

**Region 9 ESC Head Start Policy Council Meeting
Minutes**

June 22, 2017
.12:00 P.M. – 1:00 P.M.

SITES PRESENT:

Bowie – 0
Burkburnett – 0
City View – 1
Electra – 1
Gainesville – 1
Henrietta – 1
Nocona – 1
Petrolia – 1
Wichita Falls – 1

SCHOOL & ESC STAFF PRESENT:

Courtney Cooner – Region 9 ESC
Lou Jagers – Region 9 ESC Board of Directors
Lavacca Johnson – Region 9 ESC
Stacey Jurecek – Region 9 ESC
April Waggoner – Gainesville Head Start
Karen Yell – Region 9 ESC

Stacey Jurecek, Region 9 ESC, welcomed the members of the Policy Council and told them how much we appreciated them being at the meeting.

The roll was called by Savanna Nail, Electra, Secretary Pro-Tem, and a quorum was established.

NO ACTION NECESSARY

Heather Smith, Policy Council Chairperson, asked that the Tentative Agenda be changed to the Agenda. Teria Ravert, Gainesville, moved change the Tentative Agenda to the Agenda. Carol Baird, Petrolia, seconded the motion.

MOTION CARRIED

The minutes from the April 20, 2017, meeting were reviewed. Teria Ravert, Gainesville, moved to approve the minutes as reviewed. Carol Baird, Petrolia, seconded the motion.

MOTION CARRIED

Lavacca Johnson, Region 9, presented the 2017-2018 06CH7096 Continuation Grant Application for the Policy Council members' approval. Jessica Hughes, City View, moved to approve the 2017-2018 06CH7096 Continuation Grant as presented. Connie Johnson, Henrietta, seconded the motion.

MOTION CARRIED

Lavacca Johnson, Region 9, presented the 2016-2017 06CH7096 COLA Grant Application for the Policy Council members' approval. Carol Baird, Petrolia, moved to approve the 2016-2017 06CH7096 COLA Grant as presented. Harlene Coffey, seconded the motion.

MOTION CARRIED

Stacey Jurecek, Region 9 ESC, reviewed the personnel hire, rehire, change, reassignment, and/or retirement for Bowie Head Start, Burkburnett Head Start, City View Head Start, Electra Head Start, Gainesville Head Start, Henrietta Head Start, Nocona Head Start, Petrolia Head Start, and Wichita Falls Head Start. Carol Baird, Petrolia, moved to approve the personnel as presented. Harlene Coffey, Electra, seconded the motion.

MOTION CARRIED

Stacey Jurecek, Region 9 ESC, presented the Self-Assessment Data/School Readiness Goals Update. Carol Baird, Petrolia, moved to approve the updates as presented. Harlene Coffey, Electra, seconded the motion.

MOTION CARRIED

Stacey Jurecek, Region 9 ESC, presented an overall summary of the Head Start Site Repots.

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC, reviewed the Program Enrollment Reports; disabilities, eligibility income, End of the month enrollment reports, primary language reports, the language supports in the classroom, and the waitlist.

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC, presented the CACFP and the USDA reimbursement reports.

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC, presented the Communication from the Secretary, OHS; and The Headliner.

NO ACTION NECESSARY

Courtney Cooner, Region 9 ESC, presented the Observation and Monitoring Report for Sharon West (education, disabilities services, nutrition, safe environments, and child health & safety).

NO ACTION NECESSARY

Courtney Cooner, Region 9 ESC, presented the Quality Assurance Monitoring Report (health, family/community partnerships, mental health, transportation, and ERSEA.

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC, presented the Fiscal Reports.

NO ACTION NECESSARY

Stacey Jurecek, Region 9 ESC, reviewed the 2017-2018 Meeting Dates, which included the Policy Council Meeting Dates.

NO ACTION NECESSARY

The meeting adjourned at 1:00 P.M.



Heather Smith, Chairperson



Date

Head Start Policy Council

September 21, 2017

Agenda

Welcome

Roll Call

Training Topic – Policy Council Handbook Training (Who & What)

Karen Yell
Courtney Cooner

Approval

Stacey Jurecek

- Minutes from Previous Meeting
- Change Tentative Agenda to Agenda
- Internal Dispute Process
- Head Start Personnel
- Election of Officers

Program Reports

Stacey Jurecek

- Head Start Enrollment Reports
- Budget/Financial Statement
- Department of Agriculture/USDA
- Communication from the Secretary, OHS
- Monitoring
- Meeting Dates/Locations

www.esc9.net ⇒ A-Z Index ⇒ Head Start

Meeting Adjourns

Stacey Jurecek

PROGRAM DESIGN AND MANAGEMENT

Subject: Internal Dispute Procedures

Policy Council Approval:

ESC Board Approval:

Policy: The Region 9 ESC Head Start Program will follow a jointly established written procedure for resolving internal disputes and impasse between the governing body (the ESC Board of Directors) and the policy group (the Policy Council).

Related Regulations: 1304.50 (h)

Operational Procedures:

The internal dispute resolution procedure is as follows:

1. Mediation procedures will be utilized to resolve disputes between the Policy Council and the Region 9 ESC Board of Directors.
2. Region 9 ESC staff must inform the Administration for Children and Families (ACF) Regional Office as soon as possible after becoming aware of the conflict between the two governing boards. This notice must be made within ten days of the Region 9 ESC Board of Directors becoming aware of the conflict. In the case of the Policy Council proposing not to approve the grantee's refunding application, such notification must be made within 90 days prior to the grantee's refunding date. If the situation leading to the Policy Council's decision to withhold its approval occurs within 90 days of the Region 9 Head Start's refunding date, the Region 9 Board must notify the Dallas ACF Regional Office immediately.
3. The ACF Regional Administrator, or Regional staff member designated by the Regional Administrator, will hold one or more meetings, as appropriate. The Region 9 Executive Director, Region 9 Head Start Coordinator, the Policy Council Chairperson and Policy Council Liaison and Region 9 ESC Board members represented on the Executive Committee are required to attend. The purpose of these meetings is to attempt to resolve issues between the grantee and the Policy Council to the mutual satisfaction of both parties.
4. If the meetings are not successful in resolving the issues between the Region 9 Board of Directors and the Policy Council, the Region 9 Board of Directors should, within 10 days of the meeting, submit the dispute to the offices of a professional mediator. The ACF Regional Office will provide assistance to the Region 9 Board of Directors in selecting a mediator. The Region 9 Board of Directors is requested to advise the ACF Regional Office of the time and location of the first scheduled meeting. Representatives of the Region 9 ESC Board of Directors and representatives of the Policy Council are expected to attend any meetings requested by the mediator.
5. If the conflict relates to the Region 9 Head Start's refunding, the mediation process must be completed 15 days prior to the refunding date unless the mediator has indicated to the ACF Regional Office in writing, that additional time for mediation will likely result in a successful resolution of the conflict. In that case, the ACF Regional Administrator may extend the current Head Start grant. The refusal of either party to engage in a mediation process shall be taken into consideration by the ACF Regional office in determining what course of action is warranted.

6. A mediator's fee may be charged to the program grant in an amount equal to the usual and customary fees charged in the locality with approval of the responsible ACF Regional Office Official.

**INTERNAL DISPUTE PROCESS:
POLICY COUNCIL AND ESC BOARD OF DIRECTORS**

Level I	<ul style="list-style-type: none"> • Head Start Coordinator and Director • Policy Council Chairperson and Policy Council Liaison
Level II	<ul style="list-style-type: none"> • ESC Deputy Director and/or Executive Director • Policy Council Chairperson and Policy Council Liaison
Level III	<ul style="list-style-type: none"> • ESC Board of Directors • Policy Council Chairperson and Policy Council Liaison
Level IV	<ul style="list-style-type: none"> • ESC Executive Director and/or Policy Council Liaison contacts: <ul style="list-style-type: none"> ◦ Region VI – Dallas, TX, Office of Community Programs – Administration for Children & Families/Head Start for Mediation

12-1-06

**EDUCATIONAL ENTITIES COMPLAINT PROCESS:
ISD COMPLAINT TO ESC**

Level I	Site Superintendent or Superintendent's Designee	→	Head Start Coordinator and Program Director
Level II	Site Superintendent or Superintendent's Designee	→	Executive Director
Level III	Site Superintendent	→	Region 9 Board of Directors

**EDUCATIONAL ENTITIES COMPLAINT PROCESS:
ESC COMPLAINT TO ISD**

Level I	Head Start Coordinator and Program Director	→	Site Principal or Site Coordinator
Level II	Deputy Director and Program Director	→	Site Superintendent
Level III	Executive Director and Deputy Director	→	Site Superintendent and ISD Board

PROGRAM DESIGN AND MANAGEMENT

**Subject: Grievance Procedures for Parents
and Community Members**

Policy Council Approval:

ESC Board Approval:

Policy: In order to ensure that parents and community members have the opportunity to voice concerns and receive resolutions to all concerns, the following procedures have been established.

Related Regulations: 45 CFR Part(s): 1304.50 (d) (2) (v)

Operational Procedures:

1. When a parent or community member has a concern regarding a local Head Start site, the parent or community member will be directed to the classroom teacher.
2. If the classroom teacher cannot resolve the issue, the parent or community member will be directed to the building principal or site manager.
3. If the build principal or site manager cannot resolve the issue, then the parent or community member will be directed to the appropriate administrative level for the local site.
4. When parent or community member has a concern regarding the Head Start program that cannot be resolved at the local site, the parent or community member will be directed to the Head Start program Director.
5. If the Head Start director cannot resolve the issue, assistance will be requested from the Region 9 Education Service Center Administrative Team to make a final decision regarding the issue.
6. All issues that require Policy Council approval will be discussed at the appropriate Policy Council meeting.
7. The Policy Council will receive training on the chain of command and the procedures for resolving concerns from parents and community members. Policy Council representatives will present the information to parents at their local parent committee meeting.

Region 9 ESC Head Start Personnel Report

Name of District: **Region 9 Education Service Center Key Personnel** School Year: **2017-2018**

Name	Staff Position	Recommended Action to be Taken: Employ; Rehire; Reassignment; Resignation; Retirement
Wes Pierce	Region 9 Education Service Center Executive Director	Rehire
Jill Landrum	Director of ESC Quality Development	Rehire
Janay Litz	Director of Internal Fiscal Operations	Rehire
Stacey Jurecek	Head Start Coordinator	Rehire
Sharon West	Head Start Manager/Monitor	Rehire
Courtney Cooner	Head Start Manager/Monitor	Rehire
Karen Yell	Head Start Family Services/Mental Health Coordinator	Rehire
Ann Hicks	Head Start Family Services/Mental Health Coordinator	Rehire
Carla Rodgers	Head Start Federal Programs Fiscal Specialist	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

Date of Recommendation

Policy Council Representative Signature

Date of Recommendation

Policy Council Officer Signature

Date of Approval

Region 9 ESC Board Signature
2017-2018

Date of Review (Approved for Key Personnel)

Region 9 ESC Head Start Personnel Report

Name of District: Gainesville ISD

School Year: 2017-2018

Name	Staff Position	Recommended Action to be Taken: Employ; Rehire; Reassignment; Resignation; Retirement
Stacie Hall	Head Start Teacher	Hire
Edith Gonzales	Head Start Paraprofessional	Hire
Cozy Avery	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

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)

2017-2018

Region 9 ESC Head Start Personnel Report

Name of District: Nocona ISD

School Year: 2017-2018

Name	Staff Position	Recommended Action to be Taken: Employ; Rehire; Reassignment; Resignation; Retirement
Stacy Detweiler	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

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 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
Please approve attached list as the 2017-2018 staff for WFISD Head Start.		

-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

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)

<u>Schools</u>	<u>Contact</u>	<u>Para</u>	<u>Classroom Name</u>
Brook Village	Jennifer Nava	Sheila Smith	Brook Village Classroom 1
	Debbie Curry	Barbra Woods	Brook Village Classroom 3
Cunningham	Carmen Thomas	Arnesha Jiles	Cunningham Classroom A
Farris	Letitia Willis		Principal
Travis Armstrong	Carol Gibbs	-	Assistant Principal
	Amy Reyna	-	Secretary
	Kay Sabine	-	Nurse
	Mistie Coovert	-	Nurse
	Lindsey Long	Essie Robinson	Farris Classroom 02
	Mary Havens	Tamesha Holt	Farris Classroom 04
	Sarah Reeder	Judy Wiggins Dial	Farris Classroom 13
	Rachel Faris	Cora Perdomo	Farris Classroom 14
	Gicela Chavez	Alice Orduno	Farris Classroom 15
	Elizabeth Gwynn	Connie Herrera	Farris Classroom 17
	Stephanie Cauthen	Emily Junek	Farris Classroom 19
	Stacie Scarborough	Michelle Moore	Farris Classroom 20
	Crystal Sanchez	Jessica Johnson	Farris Classroom 21
	Hillary Freeman	LaShawn Green	Farris Classroom 22
	Stephanie Hollingsworth	Jenette Lewis	Farris Classroom 23
		Christy Storm	
	Ashley Burross	Regina Wallace	Farris Classroom 24
	Cameron Williams	Mickie Duran	Farris Classroom 26
	Gina Blair	Janelle Dorman	PE

Northwest	Jeff Scruggs	-	Site Facilitator
	Angela Chitwood	Lydia Perez	Northwest Classroom 1
	Rosanna Cotton	Marcella Arredondo	Northwest Classroom 2
	Selinda Taylor	Samantha Lamberti	Northwest Classroom 3
Rosewood	Marlowe Waddell	-	Site Facilitator
	Charity Dunn	-	Secretary
	Yolanda Drennon	Melina Johnson	Rosewood Classroom 1
	Shaylyn Clayton	Patrice Watson	Rosewood Classroom 3
	Jamie Holland	Undrea Hickson	Rosewood Classroom 4
	Pam Wilson	Sherry Payne	Rosewood Classroom 6
	Patricia Morris	Irma Wheeler	Rosewood Classroom 7
	Rina Rodriguez	Rebecca Barron	Rosewood Classroom 8
	Lyndi Persinger	Samantha Brown	PE Rosewood/Northwest
ESL		Nancy Terry	
FSW	Lisa Little		
	Shunda Stanley		
	Traci Ludtke		
MH	Schondra Riddle		
	Amanda Ellard		
Aftercare:	Ashley Tillery-CDA	Archeyna Lacy - CDA	



POLICY COUNCIL OFFICERS

2017-2018 School Year

Policy Council Chairperson

Policy Council Vice Chairperson.....

Policy Council Secretary.....

Policy Council Assistant Secretary

Policy Council Liaison to the Region 9 Board

Policy Council Co-Liaison to the Region 9 Board....

9/9/2017
1:14 PM

2004 - Management Report - Eligibility Income

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			27	0	1	1	1	1	0	30	1	2	29	7	24	9	2	6	3	1	10
Subtotals for Site: BROOK VILLAGE (HS/PreK)																					
34			28	0	0	0	2	4	0	33	0	4	30	1	33	11	2	4	3	3	11
Subtotals for Site: BURKBURNETT																					
56			49	0	0	2	1	4	1	52	1	4	52	7	49	14	2	4	1	12	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																					
17			11	0	0	1	4	1	0	17	0	1	16	1	16	7	2	1	1	0	6
Subtotals for Site: ELECTRA HEADSTART																					
15			14	0	0	0	1	0	0	14	1	0	15	0	15	4	1	3	1	0	6
Subtotals for Site: FARRIS CENTER																					
211			178	0	0	7	8	18	2	206	3	15	196	69	142	63	6	16	17	23	86
Subtotals for Site: Gainesville Head Start																					
70			59	0	0	2	8	1	1	67	2	2	68	21	49	23	3	6	3	4	31
Subtotals for Site: HES HEAD START																					
13			11	0	2	0	0	0	0	12	0	0	13	2	11	2	0	0	0	1	10
Subtotals for Site: Nocona HS																					
27			21	0	0	3	3	0	0	27	0	0	27	7	20	9	1	0	1	3	13
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																					
100			77	0	0	0	7	16	6	94	0	15	85	27	73	41	5	6	5	11	32
Subtotals for Agency: Region 9 ESC																					
655			541	0	3	18	45	48	10	632	8	48	607	175	480	208	29	52	43	75	248
Report Totals																					
655			541	0	3	18	45	48	10	632	8	48	607	175	480	208	29	52	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: 8/31/2017

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:	17	17	0	0 (Avg)
ELECTRA HEADSTART				
Head Start Totals:	15	15	0	0 (Avg)
FARRIS CENTER				
Head Start Totals:	199	198	1	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:	49	49	0	0 (Avg)
Petrolia (HS/PreK)				
Head Start Totals:	10	10	0	0 (Avg)
ROSEWOOD HEAD START				
Head Start Totals:	98	98	0	0 (Avg)
Region 9 ESC Totals:	638	637	1	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
64	Open IEP 64 10.2%	64	Autism 1
Funded:	Closed IEP 0 0.0%	0	Health impairment 2
630	Open IFSP 0 0.0%	0	Non-categorical/developme 3
	Closed IFSP 0 0.0%	0	Speech or language impair 55
	Total Open 64 10.2%	64	
	Total Closed 0 0.0%	0	
			IEP / IFSPs Due
			Past Due 0
			Next 30 days 2
			More than 30 days 62
			<blank> 0

Region 9 ESC **2006 - Management Report - Waitlist**

Participants on the Waitlist as of 8/31/17

Region 9 ESC

Waitlist	
Location: BOWIE	
Program: Head Start	6
BOWIE Totals:	6
Location: BURKBURNETT	
Program: Head Start	16
BURKBURNETT Totals:	16
Location: ELECTRA HEADSTART	
Program: Head Start	5
ELECTRA HEADSTART Totals:	5
Location: FARRIS CENTER	
Program: Head Start	6
FARRIS CENTER Totals:	6
Location: Gainesville Head Start	
Program: Head Start	10
Gainesville Head Start Totals:	10
Location: HES HEAD START	
Program: Head Start	8
HES HEAD START Totals:	8
Location: Nocona HS	
Program: Head Start	3
Nocona HS Totals:	3
Region 9 ESC Totals:	54
Program: Head Start	54

Region 9 ESC

1008 - Primary Language at Home

Term: Head Start 2017-2018, Status: Enrolled, Enrolled: 8/1/2017 - 8/31/2017

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**

12 English
3 Spanish

Primary Language At Home

12 English
3 Spanish

Summary Information for Site

BOWIE

25 English
5 Spanish

25 English
5 Spanish

BROOK VILLAGE (HS/PreK)

Brook Village Classroom 1

Name (Last, First)

**Primary
Language**

12 English
5 Spanish

Primary Language At Home

11 English
6 Spanish

Brook Village Classroom 3

Name (Last, First)

**Primary
Language**

15 English
1 Spanish

Primary Language At Home

13 English
3 Spanish

Summary Information for Site

BROOK VILLAGE (HS/PreK)

27 English
6 Spanish

24 English
9 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
	17 English	1 Cheole...Haitian 16 English

Summary Information for Site

Cunningham Elementary

17 English	1 Cheole...Haitian 16 English
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ELECTRA HEADSTART ELECTRA HEADSTART 1

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

Summary Information for Site

ELECTRA HEADSTART

13 English 1 Spanish	13 English 1 Spanish
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FARRIS CENTER Farris Classroom 02

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

Farris Classroom 04

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

Farris Classroom 13

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

Farris Classroom 14

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

Farris Classroom 15

Name (Last, First)	Primary Language	Primary Language At Home
	9 English 6 Spanish	9 English 6 Spanish

Farris Classroom 17

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

Farris Classroom 19

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

Farris Classroom 20

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

Region 9 ESC
FARRIS CENTER
Farris Classroom 21
Name (Last, First)

Primary Language
16 English

Primary Language At Home
15 English
1 Spanish

Farris Classroom 22
Name (Last, First)

Primary Language
17 English

Primary Language At Home
14 English
3 Spanish

Farris Classroom 23
Name (Last, First)

Primary Language
11 English
2 Spanish

Primary Language At Home
11 English
2 Spanish

Farris Classroom 24
Name (Last, First)

Primary Language
16 English

Primary Language At Home
16 English

Farris Classroom 26
Name (Last, First)

Primary Language
7 English
7 Spanish

Primary Language At Home
6 English
8 Spanish

Summary Information for Site

FARRIS CENTER

181 English
15 Spanish

176 English
20 Spanish

Gainesville Head Start
Gainesville A
Name (Last, First)

Primary Language
17 English

Primary Language At Home
15 English
2 Spanish

Gainesville B
Name (Last, First)

Primary Language
10 English
7 Spanish

Primary Language At Home
8 English
9 Spanish

Gainesville C
Name (Last, First)

Primary Language
10 English
8 Spanish

Primary Language At Home
1 Cheole...Haitian
9 English
8 Spanish

Gainesville D
Name (Last, First)

Primary Language
17 English
1 Spanish

Primary Language At Home
17 English
1 Spanish

Summary Information for Site

Gainesville Head Start

54 English
16 Spanish

1 Cheole...Haitian
49 English
20 Spanish

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
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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
	15 English	15 English

Northwest Classroom 3

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

Summary Information for Site

NORTHWEST

40 English 9 Spanish	38 English 11 Spanish
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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
16 English	16 English

Rosewood Classroom 6
Name (Last, First)

Primary Language	Primary Language At Home
17 English	17 English

Rosewood Classroom 7
Name (Last, First)

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

Rosewood Classroom 8
Name (Last, First)

Primary Language	Primary Language At Home
16 Spanish	16 Spanish

Summary Information for Site

ROSEWOOD HEAD START

1 Bangla-Banglades 73 English 24 Spanish	1 Bangla-Bangladesh 70 English 27 Spanish
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Summary Information for Agency

Region 9 ESC

1 Bangla-Banglades 547 English 85 Spanish	1 Bangla-Bangladesh 2 Cheole...Haitian 527 English 103 Spanish
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Summary Information for Report

1 Bangla-Banglades 547 English 85 Spanish	1 Bangla-Bangladesh 2 Cheole...Haitian 527 English 103 Spanish
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Language Supports in the Classroom - Monitoring August 2017

Classroom	English	Spanish	Total	Other	Spanish Speaking Staff
Bowie 1	13	2	15		
Bowie 2	12	3	15		
Brook Village 1	12	5	17		
Brook Village 3	15	1	16		
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	17	0	17		
Electra HS 1	13	1	14		
Farris 02	14	0	14		
Farris 04	16	0	16		
Farris 13	15	0	15		
Farris 14	14	0	14		Faris
Farris 15	9	6	15		Chavez/Orduno
Farris 17	16	0	16		Herrera
Farris 19	13	0	13		Junek
Farris 20	17	0	17		
Farris 21	16	0	16		Garcia
Farris 22	17	0	17		Martinez
Farris 23	11	2	13		
Farris 24	16	0	16		
Farris 26	7	7	14		
Gainesville A	17	0	17		
Gainesville B	10	7	17		Villa
Gainesville C	10	8	18		
Gainesville D	17	1	18		Gomez
Henrietta A (HES A)	13	0	13		
Nocona A	8	4	12		
Nocona B	10	5	15		Hinijosa (see schedule)
Northwest 1	8	9	17		Perez
Northwest 2	15	0	15		
Northwest 3	17	0	17		
Petrolia	10	0	10		Morgan
Rosewood 1	16	1	17		
Rosewood 3	14	0	14		
Rosewood 4	16	0	16		
Rosewood 6	17	0	17		
Rosewood 7	10	8	18		Wheeler
Rosewood 8	0	16	16		Rodriguez/Barron
Total:			633		

Classroom is compliant

Carefully monitor

Classroom is non-compliant

Board Report
Detail Comparison of Revenue to Budget
REGION 9 ESC
As of July

	<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	-604,760.39	-2,982,891.89	912,450.11	76.58%
Sub Total 5930		3,895,342.00	-604,760.39	-2,982,891.89	912,450.11	76.58%
Total FEDERAL PROGRAM REVENUES		3,895,342.00	-604,760.39	-2,982,891.89	912,450.11	76.58%
Total Revenue Local-State-Federal		3,895,342.00	-604,760.39	-2,982,891.89	912,450.11	76.58%
Total for 000	.00	3,895,342.00	-604,760.39	-2,982,891.89	912,450.11	76.58%

Date Run: 08-09-2017 1:30 PM

Cnty Dist: 243-950

Board Report

Detail Comparison of Expenditures and Encumbrances to Budget

REGION 9 ESC

As of July

Program: FIN3050

Page 2 of 4

File ID: C

Fund 294 / 8 HEAD START

		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	-24,500.00	.00	7,603.96	.00	-16,896.04	31.04%
6141-00.999-8-01000	SOCIAL	-1,020.00	.00	131.97	.00	-888.03	12.94%
6143-00.999-8-01000	WORKER'S	-100.00	.00	21.59	.00	-78.41	21.59%
6145-00.999-8-01000	UNEMPLOYMENT	-50.00	.00	4.49	.00	-45.51	8.98%
6146-00.999-8-01000	TEACHER RETIREMENT	-450.00	.00	283.58	.00	-166.42	63.02%
Sub Total 6100		-26,120.00	.00	8,045.59	.00	-18,074.41	30.80%
6200 - PROFESSIONAL AND CONTRACTED SE							
6216-00.999-8-01000	CONT PROF SVC/ESC	-216,695.00	.00	163,269.12	6,536.45	-53,425.88	75.35%
6269-03.999-8-01000	TETN	.00	.00	.00	.00	.00	.00%
6291-00.999-8-01000	CONSULTANTS -	-15,000.00	4,500.00	8,650.00	.00	-1,850.00	57.67%
6291-00.999-8-04000	CONSULTANTS - T/TA	-6,000.00	1,760.00	6,950.00	6,950.00	2,710.00	115.83%
6295-01.999-8-01000	MANAGEMENT SYSTEM	-4,000.00	.00	1,840.00	40.00	-2,160.00	46.00%
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	-2,400.00	.00	2,067.97	220.01	-332.03	86.17%
Sub Total 6200		-245,495.00	6,260.00	182,777.09	13,746.46	-56,457.91	74.45%
6300 - SUPPLIES AND MATERIALS							
6329-00.999-8-01000	READING MATERIALS	-9,000.00	400.00	1,029.18	807.44	-7,570.82	11.44%
6329-00.999-8-04000	READING MATERIALS	.00	.00	251.20	.00	251.20	.00%
6398-00.999-8-01000	INVENTORY ITEMS	-2,000.00	.00	.00	.00	-2,000.00	.00%
6399-00.999-8-01000	GENERAL/INSTR.	-30,196.00	258.36	19,285.54	1,522.79	-10,652.10	63.87%
6399-00.999-8-01723	GENERAL/INSTR.	-1,000.00	.00	.00	.00	-1,000.00	.00%
6399-01.999-8-01000	POSTAGE	-2,500.00	.00	410.82	.00	-2,089.18	16.43%
6399-02.999-8-01000	GRAPHICS	-200.00	.00	40.40	.00	-159.60	20.20%
6399-03.999-8-01000	REPRODUCTION	-12,000.00	.00	11,241.84	596.80	-758.16	93.68%
6399-04.999-8-01000	OUTSIDE POSTAGE	-800.00	.00	.00	.00	-800.00	.00%
6399-05.999-8-01000	OUTSIDE PRINTING	-1,000.00	.00	735.00	.00	-265.00	73.50%
Sub Total 6300		-58,696.00	658.36	32,993.98	2,927.03	-25,043.66	56.21%
6400 - OTHER OPERATING EXPENSES							
6411-00.999-8-01000	EMPLOYEE TRAVEL	-16,000.00	.00	5,937.64	.00	-10,062.36	37.11%
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	5,000.91	.00	-625.09	88.89%
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	-8,000.00	.00	825.26	101.96	-7,174.74	10.32%
6419-00.999-8-04000	NON-EMPLOYEE TRAVEL	-500.00	.00	.00	.00	-500.00	.00%
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	.00	.00	-11,000.00	.00%
6499-01.999-8-01000	TEACHER RELEASE TIME	-9,000.00	.00	1,195.00	.00	-7,805.00	13.28%
6499-02.999-8-01000	FOOD	-4,000.00	1,187.67	1,829.83	238.50	-982.50	45.75%
Sub Total 6400		-57,626.00	1,187.67	14,788.64	340.46	-41,649.69	25.66%
Total Function 13 INSTRUCTIONAL STAFF		-387,937.00	8,106.03	238,605.30	17,013.95	-141,225.67	61.51%
31 - GUIDANCE AND COUNSELING SVS							
6300 - SUPPLIES AND MATERIALS							
6339-00.999-8-01000	TESTING MATERIALS	-11,200.00	1,329.95	10,847.81	.00	977.76	96.86%
6339-00.999-8-04000	TESTING MATERIALS -	-3,000.00	.00	.00	.00	-3,000.00	.00%
Sub Total 6300		-14,200.00	1,329.95	10,847.81	.00	-2,022.24	76.39%
Total Function 31 GUIDANCE AND COUNSELING		-14,200.00	1,329.95	10,847.81	.00	-2,022.24	76.39%

Date Run: 08-09-2017 1:30 PM		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: C	
Fund 294 / 8 HEAD START		As of July					
		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	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	-121,920.00	.00	87,453.37	1,020.97	-34,466.63	71.73%
6295-02.999-8-01000	TECHNOLOGY SUPPORT	-1,600.00	.00	1,328.94	147.66	-271.06	83.06%
Sub Total 6200		-123,520.00	.00	88,782.31	1,168.63	-34,737.69	71.88%
6400 - OTHER OPERATING EXPENSES							
6411-00.999-8-01000	EMPLOYEE TRAVEL	-16,000.00	.00	5,443.89	.00	-10,556.11	34.02%
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 T/TA	-5,626.00	.00	4,591.26	.00	-1,034.74	81.61%
6411-00.999-8-04723	EMPLOYEE TRAVEL TTA	-500.00	.00	.00	.00	-500.00	.00%
Sub Total 6400		-23,126.00	.00	10,035.15	.00	-13,090.85	43.39%
Total Function 32 ATTENDANCE & SOCIAL		-146,646.00	.00	98,817.46	1,168.63	-47,828.54	67.39%
51 - PLANT MAINTENANCE & OPERATION							
6200 - PROFESSIONAL AND CONTRACTED SE							
6259-00.999-8-01000	TELEPHONE	-100.00	.00	25.01	5.91	-74.99	25.01%
6259-05.999-8-01000	AIR CARD/CELL PHONE	-480.00	110.28	307.72	37.99	-62.00	64.11%
6269-00.999-8-01000	FACILITY USE FEE - ESC	-20,765.00	.00	13,717.43	1,331.55	-7,047.57	66.06%
Sub Total 6200		-21,345.00	110.28	14,050.16	1,375.45	-7,184.56	65.82%
6400 - OTHER OPERATING EXPENSES							
6425-00.999-8-01000	INSURANCE AND BONDING	-2,000.00	.00	1,877.50	.00	-122.50	93.88%
Sub Total 6400		-2,000.00	.00	1,877.50	.00	-122.50	93.88%
Total Function 51 PLANT MAINTENANCE &		-23,345.00	110.28	15,927.66	1,375.45	-7,307.06	68.23%
93 - PAYMENT TO MEMBER DISTRICT							
6400 - OTHER OPERATING EXPENSES							
6493-01.924-8-01000	PMTS. BOWIE - PAYROLL	-149,089.00	.00	101,153.26	15,011.75	-47,935.74	67.85%
6493-01.926-8-01000	PMTS. BURKBURNETT -	-248,712.00	.00	136,115.80	.00	-112,596.20	54.73%
6493-01.929-8-01000	PMTS. CITY VIEW -	-85,852.00	.00	51,713.13	.00	-34,138.87	60.24%
6493-01.931-8-01000	PMTS. ELECTRA -	-78,496.00	.00	43,862.49	.00	-34,633.51	55.88%
6493-01.937-8-01000	PMTS. HENRIETTA -	-67,006.00	.00	47,036.62	589.46	-19,969.38	70.20%
6493-01.947-8-01000	PMTS. NOCONA - PAYROLL	-129,981.00	.00	88,659.76	.00	-41,321.24	68.21%
6493-01.951-8-01000	PMTS. PETROLIA -	-50,666.53	.00	30,802.30	52.11	-19,864.23	60.79%
6493-01.958-8-01000	PMTS. WICHITA FALLS -	-1,884,955.00	.00	1,587,143.86	393,020.88	-297,811.14	84.20%
6493-01.988-8-01000	PMTS. GAINESVILLE -	-360,802.00	.00	304,210.17	13,854.83	-56,591.83	84.31%
6493-02.924-8-01000	PMTS. BOWIE CONTRACT	-7,000.00	.00	6,848.04	1,499.48	-151.96	97.83%
6493-02.926-8-01000	PMTS BURKBURNETT-	-15,352.00	.00	7,642.54	.00	-7,709.46	49.78%
6493-02.929-8-01000	PMTS. CITY VIEW - CONTR.	-10,434.00	.00	3,699.00	.00	-6,735.00	35.45%
6493-02.947-8-01000	PMTS. NOCONA - CONTR.	-9,600.00	.00	.00	.00	-9,600.00	.00%
6493-02.951-8-01000	PMTS. PERTOLIA - CONTR.	-1,692.00	.00	1,170.03	32.53	-521.97	69.15%
6493-02.958-8-01000	PMTS WICHITA FALLS-	-88,220.00	.00	10,984.37	1,891.71	-77,235.63	12.45%
6493-03.924-8-01000	PMTS. BOWIE - SUPPLIES	-6,548.00	.00	30.00	.00	-6,518.00	.46%
6493-03.926-8-01000	PMTS. BURKBURNETT -	-22,883.00	.00	20,366.36	.00	-2,516.64	89.00%
6493-03.929-8-01000	PMTS. CITY VIEW -	-7,840.00	.00	301.19	.00	-7,538.81	3.84%
6493-03.931-8-01000	PMTS. ELECTRA -	-200.00	.00	323.97	.00	123.97	161.98%
6493-03.937-8-01000	HENRIETTA-SUPPLIES	-1,197.00	.00	66.81	.00	-1,130.19	5.58%
6493-03.947-8-01000	PMTS. NOCONA -	-1,075.00	.00	.00	.00	-1,075.00	.00%
6493-03.951-8-01000	PMTS. PETROLIA -	-105.47	.00	.00	.00	-105.47	.00%
6493-03.958-8-01000	PMTS WICHITA FALLS-	-40,362.00	.00	12,152.24	1,820.42	-28,209.76	30.11%
6493-03.988-8-01000	PYMTS TO GAINESVILLE-	-6,444.00	.00	1,992.64	259.16	-4,451.36	30.92%

REGION 9 ESC

File ID: C

Fund 294 / 8 HEAD START

As of July

		Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Realized
6000 - EXPENDITURES/EXPENSE CONTROL A							
93 - PAYMENT TO MEMBER DISTRICT							
6400 - OTHER OPERATING EXPENSES							
6493-04.924-8-01000	BOWIE OTHER OPERATE	.00	.00	349.00	86.00	349.00	.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 -	-996.00	.00	304.00	.00	-692.00	30.52%
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	7,852.63	1,157.22	-14,202.37	35.60%
6493-04.988-8-01000	GAINESVILLE OTHER	.00	.00	608.50	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	320.00	.00	-1,300.00	19.75%
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	216.00	-144.00	60.00%
6493-05.947-8-04000	PMTS. NOCONA - T/TA	-720.00	.00	805.30	.00	85.30	111.85%
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	7,681.60	807.56	-3,479.40	68.83%
6493-05.988-8-04000	PMTS. GAINESVILLE - T/TA	-1,980.00	.00	740.67	67.41	-1,239.33	37.41%
6493-07.924-8-01000	BOWIE SUPPLIES CREDIT	.00	.00	385.81	.00	385.81	.00%
6493-07.926-8-01000	BURKBURNETT ISD	.00	.00	804.59	.00	804.59	.00%
6493-07.929-8-01000	CITY VIEW SUPPLIES	.00	.00	856.72	.00	856.72	.00%
6493-07.937-8-01000	HENRIETTA HS SUPPLIES	.00	.00	1,005.39	61.43	1,005.39	.00%
6493-07.947-8-01000	NOCONA SUPPLIES	.00	.00	147.74	.00	147.74	.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	1,339.37	2,364.55	.00%
6493-08.926-8-01000	BURKBURNETT OTHER	.00	.00	1,849.80	.00	1,849.80	.00%
6493-08.988-8-01000	GAINESVILLE OTHER CC	.00	.00	103.15	.00	103.15	.00%
Sub Total 6400		-3,323,214.00	.00	2,486,544.63	431,817.32	-836,669.37	74.82%
Total Function 93 PAYMENT TO MEMBER		-3,323,214.00	.00	2,486,544.63	431,817.32	-836,669.37	74.82%
Total Expenditures		-3,895,342.00	9,546.26	2,850,742.86	451,375.35	-1,035,052.88	73.18%
Total for 988		-3,895,342.00	9,546.26	2,850,742.86	451,375.35	-1,035,052.88	73.18%

End of Report

77%

ENTERED
SEP 21 2017

REGION 9 EDUCATION SERVICE CENTER HEAD START PROGRAM
Request for Reimbursement of Head Start Expenditures
Please Attach Receipts

BY: AC **BOWIE INDEPENDENT SCHOOL DISTRICT** **AUGUST 2017**
 Name of School District 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	85,048.72	12,332.33	97,381.05	
Benefits 614X	17,394.18	1,410.91	18,805.09	
Subtotal (attach payroll distribution journal)	102,442.90	13,743.24	✓ 116,186.14	
6200 Professional & Contracted Services	9,152.85	494.36	✓ 9,647.21	
6300 Supplies & Materials	0.00	0.00	0.00	
6300 Supplies & Materials - Credit Card Expenses	385.81	638.49	✓ 1,024.30	
6400 Other Operating Costs	469.00	0.00	469.00	8,887.45
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	\$112,450.58	\$14,876.09	✓ \$127,326.65	\$8,887.45

Please provide detailed documentation for all expenditures.

Typed Name of Authorized Officer	Date	Authorized Signature
JONATHAN PASTUSEK, CFO	9/11/2017	

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

Email To: lavacca.johnson@esc9.net

★ Credit Card

Invoice # 9181

For ESC Office Use Only: Payment Authorization

Date: 9-15-17

Vendor #: 172

Account # 294-93-0493-01-924-801

\$ 13743.24

Account # 294-93-0493-02-924-801

\$ 494.36

Account # 294-93-0493-07-924-801

\$ 638.49

Account # _____

\$ _____

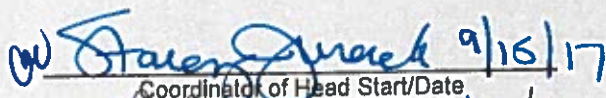
Account # _____

\$ _____

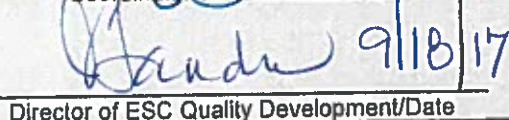
Account # _____

\$ _____

TOTAL \$ 14876.09

 9/16/17
 Coordinator of Head Start/Date

 9/18/17
 Director of Internal Fiscal Operations/Date

 9/18/17
 Director of ESC Quality Development/Date

 SEP 19 2017
 Executive Director/Date

REGION 9 ESC
 EXECUTIVE DIRECTOR

PURCHASE ORDER # 30522

BOWIE INDEPENDENT SCHOOL DISTRICT

Purchase Order

REQUESTS ARE NOT APPROVED UNTIL ALL SIGNATURES ARE PROCESSED



Bowie Independent School District

Accounts Payable Department
P.O. Box 1168
Bowie, TX 76230
Phone: 940.689.2864 Fax: 940.872.5979

PURCHASED FROM:

SHIP TO:

Sam's Club

Head Start

DATE OF ORDER		SHIP VIA	PAYMENT TERMS - 30 DAYS	FOB
Item Number	Quantity	DESCRIPTION OF GOODS - Size, Color, Quality, etc when applicable	UNIT PRICE	TOTAL AMOUNT
		Cups Cheez-its	7 98	31 92
		pretzels		
		animal Crackers	5 98	23 92
		goldfish	10 58	42 32
		cheerios	5 88	23 52
		sandwich crackers	6 88	41 28
		raisins	7 98	31 92
		raisins	7 68	36 72
		granola bars	12 98	25 96
TOTAL				

ORIGINATOR:

Mikki Zeelma DATE 8/14/17

AUTHORIZED

DATE 8/14/17

APPROVED

 8-14-17
SUPT. / ASST. SUPT. / C.F.O.

STATE SALES TAX EXEMPTION CERTIFICATE: The signed claims an exemption from taxes under Chapter 20, Title #12A, Revised Civil Statutes of Texas for purchase of usable personal property described in the numbered order purchased from contracts and/or shipper listed above as this property is being secured for the exclusive use of the Bowie Independent School District.

ACCOUNT CODE TO CHARGE:

FUND	FUNCT	OBJECT	SUB-OBJ	ORG	PROG	AMOUNT CHARGED
*205	11	6399	00	105	732	\$200.00
						\$251.56

ALL PURCHASE ORDERS MAY BE CANCELABLE IF MERCHANDISE IS NOT RECEIVED IN 60 DAYS.

NO BACK ORDERS ACCEPTED.

ALL DELIVERY CHARGES MUST BE PREPAID; ADD TO INVOICE IF NOT FOR-BOWIE ISD.

Sam's
CLUB

CLUB MIKAUER E CHARILLO

940) 691 - 0632

MICHINA FALLS, TX

07/17/17 16:34 2222 00224 002 2595

DUPLICATE

E	263066	CRAISINS	F	7.98	N
E	263066	CRAISINS	F	7.98	N
E	263066	CRAISINS	F	7.98	N
E	263066	CRAISINS	F	7.98	N
E	80643	CHEEZ-IT SLF		7.98	N
E	402169	RAISINS	I	7.68	N
E	402169	RAISINS	I	7.68	N
E	80643	CHEEZ-IT SLF		7.98	N
E	11813	BOLDFISH	F	10.58	N
E	108384	ANIMAL CRKEF		5.98	N
E	108384	ANIMAL CRKEF		5.98	N
E	108384	ANIMAL CRKEF		5.98	N
E	108384	ANIMAL CRKEF		5.98	N
E	940855	LANCETOASTYF		6.88	N
E	940855	LANCETOASTYF		6.88	N
E	940851	LANCECHEDDAF		6.88	N
E	940851	LANCECHEDDAF		6.88	N
E	940851	LANCECHEDDAF		6.88	N
E	465986	CHEERIOSTUPF		5.88	N
E	465986	CHEERIOSTUPF		5.88	N
E	612476	HAT VLY OATF		12.98	N
E	612476	HAT VLY OATF		12.98	N
E	465986	CHEERIOSTUPF		5.88	N
E	465986	CHEERIOSTUPF		5.88	N
E	402169	RAISINS	I	7.68	N
E	402169	RAISINS	I	7.68	N
E	80643	CHEEZ-IT SLF		7.98	N
E	80643	CHEEZ-IT SLF		7.98	N
E	11013	BOLDFISH	F	10.58	N
E	11013	BOLDFISH	F	10.58	N
E	11013	BOLDFISH	F	10.58	N
E	340855	LANCETOASTYF		6.88	N
				SUBTOTAL	251.56
				TOTAL	251.56
				SAMS D CREDIT	251.56

O. # 30522
COUNT # **** * 183 S
PROVAL # 001097
RHINAL # SC010071
CHANGE DUE 0.00
STRAIBUTOR NUMBER: 00003725

sit samsclub.com to see your savings

ITEMS SOLD 32

TCM 0072 5200 0004 3790 5082 0



Happy to Help

*** MEMBER COPY ***

CLUB DIRECT

**COMMERCIAL
CREDIT**

0402 12308618 3 Statement Date: 08/20/17 Page: 1 of 2



BOWIE ISD
ATTN: A/P
PO BOX 1168
BOWIE, TX 76230-1168

7390
S108

Customer Service Online at www.samsclubcredit.com
This account is already registered
See your Online Admin to get a User ID & Password

Current Month's Invoices (Details Enclosed)

Date	Invoice	Original Amount	Due Date	Club	Reference
08/15/17	002222	251.56	09/08/17	8224	30522
08/15/17	999999	15.00	09/08/17	8224	MEMBERSHIP FEE

Amount: 206.56

Date: 8-31-17

Check #: 20317

Approval: _____

Amount: _____

Date: _____

Approval: _____



Current Invoices:
Past Due Invoices:
Unapplied Payments &
Credits:

\$266.58

\$0.00



\$

Send payments to:
P.O. Box 530930
Atlanta GA 30353-0930
For billing/general inquiries:
P.O. Box 8726
Dayton OH 45401-8726

For Customer Service:
Call 1-800-362-6196

Credit Line \$5000.00

tain left hand portion for your records, send right hand portion noting items paid by a ☒ h your payment. If not sending stub, note account number, Invoice number and amounts ng paid on your check.



UB DIRECT

**COMMERCIAL
CREDIT**

02 12308618 3 Statement Date: 08/20/17 Page: 2 of 2

SAM'S CLUB DIRECT
P.O. BOX 530930
ATLANTA, GA 30353-0930

BOWIE ISD

Account : 0402 12308618 3
Club/Name: 8224

Date of Sale: 08/15/17
Invoice: 002222
P.O.: 30522
Buyer: JONATHAN PASTUSEK

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000086348	CHEEZ-IT CRACKERS	4.00	EA	7.98	31.92
004904748	CRAISINS	4.00	EA	7.98	31.92
005609579	GOLDFISH CRACKERS	4.00	EA	10.58	42.32
021899427	CHEERIOS 40.7 OZ	4.00	EA	5.88	23.52
028128426	SUN-MAID RAISINS	4.00	EA	7.68	30.72
031599700	LANCE PB CRACKERS	3.00	EA	6.88	20.64
048416134	NV OATS N' HONEY	2.00	EA	12.98	25.96
050097377	LANCE TOASTY CHEDDAR	3.00	EA	6.88	20.64
053984899	MM ANIMAL CRACKER	4.00	EA	5.88	23.92
Subtotal: 251.56					
Tax: 0.00					
Balance Due:					251.56

SAM'S CLUB DIRECT
P.O. BOX 530930
ATLANTA, GA 30353-0930

BOWIE ISD

Account : 0402 12308618 3
Club/Name: 8224

Date of Sale: 08/15/17
Invoice: 999999
P.O.:
Buyer: JAMES BRITT

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000109	NEW DIETARY SECONDARY	1.00	EA	15.00	15.00
Subtotal: 15.00					
Tax: 0.00					
Balance Due:					15.00



BOWIE INDEPENDENT SCHOOL DISTRICT

Purchase Order

REQUESTS ARE NOT APPROVED UNTIL ALL SIGNATURES ARE PROCESSED



Bowie Independent School District

Accounts Payable Department
P.O. Box 1168
Bowie, TX 76230
Phone: 940.689.2864 Fax: 940.872.5979

PURCHASED FROM:

SHIP TO:

Walmart

Head Start

DATE OF ORDER		SHIP VIA	PAYMENT TERMS - 30 DAYS	FOB	
Item Number	Quantity	DESCRIPTION OF GOODS - Size, Color, Quality, etc when applicable	UNIT PRICE	TOTAL AMOUNT	
		File Shelves	3 53	76 96	
		Duct tape	3 37	3 37	
		board tape	2 63	10 52	
		Dry Erase Markers	9 94	9 94	
		Science Kit Kitchen	14 97	14 97	
		Table Containers small markers	3 43	7 86	
		Clip Boards	3 88	11 64	
		Magic Eraser	7 97	15 94	
		Magnetic holder	2 56	5 68	
		Folders hanging shelves	9 88	19 76	
		Magnetic letters	6 88	13 76	
		Binders	1 @ 4.18 / 16 @ 9.97	19 76	
		Play Dishes	9 97	9 97	
		Whistle	4 96	9 92	
TOTAL					

ORIGINATOR:

DATE 8-14-17

AUTHORIZED:

DATE 8-14-17

APPROVED:

SUPT. / ASST. SUPT. / C.F.O.

STATE SALES TAX EXEMPTION CERTIFICATE: The signed claims an exemption from taxes under Chapter 20, Title #22A, Revised Civil Statutes of Texas for purchase of usable personal property described in the numbered order purchased from contracts and/or shipper listed above as this property is being secured for the exclusive use of the Bowie Independent School District.

ACCOUNT CODE TO CHARGE:

FUND	FUNCT	OBJECT	SUB-OBJ	ORG	PROG	AMOUNT CHARGED
205	11	6399	00	105	7632000	\$ 300.00
						\$ 1162.09

ALL PURCHASE ORDERS MAY BE CANCELABLE IF MERCHANDISE IS NOT RECEIVED IN 60 DAYS.
NO BACK ORDERS ACCEPTED.

ALL DELIVERY CHARGES MUST BE PREPAID; ADD TO INVOICE IF NOT FOB-BOWIE ISD.

See back of receipt for your chance
to win \$1000
ID #: 7L1784K508



194 / 851 - 0629
MAY 11 11:58 AM
WALMART STORE 1111

STL 00420 001 005708 1111 06026
LTD 12 COT 001161111198
WALMART STORE 1111
ITEMS SOLD 43
TAX 0.00
TOTAL 162.09
SUBTOTAL 162.09
TAX 0.00
TOTAL 162.09
CASH 162.09
CHANGE 0.00
TERMINAL 8 SC010276

ACCOUNT # 015122
APPROVAL # 015122
REF # 722700529149
TERMINAL # SC010276

08/15/17 14:35:27 0.00
CHARGE DUE 0.00
ITEMS SOLD 43

173 5207 2977 5125 5037 5037 5
Low Prices You Can Trust Every Day.
08/15/17 14:35:39
©2017 WALMART STORES, INC.



Store receipts on your phone. Walmart P
BY

BOWIE INDEPENDENT SCHOOL DISTRICT

Purchase Order

REQUESTS ARE NOT APPROVED UNTIL ALL SIGNATURES ARE PROCESSED



Bowie Independent School District

Accounts Payable Department
P.O. Box 1168
Bowie, TX 76230
Phone: 940.689.2864 Fax: 940.872.5979

PURCHASED FROM:

SHIP TO:

Walmart

Head Start

DATE OF ORDER	SHIP VIA	PAYMENT TERMS - 30 DAYS	FOB
---------------	----------	-------------------------	-----

Item Number	Quantity	DESCRIPTION OF GOODS - Size, Color, Quality, etc when applicable	UNIT PRICE	TOTAL AMOUNT
		Paper towels	8 42	116 84
		Hair Gel	1 94	21 74
		Vet Kit	14 97	14 97
		Shaving Cream	.98	7 84
		Extended cups	2 42	10 12 12.12
		Water Dispenser	26 88	53 76
		Cups	3 62	28 96
		Binder Rings		
		Plastic Folders		
		Badge tags	1 88	7 52
		ISOI	2 62	10 48
		Double Sided tape	3 97	15 88
		Containers		
TOTAL		Laundry Soap	8 97	44 88

ORIGINATOR [Signature] DATE 8-14-17
AUTHORIZED [Signature] DATE 8-14-17

APPROVED

SUPT. / ASST. SUPT. / C.F.O.

8-14-17

STATE SALES TAX EXEMPTION CERTIFICATE: The signed claims an exemption from taxes under Chapter 20, Title 022A, Revised Civil Statutes of Texas for purchase of usable personal property described in the numbered order purchased from contracts and/or shipper listed above as this property is being secured for the exclusive use of the Bowie Independent School District.

ACCOUNT CODE TO CHARGE:

FUND	FUNCT	OBJECT	SUB-OBJ	ORG	PROG	AMOUNT CHARGED
205	11	6399	00	105	732000	\$ 300.00
						\$ 224.84

ALL PURCHASE ORDERS MAY BE CANCELABLE IF MERCHANDISE IS NOT RECEIVED IN 60 DAYS.
NO BACK ORDERS ACCEPTED.
ALL DELIVERY CHARGES MUST BE PREPAID; ADD TO INVOICE IF NOT FOB-BOWIE ISD.

ID #: 7L1T884K5Q9

(940) 851 - 0629
HARRISON, CECIL

08/16/17 14:39:56

CHANGE DUE 0.00
8 ITEMS SOLD 49
TC# 4560 4614 8438 8504 9580 0
Low Prices You Can Trust. Every Day.
08/16/17 14:40:05
CUSTOMER COPY

Store receipts on your phone. Valuable p
ay.



00453840148121 004538400045384 000603220 2000503 34322

Customer Service: For account information, call the number on the front of this statement. For Hearing or Speech disabilities, use a TRS. Unless your name is listed on this statement, your access to information on the account may be limited. You may also mail questions (but not payments) to: P.O. Box 965022, Orlando, FL 32896-5022. Please include your account number on any correspondence you send to us.

Payments: Send payments to the address listed on the remittance portion of this statement.

Notice: See below for your Billing Rights and other important information. Telephoning about billing errors will not preserve your rights under federal law. To preserve your rights, please write to our Billing Inquiries Address, P.O. Box 965023, Orlando, FL 32896-5023.

Purchases, returns, and payments made just prior to billing date may not appear until next month's statement. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. You may choose not to have your payment collected electronically by sending your payment (with the payment stub), in your own envelope – not the enclosed window envelope, addressed to: P.O. Box 960095, Orlando, FL 32896-0095 and not the Payment Address.

Information About Payments: You may at any time pay, in whole or in part, the total unpaid balance without any additional charge for prepayment. Payments received after 5:00 p.m. (ET) on any day will be credited as of the next day. Credit to your Account may be delayed up to five days if payment (a) is not received at the Payment Address, (b) is not made in U.S. dollars drawn on a U.S. financial institution located in the U.S., (c) is not accompanied by the remittance coupon attached to your statement, (d) contains more than one payment or remittance coupon, (e) is not received in the remittance envelope provided or (f) includes staples, paper clips, tape, a folded check, or correspondence of any type. **Conditional Payments:** All written communications concerning disputed amounts, including any check or other payment instrument that (i) indicates that the payment constitutes "payment in full" or is tendered as full satisfaction of a disputed amount, or (ii) is tendered with other conditions or limitations ("Disputed Payments"), must be mailed or delivered to us at P.O. Box 965023, Orlando, FL 32896-5023.

Credits To Your Account: An amount shown in parentheses or preceded by a minus (-) sign is a credit or credit balance unless otherwise indicated. Credits will be applied to your previous balance immediately upon receipt, but will not satisfy any required payment that may be due.

Credit Reports And Account Information: If you believe that we have reported inaccurate information about you to a credit bureau, please contact us at P.O. Box 965024, Orlando, FL 32896-5024. In doing so, please identify the inaccurate information and tell us why you believe it is incorrect. If you have a copy of the credit report that includes the inaccurate information, please include a copy of that report. We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Payments

All Purchases charged to this Account made during a monthly billing period and any service fees will be shown on the Statement for that period and payment of the entire balance (the "New Balance") is due in full promptly. When there is a New Balance shown on your Statement, you agree to pay the entire New Balance by 5:00 p.m. (ET) on the Payment Due Date shown on the Statement.

Bankruptcy Notice: If you file bankruptcy you must send us notice, including account number and all information related to the proceeding to the following address: Synchrony Bank, Attn: Bankruptcy Dept., P.O. Box 965054, Orlando, FL 32896-5054.

Your account is owned and serviced by Synchrony Bank.

[30514E]

01EMS404 - 1 - 03/24/17

This is an attempt to collect a debt and any information obtained will be used for that purpose.

*By providing a telephone number on your account, you consent to Synchrony Bank and any other owner or servicer of your account contacting you about your account, including using any contact information or cell phone numbers you provide, and you consent to the use of any automatic telephone dialing system and/or an artificial or prerecorded voice when contacting you, even if you are charged for the call under your phone plan.

For changes of address, phone number and/or email, please check the box and print the changes below.

<input type="checkbox"/>	Street				
	Address				
	City, State				
	ZIP				
	Phone #				
	Email	Home Phone #	Business Phone #	*Cell # or other phone # we can use to contact you	**Email Address

**By providing your email address, you agree to receive email communications about your account and also give permission for us to share your email address with Walmart.

BOWIE SCHOOL DISTRICT		AUTHORIZED BUYER #: 10000			
ACCOUNT #: 6032 2020 0050 3343		P.O. #:			
INVOICE #: 008300		DATE OF SALE #: 081417			
TRANSACTION #: 8300		AUTHORIZATION #: 014908			
		REGISTER #: 7			
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
073176574	GV FM CUP 8.5OZ 51CT	7.000	EA	0.7700	5.39
102734727	BAW NAPKINS 150CT	3.000	EA	0.9700	2.91
SUB \$8.30		TAX \$0.00		TOTAL INVOICE	\$8.30
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$8.30

BOWIE SCHOOL DISTRICT		AUTHORIZED BUYER #: 07000			
ACCOUNT #: 6032 2020 0050 3343		P.O. #:			
INVOICE #: 006027		DATE OF SALE #: 081517			
TRANSACTION #: 6027		AUTHORIZATION #: D15667			
		REGISTER #: 7			
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
038303657	LA GEL MEGA MEGA 20F	2.000	EA	1.9400	3.88
043057570	LA GEL SPORT 20OZ	2.000	EA	1.9400	3.88
069997201	LA GEL PWR SPK 20OZ	2.000	EA	1.9400	3.88
072492901	GV 5OZ CUP 80CT	5.000	EA	2.4200	12.10
086072473	PUR 18C DSPN WHT	2.000	EA	26.8800	53.76
086402813	DBL STICK TAPE 3PK	4.000	EA	3.9700	15.88
089973174	GV ULT 6D-12	2.000	EA	8.4200	16.84
090809326	TIDE SIMPLY DF 138	5.000	EA	8.9700	44.85
099011307	GV DIS SPRY MM 19OZ	4.000	EA	2.6200	10.48
100237364	NEW VETERINARIAN SET	1.000	EA	14.9700	14.97
101495370	SHAVE FOAM SS	8.000	EA	0.9800	7.84
104797679	DX 3OZ BATH CUP 200C	8.000	EA	3.6200	28.96
107151350	PG 2IN1 BADGE HOLDER	4.000	EA	1.8800	7.52
SUB \$224.84		TAX \$0.00		TOTAL INVOICE	\$224.84
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$224.84

BOWIE SCHOOL DISTRICT		AUTHORIZED BUYER #: 07000			
ACCOUNT #: 6032 2020 0050 3343		P.O. #:			
INVOICE #: 008026		DATE OF SALE #: 081517			
TRANSACTION #: 6026		AUTHORIZATION #: 015128			
		REGISTER #: 7			
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
083842437	FOX 40 WHISTLE	2.000	EA	4.9800	9.92
092230928	WASHI 15MM BLURRED	4.000	EA	2.6300	10.52
094678671	POT AND PAN SET	1.000	EA	9.9700	9.97
084703907	MAG UTILITY CUP	3.000	EA	2.5600	7.68
095765778	GV 12 CT VARIETY	2.000	EA	7.9700	15.94
095830241	DCK BLACK 20YD TAPE	1.000	EA	3.3700	3.37
100028247	EXPO CHSL AST 12*2CT	1.000	EA	9.9400	9.94
103046912	PG BULLDOG CLIPBOARD	3.000	EA	3.8800	11.64
107306264	PG DESK ORGANIZ MESH	2.000	EA	9.8800	19.76
107384017	PG 1" BLACK BINDER	16.000	EA	0.9700	15.52
107845623	PG 2" BINDER TEAL	1.000	EA	4.1800	4.18
108718924	PG 8 2IN1 M. MARKERS	2.000	EA	3.9300	7.86
108908742	PG SDLD LTR TRY 2PK	2.000	EA	3.5300	7.06
110488037	SPARK WASH UP SINK	1.000	EA	14.9700	14.97
110805818	120 PCS LETTERS	2.000	EA	6.8800	13.76
SUB \$162.09		TAX \$0.00		TOTAL INVOICE	\$162.09
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$162.09

REGION 9 EDUCATION SERVICE CENTER HEAD START PROGRAM
Request for Reimbursement of Head Start Expenditures
Please Attach Receipts

BURKBURNETT ISD
 Name of School District

AUGUST 2017 YEAR 7
 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	151,887.30	32,099.78	183,987.08	47,726.14
Benefits 614X	24,274.90	3,046.79	27,321.69	4,295.35
Subtotal (attach payroll distribution journal)	176,162.20	35,146.57	✓ 211,308.77	52,021.49
6200 Professional & Contracted Services	10,465.93	340.34	✓ 10,806.27	0.00
6300 Supplies & Materials	20,366.36		20,366.36	0.00
6300 Supplies & Materials - Credit Card Expenses	1,109.59	17.98	✓ 1,127.57	0.00
6400 Other Operating Costs	3,593.13		3,593.13	12,000.00
6400 Other Operating Costs - Credit Card Expenses	1,849.80		1,849.80	0.00
6400 Training/ Technical Assistance	320.00		320.00	0.00
6400 T/TA - Credit Card Expenses	0.00		0.00	0.00
6600 Capital Outlay	0.00		0.00	0.00
Total	\$213,867.01	\$35,504.89	✓ \$249,371.90	\$64,021.49



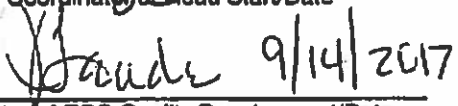
Please provide detailed documentation for all expenditures.

Typed Name of Authorized Officer	Date	Authorized Signature
TYLOR CHAPLIN	9/8/2017	

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

Email To: lavacca.lohnson@esc9.net

★ Credit Card

For ESC Office Use Only: Payment Authorization		Invoice #
Date: <u>9-13-17</u>	Vendor #: <u>195</u>	
Account # <u>294-93-0493-01-920-801</u>	\$ <u>35146.57</u>	
Account # <u>294-93-0493-02-920-801</u>	\$ <u>340.34</u>	
Account # <u>294-93-0493-07-920-801</u>	\$ <u>17.98</u>	
Account # _____	\$ _____	
Account # _____	\$ _____	
Account # _____	\$ _____	
TOTAL \$ <u>35504.89</u>		
 Coordinator of Head Start/Date <u>9/14/17</u>	 Director of Internal Fiscal Operations/Date <u>9/14/17</u>	
 Director of ESC Quality Development/Date <u>9/14/2017</u>	Executive Director/Date _____	

Burkburnett, TX

UNITED S000
UNITED SUPERMARKETS

Check No. 153456
Check Date 08/23/2017
Check Type Computer

PO BOX 15585
AMARILLO, TX 79105-5585

Invoice #	P.O. #	Inv Description	Inv Date	Gross	Net
	Adjustment Desc	Adj Amount	Discount Desc		Disc Amount
			Account Number		Account Amount
08112017	0	Prof Dev Food	08/12/2017	151.58	151.58
			199 E 23 6411 00 001 0 99 000		151.58
23	0	Pampers for child at school	08/21/2017	17.98	17.98
			X 205 E 11 6399 00 104 7 24 000		17.98 ✓
28626	0	prize box incentives - Evans self contained	08/22/2017	286.26	286.26
			199 E 11 6399 00 104 0 23 000		286.26
4	0	Breakfast for staff Development	08/11/2017	151.53	151.53
			199 E 13 6499 00 041 0 30 000		151.53
8-15	0	8-11 VB Supplies	08/15/2017	84.13	84.13
			199 E 36 6412 08 001 0 91 000		84.13
United 002	0	Supplies Staff Development	08/04/2017	119.09	119.09
			199 E 13 6499 00 101 0 30 000		119.09
United-003	0	Staff Development Supplies	08/09/2017	28.91	28.91
			199 E 13 6499 00 101 0 30 000		28.91
		CHECK TOTAL		839.48	

Check Request Number	PO Grp	Status	Invoice Number	Check Number	Vendor Name
000000000009213	200	Approved	23		UNITED SUPERMARKETS

Expand All Collapse All

Check Request Information

Check Request #: 000000000009213

Invoice #: 23

Invoice Date: 08/21/2017

Request Amount: 17.98

Due Date: 08/21/2017

Do not mail: No

PO Group: 200 - FEDERAL PROGRAMS

Description: Pampers for child at school

Vendor: UNITED SUPERMARKETS PO BOX 15585 AMARILLO TX 79105-5585

Entered By: PEREZ ADRIA M on 08/21/2017

Check Request Detail Line Entries

Description	Invoice Number	Invoice Date	Accounting Amount
General Ledger Account Distribution			
Pampers for child here at school	23	08/21/2017	
205 E 11 6399 00 104 7 24 000			17.98

Approval History

Date	Time	Status	Approval Level	Name/Note
08/22/2017	8:26:49 AM	Approved	Level 3	RICHARDS, LAURA MICHELLE Approved by LAURA MICHELLE RICHARDS, 200 FEDERAL Date: 08/22/2017 Time: 8:26:49 AM
08/21/2017	2:50:40 PM	Approved	Level 2	RUSSELL, WILLIAM FOLSOM Approved by WILLIAM FOLSOM RUSSELL, 200 FEDERAL P Date: 08/21/2017 Time: 2:50:40 PM

United supermarkets

WE DO BEEF THE BEST

TAX EXEMPT #1

GROCERY

PAMP EASYUP	8.99 T
You Saved: 0.50	
PAMP EASYUP	8.99 T
You Saved: 0.50	

SUB TOTAL	\$17.98
SALES TAX	\$0.00
TOTAL	\$17.98

U-Card	\$17.98
[K] 48294400161	

CHANGE	\$0.00
TAX FORGIVEN	\$1.48

Total number of items sold = 2

You Saved \$1.00!

Points less than 100 will expire
at the end of each calendar month.

Rewards will expire at the
end of the following calendar month.

View your expiring points online, on the
United Market mobile app, or on the in-store kiosk.

My Rewards Summary

Your 2017 Savings: \$40.61

Beginning Points Balance:	34
Points Earned This Visit:	17
Points Towards Reward:	51
Rewards:	2

Fuel Discount Code: 44500019442

Redeem points for fuel discounts or
your choice of rewards throughout the store.
View your expiring points online, on the
United Market app or at the in-store kiosk.

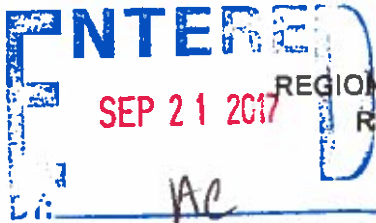


Your opinion matters to us!
Complete our
CUSTOMER EXPERIENCE SURVEY
at www.theunitedfamily.com
and be entered to win a \$100 gift card.

Thank you for shopping at
United Supermarkets
Have a complaint, compliment, or request?
call 1-877-84UNITE
or visit www.unitedsupermarkets.com

Cashier:0046 Name:Angelica M.
Wednesday, August 16, 2017 04:23 PM
Store:515 POS:001 Transaction:5955

#515 (940) 569-2541
311 South Avenue D Burkburnett, TX 76354



75%

REGION 9 EDUCATION SERVICE CENTER HEAD START PROGRAM

Request for Reimbursement of Head Start Expenditures

Please Attach Receipts

CITY VIEW ISD

Name of School District

August 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	51,466.70	5,639.98	57,106.68	16,092.53
Benefits 614X	14,799.07	1,636.29	16,435.36	
Subtotal (attach payroll distribution journal)	66,265.77	7,276.27	✓ 72,542.04	16,092.53
6200 Professional & Contracted Services	3,699.00	0.00	3,699.00	7,976.11
6300 Supplies & Materials	801.19	106.99	✓ 908.18	82.41
6300 Supplies & Materials - Credit Card Expenses	1,004.04	455.33	✓ 1,459.37	
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	\$71,770.00	\$7,838.59	✓ \$79,608.59	\$24,151.35

Typed Name of Authorized Officer	Date	Authorized Signature
DEBBIE MCDARIS	9/11/2017	<i>Debbie Mcdaris</i>

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

Email To: lavacca.johnson@esc9.net

* Credit Card

Invoice # 9179

For ESC Office Use Only: Payment Authorization

Date: 9-15-17

Vendor #: 448

Account # 294-93-6493-01-929-801
Account # 294-93-6493-03-929-801
Account # 294-93-6493-07-929-801
Account # _____
Account # _____
Account # _____

\$ 7276.27
\$ 106.99
\$ 455.33
\$ _____
\$ _____
\$ _____

TOTAL \$ 7838.59

Stacy Suerch 9/18/17
Coordinator of Head Start/Date
Blondie 9/18/17
Director of ESC Quality Development/Date

Stacy 9/18/17
Director of Internal Fiscal Operations/Date
SEP 19 2017
REGION 9 ESC
EXECUTIVE DIRECTOR

047096

CITY VIEW INDEPENDENT SCHOOL DISTRICT

WAL-MART001 WALMART COMMUNITY

Check Date: 08/28/2017 Check Number: 47096

Invoice Nbr Description
6032202000495318 DISTRICT SUPPLIESP.O. Nbr
17051Gross Amt Net Amt
1,225.26 1,225.26

199 E 36 6399 01 001 0 91 0 00

361.69 199 E 36 6399 10 001 0 99 0 00

203.23

199 E 41 6399 00 703 0 99 0 00

49.97 199 E 41 6399 00 750 0 99 0 00

36.41

240 E 35 6399 00 001 0 99 0 00

118.63 205 E 11 6399 14 101 7 24 0 00

455.33

INVOICE ESL SUPPLIES

17089

549.36

549.36

199 E 11 6399 00 999 0 25 0 00

549.36



Vendor Total

1,774.62

**Walmart
Community Card**

CITY VIEW I S D

Account Number: 6032 2020 0049 5318

Customer Service: 1-877-294-1086

Summary of Account Activity	
Previous Balance	\$37.08
- Payments	\$37.08
+ Purchases/Debits	\$1,774.62
New Balance	\$1,774.62
Credit Limit	\$7,200
Available Credit	\$5,367
Statement Closing Date	08/16/2017
Days in Billing Cycle	31

Payment Information	
New Balance	\$1,774.62
Total Minimum Payment Due	\$1,774.62
Payment Due Date	09/11/2017

Transaction Summary				
Tran	Post	Reference Number	Description of Transaction or Credit	Amount
07/27	07/27	P9273006K01LP3RJJ	WALMART 000420 WICHITA FALLS TX	\$36.41
			TOTAL FOR AUTHORIZED BUYER NO 01	\$36.41
07/18	07/18	P9273006A01HBNDP3	WALMART 000420 WICHITA FALLS TX	\$49.97
			TOTAL FOR AUTHORIZED BUYER NO 02	\$49.97
07/19	07/19	P9273006Q01HM948G	WALMART 000420 WICHITA FALLS TX	\$118.63
08/10	08/10	P9273007101TMT1WV	WALMART 000420 WICHITA FALLS TX	\$455.33 ✓
			TOTAL FOR AUTHORIZED BUYER NO 04	\$573.96
07/27	07/27	P9273006K01LJ1NBZ	WALMART 000420 WICHITA FALLS TX	\$549.36
07/31	07/31	P9273006P01N1Y4DZ	WALMART 000420 WICHITA FALLS TX	\$361.69
			TOTAL FOR AUTHORIZED BUYER NO 05	\$911.05
07/14	07/17	P9273006601G1J2KE	WALMART 000420 WICHITA FALLS TX	\$145.18
07/16	07/17	P9273006801GRGVWJ	WALMART 000420 WICHITA FALLS TX	\$14.74
07/24	07/24	P9273006G01KLM0L0	WALMART 000420 WICHITA FALLS TX	\$43.31
			TOTAL FOR AUTHORIZED BUYER NO 06	\$203.23
08/05	08/05	P9273006V00ZJAB0D	PAYMENT - THANK YOU	(\$37.08)

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.

2017051
 199-36-6399-10-001-99 203.23
 240-35-6399-001-99 118.63
 199-36-6399-01-001-99 361.69
 199-41-6399-756-99 36.41
 * 205-11-6399-14-101-7-24 455.33 ✓
 199-41-6399-703-99 49.97
 PG 17089
 1225.26
 549.36
 1774.62

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.

Customer Service. For account information, call the number on the front of this statement. For Hearing or Speech disabilities, use a TRS. Unless your name is listed on this statement, your access to information on the account may be limited. You may also mail questions (but not payments) to P.O. Box 965022, Orlando, FL 32896-5022. Please include your account number on any correspondence you send to us.

Payments. Send payments to the address listed on the remittance portion of this statement.

Notice: See below for your Billing Rights and other important information. Telephoning about billing errors will not preserve your rights under federal law. To preserve your rights, please write to our Billing Inquiries Address, P.O. Box 965023, Orlando, FL 32896-5023.

Purchases, returns, and payments made just prior to billing date may not appear until next month's statement. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. You may choose not to have your payment collected electronically by sending your payment (with the payment stub), in your own envelope - not the enclosed window envelope, addressed to: P.O. Box 960095, Orlando, FL 32896-0095 and not the Payment Address.

Information About Payments. You may at any time pay, in whole or in part, the total unpaid balance without any additional charge for prepayment. Payments received after 5:00 p.m. (ET) on any day will be credited as of the next day. Credit to your Account may be delayed up to five days if payment (a) is not received at the Payment Address, (b) is not made in U.S. dollars drawn on a U.S. financial institution located in the U.S., (c) is not accompanied by the remittance coupon attached to your statement, (d) contains more than one payment or remittance coupon, (e) is not received in the remittance envelope provided or (f) includes staples, paper clips, tape, a folded check, or correspondence of any type.

Conditional Payments. All written communications concerning disputed amounts, including any check or other payment instrument that (i) indicates that the payment constitutes payment in full or is tendered as full satisfaction of a disputed amount, or (ii) is tendered with other conditions or limitations ("Disputed Payments"), must be mailed or delivered to us at P.O. Box 965023, Orlando, FL 32896-5023.

Credits To Your Account: An amount shown in parentheses or preceded by a minus (-) sign is a credit or credit balance unless otherwise indicated. Credits will be applied to your previous balance immediately upon receipt, but will not satisfy any required payment that may be due.

Credit Reports And Account Information: If you believe that we have reported inaccurate information about you to a credit bureau, please contact us at P.O. Box 965024, Orlando, FL 32896-5024. In doing so, please identify the inaccurate information and tell us why you believe it is incorrect. If you have a copy of the credit report that includes the inaccurate information, please include a copy of that report. We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Payments

All Purchases charged to this Account made during a monthly billing period and any service fees will be shown on the Statement for that period and payment of the entire balance (the "New Balance") is due in full promptly. When there is a New Balance shown on your Statement, you agree to pay the entire New Balance by 5:00 p.m. (ET) on the Payment Due Date shown on the Statement.

Bankruptcy Notice. If you file bankruptcy, you must send us notice, including account number and all information related to the proceeding to the following address: Synchrony Bank, Attn: Bankruptcy Dept., P.O. Box 965064, Orlando, FL 32896-5064.

Your account is owned and serviced by Synchrony Bank.

SKU	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
089303905	SW 5" BLT SG SC BLUE	2 000	EA	0 5000	1 00
089303929	SW 5" BLT SG SC PINK	2 000	EA	0 5000	1 00
089715195	FCH STRING CHEESE	2 000	EA	7 9600	15 92
090197753	FMSTK SPORTS	1 000	EA	1 9700	1 97
090562011	GERM-X ALOE 3OZ	1 000	EA	0 9600	0 96
090596901	GERM-X ORIG 3OZ	1 000	EA	0 9600	0 96
094155384	ST SM EZ LATCH GRN	1 000	EA	3 4700	3 47
095082810	CLX WPS 4X35 / 140CT	1 000	EA	5 8800	5 88
095833386	SJ MILD 26CT	2 000	EA	4 9600	9 96
096043051	FMVP GLTR STARS	1 000	EA	4 4700	4 47
099123631	PM PRO ASST 8CT 1 4	1 000	EA	4 9700	4 97
099445488	6CT DE WASH MARKERS	4 000	EA	3 4700	13 88
100919745	FBZ FABRIC GAIN 27OZ	1 000	EA	4 9400	4 94
101359402	GV TROPICAL 50CT	1 000	EA	5 9800	5 98
101404370	YOP GOGT ST/BL 24CT	2 000	EA	5 9800	11 96
101943879	SCHOOL GLUE GALLON	1 000	EA	11 8800	11 88
105421726	72 CT COLORED PENCIL	1 000	EA	5 9700	5 97
107261284	PG 2 HOLES SHARPENER	1 000	EA	0 4700	0 47
107364017	PG 1" BLACK BINDER	20 000	EA	0 9700	19 40
107845432	6PK PRONGS	2 000	EA	2 5000	5 00
107845437	6PK PRONGS	3 000	EA	2 5000	7 50
107845650	SMALL DESKPAD	2 000	EA	3 4200	6 84
108116130	ROV ALK AAA48	1 000	EA	16 9700	16 97
108212487	PG RED PRONG FOLDER	1 000	EA	0 5000	0 50
108262258	2PKT ASST LAMINATE	4 000	EA	0 3700	1 48
108262262	2PKT ASST LAMINATE	2 000	EA	0 3700	0 74
108262264	2PKT ASST LAMINATE	3 000	EA	0 3700	1 11
108262266	2PKT ASST LAMINATE	3 000	EA	0 3700	1 11
108262268	2PKT ASST LAMINATE	4 000	EA	0 3700	1 48
108262270	2PKT ASST LAMINATE	2 000	EA	0 3700	0 74
108262272	2PKT ASST LAMINATE	3 000	EA	0 3700	1 11
108262274	2PKT ASST LAMINATE	2 000	EA	0 3700	0 74
108527767	2PKT ASST PAPER FOLD	1 000	EA	0 1500	0 15
108527768	2PKT ASST PAPER FOLD	2 000	EA	0 1500	0 30
108527769	2PKT ASST PAPER FOLD	1 000	EA	0 1500	0 15
108527778	2PKT ASST PAPER FOLD	2 000	EA	0 1500	0 30
108857321	2PKT BLUE PAPER FOLD	20 000	EA	0 1500	3 00
108884083	24CT SCNT TWIST CRYN	2 000	EA	6 9200	13 84
108887515	8 PK EYEBALL GLASSES	2 000	EA	2 9700	5 94
109033510	10 STAMPERS	2 000	EA	1 9700	3 94
109152741	12CT/1 5OZ AC BOX	1 000	EA	3 1400	3 14
109152742	12CT/1 5OZ WHALES	1 000	EA	3 1400	3 14
109398649	10 + 2 SCENTED MARKE	2 000	EA	4 9700	9 94
111481902	KLX 3X150 BTS BAP	1 000	EA	4 4400	4 44
SUB \$455.33		TAX \$0.00		TOTAL INVOICE	\$455.33
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$455.33

WALMART CREDIT CARD 456.33
ACCOUNT # 0000 0000 0000 0000 0000 0000 0000 0000
APPROVAL # 010578
REF # 722200514601
TERMINAL # SC010276

Low Prices You Can Trust. Every Day.
08/10/17 12:38:38

**CITY VIEW INDEPENDENT SCHOOL DISTRICT
PURCHASE REQUISITION**

DATE: 8-10-17

PURCHASE ORDER # _____

PURCHASED FROM: Walmart
COMPANY'S NAME

ADDRESS: _____
STREET/BOX # CITY STATE ZIP

PHONE: _____ FAX: _____

REQUESTED BY: Sara York TEACHER SUBJECT: _____

APPROVED BY: [Signature] PRINCIPAL GRADE: Head Start

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

PAGE #	QUANTITY	CATALOG #	DESCRIPTION	UNIT COST	TOTAL
			blue folders -20		
			polybinders -25		
			polyfolders -20		
			spirals -25		
			markers, crayons, glue		
			colored pencils		
			20 1" binders		
			snacks		
			clear plastic bins		
			clear packing tape		
			headphones		

*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: _____

ENTERED
SEP 21 2017
 BY: AC

REGION 9 EDUCATION SERVICE CENTER HEAD START PROGRAM
 Request for Reimbursement of Head Start Expenditures
 Please Attach Receipts

Henrietta Independent School District
 Name of School District

08/01/2017 thru 08/31/2017
 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	38,603.02	0.04	38,603.06	
Benefits 614X	8,502.83	69.17	8,572.00	
Subtotal (attach payroll distribution journal)	47,105.85	69.21	✓ 47,175.06	0.00
6200 Professional & Contracted Services	0.00	0.00	0.00	
6300 Supplies & Materials	66.81	39.99	✓ 106.80	0.00
6300 Supplies & Materials - Credit Card Expenses	1,005.39	259.36	✓ 1,264.75	0.00
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	216.00	0.00	216.00	
6400 T/TA - Credit Card Expenses	0.00	0.00	0.00	
6600 Capital Outlay	0.00	0.00	0.00	
Total	\$48,394.05	\$368.56	✓ \$48,762.61	\$0.00

Please provide detailed documentation for all expenditures.

Typed Name of Authorized Officer	Date	Authorized Signature
Joy Campbell, Business Manager	8/14/2017	<u>Joy Campbell</u>

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

Email To: allison.cummings@esc9.net

★ Credit Card

Invoice # 9177

For ESC Office Use Only: Payment Authorization

Date: 9-18-17

Vendor #: 13US

Account # 294-93-0493-01-937-801

\$ 49.21

Account # 294-93-0493-03-937-801

\$ 39.99

Account # 294-93-0493-07-937-801

\$ 259.30

Account # _____

\$ _____

Account # _____

\$ _____

Account # _____

\$ _____

TOTAL \$ 348.50

Stacy Sanchez 9/18/17
 Coordinator of Head Start/Date

Porty 9/18/17
 Director of Internal Fiscal Operations/Date

Handman 9/18/17
 Director of ESC Quality Development/Date

W R
 Executive Director/Date

RECEIVED
 SEP 19 2017
 REGION 9 ESC
 EXECUTIVE DIRECTOR

Ci



District Applications

Payment Authorization

66,68.69

COPY

Print this page

Payment Authorization

PA No 8,742 Date 7/31/2017 Requestor Tina C. Moore

Vendor CITIBANK Vendor ID 2207

Vendor Information CITIBANK P.O. BOX 183173 COLUMBUS OH 43218-3173

Notes

Account ~~1379-01-101~~⁷²⁴ Description Invoice No Invoice Date Invoice Amt
205-11-~~624~~ 80-101-8-24 Head Start Supplies 4970 7/12/2017 \$259.36
Total \$259.36 ✓

Amendments

Amendment From Account Amendment To Account Amount

Approved By Kendra Bennett Date 8-1-17
JC 8-2-17

\$33.00
\$113.00

HS
Supplies

Tina C. Moore

From: Fun Science via Square <receipts@messaging.squareup.com>
Sent: Friday, July 14, 2017 5:27 PM
To: Tina C. Moore
Subject: Receipt from Fun Science

Follow Up Flag: Flag for follow up
Flag Status: Flagged



Fun Science

How was your experience?



\$33.00

Custom Amount

\$33.00

Total

\$33.00

Imore

Fun Science
404-579-0325



MasterCard 4970 (Swipe)



KRISTIN LENNON

Jul 14
2017
at 6.25
PM
#UTNL
Auth
code:
026050

Return Policy: Please call or email for return information.

© 2017 Square, Inc.

1455 Market Street, Suite 600
San Francisco, CA 94103

[Square Privacy Policy](#) · [Not your receipt?](#)
[Manage preferences](#) for digital receipts



HS

Tina C. Moore

From: Conscious Discipline POS <marta.santo@consciousdiscipline.com>
Sent: Saturday, July 15, 2017 10:37 AM
To: Tina C. Moore
Subject: Receipt for order #CD1-B 2017-13-1136

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Conscious Discipline POS ORDER #CD1-B 2017-13-1136

Thank you for your purchase!

[Visit our store](#)

Order Summary



I Love You Rituals on a String × 1

\$18.00



Wish Well Magnetic Heart Pan × 1

\$22.00



Breathing Icon Pillow Set × 1

\$40.00



It Starts in the Heart CD × 1

\$15.00



Skills on a String × 1

\$18.00

Subtotal	\$113.00
Shipping	\$0.00
Total	\$113.00 USD

If you have any questions, reply to this email or contact us at
marta.santo@consciousdiscipline.com

Teachers Tools - Lewisville

1935 S. Hwy 121
Lewisville, TX 75067
972-315-3033

Ticket #3417106

User: SARAH

Station: 301

Sales Rep SARAH

7/12/2017 6:12:52 PM

Item Description	Qty	Price	Total
FLT-GRN Green Round Liquid Tile	1	48.99	48.99
FA1031 Swingy Thing	1	14.99	14.99
EU845622 Paint Buckets Border	1	5.49	5.49
EU845622 Paint Buckets Border	1	5.49	5.49
CTP8087 Springtime Blooms 3" Cut-Outs	1	4.49	4.49
T10944 Freestyle Frames Cut-Outs	1	3.15	3.15
*** Compare at \$6.23 You saved \$3.14 EACH			
T10906 Puzzle Pieces Cut-Outs	1	6.29	6.29
EU845033 Dr Seuss Black 4" Letters	1	8.99	8.99
EU845033 Dr Seuss Black 4" Letters	1	8.99	8.99
CTP3898 Springtime Blooms 6" Cut-Outs	1	6.49	6.49
Subtotal			113.36
Tax			6.00
Total			119.36
Tender:			
M/C			119.36
XXXXXXXXXXXX4970			
Swiped		Auth: 045859	

Number of items purchased: 10

*** Total discount \$3.14

Foints balance

20

Return Policy:

All returns over \$20

will be issued in store credit.

Items must be returned with a receipt
in resalable condition within 60 days.



* 6 0 1 3 9 3 7 5 7 1 3 9 *

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
042965	08-16-2017		00172	BOWIE ISD	294-93-6493.01-924-801000	C	HEADSTART JUNE	1,125.77	N
					294-93-6493.02-924-801000		HEADSTART JUNE	1,604.90	
							Check 042965 Total:	2,730.67	
042969	08-16-2017		00195	BURKBURNETT ISD	294-93-6493.01-926-801000	C	HEADSTART JUNE	20,223.71	N
					294-93-6493.02-926-801000		HEADSTART JUNE	2,503.22	
					294-93-6493.07-926-801000		HEADSTART JUNE	305.00	
							Check 042969 Total:	23,031.93	
042980	08-16-2017		00448	CITY VIEW ISD	294-93-6493.01-929-801000	C	HEADSTART JUNE	7,276.32	N
					294-93-6493.01-929-801000		HEAD START JULY	7,276.32	
					294-93-6493.03-929-801000		HEADSTART JUNE	500.00	
					294-93-6493.07-929-801000		HEADSTART JUNE	147.32	
							Check 042980 Total:	15,199.96	
043002	08-16-2017		00993	ELECTRA ISD	294-93-6493.01-931-801000	C	HEADSTART JULY	12,969.24	N
043034	08-16-2017		08485	KAPLAN EARLY LEARN	294-31-6339.00-999-801000	C	.	1,329.95	N
043047	08-16-2017		12520	LOVING GUIDANCE IN	294-13-6291.00-999-804000	C	.	1,760.00	N
043066	08-16-2017		00451	NOCONA ISD	294-93-6493.01-947-801000	C	HEADSTART JUNE	7,974.39	N
					294-93-6493.01-947-801000		HEAD START JULY	119.95	
					294-93-6493.04-947-801000		HEADSTART JUNE	290.00	
					294-93-6493.04-947-801000		HEAD START JULY	200.00	
					294-93-6493.07-947-801000		HEADSTART JUNE	199.64	
							Check 043066 Total:	8,783.98	
043076	08-16-2017		01502	PETROLIA ISD	294-93-6493.01-951-801000	C	HEAD START JULY	52.81	N
					294-93-6493.02-951-801000		HEAD START JULY	33.09	
							Check 043076 Total:	85.90	
043077	08-16-2017		00005	PETTYCASH	294-13-6399.00-999-801000	C		33.74	N
043108	08-16-2017		13118	TEXAS PARKS & WILDL	294-13-6329.00-999-801000	C	.	400.00	N
043115	08-16-2017		00612	VERIZON WIRELESS	294-51-6259.05-999-801000	C	.	37.99	N
043134	08-22-2017		00172	BOWIE ISD	294-93-6493.01-924-801000	C	HEADSTART JULY	163.87	N
					294-93-6493.02-924-801000		HEADSTART JULY	340.72	
					294-93-6493.04-924-801000		HEADSTART JULY	90.00	
							Check 043134 Total:	594.59	
043137	08-22-2017		00195	BURKBURNETT ISD	294-93-6493.01-926-801000	C	HEADSTART JULY	19,822.69	N
					294-93-6493.02-926-801000		HEADSTART JULY	320.17	
							Check 043137 Total:	20,142.86	
043142	08-22-2017		11152	DEPT. OF INFORMATIO	294-51-6259.00-999-801000	C		.49	N
043148	08-22-2017		07019	GAINESVILLE ISD	294-93-6493.01-988-801000	C	HEADSTART JULY	6,096.28	N
					294-93-6493.05-988-804000		HEADSTART JULY	276.71	
							Check 043148 Total:	6,372.99	

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
043151	08-22-2017		01365	HENRIETTA ISD	294-93-6493.01-937-801000	C	HEADSTART JULY	69.23	N
043182	08-22-2017		00682	THE UNIVERSITY OF T	294-13-6291.00-999-801000	C	.	4,500.00	N
043287	08-31-2017		00361	WICHITA FALLS ISD	294-93-6493.01-958-801000	C	HEADSTART JULY	178,956.00	N
					294-93-6493.02-958-801000		HEADSTART JULY	78.75	
					294-93-6493.03-958-801000		HEADSTART JULY	384.15	
	08-31-2017	0000009048	00361	WICHITA FALLS ISD	294-93-6493.04-958-801000	M		-67.03	
	08-31-2017		00361	WICHITA FALLS ISD	294-93-6493.05-958-804000	C	HEADSTART JULY	699.89	
Check 043287 Total:								180,051.76	
Grand Totals:								278,095.28	

End of Report



HEAD START GRANT 06CH7096/04 JULY 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	8/22/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Burkburnett	No	8/22/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
City View	Yes	8/16/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Electra	Yes	8/16/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Gainesville	No	8/22/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Henrietta	Yes	8/22/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Nocona	Yes	8/16/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	n/a	n/a	n/a	n/a
Petrolia	Yes	8/16/2017	Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Wichita Falls	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a

	Budget												
	Award Amount	6100	6200	6300	6400	Credit Card Coding	T/TA Coding				Corrective Action		
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		



HEAD START GRANT 06CH7096/04 AUGUST 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	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Burkburnett	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
City View	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Electra	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Gainesville	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Henrietta	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	Yes	Yes	n/a	n/a	n/a
Nocona																
Petrolia	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a
Wichita Falls	Yes		Yes	Yes	No	n/a	n/a	n/a		Yes	Yes	n/a	Yes	n/a	n/a	n/a

	Budget												
	Award Amount	6100	6200	6300	6400	Credit Card Coding	T/TA Coding			Corrective Action			
Bowie	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													
Petrolia	Yes	Yes	Yes	Yes	Yes	Yes	Yes			none			
Wichita Falls	Yes	Yes	Yes	Yes	Yes	Yes	Yes			none			

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%		
Burkburnett	8%	11%	21%	33%	42%	50%	58%	66%	72%	84%		
City View	8%	15%	22%	30%	37%	45%	54%	61%	68%	75%		
Electra	5%	14%	22%	31%	39%	47%	56%	64%	72%	87%		
Gainesville	11%	21%	33%	44%	55%	66%	80%	84%	86%	97%		
Henrietta	10%	17%	29%	39%	49%	59%	69%	70%	71%	70%		
Nocona	10%	17%	28%	37%	45%	53%	63%	69%	69%			
Petrolia	9%	15%	25%	35%	43%	52%	61%	61%	61%	80%		
Wichita Falls	10%	20%	30%	41%	50%	60%	69%	79%	88%	100%		
Region 9	8%	11%	19%	31%	41%	49%	58%	62%	75%	82%		

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



Region 9 ESC
2371 - CACFP Reimbursement Summary
Program Term: Head Start 2017-2018, Enrollment Status: Enrolled
Attendance Date: 8/1/2017 - 8/31/2017

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	7	15	0	0	98	0	100	95	0
Bowie Classroom 2	7	16	0	0	101	0	101	101	0
BOWIE	14	31	0	0	199	0	201	196	0
BROOK VILLAGE (HS/PreK)									
Brook Village Classroom 1	11	17	0	0	180	0	180	180	0
Brook Village Classroom 3	11	17	0	0	161	0	161	161	0
BROOK VILLAGE (HS/PreK)	22	34	0	0	341	0	341	341	0
BURKBURNETT									
Burkburnett HS-1	11	17	0	0	177	0	177	177	0
Burkburnett HS-2	11	19	0	0	190	0	190	190	0
Burkburnett HS-3	11	20	0	0	208	0	208	208	0
BURKBURNETT	33	56	0	0	575	0	575	575	0
CITYVIEW									
City View Classroom 1	9	20	0	0	173	0	173	173	0
CITYVIEW	9	20	0	0	173	0	173	173	0
Cunningham Elementary									
Cunningham Classroom A	11	17	0	0	173	0	173	173	0
Cunningham Elementary	11	17	0	0	173	0	173	173	0
ELECTRA HEADSTART									
ELECTRA HEADSTART 1	4	16	0	0	57	0	57	57	0
ELECTRA HEADSTART	4	16	0	0	57	0	57	57	0
FARRIS CENTER									
Farris Classroom 02	11	14	0	0	154	0	154	154	0
Farris Classroom 04	11	15	0	0	159	0	159	159	0
Farris Classroom 13	11	15	0	0	160	0	160	160	0
Farris Classroom 14	11	14	0	0	150	0	150	150	0
Farris Classroom 15	11	15	0	0	138	0	138	138	0
Farris Classroom 17	11	15	0	0	174	0	174	174	0
Farris Classroom 19	11	14	0	0	143	0	143	143	0
Farris Classroom 20	11	18	0	0	191	0	191	191	0
Farris Classroom 21	11	16	0	0	168	0	168	168	0
Farris Classroom 22	11	18	0	0	192	0	192	192	0
Farris Classroom 23	11	13	0	0	134	0	134	133	0
Farris Classroom 24	11	16	0	0	163	0	163	163	0
Farris Classroom 26	11	14	0	0	0	0	0	0	0
FARRIS CENTER	143	197	0	0	1,926	0	1,926	1,925	0
Gainesville Head Start									

Region 9 ESC
2371 - CACFP Reimbursement Summary
Program Term: Head Start 2017-2018, Enrollment Status: Enrolled
Attendance Date: 8/1/2017 - 8/31/2017

Region 9 ESC

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
Head Start 2017-2018									
Gainesville A	9	17	0	0	148	0	148	147	0
Gainesville B	9	17	0	0	132	0	132	132	0
Gainesville C	9	17	0	0	158	0	158	158	0
Gainesville D	9	17	0	0	136	0	136	136	0
Gainesville Head Start	36	68	0	0	574	0	574	573	0
HES HEAD START									
HES HEAD START A	11	13	0	0	134	0	134	134	0
HES HEAD START	11	13	0	0	134	0	134	134	0
Nocona HS									
Nocona Classroom A	8	13	0	0	92	0	92	92	0
Nocona Classroom B	9	15	0	0	127	0	127	127	0
Nocona HS	17	28	0	0	219	0	219	219	0
NORTHWEST									
Northwest Classroom 1	11	17	0	0	183	0	183	183	0
Northwest Classroom 2	11	15	0	0	155	0	155	155	0
Northwest Classroom 3	11	17	0	0	175	0	175	175	0
NORTHWEST	33	49	0	0	513	0	513	513	0
Petrolia (HS/PreK)									
Petrolia	4	10	0	0	40	0	40	40	0
Petrolia (HS/PreK)	4	10	0	0	40	0	40	40	0
ROSEWOOD HEAD START									
Rosewood Classroom 1	11	17	0	0	172	0	172	172	0
Rosewood Classroom 3	11	14	0	0	144	0	144	144	0
Rosewood Classroom 4	11	16	0	0	168	0	168	168	0
Rosewood Classroom 6	11	18	0	0	175	0	175	175	0
Rosewood Classroom 7	11	18	0	0	194	0	194	194	0
Rosewood Classroom 8	11	17	0	0	172	0	172	172	0
ROSEWOOD HEAD START	66	99	0	0	1,025	0	1,025	1,025	0
Region 9 ESC	403	636	0	0	5,949	0	5,951	5,944	0
Report Totals	403	636	0	0	5,949	0	5,951	5,944	0

2016-2017 Head Start USDA Reimbursement

	November			December			January		
	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast 2.04	Lunch 3.18	Snack 0.86
Bowie	\$ 1,111.80	\$ 1,733.10	\$ 468.70	\$ 689.52	\$ 1,071.66	\$ 289.82	\$ 1,095.48	\$ 1,694.94	\$ 457.52
Burkburnett	\$ 1,844.16	\$ 2,874.72	\$ 777.44	\$ 1,542.24	\$ 2,404.08	\$ 650.16	\$ 1,705.44	\$ 2,658.48	\$ 718.96
City View	\$ 736.44	\$ 1,147.98	\$ 310.46	\$ 430.44	\$ 670.98	\$ 181.46	\$ 824.16	\$ 1,284.72	\$ 347.44
Electra	\$ 565.08	\$ 880.86	\$ 238.22	\$ 342.72	\$ 534.24	\$ 144.48	\$ 636.48	\$ 988.98	\$ 268.32
Gainesville	\$ 2,154.24	\$ 3,358.08	\$ 908.16	\$ 1,691.16	\$ 2,636.22	\$ 712.94	\$ 2,156.28	\$ 3,361.26	\$ 909.02
Henrietta	\$ 487.56	\$ 760.02	\$ 205.54	\$ 271.32	\$ 422.94	\$ 114.38	\$ 499.80	\$ 779.10	\$ 210.70
Nocona	\$ 981.24	\$ 1,529.58	\$ 413.66	\$ 626.28	\$ 976.26	\$ 264.02	\$ 997.56	\$ 1,555.02	\$ 420.54
Petrolia	\$ 332.52	\$ 518.34	\$ 140.18	\$ 224.40	\$ 349.80	\$ 94.60	\$ 389.64	\$ 607.38	\$ 164.26
Wichita Falls	\$ 14,802.24	\$ 23,074.08	\$ 6,240.16	\$ 9,349.32	\$ 14,573.94	\$ 3,941.38	\$ 15,069.48	\$ 23,490.66	\$ 6,351.96
Total	\$23,015.28	\$35,876.76	\$9,702.52	\$15,167.40	\$23,640.12	\$6,393.24	\$23,374.32	\$36,420.54	\$9,848.72
Monthly Total	\$68,594.56			\$45,200.76			\$69,643.58		

1st Quarter Total \$183,438.90

	February			March			April		
	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast 2.04	Lunch 3.18	Snack 0.86
Bowie	\$1,026.12	\$1,593.18	\$430.86	1,048.56	1,634.52	442.04	999.60	1,561.38	422.26
Burkburnett	\$1,933.92	\$3,014.64	\$815.28	1,895.16	2,954.22	798.94	2,062.44	3,214.98	869.46
City View	\$726.24	\$1,132.08	\$306.16	695.64	1,084.38	293.26	699.72	1,090.74	294.98
Electra	\$565.08	\$880.86	\$238.22	528.36	823.62	222.74	532.44	829.98	224.46
Gainesville	\$2,552.04	\$3,978.18	\$1,075.86	2,431.68	3,790.56	1,024.26	2,319.48	3,615.66	977.82
Henrietta	\$438.60	\$683.70	\$184.90	446.76	696.42	188.34	438.60	683.70	184.90
Nocona	\$958.80	\$1,494.60	\$404.20	938.40	1,462.80	384.42	948.60	1,478.70	399.90
Petrolia	\$346.80	\$540.60	\$146.20	342.72	534.24	144.48	348.84	543.78	147.06
Wichita Falls	\$14,545.20	\$22,673.40	\$6,131.80	13,947.48	21,741.66	5,879.82	14,151.48	22,059.66	5,965.82
Total	\$23,092.80	\$35,991.24	\$9,733.48	22,274.76	34,722.42	9,378.30	22,501.20	35,078.58	9,486.66
Monthly Total	\$68,817.52			\$66,375.48			\$67,066.44		

2nd Quarter Total \$202,259.44

	May			June			July		
	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast 2.04	Lunch 3.18	Snack 0.86
Bowie	1,028.16	1,596.36	429.14	0.00	0.00	0.00	0.00	0.00	0.00
Burkburnett	2,017.56	3,145.02	850.54	0.00	0.00	0.00	0.00	0.00	0.00
City View	756.84	1,179.89	319.06	0.00	0.00	0.00	0.00	0.00	0.00
Electra	405.96	632.82	171.14	0.00	0.00	0.00	0.00	0.00	0.00
Gainesville	2,780.52	4,334.34	1,172.18	0.00	0.00	0.00	0.00	0.00	0.00
Henrietta	440.64	686.88	185.76	0.00	0.00	0.00	0.00	0.00	0.00
Nocona	846.60	1,319.70	356.90	0.00	0.00	0.00	0.00	0.00	0.00
Petrolia	367.20	572.40	154.80	0.00	0.00	0.00	0.00	0.00	0.00
Wichita Falls	14,857.32	23,159.94	6,263.38	0.00	0.00	0.00	0.00	0.00	0.00
Total	\$23,500.80	\$36,627.35	\$9,902.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Total	\$70,031.05			\$0.00			\$0.00		

3rd Quarter Total \$70,031.05

	August			September			October		
	Breakfast 2.04	Lunch 3.18	Snack 0.86	Breakfast	Lunch	Snack	Breakfast	Lunch	Snack
Bowie	405.96	639.18	168.56						
Burkburnett	1,173.00	1,828.50	494.50						
City View	352.92	550.14	148.78						
Electra	116.28	181.26	49.02						
Gainesville	1,170.96	1,825.32	492.78						
Henrietta	273.36	426.12	115.24						
Nocona	446.76	696.42	188.34						
Petrolia	81.60	127.20	34.40						
Wichita Falls	8,115.12	12,650.04	3,420.22						
Total	\$12,135.96	\$18,924.18	\$5,111.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Total	\$36,171.98			\$0.00			\$0.00		

4th Quarter Total \$36,171.98

	November	December	January	February	March	April	May	June	July	August	September	October	Total
Bowie	3,313.60	2,051.00	3,247.94	3,050.16	3,125.12	2,983.24	3,053.66	0.00	0.00	1,213.70	0.00	0.00	22,038.42
Burkbunett	5,496.32	4,596.48	5,082.88	5,763.84	5,648.32	6,146.88	6,013.12	0.00	0.00	3,496.00	0.00	0.00	42,243.84
City View	2,194.88	1,282.88	2,456.32	2,164.48	2,073.28	2,085.44	2,255.79	0.00	0.00	1,051.84	0.00	0.00	15,564.91
Electra	1,684.16	1,021.44	1,893.78	1,684.16	1,574.72	1,586.88	1,209.92	0.00	0.00	346.56	0.00	0.00	11,001.62
Gainesville	6,420.48	5,040.32	6,426.56	7,606.08	7,246.50	6,912.96	8,287.04	0.00	0.00	3,489.06	0.00	0.00	51,429.00
Henrietta	1,453.12	808.64	1,489.60	1,307.20	1,331.52	1,307.20	1,313.28	0.00	0.00	814.72	0.00	0.00	9,825.28
Nocona	2,924.48	1,866.56	2,973.12	2,857.60	2,785.62	2,827.20	2,523.20	0.00	0.00	1,331.52	0.00	0.00	20,089.30
Petrolia	991.04	668.80	1,161.28	1,033.60	1,021.44	1,039.68	1,094.40	0.00	0.00	243.20	0.00	0.00	7,253.44
Wichita Falls	44,116.48	27,864.64	44,912.10	43,350.40	41,568.96	42,176.96	44,280.64	0.00	0.00	24,185.38	0.00	0.00	312,455.56
Total	68,594.56	45,200.76	69,643.58	68,817.52	66,375.48	67,066.44	70,031.05	0.00	0.00	36,171.98	0.00	0.00	491,901.37

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-17-02	2. Issuance Date: 5/12/2017
	3. Originating Office: Office of Head Start	
	4. Key Word: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2017; Funding Increase; Cost of Living Adjustment (COLA)	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2017 Head Start Funding Increase

INSTRUCTION:

President Trump signed Public Law 115-31, the Consolidated Appropriations Act, 2017, on May 5, 2017. Included is \$9,253,095,000 for programs under the Head Start Act, which is an increase of approximately \$85 million over the fiscal year (FY) 2016 funding level.

This increase provides grantees a one percent cost-of-living adjustment (COLA). This Program Instruction provides information about the COLA funds that are available to Head Start and Early Head Start grantees in FY 2017 and describes the requirements for applying for these funds.

All Head Start and Early Head Start grantees, including grantees with an Early Head Start Expansion/Partnership award that began in 2015, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2017 Cost-of-Living Adjustment (COLA)

Each grantee may apply for a COLA increase of one percent of the FY 2016 base funding level. Base funding excludes training and technical assistance funds, duration funds, and any one-time funding grantees may have received in FY 2016. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures. Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering one-time health and safety needs should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and as funds are available.

Please direct any questions regarding this Program Instruction to your Regional Office.

Thank you for your work on behalf of children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-17-01	2. Issuance Date: 06/28/2017
	3. Originating Office: Office of Head Start	
	4. Key Word: Facilities; Depreciation; Real Property	

INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Facilities Guidance

INFORMATION:

This Information Memorandum (IM) supports the commitment of the Office of Head Start (OHS) to children receiving services in good quality facilities with safe indoor and outdoor learning environments. It will support grantees in understanding applicable Head Start regulations, application development, the funding process, and post-award requirements. The IM also addresses a variety of common facilities activities and clarifies questions frequently posed by grantees.

Attachment A provides topical policy, fiscal, and program guidance related to:

- Facilities overview
- Availability of funds
- Project planning
- Applications
- Protection of the federal interest
- Repairs, minor renovations, and major renovations
- Financing, refinancing, and pledges of collateral
- Subordination agreements
- Leases
- Depreciation
- Reporting and recordkeeping
- Valuation and matching
- Disposition of real property and facilities

Please share this IM with your program, fiscal, and facilities managers. Direct any questions to your Regional Office.

Thank you for your work on behalf of children and families.

/ Ann Linehan /

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Acting Director
Office of Head Start

<p style="text-align: center;">ACF Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-17-04	2. Issuance Date: 08/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures; Tangible Personal Property Reports; SF-428	

TO: All Head Start Grantees, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration Offices, and National Centers

SUBJECT: Federal Reporting of Standard Forms (SF) 425 and 428

INSTRUCTION:

This Program Instruction (PI) notifies grantees of the requirements for submission of the Federal Financial Report Standard Form (SF)-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System.

Submission of Federal Financial Report SF-425

All Head Start grantees are required to submit financial reports detailing the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report SF-425.

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a–c of SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families (ACF) on lines 10d–o of SF-425. Head Start grantees currently meet their reporting requirements to ACF via postal mail or by scanning and emailing the form to their assigned fiscal specialist.

ACF and the Program Support Center are collaborating in the submission of SF-425 to reduce the burden on grantees, assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with the fiscal year (FY) 2016 grant awards, this system of separate online reporting was consolidated into a single reporting system. Starting with these awards, both the cash transactions (lines 10a–c) and the expenditures, obligations, and liquidations (lines 10d–o) are reported through the grantee online accounts with PMS. Every grantee has a PMS account to allow access to complete SF-425. If your office needs additional user access, please contact your PMS representative.

Note the following important conditions:

- This reporting method became effective with the FY 2016 financial reports.
- Any remaining reports still required, or revised, for FY 2015 or earlier must be submitted as a scanned and uploaded document to the Grant Notes file in GrantSolutions.
- SF-425 reports are due as required in the award terms and conditions.
 - Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF. *See Table 1.*
- Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each budget period they have received.
- Generally, awards are for a 12-month budget period. Head Start grantees will continue to submit the following reports:
 - Semi-Annual Report
 - Annual Report
 - Final Report
- Semi-Annual and Annual reports are cumulative, covering either six or 12 months of expenditures, respectively.
- Final Reports will be due on the quarterly submission date for the quarter after the end of their budget period. Grantees that have budget periods beginning Feb. 1, May 1, Aug. 1, and Nov. 1 are the exception. In these cases, the Final Reports will be due on the quarterly reporting date for the quarter in which the grantee's budget period ended. No Final Report will be due sooner than 90 days after the end of the applicable budget period.
- Box 12 of the Final Report must include the following:
 - Total Amount of U.S. Department of Agriculture (USDA) Reimbursement:
\$ _____
 - Total Development and Administrative Expenditures: \$ _____ (federal and non-federal)
 - If an unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown of total federal expenditures for each 'CAN NO.,' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.
- To aid in understanding, see the table below. Note that in some cases, the Annual Report and the Final Report will be due on the same date.

Table 1. Find the month in which your Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	First SF-425 Report Due	Cumulative Costs through	Annual SF-425 Report Due	Cumulative Costs through	Final SF-425 Due
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Apr 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Apr 30*
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Jul 30
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Jul 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jul 30*
June 1	Jan 30	Nov 30	Jul 30	May 31	Oct 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Oct 30
August 1	Apr 30	Jan 31	Oct 30	Jul 31	Oct 30*
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Jan 30
October 1	Apr 30	Mar 31	Oct 30	Sep 30	Jan 30
November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jan 30*
December 1	Jul 30	May 31	Jan 30	Nov 30	Apr 30

**The annual and final reports are due on the same date.*

Submission of Tangible Personal Property Report SF-428

Grantees are required to provide Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned grants management specialist identified in the Head Start Enterprise System (HSES). Should your office need additional PMS accounts, please contact your PMS representative at www.dpm.psc.gov.

Thank you for the work you do on behalf of children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

<p style="text-align: center;">ACF</p> <p style="text-align: center;">Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-17-03	2. Issuance Date: 08/21/2017
	3. Originating Office: Office of Head Start	
	4. Key Words: SF-429; Real Property; Facilities; Purchase; Construction; Major Renovation; Reporting	

TO: All Head Start and Early Head Start Grantees

SUBJECT: Electronic Submission of Real Property Standard Form (SF)-429 and Attachments

INSTRUCTION:

In accordance with **45 CFR § 75.343**, non-federal entities are required to submit reports at least annually on the status of real property in which the federal government retains an interest. As such, beginning July 1, 2017, the following Office of Management and Budget (OMB)-approved real property and request forms, OMB Control No. 3090-0296, are included in this electronic submission requirement:

- **SF-429 Cover Page**
 - Please note that the system automatically requires the submission of the cover page with each attachment.
- **SF-429-A General Reporting or No Property**
- **SF-429-B Request to Acquire, Improve, or Furnish**
- **SF-429-C Disposition or Encumbrance Request**

Effective for budget periods beginning on or after May 1, 2016, all grantees, including those with no covered real property, are instructed to prepare and submit SF-429 with Attachment A on an annual basis at the same time as their annual SF-425 Federal Financial Report is due.

How to Submit Forms

To access and submit the SF-429 forms, please log in to **www.grantsolutions.gov**. Navigate to the forms according to the instructions provided in the guides and training recordings.

Guides and Training Recordings

The training recordings and guides detail the step-by-step process to logging in, navigating to, and completing the forms. The materials are stored on the GrantSolutions site and located in one of two places, dependent upon how you access the system. For example, grantees with access to GrantSolutions Grants Management Module (GMM) will find the materials under the GrantSolutions Help/Support link. All others will find these materials under the OLDC News and Tips link.

Login (note differences in Step 4):

Grantees with access to the GrantSolutions GMM:

1. Visit **www.grantsolutions.gov**.
2. From the "Grants Center of Excellence" homepage, choose **Login to GrantSolutions**.
3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Select the **Login** button.
4. The "My Grants List" screen appears. From the menu bar, select Online Data Collection.
5. The Online Data Collection "Home" page appears.

Grantees that do not use the GrantSolutions GMM:

1. Visit www.grantsolutions.gov.
2. From the "Grants Center of Excellence" homepage, choose **Login to GrantSolutions**.
3. The "GrantSolutions" login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Select the **Login** button.
4. The GrantSolutions "Portal" screen appears. From the menu bar, choose OLDC to open the Online Data Collection page in a new window.
5. The Online Data Collection "Home" page appears.

Accessing the Forms

To access the forms, please utilize the guides and trainings applicable to the SF-429 attachment being submitted because the instructions are slightly different.

Once data is entered and saved for each section, the entire form must be validated. Validation checks the form for errors and missing data.

- If the report status is **Saved with Errors**, an error message appears at the top of the Report screen. The errors must be corrected and the form revalidated.
- If the status is **Saved with Warnings**, the warnings can either be corrected or the form can still proceed through the approval process.
- If the status is **Saved—Validated**, there are no warnings or errors and the form can proceed through the approval process.

After the entire form is successfully saved and validated with no errors, the form can be certified and submitted by a user with these permissions. Please refer to the guides.

Once submitted, the assigned grants specialist will review the form. Depending on the review, the grant specialist may follow up with questions or request additional supporting documentation.

Questions

For any login or system issues, please contact the GrantSolutions Help Desk at help@grantsolutions.gov or 1-866-577-0771. If you email the Help Desk, please Cc your assigned grant specialist.

For any content-related questions about the SF-429 forms, please contact your assigned grant specialist in the Regional Office.

Description of Forms

The status of real property purchased, constructed, or subject to major renovations paid for in whole or in part with federal Head Start funds must be reported annually on form SF-429-A. Likewise, grantees who do not have covered real property with federal interest must submit the SF-429-A No Property form annually. Attachments SF-429-B and SF-429-C are required only when a grantee requests approval of actions related to real property as noted on each attachment. General facilities guidance is available in **ACF-IM-HS-17-01 Facilities Guidance**. Please carefully read the instructions accompanying SF-429 and its attachments when filing to ensure that forms are accurate and complete. A description of each required form follows.

- **SF-429 Cover Page** must accompany all reports and requests.
 - The cover page provides recipient (grantee) information. Include the SF-429 cover page when submitting each form.
- **SF-429-A General Reporting** must be submitted annually on the same date the grantee's annual SF-425 Federal Financial Report for the budget period is due.
 - A separate Attachment A is required for every parcel of real property subject to a federal interest as defined in **45 CFR § 1305.2**.

- **SF-429-A No Property** must be submitted annually on the same date the grantee's annual SF-425 Federal Financial Report for the budget period is due.
 - A separate Attachment A is required when there is no real property.
- **SF-429-B Request to Acquire, Improve, or Furnish** must be submitted along with the additional information required by **45 CFR § 1303 Subpart E** whenever a grantee is seeking ACF approval to use Head Start funds to engage in purchase, construction, or major renovation of facilities as defined in **45 CFR § 1305.2**.
 - Information included in SF-429-B can be cross-referenced if also required by **45 CFR § 1303 Subpart E**.
 - A request to acquire property includes the use of Head Start funds to engage in all purchase activities defined in **45 CFR § 1305.2**, including payments made in satisfaction of a mortgage or other loan agreement.
- **SF-429-C Disposition or Encumbrance Request** must be submitted at closeout and whenever a grantee is seeking ACF approval to sell, transfer, or encumber property subject to a federal interest, including the refinancing of existing indebtedness and subordination of a federal interest to the rights of a lender under **45 CFR § 1303.51**.
 - SF-429-C implements the requirements for grantees making requests for disposition of real property under **45 CFR § 75.318**.
 - Any use of real property subject to a federal interest as collateral for a loan or mortgage requires prior approval, and an encumbrance includes the use of Head Start funds to make payments for a previously purchased facility under **45 CFR § 1303.41** and any use of property subject to a federal interest as collateral for future borrowing.
 - **ACF-IM-HS-12-08** remains in effect and provides a simplified disposition process for older modular units.

If you have any technical issues with the system, please contact the GrantSolutions Help Desk and copy your assigned grant specialist. If you have specific content-related questions about SF-429, please direct these questions to your assigned grant specialist in the Regional Office.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

<p style="text-align: center;">ACF Administration for Children and Families</p>	<p style="text-align: center;">U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</p>	
	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

Region 9 ESC Head Start Observation and Monitoring Report

Fiscal

August 2017

Submitted September 21, 2017

Quality Assurance Staff reporting: Allison Cummings, Region 9 ESC

Summary Report:

A. Strengths:

The following sites have submitted their August reports:

Bowie, Burkburnett, City View, Electra, Gainesville, Henrietta, Petrolia, & Wichita Falls

B. Non-Compliance (Exceptions):

The following sites have not yet submitted their August reports:

Nocona

C. Response/Corrective Action:

Nocona is still trying to close out their previous year and then will submit the reports needed.

ACTIONS:

2017-2018 Head Start Meeting Dates

Partner's Meeting

@Region 9

9/19/17 1:00-4:00 #298284 (Jck)
11/14/17 1:00-4:00 #298285 (Frd)
1/23/18 1:00-4:00 #298286 (Frd)
4/3/18 1:00-4:00 #298287 (Frd)
5/1/18 1:00-4:00 298288 (Frd)

Policy Council

**@ Region **

9/21/17** 6:00-9:00 #298289
(R9 - Wilbarger)
10/19/17 6:00-9:00 #
@ Farris
12/7/17 6:00-9:00 #
@ Bowie
2/15/18 6:00-9:00 #
@ Burkburnett
4/19/18 6:00-9:00 #
@City View
6/21/18** 12:00-2:00 # 298290
(R9 - Clay)

Health Meetings

@Region 9

9/19/17 10:00-12:00 #298311 (Jck)
10/2017 Individual Meetings
11/14/17 10:00-12:00 #298312 (Jck)
1/23/18 10:00-12:00 #298313 (Jck)
4/3/18 10:00-12:00 #298314 (Jck)
5/2018 Individual Meetings
6/2018 Release Party-TBS

Family Service Meetings

@Region 9

9/27/17 1:00-3:00 # 298315 (Frd)
12/6/17 1:00-3:00 #298316 (Jck)
2/7/18 1:00-3:00 # 298317 (Jck)
5/9/18 1:00-3:00 # 298318 (Jck)

Mental Health Meetings

@Region 9

9/27/17 10:00-12:00 #298319 (Frd)
12/6/17 10:00-12:00 # 298320 (Jck)
2/7/18 10:00-12:00 #298323 (Frd)
5/9/18 10:00-12:00 #298324 (Jck)

Health Services Advisory Committee

@Region 9

11/9/17 12:00-1:00 #298325 (Cly)
2/8/18 12:00-1:00 #298326 (Cly)
5/3/18 12:00-1:00 #298328 (Cly)

Head Start Trainings

All meetings held at Region 9

Tuesday 08/15/17 9-12 Welcome Back to Head Start! #
Saturday 10/7/17 9-4 Fall Connections Conference – Conscious Discipline

CDA Dates: 9/20/17 (#)298291 (Frd)
11/29/17 (#)298292 (Frd)
2/21/18 (#)298293 (Frd)
3/28/18 (#)298294 (Frd)

New Teacher Learning Series: 9/12/17 (#)298223 (Wichita 1)
11/15/17 (#)298329 (Frd)
2/20/18 (#)298330 (Frd)
4/10/18 (#)298331 (Frd)