

## **Call to Order**

## **Meeting Minutes**

1. Approval of the minutes from the Head Start Policy Council meeting on January 23, 2024.

## **Public Comments**

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

2. National Children's Dental Health Month Calendar Presentation
3. Approval of Governance, Leadership and Oversight Capacity Screener
4. Review of 2023-2024 Head Start, Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) Beginning of the Year (BOY) Family Assessment Data
5. Review of Head Start, EHS, and EHS-CCP Fiscal Report
6. Review of Head Start, EHS, and EHS-CCP Monthly Program Report
7. Review of Head Start Quality Assurance Report
8. Review of EHS and EHS-CCP Quality Assurance Report

## **Adjournment**

***Approval of  
Head Start Policy Council  
January 23, 2024  
Meeting Minutes***



# MEETING MINUTES

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## HEAD START POLICY COUNCIL MEETING

January 23, 2024

6:15 P.M.

### Members Present

Edgewood Independent School District (EISD): Jessica Garcia, Jasmine Gomez  
San Antonio Independent School District (SAISD): Ashley Trevino, Keyonna Hughes  
EHS-EISD: none  
EHS-EISD HB: Erika Lara  
EHS-CCP: Anna Rios, Krizia Franklin  
Community Representative: Ramiro Lopez, Yenter Tu

### Members Absent

Edgewood Independent School District (EISD): none  
San Antonio Independent School District (SAISD): Jessie Rios  
EHS EISD: Wilmarys Vazquez  
EHS-EISD HB: none  
EHS-CCP: none  
Community Representative: None

### Alternate Members Present

Edgewood Independent School District (EISD): None  
San Antonio Independent School District (SAISD): Magaly Olguin, Jacqueline Munoz  
EHS-EISD: none  
EHS-EISD HB: Elena Martinez Blanco  
EHS-CCP: Kanisha Thomas  
Community Representative: Lisa Rosales, John Bonillas

### Alternate Members Absent

Edgewood Independent School District (EISD): Erika Fuentes, Katherine Carvallo  
San Antonio Independent School District (SAISD): Monica Duran, Lillian Dotson  
EHS-EISD: none  
EHS-EISD HB: none  
EHS-CCP: Claudia Zuniga  
Community Representative: none

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### I. CALL TO ORDER

2023-2024 Early Head Start-Child Care Partnership (EHS-CCP) HSPP Chair, Krizia Franklin, called the meeting to order at 6:18 p.m.

### II. MEETING MINUTES

**Motion:** Ms. Ashley Trevino moved to approve the December 12, 2023 meeting minutes.

**Seconded (2<sup>nd</sup>):** Mr. Ramiro Lopez

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

### III. PUBLIC COMMENTS

None to report



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

##### **a. Correspondence**

HSPC Chair, Krizia Franklin, introduced Mr. Carlos Garza, to present on Correspondence, Federal Reporting of Standard Forms 425 and 428. Mr. Garza explained the purpose of Forms 425 and 428 and the changes that were made on the reporting deadlines of these forms. Mr. Garza also referred the Policy Council members to view additional details of this Correspondence in their parent packet. No questions were asked.

##### **b. Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix. Mr. Foster reported that the Selection Criteria Point Matrix is updated every year to help establish eligibility for enrollment into the program. A set number of points are assigned based on a number of factors. Mr. Foster presented the current Matrix for Policy Council approval and reported on some minor changes from last year.

HSPC member, Krizia Franklin, asked if parents had to have legal status to apply and inquired if the term, undocumented, could be added to the form. Mr. Foster reported that we do not ask for legal status of the parents and that is why we do not add the term, undocumented, to the Matrix. In addition, the application is provided with points if the families provide immigration documents or identification. Ms. Audrey Jackson, Head Start Administrator, stated that the Selection Criteria Point Matrix was not a public document and that we only utilize the application with the families. In response to Ms. Franklin's question regarding recruitment, Ms. Rachel Pearce, Senior Management Analyst, and Mr. Foster confirmed that the recruitment plan includes reaching out to various immigration and asylee committees.

Ms. Franklin also inquired about the priority status for children in Kinship placement. Mr. Foster confirmed that there is a category with points for Kinship placement. Ms. Franklin asked if these children needed emergency childcare service, would they be able to be moved up the list. Ms. Rachel Pearce reported that every application has assigned points and placed on the waitlist. Every consideration is given to families and points are assigned. Ms. Pearce provided an example of completing an application of a family who is experiencing homelessness or a disability and that, it just depends where they land on the list based on the number of points from their application. In addition, the child's age is another factor. For example, there could be a two year old coming in but there is only space for a nine month old. Ms. Pearce reiterated that we do look at the family's whole situation.

HSPC member, Yenter Tu, inquired about the possible addition of tracking deaf parents with a hearing child and asked if this could be a category with which to add points. Mr. Foster confirmed that we do capture that information as part of our application and enrollment process. However, Mr. Foster stated that the eligibility is more focused on the child and their status rather than that of the parents. Mr. Foster stated this was something that we could consider but historically, the numbers have been exceptionally low.

HSPC member, Lisa Rosales, inquired about the difference in points from having one working parent versus two working parents. The category of two working parents had 30 points assigned which was more than the 15 points assigned to a single working parent. Mr. Foster explained that if both parents in a family are working, then there would be a need for childcare. Mr. Foster added that there was another section for family income and that it was based on Federal poverty levels. No further questions were asked.

**Motion:** Ms. Ashley Trevino moved to approve the 2024-2025 Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Matrix with minor edits.

**Seconded (2nd):** Ms. Jessica Garcia

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

**c. Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix**

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix. Ms. Pearce reported that the same changes that were made on Head Start's Selection Criteria Point Matrix were also made on the matrices for Early Head Start and EHS-CCP programs. Ms. Pearce reviewed the changes and no questions were asked.

**Motion:** Ms. Lisa Rosales moved to approve the 2024-2025 Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) ERSEA Matrix with minor edits.

**Seconded (2nd):** Ms. Jessica Garcia

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

**d. Approval of the 2024-2025 Head Start ERSEA Policy Updates**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present on the Approval of the 2024-2025 Head Start ERSEA Policy Updates. Mr. Foster reported on the changes that were made on the following Policies related to Eligibility, Recruitment, Selection and Attendance: ERSEA 5 Selection and ERSEA 9 Attendance.

HSPC member, Jessica Garcia, inquired about families experiencing homelessness and asked if information also included families at risk of experiencing homelessness. Mr. Foster clarified that families at risk for homelessness would not qualify under the McKinney Vento act, yet. Ms. Rachel Pearce added that we do provide supportive services to the families. The Family Support Workers provide resources and are there to assist the families. No further questions were asked.

**Motion:** Ms. Keyonna Hughes moved to approve the 2024-2025 Head Start ERSEA Policy Updates with minor edits.

**Seconded (2nd):** Mr. Yenter Tu

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

**e. Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership ERSEA Policy Updates**

HSPC Chair, Krizia Franklin, introduced Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership ERSEA Policy Updates. Ms. Pearce reported on the changes that were made on the following policy: ERSEA 5 Selections.

HSPC member, Jasmine Gomez, inquired about the lowering of the percentage of children with disabilities or delays from twelve (12) to ten (10) and asked why that decision was made. Ms. Pearce reported the 12% that we had, exceeded with the Head Start Program Performance Standards and the change was made to align with it. Furthermore, Ms. Pearce explained the selection process of children with a disability who also have an Individualized Family Service Plan (IFSP). No further questions were asked.

**Motion:** Ms. Ashley Trevino moved to approve the 2024-2025 Early Head Start and Early Head Start-Child Care Partnership ERSEA Policy Updates with minor edits.

**Seconded (2nd):** Ms. Anna Rios

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

**f. Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, and Ms. Rachel Pearce, Senior Management Analyst, to present on the Approval of the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan. Mr. Foster reported that the edits to the Recruitment Plan is the same for all of our programs and addressed the minor changes of the plan.

HSPC member, Yenter Tu, provided a recommendation to add a deaf organization under the section of Community and Agency events for recruitment due to referrals being made by deaf organizations. No further questions were asked.

**Motion:** Ms. Ashley Trevino moved to approve the 2024-2025 Head Start and Early Head Start ERSEA Recruitment Plan with minor edits.

**Seconded (2nd):** Mr. Ramiro Lopez

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

**g. Approval of the EHS Under enrollment Plan**

HSPC Chair, Krizia Franklin, introduced Ms. Rhonda Roach, Senior Special Projects Manager, to present on the Approval of the EHS Under enrollment Plan. Ms. Roach discussed the different components of the Under enrollment plan that included the listing of participants who participated in the development, review and implementation of the plan. Factors contributing to the under enrollment were provided along with an action plan that will support the EHS program. Ms. Roach reported that the plan was submitted to the Office of Head Start on January 12, 2024 and we will have quarterly meetings with the Office of Head Start to discuss the plan and provide updates.

HSPC member, Elena Martinez Blanco, inquired if Head Start was going to do away with the EHS Homebased program. Ms. Roach replied that we are not going to do away with the homebased program. Furthermore, we will continue to have 8 slots in our homebased program and 112 center-based slots for the upcoming program year.

HSPC member, Erika Lara, inquired about the number one strategy used to recruit home-based families. Ms. Roach reported that word of mouth is always the best recruitment tool; if our parents are satisfied with the program, they will share information about Head Start. In addition, Ms. Roach reported on the marketing that was done regarding the homebased program. Regarding the high turnover with teachers, Ms. Lara also provided a suggestion about developing a relationship with the colleges so that graduates could be recruited to fill the vacancies in the program. Ms. Roach responded that we work closely with Alamo Colleges, University of Texas at San Antonio (UTSA), and Texas A & M.

HSPC member, Magaly Olguin, requested additional information on the EHS Homebased program. Ms. Roach provided in detail the requested information on the program and suggested that our Homebased visitor can reach out to Ms. Olguin, if requested.

HSPC member, Krizia Franklin, provided a suggestion that a copy of the EHS Homebased flyer be provided to the Policy Council members. Ms. Franklin also inquired if Edgewood Independent School District (EISD) had to approve the Under enrollment plan. Ms. Roach responded that EISD was a contributor to the building of the plan. In addition, Ms. Franklin inquired about Action #7 in the plan and asked what led to the changes in the verbiage to the pay scale for the employees. Ms. Roach reported that the plan is a breathing and living document and we need to keep it broad because we work in collaboration with the school district and, in good faith, we know that our leadership at the school district is working very closely with Human Resources. Dr. Mary Miller-Baker, Early Childhood Director, stated that the change that was proposed would require Board approval and the way it was written before, made it seem that the approval was already received. Dr. Miller also provided additional payroll information.

Ms. Franklin also inquired about receiving feedback from previous employees regarding their exit from the school district. Dr. Miller reported that they do exit surveys and that this item did not need to be included in the plan.

HSPC member, Jasmine Gomez, inquired about providing the Early Head Start Coordinator with access to applications and also about the delay in the application process. Dr. Miller reported that the initial problem was that it took too long for Human Resources to look through every application and process it. Our Director, Jessica Zertuche, offered to look at the applicants and check the credentials for the program since EISD was having to look at applications for the whole district. Dr. Miller also reported that another item that slows down the application process was the background checks, and that this was due to the district having to go through two separate approvals.

HSPC member, John Bonillas, inquired about the starting salary for a year one and a year three Head Start teacher. Ms. Roach reported that it depends on the qualifications of the teacher. Dr. Miller reported that it was about \$18.00/hour for a year one teacher and that it was not a big increase in

pay for a year three teacher. In addition, Mr. Bonillas inquired about incentives for teachers to stay in their position. Dr. Miller reported that if we look at pay by the hour, we pay better than most other people providing childcare services. However, if we look at it spread out over the year, then it kind of equalizes itself. Because it is part of the school district, any increase in pay needs an approval from the Board and would apply to anyone in that level position.

Mr. Bonillas inquired if Head Start has ever implemented a sign-on bonus. Ms. Roach reported that during COVID-19, it was allowable through the supplemental funds that were provided to the grantee recipients. However, it was left to the programs to define that based on their own community needs.

In addition, Mr. Bonillas, asked if Head Start has a service learning program for college students who were going to work in the Education field, like an internship. Ms. Roach reported that we work through our collaborations with the relationships that we have built through our Education Advisory Committee and higher institutions: Alamo Colleges, UTSA and Texas A & M San Antonio. Through those relationships we look at any type of opportunity which may include them asking us for support in any grant that they are applying for, that would put students in our programs, depending on the grant criteria.

HSPC member, Ramiro Lopez, inquired about Head Start's relationship with Restore Education and where we were at in relationship to offering Child Development Associate (CDA) classes. Ms. Roach reported that they are currently offering CDA classes and we have built that relationship and connection with them to be able to market the program to students so that they would have another resource when coming out of their CDA completion.

HSPC member, Ashley Trevino, inquired about one month that the teachers will not be working and asked if the teachers were going to get paid. Dr. Miller reported that the school district takes the number of days that they work and calculate it by their daily rate and it is divided by 365 days and they are paid the same amount all year long.

HSPC member, Jessica Garcia, inquired about cost of living adjustments. Ms. Roach reported that our funding comes directly from the Office of Head Start and we have been fortunate to receive a cost of living adjustment over the past four or five years. We always include our providers, the districts, in handing down those funds. Dr. Miller reported that EISD has had an increase every year for the last seven or eight years of at least 2% and some years it has been as much as 4% and that there is an annual review of salaries. No further questions were asked.

**Motion:** Ms. Jessica Garcia moved to approve the EHS Under enrollment Plan with minor edits.

**Seconded (2nd):** Ms. Erika Lara

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

#### **h. Review of Jule Sugarman Process**

HSPC Chair, Krizia Franklin, introduced Ms. Priscilla Garcia, Senior Management Analyst, to present the Review of the Jule Sugarman Process. Ms. Garcia informed the Policy Council members about the change in the name of this award from The Jule Sugarman Awards to The Head Start Distinguished

Staff Award with the intention that our Head Start parents will have the option to nominate a staff member or Administrator for this award. Ms. Garcia provided information on criteria, nomination and selections, and awards process. Nominations for the Distinguished Staff award will be accepted from February 1, 2024 to February 28, 2024. Policy Council members provided feedback and input on the nomination form and expressed appreciation for the hard work that teachers do for our Head Start children. There were no questions.

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

HSPC Chair, Krizia Franklin, introduced Mr. Carlos Garza, Fiscal Analyst, to present the Review of the Head Start, EHS, and EHS-CCP Fiscal Reports. Mr. Garza 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 December 31, 2023, the total budget was reported at \$37,810,619.00. The year-to-date budget is \$28,739,728.00 and the year-to-date actual is \$26,962,366.00 with a variance of \$1,777,363.00. Mr. Garza provided detailed information on variances related to Personnel Salaries/Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal/In Kind categories.

Mr. Garza 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 December 31, 2023. The budget period for this grant is from August 1, 2023 through July 31, 2024. Mr. Garza reported the total budget for this grant is \$4,139,106.00. The Year-to-date budget is \$1,462,648.00 and the Year-to-date Actual amount is \$ 1,484,140.00 with a negative variance amount of \$21,491.00. Mr. Garza provided variance explanations for Personnel Services and Fringe Benefits, Travel, Supplies, Contractual, Other, and Non Federal Share/In Kind categories.

HSPC member, Krizia Franklin, asked a question related to the EHS/HS Fiscal Report, and inquired about the renovations and repairs at EISD and if they were related to the classrooms that were going to start up later this year. Dr. Mary Miller-Baker, Early Childhood Director, reported that the renovations and repairs were for two classes that were moved to Perales Elementary School. Ms. Audrey Jackson, Head Start Administrator, clarified that this Fiscal Report is for the fiscal year that ends on January 31, 2024 and that it was not for anything moving forward for the next school year.

Regarding the EHS-CCP Fiscal Report, Ms. Franklin inquired if the amount listed in the Contractual category included the employee salaries from each of the centers. Ms. Rhonda Roach, Senior Special Projects Manager, reported that the allocations to the centers are used for the salaries or however the centers choose to use the funds. Discussion was also provided on the holiday pay for teachers, teacher surveys and cost of living adjustments. No further questions were asked.

**j. Review of EHS & EHS-CCP Beginning of the Year (BOY) Student Outcome Data**

HSPC Chair, Krizia Franklin, introduced Mr. Roger Foster, Senior Management Coordinator, to present the Review of EHS and EHS-CCP Beginning of the Year (BOY) Student Outcome Data. Mr. Foster discussed the two Head Start Program Performance Standards related to student outcome data that informed about conducting standardized and structured assessments and regularly using assessment results, along with informal teacher observations and additional information from family and staff, to determine a child's strengths and needs. Mr. Foster informed the Policy Council

members about the Early Learning Accomplishment Profile (E-LAP) and the Learning Accomplishment Profile (LAP-3) and the age levels in which the children are assessed and determined if they are at, above or below for their age level. Mr. Foster explained the percentages results from the E-LAP between programs as well as the LAP-3 between programs.

HSPC member, Elena Martinez Blanco, inquired if these assessments were part of the reason so many forms, like evaluations, were being sent home to parents. Mr. Foster stated that since these forms were only done three (3) times per year, no forms were being sent home. In addition, Mr. Foster stated that perhaps teachers may be sending home information for other school related items.

HSPC member, Lisa Rosales, inquired if it was possible that our EHS-CCP children were doing better than the EHS-Stafford children based on the data provided from the E-LAP Children on Target. Mr. Foster stated that the difference between the data was that our Early Head Start-Stafford children are impacted by lower numbers. We have many more children in the EHS-CCP program, so every single child has a bigger impact. Also, the EHS-Stafford program's enrollment and program size are lower than the EHS-CCP program. No further questions were asked.

**k. Review of Head Start, EHS, and EHS-CCP Monthly Reports**

HSPC Chair, Krizia Franklin, introduced Ms. Audrey Jackson, Head Start Administrator, to present the Review of Head Start, EHS, and EHS-CCP Monthly Reports. Ms. Jackson informed the Policy Council members that these monthly reports are presented every month and the reports that will be presented today would cover information through the end of December 2023. The three separate reports include the Head Start Pre-K program, the Early Head Start Program with EISD and the EHS-CCP Program. Regarding the Head Start Monthly Report, Ms. Jackson provided the funded enrollment number of 3,020 children. It was mentioned that we were at 94% for enrollment and our average daily attendance was at 91%. Our disability enrollment was at 13.28% which exceeded our policy requirement of at least 10%. Furthermore, Ms. Jackson reported on additional data for food reports, Education Services, Family Engagement Services, Mental Health Services, and Health Screenings.

Ms. Jackson reported on the Early Head Start monthly report for December 2023 and stated that this program was housed at EISD with the center based and home based programs. We are currently serving 12 families in the home based program and our enrollment number is at 8 families. We have 116 slots in our center based program and we are currently enrolled with 97 slots. Our enrollment is at 82% and this is why we received the under enrollment letter from the Office of Head Start. Ms. Jackson highlighted the data in the Disability, Education, Family Engagement, Mental Health Services, and Health Screenings sections of the report.

Lastly, Ms. Jackson reported on the December Monthly Program Report for the EHS-CCP program. Ms. Jackson stated this program serves 216 children and is fully enrolled at 100%. In addition, our disability enrollment was reported at 8%. Ms. Jackson explained that our percentage was at 10% but due to when children turn three years old, they are then moved on to the school system for an evaluation. Furthermore, Ms. Jackson reviewed the percentages for Education Services, Family Engagement Services and Health Screenings. No questions were asked.

### **I. Review of Head Start Quality Assurance Report**

HSPC Chair, Krizia Franklin introduced Ms. Chajuann Chambers, Management Analyst, to present the Review of the Head Start Quality Assurance Report. Ms. Chambers introduced herself and explained that she would be presenting the December 2023 monthly quality assurance report. It was reported that the projects conducted included a 45 Day Education Screening, Governance Review, ERSEA Attendance Review, and Safe Environments Review #1. Ms. Chambers also informed about the projects that were completed, which included the Disabilities Review. Furthermore, Ms. Chambers reported no areas of non-compliance and also discussed areas of concern with the Disabilities Review. No questions were asked.

### **m. Review of EHS and EHS-CCP Quality Assurance Report**

HSPC Chair, Krizia Franklin, introduced Ms. Dianne Mendez, Management Analyst, to present the Review of EHS and EHS-CCP Quality Assurance Report. Ms. Mendez reported that she was presenting information from the December 2023 monthly quality assurance report. The Policy Council members were informed that the projects conducted included a Nutrition Child File Review and Onsite Teacher and Kitchen Staff Interviews, Critical Health Concern Child File Review, and Unannounced Safe Environment Visits. Non-compliances were discussed concerning the Unannounced Safe Environment Visits. Ms. Mendez also discussed the areas of concern related to the Nutrition Review and Unannounced Safe Environment Visits.

HSPC member, Jasmine Gomez, inquired about food allocations, location source, and process. Ms. Mendez provided information about how the centers have a choice whether to have a cook on staff or utilize the Food Bank to distribute their food. If there is a cook on staff, then the Childcare Food Program is utilized to follow the food guidelines. If the Food Bank is used for the distribution of food, then special dietary requirements are submitted to them. Furthermore, the food for the EHS program is handled and prepared by EISD. This school district has food prepared in one central location and then it is dispersed to Stafford. The food arrives pre-packaged to the school. Ms. Gomez inquired about a contact person for the school if a parent has a question or concern about the food that is presented to the children. Ms. Mendez reported that parents of children at a childcare facility should meet with the director because they are in charge of the menus and have to follow the food program to ensure they are providing the appropriate units in meals.

HSPC member, Yenter Tu, inquired if accommodations are made for people with sensitivities and diet plans. Ms. Mendez reported that during the application status, parents complete a nutrition assessment where special diet information is documented and is being followed by a doctor, or a parent could provide a written statement if there are religious reasons why their child cannot have a certain food, like pork, for example. The provider is then given the information that was provided by the parent.

Mr. Tu also inquired if there were other options besides the Food Bank for obtaining meals for the centers. Ms. Mendez reported that it was the centers' decision to go that route and was unfamiliar with any other agencies that will cook the meals and build the Federal Food Program for those units.



HSPC member, Jessica Garcia, inquired how we can ensure there is no cross-contamination with foods. Ms. Garcia provided an example of a person with Sialic Disease and informed that a person with this disease can get sick and suffer long term effects. In addition, Ms. Garcia inquired how we can ensure that the staff that is hired are aware of Sialic Disease. Ms. Mendez informed that the information would be important to share with the Family Support Worker and the childcare facility director so that the information can be shared with the teacher.

HSPC member, Krizia Franklin, inquired about who pays for the Food Bank services that are rendered to the centers. Ms. Mendez reported that the food program cost, instead of it going to the childcare facility, the Food Bank gets paid for the units of food that are delivered. The sites that elected this service felt it was beneficial and they saved money utilizing the Food Bank instead of having two full-time employees and paying for benefits. No further 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 (City Council) as the program's Governing Board. Ms. Garcia reported that City Council did meet on Thursday but there were no Head Start items presented.

A picture of the Community Action Advisory Board (CAAB) was presented, our current advisory committee that meets monthly. Ms. Garcia reported that the committee met last week and Head Start items that were reviewed and approved by them included the ERSEA matrix, policy updates and recruitment plan. Ms. Garcia reported that the approval of these items helps kick off our applications for the upcoming year so that we will be able to train our staff and start taking applications in late February or the beginning of March. Policy Council members were informed that the next Policy Council meeting was scheduled for Tuesday, February 27, 2024. No questions were asked.

## **VI. ADJOURNMENT**

**Motion:** Ms. Jessica Garcia moved to adjourn the meeting.

**Seconded (2<sup>nd</sup>):** Mr. Ramiro Lopez

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

**HSPC member for Chair, Krizia Franklin, adjourned the meeting at 8:30 pm.**

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**Chair**

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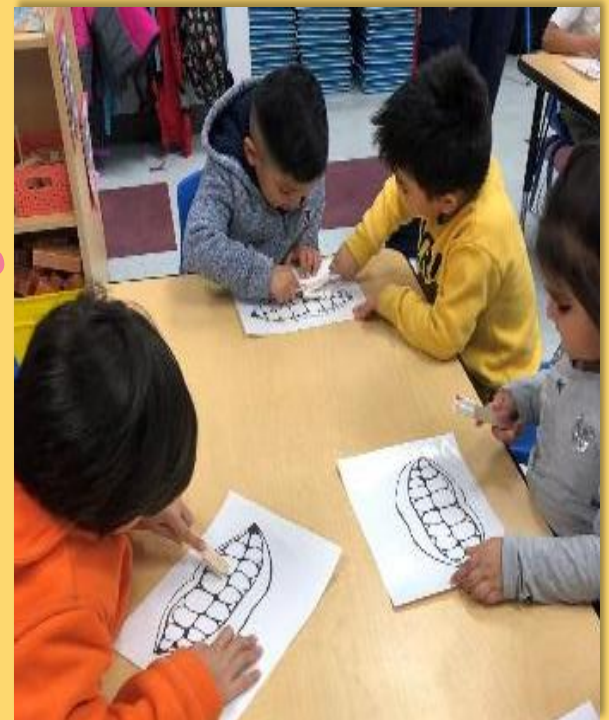
**Date**

# ***National Children's Dental Health Month Calendar Presentation***



# Head Start Celebrates National Children's Dental Health Month

2024-2025 Oral Health  
Calendar Contest



2024 - 2025  
HEAD START  
ORAL HEALTH  
CALENDAR



"I brush them three times at my house. To get them nice and clean!"  
Azalea • Knox Early Childhood Education Center • San Antonio ISD



CALENDAR  
FRONT COVER  
-  
AZALEA ZAVALA



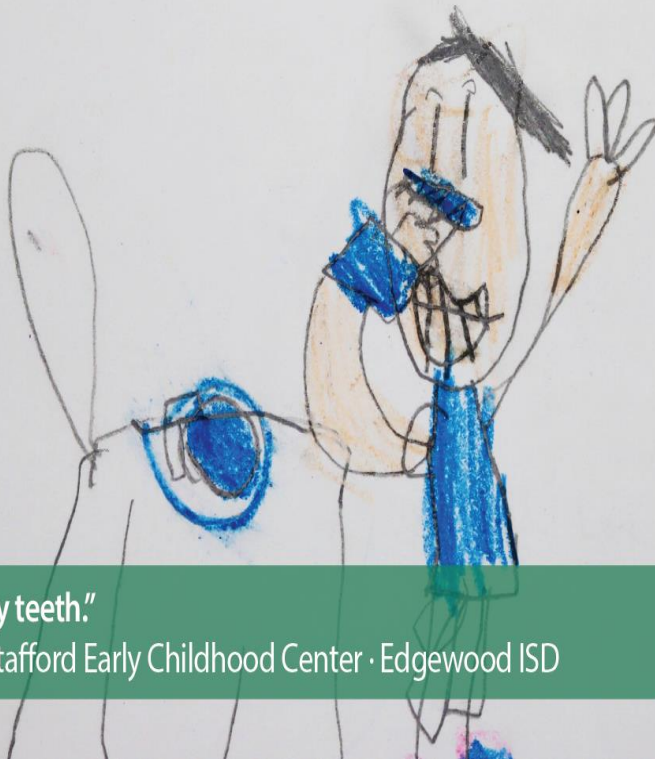


MARCH 2024

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DALILA URIBE

BRUSH  
MY  
TEETH



"I brush my teeth."

Aaliyah · Stafford Early Childhood Center · Edgewood ISD

APRIL 2024

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AALIYAH TROCHEZ  
ESPINOZA



Melody · Jose Cardenas Early Childhood Center · Edgewood ISD



MAY 2024

-

MELODY RUIZ

I want to be a dentist



Jax · Stafford Early Childhood Center · Edgewood ISD

JUNE 2024  
-  
JAX DE LA CERDA

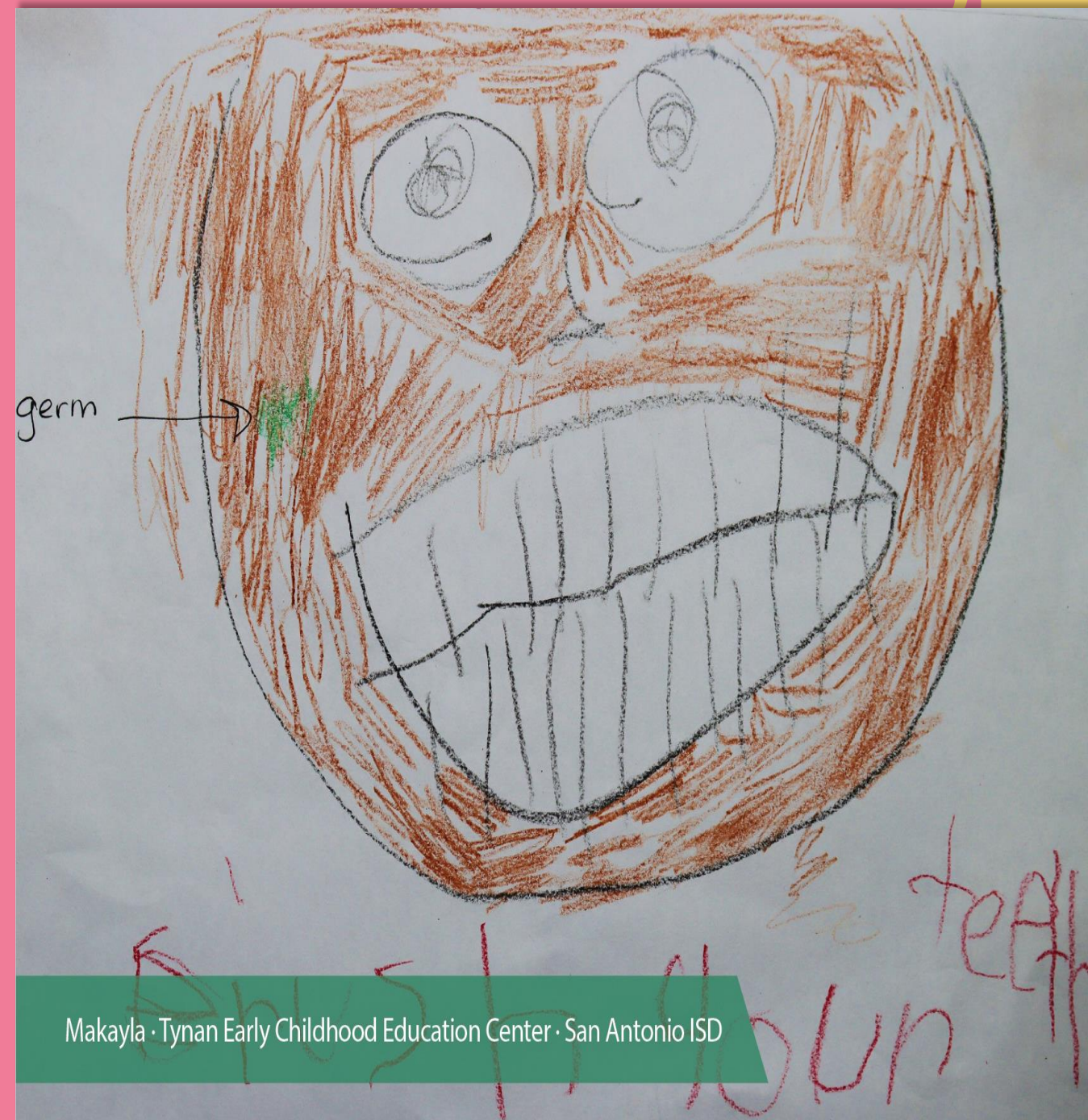




JULY 2024

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JANELLY  
PERDOMO  
GONZALES



AUGUST 2024

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MAKAYLA  
PANELLI

Makayla · Tynan Early Childhood Education Center · San Antonio ISD





Ariadna · Loma Park Elementary · Edgewood ISD

SEPTEMBER 2024

-

ARIADNA  
MARTINEZ REYES





OCTOBER 2024

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EMMA AGUILAR

Emma · Loma Park Elementary · Edgewood ISD



"Yo eat manzanas para cuidar los dientes."

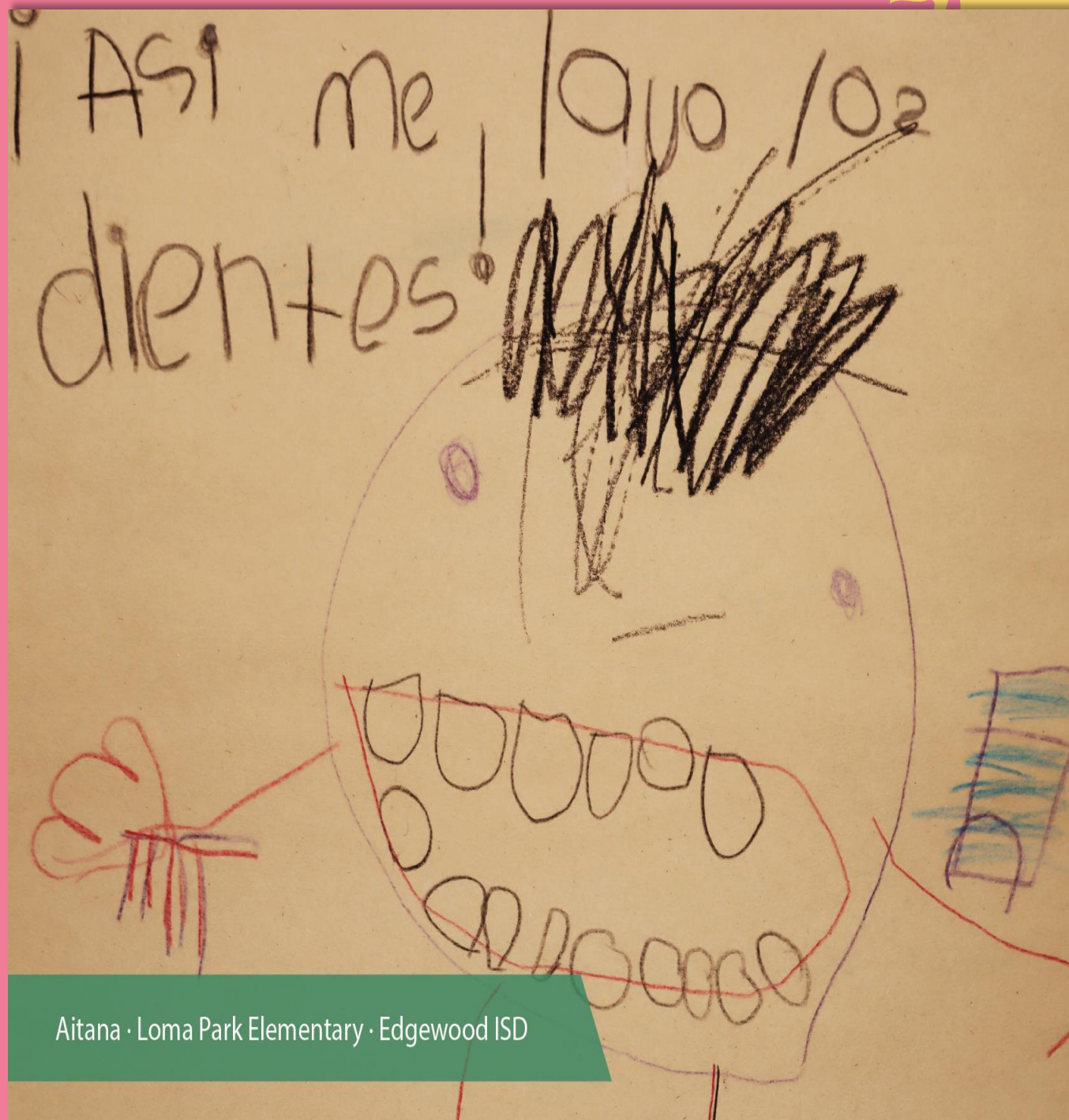
Lionel · Jose Cardenas Early Childhood Center · Edgewood ISD

NOVEMBER 2024

-

LIONEL  
HERNANDEZ





DECEMBER 2024

-

AITANA HERRERA  
DOMINGUEZ

Aitana · Loma Park Elementary · Edgewood ISD





JANUARY 2025  
-  
LUCAS FUENTES

"Mommy and me brush our teeth. We also use mouthwash. I love brushing my teeth."

Lucas · Knox Early Childhood Education Center · San Antonio ISD



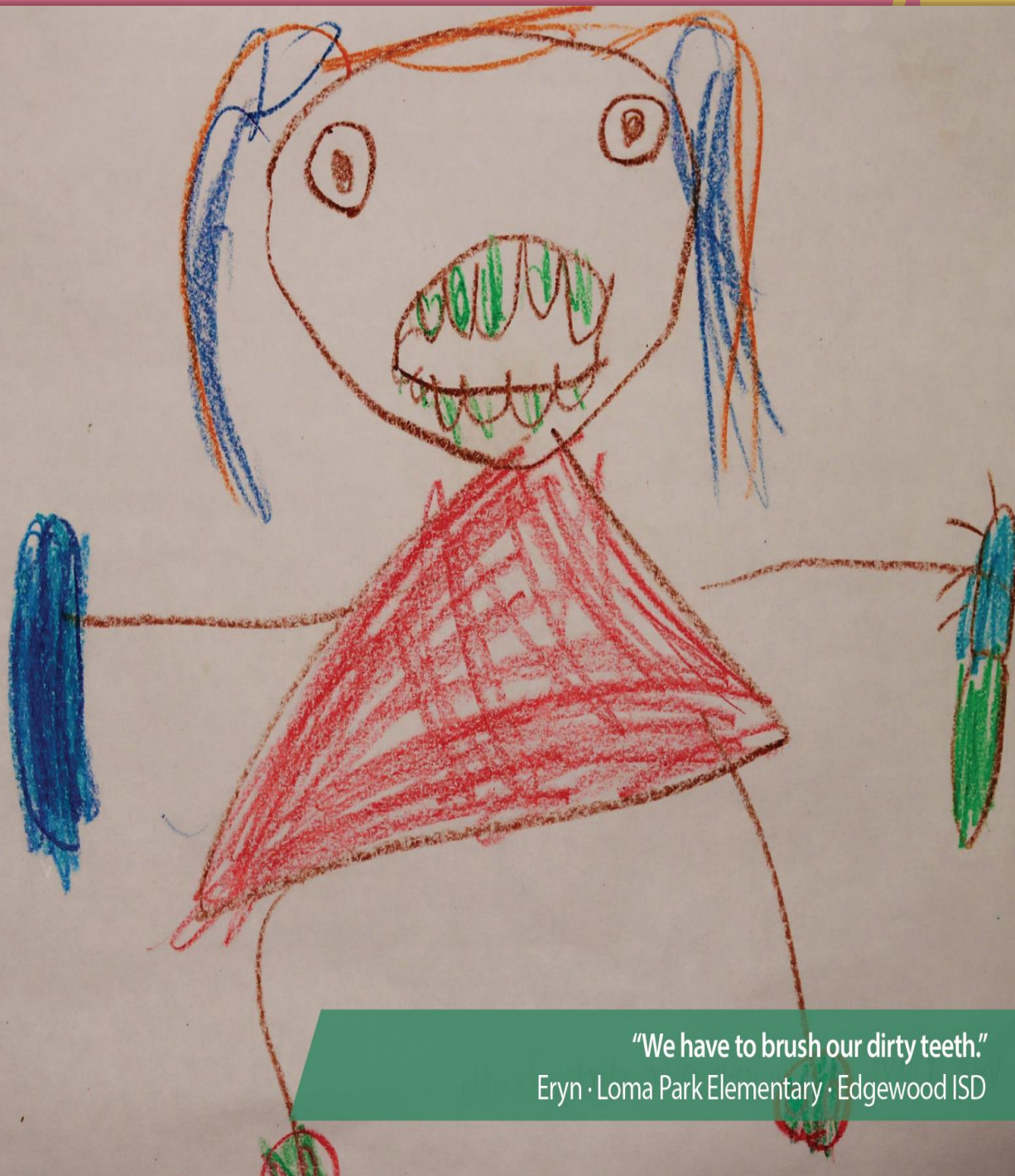


FEBRUARY 2025

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IVANA ORTIZ  
MORENO





"We have to brush our dirty teeth."  
Eryn · Loma Park Elementary · Edgewood ISD

PROGRAM  
INFORMATION  
PAGE  
-  
ERYN MONTOYA



CALENDAR BACK  
COVER

-

AVELINA CERNA

Avelina · Graebner Elementary · San Antonio ISD



# THANK YOU!

## CONTEST PANEL JUDGES

**AUDREY JACKSON**

CITY OF SAN ANTONIO DHS HEAD START PROGRAM

**LAURA HERNANDEZ**

CITY OF SAN ANTONIO METRO HEALTH

## CALENDAR DESIGN

**JAY REYNA**

CITY OF SAN ANTONIO COMMUNICATIONS & ENGAGEMENT



# ***Approval of Governance, Leadership and Oversight Capacity Screeners***





## Governance, Leadership, and Oversight Capacity Screener

### Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

### Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
  - i. Required Head Start governance practices that your organization currently has in place
  - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
  - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. <sup>1</sup>		Head Start Act Sec. 642(c)(1)(B) (i–iv)	
• At least one member has fiscal/accounting background and expertise	×		
• At least one member has early childhood education and development background and expertise	×		
• At least one member is a licensed attorney	×		
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs	×		
2. The Policy Council has the required composition.		Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I–II)	
• A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies)	×		
• Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled)	×		
• Members are elected by parents of children currently enrolled in the program	×		

<sup>1</sup> If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
• Governing body do not have a conflict of interest	×		
• Policy council, and of the policy committee at the delegate level, do not have a conflict of interest	×		
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
• The committee is established at the center level for center-based program and at the local program level for other program options	×		
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
• Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility	×		
• Notify responsible HHS official of intent to establish an advisory committee	×		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3)	
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan</li> </ul>	×		
7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)	
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan</li> </ul>	×		
<ul style="list-style-type: none"> <li>T/TA or orientations include training on program performance standards and training indicated in 1302.12(m)</li> </ul>	×		





## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)	
• Establishes procedures and criteria for recruiting, selecting, and enrolling children	✗		
• Selects delegate agencies, as appropriate	✗		
• Develops procedures for selecting Policy Council members	✗		
• Reviews applications and amendments to applications for funding	✗		
9. The governing body (or Tribal Council) exercises responsibility for the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)	
• Approval of all major financial expenditures of the agency	✗		
• Annual approval of the operating budget of the agency	✗		
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)	✗		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>The financial audit</li> </ul>	×		
<ul style="list-style-type: none"> <li>Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices</li> </ul>	×		
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)	
<ul style="list-style-type: none"> <li>The annual self-assessment</li> </ul>	×		
<ul style="list-style-type: none"> <li>The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions</li> </ul>	×		
<ul style="list-style-type: none"> <li>Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees</li> </ul>	×		
<ul style="list-style-type: none"> <li>Results from monitoring conducted under section 641A(c), including appropriate follow-up activities</li> </ul>	×		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
<ul style="list-style-type: none"> <li>Work with program staff to determine the best methods to engage families using strategies that are most effective in their community</li> </ul>	×		
<ul style="list-style-type: none"> <li>Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families</li> </ul>	×		
<ul style="list-style-type: none"> <li>Have a process for communication with the Policy Council and policy committee</li> </ul>	×		
<ul style="list-style-type: none"> <li>Participate in the recruitment and screening of Early Head Start and Head Start employees</li> </ul>	×		
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
<ul style="list-style-type: none"> <li>The total amount of public and private funds received and the amount from each source</li> </ul>	×		
<ul style="list-style-type: none"> <li>An explanation of budgetary expenditures and proposed budget for the fiscal year</li> </ul>	×		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"><li>• The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served</li></ul>	✕		
<ul style="list-style-type: none"><li>• The results of the most recent review by the Secretary and the financial audit</li></ul>	✕		
<ul style="list-style-type: none"><li>• The percentage of enrolled children that received medical and dental exams</li></ul>	✕		
<ul style="list-style-type: none"><li>• Information about family engagement activities</li></ul>	✕		
<ul style="list-style-type: none"><li>• The agency's efforts to prepare children for kindergarten</li></ul>	✕		
<ul style="list-style-type: none"><li>• A summary of a program’s most recent community assessment 1302.102(d)(2)</li></ul>	✕		
<ul style="list-style-type: none"><li>• Any other information required by the Secretary</li></ul>	✕		
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
<ul style="list-style-type: none"><li>• The financial audit</li></ul>	✕		
<ul style="list-style-type: none"><li>• The self-assessment, including any findings related to such assessment</li></ul>	✕		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>Program Information Reports (PIRs)</li> </ul>	×		
Monthly reports:			
<ul style="list-style-type: none"> <li>Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>	×		
<ul style="list-style-type: none"> <li>Program information summaries</li> </ul>	×		
<ul style="list-style-type: none"> <li>Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>	×		
<ul style="list-style-type: none"> <li>Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>	×		
Additional reports:			
<ul style="list-style-type: none"> <li>Community assessment, completed every five years with annual updates</li> </ul>	×		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives</li> </ul>	×		
<ul style="list-style-type: none"> <li>Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>	×		
<ul style="list-style-type: none"> <li>Ongoing monitoring data, data on school readiness goals and other information described in 1302.102</li> </ul>	×		
14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:		Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)	
<ul style="list-style-type: none"> <li>Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body</li> </ul>	×		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision</li> </ul>	×		
<ul style="list-style-type: none"> <li>Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal</li> </ul>	×		
<ul style="list-style-type: none"> <li>Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures)</li> </ul>	×		
<ul style="list-style-type: none"> <li>Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures)</li> </ul>	×		
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)		Head Start Program Performance Standards 1301.6 (c)	
<ul style="list-style-type: none"> <li>Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final</li> </ul>	×		



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
• Activities to support the active engagement of families in the program	X		
• Program recruitment, selection, and enrollment priorities	X		
• Applications for funding and amendments to applications for funding	X		
• Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities	X		
• Bylaws for the operation of the Policy Council	X		
• Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff	X		





## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
• Any significant incidents affecting the health and safety of program participants	✕		
• Circumstances affecting the financial viability of the program	✕		
• Breaches of personally identifiable information	✕		
• Program involvement in legal proceedings	✕		
• Any matter for which notification or a report to state, tribal or local authorities is required by law: <ul style="list-style-type: none"> <li>• Reports addressing child abuse and neglect or laws governing sex offenders</li> <li>• Incidents that require classrooms or centers to be closed for any reason</li> <li>• Legal proceedings directly related to program operations</li> <li>• All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP)</li> </ul>	✕		



## Head Start Governance, Leadership, and Oversight Capacity Screener

### Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

N/A

Additional comments, questions, or concerns:

N/A



# ***Review of 2023-2024 Head Start, EHS, & EHS-CCP Beginning of the Year (BOY) Family Assessment Data***





## 2023-2024 Early Head Start-Child Care Partnership Family Assessment & Goal Outcomes



### **Requirements**

The Head Start Program Performance Standards (HSPPS) define the specific regulations for all Head Start and Early Head Start (EHS) programs serving infants, toddlers and preschoolers. Head Start programs prepare America's most vulnerable children to succeed in school and beyond. Head Start programs deliver services to children and families in core areas of early learning, health and family and community support services by engaging parents as partners every step of the way. The City of San Antonio Department of Human Services Head Start Division (DHS Head Start) encompasses Head Start preschool programs, which primarily serves 3- and 4-year-old children and EHS, which provides services to children 6 weeks to 3 years old.

The Head Start Program Performance Standards (HSPPS), section 1302.52 (b) states a program must implement a family partnership process that includes identification of family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework (PFCE), including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peer and the local community, and families as advocates and leaders.

### **Family Assessment**

The City of San Antonio Department of Human Services Head Start Program utilizes the family assessment tool built into the program's ChildPlus data entry system. All families receive a family assessment at the Beginning of Year (BOY) and again at the End of Year (EOY).

The family assessment tool consist of various sections which include emergency crisis intervention, housing, safety, child education and development, parenting, education, health education, family support, transportation, advocacy and leadership development, and transitions which aligns to the PFCE Framework. Based on a series of questions, observations, and interactions with each family, each section is assigned a score based off of a five point rating system.

The Head Start philosophy is deeply rooted in building strong effective partnerships with families based on mutual respect and trust. Family assessment data is used to assist families with setting goals and to help with identifying which community resources and services to bring into the centers during parent engagement events and activities to meet the needs of the parents.

### **Goal Setting**

As part of an ongoing partnership, DHS Head Start offers families opportunities to develop and implement individualized goals that state the identified goal, responsibilities, timetables and strategies for achieving these goals. In addition, Family & Community Support staff work with families to follow up on their progress throughout the program year.

# **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 January 31, 2024

## BUDGET BY CATEGORY

	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	Variance	Var %
PERSONNEL	\$5,536,979	\$5,882,781	\$5,563,722	\$319,059	5.4%
FRINGE	\$2,297,435	\$2,388,457	\$2,175,799	\$212,658	8.9%
TRAVEL	\$32,447	\$21,182	\$14,614	\$6,568	31.0%
SUPPLIES	\$76,694	\$62,707	\$114,981	(\$52,274)	-83.4%
EQUIPMENT	\$75,000	\$0	\$0	\$0	0.0%
CONTRACTUAL	\$22,267,095	\$17,953,972	\$16,455,077	\$1,498,894	8.3%
COSA	\$393,885	\$246,475	\$224,992	\$21,483	8.7%
Edgewood	\$6,837,218	\$5,513,568	\$5,169,673.38	\$343,895	6.2%
San Antonio ISD	\$14,762,252	\$11,984,731	\$10,843,755	\$1,140,976	9.5%
SAMH	\$273,740	\$209,198	\$216,657	(\$7,459)	-3.6%
FACILITIES/CONSTRUCTION	\$0	\$0	\$0	\$0	0.0%
OTHER	\$457,586	\$416,741	\$478,612	(\$61,871)	-14.8%
TOTAL FEDERAL BUDGET	\$30,743,236	\$26,725,840	\$24,802,805	\$1,923,034	7.2%
Non Federal/In Kind	\$7,067,383	\$5,665,297	\$6,155,157	(\$489,860)	-8.6%
TOTAL BUDGET*	\$37,810,619	\$32,391,137	\$30,957,963	\$1,433,174	4.4%

### Variance Explanations:

Personnel Salaries Fringe Benefits	In reivew of FY24 & Prospective FY25 Compression Adjustments, current budget will be unable to sustain existing personnel complement in future funding cycles. Variance associated with Personnel Leave coming in under budget, and vacancies in program currently on hold. Funding reallocated in Q4 in anticipation of overages, but held vacancies offset. Balance will be utilized to offset defecits in other categories
Travel	\$6.6 Travel fell under budget. COSA will be reallocating cost savings to offset any overages.
Supplies	(\$52.3k) Over budget due to technology purchases in June 2023 and large purchases in January 2024 from Halo/Big Star/Gateway. Overage to be cleared out upon grant closeout.
Contractual	21.5k Pending UIW invoices for January business. *UIW Previously reported under SAMH/UIW, current year PO includes this expense under COSA Contractual Misc.
EISD	\$343.9k Savings primarily related to program vacancies on the Early Head Start grant. Revised projections requested from EISD reflect an increase in spending in Dec and Jan invoices. EISD indicates that majority of variance will beutilized on minor renovations and repairs. ISD has been instructed to exhaust all funding for services rendered up to January 31, 2024. - ISD has 45 days after close of period to invoice.
SAISD	\$1.14m Savings reflected YTD for SAISD. In Nov, SAISD submitted a revision to reallocate \$200k back to COSA. Additionally, \$450k was reallocated from 'Personnel to Supplies' and 'Other' to be utilized before January 31, 2024. ISD has been instructed to exhaust all funding for services rendered up to January 31, 2024. *T&TA Expenses listed under COSA Contractual, tracked separately from the direct funds. - ISD has 45 days after close of period to invoice.
SAMH	(\$7.7k) SAMHD slightly overspent.
Other	(\$61.9k) Expenses more than expected. Driven primarily by Binding & Printing and Education Classes overages. Overage to be cleared out upon grant closeout.
Non Federal/In Kind	Recognized more InKind to date than expected. Scheduled to meet 20% match requirement.

TRACKED COSTS	TOTAL BUDGET	YTD ALLOWED	YTD ACTUAL		
Administrative Cost	\$5,671,593	\$4,643,694	\$1,638,689		
(may not exceed 15% of Actual Expenditure)					
TRACKED COSTS	TOTAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE	%
HS Training and Technical Assistance**	\$268,682	\$150,553	\$159,043	-\$8,490	-5.64%
EHS Training and Technical Assistance**	\$45,632	\$26,827	\$17,513	\$9,314	34.72%
**Earmarked Costs - \$11,193 T&TA allocated to Edgewood ISD and \$32,311 T&TA allocated to San Antonio ISD.					

Stephen Gonzalez  
02/22/2024

## Procurement Card Transaction Log

For the Period Ending: January 31, 2023

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses		
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

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

GRANT SUMMARY		TOTAL	YEAR TO DATE			
Description	GL	BUDGET	Budget	Actual	Variance \$	Variance %
Regular Salaries	5101010	\$ 37,810,619	\$ 32,438,413	\$ 30,997,070	\$ 1,441,343	4.44%
Temporary Salaries	5101015	\$ 5,534,964	\$ 5,882,380	\$ 5,537,291	\$ 345,089	5.87%
Overtime Salaries	5101020	\$ -	\$ -	\$ 3,985.28	\$ (3,985)	0.00%
Shift Differential	5101040	\$ 2,000.00	\$ 400.79	\$ 41.39	\$ 359	89.67%
Retiree Payout Sal	5101070	\$ 15.00	\$ -	\$ -	\$ -	0.00%
Personnel Services		\$ -	\$ -	\$ 22,404.52	\$ (22,405)	0.00%
Language Skill Pay	5101050	\$ 5,536,979	\$ 5,882,781	\$ 5,563,722	\$ 319,059	5.42%
FICA & Medicare Exp	5103005	\$ 31,560.00	\$ 23,897.50	\$ 22,650.00	\$ 1,248	5.22%
Temp FICA & Medicare	5103007	\$ 424,081.00	\$ 402,263.66	\$ 381,895.34	\$ 20,368	5.06%
Life Insurance	5103010	\$ -	\$ -	\$ 315.59	\$ (316)	0.00%
Pers Leave Buy Back	5103035	\$ 902.00	\$ 4,268.35	\$ 3,572.46	\$ 696	16.30%
Retirement Exp	5105010	\$ 124,508.00	\$ 135,202.66	\$ 76,121.67	\$ 59,081	43.70%
Civiln Actv Healthcr	5170040	\$ 768,341.00	\$ 778,651.17	\$ 751,989.15	\$ 26,662	3.42%
Fringe Benefits		\$ 948,043.00	\$ 1,044,173.38	\$ 939,254.37	\$ 104,919	10.05%
Travel-Official	5207010	\$ 2,297,435	\$ 2,388,457	\$ 2,175,799	\$ 212,658	8.90%
Travel-Official		\$ 32,447.00	\$ 21,181.65	\$ 14,613.99	\$ 6,568	31.01%
Fees to Prof Contr.	5201040	\$ 32,447	\$ 21,182	\$ 14,614	\$ 6,568	31.01%
Contractual Services	5202020	\$ 108,334.00	\$ 78,713.43	\$ 61,174.74	\$ 17,539	22.28%
Contractual - Subrecipients	5202040	\$ 242,047.00	\$ 165,461.93	\$ 150,250.85	\$ 15,211	9.19%
EISD	5202040	\$ 21,642,974.00	\$ 17,500,598.82	\$ 16,026,963.09	\$ 1,473,636	8.42%
SAISD	5202040	\$ 6,837,218.00	\$ 5,513,568.10	\$ 5,169,673.38	\$ 343,895	6.24%
UIW	5202020	\$ 14,762,252.00	\$ 11,984,730.72	\$ 10,843,754.83	\$ 1,140,976	9.52%
SAMH	6102100	\$ 79,480.00	\$ 58,613.21	\$ 63,520.67	\$ (4,907)	-8.37%
Direct	5202020	\$ 273,740.00	\$ 209,197.66	\$ 216,656.81	\$ (7,459)	-3.57%
TTA	5202020	\$ 49,300.00	\$ 43,651.40	\$ 17,249.98	\$ 26,401	60.48%
Other Contract Svcs	5202025	\$ 113,267.00	\$ 63,197.32	\$ 69,480.20	\$ (6,283)	-9.94%
Contractual		\$ 43,504.00	\$ 2,300.00	\$ 13,534.88	\$ (11,235)	-488.47%
Office Supplies	5302010	\$ -	\$ -	\$ 31.96	\$ (32)	0.00%
Computer Software	5304075	\$ 22,267,095.00	\$ 17,953,971.84	\$ 16,455,077.45	\$ 1,498,894.39	8.35%
Other Commodities	5304080	\$ 39,947	\$ 21,065	\$ 20,853	\$ 212	1.01%
Cap<5000 - Comp Equ.	5501000	\$ -	\$ -	\$ 119.99	\$ (120)	0.00%
Cap<5000 - M&E Other	5501055	\$ 22,096	\$ 12,604	\$ 64,032	\$ (51,428)	-408.03%
Cap<5000 - Furn &Fix	5501065	\$ 9,651	\$ 29,033	\$ 29,969	\$ (936)	-3.22%
Supplies		\$ 2,500	\$ 5	\$ 7	\$ (2)	-31.14%
M&E Auto(BudgetOnly)	5709090	\$ 2,500	\$ -	\$ -	\$ -	0.00%
Equipment		\$ 75,000.00	\$ -	\$ -	\$ -	0.00%
Education - Classes	5201025	\$ 78,633	\$ 70,840	\$ 93,406	\$ (22,566)	-31.85%
Adv and Publications	5203040	\$ 62,443	\$ 9,836	\$ 47	\$ 9,789	99.52%
Membership Dues	5203050	\$ -	\$ -	\$ 159.09	\$ -	0.00%
Binding & Printing	5203060	\$ 31,000	\$ 61,683	\$ 82,512	\$ (20,829)	-33.77%
Subs to Publications	5203070	\$ 1,000	\$ 1,000	\$ 565	\$ 435	43.50%
Transportation Fees	5203090	\$ 8,669	\$ 16,515	\$ 15,312	\$ 1,203	7.28%
Maint & Rep - Cmrcd	5204020	\$ 1,067	\$ 1,067	\$ 380	\$ 687	64.41%
Maint - Buildings	5204050	\$ 21,898	\$ 20,999	\$ 16,981	\$ 4,018	19.13%
Cleaning Services	5204060	\$ 76,031	\$ 73,097	\$ 59,772	\$ 13,325	18.23%
Maint.- Repair Auto	5204090	\$ 1,800	\$ 1,800	\$ 221	\$ 1,579	87.73%
Mail and Parcel Post	5205010	\$ 1,500	\$ -	\$ 17	\$ (17)	0.00%
Rental Office Equip.	5205020	\$ 10,000	\$ 8,980	\$ 10,362	\$ (1,382)	-15.39%
Rental Other Equip.	5205030	\$ -	\$ -	\$ 205.88	\$ (206)	0.00%
Rental of Facilities	5206010	\$ -	\$ -	\$ 739.50	\$ -	0.00%
Alarm and Sec. Serv.	5208530	\$ 2,080	\$ -	\$ -	\$ -	0.00%
M&R Parts Automotive	5301020	\$ 1,500	\$ 51	\$ 197	\$ (146)	-286.88%
Food	5304010	\$ 12,700	\$ 17,364	\$ 25,486	\$ (8,122)	-46.78%
Cell Phone Services	5403040	\$ 32,051	\$ 24,388	\$ 28,912	\$ (4,524)	-18.55%
Domain Names	5403060	\$ -	\$ -	\$ 113.97	\$ -	0.00%
Wireless Data Comm.	5403510	\$ 12,451	\$ 12,297	\$ 33,932	\$ (21,635)	-175.93%
Motor Fuel and Lub.	5403545	\$ 2,600	\$ 1,243	\$ 1,595	\$ (353)	-28.37%
Software Licenses	5404520	\$ 335.00	\$ 152.63	\$ 152.63	\$ -	0.00%
Gas and Electricity	5404530	\$ 30,271	\$ 29,008	\$ 23,012	\$ 5,996	20.67%
Water and Sewer	5404540	\$ 3,104	\$ 2,400	\$ 1,879	\$ 522	21.74%
DW Other	5407032	\$ 3,000	\$ 930	\$ 900	\$ 30	3.21%
Subs - Comp. Serv	5203080	\$ 58,453	\$ 59,965	\$ 78,628	\$ (18,663)	-31.12%
Relocation Expenses	5407060	\$ 5,000	\$ 3,126	\$ 3,126	\$ -	0.00%
Other		\$ 457,586	\$ 416,741	\$ 478,612	\$ (61,871)	-14.85%
In Kind Salaries	6501010	\$ 190,011	\$ -	\$ -	\$ -	0.00%
In Kind Social Security	6503005	\$ 14,536	\$ -	\$ -	\$ -	0.00%
In Kind Life Insurance	6503010	\$ 190	\$ -	\$ -	\$ -	0.00%
In Kind - Flex Benefit	6504030	\$ 24,353	\$ -	\$ -	\$ -	0.00%
In Kind TMRS	6505010	\$ 10,644	\$ -	\$ -	\$ -	0.00%
In Kind Other Contrc	6602025	\$ 6,827,649	\$ 5,665,297	\$ 6,155,157	\$ (489,860)	-8.65%
In Kind		\$ 7,067,383	\$ 5,665,297	\$ 6,155,157	\$ (489,860)	-8.65%
Total		\$ 37,810,619	\$ 32,391,137	\$ 30,957,963	\$ 1,433,174	4.42%

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>	\$ 1,307,462.00	\$ 863,297.73	\$ 444,164.27	\$ 63,688.00	\$ 35,260.95	\$ 28,427.05			
FICA	\$ 15,925.00	\$ 11,135.20	\$ 4,789.80	\$ 923.00	\$ 494.28	\$ 428.72			
Health Insurance	\$ 93,687.00	\$ 60,388.00	\$ 33,299.00	\$ 20,759.00	\$ 1,713.18	\$ 19,045.82			
Retirement	\$ 144,818.00	\$ 88,358.58	\$ 56,459.42	\$ 7,006.00	\$ 1,950.39	\$ 5,055.61			
Worker's Compensation	\$ 28,366.00	\$ 23,392.80	\$ 4,973.20	\$ 710.00	\$ 504.34	\$ 205.66			
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	\$ 22,087.97	\$ 22,912.03	\$ -	\$ -	\$ -			
Office Supplies	\$ 3,500.00	\$ 1,389.20	\$ 2,110.80	\$ -	\$ -	\$ -			
Medical and Dental Supplies	\$ 2,250.00	\$ 1,782.77	\$ 467.23	\$ -	\$ -	\$ -			
Janitorial Supplies	\$ 900.00	\$ 873.23	\$ 26.77	\$ -	\$ -	\$ -			
Cap <5000 - Computers	\$ 13,500.00	\$ 202.55	\$ 13,297.45	\$ -	\$ -	\$ -			
Cap <5000 - Furniture & Fixtures	\$ 14,000.00	\$ 12,150.84	\$ 1,849.16	\$ -	\$ -	\$ -			
CPR	\$ 2,500.00	\$ 750.00	\$ 1,750.00	\$ -	\$ -	\$ -			
In-Kind Facility use inclding maintenance and repair of fac	\$ -	\$ -	\$ -	\$ 299,436.00	\$ -	\$ 299,436.00			
(Specify) 1	\$ -	\$ 17,706.00	\$ (17,706.00)	\$ -	\$ -	\$ -			
Staff Development/Training/Seminars-Class CDA	\$ 10,000.00	\$ 190.00	\$ 9,810.00	\$ -	\$ -	\$ -			
Advertising and Publications	\$ 5,200.00	\$ 901.44	\$ 4,298.56	\$ -	\$ -	\$ -			
Subscriptions	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -			
Binding and Printing	\$ 700.00	\$ 480.00	\$ 220.00	\$ -	\$ -	\$ -			
Mail and Postage	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -			
Food for Staff Training	\$ 1,500.00	\$ 1,108.50	\$ 391.50	\$ -	\$ -	\$ -			
Transportation Fees Staff Mileage	\$ 3,100.00	\$ 739.51	\$ 2,360.49	\$ -	\$ -	\$ -			
Food For Adults	\$ 20,000.00	\$ 16,706.75	\$ 3,293.25	\$ -	\$ -	\$ -			
Parent Activites	\$ 3,000.00	\$ 1,278.75	\$ 1,721.25	\$ -	\$ -	\$ -			
Misc Fee	\$ 4,000.00	\$ 774.64	\$ 3,225.36	\$ -	\$ -	\$ -			
Volunteer Hours -Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00			
Donations-Inkind	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00			
<b>Total:</b>	<b>\$ 1,727,408.00</b>	<b>\$ 1,125,694.46</b>	<b>\$ 601,713.54</b>	<b>\$ 395,722.00</b>	<b>\$ 39,923.14</b>	<b>\$ 355,798.86</b>			

Edgewood Independent School District GY23-24-HS	Federal Totals			Non-Federal Totals		
Description	BUDGET	YTD EXPENSES	BALANCE	Total w/ Revisions	YTD Expenses	YTD Balance
<b>Personnel Salaries &amp; Wages</b>	\$ 3,930,775.00	\$ 3,190,710.89	\$ 740,064.11	\$ 1,354,388.00	\$ 1,261,844.31	\$ 467,369.24
FICA	\$ 58,751.00	\$ 41,318.68	\$ 17,432.32	\$ 4,103.00	\$ 17,390.08	\$ (8,580.83)
Health Insurance	\$ 328,714.00	\$ 231,138.88	\$ 97,575.12	\$ 115,200.00	\$ 69,516.70	\$ 61,170.42
Retirement	\$ 349,155.00	\$ 299,165.50	\$ 49,989.50	\$ 120,128.00	\$ 50,265.31	\$ 84,143.85
Worker's Compensation	\$ 54,866.00	\$ 58,275.65	\$ (3,409.65)	\$ 15,627.00	\$ 12,523.01	\$ 6,484.10
Classroom Supplies	\$ 50,544.00	\$ 6,550.83	\$ 43,993.17	\$ -	\$ -	\$ -
Office Supplies	\$ 7,300.00	\$ 3,928.20	\$ 3,371.80	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 5,500.00	\$ 6,201.18	\$ (701.18)	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 8,000.00	\$ 6,376.85	\$ 1,623.15	\$ -	\$ -	\$ -
Cap <5000 - Computers	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 52,500.00	\$ 14,511.12	\$ 37,988.88	\$ -	\$ -	\$ -
CPR TTA	\$ 5,000.00	\$ 4,550.00	\$ 450.00	\$ -	\$ -	\$ -
Contracted services for PASEO	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -
Contracted Services for Mental Wellness	\$ 19,450.00	\$ 80,749.00	\$ (61,299.00)	\$ -	\$ -	\$ -
Staff Development/Training/Seminars/Class-TTA	\$ 3,191.00	\$ 1,240.88	\$ 1,950.12	\$ -	\$ -	\$ -
Food and Snacks for meetings	\$ 3,600.00	\$ 3,407.39	\$ 192.61	\$ -	\$ -	\$ -
Adverstising and Publications	\$ 1,500.00	\$ 700.00	\$ 800.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 883.37	\$ 116.63	\$ -	\$ -	\$ -
Transportation Fees-Staff Mileage	\$ 800.00	\$ 163.39	\$ 636.61	\$ -	\$ -	\$ -
Mail and Postage	\$ -	\$ 7,101.75	\$ (7,101.75)	\$ -	\$ -	\$ -
Food for Children(Not reimbursed by USDA)	\$ 33,875.00	\$ 22,920.25	\$ 10,954.75	\$ -	\$ -	\$ -
Gas and Electricity	\$ 25,000.00	\$ 25,209.44	\$ (209.44)	\$ -	\$ -	\$ -
Water and Sewer	\$ 3,565.00	\$ -	\$ 3,565.00	\$ -	\$ -	\$ -
Total:	\$ 5,137,001.00	\$ 4,046,519.80	\$ 1,090,481.20	\$ 1,609,446.00	\$ 1,411,539.41	\$ 610,586.78

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>	<b>\$ 10,872,851.00</b>	<b>\$ 8,087,708.51</b>	<b>\$ 2,785,142.49</b>	<b>\$ 3,656,689.00</b>	<b>\$ 3,611,571.73</b>	<b>\$ (358,815.81)</b>
FICA	\$ 749,052.00	\$ 549,264.93	\$ 199,787.07	\$ 300,000.00	\$ 241,216.06	\$ 58,783.94
Health Insurance	\$ 1,159,372.00	\$ 945,047.54	\$ 214,324.46	\$ 550,000.00	\$ 468,630.68	\$ 81,369.32
Retirement	\$ 1,040,493.00	\$ 875,961.81	\$ 164,531.19	\$ 100,000.00	\$ 77,564.46	\$ 22,435.54
Worker's Compensation	\$ 84,760.00	\$ 29,735.07	\$ 55,024.93	\$ 33,442.00	\$ 12,434.53	\$ 21,007.47
1.Equipment >\$5,000 per unit cost, Storage Sheds	\$ 15,000.00	\$ 7,610.19	\$ 7,389.81	\$ -	\$ -	\$ -
2.Equipment >\$5,000 per unit cost, Canopies	\$ 15,016.00	\$ -	\$ 15,016.00	\$ -	\$ -	\$ -
Classroom Supplies	\$ 105,550.00	\$ 69,370.16	\$ 36,179.84	\$ -	\$ -	\$ -
Office Supplies	\$ 62,578.00	\$ 32,823.73	\$ 29,754.27	\$ -	\$ -	\$ -
Medical and Dental Supplies	\$ 45,380.00	\$ 26,662.46	\$ 18,717.54	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 15,200.00	\$ 8,464.12	\$ 6,735.88	\$ -	\$ -	\$ -
Cap <5000 - Furniture & Fixtures	\$ 150,000.00	\$ 13,919.28	\$ 136,080.72	\$ -	\$ -	\$ -
Consulting Services -Communities in School- PACE	\$ 300,000.00	\$ 188,591.03	\$ 111,408.97	\$ -	\$ -	\$ -
TTA	\$ 32,311.00	\$ 16,992.00	\$ 15,319.00	\$ -	\$ -	\$ -
Lead Testing & Inspection & Mold Testing	\$ 127,000.00	\$ 1,908.00	\$ 125,092.00	\$ -	\$ -	\$ -
Contracted Maintenance & Repairs(Patchwork, Gravel/So	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -
Staff Development/Training/Seminars	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fencing	\$ -	\$ 690.00	\$ (690.00)	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 14,794,563.00</b>	<b>\$ 10,854,748.83</b>	<b>\$ 3,939,814.17</b>	<b>\$ 4,640,131.00</b>	<b>\$ 4,411,417.46</b>	<b>\$ (175,219.54)</b>



San Antonio Metro Health 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	\$ 151,577.95	\$ 28,866.05	\$ 38,445.00	\$ 28,666.09	\$ 9,778.91
FICA & Medicare Expense	\$ 13,803.00	\$ 11,638.69	\$ 2,164.31	\$ 2,941.00	\$ 2,141.95	\$ 799.05
Life Insurance	\$ 179.00	\$ 115.30	\$ 63.70	\$ 38.00	\$ 18.63	\$ 19.37
Retirement Expense Civilian TMRS	\$ 23,602.00	\$ 20,222.42	\$ 3,379.58	\$ 5,029.00	\$ 3,400.53	\$ 1,628.47
Civilian Active Healthcare Assessment	\$ 30,548.00	\$ 24,907.13	\$ 5,640.87	\$ 7,122.00	\$ 4,901.10	\$ 2,220.90
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	\$ 3,528.98	\$ 9,044.02	\$ -	\$ -	\$ -
In Kind Fees to Professional Contractors	\$ -	\$ -	\$ -	\$ 11,933.00	\$ 8,568.40	\$ 3,364.60
Education	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -
Binding Printing and Reproduction	\$ 1,000.00	\$ 287.05	\$ 712.95	\$ -	\$ -	\$ -
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	\$ 136.99	\$ (13.99)
<b>Total:</b>	<b>\$ 273,740.00</b>	<b>\$ 216,656.81</b>	<b>\$ 57,083.19</b>	<b>\$ 71,435.00</b>	<b>\$ 50,117.52</b>	<b>\$ 21,317.48</b>



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

## Early Head Start - CCP Fiscal Reports GY 23-24 as of January 31, 2024

### BUDGET BY CATEGORY

	TOTAL BUDGET		YTD BUDGET		YTD ACTUAL		Var (\$)	Var ( %)	
PERSONNEL	\$	829,847	\$	441,780	\$	435,853	\$	5,926	1.3%
FRINGE	\$	324,687	\$	173,137	\$	182,976	\$	(9,839)	-5.7%
TRAVEL	\$	9,330	\$	1,500	\$	2,519	\$	(1,019)	-68.0%
EQUIPMENT	\$	-	\$	-	\$	-	\$	-	0.0%
SUPPLIES	\$	126,243	\$	19,825	\$	2,235	\$	17,590	88.7%
CONTRACTUAL	\$	2,017,337	\$	978,321	\$	983,840	\$	(5,519)	-0.6%
COSA	\$	78,294	\$	8,793	\$	16,267	\$	(7,474)	-85.0%
Blessed Sacrament	\$	359,082	\$	179,544	\$	179,544	\$	-	0.0%
Ella Austin	\$	430,898	\$	215,448	\$	213,509	\$	1,939	0.9%
Healy Murphy	\$	574,531	\$	287,268	\$	287,268	\$	-	0.0%
Inman Christian	\$	251,358	\$	125,682	\$	125,666	\$	16	0.0%
Seton Home	\$	143,633	\$	71,814	\$	71,814	\$	-	0.0%
YWCA	\$	179,541	\$	89,772	\$	89,772	\$	-	0.0%
Support Services	\$	-	\$	-	\$	-	\$	-	0.0%
OTHER	\$	56,077	\$	21,021	\$	20,270	\$	751	3.6%
TOTAL FED BUDGET	\$	3,363,521	\$	1,635,584	\$	1,627,694	\$	7,890	0.5%
NON FED SHARE/IN KIND	\$	775,585	\$	129,052	\$	138,656	\$	(9,604)	-7.4%
TOTAL BUDGET	\$	4,139,106	\$	1,764,636	\$	1,766,350	\$	(1,714)	-0.1%

### Variance Explanations:

Personnel Services and Fringe Benefits	(\$3.9K) Budget adjustment completed in February to address negative variance. Please note, this variance is a decrease from prior months balance, indicating January expenses slightly over projection, reducing our surplus. We are monitoring and will adjust accordingly.
Travel	(\$1K) Travel in December higher than expected
Supplies	\$17.5K Lower expenses than expected for Office Supplies and Other Commodities. Surplus savings as a placeholder, budget adjustment completed in February, anticipate this surplus to reduce.
Contractual	(\$5.5K) Teachstone invoices (CLASS) for January greater than expected (\$7.4K). Q1 deliverables disallowance for Inman
-COSA	(\$15) and Ella Austin (\$1.9K).
Other	\$751 Cleaning expense allocation pending for Dec-Jan
Non Federal Share/In Kind	(\$9.6K) Recognized more In-Kind to date than projected; Scheduled to meet our 20% match requirement sooner than expected.

TRACKED COSTS		YTD ALLOWED	YTD ACTUAL		
Administrative Cost		\$264,952	\$58,321		
*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	\$19,116	\$21,618	(\$2,502) -13.1%
(Earmarked costs)					

Stephen Gonzalez  
02/22/2024

EHS-CCP 2023-2024 Grant Summary		TOTAL BUDGET	YEAR TO DATE				
Description	GL		Budget	Actual	Variance \$	Variance %	Encumbrance
		\$ 4,139,106.00	\$ 1,764,635.55	\$ 1,766,349.98	\$ (1,714.43)	-0.10%	\$ 964,932.65
Regular Salaries	5101010	\$ 829,847.00	\$ 441,779.54	\$ 435,853.07	\$ 5,926.47	1.34%	\$ -
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>\$ 441,779.54</b>	<b>\$ 435,853.07</b>	<b>\$ 5,926.47</b>	<b>1.34%</b>	<b>\$ -</b>
Language Skill Pay	5101050	\$ 1,800.00	\$ 750.00	\$ 750.00	\$ -	0.00%	\$ -
FICA & Medicare Exp	5103005	\$ 68,639.00	\$ 33,788.00	\$ 33,229.04	\$ 558.96	1.65%	\$ -
Temp FICA & Medicare	5103007	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Life Insurance	5103010	\$ 832.00	\$ 373.01	\$ 310.25	\$ 62.76	16.83%	\$ -
Pers Leave Buy Back	5103035	\$ 8,311.00	\$ 8,311.00	\$ 17,144.15	\$ (8,833.15)	-106.28%	\$ -
Retirement Exp	5105010	\$ 108,889.00	\$ 60,742.00	\$ 61,997.30	\$ (1,255.30)	-2.07%	\$ -
Civiln Actv Healthcr	5170040	\$ 136,216.00	\$ 69,173.00	\$ 69,545.64	\$ (372.64)	-0.54%	\$ -
<b>Fringe Benefits</b>		<b>\$ 324,687.00</b>	<b>\$ 173,137.01</b>	<b>\$ 182,976.38</b>	<b>\$ (9,839.37)</b>	<b>-5.68%</b>	<b>\$ -</b>
Travel-Official	5207010	\$ 9,330.00	\$ 1,500.00	\$ 2,519.29	\$ (1,019.29)	-67.95%	\$ -
<b>Travel-Official</b>		<b>\$ 9,330.00</b>	<b>\$ 1,500.00</b>	<b>\$ 2,519.29</b>	<b>\$ (1,019.29)</b>	<b>-67.95%</b>	<b>\$ -</b>
Fees to Prof Contr.	5201040	\$ 30,794.00	\$ 6,793.00	\$ 14,948.05	\$ (8,155.05)	-120.05%	\$ 24,278.09
Contractual Services	5202020	\$ 1,986,543.00	\$ 971,528.00	\$ 968,892.31	\$ 2,635.69	0.27%	\$ 936,257.69
BSA	5202020	\$ 359,082.00	\$ 179,544.00	\$ 179,544.00	\$ -	0.00%	\$ -
Ella Austin	5202020	\$ 430,898.00	\$ 215,448.00	\$ 213,508.96	\$ 1,939.04	0.90%	\$ -
Healy	5202020	\$ 574,531.00	\$ 287,268.00	\$ 287,268.00	\$ -	0.00%	\$ -
Inman	5202020	\$ 251,358.00	\$ 125,682.00	\$ 125,666.29	\$ 15.71	0.01%	\$ -
Seton Home	5202020	\$ 143,633.00	\$ 71,814.00	\$ 71,814.00	\$ -	0.00%	\$ -
YWCA	5202020	\$ 179,541.00	\$ 89,772.00	\$ 89,772.00	\$ -	0.00%	\$ -
Direct	5202020	\$ 47,500.00	\$ 2,000.00	\$ 1,319.06	\$ 680.94	0.00%	\$ -
TTA	5202020	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Contractual</b>		<b>\$ 2,017,337.00</b>	<b>\$ 978,321.00</b>	<b>\$ 983,840.36</b>	<b>\$ (5,519.36)</b>	<b>-0.56%</b>	<b>\$ 960,535.78</b>
Office Supplies	5302010	\$ 18,263.00	\$ 5,789.00	\$ 514.32	\$ 5,274.68	91.12%	\$ 275.78
Computer Software	5304075	\$ 2,160.00	\$ 1,000.00	\$ -	\$ 1,000.00	100.00%	\$ -
Other Commodities	5304080	\$ 85,662.00	\$ 13,036.00	\$ 1,720.80	\$ 11,315.20	86.80%	\$ 2,997.23
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>\$ 19,825.00</b>	<b>\$ 2,235.12</b>	<b>\$ 17,589.88</b>	<b>88.73%</b>	<b>\$ 3,273.01</b>
Education - Classes	5201025	\$ 11,439.00	\$ 4,549.00	\$ 3,122.00	\$ 1,427.00	31.37%	\$ -
Adv and Publications	5203040	\$ -	\$ -	\$ 3.21	\$ (3.21)	0.00%	\$ -
Binding & Printing	5203060	\$ 7,559.00	\$ 2,500.00	\$ 1,027.40	\$ 1,472.60	58.90%	\$ -
Subs to Publications	5203070	\$ -	\$ -	\$ 7.34	\$ (7.34)	0.00%	\$ -
Transportation Fees	5203090	\$ 2,000.00	\$ 924.00	\$ 1,144.98	\$ (220.98)	-23.92%	\$ -
Maint - Buildings	5204050	\$ 184.00	\$ 150.00	\$ 1,066.14	\$ (916.14)	-610.76%	\$ 716.14
Cleaning Services	5204060	\$ 12,063.00	\$ 5,327.00	\$ 3,706.68	\$ 1,620.32	30.42%	\$ -
Rental Office Equip.	5205020	\$ 1,586.00	\$ 600.00	\$ -	\$ 600.00	100.00%	\$ -
Alarm and Sec. Serv.	5208530	\$ 72.00	\$ 24.00	\$ -	\$ 24.00	100.00%	\$ -
Food	5304010	\$ 6,000.00	\$ 1,795.00	\$ 430.28	\$ 1,364.72	76.03%	\$ 383.84
Cell Phone Services	5403040	\$ 2,530.00	\$ 1,125.00	\$ 1,840.20	\$ (715.20)	-63.57%	\$ -
Wireless Data Comm.	5403510	\$ 1,500.00	\$ 625.00	\$ 535.59	\$ 89.41	14.31%	\$ -
Software Licenses	5404520	\$ 2,100.00	\$ -	\$ -	\$ -	0.00%	\$ -
Gas and Electricity	5404530	\$ 4,936.00	\$ 2,293.00	\$ 1,598.62	\$ 694.38	30.28%	\$ -
Water and Sewer	5404540	\$ 433.00	\$ 189.00	\$ 113.71	\$ 75.29	39.84%	\$ -
DW Other	5407032	\$ 1,085.00	\$ 112.00	\$ 1,935.37	\$ (1,823.37)	-1628.01%	\$ -
Subs - Comp. Serv	5203080	\$ 2,590.00	\$ 808.00	\$ 3,602.72	\$ (2,794.72)	-345.88%	\$ -
<b>Other</b>		<b>\$ 56,077.00</b>	<b>\$ 21,021.00</b>	<b>\$ 20,269.77</b>	<b>\$ 751.23</b>	<b>3.57%</b>	<b>\$ 1,123.86</b>
In Kind Other Contrc	6602025	\$ 775,585.00	\$ 129,052.00	\$ 138,655.99	\$ (9,603.99)	-7.44%	\$ -
<b>In Kind</b>		<b>\$ 775,585.00</b>	<b>\$ 129,052.00</b>	<b>\$ 138,655.99</b>	<b>\$ (9,603.99)</b>	<b>-7.44%</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 4,139,106.00</b>	<b>\$ 1,764,635.55</b>	<b>\$ 1,766,349.98</b>	<b>\$ (1,714.43)</b>	<b>-0.10%</b>	<b>\$ 964,932.65</b>

**Procurement Card Transaction Log**  
**YTD For the Period Ending: January 31, 2024**

Date	IO	GL	Vendor	Purpose	Amount
			No P-Card Expenses in January 2024		
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 January 2024

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	686	2,117	2,803
YTD Enrollment	810	2,403	3,213
Enrollment Turnover	1.5%	0.9%	1.1%
Number of Days to Fill a Vacancy	14	18	17
Waiting List	36	74	110
Income Eligible <100%	37%	25%	28%
Over Income 101-130%	10%	8%	8%
Over Income 131% +	9%	8%	8%
Foster	1%	1%	1%
Homeless	5%	14%	12%
Public Assistance (TANF, SSI, SNAP)	39%	44%	43%
Average Daily Attendance	84%	87%	86%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability (funded enrollment)	14.93%	14.44%	14.57%
<b>Food Reports</b>			
Meals Served	42,113	58,596	100,709
Snacks Served	11,174	28,914	40,088
Special Diets	45	122	167
<b>Education Services - Complete</b>			
1st Home Visit (Benchmark Due Date: EISD-10/6/23; SAISD-10/14/23)	97%	94%	95%
2nd Home Visit (Benchmark Due Date: 3/28/2024)			
1st Parent Conference (Benchmark Due Date: 12/15/2023)	95%	87%	89%
2nd Parent Conference (Benchmark Due Date: 5/24/2024)			
<b>Family Engagement Services - Complete</b>			
Family Assessments BOY (Benchmark Due Date: 12/15/2023)	96%	96%	96%
Family Assessments EOY (Benchmark Due Date: EISD-5/30/24; SAISD-5/30/24)			
Family Meeting Home Visits (Benchmark Due Date: EISD-8/7/23; SAISD-8/15/23)	99%	100%	99%
<b>Mental Health Services - Complete</b>			
Mental health consultation was provided (by a mental health professional)	23	137	160
Mental health consultation was provided (by a licensed mental health professional)	5	4	9
<b>Education Screenings - Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	97%	91%	93%
ASQ - SE Behavioral (Benchmark Due Date: EISD-9/20/23; SAISD-9/28/23)	97%	91%	93%
<b>Health Screenings - Complete</b>			
Nutrition Assessment	99%	99%	99%
TB Questionnaire	99%	99%	99%
Hearing Screening	99%	96%	97%
Vision Screening	99%	96%	97%
Blood Pressure	97%	96%	96%
Growth Assessment	99%	96%	97%
Lead Test	45%	66%	60%
Physical Exams	95%	91%	92%
Dental Exams	88%	88%	88%

# Early Head Start



## Early Head Start Monthly Report January 2024

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	98	8	106
YTD Enrollment	103	9	112
Enrollment Turnover	5%	11%	5%
Number of Days to fill a vacancy	26	0	26
Waiting List	128	0	128
Income Eligible <100%	34%	22%	33%
Over Income 101-130%	5%	22%	6%
Over Income 131% +	2%	0%	2%
Foster	1%	0%	1%
Homeless	20%	0%	19%
Public Assistance	38%	56%	39%
Average Daily Attendance (TANF, SSI, SNAP)	80%	N/A	80%
<b>Disability Enrollment</b>			
Percent (#) of enrolled children with a disability	12%	0%	11%
<b>Food Reports</b>			
Meals Served	2,696	0	2,696
Snacks Served	1248	0	1,248
Special Diets	12	0	12
<b>Education Services- Complete</b>			
1st Home Visit (Benchmark Due Date: 09/25/2023)	97%	0%	97%
2nd Home Visit (Benchmark Due Date: 03/25/2024)	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	96%	0%	96%
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)	97%	100%	97%
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)	99	0	99
Wellness Services Support (Referral/ Resource)	11	0	11
<b>Education Screenings- Complete</b>			
ASQ - 3 Developmental (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	98%	100%	99%
ASQ - SE2 Behavioral (Benchmark Due Date: Center-based 9/20/23; Home-based 8/30/23)	98%	100%	99%
<b>Health Screenings- Complete</b>			
Health History	100%	100%	100%
Nutrition Assessment	100%	100%	100%
TB Questionnaire	100%	100%	100%
Hearing Screening	99%	100%	99%
Vision Screening	99%	100%	99%
Hemoglobin Test	25%	25%	25%
Lead Test	37%	25%	36%
Well-Child Exams (90-day requirement)	99%	75%	97%
Well-Child Exams	43%	25%	42%
Dental Exams	91%	13%	84%



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



**Early Head Start-Child Care Partnership  
Monthly Report to Policy Council  
January 2024**

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	43	52	70	33	23	21	242
Enrollment Turnover	7%	8%	9%	15%	30%	5%	0%
Number of Days to fill a vacancy	11	0	0	0	9	0	7
Waiting List	48	58	102	66	0	67	341
Income Eligible <100%	26%	27%	19%	18%	13%	19%	21%
Over Income 101-130%	7%	8%	6%	3%	0%	0%	5%
Over Income 131% +	2%	0%	4%	0%	0%	10%	2%
Foster	0%	0%	6%	0%	0%	5%	2%
Homeless	28%	13%	21%	39%	78%	24%	29%
Public Assistance (TANF, SSI, SNAP)	37%	52%	44%	39%	9%	43%	40%
Average Daily Attendance	91%	90%	81%	79%	78%	84%	85%
<b>Disability Enrollment</b>							
Percent (#) of enrolled children with a disability	10%	4%	8%	4%	0%	20%	7%
<b>Food Reports</b>							
Meals Served	1,386	1,400	1,707	793	276	620	6,182
Snacks Served	693	698	848	393	123	310	3,065
Special Diets	9	8	21	6	6	4	54
<b>Education Services- Complete</b>							
1st Home Visit (Benchmark Due Date: 9/25/2023)	97%	100%	98%	100%	80%	100%	96%
2nd Home Visit (Benchmark Due Date: 3/25/2024)	0%	0%	0%	0%	0%	0%	0%
1st Parent Conference (Benchmark Due Date: 1/5/2024)	95%	98%	97%	93%	73%	100%	94%
2nd Parent Conference (Benchmark Due Date: 6/21/2024)	0%	0%	0%	0%	0%	0%	0%
<b>Family Engagement Services- Complete</b>							
Family Assessments BOY (Benchmark Due Date: 11/30/2023)	97%	100%	100%	96%	93%	100%	98%
Family Assessments EOY (Benchmark Due Date: 5/31/2024)							0%
Family Meeting Home Visit	100%	100%	100%	100%	100%	100%	100%
<b>Mental Health Services- Complete</b>							
Mental health consultation was provided (by a mental health professional)	6	6	7	15	1	5	40
Mental health consultation was provided (by a licensed mental health professional)	57	26	40	63	24	23	233
<b>Education Screenings- Complete</b>							
ASQ - 3 Developmental	97%	100%	98%	100%	100%	100%	99%
ASQ - SE2 Behavioral	97%	100%	98%	100%	100%	100%	99%
<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%	87%	100%	99%
Vision Screening	100%	100%	98%	100%	87%	100%	99%
Hemoglobin Test	77%	35%	42%	44%	47%	55%	49%
Lead Test	92%	81%	66%	43%	73%	90%	76%
Well-Child Exams (90-day requirement)	97%	98%	98%	100%	93%	100%	98%
Well-Child Exams	74%	29%	78%	70%	87%	75%	66%
Dental Exams	95%	92%	92%	93%	73%	100%	92%

# Review of Head Start Quality Assurance Report





## Quality Assurance Report January 2024

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

- Governance Review
- Safe Environments Review #1

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

- 45-Day Education Screenings Review
- ERSEA Attendance Review

45-Days Education Screenings Review:	
Area of Non-Compliance	No non-compliances were identified.
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> <li>• There was no evidence that an ASQ-3/ASQ:SE-2 screening had been completed.</li> <li>• The ASQ-3/ASQ:SE-2 screening was not properly completed.</li> <li>• The correct ASQ-3/ASQ:S-2 Event date had not been entered into ChildPlus.</li> <li>• Information entered in the ChildPlus module did not match the information on the ASQ-3 Information Summary page.</li> <li>• There was no evidence that the ASQ-3/ASQ:SE-2 had been completed within 45 calendar days after child first attended the program.</li> </ul>
Follow-Up Activities:	
<p>The CoSA Quality Assurance (QA) Team will work with the District Staff to ensure that all concerns are corrected and addressed. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

<b>ERSEA Attendance Review:</b>	
Areas of Non-Compliance	<p>Two (2) areas of non-compliance were identified during this review:</p> <ul style="list-style-type: none"> <li>Files did not reflect documented attempts/efforts in ChildPlus to contact the parent/guardian for unexpected absences to ensure the child's safety and well-being.</li> <li>Daily attendance and absences were not recorded in ChildPlus.</li> </ul>
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> <li>A home visit and/or other direct contact with child's parent/guardian had not been made for two unexplained consecutive days or multiple unexplained absences.</li> <li>In circumstances where chronic absenteeism persisted, the program had not documented the efforts made to re-engage the family.</li> <li>The daily attendance and absences were not recorded in ChildPlus.</li> <li>Files did not reflect documented attempts/efforts in ChildPlus to contact the parent/guardian for unexpected absences to ensure the child's safety and well-being.</li> </ul>
<b>Follow-Up Activities:</b>	
<p>The CoSA QA Team is currently working with the District Staff and the CoSA Family and Support Team to ensure that all non-compliances and concerns are addressed. A Corrective Action Plan (CAP) will be submitted in order to address the additional action steps that need to be taken in order to prevent future reoccurrences. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

**For more detailed information:**

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# Review of EHS and EHS-CCP Quality Assurance Report





### **Quality Assurance Report January 2024**

**Conducted: Review January 9, 2024 – January 18, 2024**

- Health Child File Review

**Conducted: Review December 11, 2023 – January 5, 2024**

- ERSEA Attendance Child File Review

**Conducted: Technical Assistance Visit January 25, 2024**

- Inman Christian Child Care Center

Health Review	
Area of non-compliance	<ul style="list-style-type: none"><li>• There were no non-compliances</li></ul>
Areas of concern	<ul style="list-style-type: none"><li>• Data entry for PIR questions not answered</li><li>• Data entry for PIR follow-ups not documented</li><li>• Hemoglobin follow-ups not documented</li></ul>
Follow-up Activities	
Correction due date is scheduled for February 27, 2024.	

ERSEA Attendance Review	
Area of non-compliance	<ul style="list-style-type: none"> <li>There were no non-compliances</li> </ul>
Areas of concern	<ul style="list-style-type: none"> <li>Attendance letter was not completed and sent to parents in efforts to reengage families</li> </ul>
Follow-up Activities	
Correction due date is scheduled for February 2, 2024.	

Technical Assistance Visit	
Area of non-compliance	None
Areas of concern	Reviewed the Mid-Year Health & Safety Screening checklists and staff HR files as a mock review.
Follow-up Activities	
No Correction due	

For more detailed information:

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