



**Head Start Policy Council
December 7, 2017
Agenda**

Welcome

Roll Call

Approval

- Agenda
- Minutes from Previous Meeting
- Program Implementation Plan/School Readiness Goals
- Policies and Procedures (Coaching and Family Services)
- Personnel

Head Start Program Information Summaries/Site Reports

- Bowie
- Burkburnett
- City View
- Electra
- Gainesville
- Henrietta
- Nocona
- Petrolia
- Wichita Falls

Program Reports

- Program Enrollment Reports
- Department of Agriculture/USDA
- Communication from Office of Head Start
- Ongoing Monitoring (Fiscal & Program)
- Budget/Financial Statements

Training Topic: Data Gathering Process/Activity

Meeting Adjourned

Region 9 ESC Head Start Policy Council Meeting Minutes

October 19, 2017
6:25 P.M. – 8:05 P.M.

SITES PRESENT:

Bowie – 1
Burkburnett – 1
City View – 0
Electra – 1
Gainesville – 2
Henrietta – 1
Nocona – 2
Petrolia – 1
Wichita Falls – 4
Region 9 ESC, Board Member – Patsy Todd

Stacey Jurecek, Region 9 ESC, called the meeting to order at 6:25 PM and welcomed the Policy Council Members to the meeting.

The roll was called by Kimberly Wadlow, Henrietta, and a quorum was established.

NO ACTION NECESSARY

Yolanda Lewis, Wichita Falls, presented the tentative agenda and asked that it be changed to the Agenda for the meeting. Kimberly Wadlow, Henrietta, moved to change the Tentative Agenda to the Agenda for the meeting. Andrea Kidd, Petrolia, seconded the motion.

MOTION CARRIED

Yolanda Lewis, Wichita Falls, presented the minutes from the policy council meeting of September 21, 2017, to be reviewed and she asked for a motion to approve the minutes. Brandie Munns, Bowie, moved to accept the minutes as reviewed. Kristina Cross, Wichita Falls, seconded the motion.

MOTION CARRIED

Yolanda Lewis, Wichita Falls, reviewed the Community Assessment for the 2017-2018 school year. Brandee Munns, Bowie, moved to accept the update/changes to the Community Assessment. Sue Acuna, Nocona, seconded the motion.

MOTION CARRIED

Yolanda Lewis, Wichita Falls, reviewed the Self-Assessment of the 2016-2017 school year. LeAnne Collier, Wichita Falls, moved to accept the Self-Assessment. Brandee Munns, Bowie, seconded the motion.

MOTION CARRIED

Yolanda Lewis, Wichita Falls, reviewed the Annual Public Report from the 2016-2017 school year. Sue Acuna, Nocona, moved to accept the Annual Public Report. Kimberly Wadlow, Henrietta, seconded the motion.

MOTION CARRIED

Stacey Jurecek, Region 9 ESC, reviewed the changes and updates to the School Readiness Goals/Program Implementation Plan. Kimberly Wadlow, Henrietta, moved to accept the update/changes. Brandee Munns, Bowie, seconded the motion.

MOTION CARRIED

Stacey Jurecek, Region 9 ESC, reviewed the changes and updates to the Policy Council By-Laws for the 2017-2018 school year. LeAnne Collier, Wichita Falls, moved to accept the update/changes. Brandee Munns, Bowie, seconded the motion.

MOTION CARRIED

Stacey Jurecek, Region 9 ESC, reviewed the Coaching policy and procedures to be implemented this 2017-2018 school year. Sue Acuna, Nocona, moved to accept the policy and procedures. Kristina Cross, Wichita Falls, seconded the motion.

MOTION CARRIED

The Head Start Program Information Summaries/Site Reports were presented and the Policy Council Members were asked to read them on their own.

NO ACTION NECESSARY

Courtney Cooner, Region 9 ESC, presented the Program Enrollment Reports:

- Management Report – Disabilities
- Management Report – Eligibility Income
- Management Report - Enrollment
- Management Report – Waitlist
- Primary Language at Home
- Language Supports in the Classroom

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC, presented on the below listed reports Department of Agriculture/USDA:

- CACFP Reimbursement Summary
- USDA Reimbursement Summary

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC presented the Communication from the Office of Head Start:

NO ACTION NECESSARY

Stacey Jurecek presented the Fiscal Ongoing Monitoring Report.

NO ACTION NECESSARY

Courtney Cooner, Region 9, presented the Ongoing Monitoring Report:

- ERSEA
- Nutrition
- Pedestrian Safety
- Health
- Family Community Partnerships
- Mental Health
- Transportation

NO ACTION NECESSARY

Sharon West, Region 9, presented the Ongoing Monitoring Report:

- Education
- Disabilities Services
- Safe Environments
- Child Health & Safety

NO ACTION NECESSARY

Stacey Jurecek, Region 9, presented the Budget/Financial Statements:

- Detail Comparison of Revenue to Budget
- Detail Comparison of Expenditures to Budget/Line Item Budget
- Credit Card Expenditures
- Head Start Check Register
- Head Start Reimbursement Monitoring Report
- Percentage Comparison of Head Start Budget to Expenditure by Site

NO ACTION NECESSARY

There was training on:

Early Learning Outcomes Framework

Active Supervision

Community Assessment, Self-Assessment & Goal Setting Process

The meeting adjourned at 8:05 P.M.

Kimberly Liford, Chairperson

Date

Region 9 Education Service Center Head Start Program Head Start Program Implementation Plan

06CH7096/05

2017-2018

(Update – 12/2017)

***Region 9 Education Service Center Head Start partners
with the following Independent School Districts:***

**Bowie
Burkburnett
City View
Electra
Gainesville
Henrietta
Nocona
Petrolia
Wichita Falls**



Region 9 ESC Head Start Program Implementation Plan/School Readiness Plan 2017-2018

Long Term Goals will be effective for the 5-year grant period. They will be evaluated annually upon the completion of the Self-Assessment and Community Assessment. The Short Term Objectives will be evaluated triannually, with updates being made as needs arise or program planning indicates. CLASS data will provide annual feedback into this process, and guide the program planning with those scores. School Readiness Goals will be evaluated triannually utilizing CLI Progress Monitoring documentation, parent feedback, and teacher input. Child Plus data will provide input into the evaluation of the goals and objectives as well.

Program Area: Program Governance/Management Systems/Fiscal Integrity/ERSEA			Met Target	On Track	Did Not Meet
Long Term Goals:					
-Ensure the Grantee and Head Start sites spend funds in an allocable, reasonable, allowable, and necessary method according to the Head Start Standards. -Ensure well-managed programs that involve parents in decision making, ensuring services are provided to eligible children.		Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐
Short Term Objectives:					
Action Steps/Update					
Policy Council and Governing Body will receive accurate and regular information about program planning, policies, and Head Start agency operations – including line-item budgets and monthly financial credit card statements.	-Reports shared monthly with Governing Body and Policy Council. Staff Responsible: Fiscal Manager, Head Start Coordinator Time Frame: monthly Monitoring Tools: Meeting Agendas and Minutes Triannual Review for 2017-2018: 12/4/17 - required reports have been provided to the Policy Council and Governing Body each month. They have been emailed to both groups during months with no scheduled meeting.	Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐
Fiscal monitoring will assist districts in providing an increase in timeliness and accuracy of documentation submitted.	-Reimbursement requests will be submitted timely with no errors. -Timely submission of in-kind reports. -Appropriate and accurate documentation of father involvement as it relates to in-kind. Staff Responsible: Region 9 Fiscal Manager Time Frame: monthly Monitoring Tools: Meeting Agendas and Minutes, Monitoring Reports Triannual Review for 2017-2018: 12/4/17 - fiscal monitoring reports that most districts are submitting reports in a timely manner. The fiscal manager contacts the districts that are not timely in their monthly submission of reports. This has been beneficial in ensuring reports are submitted more timely the next month.	Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐

	By the end of the fiscal year (October 31, 2017), all sites were able to report 100% spent. The Policy Council Board Liaison conducted her fiscal monitoring after the Region 9 Board meeting on 11/1/17.				
Eligibility documentation will be thorough and accurate, and reflective of 100% eligible enrollment, while maintaining a wait list.	-Streamline ERSEA eligibility forms to ensure determination process is evident. -Maintain internal monitoring systems to monitor child files and ERSEA documentation for discrepancies. -Re-evaluate process for data entry. -Participate in Hope for the Holidays/local health fairs to recruit homeless families. -Intentionally increase recruitment in Clay and Montague Counties. -Educate/assist homeless families and families with no income to obtain resources. Staff Responsible: Family Service Workers/ERSEA Manager Time Frame: ongoing Monitoring Tools: Monitoring Reports, Child Plus Triannual Review for 2017-2018: 12/4/17 - all sites are fully enrolled and have a waitlist. Clay and Montague Counties currently have a waitlist as well. At this time, the program continues to serve 3 over-income children, which are all returning children from last school year and have a diagnosed disability.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
Monitoring to continue to ensure that when the majority of children speak the same language, a least one staff member in the classroom (interacting regularly) with the children will speak their language.	-Continue ongoing monthly monitoring to ensure compliance in the area of primary language for the child. Ensure that classrooms that have 50% or more Spanish speaking children has a paraprofessional who is Spanish speaking interacting with the children regularly. Staff Responsible: Family Service Workers/Head Start Coordinator Time Frame: monthly Monitoring Tools: Monitoring Reports, Child Plus Triannual Review for 2017-2018: 12/4/17 - monthly monitoring reflects that classrooms are compliant with ensuring staff members in classrooms are able to provide supports to children in their native language. Ongoing training is occurring to ensure that classrooms are labelled in Spanish and English and families are receiving support in their home language as often as possible.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
The grantee will ensure that all Head Start staff has a Criminal History Record Check completed before documented hire date/date to report.	-Continue ongoing monitoring to ensure that staff has a documented criminal history check(s) (CHRI/Fingerprinting/Sex Offender Registry/Child Abuse Registry Check) before entering the classroom to work with children. -Ensure that Human Resource staff continues to be aware of requirements and procedures are followed. Staff Responsible: School District Human Resources/Head Start Coordinator Time Frame: as needed Monitoring Tools: Tracking Forms Triannual Review for 2017-2018: 12/4/17 - all staff members have a flow chart and tracking that reflect CHRI was completed before hire/report to classroom date. The program implemented a new flow chart for the Human Resource criminal history check process. This tracks the completed of all 4 criminal history checks now requested by the Head Start Program Performance Standards.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
Attendance procedures will be consistent and promote communication with families and Head Start staff to ensure	-Create internal monitoring systems to monitor child files and ERSEA documentation for discrepancies. -Re-evaluate process for data entry. -Waitlist will be utilized through proper recruitment procedures and efforts.	Year #1: Year #2: Year #3: Year #4:	☒ ☒ ☒ ☒	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

accuracy of tracking, documentation, and referrals.	-Implement system to ensure absent children/families are contacted within first hour of the school day. Staff Responsible: Family Services Staff/ERSEA Manager Time Frame: monthly/ongoing Monitoring Tools: Monitoring Reports, Child Plus Triannual Review for 2017-2018: 12/4/17 - all classrooms have new systems in place to ensure that absent children are accounted for within the first hour. These systems include calling families, utilizing class do-jo and social media, and texting. Tracking and referrals are in place for attendance at all sites.	Year #5:	☐	☒	☐
Program Area: Child Health & Safety			Met Target	On Track	Did Not Meet
Long Term Goal:					
-Provide children and families with educational, health and nutritional services.		Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐
Short Term Objectives:		Action Steps/Update			
Daily playground checklist will be utilized to ensure play areas are safe.	-Ongoing monitoring process will ensure all appropriate parties are informed of areas that require attention. -Sidewalks and tricycle tracks will be maintained and repaired to ensure the safety of the children (no holes or cracks over 1 in. wide/deep). -An appropriate number of smoke detectors are installed and tested regularly at each site. -Smoke detector compliance chart will be maintained annually to communicate status to sites. -Safe Environments/Health and Safety Monitoring Tool checklist will be completed 3 times annually to ensure smoke detectors are in compliance, and all environments are safe. Staff Responsible: Head Start Staff/Education Manager Time Frame: daily Monitoring Tools: Daily Playground Checklist Triannual Review for 2017-2018: 12/4/17 – all sites are completing their playground checklists and submitting them to the Education Manager by the 5 th of the month to promote internal monitoring. Ongoing support is needed to ensure that staff submits work orders appropriately and ensures proper follow-up to required maintenance requests.	Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐
-Child will have a current well child exam and dental exam on file, including any follow-up needed to demonstrate physical well-being for	-Releases will be obtained and sent to physicians in an effort to obtain current physical/dental records. - Tracking systems will reflect efforts made to obtain required documentation and reflect follow up. -Monitoring will ensure ongoing communication and coordination to promote compliance.	Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐

learning. -Staff will have accurate tracking of 90-day health requirements and the medical records request process.	-Children will receive appropriate follow-up treatment in regards to health concerns noted. -Parents will be educated on ways to assist in obtaining information to ensure their children are current in health requirements, including Medicaid coverage and changes. -Monitoring will ensure ongoing communication, coordination, compliance, and a team approach. -Explore community partners to provide physicals and dentals as in-kind in assisting with compliance of 90 day health requirements, including the Medicaid community partnership program. Staff Responsible: Health Services Staff/Health Manager Time Frame: within 90 days of enrollment, ongoing Monitoring Tools: Monitoring Reports, Child Plus Triannual Review for 2017-2018: 12/4/17 - Region 9 Health requirements completion totals (within 90 days of entry) to date are Dentals 96.67% and Physicals 98.18%. All sites have tracking systems to ensure documentation is obtained at the appropriate times and follow ups are timely.				
Families will obtain available health coverage and continue to be educated on Medicaid requirements.	-Continue to educate families about Medicaid/CHIP application, coverage and the changes in Medicaid that affect them. -Provide a team approach in regards to assisting families with this need. -Ensure that tracking systems and documentation reflects follow up in this area and appropriate assistance is provided. -Explore the benefits of participating in the Medicaid Community Partnership Program. Staff Responsible: Health Services Staff/Health Manager Time Frame: ongoing Monitoring Tools: Child Plus Triannual Review for 2017-2018: 12/4/17 - new systems were put in to place this year for tracking and following up with health coverage for all families. At the beginning of the school year, 27 families did not have health coverage. Since that time, 9 have obtained coverage and plans are in place to work with the others. Medicaid and the plans have attended parent meetings/enrollments to educate families on Medicaid requirements. Family Service Staff also attended a Medicaid update training.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
-Active Supervision will be implemented in all routines, settings, and transitions and utilized by all staff with all children at all times. -Active Supervision will be implemented with parents and substitutes/volunteers in all routines, settings, and	-Provide annual training on Active Supervision with all Head Start Staff, including written procedures for reporting. -Utilize ongoing monitoring tools to ensure procedures are followed and staff is documenting systems appropriately. -Provide training to parents on Active Supervision annually in conjunction with Pedestrian Safety Training. -Provide training to Policy Council on Active Supervision. Staff Responsible: Head Start Staff Time Frame: ongoing Monitoring Tools: Monitoring Reports, Monitoring Tools	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐

transitions with all children at all times. (added to Plan for years 4 and 5)	Triannual Review for 2017-2018: 12/4/17 - active supervision training has been provided to all staff, and each district administrator has completed the active supervision monitoring checklist. Ongoing trainings continue with all staff to ensure active supervision is ongoing and implemented in all settings. Active supervision training was incorporated into the parent handbook this year to ensure that all parents receiving the training accompanying their pedestrian safety training. Staff members are able to verbalize through ongoing monitoring their systems to ensure that active supervision is in place at all times.				
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Program Area: Parent, Family Community Engagement/Child Development and Education			Met Target	On Track	Did Not Meet
Long Term Goal:					
-Link children and their families to needed community services. -Strengthen families as the primary nurturers/educators of their children. -Enhance children's growth and development.		Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
Short Term Objectives:	Action Steps/Update				
By mid-year, at least 10% of total enrollment will reflect services to children with disabilities.	-Ongoing monitoring will support the process of timely identification of children and submission of necessary referrals. -10% of the total enrollment will be children with disabilities by mid-January (mid-point date). -Disability Tracking Form will be submitted monthly to Manager/Monitor. Staff Responsible: Head Start Staff/Disability Manager/Head Start Coordinator Time Frame: monthly, mid-year Monitoring Tools: Monitoring Reports, Child Plus Triannual Review for 2017-2018: 12/4/17 - current monitoring reflects that the program is serving 10% children with disabilities. Disability tracking forms have been submitted monthly and indicate that the program has been able to reach the 10% by the established mid-point date, January 24, 2018.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
Parent meetings will be held at each site monthly to promote consistency in parent involvement.	- Meetings will be scheduled and advertised consistently, regularly, and in advance. - Staff will be trained on the variety of required topics (utilizing the Parent Training tracking sheet) including specific developmental feedback, developmental activities, father involvement, and parental input into nutritional activities. -Ensure communication of availability of child care. -Schedule parent meetings at individual sites within WFISD. -Agenda, minutes, and sign in sheets will be maintained at each district. -Monitoring will occur to determine various levels of parent involvement. Staff Responsible: Teachers/Family Service Workers/Parent Involvement Manager Time Frame: monthly	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐

	Monitoring Tools: Monitoring Reports, Meeting Agendas and Minutes Triannual Review for 2017-2018: 12/4/17 - parent meetings are being held monthly at all sites. WFISD is conducting Conscious Discipline parenting classes at each site.				
Parent involvement activities will be intentional (identified parent needs) and consistently scheduled, while geared toward meeting the Head Start Standards and Requirements including: -Nutritional activities with parents and in the classrooms -Obesity awareness -Educational activities to promote school readiness -Setting measurable goals with families.	-Monitoring will occur to determine levels of parent involvement, documentation will include site reports, agenda, minutes, and sign-in sheets maintained at each district. -Encourage attendance by offering: an accessible location for the families, incentives, child care, transportation... -Collaboration with Food Bank Cooking Matters classes. -Education to families on childhood obesity. -Promoting a variety of parent involvement/volunteer opportunities. -Utilize Family Partnership Agreement and Outcomes Assessment to set school readiness goals for the family. -Implement Parenting Classes with researched based Conscious Discipline Parenting Curriculum. Staff Responsible: Teachers/Family Service Workers/Parent Involvement Manager Time Frame: monthly Monitoring Tools: Monitoring Reports, Meeting Agendas and Minutes Triannual Review for 2017-2018: 12/4/17 - Conscious Discipline Parent classes have begun at all sites. Exploring Foods Together in the Classroom classes by the Food Bank are taking place at the Wichita Falls sites.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
CLI - CIRCLE Engage data will reflect educational goals being met in the areas of Science, Mathematics, Social Studies, and Creative Arts.	-Provide professional development opportunities, on-site training, individualized training, and mentoring for Head Start staff, as needs arise and ongoing monitoring identifies. -Educate staff to provide specific feedback on developmental progress of the children and to effectively communicate strengths/needs with parents to promote the relationship and overall development. Staff Responsible: Head Start Teachers/Education Manager Time Frame: monthly Monitoring Tools: CLI Progress Monitoring, Educational Records Triannual Review for 2017-2018: 12/4/17 - Baseline data for the year has been collected. Data will be analyzed after the 2 nd wave of testing in February.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
CLASS data will sustain and/or increase in all areas to meet or exceed the national average. CLASS scores will reflect an increase in the area of Instructional Support.	-Target new (and identified) teachers to ensure understanding and expectations of the CLASS observation. -Upon completion of first CLASS observation, provide individualized training to teaching staff to promote an increase in scores for follow-up observation in the spring. -Professional development will be offered to promote the use of technology in the classroom & knowledge of ongoing assessments completed. -Coaching will occur with new staff, by administrator request, or by teachers identified through the data gathering process. Staff Responsible: Head Start Teachers/Administrators/Education Manager Time Frame: twice a year	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐

	Monitoring Tools: CLASS Observation Scores, Child Plus Triannual Review for 2017-2018: 12/4/17 – CLASS has been completed on 75% of the classrooms. The data shows that scores have increased in every domain as compared to the fall observation from last school year. This is as a result of specific professional development provided this summer to the staff. Current averages show the data to be on track for the overall scores to be above the national average. A slight increase in the Negative Climate subdomain is noticed, which will be addressed in upcoming trainings.				
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Program Area: School Readiness			Met Target	On Track	Did Not Meet
Long Term Goal:					
-Ensure our approach to education is developmentally and linguistically appropriate in order to prepare children for school readiness.		Year #1:	☒	☐	☐
		Year #2:	☒	☐	☐
		Year #3:	☒	☐	☐
		Year #4:	☒	☐	☐
		Year #5:	☐	☒	☐
Short Term Objectives:					
Action Steps/Update					
<u>Physical Development and Health:</u> (Gross Motor) Children will be able to exhibit a wide range of gross motor activities such as: catching, kicking, throwing, pulling, bouncing, pedaling, etc...	-Provide training in the area of gross motor development.	Year #1:	☒	☐	☐
	-Ensure outdoor play is organized and structured, as appropriate.	Year #2:	☒	☐	☐
	-Promote use of IMIL (I am Moving I am Learning) within the classroom.	Year #3:	☒	☐	☐
	-Provide IMIL training to the new Head Start staff.	Year #4:	☒	☐	☐
	-Monitor CLI reports in an ongoing manner to ensure progress is being made.	Year #5:	☐	☒	☐
Staff Responsible: Head Start Teachers/Education Manager Time Frame: daily Monitoring Tools: CLI Reports, Anecdotal Notes Triannual Review for 2017-2018: 12/4/17 - Baseline data for the year has been collected. Data will be analyzed after the 2nd wave of testing in February.					
<u>Social and Emotional Development:</u> Children will demonstrate: -age appropriate independence in decision making -resolves conflict with peers alone and/or with adult	-Incorporate Positive Behavior Support Systems into the classrooms.	Year #1:	☒	☐	☐
	-Promote positive guidance plans in each setting.	Year #2:	☒	☐	☐
	-Monitor completion of the DECA and appropriate follow-up through mental health staff.	Year #3:	☒	☐	☐
	-Utilize Conscious Discipline techniques at school, and encourage them to carry over to home	Year #4:	☒	☐	☐
	-Ensure fidelity of the curriculum through ongoing monitoring.	Year #5:	☐	☒	☐
Staff Responsible: Head Start Teachers/Education Manager Time Frame: daily Monitoring Tools: CLI Progress Monitoring, Educational Records, Anecdotal Notes					

intervention, as appropriate -follows rules, routines, and directions -refrains from disruptive, aggressive, angry, or defiant behaviors	<u>Triannual Review for 2017-2018:</u> 12/4/17 - Baseline data for the year has been collected. Data will be analyzed after the 2nd wave of testing in February.				
<u>Approaches to Learning:</u> (Initiative and Curiosity) Child will exhibit eagerness to learn about and discuss a range of topics, ideas, and tasks, as demonstrated by feedback provided to teacher and peers during activities, providing input during read-alouds, and spontaneous questions and information seeking.	-Provide teachers with training and support to promote developmentally appropriate practices in the areas of creative arts and movement. -Provide ongoing trainings to ensure teachers have a wide variety of activities to utilize. -Provide support to parents in their roles as teachers and nurturing parent/child relationships. -Provide reports to parents to communicate child progress in all areas of learning. -Promote field trips to learn through "real life" experiences. -Ensure fidelity of the curriculum through ongoing monitoring. Staff Responsible: Head Start Teachers/Education Manager Time Frame: daily Monitoring Tools: CLI Progress Monitoring, Educational Record, Anecdotal Notes <u>Triannual Review for 2017-2018:</u> 12/4/17 - Baseline data for the year has been collected. Data will be analyzed after the 2nd wave of testing in February.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
<u>Language and Literacy:</u> Child will be able to understand increasingly complex and varied vocabulary (receptive language). Attends to language during conversations, songs, stories, or other learning experiences.	-Ensure that classrooms have at least two read-alouds each day. -Program will continue to promote family literacy and families reading to their children at home. -CLASS observations to identify classrooms with strong language development and those that could benefit from increased support. -Ensure fidelity of the curriculum through ongoing monitoring. Staff Responsible: Head Start Teachers/Education Manager Time Frame: daily Monitoring Tools: CLI Progress Monitoring, Educational Records, Anecdotal Notes <u>Triannual Review for 2017-2018:</u> 12/4/17 - Baseline data for the year has been collected. Data will be analyzed after the 2nd wave of testing in February.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐
<u>Cognition and General Knowledge:</u> (Logic and Reasoning) Child will be able to represent people, places, or things through drawings, movement, and three dimensional objects.	-Ensure each child is presented with higher level thinking/problem solving opportunities. -Promote activities that incorporate symbolic representation. -Offer trainings during Early Learning Week to support logic and reasoning learning activities. -Ensure fidelity of the curriculum through ongoing monitoring. Staff Responsible: Head Start Teachers/Education Manager Time Frame: daily Monitoring Tools: CLI Progress Monitoring, Educational Records, Anecdotal Notes <u>Triannual Review for 2017-2018:</u> 12/4/17 - Baseline data for the year has been collected. Data will be analyzed after the 2nd wave of testing in February.	Year #1: Year #2: Year #3: Year #4: Year #5:	☒ ☒ ☒ ☒ ☐	☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐



EDUCATION SERVICES

Subject: Coaching

Policy: A program must implement a research-based, coordinated coaching strategy for education staff.

Policy Council Approval:

ESC Board Approval:

Related Regulations: 1302.92

Operational Procedures:

1. Assess all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching
2. Staff will be identified using data tracked throughout the school year such as: CLASS scores, ongoing monitoring reports, Professional Development Plans, administrative request, or self-request
3. Relationships will be developed to ensure the coaching is a strength based system, intended to provide specific support for the success of classroom staff and children
4. At a minimum, provide opportunities for intensive coaching to those education staff identified through the process, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals
5. At a minimum, provide opportunities for education staff not identified for intensive coaching through the process to receive other forms of research-based professional development aligned with program performance goals
6. Ensures intensive coaching opportunities for the staff identified through the process
 - (a) Align with the program's school readiness goals, curricula, and other approaches to professional development
 - (b) Utilize a coach with adequate training and experience in adult learning and in using assessment data to drive coaching strategies aligned with program performance goals
 - (c) Provide ongoing communication between the coach, program director, education director, and any other relevant staff
 - (d) Include clearly articulated goals informed by the program's goals
7. Coaching will occur at a minimum of 2 times monthly. Visits may be individualized or in group training sessions

FAMILY and COMMUNITY SERVICES
Subject: Collaborative Partnership Building with Parents
Family Partnership Agreement
Policy Council Approval:
ESC Board Approval:

Policy: The Region 9 Head Start program will engage in a collaborative partnership building with parents to establish mutual trust and to identify family goals, strengths, school readiness goals, and necessary services and/or resources. This process must be initiated as early after enrollment as possible and will take into consideration each family's readiness and willingness to participate in the process.

Related Regulations: 1302.50 – 1302.52

Operational Procedures:

1. The Family Service Workers (FSW) will work with families throughout the year to identify family goals, strengths, needs, interests, school readiness goals, and necessary services and resources (including family safety, health, and economic stability).
2. The FSW will provide parents with resource information (resource booklet, resource directory, brochure, and/or website) during parent meetings and/or home visits, and educate them on how to access appropriate and needed resources.
3. The FSW will ensure each classroom has an updated resource directory and that classroom staff is able to assist families in an emergency, if the FSW is unavailable.
4. The FSW will also ensure that classroom and other Head Start staff are aware of how to make a referral to the FSW for further assistance, when needed.
5. The FSW will schedule the home visits (required two times annually) at times that are convenient for the parent/guardian.
6. At the home visit, the FSW will assist the family in identifying goals, strengths, school readiness goals, and needs. The goals, strengths, and needs will be assessed utilizing the Family Partnership Agreement, Goals, & Outcomes Assessment and documented on the Head Start Family Goals, and tracked in the Child Plus data base.
7. Head Start and district administrative staff will be available to assist any staff member needing additional support working with families.
8. Family engagement strategies will be incorporated into all systems and program services, all staff should be able to assist families as needs arise.
9. Ongoing two way communication will be evident with the families, creating a welcoming environment.
10. Family engagement services will be offered in the family's native language to all extents possible.
11. Family service staff will ensure that procedures are followed to promote the sharing of information while maintaining confidentiality in accordance with 1303 part C, FERPA, and IDEA.

FAMILY and COMMUNITY SERVICES

Subject: Supporting Parent/Parents Goal Setting

Policy Council Approval:

ESC Board Approval:

Policy: The Region 9 Head Start program will assist parents in achieving individualized family goals by working collaboratively with all participating parents and establishing partnerships with community resources, and community agencies.

Related Regulations: 1302.50 – 1302.52

Operational Procedures:

1. The Family Service Workers (FSW) will support parents in setting and achieving goals by facilitating verbal or written referrals to local agencies and following up by tracking progress.
2. Parents will be recognized as the primary teachers and nurturers of their child, promoting as shared responsibility for the child's learning.
3. Parents will be engaged in the learning and development of their child, and will be offered activities to promote relationships and overall child development.
4. The FSW will educate the parent/guardian of the significance of goal setting and establishing partnerships/relationships, including father engagement strategies.
5. Parent must be provided with information regarding the importance of regular attendance.
6. Parents must be given information on bilingualism and biliteracy.
7. Parents must be given the opportunity to participate in the research based parenting curriculum.
8. The FSW will assist the parent in identifying strengths by promoting and maintaining open communication.
9. The FSW and Head Start staff will educate families on the variety of ways they can continue their education and/or professional growth and development, including promoting family literacy.
10. The program will track follow-up and progress made in Child Plus.
11. Parents will be given the opportunity to participate in the program as volunteers and employees.

FAMILY and COMMUNITY SERVICES

**Subject: Supporting Parent/Parents in Becoming
Their Child's Advocate/Transition**

Policy Council Approval:

ESC Board Approval:

Policy: The Region 9 Head Start program will assist parents in becoming their child's advocate by maintaining continued involvement as the child transitions into other educational settings.

Related Regulations: 1302.50 – 1302.52

Operational Procedures:

1. In the second semester, the Family Service Workers (FSW) will begin to facilitate the transition process with the parents and children and to ensure completion of the Transition Plan.
2. Transition meetings with the parent will be offered to discuss developmental progress and abilities and transition options available for the child.
3. Transition information will be transferred at the end of the school year to include all required school district paperwork and requirements.
4. The FSW will provide parents with the information they need to pre-register their children for Pre-K or Kindergarten, as appropriate.
5. Head Start personnel will work with school personnel to provide families with a variety of opportunities to meet kindergarten teachers, principals, and other staff.
6. Head Start staff will help parents facilitate communication in the transition process to encourage parents to be advocates for their child.
7. Transition-related training will be held for Heat Start and/or school staff.

FAMILY and COMMUNITY SERVICES

Subject: Reimbursement for Parents

Policy: The Region 9 Head Start program will provide travel reimbursement to Head Start parents for Policy Council meetings, Parent Committee meeting/trainings and other designated trainings when the travel is preapproved and the expense is reasonably incurred.

Policy Council Approval:

ESC Board Approval:

Related Regulations: 1302.50 – 1302.52

Operational Procedures:

1. Reimbursement for travel to Policy Council meetings and other parent meetings and trainings will be distributed according to the district policy.
2. The Region 9 Head Start Program will assist parents in participating in meetings and trainings by providing an option of child care, as appropriate.

FAMILY and COMMUNITY SERVICES

Subject: Child Abuse & Neglect

Policy Council Approval:

ESC Board Approval:

Policy: Any Head Start staff member who witnesses or suspects child abuse and/or neglect must report his/her concerns to the proper authority. The definition of child abuse includes neglect, sexual, physical, and emotional abuse. According to Chapter 261 of the Family Code, child abuse is "... an act or omission that endangers a child's physical, mental or emotional health and development."

- a. Physical abuse – physical injury that results in substantial harm to the child.
- b. Emotional abuse – emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.
- c. Sexual abuse – sexual conduct harmful to a child's mental, emotional, or physical welfare.
- d. Physical neglect – Leaving a child exposed to a substantial risk of harm, without arranging necessary care for the child.

Related Regulations: 1302.92

Operational Procedures:

The Texas Family Code states:

1. Anyone *"having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect"* MUST report the case to the Department of Protective and Regulatory Service or local or state law enforcement agency. Reports should be made immediately, not to exceed 48 hours. Two ways to report abuse:
 - a. 1-800-252-5400. Call the Abuse Hotline toll free, 24 hours a day, 7 days a week, nationwide.
 - b. <https://www.txabusehotline.org>. This website is only for reporting situations that do not require an emergency response. Call 911 or local law enforcement agency if the situation is an emergency.
 - c. Reports made through the website take up to 24 hours to process. Call the hotline if:
 - i. You believe your situation requires action in less than 24 hours
 - ii. You prefer to remain anonymous
 - iii. You have insufficient data to complete the required information on the report
 - iv. You do not want an email to confirm the report
2. Head Start preserves the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable Texas or local laws.
3. After the report has been made, the Head Start staff will maintain appropriate documentation in a confidential file other than the child's cumulative folder. Files will be kept in a locked filing cabinet.
4. The Head Start Grantee and/or delegates (districts) will provide training for staff on the identification and reporting of child abuse and neglect annually.
5. Families will receive training on child abuse and neglect indicators/procedures annually through their local parent committees.

FAMILY and COMMUNITY SERVICES

**Subject: Community Planning for Strong Collaboration
and Communication**

Policy Council Approval:

ESC Board Approval:

Policy: The Region 9 Head Start program will take an active role in community planning to encourage strong communication, cooperation, and sharing of information among agencies and their community partners to improve delivery of community services to children and family.

Related Regulations: 1302.53

Operational Procedures:

1. Community partners will be identified through formal and informal networks within the community.
2. Community Partnership Agreements will be completed with agencies/businesses in the community that provide support to Head Start.
3. The Family Service Workers (FSW) and/or Head Start staff will meet with agency representatives to complete/review the Community Partnership Agreement and determine the support service they can provide.
4. The FSW and/or Head Start staff will maintain ongoing contact with agencies throughout the year.
5. The FSW and/or Head Start staff will recruit new community partners as needs arise with families.



Region 9 ESC Head Start Personnel Report

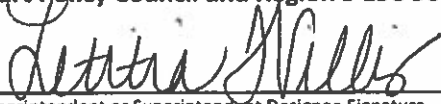
Name of District: Wichita Falls ISD

School Year: 2017-2018

Name	Staff Position	Recommended Action to be Taken: Employ; Rehire; Reassignment; Resignation; Retirement
Rose Cotton	Head Start Teacher	Resignation
Michelle Moore	Head Start Paraprofessional	Resignation
Erik Walker	Head Start Teacher	Hire
Cori Rivard	Head Start Paraprofessional	Hire

-By signing this statement I verify that the Criminal History Record check has been completed on the above stated employee before their designated hire/employment: date to report.

-We the undersigned wish to submit the above personnel actions to be taken by the Region 9 Head Start Policy Council and Region 9 ESC Board of Directors.



Superintendent or Superintendent Designee Signature

11.10.17

Date of Recommendation

Policy Council Representative Signature

Date of Recommendation

Policy Council Officer Signature

Date of Approval

Region 9 ESC Board Signature

Date of Review (Approved for Key Personnel)

Region 9 Head Start Site Report

*The site report will be completed on the last working day of the month to reflect the activities of that month.
Please email to stacey.jurecek@esc9.net

Head Start Site:

- | | |
|---|--|
| ☒ Bowie | ☐ WF: Brook Village |
| ☐ Burkburnett | ☐ WF: Cunningham |
| ☐ City View | ☐ WF: Farris |
| ☐ Electra | ☐ WF: Northwest |
| ☐ Gainesville | ☐ WF: Rosewood |
| ☐ Henrietta | |
| ☐ Nocona | |
| ☐ Petrolia | |

Month: November

Year: 2017

Enrollment information:

of enrolled students: 31

on waiting list: 4 and 6 over income

Parent Training Topic:

- | | | | | |
|---|-------------------------------------|---|---|--|
| ☐ Child Abuse | ☐ Transition | ☐ Mental Health | ☒ Community Resources | ☐ Family Literacy |
| ☐ Safety/Pedestrian, Active Supervision, School Drop Off | | ☐ Nutrition Education | ☐ Father Involvement | |
| ☐ Health Education/Preventative Medical/Oral Health | | ☐ Fluoride Education | ☐ Other: | |
| ☐ Education: Child Growth & Development | | ☐ No parent meeting held this month. – <i>see family involvement</i> | | |

Disability information:

of referred students: 8 # receiving services: 2

Classroom Activities/Updates:

For the month of November we talked about the different shapes, colors, and sizes of objects. We learned how to make colors and shapes. We sorted and labeled different sizes, shapes, and colors. We learned that shapes and colors are all around us and learned to look for them everywhere. We had a Thanksgiving Feast before Thanksgiving break to celebrate Thanksgiving.

Field Trips, special visitors/volunteers, and community involvement activities:

For this month, we went on a shape and color hunt around the school. The kids noticed many different shapes and colors and checked them off their sheets as they found them. We came back to the classroom and compared how many colors and shapes we found.

Family Involvement:

We sent home the reading books to read at home and the PATT Mat activities to do at home. Our parent meeting was over community resources. Our behavioral therapist and Community Representative gave Amanda a list to speak over with information about all the different community resources we have in Bowie.

Nutrition Activities:

For cooking this month, we used a recipe to make a volcano using baking soda, vinegar, food coloring, and jars. We watched videos of volcanoes erupting and talked about how hot they were. We discussed that our volcano would not be hot and what we thought our volcanoes would do.

Person completing form: Jessica Glaze & Mikki Zellner

Date: 12/5/17



Thanksgiving Feast with Turkey Hats

Color & Shape Hunt



Region 9 Head Start Site Report

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☐ Henrietta																	
☐ Nocona																	
☐ Petrolia																	
Enrollment information: # of enrolled students: 56 # on waiting list: 16																	

Parent Training Topic:			
☐ Child Abuse	☐ Transition	☐ Mental Health	☒ Community Resources
☐ Pedestrian Safety	☐ Health Education	☐ Nutrition Education	☐ Family Literacy
☐ Education: Child Growth & Development		☐ No parent meeting held this month – <i>see family involvement</i>	
# of Parents in Attendance: <u>10</u>			

Disability information: # of referred students: 3 # receiving services: 6

Classroom Activities/Updates:

Giants made by people-building a large block wall and counting blocks, glue squares up to make skyscrapers, rhyming words, sort different modes of transportation, make long number trains, make rollercoaster game with ten-frames.

Make-believe giants-use sequence cards to make a giants dance, connect cubes to represent words in sentences, make color patterns, order make-believe animals in story by size, roll goose eggs with gold playdough, sequence on the giant animals and story cards

I Make Choices- make new choices for characters in three little bears and three little pigs, food patterns, skip counting buttons, use different crafts to build houses with different choices of materials the pigs could have used, classroom helpful choices list

Healthy Choices-graph favorite snacks, compare and sort fruits and vegetables, follow recipe to make cheese sandwiches for snack, make playdough fast food 3 dimensional shapes, trace and paint different shapes, make patterns with food from food groups, trace triangles to make food groups chart, glue pictures of healthy foods to plates, make exercise patterns to follow outside

Field Trips, special visitors/volunteers, and community involvement activities:

We took a bus to the Community Center and enjoyed our annual F.E.A.S.T. and the PALs and Student Council members from the High school came over to have fun with us and helped run our learning centers. Mrs. Wise, our Principal, Mr. Chaplin, our Super Intendent, Dr. Russell our Assistant Super Intendent and Mrs. Ash, Director of Special Populations came and helped serve our lunch!

Family Involvement:

We had our annual Families Eating And Sharing Together. We invited families and friends to the Community Center to participate in family fun time, including a bounce house, photo booth and crafts. After all the fun, our district Administrators served up a traditional Thanksgiving dinner.

Nutrition Activities:

We followed recipe to make cheese sandwiches and ate the rainbow (jello) for healthy fruits. We had two fun and interactive food booths at our FEAST celebration.

Person completing form: A. Perez/ B. Hardy

Date: 12/1/17

Region 9 Head Start Site Report

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Head Start Site:

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|---|--|
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| ☐ Henrietta | |
| ☐ Nocona | |
| ☐ Petrolia | |

Month: November

Year: 2017

Enrollment information:

of enrolled students: 20

on waiting list: 13

Parent Training Topic:

- | | | | | |
|---|-------------------------------------|---|---|--|
| ☐ Child Abuse | ☐ Transition | ☐ Mental Health | ☒ Community Resources | ☐ Family Literacy |
| ☐ Safety/Pedestrian, Active Supervision, School Drop Off | | ☐ Nutrition Education | ☐ Father Involvement | |
| ☒ Health Education/Preventative Medical/Oral Health | | ☐ Fluoride Education | ☐ Other: | |
| ☐ Education: Child Growth & Development | | ☐ No parent meeting held this month. – <i>see family involvement</i> | | |

Disability information:

of referred students: 0 # receiving services: 4

Classroom Activities/Updates:

We studied Nature's Giants, Giants made my People, Make Believe Giants, Thanksgiving, and Healthy Choices. The kids made stalagmites and stalactites with playdough in a cave (big box), learned about erosion with water and sand, took a virtual helicopter ride on the smartboard to see skyscrapers and bridges, and created their own stories about a nice giant.

Field Trips, special visitors/volunteers, and community involvement activities:

Our families were invited to eat a Thanksgiving lunch with us, but instead we were evacuated to our high school due to a strong gas smell. So many parents helped us with our "field trip to eat lunch at the big kid's school".

Our school counselor visited us in the library and read our kids a book about generosity.

Family Involvement:

Our family involvement activity was for our families to trace their handprints and make "thankful hands" for each family member to hang on our classroom tree. 13 families participated.

Nutrition Activities:

The kids made cinnamon apple oatmeal during the week of learning about healthy choices.

Person completing form: Sara York

Date: 12-4-17

Region 9 Head Start Site Report

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Please email to stacey.jurecek@esc9.net

Head Start Site:

- | | |
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| ☐ Henrietta | |
| ☐ Nocona | |
| ☐ Petrolia | |

Month: November

Year: 2017

Enrollment information:

of enrolled students: 15

on waiting list: 6

Parent Training Topic:

- | | | | | |
|---|-------------------------------------|---|---|--|
| ☐ Child Abuse | ☐ Transition | ☒ Mental Health | ☒ Community Resources | ☐ Family Literacy |
| ☐ Safety/Pedestrian, Active Supervision, School Drop Off | | ☐ Nutrition Education | ☐ Father Involvement | |
| ☐ Health Education/Preventative Medical/Oral Health | | ☐ Fluoride Education | ☐ Other: | |
| ☐ Education: Child Growth & Development | | ☐ No parent meeting held this month. – <i>see family involvement</i> | | |

Disability information:

of referred students: 0 # receiving services: 0

Classroom Activities/Updates:

The first of the month we finished up our unit on Giant's by learning about make believe giants. We read Jack and the Beanstalk. Afterwards we compared a giant's footprint to our own. We then measured both footprints with linking cubes. We planted bean seeds to see if we could grow our own beanstalk. After our beans finally sprouted, we discussed the parts of the plant. Since we had planted the beans in clear solo cups, we were able to see the roots and learned why roots are so important to plants. The children then took their plants home and a few of the children give me updates on their plants at least once a week. Next, we started a unit on choices. We read Charlie Chipmunk's Thoughtful Day and discussed the choices he made in the book. During Thanksgiving week we made Native American and Pilgrim costumes. We learned about the first Thanksgiving and had a small Thanksgiving feast for snack. The rest of the month we moved on to learning about healthy eating choices and read many books about different healthy foods. We continued to study the alphabet and played a game called "letter smack" where the children used a clean fly swatter to "smack" the letter I called out on the letter wall. This has become a favorite game and is requested on a daily basis.

Field Trips, special visitors/volunteers, and community involvement activities:

None

Family Involvement:

Thanksgiving Tasting Feast, Parents read books at home with their children.

Nutrition Activities:

Had circle shaped crackers with cheese on them. Read many books on healthy eating.

Person completing form: Lara Branch

Date: 11/30/2017

Region 9 Head Start Site Report

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Please email to stacey.jurecek@esc9.net

Head Start Site: ☐ Bowie ☐ Burkburnett ☐ City View ☐ Electra ☒ Gainesville ☐ Henrietta ☐ Nocona ☐ Petrolia ☐ WF: Brook Village ☐ WF: Cunningham ☐ WF: Farris ☐ WF: Northwest ☐ WF: Rosewood	Month: November Year: 2017
Enrollment information: # of enrolled students: 70 # on waiting list: 11	

Parent Training Topic: Frog Street-Assertiveness			
☐ Child Abuse	☐ Transition	☐ Mental Health	☐ Community Resources
☐ Pedestrian Safety	☐ Health Education	☐ Nutrition Education	☐ Family Literacy
☐ Education: Child Growth & Development		☐ No parent meeting held this month – <i>see family involvement</i>	
# of Parents in Attendance: <u>9</u>			

Disability information: # of referred students: 7 # receiving services: 8

Classroom Activities/Updates:

LITERACY: We wrote letters to Santa. We also identified alliteration in words, clapped out syllables of words, and identified beginning sounds of words.

MATH: We sorted objects by attributes-color, shape, & size. We make AB pattern necklaces, named shapes, counted to 20 & practiced numeral recognition.

SCIENCE/SS: We examined fall leaves under a microscope and graphed our favorite leaf.

ART: We created crowns, shape trolls, paper bag turkeys & pumpkins, & turkey hand print placemats telling what we are thankful for. We also practiced STOP, DROP, & ROLL & painted 911 to help us remember what number to call for an emergency.

SOCIAL/EMOTIONAL: We discussed and practiced making helpful choices and being responsible.

Field Trips, special visitors/volunteers, and community involvement activities:

Weekly Kiwanis Readers-read & gave each student Little Owl's 123 board book for their home library.

Family Involvement:

Parent home & classroom volunteers.

CAMPUS-WIDE TURKEY-Each family decorated a feather for out turkey and he was displayed in our hallway for everyone to enjoy.

AMERICAN EDUCATION WEEK- Families ate lunch with students. Each class made Fall & Thanksgiving table decorations for their special lunch day.

PARENT MEETING- Ann Hicks taught parents about

ASSERTIVENESS using the Frog Street Parent Curriculum They made morning and nighttime routine picture schedules.

Nutrition Activities:

We made AB pattern kabobs with grapes & bananas, and Troll Smiles. We tasted & graphed Healthy & unhealthy snacks. We made S'mores in our Solar Ovens and each student made a cheese sandwich following a picture/word recipe independently.

Person completing form: April Waggoner

Date: December 1, 2017

Region 9 Head Start Site Report

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Please email to stacey.jurecek@esc9.net

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Parent Training Topic:			
☐ Child Abuse	☐ Transition	☐ Mental Health	☐ Community Resources
☐ Pedestrian Safety	☐ Health Education	☐ Nutrition Education	☒ Family Literacy
☒ Education: Child Growth & Development		☒ No parent meeting held this month – <i>see family involvement</i>	
# of Parents in Attendance: ____			

Disability information: # of referred students: 1 # receiving services: 4

Classroom Activities/Updates:

Our theme for this month was Color, Shape, and Size. We reviewed all of our colors and learned the sign for each color. We practiced sorting things by color, shape and size. We turned the home center into a bakery and practiced baking cookies of different shapes, decorating them, and then sorting them into groups based on attributes. We read Pete the Cat Rockin in my School Shoes, and sorted our class members based on the kind of shoes they were wearing. In the writing center, they are enjoying using shape stencils to create art. In our Lego center, they are practicing building cages to fit various sizes of dinosaurs.

Field Trips, special visitors/volunteers, and community involvement activities:

We attended the first grade musical in the auditorium.

Family Involvement:

We had the great grandparents of one of our students come on November 13th to do a Native American presentation. We learned all the different parts of the regalia and the family heritage of how the pieces are handed down to each generation. Then they demonstrated a Pow Wow dance let the students and parents participate.

Nutrition Activities: We did not have a nutrition activity in November.

Person completing form: Tina Moore	Date: November 30, 2017
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1Region 9 Head Start Site Report

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Enrollment information: # of enrolled students: 27 # on waiting list: 3																	

Parent Training Topic:			
☐ Child Abuse	☐ Transition	☐ Mental Health	☐ Community Resources
☐ Pedestrian Safety	☐ Health Education	☐ Nutrition Education	☐ Family Literacy
☐ Education: Child Growth & Development		☐ No parent meeting held this month – <i>see family involvement</i>	
# of Parents in Attendance: 11		**Dad Involvement Event	

Disability information:
of referred students: 5 # receiving services: 4

Classroom Activities/Updates: In November we learned about attributes and safety. We practiced crossing the street and wearing helmets for our bikes. We made stop lights for our snack. We had a great Father Involvement Day and “Buckle Up For Safety” was our theme! We had Dads, Grandfathers, Grandmothers and Moms help make cars out of boxes. We buckled up (with yarn) and went out on the playground to drive our cars. We are working hard on recognizing our names! We dug through deer corn to find our letters in our name. We also made turkeys and on the feathers we wrote our names. We made Thanksgiving vests and sang Thanksgiving songs for our families!

Field Trips, special visitors/volunteers, and community involvement activities:

Family Involvement:

Our “Buckle Up For Safety” Dad Involvement event was a great success and we appreciate all of the parents and grandparents who volunteered their time to help!

Person completing form: Tami Laws

Date: Nov. 5, 2017

Region 9 Head Start Site Report

*The site report will be completed on the last working day of the month to reflect the activities of that month.
Please email to stacey.jurecek@esc9.net

Head Start Site: <table style="width: 100%;"> <tr> <td>☐ Bowie</td> <td>☐ WF: Brook Village</td> </tr> <tr> <td>☐ Burkburnett</td> <td>☐ WF: Cunningham</td> </tr> <tr> <td>☐ City View</td> <td>☐ WF: Farris</td> </tr> <tr> <td>☐ Electra</td> <td>☐ WF: Northwest</td> </tr> <tr> <td>☐ Gainesville</td> <td>☐ WF: Rosewood</td> </tr> <tr> <td>☐ Henrietta</td> <td></td> </tr> <tr> <td>☐ Nocona</td> <td></td> </tr> <tr> <td>☒ Petrolia</td> <td></td> </tr> </table>	☐ Bowie	☐ WF: Brook Village	☐ Burkburnett	☐ WF: Cunningham	☐ City View	☐ WF: Farris	☐ Electra	☐ WF: Northwest	☐ Gainesville	☐ WF: Rosewood	☐ Henrietta		☐ Nocona		☒ Petrolia		Month: November Year: 2017
☐ Bowie	☐ WF: Brook Village																
☐ Burkburnett	☐ WF: Cunningham																
☐ City View	☐ WF: Farris																
☐ Electra	☐ WF: Northwest																
☐ Gainesville	☐ WF: Rosewood																
☐ Henrietta																	
☐ Nocona																	
☒ Petrolia																	
Enrollment information: # of enrolled students: 10 # on waiting list: 3																	

Parent Training Topic:			
☐ Child Abuse	☐ Transition	☐ Mental Health	☐ Community Resources
☐ Pedestrian Safety	☐ Health Education	☐ Nutrition Education	☐ Family Literacy
☐ Education: Child Growth & Development		☒ No parent meeting held this month – <i>see family involvement</i>	
# of Parents in Attendance: _____			

Disability information: # of referred students: Click here to enter text. # receiving services: 2

Classroom Activities/Updates:

Our theme for this month has been Giants and Thanksgiving. We talked about all kinds of Giants and built giant structures in our block & Lego centers. We talked about things we were Thankful for. Our families decorated turkeys at home and we decorated our Thanksgiving Lunch tables with their turkeys. We had Tumble Bus on Nov. 6th & Nov. 27th. We were out of school the whole week of Nov. 20 for Thanksgiving Break.

Field Trips, special visitors/volunteers, and community involvement activities:

*Our volunteer fire department brought the Fire House and talked to us about Fire Safety.

Family Involvement:

Our families continue to collect different colored items to make color collages.

* Ann Hicks came and did a Parent Class on Conscious Discipline. .

*We had our annual Thanksgiving lunch with our families on Thursday, Nov 16th.

Nutrition Activities:

We tasted Green foods bell pepper, pickles, lime sherbet, grapes, cucumbers, & green apples .

Person completing form: Mary Morgan	Date: 12/5/17
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Region 9 Head Start Site Report

*The site report will be completed on the last working day of the month to reflect the activities of that month. Please email to stacey.jurecek@esc9.net

Head Start Site:

- | | |
|--------------------------------------|---|
| ☐ Bowie | ☒ WF: Brook Village |
| ☐ Burkburnett | ☒ WF: Cunningham |
| ☐ City View | ☒ WF: Farris |
| ☐ Electra | ☒ WF: Northwest |
| ☐ Gainesville | ☒ WF: Rosewood |
| ☐ Henrietta | |
| ☐ Nocona | |
| ☐ Petrolia | |

Month: November

Year: 2017

Enrollment information:

of enrolled students: 419

on waiting list: 17

Parent Training Topic:

- | | | | |
|--|---|---|--|
| ☐ Child Abuse | ☐ Transition | ☐ Mental Health | ☐ Community Resources |
| ☐ Pedestrian Safety | ☐ Health Education | ☒ Nutrition Education | ☐ Family Literacy |
| ☐ Education: Child Growth & Development | ☐ Father Involvement | | |

of Parents in Attendance: 41

Disability information:

of referred students: 11 # receiving services: 43

Classroom Activities/Updates: This month our theme focused on health and healthy choices. We also used this theme to incorporate Thanksgiving. Most classrooms had a Thanksgiving Feast and dressed up as Pilgrims and Indians. Teachers used food activities in their instruction and had fun learning about healthy choices and exploring different foods.

Field Trips, special visitors/volunteers, and community involvement activities: The Food Bank is finishing up their "Exploring Food Together" curriculum with our four year old classes. The kids got to smell, taste, and feel different herbs. They also got to cook with them. The kids have really enjoyed the Food Bank visits. Also, we had parents and family members join us for our Thanksgiving Feast.

Family Involvement: Our family night was Nov. 30. We had Serena Glen speak to our parents about Chartwell's Food Service and answered questions. Jessica Baughman, with the Food Bank, also spoke to our parents about healthy snack options. Parents and children made Banana Santa's and other healthy fun snacks. They also played other games that had a nutrition theme. Each family was given a cookbook before they left.

Nutrition Activities: Along with the Food Banks visits, classrooms also had Thanksgiving Feasts. Other cooking activities were baking bread, making donuts and taste testing fruits and vegetables.

Person completing form: Marlowe Waddell

Date: December 4, 2017

12/4/2017
3:30 PM

2004 - Management Report - Eligibility Income
Program Term: Head Start 2017-2018, Enrollment Status: Enrolled

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1 of 1
stacey.j

Participant	Family		Income						TANF			SSI		WIC		Income Range						
	Family Name	Primary Adult	Eligible 0-100%	101-130%	Over Income	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes	No	\$0 to \$2999	\$3000 to \$5999	\$6000 to \$8999	\$9000 to \$11999	\$12000 to \$14999	\$15000 and Over	
Report: Management Report - Eligibility Income																						
Agency: Region 9 ESC																						
Subtotals for Site: BOWIE																						
31			25	0	1	2	2	1	0	30	1	2	29	8	23	10	2	5	3	1	10	
Subtotals for Site: BROOK VILLAGE (HS/PreK)																						
33			27	0	0	0	2	4	0	32	0	4	29	1	32	11	2	3	3	2	12	
Subtotals for Site: BURKBURNETT																						
56			49	0	0	2	1	4	1	51	2	3	53	8	48	15	2	4	1	11	23	
Subtotals for Site: CITYVIEW																						
20			14	0	0	0	5	1	0	20	0	1	19	8	12	5	0	2	2	5	6	
Subtotals for Site: Cunningham Elementary																						
18			12	0	0	1	4	1	0	18	0	1	17	1	17	7	2	1	1	1	6	
Subtotals for Site: ELECTRA HEADSTART																						
15			13	0	0	1	1	0	0	13	1	0	15	2	13	5	1	3	0	0	6	
Subtotals for Site: FARRIS CENTER																						
216			177	0	0	8	12	19	2	211	3	17	199	71	145	68	7	15	18	24	84	
Subtotals for Site: Gainesville Head Start																						
70			58	0	0	3	8	1	1	67	2	2	68	23	47	24	3	5	3	4	31	
Subtotals for Site: HES HEAD START																						
13			10	0	2	0	0	1	0	12	0	1	12	4	9	3	0	0	0	1	9	
Subtotals for Site: Nocona HS																						
27			22	0	0	2	3	0	0	27	0	0	27	7	20	8	1	0	1	3	14	
Subtotals for Site: NORTHWEST																						
51			43	0	0	2	4	2	0	51	0	2	49	23	28	14	5	4	6	11	11	
Subtotals for Site: Petrolia (HS/PreK)																						
10			9	0	0	0	1	0	0	9	0	2	8	2	8	6	0	0	0	1	3	
Subtotals for Site: ROSEWOOD HEAD START																						
101			78	0	0	0	7	16	6	95	0	15	86	35	66	41	5	6	5	11	33	
Subtotals for Agency: Region 9 ESC																						
661			537	0	3	21	50	50	10	636	9	50	611	193	468	217	30	48	43	75	248	
Report Totals																						
661			537	0	3	21	50	50	10	636	9	50	611	193	468	217	30	48	43	75	248	

Region 9 ESC

2005 - Management Report - End of Month Enrollment

Program Term: Head Start 2017-2018, Replacement In Same Site, Replacement In Same Classroom, Reporting Date: 11/30/2017

Region 9 ESC

	Total	Actual Enrollment	Vacancies	Days Vacant (Avg)
BOWIE				
Head Start Totals:	31	31	0	0 (Avg)
BROOK VILLAGE (HS/PreK)				
Head Start Totals:	33	33	0	0 (Avg)
BURKBURNETT				
Head Start Totals:	56	56	0	0 (Avg)
CITYVIEW				
Head Start Totals:	20	20	0	0 (Avg)
Cunningham Elementary				
Head Start Totals:	18	18	0	0 (Avg)
ELECTRA HEADSTART				
Head Start Totals:	15	15	0	0 (Avg)
FARRIS CENTER				
Head Start Totals:	216	216	0	0 (Avg)
Gainesville Head Start				
Head Start Totals:	70	70	0	0 (Avg)
HES HEAD START				
Head Start Totals:	13	13	0	0 (Avg)
Nocona HS				
Head Start Totals:	27	27	0	0 (Avg)
NORTHWEST				
Head Start Totals:	51	51	0	0 (Avg)
Petrolia (HS/PreK)				
Head Start Totals:	10	10	0	0 (Avg)
ROSEWOOD HEAD START				
Head Start Totals:	101	101	0	0 (Avg)
Region 9 ESC Totals:	661	661	0	0 (Avg)

This report shows children/pregnant mothers who were either enrolled on the Reporting Date or were terminated and not replaced within 30 days prior to the Reporting Date.

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Region 9 ESC

3501 - Management Report - Disability

Program Term: Head Start 2017-2018, Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed

Agency Summary - Region 9 ESC

Children	Children with an IEP or IFSP (% of funded enrollment)	Received Services	Primary Disability
69	Open IEP 68 10.8%	68	Autism 1
Funded:	Closed IEP 1 0.2%	1	Health impairment 2
630	Open IFSP 0 0.0%	0	Non-categorical/developme 5
	Closed IFSP 0 0.0%	0	Orthopedic impairment 1
	Total Open 68 10.8%	68	Speech or language impair 58
	Total Closed 1 0.2%	1	
			IEP / IFSPs Due
			Past Due 1
			Next 30 days 0
			More than 30 days 67
			<blank> 1

Region 9 ESC

2006 - Management Report - Waitlist

Participants on the Waitlist as of 11/30/17

Region 9 ESC

Waitlist	
Location: BOWIE	
Program: Head Start	10
BOWIE Totals:	10
Location: BURKBURNETT	
Program: Head Start	16
BURKBURNETT Totals:	16
Location: CITYVIEW	
Program: Head Start	13
CITYVIEW Totals:	13
Location: ELECTRA HEADSTART	
Program: Head Start	6
ELECTRA HEADSTART Totals:	6
Location: FARRIS CENTER	
Program: Head Start	17
FARRIS CENTER Totals:	17
Location: Gainesville Head Start	
Program: Head Start	11
Gainesville Head Start Totals:	11
Location: HES HEAD START	
Program: Head Start	9
HES HEAD START Totals:	9
Location: Nocona HS	
Program: Head Start	3
Nocona HS Totals:	3
Location: Petrolia (HS/PreK)	
Program: Head Start	3
Petrolia (HS/PreK) Totals:	3
Region 9 ESC Totals:	88
Program: Head Start	88

Language Supports in the Classroom - Monitoring November 2017

Classroom	English	Spanish	Total	Other	Spanish Speaking Staff
Bowie 1	13	2	15		
Bowie 2	13	3	16		
Brook Village 1	12	4	16		
Brook Village 3	16	1	17		
Burkburnett HS-1	17	0	17		
Burkburnett HS-2	19	0	19		
Burkburnett HS-3	20	0	20		
City View 1	20	0	20		
Cunningham A	18	0	18		
Electra HS 1	14	1	15		
Farris 02	17	0	17		
Farris 04	17	0	17		
Farris 13	17	0	17		
Farris 14	15	0	15		Faris
Farris 15	10	7	17		Chavez/Orduno
Farris 17	17	0	17		Herrera
Farris 19	17	0	17		
Farris 20	16	0	16		
Farris 21	17	0	17		
Farris 22	17	0	17		
Farris 23	13	2	15		
Farris 24	17	0	17		
Farris 26	9	8	17		Duran
Gainesville A	16	1	17		
Gainesville B	10	7	17		Villa
Gainesville C	10	8	18		Gonzalez
Gainesville D	17	1	18		
Henrietta A (HES A)	13	0	13		
Nocona A	8	4	12		Hinijosa (see schedule)
Nocona B	10	5	15		Hinijosa (see schedule)
Northwest 1	8	9	17		Perez
Northwest 2	17	0	17		
Northwest 3	17	0	17		
Petrolia	10	0	10		Morgan
Rosewood 1	16	1	17		
Rosewood 3	14	0	14		
Rosewood 4	17	0	17		
Rosewood 6	18	0	18		
Rosewood 7	11	7	18		Wheeler
Rosewood 8	0	17	17		Rodriguez/Barron
Total:			661		

Classroom is compliant

Carefully monitor

Classroom is non-compliant

Term: Head Start 2017-2018, Status: Enrolled, Enrolled: 11/1/2017 - 11/30/2017

Region 9 ESC

BOWIE

Bowie Classroom 1

Name (Last, First)

Primary Language

13 English
2 Spanish

Primary Language At Home

13 English
2 Spanish

Bowie Classroom 2

Name (Last, First)

Primary Language

13 English
3 Spanish

Primary Language At Home

13 English
3 Spanish

Summary Information for Site

BOWIE

26 English
5 Spanish

26 English
5 Spanish

BROOK VILLAGE (HS/PreK)

Brook Village Classroom 1

Name (Last, First)

Primary Language

12 English
4 Spanish

Primary Language At Home

11 English
5 Spanish

Brook Village Classroom 3

Name (Last, First)

Primary Language

16 English
1 Spanish

Primary Language At Home

14 English
3 Spanish

Summary Information for Site

BROOK VILLAGE (HS/PreK)

28 English
5 Spanish

25 English
8 Spanish

BURKBURNETT

Burkburnett HS-1

Name (Last, First)

Primary Language

17 English

Primary Language At Home

17 English

Burkburnett HS-2

Name (Last, First)

Primary Language

19 English

Primary Language At Home

19 English

Burkburnett HS-3

Name (Last, First)

Primary Language

20 English

Primary Language At Home

20 English

Summary Information for Site

BURKBURNETT

56 English

56 English

CITYVIEW

City View Classroom 1

Name (Last, First)

Primary Language

20 English

Primary Language At Home

20 English

Summary Information for Site

CITYVIEW

20 English

20 English

Region 9 ESC

Cunningham Elementary Cunningham Classroom A

Name (Last, First)	Primary Language	Primary Language At Home
	18 English	1 Cheole...Haitian 17 English

Summary Information for Site

Cunningham Elementary

18 English	1 Cheole...Haitian 17 English
------------	----------------------------------

ELECTRA HEADSTART ELECTRA HEADSTART 1

Name (Last, First)	Primary Language	Primary Language At Home
	14 English 1 Spanish	14 English 1 Spanish

Summary Information for Site

ELECTRA HEADSTART

14 English 1 Spanish	14 English 1 Spanish
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FARRIS CENTER Farris Classroom 02

Name (Last, First)	Primary Language	Primary Language At Home
	17 English	17 English

Farris Classroom 04 Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Farris Classroom 13 Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Farris Classroom 14 Name (Last, First)

Primary Language	Primary Language At Home
15 English	15 English

Farris Classroom 15 Name (Last, First)

Primary Language	Primary Language At Home
10 English 7 Spanish	10 English 7 Spanish

Farris Classroom 17 Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Farris Classroom 19 Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Farris Classroom 20 Name (Last, First)

Primary Language	Primary Language At Home
16 English	16 English

Region 9 ESC
FARRIS CENTER
Farris Classroom 21

Name (Last, First)	Primary Language	Primary Language At Home
	17 English	16 English 1 Spanish

Farris Classroom 22
Name (Last, First)

Primary Language	Primary Language At Home
17 English	15 English 2 Spanish

Farris Classroom 23
Name (Last, First)

Primary Language	Primary Language At Home
13 English 2 Spanish	12 English 3 Spanish

Farris Classroom 24
Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Farris Classroom 26
Name (Last, First)

Primary Language	Primary Language At Home
9 English 8 Spanish	8 English 9 Spanish

Summary Information for Site

FARRIS CENTER

199 English 17 Spanish	194 English 22 Spanish
---------------------------	---------------------------

Gainesville Head Start
Gainesville A

Name (Last, First)	Primary Language	Primary Language At Home
	16 English 1 Spanish	14 English 3 Spanish

Gainesville B
Name (Last, First)

Primary Language	Primary Language At Home
10 English 7 Spanish	8 English 9 Spanish

Gainesville C
Name (Last, First)

Primary Language	Primary Language At Home
10 English 8 Spanish	10 English 8 Spanish

Gainesville D
Name (Last, First)

Primary Language	Primary Language At Home
17 English 1 Spanish	17 English 1 Spanish

Summary Information for Site

Gainesville Head Start

53 English 17 Spanish	49 English 21 Spanish
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Region 9 ESC
HES HEAD START
HES HEAD START A

Name (Last, First)	Primary Language	Primary Language At Home
	13 English	12 English 1 Spanish

Summary Information for Site

HES HEAD START

13 English	12 English 1 Spanish
------------	-------------------------

Nocona HS
Nocona Classroom A

Name (Last, First)	Primary Language	Primary Language At Home
	8 English 4 Spanish	8 English 4 Spanish

Nocona Classroom B

Name (Last, First)	Primary Language	Primary Language At Home
	10 English 5 Spanish	10 English 5 Spanish

Summary Information for Site

Nocona HS

18 English 9 Spanish	18 English 9 Spanish
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NORTHWEST

Northwest Classroom 1

Name (Last, First)	Primary Language	Primary Language At Home
	8 English 9 Spanish	8 English 9 Spanish

Northwest Classroom 2

Name (Last, First)	Primary Language	Primary Language At Home
	17 English	17 English

Northwest Classroom 3

Name (Last, First)	Primary Language	Primary Language At Home
	17 English	15 English 2 Spanish

Summary Information for Site

NORTHWEST

42 English 9 Spanish	40 English 11 Spanish
-------------------------	--------------------------

Petrolia (HS/PreK)

Petrolia

Name (Last, First)	Primary Language	Primary Language At Home
	10 English	10 English

Summary Information for Site

Petrolia (HS/PreK)

10 English	10 English
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Region 9 ESC
ROSEWOOD HEAD START
Rosewood Classroom 1

Name (Last, First)	Primary Language	Primary Language At Home
	1 Bangla-Banglades 16 English	1 Bangla-Bangladesh 16 English

Rosewood Classroom 3
Name (Last, First)

Primary Language	Primary Language At Home
14 English	13 English 1 Spanish

Rosewood Classroom 4
Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Rosewood Classroom 6
Name (Last, First)

Primary Language	Primary Language At Home
18 English	18 English

Rosewood Classroom 7
Name (Last, First)

Primary Language	Primary Language At Home
11 English 7 Spanish	8 English 10 Spanish

Rosewood Classroom 8
Name (Last, First)

Primary Language	Primary Language At Home
17 Spanish	17 Spanish

Summary Information for Site

ROSEWOOD HEAD START

1 Bangla-Banglades 76 English 24 Spanish	1 Bangla-Bangladesh 72 English 28 Spanish
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Summary Information for Agency

Region 9 ESC

1 Bangla-Banglades 573 English 87 Spanish	1 Bangla-Bangladesh 1 Cheole...Haitian 553 English 106 Spanish
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Summary Information for Report

1 Bangla-Banglades 573 English 87 Spanish	1 Bangla-Bangladesh 1 Cheole...Haitian 553 English 106 Spanish
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Region 9 ESC

2371 - CACFP Reimbursement Summary

Program Term: Head Start 2017-2018, Enrollment Status: Enrolled

Attendance Date: 11/1/2017 - 11/30/2017

Region 9 ESC

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Head Start 2017-2018									
BOWIE									
Bowie Classroom 1	19	15	0	0	239	0	237	237	0
Bowie Classroom 2	19	16	0	0	285	0	285	285	0
BOWIE	38	31	0	0	524	0	522	522	0
BROOK VILLAGE (HS/PreK)									
Brook Village Classroom 1	19	16	0	0	290	0	290	290	0
Brook Village Classroom 3	19	17	0	0	315	0	315	315	0
BROOK VILLAGE (HS/PreK)	38	33	0	0	605	0	605	605	0
BURKBURNETT									
Burkburnett HS-1	16	19	0	0	236	0	236	236	0
Burkburnett HS-2	16	19	0	0	284	0	284	284	0
Burkburnett HS-3	16	20	0	0	302	0	302	302	0
BURKBURNETT	48	58	0	0	822	0	822	822	0
CITYVIEW									
City View Classroom 1	17	20	0	0	325	0	325	325	0
CITYVIEW	17	20	0	0	325	0	325	325	0
Cunningham Elementary									
Cunningham Classroom A	19	18	0	0	327	0	327	327	0
Cunningham Elementary	19	18	0	0	327	0	327	327	0
ELECTRA HEADSTART									
ELECTRA HEADSTART 1	19	15	0	0	261	0	261	261	0
ELECTRA HEADSTART	19	15	0	0	261	0	261	261	0
FARRIS CENTER									
Farris Classroom 02	19	17	0	0	291	0	291	291	0
Farris Classroom 04	19	17	0	0	298	0	298	298	0
Farris Classroom 13	19	17	0	0	268	0	268	268	0
Farris Classroom 14	19	15	0	0	266	0	266	266	0
Farris Classroom 15	19	17	0	0	270	0	270	270	0
Farris Classroom 17	19	17	0	0	302	0	302	302	0
Farris Classroom 19	19	18	0	0	281	0	281	281	0
Farris Classroom 20	19	16	0	0	282	0	282	282	0
Farris Classroom 21	19	17	0	0	302	0	302	302	0
Farris Classroom 22	19	17	0	0	307	0	307	307	0
Farris Classroom 23	19	15	0	0	263	0	263	263	0
Farris Classroom 24	19	17	0	0	296	0	296	296	0
Farris Classroom 26	19	17	0	0	299	0	299	299	0
FARRIS CENTER	247	217	0	0	3,725	0	3,725	3,725	0
Gainesville Head Start									

Region 9 ESC
2371 - CACFP Reimbursement Summary
Program Term: Head Start 2017-2018, Enrollment Status: Enrolled
Attendance Date: 11/1/2017 - 11/30/2017

Region 9 ESC

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Head Start 2017-2018									
Gainesville A	16	17	0	0	240	0	240	240	0
Gainesville B	16	17	0	0	256	0	256	256	0
Gainesville C	16	17	0	0	273	0	273	273	0
Gainesville D	16	17	0	0	266	0	266	266	0
Gainesville Head Start	64	68	0	0	1,035	0	1,035	1,035	0
HES HEAD START									
HES HEAD START A	18	14	0	0	228	0	227	226	0
HES HEAD START	18	14	0	0	228	0	227	226	0
Nocona HS									
Nocona Classroom A	19	13	0	0	213	0	213	213	0
Nocona Classroom B	19	15	0	0	269	0	269	269	0
Nocona HS	38	28	0	0	482	0	482	482	0
NORTHWEST									
Northwest Classroom 1	19	17	0	0	298	0	298	298	0
Northwest Classroom 2	19	17	0	0	298	0	298	298	0
Northwest Classroom 3	19	17	0	0	306	0	306	306	0
NORTHWEST	57	51	0	0	902	0	902	902	0
Petrolia (HS/PreK)									
Petrolia	16	10	0	0	146	0	146	146	0
Petrolia (HS/PreK)	16	10	0	0	146	0	146	146	0
ROSEWOOD HEAD START									
Rosewood Classroom 1	19	17	0	0	296	0	296	296	0
Rosewood Classroom 3	19	14	0	0	243	0	243	243	0
Rosewood Classroom 4	19	17	0	0	288	0	288	288	0
Rosewood Classroom 6	19	18	0	0	316	0	316	316	0
Rosewood Classroom 7	19	18	0	0	330	0	330	330	0
Rosewood Classroom 8	19	17	0	0	305	0	305	305	0
ROSEWOOD HEAD START	114	101	0	0	1,778	0	1,778	1,778	0
Region 9 ESC	733	663	0	0	11,160	0	11,157	11,156	0
Report Totals	733	663	0	0	11,160	0	11,157	11,156	0

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	May			June			July		
	Breakfast 2.09	Lunch 3.25	Snack 0.88	Breakfast 2.09	Lunch 3.25	Snack 0.88	Breakfast 2.09	Lunch 3.25	Snack 0.88
Bowie				0.00	0.00	0.00	0.00	0.00	0.00
Burkburnett				0.00	0.00	0.00	0.00	0.00	0.00
City View				0.00	0.00	0.00	0.00	0.00	0.00
Electra				0.00	0.00	0.00	0.00	0.00	0.00
Gainesville				0.00	0.00	0.00	0.00	0.00	0.00
Henrietta				0.00	0.00	0.00	0.00	0.00	0.00
Nocona				0.00	0.00	0.00	0.00	0.00	0.00
Petrolia				0.00	0.00	0.00	0.00	0.00	0.00
Wichita Falls				0.00	0.00	0.00	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Total		\$0.00			\$0.00			\$0.00	
3rd Quarter Total		\$0.00							

	Breakfast 2.09	August Lunch 3.25	Snack 0.88	Breakfast 2.09	September Lunch 3.25	Snack 0.88	Breakfast 2.09	October Lunch 3.25	Snack 0.88
Bowie									
Burkburnett									
City View									
Electra									
Gainesville									
Henrietta									
Nocona									
Petrolia									
Wichita Falls									
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Total		\$0.00			\$0.00			\$0.00	
4th Quarter Total		\$0.00							

[illegible]

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-02	2. Issuance Date: 09/21/17
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes Harvey, Irma, Jose, and Maria; Natural Disaster	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

SUBJECT: Disaster Recovery from 2017 Hurricanes

INFORMATION:

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

Serving Other Eligible Head Start Families

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

Administrative Flexibility

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

Eligibility, Recruitment, Selection, and Enrollment

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

Program Options and Hours of Program Operations

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

Space, Class Size, and Ratios

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

Additional Classroom Staffing and Teacher Credentials

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

Safe Environments

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>.

Health and Mental Health Services

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

[The Head Start Emergency Preparedness Manual](#) addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

[Psychological First Aid](#) is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

[Children's Responses to Crises and Tragic Events](#) is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

[Helping Your Child Cope After a Disaster](#) is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

Nutrition

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

Children with Disabilities

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

Fiscal Management

Recovery Costs: Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

Budget Modifications: It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

Staffing and Wages: Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate

supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

Equipment: Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to \$25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$25,000.

Procurement: Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329–75.335 must be followed and a complete application using SF-429 and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

Davis-Bacon Act: Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information may be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER: 55

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 06CH7096-05-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Non-Competing Continuation		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018		9. PROJECT PERIOD: 11/01/2013 THRU 10/31/2018		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Region 9 Education Service Center 301 Loop 11 Wichita Falls, TX 76306-3706 Grantee Authorizing Official: Robert Henderson , Board Chairman			12. PROJECT / PROGRAM TITLE: Head Start	
13. COUNTY: Wichita		14. CONGR. DIST: 13	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Stacey Jurecek Head Start Director	
16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel..... \$ 1,361,389.00		A. NON-FEDERAL SHARE..... \$ 516,311.00 20%		
Fringe Benefits..... \$ 154,807.00		B. FEDERAL SHARE..... \$ 2,065,243.00 80%		
Travel..... \$ 8,641.00		18. FEDERAL SHARE COMPUTATION:		
Equipment..... \$ 0.00		A. TOTAL FEDERAL SHARE..... \$ 2,065,243.00		
Supplies..... \$ 78,718.00		B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00		
Contractual..... \$ 252,592.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$ 0.00		
Facilities/Construction..... \$ 0.00		19. AMOUNT AWARDED THIS ACTION:		\$ 2,065,243.00
Other..... \$ 110,751.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 18,323,276.00
Direct Costs..... \$ 1,966,898.00		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
Indirect Costs..... \$ 98,345.00		Deductive		
At % of \$				
In Kind Contributions..... \$ 0.00		22. APPLICANT EIN: 751246742	23. PAYEE EIN: 1751246742A1	24. OBJECT CLASS: 41.51
Total Approved Budget..... \$ 2,065,243.00				

25. FINANCIAL INFORMATION:

DUNS 611506788

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	06CH709605	75-18-1536	8-G064120	\$26,327.00		
	06CH709605	75-18-1536	8-G064122	\$2,038,916.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Janice Pruitt		DATE: 10/23/2017	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett		DATE: 10/23/2017
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Mrs. Tatia Long - Program Specialist Support			DATE: 10/23/2017		

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 06CH7096-05-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Non-Competing Continuation	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018		9. PROJECT PERIOD: 11/01/2013 THRU 10/31/2018		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Region 9 Education Service Center				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201
AND
U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures,
Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371
Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Region 9 Education Service Center

06CH7096-05-00

1. Remarks
2. Property Terms and Conditions

26. REMARKS (Continued from previous page)

This grant action awards partial funds for the 11/01/2017-10/31/2018 budget period. The projected annual funding level for Head Start operations in Fiscal Year (FY) 2018 is \$4,077,831, and the projected training and technical assistance allocation is \$52,653. The balance of the funds will be awarded when available, subject to the final appropriation for the Head Start program for FY 2018.

Head Start population: 630 children.

Designated Head Start service area: Bowie and Nocona in Montague County, Texas; Burkburnett, City View, Electra, and Wichita Falls in Wichita County, Texas; Gainesville in Cooke County, Texas; Henrietta and Petrolia in Clay County, Texas..

Approved program options: Center-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1.

Attachment 1

Award Number: 06CH7096/05

Recipient Organization: REGION 9 EDUCATION SERVICE CENTER

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 11/01/2017-10/31/2018 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

1. Under grant program regulations at 45 C.F.R. § 75.323, a property trust relationship exists for the benefit of the awarding program in all property the non-Federal entity acquires or improves with ACF funds, including real property, equipment and supplies. The non-Federal entity holds the property in trust for the beneficiaries of the project or program under which the property was acquired or improved. ACF may require the non-Federal entity to record liens or other appropriate notices such as Notices of Federal Interest to indicate that real property has been acquired or improved with Federal award funds and that use and disposition conditions apply to the property. The Federal interest in the property cannot be defeated by a grantee's failure to file an appropriate notice. A grantee may not encumber or permit a third party to encumber any property where federal funds were used for purchase, construction or renovation without ACF's written consent. Financing and refinancing a property with or without subordination of the Federal interest are encumbrance actions and subject to formal ACF approval.
2. The Federal interest in real property purchased, constructed or renovated with Federal funds does not expire but remains in place until formal disposition. When real property is no longer needed either because the non-Federal entity is leaving the program or for another reason, the non-Federal entity must obtain disposition instructions from the HHS awarding agency in accordance with 45 C.F.R. §75.318 (c) (1)-(3). While the awardee may indicate a disposition preference in the request for disposition instructions, ACF has the discretion to direct a different disposition option. The non-Federal entity must request disposition instructions within 60 days of project expiration or notice of termination. If the non-Federal entity fails to request disposition instructions, ACF will direct disposition. A grantee's failure to comply with ACF's disposition instructions will constitute a material violation of the terms and conditions of this grant award. Grantees are responsible for maintaining accurate and up-to-date records of any non-Federal contributions, including payments of principal and interest on loans, made towards the purchase, construction, or renovation of real property, and itemized records of the funding source of such contributions. Grantees must produce those records when requesting disposition. In accordance with 45 C.F.R. §75.320 (e), the grantee must request disposition instructions from ACF for equipment purchased with Federal funds and which is no longer needed either because the grantee is leaving the program or for another reason.
3. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination of support or completion of the project or program, at ACF's direction, the supplies must be transferred for use by another non-Federal entity.

Region 9 ESC Head Start Observation and Monitoring Report

Region 9 ESC Monitor: Sharon West

Month: November **Year:** 2017

Areas Monitored:

- Child Health & Safety 1302.47
- Coaching 1302.92
- Disabilities Services 1302.60
- Education 1302.30
- Safe Environments 1302.47

SUMMARY REPORT:

STRENGTHS:

Child Health and Safety:

Coaching: Eighteen classrooms are currently receiving coaching services.

Education: Nineteen classrooms have been observed with the CLASS tool and have met the minimum requirements. Sixteen classrooms are compliant with the Curriculum Fidelity Tool. The remainder of the classrooms will have the CLASS observation completed in December, as well as being monitored with the Curriculum Fidelity Tool.

Disabilities Services: Overall disabilities for Region 9 Head Start are currently at 10% for the month of November.

Safe Environments: All sites have maintained a Daily Playground Checklist. Seven playgrounds have maintenance work orders turned in for site treatments and/or repairs.

NON-COMPLIANCE:

- One classroom is non-compliant in Child Development & Education and in Safe Environments.
- Three classrooms were non-compliant with the Curriculum Fidelity Tool.
- Five playgrounds were found to be non-compliant with the Daily Playground Checklist.

Responsive/Correction Action:

Standard Procedure: Communication and monitoring reports are shared with the teacher, principals/site managers and the Head Start director concerning any non-compliances.

Actions:

- The one classroom that is non-compliant in Child Development & Education and in Safe Environments will have a recheck for compliance in December.
- The three non-compliant classrooms were rechecked in November and found to be compliant.
- The five playgrounds will have monitoring rechecks in December.

Bowie	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Compliant
	Child Health & Safety:	Not monitored

NOTES:

Coaching: One staff member is currently receiving coaching services.

The classrooms were compliant with the Fidelity Curriculum Tool.

The playground had three Plan of Action areas that were non-compliant. Corrections were completed on November 10, 2017.

- 1) Mulch was added where bare patches of the ground were visible.
- 2) Concrete was added to a few areas of the concrete where the cracks were deeper or wider than one inch.
- 3) There were steps on the play structure that had exposed areas of metal. The areas identified were coated with blue sealant paint.

Burkburnett	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Compliant
	Child Health & Safety:	Not monitored

NOTES:

The classrooms were compliant with the Curriculum Fidelity Tool.

The playground was monitored on November 8, 2017. The playground is currently closed to Head Start students and staff due to there not being a fence in place for Active Supervision, and the mulch levels are low. The Head Start staff and students are currently using the courtyard which is in compliance.

City View	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Non-Compliant (see notes below)
	Child Health & Safety:	Not monitored

NOTES:

The classroom was compliant with the Curriculum Fidelity Tool.

The playground and courtyard were monitored on November 1, 2017 and has six Plans of Action which include:

- 1) The painted red equipment on the rock playground needs to be sanded and possibly repainted (exposure to peeling paint).
- 2) On the courtyard there are a few holes that are wider and/or deeper than one inch – will need to be filled.
- 3) The edging around the drain on the courtyard needs to be smoothed out with a layer of concrete (tripping hazard).
- 4) The black edging around the trees on the courtyard needs to be replaced (broken pieces – tripping hazard).
- 5) There are ant beds that need to be treated along the brick wall on the courtyard.
- 6) The grass under the ball goal on the courtyard will need to be mowed or the use of a weed eater.

All corrections are due on December 4, 2017.

Electra	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Non-Compliant (see notes below)
	Child Health & Safety:	Not monitored

NOTES:

The classroom was compliant with the Curriculum Fidelity Tool.

The playground was monitored on October 9, 2017 and has nine Plans of Action which include:

- 1) A permanent fence to be installed to replace the temporary fence
- 2) The black curb/edging needs to surround the playground structures to contain the mulch.
- 3) A minimum of six inches of the rubber mulch to be filled in within the black curb/edging for the fall zones.
- 4) The black curb/edging must be a minimum of six feet from all play structures.
- 5) The wobbly rock climbing play structure is to be removed or placed in the ground with concrete.
- 6) Grass/weeds leading to playground and within the playground structure need to be mowed and weeds removed.
- 7) The covers to screws and bolts on play structure are to be replaced.
- 8) The tricycle-go-around play structure needs to be moved six feet from all other play structures.
- 9) The sidewalk leading to the playground has a drop off that will need a lip or small ramp coming down from it to prevent it from being a tripping/falling hazard.

* The corrections due date has been extended into December due to having to get three bids for the fence and ordering materials.

Gainesville	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Non-Compliant (see notes below)
	Child Health & Safety:	Not monitored

NOTES:

Coaching: Five staff members are currently receiving coaching services.

Classrooms A, C and D were compliant with the Curriculum Fidelity Tool.

Classroom B was non-compliant on the Curriculum Fidelity Tool when monitored on November 2, 2017. The centers were lacking the required writing tools. All centers have writing tools in them as of November 28, 2017.

Classroom A was monitored on November 28, 2017. The classroom was non-compliant in two areas under Child Development & Education and four areas under Safe Environments.

Child Development & Education:

- 1) Centers have not been changed out monthly according to the Frog Street theme. Some centers have the same materials that were there in August.
- 2) Some centers are lacking a variety of manipulatives/toys to ensure enough for students to share and prevent boredom.

Safe Environments:

- 1) One plug was found without a cover behind the teacher's desk.
- 2) The teacher's desk was cluttered with personal items and drinks (on top of the desk, below the desk and surrounding area).
- 3) The areas above the filing cabinets were cluttered and had items stacked on top of each other that could potentially fall on students in the safe place.
- 4) The back table in the classroom that is used for RTI instruction was messy and cluttered with books, paper, manipulatives and other items.

The playground has three work orders currently turned into maintenance:

- 1) Weeds to be removed in the pea gravel areas
- 2) To spread the ground cover for consistency
- 3) Dirt to be filled in under the fence – space to ground is too large

Henrietta	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Compliant
	Child Health & Safety:	Not monitored

NOTES:

The classroom was compliant with the Curriculum Fidelity Tool.

Nocona	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Not monitored
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Compliant
	Child Health & Safety:	Not monitored

NOTES:

Coaching: One staff member is currently receiving coaching services.

Both classrooms will be observed in CLASS during the month of December, as well as monitored with the Curriculum Fidelity Tool.

A work order was turned in November to have mulch added to the playground. A work order was submitted to maintenance to have the play house removed, and for the black posts on the bridge to be hammered down.

Petrolia	<u>Areas Reviewed:</u>	<u>Findings:</u>
	Education:	
	CLASS	Compliant
	CLI CIRCLE Progress Monitoring	Not monitored
	Anecdotal Notes	Not monitored
	Disability:	
	Disability Tracking	Compliant
	Safe Environments:	Compliant
	Child Health & Safety:	Not monitored

NOTES:

The classroom was compliant when monitored with the Curriculum Fidelity Tool.

The playground was re-opened to Head Start staff and students due to the six Plans of Action that have been corrected as of November 28, 2017.

- 1) Rubber mulch levels were brought to a minimum of six inches.
- 2) Pea gravel levels were brought to a minimum of nine inches.
- 3) Screws on the fence facing the inside of the playground were reversed to face the outside.
- 4) The bar on the gate hook was shortened to prevent entanglement and/or entrapment.
- 5) The screw underneath the table was shortened and covered to prevent entanglement.
- 6) All sidewalks are currently being swept daily to be free of pea gravel or mulch.

Wichita Falls: Brook Village

Areas Reviewed:

Findings:

Education:

CLASS

Not monitored

CLI CIRCLE Progress Monitoring

Not monitored

Anecdotal Notes

Not monitored

Disability:

Disability Tracking

Compliant

Safe Environments:

Not monitored

Child Health & Safety:

Not monitored

NOTES:

The classroom will be observed in CLASS during the month of December, as well as monitored with the Curriculum Fidelity Tool.

Wichita Falls: Cunningham

Areas Reviewed:

Findings:

Education:

CLASS

Not monitored

CLI CIRCLE Progress Monitoring

Not monitored

Anecdotal Notes

Not monitored

Disability:

Disability Tracking

Compliant

Safe Environments:

Not monitored

Child Health & Safety:

Not monitored

NOTES:

The classroom will be observed in CLASS during the month of December, as well as monitored with the Curriculum Fidelity Tool.

Wichita Falls: Farris

Areas Reviewed:

Findings:

Education:

CLASS

Not monitored

CLI CIRCLE Progress Monitoring

Not monitored

Anecdotal Notes

Not monitored

Disability:

Disability Tracking

Compliant

Safe Environments:

Non-Compliant (see notes below)

Child Health & Safety:

Not monitored

NOTES:

Coaching: Six staff members are currently receiving coaching services.

The Farris classrooms will be observed in CLASS during the month of December, as well as monitored with the Curriculum Fidelity Tool.

The playgrounds currently have twelve Plans of Action in place. All corrections were due on November 9, 2017, but an extension has been given until the first of December for maintenance to finish repairs.

- 1) The two yellow slides on the west playground are to be closed to staff and students until they are secured – currently shift to the side when pushed.
- 2) The west playground mats under the play structure are beginning to shift with cracks – will either need to be replaced or have cracks sealed.
- 3) All cracks on sidewalks (front of school and playgrounds) that are deeper or wider than one inch need to be filled.
- 4) Poles need to be wrapped on the west playground.
- 5) The fence on the west playground has a piece facing inside that needs to be reversed.
- 6) The yellow piece on the yellow/blue play structure is missing a screw.
- 7) The perimeter of the west playground pavilion has chunks of concrete that need to be removed.
- 8) Pea gravel needs to be added under the Step 2 play structures on the small playground.
- 9) The green metal dinosaur has a screw missing and one section is beginning to detach on the small playground.
- 10) The large play structure on the small playground has a section that can cause entrapment – needs to be secured closer to the walkway portion.
- 11) The blue gate on the bridge on the small playground has two screws missing.
- 12) There is a hole in the concrete by the pavilion that needs to be filled.

Wichita Falls: Northwest

Areas Reviewed:

Findings:

Education:

CLASS

Compliant

CLI CIRCLE Progress Monitoring

Compliant

Anecdotal Notes

Not monitored

Disability:

Disability Tracking

Compliant

Safe Environments:

Non-Compliant (see notes below)

Child Health & Safety:

Compliant

NOTES:

Coaching: Three teachers are currently receiving coaching services.

Classroom 1 has met minimum requirements for CLASS. Classrooms 2 and 3 will be observed in CLASS during the month of December, as well as monitored with the Curriculum Fidelity Tool.

Classroom 1 was non-compliant with the Curriculum Fidelity Tool. The required science center was not in place during the monitoring visit on November 6, 2017. A science center was put in place as of November 11, 2017.

The playground was monitored on October 19, 2017 and currently has four Plans of Action. All corrections were due by November 9, 2017, but an extension has been given until the first of December for maintenance to finish repairs.

- 1) The outside perimeter/grassy area around the chain length fence is to be closed to Head Start staff and students until repairs are made. The wooden fence has missing boards and holes.
- 2) The board seat and back to riding structure have cracks and splinters that need to be replaced. This structure is closed to staff and students until repairs are made.
- 3) The multi-colored play structure with the blue bridge has a screw missing (falling hazard to children if it comes loose).
- 4) There are several cracks/holes that need to be patched. Some areas that have been previously patched are starting to crack and peel off in places (sidewalks and concrete).

Northwest Classroom 2 is currently compliant in three areas using the Child Education & Monitoring tool under the area of Classroom Environment and Daily Routine:

- 1) Shelves and materials have been labeled to support the clean-up and children's independence.
- 2) Multicultural books/materials were added to so that they are evident throughout the classroom.
- 3) The classroom staff refrains from using worksheets/dittos, as they are not appropriate for daily learning. Worksheets were replaced with practice centers suggested by the Frog Street curriculum.

Wichita Falls: Rosewood

Areas Reviewed:

Findings:

Education:

CLASS

Compliant

CLI CIRCLE Progress Monitoring

Not monitored

Anecdotal Notes

Not monitored

Disability:

Disability Tracking

Compliant

Safe Environments:

Non-Compliant (see notes below)

Child Health & Safety:

Not monitored

NOTES:

Coaching: Two staff members are currently receiving coaching services.

Classrooms 1, 4, 6, 7 and 8 were compliant with the Curriculum Fidelity Tool.

Classroom 3 was non-compliant with the Curriculum Fidelity Tool. The classroom was missing the required interactive letter wall when monitored on November 1, 2017. A letter wall was in place when monitored again on November 13, 2017.

Classrooms 1, 3, 4, 6, 7 and 8 are compliant with the Child Development & Education tool.

The playground was monitored on October 19, 2017 and had five Plans of Action. Corrections were made and the playground was found to be compliant on November 13, 2017.

- 1) Pea gravel was added to the playground at a six inch plus level.
- 2) Mulch was added under the play structures at a six inch plus level.
- 3) Missing screw pieces were added to the blue play structure.
- 4) The pedal and wheel on the tricycle were replaced and fixed.
- 5) A metal threshold was added along the edge of the playground where the mats were separating and causing cracks and holes that were wider and deeper than one inch.

Region 9 ESC Head Start Observation and Monitoring Report

Region 9 ESC Monitor: Courtney Cooner

Month: November

Year: 2017

Areas Monitored:

- ERSEA 1305
- Health 1304.20
- Family/Community Partnerships and Parent Involvement 1304.40
- Mental Health 1304.24
- Transportation 1310
- Nutrition 1302.44

SUMMARY REPORT:

STRENGTHS:

ERSEA: All sites are fully enrolled and have a waitlist.

*At this time, the program continues to serve 3 over-income children, which are all returning children from last school year and have a diagnosed disability.

Attendance: All Head Start sites had attendance above 85% for the month of November. The average daily attendance for November for all Region 9 sites was 93.51%. There are 96 children that are in the moderate risk category and 14 children in the severe risk category for excessive absences. Referrals are in place to begin working with these families.

Health: Region 9 Health requirements completion totals (within 90 days of entry) to date are Dentals 96.67% and Physicals 98.18%. Several classrooms are already at 100%. The program had 27 families that did not have Health Insurance at the time of enrollment. At this time, the number stands at 18. Referrals are in place to assist parents in obtaining Health Insurance.

Nutrition: All sites have been visited by the Nutrition manager and Nutrition Consultant. All sites visited are in compliance with Head Start Nutrition standards and USDA guidelines. Sites were provided with a suggested snack list that conforms to Head Start standards and USDA guidelines.

Family/Community Partnerships and Parent Involvement: The program has implemented the new Parenting Curriculum, which is Conscious Discipline. All sites have had at least one parent education meeting. The response so far has been good as we continue to roll out this new standard. Ongoing parent meetings and family activities are occurring at all sites.

Mental Health: Referrals have begun and services are being provided by the Mental Health Consultants at the individual, classroom, and family level.

Transportation: Not monitored this month.

NON-COMPLIANCE: none

Responsive/Correction Action:

Standard Procedure: Communication and monitoring reports are shared with the teacher, principals/site managers and the Head Start director concerning any non-compliances.

Bowie	<u>Areas Reviewed:</u>	<u>Findings:</u>
	ERSEA:	Compliant
	Funded Enrollment/Monthly Enrollment	31 / 31
	Income Eligible 0% - 100% 25	
	*Over Income 1	
	Foster Child 2	
	Homeless..... 2	
	Public Assistance 1	
	Waitlist. 10	Compliant
	Monthly Average Daily Attendance: 90.83%	Compliant
	Health:	Compliant
	30 day requirements: 100%	
	45 day requirements: 100%	
	90 day requirements: in process	
	100% Dentals completed within 90 days	
	100% Physicals completed within 90 days	
	Nutrition:	Compliant
	Family/Community/Parent Involvement:	Compliant
	Mental Health:	Compliant

NOTES:

*One approved over-income child enrolled with a disability

Burkburnett	<u>Areas Reviewed:</u>	<u>Findings:</u>
	ERSEA:	Compliant
	Funded Enrollment/Monthly Enrollment	56 / 56
	Income Eligible 0% - 100% 49	
	*Over Income 0	
	Foster Child 2	
	Homeless..... 1	
	Public Assistance 4	
	Waitlist. 16	Compliant
	Monthly Average Daily Attendance: 94.23%	Compliant
	Health:	Compliant
	30 day requirements: 100%	
	45 day requirements: 100%	
	90 day requirements: in process	
	92.86% Dentals completed within 90 days	
	89.29% Physicals completed within 90 days	
	Nutrition:	Compliant
	Family/Community/Parent Involvement:	Compliant
	Mental Health:	Compliant

NOTES:

City View	Areas Reviewed:	Findings:
	ERSEA:	Compliant
	Funded Enrollment/Monthly Enrollment	20 / 20
	Income Eligible 0% - 100% 14	
	<i>*Over Income</i> 0	
	Foster Child 0	
	Homeless..... 5	
	Public Assistance 1	
	Waitlist. 13	Compliant
	Monthly Average Daily Attendance: 95.59%	Compliant
	Health:	Compliant
	30 day requirements: 100%	
	45 day requirements: 100%	
	90 day requirements: in process	
	100% Dentals completed within 90 days	
	100% Physicals completed within 90 days	
	Nutrition:	Compliant
	Family/Community/Parent Involvement:	Compliant
	Mental Health:	Compliant

NOTES:

Electra	Areas Reviewed:	Findings:
	ERSEA:	Compliant
	Funded Enrollment/Monthly Enrollment	15 / 15
	Income Eligible 0% - 100% 13	
	<i>*Over Income</i> 0	
	Foster Child 1	
	Homeless..... 1	
	Public Assistance 0	
	Waitlist. 6	Compliant
	Monthly Average Daily Attendance: 91.93%	Compliant
	Health:	Compliant
	30 day requirements: 100%	
	45 day requirements: 100%	
	90 day requirements: in process	
	93.3% Dentals completed within 90 days	
	100% Physicals completed within 90 days	
	Nutrition:	Compliant
	Family/Community/Parent Involvement:	Compliant
	Mental Health:	Compliant
	Transportation- ongoing monitoring at site:	Not monitored

NOTES:

Gainesville	<u>Areas Reviewed:</u>	<u>Findings:</u>
	ERSEA:	Compliant
	Funded Enrollment/Monthly Enrollment	70 / 70
	Income Eligible 0% - 100% 58	
	<i>*Over Income</i> 0	
	Foster Child 3	
	Homeless..... 8	
	Public Assistance 1	
	Waitlist. 11	Compliant
	Monthly Average Daily Attendance: 94.18%	Compliant
	Health:	Compliant
	30 day requirements: 100%	
	45 day requirements: 100%	
	90 day requirements: in process	
	100% Dentals completed within 90 days	
	100% Physicals completed within 90 days	
	Nutrition:	Compliant
	Family/Community/Parent Involvement:	Compliant
	Mental Health:	Compliant
	Transportation- ongoing monitoring at site:	Not monitored

NOTES:

Henrietta	<u>Areas Reviewed:</u>	<u>Findings:</u>
	ERSEA:	Compliant
	Funded Enrollment/Monthly Enrollment	13 / 13
	Income Eligible 0% - 100% 10	
	<i>*Over Income</i> 2	
	Foster Child 0	
	Homeless..... 0	
	Public Assistance 1	
	Waitlist. 9	Compliant
	Monthly Average Daily Attendance: 97.44%	Compliant
	Health:	Compliant
	30 day requirements: 100%	
	45 day requirements: 100%	
	90 day requirements: in process	
	92.31% Dentals completed within 90 days	
	92.31% Physicals completed within 90 days	
	Nutrition:	Compliant
	Family/Community/Parent Involvement:	Compliant
	Mental Health:	Compliant

NOTES:

*2 approved over-income children enrolled with a disability

Nocona

Areas Reviewed:

Findings:

ERSEA:

Compliant

Funded Enrollment/Monthly Enrollment

27 / 27

Income Eligible 0% - 100% 22

*Over Income 0

Foster Child 2

Homeless..... 3

Public Assistance 0

Waitlist. 3

Compliant

Monthly Average Daily Attendance: 94.26%

Compliant

Health:

Compliant

30 day requirements: 100%

45 day requirements: 100%

90 day requirements: in process

98% Dentals completed within 90 days

100% Physicals completed within 90 days

Nutrition:

Compliant

Family/Community/Parent Involvement:

Compliant

Mental Health:

Compliant

NOTES:

Petrolia

Areas Reviewed:

Findings:

ERSEA:

Compliant

Funded Enrollment/Monthly Enrollment

10 / 10

Income Eligible 0% - 100% 9

*Over Income 0

Foster Child 0

Homeless..... 1

Public Assistance 0

Waitlist. 3

Compliant

Monthly Average Daily Attendance: 91.25%

Compliant

Health:

Compliant

30 day requirements: 90%

45 day requirements: 100%

90 day requirements: in process

90% Dentals completed within 90 days

100% Physicals completed within 90 days

Nutrition:

Compliant

Family/Community/Parent Involvement:

Compliant

Mental Health:

Compliant

Transportation- ongoing monitoring at site

Not monitored

NOTES:

Wichita Falls: Brook Village

<u>Areas Reviewed:</u>	<u>Findings:</u>
ERSEA:	Compliant
Funded Enrollment/Monthly Enrollment	34 / 34
Income Eligible 0% - 100% 27	
*Over Income 0	
Foster Child 0	
Homeless..... 2	
Public Assistance 4	
Waitlist (WF combined) 17	Compliant
Monthly Average Daily Attendance: 96.49%	Compliant
Health:	Compliant
30 day requirements: 100%	
45 day requirements: 100%	
90 day requirements: in process	
100% Dentals completed within 90 days	
100% Physicals completed within 90 days	
Nutrition (All WF sites):	Compliant
Family/Community/Parent Involvement:	Compliant
Mental Health:	Compliant
Transportation:	Not monitored

NOTES:

Wichita Falls: Cunningham

<u>Areas Reviewed:</u>	<u>Findings:</u>
ERSEA:	Compliant
Funded Enrollment/Monthly Enrollment	18 / 18
Income Eligible 0% - 100% 12	
*Over Income 0	
Foster Child 1	
Homeless..... 4	
Public Assistance 1	
Waitlist (WF combined) 17	Compliant
Monthly Average Daily Attendance: 95.51%	Compliant
Health:	Compliant
30 day requirements: 100%	
45 day requirements: 100%	
90 day requirements: in process	
100% Dentals completed within 90 days	
100% Physicals completed within 90 days	
Nutrition (All WF sites):	Compliant
Family/Community/Parent Involvement:	Compliant
Mental Health:	Compliant
Transportation:	Not monitored

NOTES:

Wichita Falls: Farris

<u>Areas Reviewed:</u>	<u>Findings:</u>
ERSEA:	Compliant
Funded Enrollment/Monthly Enrollment	216 / 216
Income Eligible 0% - 100% 177	
*Over Income 0	
Foster Child 8	
Homeless..... 12	
Public Assistance 19	
Waitlist (WF combined) 17	Compliant
Monthly Average Daily Attendance: 93.12%	Compliant
Health:	Compliant
30 day requirements: 100%	
45 day requirements: 100%	
90 day requirements: in process	
93.52% Dentals completed within 90 days	
97.69% Physicals completed within 90 days	
Nutrition (All WF sites):	Compliant
Family/Community/Parent Involvement:	Compliant
Mental Health:	Compliant
Transportation- ongoing monitoring by Durham	Not monitored

NOTES:

Wichita Falls: Northwest

<u>Areas Reviewed:</u>	<u>Findings:</u>
ERSEA:	Compliant
Funded Enrollment/Monthly Enrollment	51 / 51
Income Eligible 0% - 100% 43	
*Over Income 0	
Foster Child 2	
Homeless..... 4	
Public Assistance 2	
Waitlist (WF combined) 17	Compliant
Monthly Average Daily Attendance: 93.09%	Compliant
Health:	Compliant
30 day requirements: 100%	
45 day requirements: 100%	
90 day requirements: in process	
100% Dentals completed within 90 days	
100% Physicals completed within 90 days	
Nutrition (All WF sites):	Compliant
Family/Community/Parent Involvement:	Compliant
Mental Health:	Compliant
Transportation- ongoing monitoring by Durham	Not monitored

NOTES:

Wichita Falls: Rosewood

Areas Reviewed:

Findings:

ERSEA:

Compliant

Funded Enrollment/Monthly Enrollment

101 / 101

Income Eligible 0% - 100% 78

*Over Income 0

Foster Child 0

Homeless..... 7

Public Assistance 16

Waitlist (WF combined) 17

Compliant

Monthly Average Daily Attendance: 92.65%

Compliant

Health:

Compliant

30 day requirements: 100%

45 day requirements: 100%

90 day requirements: in process

99% Dentals completed within 90 days

100% Physicals completed within 90 days

Nutrition (All WF sites):

Compliant

Family/Community/Parent Involvement:

Compliant

Mental Health:

Compliant

Transportation- ongoing monitoring by Durham

Not monitored

NOTES:

Region 9 ESC Head Start Observation and Monitoring Report

Fiscal

November 2017

Submitted December 5, 2017

Quality Assurance Staff reporting: Allison Cummings, Region 9 ESC

Summary Report:

A. Strengths:

The following sites have submitted their November reports:
Electra

B. Non-Compliance (Exceptions):

The following sites have not yet submitted their November reports:
Bowie, Burkburnett, City View, Gainesville, Henrietta, Nocona, Petrolia & Wichita Falls

C. Response/Corrective Action:

Reports are not due until the 15th of the month.

ACTIONS:

	<u>Budget</u>	<u>Estimated Revenue (Budget)</u>	<u>Revenue Realized Current</u>	<u>Revenue Realized To Date</u>	<u>Revenue Balance</u>	<u>Percent Realized</u>
5000 - REVENUE CONTROL ACCOUNTS						
5900 - FEDERAL PROGRAM REVENUES						
5930 - VOC ED NON FOUNDATION						
5939-00.000-8-00000 FEDERAL REVENUE FROM		3,895,342.00	-443,605.51	-3,907,271.89	-11,929.89	100.31%
5939-00.000-8-01000 FED REV DIST BY OTHER		38,453.00	.00	.00	38,453.00	.00%
5939-10.000-8-00000 FED REV DIST BY OTHER		.00	.00	158,423.87	158,423.87	.00%
Sub Total 5930		3,933,795.00	-443,605.51	-3,748,848.02	184,946.98	95.30%
Total FEDERAL PROGRAM REVENUES		3,933,795.00	-443,605.51	-3,748,848.02	184,946.98	95.30%
Total Revenue Local-State-Federal		3,933,795.00	-443,605.51	-3,748,848.02	184,946.98	95.30%
Total for 000	.00	3,933,795.00	-443,605.51	-3,748,848.02	184,946.98	95.30%

Date Run: 11-08-2017 9:01 AM		Board Report				Program: FIN3050	
Cnty Dist: 243-950		Detail Comparison of Expenditures and Encumbrances to Budget				Page 2 of 4	
		REGION 9 ESC				File ID: 83	
Fund 294 / 8 HEAD START		As of October					
		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - EXPENDITURES/EXPENSE CONTROL A							
13 - INSTRUCTIONAL STAFF DEVELOPMNT							
6100 - PAYROLL COSTS							
6116-00.999-8-01000	TEMPORARY PROF	-26,858.00	.00	23,530.64	1,506.68	-3,327.36	87.61%
6141-00.999-8-01000	SOCIAL	-1,200.00	.00	493.11	152.04	-706.89	41.09%
6143-00.999-8-01000	WORKER'S	-134.00	.00	66.81	4.28	-67.19	49.86%
6145-00.999-8-01000	UNEMPLOYMENT	-50.00	.00	13.91	.92	-36.09	27.82%
6146-00.999-8-01000	TEACHER RETIREMENT	-450.00	.00	401.15	19.07	-48.85	89.14%
Sub Total 6100		-28,692.00	.00	24,505.62	1,682.99	-4,186.38	85.41%
6200 - PROFESSIONAL AND CONTRACTED SE							
6216-00.999-8-01000	CONT PROF SVC/ESC	-234,575.00	.00	231,959.18	28,329.55	-2,615.82	98.88%
6269-03.999-8-01000	TETN	.00	.00	.00	.00	.00	.00%
6291-00.999-8-01000	CONSULTANTS -	-15,000.00	.00	13,150.00	.00	-1,850.00	87.67%
6291-00.999-8-04000	CONSULTANTS - T/TA	-6,000.00	.00	8,710.00	.00	2,710.00	145.17%
6295-01.999-8-01000	MANAGEMENT SYSTEM	-4,000.00	.00	2,520.00	160.00	-1,480.00	63.00%
6295-01.999-8-04000	MGT SYSTEM WKSH FEE	-1,400.00	.00	.00	.00	-1,400.00	.00%
6295-02.999-8-01000	TECHNOLOGY SUPPORT	-3,010.00	.00	2,830.31	225.60	-179.69	94.03%
Sub Total 6200		-263,985.00	.00	259,169.49	28,715.15	-4,815.51	98.18%
6300 - SUPPLIES AND MATERIALS							
6329-00.999-8-01000	READING MATERIALS	-5,000.00	5,348.47	6,654.67	3,724.97	7,003.14	133.09%
6329-00.999-8-04000	READING MATERIALS	.00	.00	251.20	.00	251.20	.00%
6398-00.999-8-01000	INVENTORY ITEMS	-6,000.00	.00	.00	.00	-6,000.00	.00%
6399-00.999-8-01000	GENERAL/INSTR.	-80,120.00	25,996.96	39,672.81	20,094.82	-14,450.23	49.52%
6399-00.999-8-01723	GENERAL/INSTR.	.00	.00	.00	.00	.00	.00%
6399-01.999-8-01000	POSTAGE	500.00	.00	598.19	163.52	1,098.19	119.64%
6399-02.999-8-01000	GRAPHICS	-200.00	.00	46.30	5.90	-153.70	23.15%
6399-03.999-8-01000	REPRODUCTION	-12,000.00	.00	13,908.48	1,384.50	1,908.48	115.90%
6399-04.999-8-01000	OUTSIDE POSTAGE	.00	.00	.00	.00	.00	.00%
6399-05.999-8-01000	OUTSIDE PRINTING	-1,000.00	.00	871.46	.00	-128.54	87.15%
Sub Total 6300		-103,820.00	31,345.43	62,003.11	25,373.71	-10,471.46	59.72%
6400 - OTHER OPERATING EXPENSES							
6411-00.999-8-01000	EMPLOYEE TRAVEL	.00	.00	8,264.37	1,738.49	8,264.37	.00%
6411-00.999-8-01723	EMPLOYEE TRAVEL CR.	1,000.00	.00	.00	.00	1,000.00	.00%
6411-00.999-8-04000	EMPLOYEE TRAVEL	-5,626.00	.00	6,009.64	924.55	383.64	106.82%
6411-00.999-8-04723	EMPLOYEE TRAVEL TTA	-1,000.00	.00	.00	.00	-1,000.00	.00%
6419-00.999-8-01000	NON-EMPLOYEE TRAVEL	-4,366.00	.00	999.19	173.93	-3,366.81	22.89%
6419-00.999-8-04000	NON-EMPLOYEE TRAVEL	-500.00	.00	3,209.55	.00	2,709.55	641.91%
6499-00.999-8-01000	MISCELLANEOUS	-1,500.00	.00	.00	.00	-1,500.00	.00%
6499-00.999-8-04000	MISC OPERATING COSTS	-11,000.00	.00	10,847.81	.00	-152.19	98.62%
6499-01.999-8-01000	TEACHER RELEASE TIME	-9,000.00	.00	4,198.00	3,003.00	-4,802.00	46.64%
6499-02.999-8-01000	FOOD	-4,000.00	.00	2,637.44	484.46	-1,362.56	65.94%
Sub Total 6400		-35,992.00	.00	36,166.00	6,324.43	174.00	100.48%
Total Function 13 INSTRUCTIONAL STAFF		-432,489.00	31,345.43	381,844.22	62,096.28	-19,299.35	88.29%
31 - GUIDANCE AND COUNSELING SVS							
6300 - SUPPLIES AND MATERIALS							
6339-00.999-8-01000	TESTING MATERIALS	11,200.00	.00	.00	.00	11,200.00	.00%
6339-00.999-8-04000	TESTING MATERIALS -	-3,000.00	.00	1,329.95	.00	-1,670.05	44.33%
Sub Total 6300		8,200.00	.00	1,329.95	.00	9,529.95	16.22%
Total Function 31 GUIDANCE AND COUNSELING		8,200.00	.00	1,329.95	.00	9,529.95	16.22%

Date Run: 11-08-2017 9:01 AM		Board Report			Program: FIN3050	
Cnty Dist: 243-950		Detail Comparison of Expenditures and Encumbrances to Budget			Page 3 of 4	
		REGION 9 ESC			File ID: 84	
Fund 294 / 8 HEAD START		As of October				
		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Percent Realized
6000 - EXPENDITURES/EXPENSE CONTROL A						
32 - ATTENDANCE & SOCIAL WORK SVS						
6200 - PROFESSIONAL AND CONTRACTED SE						
6216-00.999-8-01000	CONT PROF SVC/ESC	-117,720.00	.00	120,862.59	13,272.50	102.67%
6295-02.999-8-01000	TECHNOLOGY SUPPORT	-1,794.00	.00	1,742.46	118.20	97.13%
Sub Total 6200		-119,514.00	.00	122,605.05	13,390.70	102.59%
6400 - OTHER OPERATING EXPENSES						
6411-00.999-8-01000	EMPLOYEE TRAVEL	.00	.00	7,706.28	1,977.41	.00%
6411-00.999-8-01723	EMPLOYEE TRAVEL CR.	1,000.00	.00	.00	.00	.00%
6411-00.999-8-04000	EMPLOYEE TRAVEL T/TA	-5,626.00	.00	4,591.26	.00	81.61%
6411-00.999-8-04723	EMPLOYEE TRAVEL TTA	-500.00	.00	.00	.00	.00%
Sub Total 6400		-5,126.00	.00	12,297.54	1,977.41	239.91%
Total Function 32 ATTENDANCE & SOCIAL		-124,640.00	.00	134,902.59	15,368.11	108.23%
51 - PLANT MAINTENANCE & OPERATION						
6200 - PROFESSIONAL AND CONTRACTED SE						
6259-00.999-8-01000	TELEPHONE	-35.00	.00	29.95	4.45	85.57%
6259-05.999-8-01000	AIR CARD/CELL PHONE	-480.00	37.99	421.69	37.99	87.85%
6269-00.999-8-01000	FACILITY USE FEE - ESC	-20,704.00	.00	19,378.25	2,118.48	93.60%
6269-05.999-8-01000	FACILITY USE FEE - ESC	-4.00	.00	.00	.00	.00%
Sub Total 6200		-21,223.00	37.99	19,829.89	2,160.92	93.44%
6400 - OTHER OPERATING EXPENSES						
6425-00.999-8-01000	INSURANCE AND BONDING	-7,200.00	.00	3,520.47	.00	48.90%
Sub Total 6400		-7,200.00	.00	3,520.47	.00	48.90%
Total Function 51 PLANT MAINTENANCE &		-28,423.00	37.99	23,350.36	2,160.92	82.15%
93 - PAYMENT TO MEMBER DISTRICT						
6400 - OTHER OPERATING EXPENSES						
6493-01.924-8-01000	PMTS. BOWIE - PAYROLL	-149,089.00	.00	132,507.37	16,321.23	88.88%
6493-01.926-8-01000	PMTS. BURKBURNETT -	-248,712.00	.00	232,498.44	21,189.67	93.48%
6493-01.929-8-01000	PMTS. CITY VIEW -	-85,852.00	.00	74,826.52	1,284.48	87.16%
6493-01.931-8-01000	PMTS. ELECTRA -	-78,978.00	.00	70,131.46	1,130.52	88.80%
6493-01.937-8-01000	PMTS. HENRIETTA -	-67,006.00	.00	59,787.22	12,612.16	89.23%
6493-01.947-8-01000	PMTS. NOCONA - PAYROLL	-119,607.00	.00	124,712.19	27,958.09	104.27%
6493-01.951-8-01000	PMTS. PETROLIA -	-50,666.53	.00	45,643.34	4,971.09	90.09%
6493-01.958-8-01000	PMTS. WICHITA FALLS -	-1,884,955.00	.00	2,024,673.89	258,574.03	107.41%
6493-01.988-8-01000	PMTS. GAINESVILLE -	-360,802.00	.00	357,967.25	2,000.00	99.21%
6493-02.924-8-01000	PMTS. BOWIE CONTRACT	-7,000.00	.00	9,664.37	376.35	138.06%
6493-02.926-8-01000	PMTS BURKBURNETT-	-15,352.00	.00	11,378.50	572.23	74.12%
6493-02.929-8-01000	PMTS. CITY VIEW - CONTR.	-10,434.00	.00	3,699.00	.00	35.45%
6493-02.947-8-01000	PMTS. NOCONA - CONTR.	-19,200.00	.00	9,725.00	9,725.00	50.65%
6493-02.951-8-01000	PMTS. PERTOLIA - CONTR.	-1,692.00	.00	1,399.30	163.09	82.70%
6493-02.958-8-01000	PMTS WICHITA FALLS-	-88,220.00	.00	11,063.12	.00	12.54%
6493-03.924-8-01000	PMTS. BOWIE - SUPPLIES	-8,183.00	.00	30.00	.00	.37%
6493-03.926-8-01000	PMTS. BURKBURNETT -	-25,837.00	.00	20,499.77	133.41	79.34%
6493-03.929-8-01000	PMTS. CITY VIEW -	-8,893.00	.00	2,107.18	1,199.00	23.69%
6493-03.931-8-01000	PMTS. ELECTRA -	-510.00	.00	323.97	.00	63.52%
6493-03.937-8-01000	HENRIETTA-SUPPLIES	-1,882.00	.00	727.80	621.00	38.67%
6493-03.947-8-01000	PMTS. NOCONA -	-2,286.00	.00	.00	.00	.00%
6493-03.951-8-01000	PMTS. PETROLIA -	-633.47	.00	.00	.00	.00%
6493-03.958-8-01000	PMTS WICHITA FALLS-	-60,829.00	.00	12,536.39	.00	20.61%

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - EXPENDITURES/EXPENSE CONTROL A							
93 - PAYMENT TO MEMBER DISTRICT							
6400 - OTHER OPERATING EXPENSES							
6493-03.988-8-01000 PYMTS TO GAINESVILLE-		-10,136.00	.00	1,992.64	.00	-8,143.36	19.66%
6493-04.924-8-01000 BOWIE OTHER OPERATE		.00	.00	439.00	.00	439.00	.00%
6493-04.926-8-01000 PMTS. BURKBURNETT -		-6,850.00	.00	3,593.13	.00	-3,256.87	52.45%
6493-04.929-8-01000 PMTS. CITY VIEW - OTHER		-800.00	.00	.00	.00	-800.00	.00%
6493-04.947-8-01000 PAYMENTS TO NOCONA -		-1,896.00	.00	794.00	.00	-1,102.00	41.88%
6493-04.951-8-01000 PMTS. PETROLIA - OTHER		.00	.00	.00	.00	.00	.00%
6493-04.958-8-01000 PMTS WICHITA FALLS-		-22,055.00	.00	7,785.60	.00	-14,269.40	35.30%
6493-04.988-8-01000 GAINESVILLE OTHER		.00	.00	608.50	.00	608.50	.00%
6493-05.924-8-04000 PMTS. BOWIE - T/TA		-900.00	.00	.00	.00	-900.00	.00%
6493-05.926-8-04000 PMTS. BURKBURNETT -		-1,620.00	.00	2,169.80	1,849.80	549.80	133.94%
6493-05.929-8-04000 PMTS. CITY VIEW - T/TA		-360.00	.00	.00	.00	-360.00	.00%
6493-05.931-8-04000 PMTS. ELECTRA - T/TA		-540.00	.00	.00	.00	-540.00	.00%
6493-05.937-8-04000 PMTS. HENRIETTA - T/TA		-360.00	.00	216.00	.00	-144.00	60.00%
6493-05.947-8-04000 PMTS. NOCONA - T/TA		-806.00	.00	805.30	.00	-.70	99.91%
6493-05.951-8-04000 PMTS. PETROLIA - T/TA		-360.00	.00	176.00	.00	-184.00	48.89%
6493-05.958-8-04000 PMTS WICHITA FALLS-T/TA		-11,161.00	.00	11,161.00	2,779.51	.00	100.00%
6493-05.988-8-04000 PMTS. GAINESVILLE - T/TA		-1,980.00	.00	1,294.08	.00	-685.92	65.36%
6493-07.924-8-01000 BOWIE SUPPLIES CREDIT		.00	.00	1,044.06	19.76	1,044.06	.00%
6493-07.926-8-01000 BURKBURNETT ISD		.00	.00	1,146.33	18.76	1,146.33	.00%
6493-07.929-8-01000 CITY VIEW SUPPLIES		.00	.00	1,604.25	144.88	1,604.25	.00%
6493-07.937-8-01000 HENRIETTA HS SUPPLIES		.00	.00	1,506.36	241.61	1,506.36	.00%
6493-07.947-8-01000 NOCONA SUPPLIES		.00	.00	347.38	.00	347.38	.00%
6493-07.951-8-01000 PAYMENTS TO MEMBER		.00	.00	105.47	.00	105.47	.00%
6493-07.988-8-01000 GAINESVILLE SUPPL CC		.00	.00	2,364.55	.00	2,364.55	.00%
6493-08.926-8-01000 BURKBURNETT OTHER		.00	.00	.00	-1,849.80	.00	.00%
6493-08.988-8-01000 GAINESVILLE OTHER CC		.00	.00	103.15	.00	103.15	.00%
Sub Total 6400		-3,356,443.00	.00	3,245,158.68	362,035.87	-111,284.32	96.68%
Total Function 93 PAYMENT TO MEMBER		-3,356,443.00	.00	3,245,158.68	362,035.87	-111,284.32	96.68%
Total Expenditures		-3,933,795.00	31,383.42	3,786,585.80	441,661.18	-115,825.78	96.26%
Total for 988		-3,933,795.00	31,383.42	3,786,585.80	441,661.18	-115,825.78	96.26%

End of Report

ENTERED
OCT 30 2017

REGION 9 EDUCATION SERVICE CENTER HEAD START PROGRAM

Request for Reimbursement of Head Start Expenditures

Please Attach Receipts

BY: AC

CITY VIEW ISD

Name of School District

September 2017

Period Covered by Request

☒ Monthly Report
☐ Final Report

	Previously Requested Expenditures	Expenditures Requested This Period	Cumulative Expenditures	Cumulative District's In-Kind
6100 Payroll Costs 61X9	63,659.78	-790.30	62,869.48	16,092.53
Benefits 614X	16,530.38	2,074.78	18,605.16	
Subtotal (attach payroll distribution journal)	80,190.16	1,284.48	✓ 81,474.64	16,092.53
6200 Professional & Contracted Services	3,699.00	0.00	3,699.00	7,976.11
6300 Supplies & Materials	908.18	1,199.00	✓ 2,107.18	82.41
6300 Supplies & Materials - Credit Card Expenses	1,459.37	144.88	✓ 1,604.25	
6400 Other Operating Costs	0.00	0.00	0.00	
6400 Other Operating Costs - Credit Card Expenses	0.00	0.00	0.00	
6400 Training/ Technical Assistance	0.00	0.00	0.00	
6400 T/TA - Credit Card Expenses	0.00	0.00	0.00	
6600 Capital Outlay	0.00	0.00	0.00	
Total	\$86,256.71	\$2,628.36	✓ \$88,885.07	✓ \$24,151.35

Typed Name of Authorized Officer	Date	Authorized Signature
DEBBIE MCDARIS	10/18/2017	<i>Debbie Mcdaris</i>

Please Fax To: 940-322-3164 Region 9 Business Office OR

Email To: lavacca.johnson@esc9.net

Credit Card

Invoice # 9423

For ESC Office Use Only: Payment Authorization

Date: 10-20-17

Vendor #: 448

Account # 294-93-11493-01-929-801

\$ 1284.48

Account # 294-93-11493-03-929-801

\$ 1199.00

Account # 294-93-11493-07-929-801

\$ 144.88

Account # _____

\$ _____

Account # _____

\$ _____

Account # _____

\$ _____

TOTAL \$ 2628.36

on

Stacy Jurek 10/20/17
 Coordinator of Head Start/Date

John 10/23/17
 Director of Internal Fiscal Operations/Date

Handron 10/20/17
 Director of ESC Quality Development/Date

W. Fin
 Executive Director/Date

RECEIVED

OCT 23 2017

REGION 9 ESC
 EXECUTIVE DIRECTOR

047315
87

CITY VIEW INDEPENDENT SCHOOL DISTRICT

WAL-MART001 WALMART COMMUNITY

Check Date: 09/26/2017 Check Number: 47315

Invoice Nbr	Description	P.O. Nbr	Gross Amt	Net Amt
6032202000495318	DISTRICT SUPPLIES	17123	1,954.36	1,954.36
199 E 11 6399 00 101 0 21 0 00		11.00	478.84	
199 E 36 6399 00 001 0 91 0 00		126.30	89.98	
199 E 36 6399 16 001 0 91 0 00		53.36	1,050.00	
199 E 11 6399 14 101 7 24 0 00		144.88		
INVOICES	DISTRICT SUPPLIES	0	312.96	312.96
199 E 11 6399 00 001 0 11 0 00		206.77	58.30	
199 E 41 6399 00 750 0 99 0 00		47.89		



Vendor Total

2,267.32

**Walmart
Community Card**

CITY VIEW IS D

Account Number: 6032 2020 0049 5318

Customer Service: 1-877-294-1086

Summary of Account Activity	
Previous Balance	\$1,774.62
- Payments	\$1,774.62
+ Purchases/Debits	\$2,267.32
New Balance	\$2,267.32
Credit Limit	\$7,200
Available Credit	\$4,586
Statement Closing Date	09/16/2017
Days in Billing Cycle	31

Payment Information	
New Balance	\$2,267.32
Total Minimum Payment Due	\$2,267.32
Payment Due Date	10/12/2017

Transaction Summary				
Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
09/05	09/05	P9273007Y015HP23T	WALMART 000420 WICHITA FALLS TX	\$53.36
09/08	09/06	P9273007Y015MT5E7	WALMART 000420 WICHITA FALLS TX	\$11.00
			TOTAL FOR AUTHORIZED BUYER NO 01	\$64.36
09/06	09/06	P9273007X015WY95P	WALMART 000420 WICHITA FALLS TX	\$478.84
			TOTAL FOR AUTHORIZED BUYER NO 03	\$478.84
09/04	09/04	P9273007S015086ZD	SAM'S CLUB 008224 WICHITA FALLS TX	\$1,050.00
			TOTAL FOR AUTHORIZED BUYER NO 04	\$1,050.00
08/28	08/28	P9273007K012FYV9R	SAM'S CLUB 008224 WICHITA FALLS TX	\$206.77
09/05	09/05	P9273007V015Q76DF	SAM'S CLUB 008224 WICHITA FALLS TX	\$89.98
			TOTAL FOR AUTHORIZED BUYER NO 05	\$296.75
08/16	08/17	P9273007800Y7GJS6	WALMART 000420 WICHITA FALLS TX	\$58.30
08/25	08/25	P9273007G011JEOJO	WALMART 000420 WICHITA FALLS TX	\$47.89
			TOTAL FOR AUTHORIZED BUYER NO 06	\$106.19
09/04	09/04	P9273007S0150XWK2	SAM'S CLUB 008224 WICHITA FALLS TX	\$126.30
09/07	09/07	P9273007X0164S21E	WALMART 000420 WICHITA FALLS TX	\$144.88
			TOTAL FOR AUTHORIZED BUYER NO 11	\$271.18
08/31	08/31	P9273007L0116JP36	PAYMENT - THANK YOU	(\$1,774.62)

Late Charge Summary			
Annual Percentage Rate	Balance Subject to Late Charge	Late Charge	
18.00%	\$0.00	\$0.00	

Cardholder News and Information

Your Walmart Community card account with Retail Finance Credit Services, LLC is now owned by Synchrony Bank. You are not required to take any action at this time. The Terms and Conditions applicable to your account will continue to apply. The customer service number on the back of your card will remain the same for continued support of your account. Please note that all references to "Retail Finance Credit Services, LLC" in communications regarding your Walmart Community card account that you receive after March 1, 2017, and in any account related terms, including but not limited to the credit card account agreement, shall be deemed to be references to Synchrony Bank.

15-16
199-36-6399-001-91 58.30
199-41-6399-750-99 47.89
199-11-6399-001-11 206.77
312.96

17-18
* 205-11-6399-14-101-7-24 144.88
199-36-6399-001-91 126.30
199-36-6399-16-001-91 53.36
199-11-6399-101-21 11.00
199-36-6399-10-001-99 89.98
199-36-6399-28-001-99 1050.00
199-11-6399-22-001-22 478.84
1954.36

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

S K U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
057907162	GV OLIVE OIL SPRAY 7	1 000	EA	2 7400	2 74
058068238	FIE TACO SEAS 4 SOZ	4 000	EA	2 5800	10 24
063507231	MS 6" FLR TORT 40CT	2 000	EA	4 4800	8 96
083564575	DAWN ORNG AB 21 6FO	1 000	EA	2 6700	2 67
068271900	10LB 73 GB ROLL	3 000	EA	19 9200	59 76
072404330	ICEBERG CA GGF	2 000	EA	0 9800	1 96
078462087	BLUEBERRY 24OZ WA	1 000	EA	5 5400	5 54
079972304	TOM CHERRY GLORY NS	6 000	EA	2 9800	17 88
061913318	MS YLW CRN TORT 80CT	1 000	EA	3 2800	3 28
068791000	24CT FORKS ELECBLU	4 000	EA	0 9700	3 88
089027925	STRAWBERRY 1# EC	2 000	EA	2 4800	4 96
089103659	HRDZ CASERA SLSA MED	2 000	EA	5 8800	11 76
089207976	STRAWBERRY 2#	4 000	EA	4 3400	17 36
069247034	ROSA HFR BEAN 40 SOZ	4 000	EA	2 4800	9 92
069666704	OTB 16 CNTINA THN TC	5 000	EA	2 9800	14 90
089666211	GV 16OZ CL CUP 100CT	1 000	EA	4 9800	4 98
089917895	ONION YLW 3# JC	1 000	EA	2 4400	2 44
090565316	GV SHR FIESTA 5#	1 000	EA	13 9700	13 97
090657554	ANCHOR PINT JAR 12PK	2 000	EA	7 8600	15 72
091931841	GV 10 1/16 HD 85CT	1 000	EA	6 9700	6 97
092261900	CLEM 3# CL	6 000	EA	5 9700	35 82
094930358	GV 5L 35PK	2 000	EA	2 9800	5 96
097042486	BLUEBERRY D PINT CA	4 000	EA	3 4400	13 76
097630118	ON 5QT SS COLANDER	1 000	EA	14 9200	14 92
101720604	BTY 2B-4 5 SAS	1 000	EA	4 9700	4 97
102462439	APL RED DEL 5# 5 WA	2 000	EA	5 7200	11 44
103369329	GV GROUND CUMIN 'B	2 000	EA	2 4400	4 88
104568815	OT UTILIT 14X100 BL	2 000	EA	3 8700	7 74
123067839	APL GRANNY 3# 12 CL	2 000	EA	5 8400	11 68
SUB \$467.27		TAX \$11.57		TOTAL INVOICE	\$478.84
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$478.84

CITY VIEW I S D			AUTHORIZED BUYER #: 11000		
ACCOUNT #: 8032 2020 0049 5318			P.O. #:		
INVOICE #: 005243		DATE OF SALE #: 090717		STORE #: 00000420	
TRANSACTION #: 6243		AUTHORIZATION #: 007702		REGISTER #: 6	
S K U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
038735418	GV CHS 8BRD STCK 5CT	6 000	EA	1 2800	7 68
066270219	PRTY TRY HM/TKY&CHSE	1 000	EA	12 9800	12 98
077755882	TOOTIEFRUITY BAG 33	1 000	EA	4 9800	4 98
081080689	HMKST ASST SN FS 25Z	3 000	EA	1 7200	5 16
086009056	FGO STRING SWIRL	2 000	EA	5 8400	11 68
069328158	CHEX MIX HALLOWEEN	1 000	EA	4 9800	4 98
089503119	ASTN TSTY CRK PB 6PK	5 000	EA	1 0000	5 00
089503173	ASTN CHS CRK CHD 6PK	5 000	EA	1 0000	5 00
092255248	FLIPZ MINI PRETZELS	1 000	EA	6 9800	6 98
092374547	MOTTS ASST FRT 40CT	2 000	EA	5 8800	11 76
092660780	ZIP TAB SNACK 90	2 000	EA	2 9800	5 96
094734617	MARS MX FNSZ GSST	1 000	EA	9 1400	9 14
095833386	SJ MILD 26CT	2 000	EA	4 9800	9 96
099404648	SNKRS FNSZ VAR GSST	1 000	EA	9 1400	9 14
099763093	CHPS AHY CW FS1 9 5Z	1 000	EA	3 5600	3 56

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
101515653	YP GOGT STRW/VAN 24	2 000	EA	5 9800	11 96
105053540	FRUIT BOWL 40Z DM	1 000	EA	8 9800	8 98
105170629	SC 100Z 15PK	2 000	EA	2 0000	4 00
106413068	FRUITY STARS BAG 37	1 000	EA	5 9800	5 98

SUB \$144.88	TAX \$0.00	TOTAL INVOICE	\$144.88
		CREDITS TOTAL	\$0.00
		BALANCE DUE	\$144.88

CITY VIEW I S D AUTHORIZED BUYER #: 01000

ACCOUNT #: 6032 2020 0049 5318

P.O. #:

INVOICE #: 004439

DATE OF SALE #: 090817

STORE #: 00000420

TRANSACTION #: 4439

AUTHORIZATION #: 008744

REGISTER #: 10

S K U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
110552807	FLEXIBLE STRAWS	11 000	EA	1.0000	11 00
SUB \$11.00		TAX \$0.00		TOTAL INVOICE	\$11.00
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$11.00

INVOICE TO:
CITY VIEW I. S. D.
1025 CITY VIEW DRIVE
WICHITA FALLS, TX 76306
PHONE: (940) 855-4042
FAX: (940) 851-8889

P.O. NUMBER: 171291
VENDOR KEY : WAL-MART001
PAGE NUMBER: 1
P.O. DATE : 09/01/2017
SHIP DATE : 09/01/2017
FISCAL YEAR: 2017-2018
ENTERED BY : BOX APR000

PRINTED 09/01/2017

COMPANY:

WALMART COMMUNITY
PO BOX 530933
ATLANTA, GA 30353-0933

DELIVER TO:

CITY VIEW I. S. D.
1025 CITY VIEW DRIVE
WICHITA FALLS, TX 76306

ATTN: A BOX

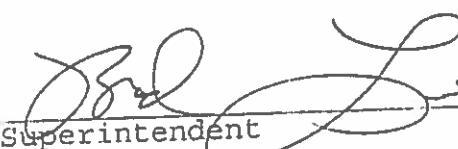
QUANT.	UNIT OF MEASURE	DESCRIPTION	UNIT COST	TOTAL COST
1		MONTHLY DISTRICT SUPPLIES	500.00000	500.00

USE P.O. NUMBER ON ALL CORRESPONDENCE

TAX EXEMPTIONS

Exempt from State and Federal Taxes

PURCHASE APPROVED BY:


Superintendent

9/1/17

P.O.: 17123		ACCOUNT SUMMARY (FOR INTERNAL USE)	VENDOR KEY : WAL-MART001
			AMOUNT
ACCOUNT			250.00
199 E 11 6399 00 001 0 11 0 00			250.00
199 E 11 6399 00 101 0 11 0 00			

See back of receipt for your chance
to win \$1000

ID #: 7L23V04K4X0



(940) 851 - 0629

MANAGER SEAN BIRER

2700 CENTRAL FWY

WICHITA FALLS TX 76306

ST# 00420	DP# 001423	TE# 06	TR# 05243
SC 100Z	15PK	068113178113	F 2.00 0
SC 100Z	15PK	068113178113	F 2.00 0
PRETZELS		087218100670	F 6.98 0
MIXED		004000049642	F 9.14 0
SWIRL STRING		004171684602	F 5.84 0
SWIRL STRING		004171684602	F 5.84 0
PTYHMTRYCHSE		003760028751	F 12.98 0
FRUIT BOWL		071752478286	F 8.98 0
FRUIT SNACKS		001600048764	F 5.88 0
FRUIT SNACKS		001600048764	F 5.88 0
MUDDY BUDDY		001600040201	F 4.98 0
AUSTIN		007978392184	F 1.00 0
AUSTIN		007978392184	F 1.00 0
AUSTIN		007978392184	F 1.00 0
AUSTIN		007978392184	F 1.00 0
FRUITY STAR		004240025887	F 5.98 0
MON CEREAL		004240014864	F 4.98 0
CHOC		004000050600	F 9.14 0
ZIPLOC BAGS		002570071143	F 2.98 0
ZIPLOC BAGS		002570071143	F 2.98 0
SJ GTMLD7.28		002620014444	F 4.98 0
SJ GTMLD7.28		002620014444	F 4.98 0
CHIPS AHQY		004400003339	F 3.56 0
HOMEKIST		004510006028	F 1.72 0
HOMEKIST		004510006028	F 1.72 0
HOMEKIST		004510006028	F 1.72 0
AUSTIN		007978392186	F 1.00 0
YP GG 24CT		007047013794	F 5.98 0
YP GG 24CT		007047013794	F 5.98 0
AUSTIN		007978392184	F 1.00 0
GV CHS BRD		060538818763	F 1.28 0
GV CHS BRD		060538818763	F 1.28 0
GV CHS BRD		060538818763	F 1.28 0
GV CHS BRD		060538818763	F 1.28 0
GV CHS BRD		060538818763	F 1.28 0
GV CHS BRD		060538818763	F 1.28 0
AUSTIN		007978392186	F 1.00 0
AUSTIN		007978392186	F 1.00 0
AUSTIN		007978392186	F 1.00 0
AUSTIN		007978392186	F 1.00 0

SUBTOTAL 144.88

TOTAL 144.88

WALMART CREDIT TEND 144.88

ACCOUNT # **** *18 11 S

APPROVAL # 007702

REF # 725000178527

TERMINAL # SC010109

09/07/17 16:44:42

CHANGE DUE 0.00

ITEMS SOLD 40

TC# 1504 9197 3370 0643 4809 9



Low Prices You Can Trust. Every Day.

09/07/17 16:44:50

CUSTOMER COPY

Store receipts on your phone. Walmart P
ay.



**CITY VIEW INDEPENDENT SCHOOL DISTRICT
PURCHASE REQUISITION**

DATE: 9-7-17

PURCHASE ORDER # _____

PURCHASED FROM: Walmart
COMPANY'S NAME

ADDRESS: _____

STREET/BOX # CITY STATE ZIP

PHONE: _____ FAX: _____

REQUESTED BY: Sara York TEACHER SUBJECT: _____

APPROVED BY: Stephany Saur
PRINCIPAL

GRADE: Head Start

STUDENT GROUP SERVED - CIRCLE ONE

CHECK ONE:

- ☐ BUSINESS OFFICE WILL ORDER
☐ TEACHER WILL ORDER WHEN PO # RECEIVED

STUDENT GROUP SERVED - CIRCLE ONE:

REG. ED.	SP. ED.	AT-RISK
BAND	ATHLETICS	OTHER _____

USE ONE FORM PER COMPANY

[illegible]

***NOTE: PLEASE SIGN AND RETURN PACKING SLIP OR RECEIPT TO BUSINESS OFFICE ASAP AFTER RECEIVING ORDER. THIS IS THE ONLY WAY WE CAN PAY THE VENDOR!**

TOTAL: _____

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043419	10-11-2017		00528	CAROL BAIRD	294-13-6419.00-999-801000	C		23.21	N
043434	10-11-2017		09238	COURTNEY COONER	294-13-6411.00-999-801000	C		153.91	N
043453	10-11-2017		08145	ANN STIDOM HICKS	294-32-6411.00-999-801000	C		298.28	N
043457	10-11-2017		00589	VON DELL HUGHES	294-13-6411.00-999-801000	C		466.95	N
043461	10-11-2017		13061	CONNIE JOHNSON	294-13-6419.00-999-801000	C		26.06	N
043467	10-11-2017		13245	KIMBERLY LIFORD	294-13-6419.00-999-801000	C		17.54	N
043469	10-11-2017		13246	WHITNEY MAXWELL	294-13-6419.00-999-801000	C		53.56	N
043471	10-11-2017		01653	MONARCH BANQUETS	294-13-6499.02-999-801000	C		398.25	N
043474	10-11-2017		13244	BRANDEE MUNNS	294-13-6419.00-999-801000	C		53.56	N
043479	10-11-2017		00451	NOCONA ISD	294-13-6499.01-999-801000	C		65.00	N
043484	10-11-2017		10279	NCS PEARSON INC	294-13-6329.00-999-801000	C		3,632.72	N
043488	10-11-2017		05790	QUILL CORP.	294-13-6399.00-999-801000	C		223.04	N
					294-13-6399.00-999-801000	.		12.59	
					294-13-6399.00-999-801000	.		553.96	
					294-13-6399.00-999-801000	.		195.16	
							Check 043488 Total:	984.75	
043501	10-11-2017		12720	THE CARE COURSES S	294-13-6399.00-999-801000	C		1,592.00	N
043508	10-11-2017		12098	SHARON WEST	294-13-6411.00-999-801000	C		92.84	N
043509	10-11-2017		00361	WICHITA FALLS ISD	294-13-6499.01-999-801000	C		110.00	N
					294-13-6499.01-999-801000			90.00	
					294-13-6499.01-999-801000			90.00	
					294-13-6499.01-999-801000			80.00	
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			90.00	
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			90.00	
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			80.00	
							Check 043509 Total:	1,180.00	
043512	10-11-2017		00525	KAREN YELL	294-32-6411.00-999-801000	C		348.67	N

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043519	10-18-2017		11105	COMPLETEBOOK & ME	294-13-6329.00-999-801000	C .		92.25	N
					294-13-6399.00-999-801000	.		1,272.60	
							Check 043519 Total:	1,364.85	
043520	10-18-2017		09238	COURTNEY COONER	294-13-6411.00-999-804000	C .		540.36	N
043522	10-18-2017		10457	DISCOUNT SCHOOL S	294-13-6399.00-999-801000	C .		362.40	N
043527	10-18-2017		07019	GAINESVILLE ISD	294-13-6499.01-999-801000	C		310.00	N
					294-13-6499.01-999-801000			150.00	
							Check 043527 Total:	460.00	
043531	10-18-2017		09553	STACEY JURECEK	294-13-6411.00-999-804000	C .		384.19	N
043535	10-18-2017		01125	LAKESHORE LEARNIN	294-13-6399.00-999-801000	C .		349.56	N
					294-13-6399.00-999-801000	.		947.96	
							Check 043535 Total:	1,297.52	
043538	10-18-2017		12385	LOVING GUIDANCE IN	294-13-6399.00-999-801000	C .		3,995.10	N
					294-13-6399.00-999-801000	.		524.40	
							Check 043538 Total:	4,519.50	
043543	10-18-2017		10288	NATIONAL EDUCATION	294-13-6399.00-999-801000	C .		99.00	N
043544	10-18-2017		12508	NEXADENTAL	294-13-6399.00-999-801000	C .		1,412.25	N
					294-13-6399.00-999-801000	.		252.00	
					294-13-6399.00-999-801000	.		189.00	
							Check 043544 Total:	1,853.25	
043545	10-18-2017		00451	NOCONA ISD	294-93-6493.01-947-801000	C	Head Start Aug	13,087.30	N
					294-93-6493.01-947-801000		Sept Head Start	14,870.79	
					294-93-6493.02-947-801000		Head Start Aug	9,725.00	
							Check 043545 Total:	37,683.09	
043547	10-18-2017		00200	OFFICE DEPOT	294-13-6399.00-999-801000	C .		206.99	N
					294-13-6399.00-999-801000	.		523.76	
							Check 043547 Total:	730.75	
043559	10-18-2017		07634	SCHOOL SPECIALTY	294-13-6399.00-999-801000	C .		791.26	N
043560	10-18-2017		05791	STAPLES ADVANTAGE	294-13-6399.00-999-801000	C .		913.95	N
043567	10-18-2017		00612	VERIZON WIRELESS	294-51-6259.05-999-801000	C .		37.99	N
043570	10-18-2017		12098	SHARON WEST	294-13-6411.00-999-801000	C		103.22	N
043571	10-18-2017		00361	WICHITA FALLS ISD	294-13-6499.01-999-801000	C		55.00	N
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			80.00	
					294-13-6499.01-999-801000			110.00	
					294-93-6493.01-958-801000		Head Start Aug	261,353.54	
							Check 043571 Total:	261,708.54	

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043582	10-24-2017		00172	BOWIE ISD	294-93-6493.01-924-801000	C	Head Start Sept	16,321.23	N
					294-93-6493.02-924-801000		Head Start Sept	376.35	
					294-93-6493.07-924-801000		Head Start Sept	19.76	
							Check 043582 Total:	16,717.34	
043585	10-24-2017		00195	BURKBURNETT ISD	294-93-6493.01-926-801000	C	Head Start Sept	21,189.67	N
					294-93-6493.02-926-801000		Head Start Sept	572.23	
					294-93-6493.03-926-801000		Head Start Sept	133.41	
					294-93-6493.07-926-801000		Head Start Sept	18.76	
							Check 043585 Total:	21,914.07	
043590	10-24-2017		11152	DEPT. OF INFORMATIO	294-51-6259.00-999-801000	C		4.34	N
					294-51-6259.00-999-801000			.11	
							Check 043590 Total:	4.45	
043593	10-24-2017		00993	ELECTRA ISD	294-93-6493.01-931-801000	C	Head Start Sept	1,130.52	N
043596	10-24-2017		07019	GAINESVILLE ISD	294-93-6493.01-988-801000	C	Head Start Sept	2,000.00	N
043601	10-24-2017		01365	HENRIETTA ISD	294-93-6493.01-937-801000	C	Head Start Sept	12,612.16	N
					294-93-6493.03-937-801000		Head Start Sept	621.00	
					294-93-6493.07-937-801000		Head Start Sept	241.61	
							Check 043601 Total:	13,474.77	
043605	10-24-2017		01125	LAKESHORE LEARNIN	294-13-6399.00-999-801000	C	.	797.76	N
043607	10-24-2017		12520	LOVING GUIDANCE IN	294-13-6399.00-999-801000	C	.	2,541.50	N
043613	10-24-2017		00200	OFFICE DEPOT	294-13-6399.00-999-801000	C	.	627.60	N
043617	10-24-2017		01502	PETROLIA ISD	294-93-6493.01-951-801000	C	Head Start Sept	4,971.09	N
					294-93-6493.02-951-801000		Head Start Sept	163.09	
							Check 043617 Total:	5,134.18	
043631	10-24-2017		12098	SHARON WEST	294-13-6411.00-999-801000	C		115.86	N
043633	10-24-2017		00025	WILSON OFFICE SUPP	294-13-6399.00-999-801000	C	.	73.52	N
043635	10-24-2017		00525	KAREN YELL	294-32-6411.00-999-801000	C		418.73	N
043637	10-31-2017		00195	BURKBURNETT ISD	294-13-6499.01-999-801000	C		75.00	N
					294-13-6499.01-999-801000			90.00	
					294-13-6499.01-999-801000			75.00	
					294-13-6499.01-999-801000			90.00	
							Check 043637 Total:	330.00	
043640	10-31-2017		00448	CITY VIEW ISD	294-93-6493.01-929-801000	C	Head Start Sept	1,284.48	N
					294-93-6493.03-929-801000		Head Start Sept	1,199.00	
					294-93-6493.07-929-801000		Head Start Sept	144.88	
							Check 043640 Total:	2,628.36	
043643	10-31-2017		09238	COURTNEY COONER	294-13-6411.00-999-801000	C		288.46	N

Date Run: 11-09-2017 9:27 AM
 Cnty Dist: 243-950
 From 10-01-2017 To 10-31-2017
 Accounting Period: A

YTD Check Register
 REGION 9 ESC
 Sort by Check Number

Program: FIN1800
 Page 4 of 4
 File ID: 97

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043648	10-31-2017		00993	ELECTRA ISD	294-13-6499.01-999-801000	C		65.00	N
043651	10-31-2017		08145	ANN STIDOM HICKS	294-32-6411.00-999-801000	C		416.57	N
					294-32-6411.00-999-801000			385.70	
							Check 043651 Total:	802.27	
043653	10-31-2017		00589	VON DELL HUGHES	294-13-6411.00-999-801000	C		340.07	N
043662	10-31-2017		01502	PETROLIA ISD	294-13-6499.01-999-801000	C		58.00	N
043667	10-31-2017		01720	SAMS CLUB	294-13-6499.02-999-801000	C		86.21	N
043671	10-31-2017		05791	STAPLES ADVANTAGE	294-13-6399.00-999-801000	C		559.08	N
043678	10-31-2017		11016	WAGNER SUPPLY	294-13-6399.00-999-801000	C		957.48	N
					294-13-6399.00-999-801000			71.16	
							Check 043678 Total:	1,028.64	
043680	10-31-2017		12098	SHARON WEST	294-13-6411.00-999-801000	C		107.90	N
					294-13-6411.00-999-801000			69.28	
							Check 043680 Total:	177.18	
043681	10-31-2017		00361	WICHITA FALLS ISD	294-13-6499.01-999-801000	C		110.00	N
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			80.00	
					294-13-6499.01-999-801000			110.00	
					294-13-6499.01-999-801000			80.00	
							Check 043681 Total:	490.00	
043682	10-31-2017		00525	KAREN YELL	294-32-6411.00-999-801000	C		109.46	N
Grand Totals:								394,150.20	

End of Report

Date Run: 12-05-2017 1:47 PM
Cnty Dist: 243-950
From 11-01-2017 To 11-30-2017
Accounting Period: A
Fund: 294 / 8 HEAD START

YTD Check Register
REGION 9 ESC
Sort by Fund, Check Number

Program: FIN1800
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File ID: 98

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043701	11-14-2017		11105	COMPLETEBOOK & ME	294-13-6329.00-999-801000	C .		219.45	N
043707	11-14-2017		10457	DISCOUNT SCHOOL S	294-13-6399.00-999-801000	C .		1,679.00	N
043725	11-14-2017		01879	INNOVATIVE EDUCATO	294-13-6329.00-999-801000	C .		5,129.02	N
043728	11-14-2017		13265	ANDREA KIDD	294-13-6419.00-999-801000	C		46.42	N
043741	11-14-2017		13267	MERINDA MIRABELLA	294-13-6419.00-999-801000	C		26.34	N
043743	11-14-2017		13266	CRYSTAL MOORE	294-13-6419.00-999-801000	C		17.54	N
043745	11-14-2017		13244	BRANDEE MUNNS	294-13-6419.00-999-801000	C		53.56	N
043777	11-14-2017		00612	VERIZON WIRELESS	294-51-6259.05-999-801000	C .		37.99	N
043843	11-28-2017		00448	CITY VIEW ISD	294-93-6493.01-929-801000	C	Head Start Oct	7,470.80	N
					294-93-6493.02-929-801000		Head Start Oct	1,099.00	
					294-93-6493.03-929-801000		Head Start Oct	172.63	
							Check 043843 Total:	8,742.43	
043857	11-28-2017		01365	HENRIETTA ISD	294-93-6493.01-937-801000	C	Head Start Oct	6,760.78	N
					294-93-6493.05-937-804000		Head Start Oct	249.84	
							Check 043857 Total:	7,010.62	
043879	11-28-2017		01502	PETROLIA ISD	294-93-6493.01-951-801000	C	Head Start Oct	5,532.91	N
					294-93-6493.02-951-801000		Head Start Oct	168.26	
					294-93-6493.03-951-801000		Head Start Oct	34.20	
					294-93-6493.05-951-804000		Head Start Oct	46.00	
					294-93-6493.07-951-801000		Head Start Oct	108.52	
							Check 043879 Total:	5,889.89	
							Fund 294 / 8 Total	28,852.26	

Date Run: 12-05-2017 1:47 PM
Cnty Dist: 243-950
From 11-01-2017 To 11-30-2017
Accounting Period: A
Fund: 294 / 9 HEAD START

YTD Check Register
REGION 9 ESC
Sort by Fund, Check Number

Program: FIN1800
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File ID: 99

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043735	11-14-2017		13268	MIRIAM LOPEZ	294-13-6419.00-999-901000	C		52.69	N
043795	11-21-2017		11924	CITIBANK	294-13-6499.02-999-901000	C	.	155.50	N
043799	11-21-2017		11820	EXPRESS BOOKSELLE	294-13-6329.00-999-901000	C	.	81.84	N
043809	11-21-2017		01125	LAKESHORE LEARNIN	294-13-6399.00-999-901000	C	.	172.59	N
043818	11-21-2017		05790	QUILL CORP.	294-13-6399.00-999-901000	C	.	49.08	N
					294-13-6399.00-999-901000	.		9.48	
							Check 043818 Total:	58.56	
043849	11-28-2017		11152	DEPT. OF INFORMATIO	294-51-6259.00-999-901000	C		3.12	N
043858	11-28-2017		08145	ANN STIDOM HICKS	294-32-6411.00-999-901000	C		284.46	N
043900	11-28-2017		12098	SHARON WEST	294-13-6411.00-999-901000	C		237.34	N
043906	11-28-2017		00525	KAREN YELL	294-32-6411.00-999-901000	C		147.01	N
							Fund 294 / 9 Total	1,193.11	
							Grand Totals:	30,045.37	

End of Report



HEAD START GRANT 06CH7096/04 OCTOBER 2017

Site	Report Received in a Timely Manner	Date Paid	Payroll Distribution Journal							Purchasing						
			Received	Verified with Child Plus	Problems	Corrective Actions	Corrective Action	Date Corrected		Date of Service or Goods Received	Necessary, Reasonableness, Allocability & Allowability of Cost	Are credit card expenditures seperated?	Documentaion	Corrective Actions	Corrective Action	Date Corrected
Bowie	No		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Burkburnett	No		Yes	Yes	No	n/a	na	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
City View	Yes	11/28/2017	Yes	Yes	No	n/a	na	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Electra	No		Yes	Yes	No	n/a	n	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Gainesville	No		Yes	Yes	No	n/a	n	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Henrietta	Yes	11/28/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Nocona	No		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Petrolia	Yes	11/28/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Wichita Falls	No		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a

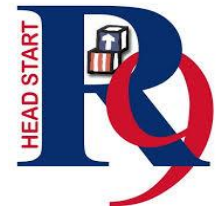
	Budget										Corrective Action		
	Award Amount	6100	6200	6300	6400	Credit Card Coding	T/TA Coding						
Bowie	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Burkburnett	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
City View	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Electra	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Gainesville	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Henrietta	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Nocona	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Petrolia	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		
Wichita Falls	Yes	Yes	Yes	Yes	Yes	Yes	Yes				none		

[illegible][illegible]

COMPARISON OF HEAD START BUDGET TO EXPENDITURE BY SITE FOR 2017-2018

School	11/30/2017	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018
Bowie												
Burkburnett												
City View												
Electra	6%											
Gainesville												
Henrietta												
Nocona												
Petrolia												
Wichita Falls												
Region 9												

November	8%
December	17%
January	25%
February	33%
March	42%
April	50%
May	58%
June	67%
July	75%
August	83%
September	92%
October	100%



COMPARISON OF HEAD START BUDGET TO EXPENDITURE BY SITE FOR 2016-2017

School	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017
Bowie	9%	16%	27%	37%	46%	57%	67%	68%	69%	77%	87%	99%
Burkburnett	8%	11%	21%	33%	42%	50%	58%	66%	72%	84%	91%	100%
City View	8%	15%	22%	30%	37%	45%	54%	61%	68%	75%	84%	92%
Electra	5%	14%	22%	31%	39%	47%	56%	64%	72%	87%	88%	99%
Gainesville	11%	21%	33%	44%	55%	66%	80%	84%	86%	97%	98%	100%
Henrietta	10%	17%	29%	39%	49%	59%	69%	70%	71%	70%	90%	100%
Nocona	10%	17%	28%	37%	45%	53%	63%	69%	69%	85%	95%	100%
Petrolia	9%	15%	25%	35%	43%	52%	61%	61%	61%	80%	89%	100%
Wichita Falls	10%	20%	30%	41%	50%	60%	69%	79%	88%	100%	100%	100%
Region 9	8%	11%	19%	31%	41%	49%	58%	62%	75%	82%	86%	97%

November	8%
December	17%
January	25%
February	33%
March	42%
April	50%
May	58%
June	67%
July	75%
August	83%
September	92%
October	100%

