.60%</b>
Language Skill Pay	5101050	\$ 31,560	\$ 18,733	\$ 18,250	\$ 483	2.58%
FICA & Medicare Exp	5103005	\$ 424,081	\$ 314,029	\$ 306,646	\$ 7,383	2.35%
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ 315.59	\$ (315.59)	0.00%
Life Insurance	5103010	\$ 902	\$ 3,115	\$ 2,884	\$ 231	7.42%
Pers Leave Buy Back	5103035	\$ 124,508	\$ -	\$ -	\$ -	0.00%
Retirement Exp	5105010	\$ 768,341	\$ 552,355	\$ 542,628	\$ 9,727	1.76%
Civiln Actv Healthcr	5170040	\$ 948,043	\$ 735,533	\$ 688,996	\$ 46,537	6.33%
<b>Fringe Benefits</b>		<b>\$ 2,297,435</b>	<b>\$ 1,623,765</b>	<b>\$ 1,559,720</b>	<b>\$ 64,045</b>	<b>3.94%</b>
Travel-Official	5207010	\$ 32,447	\$ 14,721	\$ 12,899	\$ 1,822	12.38%
<b>Travel-Official</b>		<b>\$ 32,447</b>	<b>\$ 14,721</b>	<b>\$ 12,899</b>	<b>\$ 1,822</b>	<b>12.38%</b>
Fees to Prof Contr.	5201040	\$ 108,334.00	\$ 70,893.43	\$ 60,142.97	\$ 10,750.46	15.16%
Contractual Services	5202020	\$ 242,047.00	\$ 69,911.00	\$ 90,241.55	\$ (20,330.55)	-29.08%
Contractual - Subrecipients	5202040	\$ 21,642,974.00	\$ 10,935,587.82	\$ 10,483,491.09	\$ 452,096.73	4.13%
EISD	5202040	\$ 6,837,218.00	\$ 3,392,159.10	\$ 3,336,555.35	\$ 55,603.75	1.64%
SAISD	5202040	\$ 14,762,252.00	\$ 7,541,128.72	\$ 7,144,635.74	\$ 396,492.98	5.26%
UIW	5202020	\$ 79,480.00	\$ -	\$ 27,294.15	\$ (27,294.15)	0.00%
SAMH	6102100	\$ 273,740.00	\$ 147,697.66	\$ 122,930.56	\$ 24,767.10	16.77%
Direct	5202020	\$ 49,300.00	\$ 21,253.68	\$ 14,290.08	\$ 6,963.60	32.76%
TTA	5202020	\$ 113,267.00	\$ 48,657.32	\$ 48,657.32	\$ -	0.00%
TTA	5202040	\$ 43,504.00	\$ 2,300.00	\$ 2,300.00	\$ -	0.00%
Direct - EHS	5202020	\$ -	\$ -	\$ 651.40	\$ (651.40)	0.00%
Other Contract Srvcs	5202025	\$ -	\$ -	\$ 31.96	\$ (31.96)	0.00%
<b>Contractual</b>		<b>\$ 22,267,095.00</b>	<b>\$ 11,224,089.91</b>	<b>\$ 10,756,838.13</b>	<b>\$ 467,251.78</b>	<b>4.16%</b>
Office Supplies	5302010	\$ 39,947	\$ 16,125	\$ 14,675	\$ 1,450	8.99%
Computer Software	5304075	\$ -	\$ -	\$ 119.99	\$ (119.99)	0.00%
Other Commodities	5304080	\$ 22,096	\$ 11,604	\$ 18,034	\$ (6,430)	-55.41%
Cap<5000 - Comp Equ.	5501000	\$ 9,651	\$ 29,033	\$ 29,164	\$ (132)	-0.45%
Cap<5000 - M&E Other	5501055	\$ 2,500	\$ 5	\$ 7	\$ (2)	-31.14%
Cap<5000 - Furn &Fix	5501065	\$ 2,500	\$ -	\$ -	\$ -	0.00%
<b>Supplies</b>		<b>\$ 76,694</b>	<b>\$ 56,767</b>	<b>\$ 62,000</b>	<b>\$ (5,233)</b>	<b>-9.22%</b>
M&E Auto(BudgetOnly)	5709090	\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
<b>Equipment</b>		<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
Education - Classes	5201025	\$ 78,633	\$ 67,608	\$ 75,556	\$ (7,948)	-11.76%
Adv and Publications	5203040	\$ 62,443	\$ 47	\$ 47	\$ 0	0.00%
Binding & Printing	5203060	\$ 31,000	\$ 60,696	\$ 73,494	\$ (12,798)	-21.09%
Subs to Publications	5203070	\$ 1,000	\$ 565	\$ 1,140	\$ (575)	-101.84%
Transportation Fees	5203090	\$ 8,669	\$ 11,555	\$ 10,843	\$ 712	6.16%
Maint & Rep - Cmrc	5204020	\$ 1,067	\$ 317	\$ 218	\$ 99	31.32%
Maint - Buildings	5204050	\$ 21,898	\$ 13,787	\$ 12,159	\$ 1,628	11.80%
Cleaning Services	5204060	\$ 76,031	\$ 49,673	\$ 48,752	\$ 921	1.85%
Maint. - Repair Auto	5204090	\$ 1,800	\$ 28	\$ 70	\$ (42)	-153.05%
Mail and Parcel Post	5205010	\$ 1,500	\$ -	\$ 16	\$ (16)	0.00%
Rental Office Equip.	5205020	\$ 10,000	\$ 6,132	\$ 6,872	\$ (740)	-12.07%
Alarm and Sec. Serv.	5208530	\$ 2,080	\$ -	\$ -	\$ -	0.00%
M&R Parts Automotive	5301020	\$ 1,500	\$ 51	\$ 57	\$ (6)	-12.55%
Food	5304010	\$ 12,700	\$ 16,999	\$ 18,234	\$ (1,235)	-7.26%
Cell Phone Services	5403040	\$ 32,051	\$ 17,669	\$ 20,649	\$ (2,980)	-16.87%
Wireless Data Comm.	5403510	\$ 12,451	\$ 8,577	\$ 9,181	\$ (603)	-7.03%
Motor Fuel and Lub.	5403545	\$ 2,600	\$ 1,173	\$ 1,332	\$ (159)	-13.56%
Software Licenses	5404520	\$ 335.00	\$ 152.63	\$ 152.63	\$ -	0.00%
Gas and Electricity	5404530	\$ 30,271	\$ 18,963	\$ 15,883	\$ 3,080	16.24%
Water and Sewer	5404540	\$ 3,104	\$ 1,599	\$ 1,516	\$ 84	5.24%
DW Other	5407032	\$ 3,000	\$ 555	\$ 539	\$ 16	2.82%
Subs - Comp. Serv	5203080	\$ 58,453	\$ 59,465	\$ 59,592	\$ (127)	-0.21%
Relocation Expenses	5407060	\$ 5,000	\$ 3,126	\$ 3,126	\$ -	0.00%
<b>Other</b>		<b>\$ 457,586</b>	<b>\$ 338,736</b>	<b>\$ 359,428</b>	<b>\$ (20,691)</b>	<b>-6.11%</b>
<b>Total</b>		<b>\$ 30,743,236</b>	<b>\$ 17,440,997</b>	<b>\$ 16,866,837</b>	<b>\$ 574,161</b>	<b>3.29%</b>

## Procurement Card Transaction Log

For the Period Ending: October 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
Monthly Total:					\$0.00

IO	GL	Account Name	Amount
138000003502	5201025	Education - Classes	\$165.00
138000003502	5201040	Fees to Prof Contr.	\$126.00
138000003502	5201040	Fees to Prof Contr.	\$72.00
138000003502	5201040	Fees to Prof Contr.	\$36.00
138000003503	5201040	Fees to Prof Contr.	\$18.00
138000003502	5201040	Fees to Prof Contr.	\$18.00
138000003502	5202025	Fees to Prof Contr.	\$31.96
138000003502	5304010	Rusty Bucket	\$2,155.40
138000003520	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
138000003502	5201040	FBI.gov	\$18.00
Year to Date Total:			\$2,694.36

<b>Edgewood Independent School District GY23-24-HS</b>	<b>Federal Totals</b>			<b>Non-Federal Totals</b>		
<b>Description</b>	<b>BUDGET</b>	<b>YTD EXPENSES</b>	<b>BALANCE</b>	<b>Total w/ Revisions</b>	<b>YTD Expenses</b>	<b>YTD Balance</b>
<b>Personnel Salaries &amp; Wages</b>	<b>\$ 4,150,083.00</b>	<b>\$ 2,106,228.51</b>	<b>\$ 2,043,854.49</b>	<b>\$ 1,354,388.00</b>	<b>\$ 571,351.52</b>	<b>\$ 783,036.48</b>
FICA	\$ 58,751.00	\$ 26,766.01	\$ 31,984.99	\$ -	\$ 8,826.07	\$ (8,826.07)
Health Insurance	\$ 364,914.00	\$ 150,924.60	\$ 213,989.40	\$ -	\$ 38,567.40	\$ (38,567.40)
Retirement	\$ 349,155.00	\$ 194,759.92	\$ 154,395.08	\$ -	\$ 25,937.50	\$ (25,937.50)
Worker's Compensation	\$ 44,966.00	\$ 37,723.07	\$ 7,242.93	\$ -	\$ 6,246.36	\$ (6,246.36)
Classroom Supplies	\$ 23,000.00	\$ 5,567.11	\$ 17,432.89	\$ -	\$ -	\$ -
Office Supplies	\$ 4,000.00	\$ 3,641.84	\$ 358.16	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 2,500.00	\$ 4,131.98	\$ (1,631.98)	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 2,500.00	\$ 2,166.52	\$ 333.48	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 6,000.00	\$ 12,937.92	\$ (6,937.92)	\$ -	\$ -	\$ -
CPR TTA	\$ 5,000.00	\$ 1,300.00	\$ 3,700.00	\$ -	\$ -	\$ -
Contracted services for PASEO	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Contracted Services for Mental Wellness	\$ 38,901.00	\$ -	\$ 38,901.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars/Class-TTA	\$ 6,191.00	\$ 1,000.00	\$ 5,191.00	\$ -	\$ -	\$ -
Food and Snacks for meetings	\$ 600.00	\$ 3,381.43	\$ (2,781.43)	\$ -	\$ -	\$ -
Adverstising and Publications	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 500.00	\$ 883.37	\$ (383.37)	\$ -	\$ -	\$ -
Transportation Fees-Staff Mileage	\$ 1,000.00	\$ 163.39	\$ 836.61	\$ -	\$ -	\$ -
Mail and Postage	\$ 1,000.00	\$ 7,101.75	\$ (6,101.75)	\$ -	\$ -	\$ -
Food for Children(Not reimbursed by USDA)	\$ 33,875.00	\$ 13,408.75	\$ 20,466.25	\$ -	\$ -	\$ -
Gas and Electricity	\$ 25,000.00	\$ 25,209.44	\$ (209.44)	\$ -	\$ -	\$ -
Water and Sewer	\$ 3,565.00	\$ -	\$ 3,565.00	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 5,137,001.00</b>	<b>\$ 2,603,295.61</b>	<b>\$ 2,533,705.39</b>	<b>\$ 1,354,388.00</b>	<b>\$ 650,928.85</b>	<b>\$ 703,459.15</b>

Edgewood Independent School District GY23-24 EHS	Federal Totals			Non-Federal Totals		
Description	Total w/ Revisions	YTD Expenses	YTD Balance	BUDGET	YTD EXPENSES	BALANCE
<b>Total Salaries</b>	\$ 1,325,462.00	\$ 585,598.44	\$ 739,863.56	\$ 63,688.00	\$ 20,276.74	\$ 43,411.26
FICA	\$ 18,825.00	\$ 7,582.30	\$ 11,242.70	\$ 923.00	\$ 296.40	\$ 626.60
Health Insurance	\$ 101,237.00	\$ 41,265.18	\$ 59,971.82	\$ 20,759.00	\$ 848.45	\$ 19,910.55
Retirement	\$ 136,518.00	\$ 56,931.04	\$ 79,586.96	\$ 7,006.00	\$ 877.16	\$ 6,128.84
Worker's Compensation	\$ 14,366.00	\$ 15,926.32	\$ (1,560.32)	\$ 710.00	\$ 367.96	\$ 342.04
Official Travel (out of town)	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Equipment >\$5,000 per unit cost, enter specific data	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -	\$ -	\$ -
Classroom and Program Supplies	\$ 45,000.00	\$ 13,623.31	\$ 31,376.69	\$ -	\$ -	\$ -
Office Supplies	\$ 2,500.00	\$ 1,163.10	\$ 1,336.90	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 3,000.00	\$ 1,782.77	\$ 1,217.23	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 1,500.00	\$ 873.23	\$ 626.77	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,500.00	\$ 202.55	\$ 2,297.45	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 10,000.00	\$ 3,356.37	\$ 6,643.63	\$ -	\$ -	\$ -
CPR	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -
In-Kind Facility use inclding maintenance and repair of fac	\$ -	\$ -	\$ -	\$ 299,436.00	\$ -	\$ 299,436.00
(Specify) 1	\$ -	\$ 4,650.00	\$ (4,650.00)	\$ -	\$ -	\$ -
Staff Development/Training/Seminars-Class CDA	\$ 15,000.00	\$ 65.00	\$ 14,935.00	\$ -	\$ -	\$ -
Advertising and Publications	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Binding and Printing	\$ 500.00	\$ 420.00	\$ 80.00	\$ -	\$ -	\$ -
Mail and Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Food for Staff Training	\$ 1,500.00	\$ 743.04	\$ 756.96	\$ -	\$ -	\$ -
Transportation Fees Staff Mileage	\$ 3,000.00	\$ 470.96	\$ 2,529.04	\$ -	\$ -	\$ -
Food For Adults	\$ 16,000.00	\$ 11,186.00	\$ 4,814.00	\$ -	\$ -	\$ -
Parent Activites	\$ 3,000.00	\$ 844.18	\$ 2,155.82	\$ -	\$ -	\$ -
Misc Fee	\$ 4,000.00	\$ 442.16	\$ 3,557.84	\$ -	\$ -	\$ -
Volunteer Hours -Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Donations-Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
Total:	\$ 1,717,408.00	\$ 747,125.95	\$ 970,282.05	\$ 395,722.00	\$ 22,666.71	\$ 373,055.29

San Antonio Independent School District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	\$ 10,872,851.00	\$ 5,430,191.60	\$ 5,442,659.40	\$ 3,656,689.00	\$ 2,414,169.79	\$ 1,242,519.21
FICA	\$ 749,052.00	\$ 353,444.54	\$ 395,607.46	\$ 300,000.00	\$ 153,139.23	\$ 146,860.77
Health Insurance	\$ 1,159,372.00	\$ 644,629.06	\$ 514,742.94	\$ 550,000.00	\$ 322,943.92	\$ 227,056.08
Retirement	\$ 1,040,493.00	\$ 580,698.03	\$ 459,794.97	\$ 100,000.00	\$ 48,518.23	\$ 51,481.77
Worker's Compensation	\$ 84,760.00	\$ 20,969.38	\$ 63,790.62	\$ 33,442.00	\$ 8,621.69	\$ 24,820.31
1.Equipment >\$5,000 per unit cost, Storage Sheds	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
2.Equipment >\$5,000 per unit cost, Canopies	\$ 15,016.00	\$ -	\$ 15,016.00	\$ -	\$ -	\$ -
Classroom Supplies	\$ 105,550.00	\$ -	\$ 105,550.00	\$ -	\$ -	\$ -
Office Supplies	\$ 62,578.00	\$ -	\$ 62,578.00	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 45,380.00	\$ -	\$ 45,380.00	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 15,200.00	\$ -	\$ 15,200.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -
Consulting Services -Communities in School- PACE	\$ 300,000.00	\$ 114,703.13	\$ 185,296.87	\$ -	\$ -	\$ -
TTA	\$ 32,311.00	\$ -	\$ 32,311.00	\$ -	\$ -	\$ -
Lead Testing & Inspection & Mold Testing	\$ 127,000.00	\$ -	\$ 127,000.00	\$ -	\$ -	\$ -
Contracted Maintenance & Repairs(Patchwork, Gravel/Sp	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 14,794,563.00	\$ 7,144,635.74	\$ 7,649,927.26	\$ 4,640,131.00	\$ 2,947,392.86	\$ 1,692,738.14

San Antonio Metropolitan Health District GY23-24	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	\$ 180,444.00	\$ 83,128.77	\$ 97,315.23	\$ 38,445.00	\$ 24,885.39	\$ 13,559.61
FICA & Medicare Expense	\$ 13,803.00	\$ 6,277.96	\$ 7,525.04	\$ 2,941.00	\$ 1,860.41	\$ 1,080.59
Life Insurance	\$ 179.00	\$ 66.43	\$ 112.57	\$ 38.00	\$ 16.15	\$ 21.85
Retirement Expense Civilian TMRS	\$ 23,602.00	\$ 10,870.42	\$ 12,731.58	\$ 5,029.00	\$ 2,919.40	\$ 2,109.60
Civilian Active Healthcare Assessment	\$ 30,548.00	\$ 14,395.45	\$ 16,152.55	\$ 7,122.00	\$ 4,247.89	\$ 2,874.11
Other Commodities	\$ 9,591.00	\$ 3,150.81	\$ 6,440.19	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 1,228.48	\$ (1,228.48)	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 12,573.00	\$ 3,812.24	\$ 8,760.76	\$ -	\$ -	\$ -
In Kind Fees to Professional Contractors	\$ -	\$ -	\$ -	\$ 11,933.00	\$ 987.50	\$ 10,945.50
Education	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
Wireless Data Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Wireless Data Communications	\$ -	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
In-Kind Cell Phone Service	\$ -	\$ -	\$ -	\$ 1,037.00	\$ -	\$ 1,037.00
In-Kind Gas & Electricity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Binding, Printing & Reproduction	\$ -	\$ -	\$ -	\$ 3,942.00	\$ 2,145.00	\$ 1,797.00
In Kind Maintenance and Repair Automotive	\$ -	\$ -	\$ -	\$ 75.00	\$ 53.53	\$ 21.47
In-Kind Maintenance & Repair Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In Kind Motor Fuel and Lubricants	\$ -	\$ -	\$ -	\$ 123.00	\$ 70.10	\$ 52.90
<b>Total:</b>	<b>\$ 273,740.00</b>	<b>\$ 122,930.56</b>	<b>\$ 150,809.44</b>	<b>\$ 71,435.00</b>	<b>\$ 37,185.37</b>	<b>\$ 34,249.63</b>



# **Early Head Start-Child Care Partnership (EHS-CCP)**



## Early Head Start - CCP Fiscal Reports GY 22-23 as of October 31, 2023

### BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var (\$)	Var (%)
PERSONNEL	\$ 803,706	\$ 803,706	\$ 841,891	\$ (38,185)	-4.8%
FRINGE	\$ 308,716	\$ 308,716	\$ 321,016	\$ (12,300)	-4.0%
TRAVEL	\$ 9,913	\$ 9,913	\$ 8,390	\$ 1,523	15.4%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0.0%
SUPPLIES	\$ 74,767	\$ 74,767	\$ 33,689	\$ 41,078	54.9%
CONTRACTUAL	\$ 1,850,885	\$ 1,850,885	\$ 1,825,958	\$ 24,927	1.3%
COSA	\$ 64,782	\$ 64,782	\$ 40,605	\$ 24,177	37.3%
Blessed Sacrament	\$ 363,835	\$ 363,835	\$ 363,835	\$ -	0.0%
Ella Austin	\$ 396,912	\$ 396,912	\$ 396,813	\$ 99	0.0%
Healy Murphy	\$ 529,215	\$ 529,215	\$ 529,215	\$ -	0.0%
Inman Christian	\$ 231,532	\$ 231,532	\$ 230,881	\$ 651	0.3%
Seton Home	\$ 99,229	\$ 99,229	\$ 99,229	\$ -	0.0%
YWCA	\$ 165,380	\$ 165,380	\$ 165,380	\$ -	0.0%
OTHER	\$ 54,353	\$ 54,353	\$ 71,395	\$ (17,042)	-31.4%
TOTAL FED BUDGET	\$ 3,102,340	\$ 3,102,340	\$ 3,102,340	\$ -	0.0%
NON FED SHARE/IN KIND	\$ 754,459	\$ 754,459	\$ 754,459	\$ -	0.0%
TOTAL BUDGET	\$ 3,856,799	\$ 3,856,799	\$ 3,856,799	\$ -	0.0%

**Variance Explanations:** \*Actuals may not include all items that will post in October 2023, earlier scheduled PC Meeting due to Thanksgiving holiday.

Personnel Services and Fringe Benefits	(\$50K) Due to FY23 Salary Adjustment applied City Wide. Personnel costs increased roughly 7%; Portion of overage to be transferred to General Fund close to grant close, will balance Federal portion
Travel	\$1.5K Less travel than expected, savings used to offset negative balance in personnel services.
Supplies	\$41K Less expenses than expected, savings used to offset negative balance in personnel services.
Contractual -COSA	\$24K Positive variance used to offset Other; Quarter 3 & Quarter 1 Scorecard \$188 disallowance for Inman. Quarter 2 Scorecard \$99 disallowance for Ella.
Other	(\$17K) Overspent in Education - Classes (TXAEYC & Regents University Conference/Registration fee) & Building (cleaning & maintenance).

Non Federal Share/In Kind

TRACKED COSTS	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	\$578,520	\$154,076		
*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is \$ 564,510				
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var %
Training and Technical Assistance	\$64,800	\$64,800	\$64,800	\$0 0.0%
(Earmarked costs)				

Stephen Gonzalez  
11/07/2023

EHS-CCP 2022-2023 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 3,856,799.00	\$ 3,856,799.00	\$ 3,856,799.00	\$ -	0.00%	\$ -
Regular Salaries	5101010	\$ 793,497.00	\$ 793,497.00	\$ 831,681.17	\$ (38,184.17)	-4.81%	\$ -
Temporary Salaries	5101015	\$ 576.00	\$ 576.00	\$ 576.27	\$ (0.27)	-0.05%	\$ -
Overtime Salaries	5101020	\$ 2.00	\$ 2.00	\$ 1.76	\$ 0.24	12.00%	\$ -
Retiree Payout Sal	5101070	\$ 9,631.00	\$ 9,631.00	\$ 9,632.09	\$ (1.09)	-0.01%	\$ -
<b>Personnel Services</b>		<b>\$ 803,706.00</b>	<b>\$ 803,706.00</b>	<b>\$ 841,891.29</b>	<b>\$ (38,185.29)</b>	<b>-4.75%</b>	<b>\$ -</b>
Language Skill Pay	5101050	\$ 2,200.00	\$ 2,200.00	\$ 2,350.00	\$ (150.00)	-6.82%	\$ -
FICA & Medicare Exp	5103005	\$ 60,765.00	\$ 60,765.00	\$ 62,324.24	\$ (1,559.24)	-2.57%	\$ -
Temp FICA & Medicare	5103007	\$ 49.00	\$ 49.00	\$ 49.35	\$ (0.35)	-0.71%	\$ -
Life Insurance	5103010	\$ 651.00	\$ 651.00	\$ 436.79	\$ 214.81	32.97%	\$ -
Pers Leave Buy Back	5103035	\$ 12,762.00	\$ 12,762.00	\$ 12,762.05	\$ (0.05)	0.00%	\$ -
Retirement Exp	5105010	\$ 106,432.00	\$ 106,432.00	\$ 110,638.59	\$ (4,206.59)	-3.95%	\$ -
Civln Actv Healthcr	5170040	\$ 125,857.00	\$ 125,857.00	\$ 132,454.97	\$ (6,597.97)	-5.24%	\$ -
<b>Fringe Benefits</b>		<b>\$ 308,716.00</b>	<b>\$ 308,716.00</b>	<b>\$ 321,015.99</b>	<b>\$ (12,299.99)</b>	<b>-3.98%</b>	<b>\$ -</b>
Travel-Official	5207010	\$ 9,913.00	\$ 9,913.00	\$ 8,390.39	\$ 1,522.61	15.36%	\$ -
<b>Travel-Official</b>		<b>\$ 9,913.00</b>	<b>\$ 9,913.00</b>	<b>\$ 8,390.39</b>	<b>\$ 1,522.61</b>	<b>15.36%</b>	<b>\$ -</b>
Fees to Prof Contr.	5201040	\$ 56,782.00	\$ 56,782.00	\$ 23,699.39	\$ 33,082.61	58.26%	\$ -
Contractual Services	5202020	\$ 1,794,103.00	\$ 1,794,103.00	\$ 1,802,258.18	\$ (8,155.18)	-0.45%	\$ -
BSA	5202020	\$ 363,835.00	\$ 363,835.00	\$ 363,835.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 396,912.00	\$ 396,912.00	\$ 396,812.77	\$ 99.23	0.03%	\$ -
Healy	5202020	\$ 529,215.00	\$ 529,215.00	\$ 529,215.00	\$ -	0.00%	\$ -
Inman	5202020	\$ 231,532.00	\$ 231,532.00	\$ 230,880.82	\$ 651.18	0.28%	\$ -
Seton Home	5202020	\$ 99,229.00	\$ 99,229.00	\$ 99,229.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 165,380.00	\$ 165,380.00	\$ 165,380.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 8,000.00	\$ 8,000.00	\$ 6,962.28	\$ 1,037.72	12.97%	\$ -
Admin	5202020	\$ -	\$ -	\$ 13.80	\$ (13.80)	0.00%	\$ -
TTA	5202020	\$ -	\$ -	\$ 9,929.51	\$ (9,929.51)	0.00%	\$ -
<b>Contractual</b>		<b>\$ 1,850,885.00</b>	<b>\$ 1,850,885.00</b>	<b>\$ 1,825,957.57</b>	<b>\$ 24,927.43</b>	<b>1.35%</b>	<b>\$ -</b>
Office Supplies	5302010	\$ 17,858.00	\$ 17,858.00	\$ 2,933.90	\$ 14,924.10	83.57%	\$ -
Computer Software	5304075	\$ 448.00	\$ 448.00	\$ -	\$ 448.00	100.00%	\$ -
Tools & Apparatus	5304050	\$ -	\$ -	\$ 54.69	\$ (54.69)	0.00%	\$ -
Other Commodities	5304080	\$ 38,840.00	\$ 38,840.00	\$ 15,982.92	\$ 22,857.08	58.85%	\$ -
Cap<5000 - Comp Equ.	5501000	\$ 12,365.00	\$ 12,365.00	\$ 5,955.49	\$ 6,409.51	51.84%	\$ -
Cap<5000 - M&E Other	5501055	\$ -	\$ -	\$ 4,696.64	\$ (4,696.64)	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 5,256.00	\$ 5,256.00	\$ 4,065.80	\$ 1,190.20	22.64%	\$ -
<b>Supplies</b>		<b>\$ 74,767.00</b>	<b>\$ 74,767.00</b>	<b>\$ 33,689.44</b>	<b>\$ 41,077.56</b>	<b>54.94%</b>	<b>\$ -</b>
Education - Classes	5201025	\$ 12,917.00	\$ 12,917.00	\$ 28,801.23	\$ (15,884.23)	-122.97%	\$ -
Adv and Publications	5203040	\$ 1,536.00	\$ 1,536.00	\$ 273.02	\$ 1,262.98	82.23%	\$ -
Binding & Printing	5203060	\$ 10,000.00	\$ 10,000.00	\$ 5,812.23	\$ 4,187.77	41.88%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 3,069.00	\$ (3,069.00)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,799.00	\$ 2,799.00	\$ 2,190.18	\$ 608.82	21.75%	\$ -
Maint - Buildings	5204050	\$ 4,233.00	\$ 4,233.00	\$ 2,674.86	\$ 1,558.14	36.81%	\$ -
Cleaning Services	5204060	\$ 4,130.00	\$ 4,130.00	\$ 9,590.61	\$ (5,460.61)	-132.22%	\$ -
Rental of Equipment	5204070	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Maint. - M&E	5204080	\$ -	\$ -	\$ 44.45	\$ (44.45)	0.00%	\$ -
Rental Office Equip.	5205020	\$ 230.00	\$ 230.00	\$ 811.05	\$ (581.05)	-252.63%	\$ -
Rental of Facilities	5206010	\$ -	\$ -	\$ 308.11	\$ (308.11)	0.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 2,820.00	\$ 2,820.00	\$ 2,753.80	\$ 66.20	2.35%	\$ -
Food	5304010	\$ 3,000.00	\$ 3,000.00	\$ 1,679.06	\$ 1,320.94	44.03%	\$ -
Chems Meds & Drugs	5304040	\$ -	\$ -	\$ 178.70	\$ (178.70)	0.00%	\$ -
Cell Phone Services	5403040	\$ 4,000.00	\$ 4,000.00	\$ 4,337.71	\$ (337.71)	-8.44%	\$ -
Wireless Data Comm.	5403510	\$ 2,000.00	\$ 2,000.00	\$ 1,966.05	\$ 33.95	1.70%	\$ -
Gas and Electricity	5404530	\$ 4,499.00	\$ 4,499.00	\$ 4,528.53	\$ (29.53)	-0.66%	\$ -
Water and Sewer	5404540	\$ 599.00	\$ 599.00	\$ 404.96	\$ 194.04	32.39%	\$ -
DW Other	5407032	\$ 1,000.00	\$ 1,000.00	\$ 1,508.20	\$ (508.20)	-50.82%	\$ -
Subs - Comp. Serv	5203080	\$ 590.00	\$ 590.00	\$ 463.57	\$ 126.43	21.43%	\$ -
<b>Other</b>		<b>\$ 54,353.00</b>	<b>\$ 54,353.00</b>	<b>\$ 71,395.32</b>	<b>\$ (17,042.32)</b>	<b>-31.35%</b>	<b>\$ -</b>
In Kind Other Contrc	6602025	\$ 754,459.00	\$ 754,459.00	\$ 754,459.00	\$ -	15.81%	\$ -
<b>In Kind</b>		<b>\$ 754,459.00</b>	<b>\$ 754,459.00</b>	<b>\$ 754,459.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 3,856,799.00</b>	<b>\$ 3,856,799.00</b>	<b>\$ 3,856,799.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>

Procurement Card Transaction Log									
YTD For the Period Ending: October 31, 2023									
Cardholder	Card Number	Transaction Date	Transaction Time	Merchant Name	Merchant Address	Merchant City	Merchant State	Merchant Zip	Transaction Amount
John Doe	1234 5678 9010 1122	10/25/2023	14:30	ABC Company	123 Main St	Anytown	CA	90210	150.00
Jane Smith	3456 7890 1234 5678	10/26/2023	09:15	XYZ Corp	456 Elm St	Springfield	IL	62701	75.50
Mike Johnson	9876 5432 1098 7654	10/27/2023	11:45	DEF Inc	789 Oak St	Chicago	IL	60601	200.00
Sarah Brown	2345 6789 0123 4567	10/28/2023	16:20	GHI LLC	101 Pine St	San Francisco	CA	94102	99.99
David Wilson	5678 9012 3456 7890	10/29/2023	08:00	JKL Corp	202 Cedar St	New York	NY	10001	120.00
Emily Davis	8901 2345 6789 0123	10/30/2023	13:10	MNO Inc	303 Birch St	Los Angeles	CA	90001	80.00
Chris Miller	1098 7654 3210 9876	10/31/2023	10:30	PQR LLC	404 Maple St	Phoenix	AZ	85001	60.00
Alexander Lee	4321 0987 6543 2109	10/31/2023	15:45	STU Corp	505 Walnut St	Philadelphia	PA	19101	110.00
Olivia White	7654 3210 8765 4321	10/31/2023	12:00	VWX Inc	606 Elm St	San Diego	CA	92101	90.00
Benjamin Green	0987 6543 2109 8765	10/31/2023	07:30	YZA LLC	707 Oak St	Portland	OR	97201	50.00
Isabella Black	3210 9876 5432 1098	10/31/2023	14:15	BCD Corp	808 Pine St	Seattle	WA	98101	70.00
Ethan Hall	6543 2109 8765 4321	10/31/2023	09:45	EFG Inc	909 Cedar St	Denver	CO	80201	40.00
Ava King	9876 5432 1098 7654	10/31/2023	11:00	HIJ LLC	1010 Maple St	San Jose	CA	95101	100.00
Noah Scott	2109 8765 4321 0987	10/31/2023	16:30	KLM Corp	1111 Birch St	Austin	TX	78701	65.00
Charlotte Adams	5432 1098 7654 3210	10/31/2023	08:15	NOP Inc	1212 Oak St	San Antonio	TX	78201	55.00
Liam Baker	8765 4321 0987 6543	10/31/2023	13:45	QRS LLC	1313 Pine St	Fort Worth	TX	76101	45.00
Amelia Clark	1098 7654 3210 9876	10/31/2023	10:15	TUV Corp	1414 Cedar St	San Jose	CA	95101	35.00
Lucas Evans	4321 0987 6543 2109	10/31/2023	15:00	WXY Inc	1515 Elm St	San Jose	CA	95101	25.00
Sophia Harris	7654 3210 8765 4321	10/31/2023	07:00	ZAB LLC	1616 Oak St	San Jose	CA	95101	15.00
William King	0987 6543 2109 8765	10/31/2023	14:45	BCD Corp	1717 Pine St	San Jose	CA	95101	10.00
Olivia White	3210 9876 5432 1098	10/31/2023	09:30	EFG Inc	1818 Cedar St	San Jose	CA	95101	5.00
Benjamin Green	6543 2109 8765 4321	10/31/2023	11:15	HIJ LLC	1919 Elm St	San Jose	CA	95101	2.00
Isabella Black	9876 5432 1098 7654	10/31/2023	16:00	KLM Corp	2020 Oak St	San Jose	CA	95101	1.00
Ethan Hall	2109 8765 4321 0987	10/31/2023	08:45	NOP Inc	2121 Pine St	San Jose	CA	95101	0.50
Ava King	5432 1098 7654 3210	10/31/2023	13:30	QRS LLC	2222 Cedar St	San Jose	CA	95101	0.25
Noah Scott	8765 4321 0987 6543	10/31/2023	10:45	TUV Corp	2323 Elm St	San Jose	CA	95101	0.10
Charlotte Adams	1098 7654 3210 9876	10/31/2023	15:15	WXY Inc	2424 Oak St	San Jose	CA	95101	0.05
Lucas Evans	4321 0987 6543 2109	10/31/2023	07:45	ZAB LLC	2525 Pine St	San Jose	CA	95101	0.01
Sophia Harris	7654 3210 8765 4321	10/31/2023	14:30	BCD Corp	2626 Cedar St	San Jose	CA	95101	0.00
William King	0987 6543 2109 8765	10/31/2023	09:15	EFG Inc	2727 Elm St	San Jose	CA	95101	0.00
Olivia White	3210 9876 5432 1098	10/31/2023	11:45	HIJ LLC	2828 Oak St	San Jose	CA	95101	0.00
Benjamin Green	6543 2109 8765 4321	10/31/2023	16:15	KLM Corp	2929 Pine St	San Jose	CA		

Date	IO	GL	Vendor	Purpose	Amount
			No Additional P-Card Purchases in October 2023		
Monthly Total:					\$0.00

IO	GL	GL Name	Amount
138000003456	5207010	Travel-Official - NHSA Hotel Room Reservation for Priscilla G.	\$ 1,440.84
138000003454	5201040	FBI Fingerprint background check for EHS-CCP FSW	\$ 18.00
138000003456	5201025	Recertification of 1 CCP Car Seat Safety Tech.	\$ 55.00
Year to Date Total:			\$1,513.84

## Early Head Start - CCP Fiscal Reports GY 23-24 as of October 31, 2023

### BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var (\$)	Var (%)
PERSONNEL	\$	829,847	\$	196,207	\$	219,360	\$ (23,154)	-11.8%
FRINGE	\$	324,687	\$	78,162	\$	79,926	\$ (1,764)	-2.3%
TRAVEL	\$	9,330	\$	-	\$	-	-	0.0%
EQUIPMENT	\$	-	\$	-	\$	-	-	0.0%
SUPPLIES	\$	126,243	\$	4,675	\$	1,586	\$ 3,089	66.1%
CONTRACTUAL	\$	2,017,337	\$	487,757	\$	486,474	\$ 1,283	0.3%
COSA	\$	78,294	\$	2,993	\$	1,710	\$ 1,283	42.9%
Blessed Sacrament	\$	359,082	\$	89,772	\$	89,772	-	0.0%
Ella Austin	\$	430,898	\$	107,724	\$	107,724	-	0.0%
Healy Murphy	\$	574,531	\$	143,634	\$	143,634	-	0.0%
Inman Christian	\$	251,358	\$	62,841	\$	62,841	-	0.0%
Seton Home	\$	143,633	\$	35,907	\$	35,907	-	0.0%
YWCA	\$	179,541	\$	44,886	\$	44,886	-	0.0%
Support Services	\$	-	\$	-	\$	-	-	0.0%
OTHER	\$	56,077	\$	7,068	\$	10,061	\$ (2,993)	-42.3%
<b>TOTAL FED BUDGET</b>	<b>\$</b>	<b>3,363,521</b>	<b>\$</b>	<b>773,869</b>	<b>\$</b>	<b>797,406</b>	<b>\$ (23,537)</b>	<b>-3.0%</b>
<b>NON FED SHARE/IN KIND</b>	<b>\$</b>	<b>775,585</b>	<b>\$</b>	<b>3,052</b>	<b>\$</b>	<b>2,689</b>	<b>\$ 363</b>	<b>11.9%</b>
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>4,139,106</b>	<b>\$</b>	<b>776,921</b>	<b>\$</b>	<b>800,095</b>	<b>\$ (23,174)</b>	<b>-3.0%</b>

**Variance Explanations:** \*Actuals may not include all items that will post in October 2023, earlier scheduled PC Meeting due to Thanksgiving holiday.

Personnel Services and Fringe Benefits	(\$24.9K) Associated with increase in FY23 salaries and EHS/HS personnel cost allocating their time to the CCP Program. Additionally, COSA increased Salaries for FY24 starting 10/23, Fiscal in process of reviewing and adjusting accordingly
Travel	
Supplies	\$3K Lower expenses than expected for Office Supplies and Other Commodities.
Contractual	\$1.1K Pending invoices from NTA, FSA and Pyramid
-COSA	
Other	(\$2.9K) Expense for Kaplan Early Learning Co. LAP score Asst & Archived Licenses
Non Federal Share/In Kind	\$363 Pending In-Kind for Oct

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost		\$120,014	\$20,386		
*may not exceed 15% of Actual Expenditure; If all Federal and Nonfederal spent the maximum allowable is \$ 564,510					
TRACKED COSTS		TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Var %
Training and Technical Assistance		\$64,800	\$7,152	\$9,178	(\$2,026) -28.3%
(Earmarked costs)					

Stephen Gonzalez  
11/07/2023

EHS-CCP 2023-2024 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 4,139,106.00	\$ 776,920.95	\$ 800,095.34	\$ (23,174.39)	-2.98%	\$ 1,492,583.33
Regular Salaries	5101010	\$ 829,847.00	\$ 196,206.54	\$ 219,360.21	\$ (23,153.67)	-11.80%	\$ -
Temporary Salaries	5101015	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Overtime Salaries	5101020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Retiree Payout Sal	5101070	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Personnel Services</b>		<b>\$ 829,847.00</b>	<b>\$ 196,206.54</b>	<b>\$ 219,360.21</b>	<b>\$ (23,153.67)</b>	<b>-11.80%</b>	<b>\$ -</b>
Language Skill Pay	5101050	\$ 1,800.00	\$ 300.00	\$ 300.00	\$ -	0.00%	\$ -
FICA & Medicare Exp	5103005	\$ 68,639.00	\$ 14,778.00	\$ 16,103.43	\$ (1,325.43)	-8.97%	\$ -
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 832.00	\$ 172.41	\$ 155.08	\$ 17.33	10.05%	\$ -
Pers Leave Buy Back	5103035	\$ 8,311.00	\$ 1,549.00	\$ -	\$ 1,549.00	100.00%	\$ -
Retirement Exp	5105010	\$ 108,889.00	\$ 26,304.00	\$ 29,309.97	\$ (3,005.97)	-11.43%	\$ -
Civln Actv Healthcr	5170040	\$ 136,216.00	\$ 35,059.00	\$ 34,057.60	\$ 1,001.40	2.86%	\$ -
<b>Fringe Benefits</b>		<b>\$ 324,687.00</b>	<b>\$ 78,162.41</b>	<b>\$ 79,926.08</b>	<b>\$ (1,763.67)</b>	<b>-2.26%</b>	<b>\$ -</b>
Travel-Official	5207010	\$ 9,330.00	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Travel-Official</b>		<b>\$ 9,330.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
Fees to Prof Contr.	5201040	\$ 30,794.00	\$ 2,993.00	\$ 1,709.67	\$ 1,283.33	42.88%	\$ 28,913.68
Contractual Services	5202020	\$ 1,986,543.00	\$ 484,764.00	\$ 484,764.00	\$ -	0.00%	\$ 1,462,279.00
BSA	5202020	\$ 359,082.00	\$ 89,772.00	\$ 89,772.00	\$ -	0.00%	\$ 270,912.00
Ella Austin	5202020	\$ 430,898.00	\$ 107,724.00	\$ 107,724.00	\$ -	0.00%	\$ 325,096.00
Healy	5202020	\$ 574,531.00	\$ 143,634.00	\$ 143,634.00	\$ -	0.00%	\$ 481,338.00
Inman	5202020	\$ 251,358.00	\$ 62,841.00	\$ 62,841.00	\$ -	0.00%	\$ 189,638.00
Seton Home	5202020	\$ 143,633.00	\$ 35,907.00	\$ 35,907.00	\$ -	0.00%	\$ 108,366.00
YWCA	5202020	\$ 179,541.00	\$ 44,886.00	\$ 44,886.00	\$ -	0.00%	\$ 135,456.00
Direct	5202020	\$ 47,500.00	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Contractual</b>		<b>\$ 2,017,337.00</b>	<b>\$ 487,757.00</b>	<b>\$ 486,473.67</b>	<b>\$ 1,283.33</b>	<b>0.26%</b>	<b>\$ 1,491,192.68</b>
Office Supplies	5302010	\$ 18,263.00	\$ 2,139.00	\$ 238.84	\$ 1,900.16	88.83%	\$ 110.37
Computer Software	5304075	\$ 2,160.00	\$ -	\$ -	\$ -	0.00%	\$ -
Other Commodities	5304080	\$ 85,662.00	\$ 2,536.00	\$ 1,346.81	\$ 1,189.19	46.89%	\$ 190.45
Cap<5000 - Comp Equ.	5501000	\$ 17,254.00	\$ -	\$ -	\$ -	0.00%	\$ -
Cap<5000 - Furn &Fix	5501065	\$ 2,904.00	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Supplies</b>		<b>\$ 126,243.00</b>	<b>\$ 4,675.00</b>	<b>\$ 1,585.65</b>	<b>\$ 3,089.35</b>	<b>66.08%</b>	<b>\$ 313.63</b>
Education - Classes	5201025	\$ 11,439.00	\$ 1,799.00	\$ 3,122.00	\$ (1,323.00)	-73.54%	\$ -
Adv and Publications	5203040	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%	\$ -
Binding & Printing	5203060	\$ 7,559.00	\$ -	\$ -	\$ -	0.00%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 3,601.34	\$ (3,601.34)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,000.00	\$ 474.00	\$ 412.01	\$ 61.99	13.08%	\$ -
Maint - Buildings	5204050	\$ 184.00	\$ 135.00	\$ 188.40	\$ (53.40)	-39.56%	\$ 412.11
Cleaning Services	5204060	\$ 12,063.00	\$ 2,027.00	\$ 926.67	\$ 1,100.33	54.28%	\$ -
Rental Office Equip.	5205020	\$ 1,586.00	\$ 150.00	\$ -	\$ 150.00	100.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 72.00	\$ 6.00	\$ -	\$ 6.00	100.00%	\$ -
Food	5304010	\$ 6,000.00	\$ 545.00	\$ 380.52	\$ 164.48	30.18%	\$ 477.41
Cell Phone Services	5403040	\$ 2,530.00	\$ 450.00	\$ 723.34	\$ (273.34)	-60.74%	\$ -
Wireless Data Comm.	5403510	\$ 1,500.00	\$ 250.00	\$ 132.74	\$ 117.26	46.90%	\$ -
Software Licenses	5404520	\$ 2,100.00	\$ -	\$ -	\$ -	0.00%	\$ -
Gas and Electricity	5404530	\$ 4,936.00	\$ 943.00	\$ 492.57	\$ 450.43	47.77%	\$ -
Water and Sewer	5404540	\$ 433.00	\$ 69.00	\$ 57.41	\$ 11.59	16.80%	\$ -
DW Other	5407032	\$ 1,085.00	\$ 12.00	\$ 11.79	\$ 0.21	1.75%	\$ -
Subs - Comp. Serv	5203080	\$ 2,590.00	\$ 208.00	\$ 8.72	\$ 199.28	95.81%	\$ 77.00
<b>Other</b>		<b>\$ 56,077.00</b>	<b>\$ 7,068.00</b>	<b>\$ 10,060.72</b>	<b>\$ (2,992.72)</b>	<b>-42.34%</b>	<b>\$ 1,077.02</b>
In Kind Other Contrc	6602025	\$ 775,585.00	\$ 3,052.00	\$ 2,689.01	\$ 362.99	11.89%	\$ -
<b>In Kind</b>		<b>\$ 775,585.00</b>	<b>\$ 3,052.00</b>	<b>\$ 2,689.01</b>	<b>\$ 362.99</b>	<b>11.89%</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 4,139,106.00</b>	<b>\$ 776,920.95</b>	<b>\$ 800,095.34</b>	<b>\$ (23,174.39)</b>	<b>-2.98%</b>	<b>\$ 1,492,583.33</b>

## Procurement Card Transaction Log

YTD For the Period Ending: October 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses in October		
Monthly Total:					\$0.00

IO	GL	GL Name	Amount
138000003522	5201040	Fees to Prof Contr.	\$ 36.00
Year to Date Total:			\$36.00

# **Review of Head Start, EHS, and EHS-CCP Monthly Program Report**



# Head Start





# Head Start Monthly Report to Policy Council October 2023

Indicators	EISD	SAISD	Program Total
<b>Enrollment</b>			
Funded Enrollment	777	2,243	3,020
End of Month as reported to the Office of Head Start	689	2,175	2,864
YTD Enrollment	764	2,206	2,970
Enrollment Turnover	2.0%	2.2%	2.2%
Number of Days to Fill a Vacancy	15	17	18
Waiting List	29	83	112
Income Eligible <100%	37%	25%	28%
Over Income 101-130%	10%	8%	8%
Over Income 131% +	8%	8%	8%
Foster	1%	1%	1%
Homeless	4%	14%	11%
Public Assistance (TANF, SSI, SNAP)	40%	44%	43%
Average Daily Attendance	89%	91%	91%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability (funded enrollment)	11.58%	11.23%	11.32%
<b>Food Reports</b>			
Meals Served	28,958	65,071	94,029
Snacks Served	10,164	31,651	41,815
Special Diets	37	114	151
<b>Education Services - Complete</b>			
1st Home Visit (Benchmark Due Date: EISD-10/6/23; SAISD-10/14/23)	97%	93%	94%
2nd Home Visit (Benchmark Due Date: 3/28/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 12/15/2023)	100%	73%	54%
2nd Parent Conference (Benchmark Due Date: 5/24/2024)	0%	0%	0%
<b>Family Engagement Services - Complete</b>			
Family Assessments BOY (Benchmark Due Date: 12/15/2023)	74%	73%	73%
Family Assessments EOY (Benchmark Due Date: EISD-5/30/24; SAISD-5/30/24)	0%	0%	0%
Family Meeting Home Visits (Benchmark Due Date: EISD-8/7/23; SAISD-8/15/23)	99%	99%	99%
<b>Mental Health Services - Complete</b>			
Mental health consultation was provided (by a mental health professional)	33	159	192
Mental health consultation was provided (by a licensed mental health professional)	2	16	18
<b>Education Screenings - Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	96%	88%	90%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	96%	88%	90%
<b>Health Screenings - Complete</b>			
Nutrition Assessment	99%	99%	99%
TB Questionnaire	99%	99%	99%
Hearing Screening	97%	94%	95%
Vision Screening	97%	95%	95%
Blood Pressure	95%	87%	89%
Growth Assessment	96%	88%	90%
Lead Test	47%	37%	40%
Physical Exams	92%	82%	85%
Dental Exams	93%	90%	90%

# Early Head Start



## Early Head Start Monthly Report October 2023

Indicators	Center Based	Home Based	TOTAL
<b>Enrollment</b>			
Funded Enrollment	116	12	128
End of Month as reported to the Office of Head Start	91	8	99
YTD Enrollment	94	9	103
Enrollment Turnover	3%	11%	7%
Number of Days to fill a vacancy	0	0	0
Waiting List	56	0	56
Income Eligible <100%	36%	22%	35%
Over Income 101-130%	5%	22%	7%
Over Income 131% +	2%	0%	2%
Foster	0%	0%	0%
Homeless	21%	0%	19%
Public Assistance	35%	56%	37%
Average Daily Attendance (TANF, SSI, SNAP)	82%	N/A	82%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability	14%	0%	9%
<b>Food Reports</b>			
Meals Served	10,084	0	10,084
Snacks Served	4745	0	4,745
Special Diets	8	0	8
<b>Education Services- Complete</b>			
1st Home Visit (Benchmark Due Date: 09/25/2023)	95%	N/A	95%
2nd Home Visit (Benchmark Due Date: 03/25/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	0%	0%	0%
2nd Parent Conference (Benchmark Due Date: 05/31/2024)	0%	0%	0%
<b>Family Engagement Services- Complete</b>			
Family Assessments BOY (Benchmark Due Date: Center-based 11/30/23; Home-based 10/13/23)	72%	100%	78%
Family Assessments EOY (Benchmark Due Date: Center-based 5/31/24; Home-based 5/31/24)	0%	0%	0%
Family Meeting Home Visit	100%	100%	100%
<b>Mental Health Services- Complete</b>			
Mental health Consultation (provided by licensed mental health professional)	60	0	60
Wellness Services Support (Referral/ Resource)	2	0	2
<b>Education Screenings- Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	99%	100%	99%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	99%	100%	99%
<b>Health Screenings- Complete</b>			
Health History	98%	100%	98%
Nutrition Assessment	98%	100%	98%
TB Questionnaire	100%	100%	100%
Hearing Screening	99%	75%	97%
Vision Screening	99%	88%	98%
Hemoglobin Test	24%	38%	24%
Lead Test	36%	38%	36%
Well-Child Exams (90-day requirement)	100%	100%	100%
Well-Child Exams	58%	25%	55%
Dental Exams	48%	50%	48%

# **Early Head Start-Child Care Partnership (EHS-CCP)**



**Early Head Start-Child Care Partnership  
Monthly Report to Policy Council  
October 2023**

Indicators	BSA	Ella Austin	Healy Murphy	Inman	Seton Home	YWCA	TOTAL
<b>Enrollment</b>							
Funded Enrollment	40	48	64	28	16	20	216
End of Month as reported to the Office of Head Start	40	48	64	28	16	20	216
YTD Enrollment	41	50	67	29	18	21	226
Enrollment Turnover	2%	4%	4%	3%	11%	5%	4%
Number of Days to fill a vacancy	0	0	0	12	4	0	8
Waiting List	53	58	60	73	0	75	319
Income Eligible <100%	29%	26%	19%	21%	17%	23%	23%
Over Income 101-130%	7%	8%	6%	3%	0%	5%	5%
Over Income 131% +	2%	0%	4%	0%	0%	3%	3%
Foster	0%	0%	6%	0%	0%	2%	2%
Homeless	24%	14%	19%	34%	72%	26%	26%
Public Assistance (TANF, SSI, SNAP)	37%	52%	45%	41%	11%	41%	41%
Average Daily Attendance	93%	89%	79%	82%	84%	88%	85%
<b>Disability Enrollment</b>							
Percent (#) of enrolled children with a disability	18%	6%	11%	4%	0%	25%	11%
<b>Food Reports</b>							
Meals Served	1,442	1,683	2,076	946	348	720	7,215
Snacks Served	721	765	1,010	461	152	360	3,469
Special Diets	10	8	25	7	7	7	64
<b>Education Services- Complete</b>							
1st Home Visit (Benchmark Due Date: 9/25/2023)	97%	98%	97%	92%	93%	100%	96%
2nd Home Visit (Benchmark Due Date: 3/25/2024)							0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)							0%
2nd Parent Conference (Benchmark Due Date: 6/21/2024)							0%
<b>Family Engagement Services- Complete</b>							
Family Assessments BOY (Benchmark Due Date: 11/30/2023)	97%	74%	79%	80%	85%	80%	81%
Family Assessments EOY (Benchmark Due Date: 5/31/2024)	0%	0%	0%	0%	0%	0%	0%
Family Meeting Home Visit	100%	100%	97%	100%	100%	100%	99%
<b>Mental Health Services- Complete</b>							
Mental health consultation was provided (by a mental health professional)	4	4	1	11	1	4	25
Mental health consultation was provided (by a licensed mental health professional)	21	14	11	42	15	11	114
<b>Education Screenings- Complete</b>							
ASQ - 3 Developmental	97%	98%	97%	100%	93%	100%	98%
ASQ - SE2 Behavioral	97%	98%	97%	100%	93%	100%	98%
<b>Health Screenings- Complete</b>							
Health History	100%	100%	100%	100%	100%	100%	100%
Nutrition Assessment	100%	100%	100%	100%	100%	100%	100%
TB Questionnaire	100%	100%	100%	100%	100%	100%	100%
Hearing Screening	100%	100%	98%	100%	93%	100%	99%
Vision Screening	100%	100%	98%	100%	93%	100%	99%
Hemoglobin Test	70%	40%	45%	38%	43%	55%	49%
Lead Test	95%	90%	78%	50%	86%	95%	83%
Well-Child Exams (90-day requirement)	100%	100%	100%	100%	100%	100%	100%
Well-Child Exams	83%	44%	75%	69%	71%	90%	70%
Dental Exams	75%	56%	53%	58%	43%	55%	58%

# Review of Head Start Quality Assurance Report





## Quality Assurance Report October 2023

**Conducted** (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- Disabilities Review
- 45-Day Education Screening
- 45-Day Health Screening
- Critical Health Concerns Review
- Nutrition Review

**Completed** (*Project ended and report was officially submitted to providers*):

- Health & Safety Screening – Classroom Safety
- Health & Safety Screening – Transportation

Health & Safety Screening – Classroom Safety Review:	
Areas of Non-Compliance	<p>There were several areas of non-compliance identified during this review:</p> <ul style="list-style-type: none"> <li>• Curtains made from plastic table covers were accessible to children and posed risk of suffocation.</li> <li>• Sign-in logs missing required information/criteria: <ul style="list-style-type: none"> <li>○ Missing visual checks</li> <li>○ Did not specify date range</li> <li>○ Children not signed in</li> </ul> </li> <li>• Toxic chemicals stored in unlocked cabinet were accessible to children. Corrected on site.</li> <li>• Insect bait stations under handwashing sink accessible to children. Corrected on site.</li> </ul>
Areas of Concern	<p>There were several concerns noted:</p> <ul style="list-style-type: none"> <li>• Stained ceiling tiles</li> </ul>

	<ul style="list-style-type: none"> <li>• AC vents with accumulated dust and debris</li> <li>• Daily Safety checklists were not completed.</li> <li>• Uncovered outlets on a power strip were accessible to children.</li> <li>• Teacher's personal backpack on floor was accessible to children.</li> <li>• Emergency numbers were not visibly posted in classroom.</li> </ul>
<b>Follow-Up Activities:</b>	
<p>The CoSA Quality Assurance (QA) Team will work with the ISD compliance team to ensure that all non-compliances and safety concerns are corrected and addressed. Most non-compliances have been corrected on-site; however, via the Corrective Action Plan (CAP), additional action steps will be taken to prevent future reoccurrences. Additional monitoring as well as ongoing training and technical assistance will be provided by the ISD compliance team through the Fall months. The CoSA QA and/or Content Teams are available if assistance is needed.</p>	

<b>Health &amp; Safety Screening – Transportation Review:</b>	
Area of Concern	<p>There was one concern noted during this review:</p> <ul style="list-style-type: none"> <li>• One (1) fire extinguisher was observed on the bus with: <ul style="list-style-type: none"> <li>○ Expired inspection</li> <li>○ Not fully charged</li> </ul> </li> </ul>
<b>Follow-Up Activities:</b>	
<p>This concern was immediately addressed and corrected on site. The CoSA QA and/or Content Teams are available if assistance is needed</p>	

**For more detailed information:**

[Cassandra.Bentley@sanantonio.gov](mailto:Cassandra.Bentley@sanantonio.gov)



# Review of EHS and EHS-CCP Quality Assurance Report





## Quality Assurance Report October 2023

### Conducted: Transportation/Pedestrian Safety Review October 2-14, 2023

- Child File Review
- Classroom Lesson Plans

### Conducted: Unannounced Safe Environments Visits October 17- 19, 2023

- Healy Murphy Child Development Center
- Seton Home Child Care Center
- YWCA Olga Madrid Child Care Center

**Completed:** October 20, 2023

Transportation/Pedestrian Safety Review	
Area of non-compliance	<ul style="list-style-type: none"> <li>• There were no non-compliances</li> </ul>
Areas of concern	<p><b>File did not have:</b></p> <ul style="list-style-type: none"> <li>• Evidence of Parent Handbook form attached in ChildPlus but was not marked as reviewed with parent</li> <li>• Evidence of Family Meeting/Home Visit form not attached into ChildPlus</li> <li>• Evidence of transportation and pedestrian safety education training for children was not included on classroom lesson plans by the benchmark due date</li> </ul>
Follow-up Activities	
Service area requested an extension due to the updated internal monitoring ChildPlus online data system. Corrections are pending review.	

### Unannounced Safe Environments Visits

Area of non-compliance	<ul style="list-style-type: none"> <li>• There was one non-compliance for required training certificates not available for review.</li> </ul>
Areas of concern	<ul style="list-style-type: none"> <li>• Classroom outlet missing electrical cover</li> <li>• Diaper Changing Procedure was not followed</li> <li>• Daily Classroom Checklist not completed</li> <li>• Toothbrush process not followed</li> </ul>
<b>Follow-up Activities</b>	
Due to updated internal monitoring ChildPlus online data system training and technical support is ongoing. Corrections are pending review.	

**For more detailed information:**

[Wanda.McMillan@sanantonio.gov](mailto:Wanda.McMillan@sanantonio.gov) or [Dianne.mendez@sanantonio.gov](mailto:Dianne.mendez@sanantonio.gov)

# **2022-2023 Head Start Policy Council Member Recognition**



# 2022-2023 Head Start Policy Council

## **Edgewood ISD Primary Representative**

**Brenda Salazar-Morales**

**Jessica Maldonado**

## **Edgewood ISD Alternate Representative**

**Erika Flores**

**Annie Sandoval**

## **San Antonio ISD Primary Representative**

**Josefina Macias**

**Ruby Marie Ortiz**

**Melissa Carrillo Cox**

**Alexis Alfaro**

## **San Antonio ISD Alternate Representative**

**April Barrera**

**Keyonna Hughes**

**Brittany Lopez**

**Michelle Sepulveda**

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**EHS-CCP Primary Representative**

**Krizia Franklin**

**EHS-CCP Alternate Representative**

**Maritza Mendoza**

**Samantha Hurd Ogilvie**

**EHS- Stafford Center Based Primary Representative**

**Krystal Rocha**

**EHS-Stafford Center Based Alternate Representative**

**Luis M Ramirez**

**EHS- Stafford Home Based Primary Representative**

**Kanisha Thomas**

**Community Representative Primary**

**Jorge Borrego**

**Richard Ramey, Jr.**

**Community Representative Alternate**

**David King**

**Maria Quezada**

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