



# Community Action, Inc. of Central Texas

## BOARD OF DIRECTORS MEETING

Thursday, January 18, 2024 6:00 PM

Village Main Shared Board Room

215 S. Reimer Avenue

San Marcos, Texas 78666

## Executive Committee Minutes

### Members Present

#### Public Representatives:

Wayne Thompson (via ZOOM)

#### Neighborhood Representatives:

Jeremy Sutton  
Myra Vassian

#### Private Group Representatives:

Diane Insley  
Elizabeth Raxter  
Deborah Villalpando (via ZOOM)

### Members Absent:

Barbara Sheldon

Juan Mendoza

Steven Hernandez

Gloria Martinez

Alyssa Garza

Clarena Larrotta

Marissa Reina

### Visitors Present:

### Staff Present:

Douglas Mudd, Executive Director

Keith Herington, Chief Financial Officer

Stacey Martinez, Health Services Director

Cristal Lopez, Youth Services Director

Megan Campbell, Home Visiting Program Director

Francesca Ramirez, Community Services Director

Ruth Salinas, Human Resources Director

Glenda Rose, Adult Education Director (via ZOOM)

Luisa Loera, Administrative Assistant

### Staff Absent:

Danielle Engelke, Interim Head Start Director

### 1.0 CALL TO ORDER

Ms. Insley, President, called the Board of Directors to order at 6:14 p.m.

### 2.0 ROLL CALL

Mr. Doug Mudd, called the roll

### 3.0 PUBLIC COMMENT PERIOD

Ms. Insley asked if anyone present would like to make a public comment at this time. No comments were made.

### 4.0 MINUTES OF PREVIOUS MEETINGS, for approval

#### 4.1 Board Minutes, November 16, 2023—for approval

The Board members reviewed the Board of Directors Minutes for November 16, 2023.

Diane Insley made the motion to approve the Minutes, Elizabeth Raxter seconded the motion. All were in favor. None opposed. Motion passed.

## 5.0 CORRESPONDENCE, for review and discussion – Mudd

### 5.1 2024 Approved Service Delivery Plan from TDHCA

Mr. Mudd reviewed the letter dated 11/29/2023 from the Texas Department of Housing and Community Affairs in regards to the approval of the PY2024 CEAP Service Delivery Plan.

### 5.2 Office of Head Start Monitoring Review Report

Mr. Mudd reviewed the letter dated 12/11/2023 from the Office of Head Start regarding a monitoring review of centers on 11/16/2023. Head Start had one deficiency in regards to supervision. On 10/24/2023, a child was left unsupervised on the playground of the Luling Center. Head Start has 30 days to correct supervision.

### 5.3 Health and Human Services Child Care Investigation – A. Washington

Mr. Mudd reviewed the letter dated 12/15/2023 from the Texas Health and Human Services regarding results of an unannounced investigation at A. Washington. Purpose of the inspection was due to a report received by the Department alleging a deficiency of the Minimum Standard Rules or law. Allegations were concerns of prohibited discipline (grabbing/pulling of a child) within the center. Violation is under further review.

## 6.0 LEADERSHIP PROGRAMMATIC REPORT--Mudd

### 6.1 Executive Director – Doug Mudd

Mr. Mudd reviewed the Time Off during Holidays, New Research and Development Specialist, and Organizational Standards.

#### 6.1.1 Request for Board Member on Grant Advisory Committee (for action)

Mr. Mudd stated that after a meeting with the Senior Leadership team, it was determined that, in order to prioritize where to focus the program development work, an Advisory Committee needs to be formed. He asked if any Board member would like to participate on the Grant Advisory Committee for 1 hour a week for a few weeks and then eventually to 1 hour per month. Meetings start February 2, 2023, Wayne Thompson would like to discuss the time commitment. Will decide by January 26, also an email will be sent out to see if anyone else is interested.

#### 6.1.2 Organizational Standards Report Card

Mr. Mudd reviewed the report from the Organizational Standards. CAI completed 98% of the 58 required organizational standards for the 2022-2023 program year. The TDHCA noted the Board meeting minutes must reflect a presentation of and analysis of the Strategic Plan and Community Action Plan outcome goals/targets.

### 6.2 Human Resources – Ruth Salinas

Ms. Salinas reported on the HR activities for November 2023 through January 2024. The average employee count was 306, 10 new hires, and 6 resignations/terminations. As of December, the number of current vacant positions is 18, the breakdown is 10 Adult Ed., 6 Head Start, 1 Health Services, and 2 Home Visiting.

There were 5 new Volunteers recruited and 174 Open Enrollments for Curative Health Insurance

HR included additional information to this report: Active Job Detail, Terminations/Resignations, and Hiring Pipeline

Upcoming training include: Harassment, Diversity, and Effective Communication Training.

### 6.3 Agency Financial – Keith Herington

#### 6.3.1 Basic Financials

Mr. Herington reviewed the year-to-date basic financial statements as of December 31, 2023.

#### 6.3.2 Grant Financial Report

Mr. Herington reviewed the Grant Financial reports through December 31, 2023. The reports listed a summary of the activities for their review on each report with explanations below for additional information. CEAP and LIWHAP extend the Grants until March 15<sup>th</sup>.

#### 6.3.3 Head Start Program Budget Report

Mr. Herington reviewed the Head Start Budget report for the period ending December 31, 2023 listing monthly and year-to-date expenditures.

#### 6.3.4 Head Start In-Kind

Mr. Herington reviewed the report for the period ending December 2023.

#### 6.3.5 Head Start Program CACFP Report

Mr. Herington reviewed the report for the period ending December 2023

#### 6.3.6 Credit Card Report

Mr. Herington reviewed the report listing transactions from billing cycle 11/26/2023 - 12/26/2023

### 6.3.7 Other Credit Card Purchases

Mr. Herington reported the other Agency Credit Card transactions thought December 2023

### 6.4 Adult Education – Glenda Rose

Ms. Rose reviewed the report in regards to enrollments, they have exceeded their targets. The new TWC Grant deadline was moved to 1/19/2024 and was submitted on 1/18/2024. A spending plan was requested for \$22,820.06 for extra training money and must be used by June 30th. EDC of Bastrop dropped Adult Ed from their budget without notification, they are planning to appeal.

### 6.5 Community Services – Francesca Ramirez

Mrs. Ramirez went over the Community Services Report and Highlights.

CEAP - Assisted 2,505 individuals within 1,326 households in 2023, increase came from Caldwell County.

FY 2024 - Funding of \$624,626 is a decrease of 57% compared to 2023

Utility Assistance - Staff will process applications differently in 2024 due to decrease in funding

- Vulnerable clients (age 60+, have a disability, and/or have a child 5 and under) will receive assistance based on their 6 month utility usage.
- Non-vulnerable clients will receive assistance based on their 3 month utility usage.

LIHWAP - Deadline of March 31 to spend remaining allocation - \$65K.

TOP - In December 2023, one family of two transitioned for a total of 9 individuals transitioning out of poverty. One is on track to transition at the end of January.

#### 6.5.1 Customer Satisfaction Report and Analysis

2023 Community Services Surveys were filled out online and mailed to households that received CEAP or LIWAP assistance. Hays/Blanco: 772 households were served and 146 completed surveys (19%) Caldwell: 554 households were served and 104 completed surveys (19%). Overall experiences were above 80%. Big increase in elderly applicants completing surveys.

### 6.6 Health Services - Stacey Martinez

Ms. Martinez reviewed the Program Report for November through December 2023.

#### Reproductive Services

##### Title X Contract Update

Goal is to serve 1,367 unduplicated clients from 4/1/2023 through 3/31/2024.

Nov: 210 UDC completed 235 visits

Dec: 116 UDC completed 121 visits

Contract YTD Totals: 1,288 UDC and 1,892 visits

Goal at end of December = 66%

Actual % served at end of December = 68%

#### Family Planning Outreach

November 30th the Clinic had an Outreach at TXST and saw 51 students.

#### Breast and Cervical Cancer

##### Direct Services

91 patients completed screening mammograms

Hays County funding awarded the program with 2 years of salary coverage

Burdine Johnson Foundation Grant was approved

##### Outreach

San Marcos and Kyle Food Banks

Austin Community College

#### Rural AIDS Services Program (RASP)

##### Direct Services

UDC: 137 with 11 new intakes

1,249 Case Management Units

##### Client Enrollments

- Health Insurance: 36 clients (45 insurance payments - premium & copy)
- Transportation: 37 clients with 76 round trip transports
- Housing: 34 households assisted and 19 of those clients are long term housing
- Viral Suppression Rate: 94%

##### Pending Outcomes

Awaiting final report from City of Austin Monitoring that was completed on October 16<sup>th</sup>.

BCCOG Grant was submitted on 1/16/2024

## 6.7 Head Start - Danielle Engelke

### 6.7.1 Head Start Board Report for November and December

Mr. Mudd reviewed the Head Start report for Ms. Engelke due to her being sick. Report stated they are receiving more children enrollments due to children transitioning out. New hires are receiving 2 weeks paid training with the Education Team and seasoned teachers. Also went over upcoming Head Start events.

## 6.8 Home Visiting - Megan Campbell

Ms. Campbell stated employees were able to attend Partners in Prevention Conference. For personal visits in November they had 191 visits and in December 145 visits. Enrollment is down a bit due to staffing issues but vacancies have been posted.

## 6.9 Youth Services – Cristal Lopez

Ms. Lopez went over YS highlights such as the supply drive for the Senior Citizen Center, the participation in the Farmer Fred's Carnival and a new member induction. Health Coalition held ASIST training and will continue to Spring 2024. Community Needs Assessment came back with 1,000+ responses.

## 7.0 ACTION ITEMS—Review, Discuss and Take Proper Action

### 7.1 Bylaws and Employee Handbook Approvals – Doug Mudd

CAI Organizational Standards require that the Board Bylaws and Employee Handbook must be reviewed by an Attorney at least every 5 years. The following are the changes proposed.

#### 7.1.1 Employee Handbook changes (for approval)

Change to the Equal Opportunity and Nondiscrimination to include: hairstyles commonly associated with race. Wayne Thompson made the motion to approve changes, Elizabeth Raxter seconded the motion. All were in favor. None opposed. Motion passed.

#### 7.1.2 Board Bylaws changes (for approval)

Changes to the Bylaws were mostly capitalizations and structure changes that relate to the overall view of the By-Laws. One major edit the attorney proposed was language to allow more flexibility in action to be taken by the board. Section 9: Action Taken Without Meetings allows board action to be taken without a meeting as long as written consent is signed by a majority. Myra Vassian made the motion to approve changes made by the law firm. Jeremy Sutton seconded the motion. All were in favor. None opposed. Motion passed.

### 7.2 Grant Budget Approvals (2024 – 2025) – Keith Herington

#### 7.2.1 RASP: State Services, Ryan White B., and HOPWA 24-25 Budget (for approval)

Keith went over 3 grants submitted on 1/16/2024. State Services at a total of \$368,518.00, HOPWA for \$553,756.00, and Ryan White B. for \$75,350.00. Elizabeth Raxter made the motion to approve changes, Myra Vassian seconded the motion. All were in favor. None opposed. Motion passed.

#### 7.2.2 Adult Education (for approval)

Two Grants were submitted for roughly \$3,559,738 to be split between ABE and EL Civics. Myra Vassian made the motion to approve changes, Jeremy Sutton seconded the motion. All were in favor. None opposed. Motion passed.

### 7.3 De Minimis Indirect Cost Rate (for approval) – Keith Herington

Agency Administrative Cost, CAI uses 10% De Minimis Rate for indirect cost rate to charge administrative cost within the Federal Uniform Guidance. Those costs include Executive Director, Fiscal, Human Resources, Technology and Program Development. Myra Vassian made the motion to approve changes, Jeremy Sutton seconded the motion. All were in favor. None opposed. Motion passed.

### 7.4 Consider appointment of Judge Brett Bray as elected representative for Blanco County to be selected for CAI Board (for approval) - Diane Insley

Myra Vassian made the motion to approve Judge Bray to be on the Board, Elizabeth Raxter seconded the motion. All were in favor. None opposed. Motion passed. Now approved Judge Bray will meet with us next Board Meeting, March 21, 2024

## 8.0 SUCCESS STORY – Home Visiting Program – Megan Campbell

Home Visitor Patty met with a family in regards to their child,3, who is not making eye contact and not responding to his name. The family went to Bluebonnet Trails and wanted to wait for an ECI assessment. Patty met with parents and encouraged for further evaluation. Parents talked to the pediatrician in regards to not making eye contact or listening when name called, the child was diagnosed with Autism and has been getting evaluations. Child and the parent's relationship have changed greatly due to Patty's encouragement and assistance through this trying time.

## 9.0 BOARD MEMBERS' OPPORTUNITY TO SHARE

Ms. Insley asked if anyone present would like to make a public comment at this time. No comments were made.

## 10.0 PRESIDENT'S REPORT—Insley

### Schedule of the next Board of Director's Meeting

Ms. Insley informed the Board members that the next meeting is Thursday, March 21, 2024 at 6:00 p.m.

**11.0 ADJOURNMENT—Insley**

Diane Insley made a made a motion at 7:33 pm to adjourn, Jeremy Sutton seconded the motion. All were in favor. None opposed. Meeting adjourned.

The Minutes above are true and correct.

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Diane Insley, President

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Elizabeth Raxter, Secretary



# TEXAS

## Health and Human Services

Executive Commissioner  
Cecile Erwin Young

March 1, 2024

Danielle Engelke  
PO BOX 748  
SAN MARCOS, TX 78667-0748

Operation #1361626  
Luling CDC Head Start and Early Head Start

Investigation # 3055366

Dear Head Start Team:

Your operation, **Luling CDC Head Start and Early Head Start** located at 104 W NEWTON ST, LULING, TX 78648-1827, was recently investigated because of a report concerning a possible deficiency of the minimum standard rules or another law.

Specifically, the report states the following that led to this investigation:

**It is alleged a caregiver is not positively interacting with a child. There are concerns with discipline.**

The Child Care Regulation (CCR) department of the Texas Health and Human Services Commission (HHSC) has evaluated applicable administrative rules, minimum standard rules, and other laws and made the following findings:

Standard/Rule Description	Deficient?	Comply By	TA Given	Documents/ Photos Obtained	Notification Date
746.1201(2) Responsibilities of Employees and Caregivers -Relate to Children	N		N	N	
<b>Specifics:</b> The standard was found to be in compliance during the investigation.					
746.2805 Prohibited Punishments - No Harsh, Cruel or Unusual	N		N	N	
<b>Specifics:</b> The standard was found to be in compliance during the investigation.					

The list of findings above is cumulative and includes all findings that CCR has made related to this investigation up to this point. As such, the list may include findings for which you received prior notification. For any finding listed above with an earlier notification date, your 15-day timeframe for requesting an administrative review of that finding began when you first received notification of that finding. If the time period to request an administrative review of a finding has expired, you may no longer request an administrative review of that finding.

If CCR conducted an inspection as part of this investigation, you received an inspection report form.

Your operation is responsible for maintaining compliance with relevant minimum standards, administrative rules, and statutes on an ongoing basis. CCR may take an enforcement action for a repetition or pattern of deficiencies or for any other reason listed in 26 Texas Administrative Code §745.8605.

If you have any other questions or need additional information, please contact me.

Sincerely,

MAIGEN HIGGERSON  
 CCR Representative  
 (512) 461-4251

Danielle Engelke  
March 1, 2024  
Page 3

cc: Community Action Inc of Central Texas  
PO BOX 1246  
SAN MARCOS, TX. 78667-1246



## ◀ CAIofCentralTx\_Key Hire Approval -Dani...

5.3

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**Office of Head Start, 1301 Young Street, Room 937, Dallas, TX 75202 [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

February 8, 2024

Ms. Diane Insley, Board Chairperson  
101 Uhland Rd Ste 107  
San Marcos, TX 78666-6681

Re: 06CH012370

Dear Mr. Sanders,

This letter is in response to the November 30, 2023 request for approval to hire a new Head Start Director. Regional Office approval of this new hire is required by Program Instruction ACF-PI-HS-06-01, which implements the regulations at 45 C.F.R. § 74.25(c) (2) and 45 C.F.R. § 92.30(d) (3) or 45 C.F.R § 75.308 (c) (2).

Community Action, Inc. of Central Texas complied with notifying the Regional Office prior to making a job offer to the candidate for Head Start Director position. The Regional Office was provided with the name of the person recommended to be hired, a description of the process used to recruit for this job, and an explanation of why this individual was determined to be the most qualified. **The hiring of Danielle Engelke as the new Head Start Director is approved.**

We encourage you to request training and technical assistance (TTA) to ensure Ms. Engelke is knowledgeable of all Head Start/Early Head Start program and fiscal requirements. To request TTA, please contact your assigned Program Specialist.

If you have any questions or need assistance, please contact Geralyn Boyles, Program Specialist, at (214) 767-2037 or [Geralyn.boyles@acf.hhs.gov](mailto:Geralyn.boyles@acf.hhs.gov).

Sincerely,

Kenneth Gilbert  
Regional Program Manager  
Office of Head Start

cc: Ms. Douglas Mudd, Executive Director





# TEXAS

## Health and Human Services

Executive Commissioner  
Cecile Erwin Young

February 8, 2024

Danielle Engelke  
PO BOX 748  
SAN MARCOS, TX 78667-0748

Operation #504402  
A Washington Child Development Center

Investigation # 3049249

Dear Ms. Engelke:

Your operation, A Washington Child Development Center located at 103 HAYS ST, SAN MARCOS, TX 78666-7737, was recently investigated because of a report concerning a possible deficiency of the minimum standard rules or another law.

Specifically, the report states the following that led to this investigation:

There were concerns of prohibited discipline at the center.

The Child Care Regulation (CCR) department of the Texas Health and Human Services Commission (HHSC) has evaluated applicable administrative rules, minimum standard rules, and other laws and made the following findings:

Standard/Rule Description	Deficient?	Comply By	TA Given	Documents/ Photos Obtained	Notification Date
746.2805(3) Prohibited Punishments - Grabbing and Pulling	N		N	N	

**Specifics:**

The list of findings above is cumulative and includes all findings that CCR has made related to this investigation up to this point. As such, the list may include findings for which you received prior notification. For any finding listed above with an earlier notification date, your 15-day

Danielle Engelke  
February 8, 2024  
Page 2

timeframe for requesting an administrative review of that finding began when you first received notification of that finding. If the time period to request an administrative review of a finding has expired, you may no longer request an administrative review of that finding.

If CCR conducted an inspection as part of this investigation, you received an inspection report form.

Your operation is responsible for maintaining compliance with relevant minimum standards, administrative rules, and statutes on an ongoing basis. CCR may take an enforcement action for a repetition or pattern of deficiencies or for any other reason listed in 26 Texas Administrative Code §745.8605.

This notice must be posted next to your most recent CCR inspection letter or form.

If you have any other questions or need additional information, please contact me.

Sincerely,

MADALYNN PENA  
CCR Representative  
(512) 839-5205

Enclosure(s):

cc: Community Action Inc  
215 SO REIMER AVE  
San Marcos, TX. 78667-0748



## Executive Director Report

### March 2024

#### **Community Action Village Rent Increase**

Community Action Fiscal staff received unfortunate news on March 1<sup>st</sup> that the Village rent will increase by \$3,436.36 per month from \$10,907.22 to \$14,343.58. The Village Main charges rent to Community Action based on the Village mortgage payment due each month. Besides Community Action, all Village tenants including WIC, Any Baby Can, and Family Justice Center fundraised and/or received donations to cover their share of the cost of the building. Community Action elected to take a loan out to pay for their portion of its building expenses. Texas Regional Bank granted a loan to the Village for \$1.9 million dollars at a variable rate starting at 4.5% for the first 5 years (Feb. 9, 2019-Feb. 9, 2024) and thereafter based upon the Wall Street Journal Prime Rate Plus .25%, which is currently 8.75%. Our current agency staff was not aware of the variable rate increase after the first 5 years as part of the loan and therefore did not budget accordingly. The rate increase will cost the Agency an annual total of \$41,236.32 as it stands right now. Furthermore, in five more years, the entire principal amount (currently \$1.6 million) and accrued interest will be due on February 9, 2029.

Community Action is seeking fundraising ideas and strategies from the Board to help resolve both short-term and long-term financial shortfalls. If the principal were to be paid off today, it would save the agency \$14,343.58 per month, which could be used to extend services to further assist those in need in our community.

# HUMAN RESOURCES

## PROGRAM REPORT

<b>Project Name</b>	HR Program Report	<b>Reporting Period</b>
<b>Board Meeting</b>	March 21, 2024	01/15/2023 - 03/15/2024
<b>Prepared by</b>	Ruth M. Salinas	

## HIGHLIGHTS

- Head Start Program received a GroMore grant to plant their own vegetable garden.
- 3 new Volunteers
- Career Fair at City of Kyle Library
- 2 Internal Promotions

## Status Update

Employee Count	New Hires	Terminations/ Resignations	Vacancies	Pending New Hires
309	12	6	11	8
<b>Numbers from Board Meeting - 01/18/2023</b>				
306	10	6	18	NA

# CHALLENGES

- Miscommunication/Trust

# NEXT STEPS

## Action Items:

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### Task or Deliverable

- Task: Identifying training needs
- Deliverable: Training and foster open communication
  - Leadership Training: 04/12/24
  - Address communication challenges
  - Promote trusting work environment

## Pending:

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- Harassment Training - 08/24
- Diversity Training - 08/24
- Effective Communication Training - 08/24
- Leadership Training - 04/24

## Next Reporting Period

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03/25/2024-05/16/2024

## Active Jobs Detail for Community Action, Inc. of Central Texas

Reported on: 3/11/2024

Date Range:

Data Set: All Data

Job Title	Job ID	Location	Department	# of Openings	Job Status
<a href="#">Adult Education Teacher (ESL)</a>	24-12	Bastrop, TX	Adult Education	1	Active
<a href="#">Adult Education Teacher (ESL)</a>	24-06	Austin, TX	Adult Education	1	Active
<a href="#">Adult Education Teacher (ESL)</a>	24-25	Hutto, TX	Adult Education	1	Active
<a href="#">Early Head Start Teacher</a>	24-29	Kyle, TX	Early Childhood Education	1	Active
<a href="#">Head Start Teacher One</a>	24-15	San Marcos, TX	Early Childhood Education	2	Active
<a href="#">Program Floater</a>	24-22	San Marcos, TX	Early Childhood Education	1	Active
<a href="#">Substitute Teacher</a>	24-20	Hays & Caldwell Counties	Early Childhood Education	1	Active
<a href="#">Early Head Start Teacher</a>	24-19	Luling, TX	Early Childhood Education	1	Active
<a href="#">Casual Cook Aide</a>	24-18	All Counties, TX	Early Childhood Education	1	Active
<a href="#">Parent Educator</a>	24-03	All Counties, TX	Home Visiting Program	2	Active
<a href="#">Parent Educator - Special Populations</a>	23-95	San Marcos, TX	Home Visiting Program	3	Active

## Hires Pipeline Detail for Community Action, Inc. of Central Texas

Reported on: 3/11/2024

Date Range: Custom Date Range

1/22/2024-3/11/2024

Data Set: All Data

Candidate Name	Job Title	Date Hired	Start Date
<a href="#">Olivia Grande</a>	<a href="#">Parent Educator</a>	1/24/2024	1/29/2024
<a href="#">Jazmin Flores</a>	<a href="#">Head Start Teacher One</a>	2/6/2024	2/12/2024
<a href="#">Luis Alberto Araujo Perdomo</a>	<a href="#">Adult Education Teacher (GED)</a>	2/6/2024	2/12/2024
<a href="#">Alicia DeLaRosa</a>	<a href="#">Adult Education Teacher (ESL)</a>	2/6/2024	2/12/2024
<a href="#">Kitty Castillo</a>	<a href="#">Program Floater</a>	2/6/2024	2/12/2024
<a href="#">Laura Anaya Rodriguez</a>	<a href="#">Adult Education Teacher (ESL)</a>	2/6/2024	2/12/2024
<a href="#">Stephanie O'Neal</a>	<a href="#">Child Development Coordinator / Coach</a>	2/23/2024	3/18/2024
<a href="#">Flora Villegas</a>	<a href="#">Parent Educator - Special Populations</a>	3/2/2024	3/18/2024
<a href="#">Yraid Martinez</a>	<a href="#">Transportation Aide</a>	3/2/2024	3/18/2024
<a href="#">Tasha Williams</a>	<a href="#">Site Supervisor</a>	3/2/2024	3/25/2024
<a href="#">Caroline Cortez</a>	<a href="#">ERSEA &amp; Transition Coordinator</a>	3/4/2024	3/5/2024
<a href="#">Gabriela Perez</a>	<a href="#">Early Childhood Coalition Administrative Assistant</a>	3/5/2024	3/18/2024



## Resignation/Termination Detail for Community Action, Inc. of Central Texas

Reported on: 3/11/2024

Date Range: Custom 1/22/2024-3/11/2024

Data Set: All Data

Full Name	Department	Job Title	Termination Reason
Calloway, LaTavia	1101111 - EHS Program Operations	Program Floater	Resign-2 Wks Notice
Calvo, Sarah E.	1101011 - HS Program Operations	Child Development Coordinator-Instructional Coach	Resign-2 Wks Notice
Cassady, Jackson	1201211 - AE Program Operations	Adult Education Teacher	Resign-No/Short Notice
Jimenez Colin, Jimena .	1101011 - HS Program Operations	Head Start Teacher One	Resignation
Martel, Mandi .	1101111 - EHS Program Operations	Head Start Teacher One	Violation of CAI Policy
Terrell, Lina J.	1201211 - AE Program Operations	Adult Education Teacher	Resign-No/Short Notice

Community Action, Inc of Central Texas  
Statement of Financial Position  
February 29, 2024

Item 6.3.1

ASSETS

Current Assets

Cash	\$	706,481
Grant Receivable		1,004,819
Inventory		53,895
Prepaid Expenses		29,919
Total Current Assets		<u>1,795,114</u>

Fixed Assets

Buildings & Equipment		4,306,317
less Accumulated Depreciation		<u>(3,609,654)</u>
Net Fixed Assets		696,662

TOTAL ASSETS

\$ 2,491,777

LIABILITIES & NET ASSETS

Current Liabilities

Accounts Payable & Accrued Liabilities	\$	<u>1,118,757</u>
Total Current Liabilities		1,118,757

Total Liabilities

1,118,757

Net Assets

Unrestricted		676,357
Permanently Restricted		<u>696,662</u>
Total Net Assets		<u>1,373,020</u>

TOTAL LIABILITIES & NET ASSETS

\$ 2,491,777

Community Action, Inc of Central Texas  
Statement of Revenues  
4 Months Ended February 29, 2024

Item 6.3.1

Federal & State Grant Revenue	\$ 5,602,654
Other Grant Revenue	19,098
Fee for Service Revenue	5,926
Fundraising/Donations	138,747
Interest Income	76
Program Income	28,382
 TOTAL REVENUES	 \$ <u>5,938,721</u>

Community Action, Inc of Central Texas  
Statement of Functional Expenses  
4 Months Ended February 29, 2024

Item 6.3.1

Salaries	3,304,338
Fringe Benefits	678,661
Supplies	148,221
Contractual	320,912
Rent	240,651
Telephone/Internet	31,028
Utilities	30,210
Miscellaneous	169,281
Insurance	103,435
Travel	44,347
Maintenance	52,568
Other Office Expense	40,871
Dues, License & Fees	5,118
Employment Advertisement	132
Audit	0
Auto Expense	10,384
Employee Development	114,405
Interest & Bank Fees	1,650
Direct Assistance	532,280
Depreciation	26,000
TOTAL EXPENDITURES	<u><u>5,854,492</u></u>

<b>Community Services</b>			Cumulative		% of	% of	Grant
Program	Current	Expenditures	Budget	Budget	Grant Period	Completed	FYE
	Budget	To Date	Balance	Expended			
1	CEAP (Energy Assistance) 2024	\$1,040,284	\$219,245	\$821,039	21.08%	16%	12/31/2024
2	CEAP - Supplemental 2023	\$280,599	\$278,744	\$1,855	99.34%	93%	3/31/2024
3	CEAP - Supplemental 2024	\$55,597	\$0	\$55,597	0.00%	16%	12/31/2024
4	Low Income Water Assistance	\$456,176	\$412,367	\$43,809	90.40%	98%	3/15/2024
5	CSBG 2023 Allocation	\$304,360	\$282,530	\$21,830	92.83%	93%	3/31/2024
6	CSBG 2024 Allocation	\$304,360	\$0	\$304,360	0.00%	16%	3/31/2024
7	CSBG - Equipment	\$6,451	\$6,451	\$0	100.00%	39%	8/31/2024
8	CSBG - 083124	\$18,965	\$1,440	\$17,525	7.59%	39%	8/31/2024
9	Senior Citizens - CAPCO	\$64,700	\$38,901	\$25,799	60.12%	41%	9/30/2024
10	Senior Citizens - COSM	\$20,000	\$0	\$20,000	0.00%	16%	12/31/2024
11	SM Youth Services	\$110,000	\$8,966	\$101,034	8.15%	8%	1/31/2025
12	TX Youth Action Network	\$100,000	\$38,692	\$61,308	38.69%	75%	5/31/2024
13	City of Lockhart	\$10,000	\$8,581	\$1,419	85.81%	81%	12/31/2024
14	First Presbyterian Church Covid Relief	\$2,994	\$0	\$2,994	0.00%	58%	7/31/2024
<b>Total Community Services</b>		<b>\$2,774,486</b>	<b>\$1,295,917</b>	<b>\$1,478,569</b>			

- 3 CEAP 2024 Supplemental - Must spend full CEAP 2024 Allocation before spending these funds
- 5 CSBG 2023 - Anticipate that the State will extend this grant to the end of March 2024.
- 7 CSBG Equipment - Funds were for computer purchases which have already been purchased.
- 9 Senior Citizens CAPCO - After funds are expended in this grant we will have the City of San Marcos 2024 grant to use
- 10 Senior Citizens COSM - We use these funds after the CAPCO funds are fully expended.
- 14 First Presbyterian Church - Just a small amount of money remaining

<b>Child &amp; Family Services</b>						
Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
15 ST Davids - Home Visiting	\$234,562	\$37,450	\$197,112	15.97%	16%	12/31/2024
16 Head Start Program Federal Portion	\$7,456,168	\$2,228,392	\$5,227,776	29.89%	33%	10/31/2024
17 Child Care Food Program	\$275,185	\$174,386	\$100,799	63.37%	41%	9/30/2024
18 Texas Home Visiting	\$948,000	\$371,626	\$576,374	39.20%	50%	8/31/2024
19 Texas Home Visiting ARP	\$77,699	\$30,540	\$47,159	39.31%	50%	8/31/2024
20 Texas Home Visiting ECSB	\$312,000	\$104,498	\$207,502	33.49%	83%	4/30/2024
21 Texas School Ready	\$89,432	\$42,847	\$46,585	47.91%	50%	8/31/2024
<b>Total Child &amp; Family Services</b>	<b><u>\$9,393,046</u></b>	<b><u>\$110,928</u></b>	<b><u>\$6,403,307</u></b>			

19 Texas Home Visiting ARP - The funds are for a specific purpose and the purchase has not happened as of this date

20 Texas Home Visiting ECSB - We are anticipating the Grant period will be extended due to funding not coming until 3 months into grant period

**Literacy & Workforce Development**

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
22 Adult Basic Ed. (Fed Share) 22-23	\$3,222,478	\$3,222,478	\$0	100.00%	83%	6/30/2024
23 Adult Basic Ed. (Fed Share) 23-24	\$2,589,457	\$1,674,934	\$914,523	64.68%	67%	6/30/2024
24 Adult Basic Ed. - ACC	\$100,000	\$57,930	\$42,070	57.93%	67%	6/30/2024
25 Adult Basic Ed. - Bastrop Bldg	\$15,000	\$140	\$14,860	0.93%	16%	12/31/2024
26 Adult Basic Ed. - Bastrop Cares	\$7,800	\$4,717	\$3,083	60.47%	75%	5/31/2024
<b>Total Adult Education</b>	<b><u>\$5,934,735</u></b>	<b><u>\$4,960,199</u></b>	<b><u>\$974,536</u></b>			

- 22 Adult Basic Ed. (Fed Share) 22-23 - Received budget increase in May and expenditures lower during summer months Grant Extended 12 months months until 6/30/24 but funds will be used by end of November 2023
- 24 Adult Basic Ed. - ACC - Classes charged to this grant did not get started until late in July
- 25 Adult Basic Ed. - Bastrop Bldg - Were awarded funding late but will just pay more of the lease to use up excess
- 26 Adult Basic Ed. - Bastrop Cares - Grant is for less than 12 months for special class.

**Community Health Services**

Program	Current Budget	Cumulative Expenditures To Date	Budget Balance	% of Budget Expended	% of Grant Period Completed	Grant FYE
27 Family Planning - Title X	\$145,883	\$145,883	\$0	100.00%	92%	3/31/2024
28 Healthy Texas Women - Fee	\$104,000	\$44,489	\$59,511	42.78%	50%	8/31/2024
29 Healthy Texas Women - Cat	\$104,000	\$10,635	\$93,365	10.23%	50%	8/31/2024
30 HHSC Family Planning - Fee	\$98,927	\$96,170	\$2,757	97.21%	50%	8/31/2024
31 HHSC Family Planning - Cat	\$26,981	\$21,949	\$5,032	81.35%	50%	8/31/2024
32 HTWP - Navigator	\$52,400	\$20,155	\$32,245	38.46%	50%	8/31/2024
33 Expanded Services	\$1,000	\$728	\$272	72.80%	33%	10/31/2024
34 Ryan White Part - B	\$84,050	\$84,050	\$0	100.00%	92%	3/31/2024
35 HIV HSS	\$371,500	\$155,192	\$216,308	41.77%	50%	8/31/2024
36 HIV HSS Supplemental	\$49,539	\$48,447	\$1,092	97.80%	92%	3/31/2024
37 HOPWA	\$293,814	\$237,705	\$56,109	80.90%	50%	8/31/2024
38 Ryan White Part - A	\$66,296	\$65,505	\$791	98.81%	100%	2/28/2024
39 Ryan White Part - C	\$30,664	\$2,139	\$28,525	6.98%	16%	12/31/2024
40 Cancer Screening	\$233,992	\$54,915	\$179,077	23.47%	50%	8/31/2024
41 McKenna Legacy Foundation	\$18,000	\$12,309	\$5,691	68.38%	60%	8/31/2024
42 Burdine Johnson Foundation	\$75,000	\$4,418	\$70,582	5.89%	16%	12/31/2024
43 United Way - CAIHC2 (Hays Co)	\$99,375	\$9,194	\$90,181	9.25%	12%	11/30/2025
45 United Way BCCS (Hays Outreach)	\$125,292	\$93,422	\$31,870	74.56%	66%	8/31/2024
<b>Community Health Total</b>	<b>\$1,980,713</b>	<b>\$1,181,001</b>	<b>\$873,408</b>			
<b>AGENCY TOTAL</b>	<b>\$20,082,980</b>	<b>\$7,548,045</b>	<b>\$9,729,820</b>			
Administrative Cost	\$1,099,791	\$337,093	\$762,698	30.65%	33%	10/31/2024

27 Family Planning Title X - We knew this was going to be an issue but have planned on using CSBG funding to cover the additional months

In addition there are plans to increase clinic revenue to keep this from happening in the future.

30/31 HHSC Family Planning - We usually utilize these funds before the end of the grant period. We have requested to reclassify Healthy Texas Women funding into this category as in past years.

32 HTWP - Navigator - This is a new grant specifically to hire a HTW navigator which has now been hired but anticipate all funds will be utilized by adding part time additional person

34 Ryan White Part B - The grant portion of this is all that is reflected but this grant has Program Income that can be utilized also.

36 HIV HSS Supplemental - They originally gave us 5 months funding then extended the grant period to 12 months but put the additional 7 months funding in HIV HSS grant

37 HOPWA - Have had lots of need in this grant and will be asking for more funding in the near future.

39 Ryan White Part - C - Funding was received late from the City of Austin and will make up short fall in spending later in the year.

40 Cancer Screening - Billing from provider used in this program usually run 2-3 months behind in billing the program for services



Community Action, Inc. of Central Texas  
 Non-Federal Funds  
 As of February 29, 2024

**Item 6.3.2**

Program	Beginning 2/1/2024	Revenues February	Expenditures February	Balance 1/31/2024
HIV Non -Federal/Donor	40,538.67	0.00	1,642.40	38,896.27
Breast Cancer Donor	17,952.59	440.00	3,113.65	15,278.94
AE Non Federal/Donor	31,486.07	7.26		31,493.33
Heath Services Donor	(3,397.20)	3,397.20	0.00	0.00
Head Start Donor	5,556.46	18.41	0.00	5,574.87
Head Start Policy Council	6,014.93	0.00	0.00	6,014.93
Season for Caring	8,623.21	0.00	837.00	7,786.21
Season for Caring	63,735.07	56,356.91	1,200.00	118,891.98
Youth Services Donor Fund	599.99	0.00	550.71	49.28
Sr Citizen Donor	8,941.87	0.00	0.00	8,941.87
	<u>180,051.66</u>	<u>60,219.78</u>	<u>7,343.76</u>	<u>232,927.68</u>

**General Ledger System**

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: February 2024

Page: Page 1 of 4

Date: 3/14/2024

Time: 1:22:15 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended	
	Budget	Expenditures	Pct	Budget	Expenditures	Pct			
<b>Expenditures</b>									
SALARIES									
5000 SALARIES	\$405,021.00	\$314,516.21	77.65%	\$1,620,084.00	\$1,357,073.09	83.77%	\$4,860,290.00	\$3,503,216.91	
Total SALARIES	\$405,021.00	\$314,516.21	77.65%	\$1,620,084.00	\$1,357,073.09	83.77%	\$4,860,290.00	\$3,503,216.91	
FRINGE BENEFITS									
5150 FICA	\$26,307.00	\$22,968.66	87.31%	\$105,228.00	\$100,176.66	95.20%	\$315,727.00	\$215,550.34	
5151 HEALTH/LIFE INSURANCE	\$61,777.00	\$43,183.81	69.90%	\$247,108.00	\$183,121.29	74.11%	\$741,375.00	\$558,253.71	
5152 TWC	\$10,932.00	\$5,346.76	48.91%	\$43,728.00	\$23,070.17	52.76%	\$131,227.00	\$108,156.83	
5153 WORKMENS COMPENSATION	\$3,237.00	\$2,704.87	83.56%	\$12,948.00	\$11,670.94	90.14%	\$38,883.00	\$27,212.06	
5154 RETIREMENT PLAN	\$1,048.00	\$2,753.37	262.73%	\$4,192.00	\$12,670.07	302.24%	\$12,590.00	(\$80.07)	
Total FRINGE BENEFITS	\$103,301.00	\$76,957.47	74.50%	\$413,204.00	\$330,709.13	80.04%	\$1,239,802.00	\$909,092.87	
TRAVEL									
5232 OUT-OF-AREA TRAVEL	\$0.00	\$1,205.22	0.00%	\$0.00	\$6,298.80	0.00%	\$0.00	(\$6,298.80)	
5240 TRAVEL - PER DIEM	\$925.00	\$0.00	0.00%	\$3,700.00	\$0.00	0.00%	\$11,108.00	\$11,108.00	
Total TRAVEL	\$925.00	\$1,205.22	130.29%	\$3,700.00	\$6,298.80	170.24%	\$11,108.00	\$4,809.20	
SUPPLIES									
5401 OFFICE SUPPLIES	\$1,573.00	\$945.51	60.11%	\$6,292.00	\$4,624.75	73.50%	\$18,899.00	\$14,274.25	
5402 PROGRAM SUPPLIES	\$3,275.00	\$5,142.09	157.01%	\$13,100.00	\$24,782.56	189.18%	\$39,316.00	\$14,533.44	
5407 ERISA SUPPLIES	\$32.00	\$0.00	0.00%	\$128.00	\$0.00	0.00%	\$400.00	\$400.00	
5408 KITCHEN SUPPLIES	\$1,332.00	\$1,802.95	135.36%	\$5,328.00	\$4,034.47	75.72%	\$16,000.00	\$11,965.53	
5411 PARENT CENTER SUPPLIES	\$783.00	\$580.73	74.17%	\$3,132.00	\$2,825.89	90.23%	\$9,400.00	\$6,574.11	
5412 STAFF TRAINING SUPPLIES	\$656.00	\$177.77	27.10%	\$2,624.00	\$1,493.77	56.93%	\$7,903.00	\$6,409.23	
5413 JANITORIAL SUPPLIES	\$3,299.00	\$3,102.39	94.04%	\$13,196.00	\$10,283.09	77.93%	\$39,600.00	\$29,316.91	
5415 VEHICLE SUPPLIES	\$24.00	\$0.00	0.00%	\$96.00	\$69.98	72.90%	\$300.00	\$230.02	
5417 DENTAL SUPPLIES	\$41.00	\$0.00	0.00%	\$164.00	\$0.00	0.00%	\$500.00	\$500.00	
5418 CHILD EDU.SUPPL./LIBRARY	\$1,349.00	\$975.94	72.35%	\$5,396.00	\$7,118.40	131.92%	\$16,200.00	\$9,081.60	
5421 HYGIENIC/1ST AIDE SUPPLIE	\$1,125.00	\$0.00	0.00%	\$4,500.00	\$1,093.11	24.29%	\$13,512.00	\$12,418.89	
5422 MAINTENANCE MATERIALS	\$657.00	\$774.02	117.81%	\$2,628.00	\$2,371.66	90.25%	\$7,900.00	\$5,528.34	

**General Ledger System**

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: February 2024

Page: Page 2 of 4

Date: 3/14/2024

Time: 1:22:17 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended	
	Budget	Expenditures	Pct	Budget	Expenditures	Pct			
5423 GLOVES	\$0.00	\$450.00	0.00%	\$0.00	\$2,028.00	0.00%	\$0.00	(\$2,028.00)	
5424 POSTAGE & FREIGHT CHARGES	\$107.00	\$10.40	9.72%	\$428.00	\$555.55	129.80%	\$1,300.00	\$744.45	
5425 TECHNOLOGY SUPPLIES	\$416.00	\$202.26	48.62%	\$1,664.00	\$668.91	40.20%	\$5,000.00	\$4,331.09	
5426 MENTAL HEALTH SUPPLIES	\$33.00	\$0.00	0.00%	\$132.00	\$5,787.56	4384.52%	\$400.00	(\$5,387.56)	
5427 ADULT ED TEST SUPPLIES	\$206.00	\$0.00	0.00%	\$824.00	\$0.00	0.00%	\$2,477.00	\$2,477.00	
5428 TEXTBOOKS/SUPPLIES	\$0.00	\$0.00	0.00%	\$0.00	\$579.37	0.00%	\$0.00	(\$579.37)	
5429 DIAPERS	\$1,516.00	\$1,399.73	92.33%	\$6,064.00	\$7,154.77	117.99%	\$18,200.00	\$11,045.23	
5451 EQUIPMENT <\$5000	\$0.00	\$848.23	0.00%	\$0.00	\$20,748.12	0.00%	\$0.00	(\$20,748.12)	
Total SUPPLIES	\$16,424.00	\$16,412.02	99.93%	\$65,696.00	\$96,219.96	146.46%	\$197,307.00	\$101,087.04	
CONTRACTUAL									
5507 CONTRACTUAL-BONHAM	\$14,597.00	\$43,792.25	300.01%	\$58,388.00	\$43,792.25	75.00%	\$175,169.00	\$131,376.75	
5510 CONTRACTUAL	\$22,850.00	\$20,597.02	90.14%	\$91,400.00	\$66,985.85	73.29%	\$274,241.00	\$207,255.15	
5550 LITERACY SERVICES	\$583.00	\$0.00	0.00%	\$2,332.00	\$0.00	0.00%	\$7,000.00	\$7,000.00	
5557 CONTRACTUAL/MENTAL HEALTH	\$208.00	\$0.00	0.00%	\$832.00	\$0.00	0.00%	\$2,500.00	\$2,500.00	
5660 AUDIT	\$811.00	\$0.00	0.00%	\$3,244.00	\$0.00	0.00%	\$9,744.00	\$9,744.00	
Total CONTRACTUAL	\$39,049.00	\$64,389.27	164.89%	\$156,196.00	\$110,778.10	70.92%	\$468,654.00	\$357,875.90	
OTHER									
5601 RENT/BUILDING LEASE	\$9,563.00	\$2,223.68	23.25%	\$38,252.00	\$13,967.83	36.52%	\$114,784.00	\$100,816.17	
5602 TELEPHONE	\$2,764.00	\$2,362.44	85.47%	\$11,056.00	\$10,182.44	92.10%	\$33,202.00	\$23,019.56	
5603 UTILITIES	\$7,130.00	\$7,431.78	104.23%	\$28,520.00	\$24,560.96	86.12%	\$85,591.00	\$61,030.04	
5604 PEST CONTROL SERVICES	\$541.00	\$600.00	110.91%	\$2,164.00	\$3,757.30	173.63%	\$6,500.00	\$2,742.70	
5606 ALARM FEE	\$241.00	\$143.95	59.73%	\$964.00	\$850.80	88.26%	\$2,900.00	\$2,049.20	
5608 REPAIRS/MINOR BLDG.	\$4,249.00	\$7,739.46	182.15%	\$16,996.00	\$25,345.72	149.13%	\$51,000.00	\$25,654.28	
5609 INTERNET CONNECTION	\$1,245.00	\$1,598.07	128.36%	\$4,980.00	\$5,280.36	106.03%	\$14,950.00	\$9,669.64	
5613 INSURANCE/GENL LIABILITY	\$3,516.00	\$0.00	0.00%	\$14,064.00	\$42,771.38	304.12%	\$42,224.00	(\$547.38)	
5614 INSURANCE/VEHICLE	\$1,533.00	\$0.00	0.00%	\$6,132.00	\$23,692.00	386.37%	\$18,400.00	(\$5,292.00)	
5619 ANNUAL GAS INSPECTION	\$274.00	\$0.00	0.00%	\$1,096.00	\$460.00	41.97%	\$3,300.00	\$2,840.00	
5621 FUEL & OIL	\$491.00	\$0.00	0.00%	\$1,964.00	\$1,099.85	56.00%	\$5,900.00	\$4,800.15	

**General Ledger System**

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: February 2024

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Date: 3/14/2024

Time: 1:22:18 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5622 VEHICLE LICENSE & REGIST.	\$66.00	\$6.50	9.85%	\$264.00	\$164.75	62.41%	\$800.00	\$635.25
5623 VEHICLE MAINTENANCE	\$581.00	\$127.21	21.90%	\$2,324.00	\$1,610.33	69.29%	\$6,982.00	\$5,371.67
5632 STAFF LOCAL TRAVEL	\$1,855.00	\$1,313.66	70.82%	\$7,420.00	\$5,127.57	69.10%	\$22,296.00	\$17,168.43
5633 FOOD/CHILDREN	\$7,916.00	\$25.00	0.32%	\$31,664.00	\$27,325.30	86.30%	\$95,000.00	\$67,674.70
5634 FOOD/STAFF TRAINING/MTG.	\$491.00	\$1,747.25	355.86%	\$1,964.00	\$2,556.47	130.17%	\$5,900.00	\$3,343.53
5635 PC FOOD/SUPPLIES EXPENSES	\$124.00	\$236.58	190.79%	\$496.00	\$972.58	196.08%	\$1,500.00	\$527.42
5640 DATA PROCESSING	\$1,285.00	\$99.95	7.78%	\$5,140.00	\$3,838.38	74.68%	\$15,456.00	\$11,617.62
5641 OFFICE EQUIPMENT MAINT.	\$109.00	\$0.00	0.00%	\$436.00	\$478.95	109.85%	\$1,319.00	\$840.05
5643 INDOOR EQUIP.MAINT,	\$216.00	\$0.00	0.00%	\$864.00	\$1,078.58	124.84%	\$2,600.00	\$1,521.42
5644 KITCHEN EQUIP. MAINT.	\$1,483.00	\$1,033.81	69.71%	\$5,932.00	\$5,750.42	96.94%	\$17,800.00	\$12,049.58
5645 PLAYGROUND MAINT.	\$1,666.00	\$3,694.00	221.73%	\$6,664.00	\$4,304.94	64.60%	\$20,000.00	\$15,695.06
5647 POSTAGE & FREIGHT	\$16.00	\$0.00	0.00%	\$64.00	\$619.30	967.66%	\$200.00	(\$419.30)
5651 ADVERTISING/EMPLOYMENT	\$29.00	\$0.00	0.00%	\$116.00	\$0.00	0.00%	\$350.00	\$350.00
5652 STAFF LICENSURE	\$191.00	\$210.00	109.95%	\$764.00	\$600.00	78.53%	\$2,300.00	\$1,700.00
5653 MEMBERSHIP DUES	\$503.00	\$0.00	0.00%	\$2,012.00	\$0.00	0.00%	\$6,047.00	\$6,047.00
5655 CONFE. REGIST./FEES/STAFF	\$4,533.00	\$255.00	5.63%	\$18,132.00	\$15,120.05	83.39%	\$54,408.00	\$39,287.95
5656 LICENSING OF SITES	\$74.00	\$0.00	0.00%	\$296.00	\$518.40	175.14%	\$900.00	\$381.60
5661 BANK FEES	\$0.00	\$0.00	0.00%	\$0.00	\$153.73	0.00%	\$0.00	(\$153.73)
5664 PROFESSIONAL DUES/FEES	\$0.00	\$983.99	0.00%	\$0.00	\$2,323.99	0.00%	\$0.00	(\$2,323.99)
5667 EMPLOYEE DEVELOPMENT	\$769.00	\$136.81	17.79%	\$3,076.00	\$1,328.46	43.19%	\$9,235.00	\$7,906.54
5670 BACKGROUND CHECKS	\$249.00	\$0.00	0.00%	\$996.00	\$109.85	11.03%	\$3,002.00	\$2,892.15
5675 MOVING EXPENSES	\$32.00	\$0.00	0.00%	\$128.00	\$0.00	0.00%	\$400.00	\$400.00
5683 PAYROLL PROCESSING-ADP	\$0.00	\$0.00	0.00%	\$0.00	\$234.62	0.00%	\$0.00	(\$234.62)
5686 Health & Safety Inspectio	\$647.00	\$0.00	0.00%	\$2,588.00	\$852.00	32.92%	\$7,779.00	\$6,927.00
5689 MISC SHARED EXPENSES	\$28.00	\$47,461.65	3505.89%	\$112.00	\$99,657.28	3979.71%	\$346.00	(\$99,311.28)
5694 CHILDPLUS/PAT/BBT	\$1,474.00	\$0.00	0.00%	\$5,896.00	\$0.00	0.00%	\$17,700.00	\$17,700.00
5695 WEBSITE MAINTENANCE	\$0.00	\$0.00	0.00%	\$0.00	\$305.00	0.00%	\$0.00	(\$305.00)
5701 MEDICAL SERVICES	\$16.00	\$86.00	537.50%	\$64.00	\$145.39	227.17%	\$200.00	\$54.61

**General Ledger System**

COMMUNITY ACTION, INC.

For User: Keith

Category Statement of Operations for: 278 - HEAD START 23-24

Report year: 11/1/2023 thru 10/31/2024

Period ending: February 2024

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Date: 3/14/2024

Time: 1:22:20 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
5704 DENTAL SERV.FOLLOW UP	\$41.00	\$0.00	0.00%	\$164.00	\$59.39	36.21%	\$500.00	\$440.61
5710 EMPLOYEE MEDICAL EXAMS	\$158.00	\$0.00	0.00%	\$632.00	\$0.00	0.00%	\$1,900.00	\$1,900.00
5901 MAJOR RENOVATIONS	\$444.00	\$0.00	0.00%	\$1,776.00	\$0.00	0.00%	\$5,336.00	\$5,336.00
5905 BOARD EXPENSE	\$0.00	\$0.00	0.00%	\$0.00	\$108.98	0.00%	\$0.00	(\$108.98)
Total OTHER	\$56,543.00	\$79,516.79	140.63%	\$226,172.00	\$327,313.35	144.72%	\$679,007.00	\$351,693.65
EQUIPMENT								
Total EQUIPMENT	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
<b>Total Expenditures</b>	<b>\$621,263.00</b>	<b>\$552,996.98</b>	<b>89.01%</b>	<b>\$2,485,052.00</b>	<b>\$2,228,392.43</b>	<b>89.67%</b>	<b>\$7,456,168.00</b>	<b>\$5,227,775.57</b>
<b>Excess (Deficit)</b>	<b>(\$621,263.00)</b>	<b>(\$552,996.98)</b>		<b>(\$2,485,052.00)</b>	<b>(\$2,228,392.43)</b>		<b>(\$7,456,168.00)</b>	<b>(\$5,227,775.57)</b>

**General Ledger System**

COMMUNITY ACTION, INC.

For User: Keith

Fund Expenditure report for 278 - HEAD START 23-24 (Fund status: Active)

Report year: 11/1/2023 thru 10/31/2024

Period ending: February 2024

Page: Page 1 of 1

Date: 3/14/2024

Time: 1:38:22 PM

Account	-----Monthly-----			-----To Date-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
<b>Department:</b> 120 IN-KIND								
5000 SALARIES	\$46,668.00	\$46,668.00	100.00%	\$186,672.00	\$93,338.00	50.00%	\$560,018.00	\$466,680.00
5422 MAINTENANCE MATERIALS	\$1,250.00	\$1,250.00	100.00%	\$5,000.00	\$2,500.00	50.00%	\$15,000.00	\$12,500.00
5510 CONTRACTUAL	\$27,060.00	\$27,060.00	100.00%	\$108,240.00	\$54,120.00	50.00%	\$324,720.00	\$270,600.00
5601 RENT/BUILDING LEASE	\$67,604.00	\$67,604.00	100.00%	\$270,416.00	\$135,213.00	50.00%	\$811,253.00	\$676,040.00
5603 UTILITIES	\$1,250.00	\$1,250.00	100.00%	\$5,000.00	\$2,500.00	50.00%	\$15,000.00	\$12,500.00
<b>Total for sub program ----&gt;</b>	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$287,671.00	50.00%	\$1,725,991.00	\$1,438,320.00
<b>Total for program ----&gt;</b>	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$287,671.00	50.00%	\$1,725,991.00	\$1,438,320.00
<b>Total for department 120 ----&gt;</b>	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$287,671.00	50.00%	\$1,725,991.00	\$1,438,320.00
<b>Fund Totals</b>	\$143,832.00	\$143,832.00	100.00%	\$575,328.00	\$287,671.00	50.00%	\$1,725,991.00	\$1,438,320.00

### Child & Adult Care Food Program Claim For Reimbursement Summary for February 2024

02113 Status: Active  
**COMMUNITY ACTION, INC OF CENTRAL TEXAS**  
 DBA:  
 215 S Reimer Ave Suite 130  
 SAN MARCOS, TX 78666-0748  
 County District Code: 105  
 ESC: 13 TDA Region: 4

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2024	0	03/08/2024	03/08/2024		Original

#### Head Start

Contracting Entity Totals	Meals/Snacks	Federal Rate	Reimbursement Amount
<b>Breakfast</b>			
Free	5,102	2.2800	11,632.56
Reduced	0	1.9800	0.00
Paid	0	0.3800	0.00
<b>Total</b>	<b>5,102</b>		<b>11,632.56</b>
<b>Lunch</b>			
Free	5,244	4.2500	22,287.00
Reduced	0	3.8500	0.00
Paid	0	0.4000	0.00
CIL	5,244	0.2950	1,546.98
<b>Total</b>	<b>5,244</b>		<b>23,833.98</b>
<b>PM Snack</b>			
Free	4,883	1.1700	5,713.11
Reduced	0	0.5800	0.00
Paid	0	0.1000	0.00
<b>Total</b>	<b>4,883</b>		<b>5,713.11</b>
<b>Claim Reimbursement Total</b>			<b>41,179.65</b>

Contracting Entity Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	Totals
Current Claim Reimbursement Total	39,632.67	1,546.98	41,179.65
Previous Claim Reimbursement Total	0.00	0.00	0.00
<b>Net Claim Reimbursement Total</b>	<b>39,632.67</b>	<b>1,546.98</b>	<b>41,179.65</b>

[Show Site Meal Details](#)

Created By: KHERINGTON10 on: 3/8/2024 2:46:43 PM Modified By: KHERINGTON10 on: 3/8/2024 2:51:15 PM



Spark Cash Plus card | World Elite Mastercard for Business ending in 7729  
 Jan 27, 2024 - Feb 24, 2024 | 29 days in Billing Cycle

Payment Information	
Payment Due Date <b>Mar 20, 2024</b>	For online and phone payments, the deadline is 8pm ET.
New Balance <b>\$28,481.57</b>	Minimum Payment Due <b>\$28,481.57</b>
<p><b>LATE PAYMENT WARNING:</b> If we do not receive your minimum payment by your due date, you may have to pay a late fee of 2.99% of the unpaid portion of your Minimum Payment.</p> <p><b>MINIMUM PAYMENT WARNING:</b> You are required to pay your balance in full each month.</p> <p>If you do not pay off your full statement balance, you may be subject to additional late fees and your charging privileges may be suspended.</p> <p>If you would like information about credit counseling services, call 1-888-326-8055.</p>	

Account Summary	
Previous Balance	\$26,964.10
Payments	- \$26,964.10
Other Credits	- \$247.73
Transactions	+ \$28,729.30
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
<b>New Balance</b>	<b>= \$28,481.57</b>
Cash Advance Credit Limit	\$1,500.00
Available Credit for Cash Advances	\$1,500.00

Rewards Summary	Rewards as of: 02/23/2024	
<b>Rewards Balance</b> <b>\$3,127.61</b>	Track and redeem your rewards with our mobile app or on <a href="https://capitalone.com">capitalone.com</a>	
<b>Previous Balance</b> \$2,572.77	<b>Earned This Period</b> \$554.84	<b>Redeemed this period</b> \$0.00

**Account Notifications**

Welcome to your account notifications. Check back here each month for important updates about your account.


Pay or manage your account at [capitalone.com](https://capitalone.com)

Customer Service: 1-800-867-0904

See reverse for Important Information



DOUGLAS D MUDD  
 COMMUNITY ACTION, INC. OF CENTRAL TX  
 PO BOX 748  
 SAN MARCOS, TX 78667-0748



Save time, stay informed. Discover new features with the Capital One Mobile app.

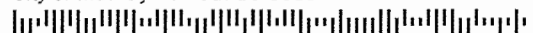
Scan this QR Code with your phone's camera to download the top-rated Capital One Mobile app.

Payment Due Date: **Mar 20, 2024** Account ending in 7729

New Balance	Minimum Payment Due	Amount Enclosed
<b>\$28,481.57</b>	<b>\$28,481.57</b>	\$ _____

Capital One  
 P.O. Box 60519  
 City of Industry CA 91716-0519

Please send us this portion of your statement and only one check (or one money order) payable to Capital One to ensure your payment is processed promptly. Allow at least seven business days for delivery.



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**Transactions**

Visit [capitalone.com](https://capitalone.com) to see detailed transactions.

**DOUGLAS D MUDD #7729: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
Feb 5	Feb 6	MC Hotel Network RBTEasySavingsNY	- \$15.14
Feb 5	Feb 6	MC Hotel Network RBTEasySavingsNY	- \$15.14
Feb 6	Feb 7	LOWES #00907*NORTH WILKESBNC	- \$62.45
Feb 16	Feb 16	CAPITAL ONE ONLINE PYMTAuthDate 06-Feb	- \$26,964.10

**DOUGLAS D MUDD #7729: Transactions**

Trans Date	Post Date	Description	Amount
Jan 27	Jan 29	FSP*COUNCIL FOR PROFESWASHINGTONDC	\$425.00
Jan 28	Jan 29	ZOOM.US 888-799-9666SAN JOSECA	\$999.50
Jan 29	Jan 30	DIGITALSPACE8887400502NV	\$10.66
Jan 29	Jan 30	LOWES #02961*KYLETX	\$238.30
Jan 30	Jan 31	TEACHSTONE TRAININGCHARLOTTESVILVA	\$250.00
Jan 30	Jan 31	WAL-MART #0404SAN MARCOSTX	\$104.94
Jan 30	Feb 1	PARENTS AS TEACHERSSAINT LOUISMO	\$1,225.00
Feb 1	Feb 2	LOWES #00907*866-483-7521NC	\$495.79
Feb 1	Feb 2	PY *GUARD DOG STORAGESAN MARCOSTX	\$240.00
Feb 1	Feb 3	COURTYARD BY MARRIOTTHOUSTONTX	\$378.43
Feb 1	Feb 3	COURTYARD BY MARRIOTTHOUSTONTX	\$378.43
Feb 2	Feb 3	HILTON GARDEN INNLEWISVILLETX	\$135.19
Feb 4	Feb 5	HILTON GARDEN INNLEWISVILLETX	\$270.38
Feb 4	Feb 5	HILTON GARDEN INNLEWISVILLETX	\$236.30
Feb 4	Feb 5	HILTON GARDEN INNLEWISVILLETX	\$270.38
Feb 4	Feb 5	HILTON GARDEN INNLEWISVILLETX	\$270.38
Feb 4	Feb 5	HILTON GARDEN INNLEWISVILLETX	\$270.38
Feb 5	Feb 6	HILL COUNTRY SPRINGS SAUSITNTX	\$30.46
Feb 5	Feb 6	USPS PO 4880750466SAN MARCOSTX	\$8.05
Feb 6	Feb 6	LOWES #00907*866-483-7521NC	\$323.66
Feb 6	Feb 7	SOCIETYFORHUMANRESOURCALEXANDRIAVA	\$264.00
Feb 7	Feb 8	IN *AUSTIN SILENT DISC512-6085751TX	\$950.00
Feb 7	Feb 9	STUDIO 6 AUSTIN MIDTOWAUSTINTX	\$514.71
Feb 8	Feb 9	CENTERPOINT ENERGY ENTHOUSTONTX	\$90.53
Feb 12	Feb 14	PARENTS AS TEACHERSSAINT LOUISMO	\$775.00
Feb 13	Feb 15	STUDIO 6 AUSTIN MIDTOWAUSTINTX	\$439.95
Feb 14	Feb 14	STATEFOODSAFETYCOMORLANDOFL	\$85.00
Feb 14	Feb 16	W2,1099,1095 EFILINGGRAND RAPIDSMI	\$968.48
Feb 15	Feb 17	WOODSPRING SUITESAUSTINTX	\$564.12

Additional Information on the next page



**Transactions (Continued)**

Trans Date	Post Date	Description	Amount
Feb 15	Feb 17	STUDIO 6 AUSTIN MIDTOWAUSTINTX	RASP \$73.53
Feb 19	Feb 20	USPS.COM POSTAL STORE800-7826724MO	SH \$410.35
Feb 20	Feb 21	FSP*COUNCIL FOR PROFESWASHINGTONDC	HS \$15.00
Feb 20	Feb 21	FSP*COUNCIL FOR PROFESWASHINGTONDC	HS \$15.00
Feb 21	Feb 22	PAPA JOHN'S #0897SAN MARCOSTX	YOUTH \$148.18
Feb 22	Feb 23	SAN MARCOS EMBASSY SUISAN MARCOSTX	HS \$379.35
Feb 22	Feb 24	WOODSPRING SUITESAUSTINTX	RASP \$250.00
<b>DOUGLAS D MUDD #7729: Total Transactions</b>			<b>\$12,504.43</b>

**MEGAN CAMPBELL #6230: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
Feb 7	Feb 10	PARENTS AS TEACHERSSAINT LOUISMO	(B) -\$85.00

**MEGAN CAMPBELL #6230: Transactions**

Trans Date	Post Date	Description	Amount
Jan 27	Jan 29	EASYKEYSCOM INCCHARLOTTENC	THV \$46.57
Feb 1	Feb 2	EVENTBRITE.COM ORG FEESAN FRANCISCOCA \$39.00 CAD 1.336990058 Exchange Rate	THV \$29.17
Feb 5	Feb 6	PY *RANCH ROAD STORAGE SAN MARCOSTX	THV \$171.90
Feb 6	Feb 7	PY *RANCH ROAD STORAGE SAN MARCOSTX	THV \$2,392.18
Feb 6	Feb 8	PARENTS AS TEACHERSSAINT LOUISMO	(B) \$85.00
Feb 7	Feb 8	H-E-B #243SAN MARCOSTX	THV \$12.73
Feb 8	Feb 9	VISTAPRINT8662074955MA	THV \$57.98
Feb 9	Feb 10	USPS PO 4880750466SAN MARCOSTX	THV \$85.00
<b>MEGAN CAMPBELL #6230: Total Transactions</b>			<b>\$2,880.53</b>

**STACEY MARTINEZ #9555: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
Feb 2	Feb 3	INTOWN SUITES - LAMARAUSTINTX	RASP 661-112-5611 -\$50.00

**STACEY MARTINEZ #9555: Transactions**

Trans Date	Post Date	Description	Amount
Jan 25	Jan 27	STUDIO 6 SAN MARCOSSAN MARCOSTX	RASP \$928.46
Jan 25	Jan 27	STUDIO 6 SAN MARCOSSAN MARCOSTX	RASP \$76.59
Jan 25	Jan 27	STUDIO 6 SAN MARCOSSAN MARCOSTX	< \$459.54
Jan 26	Jan 27	YSI*BLANCO RIVER LODGESAN MARCOSTX	RASP \$240.88
Jan 26	Jan 29	STUDIO 6 AUSTIN MIDTOWAUSTINTX	RASP \$1,029.42

Additional Information on the next page



Transactions (Continued)

Trans Date	Post Date	Description		Amount
Jan 26	Jan 29	WOODSPRING SUITESAUSTINTX	RASP	\$433.77
Jan 29	Jan 30	LYFT *RIDE MON 10AM SAN FRANCISCO CA	RASP	\$44.99
Jan 29	Jan 30	LYFT *RIDE MON 7AM SAN FRANCISCO CA	RASP	\$43.99
Jan 30	Feb 1	CLCKPAY*ROSCOE PROP RTAUSTINTX	RASP	\$1,196.28
Jan 31	Jan 31	EXPEDIA 72749229022638EXPEDIA.COMWA	RASP	\$227.67
Jan 31	Feb 1	RMA TOLL833-762-8655CA	RASP	\$16.07
Jan 31	Feb 2	STUDIO 6 AUSTIN MIDTOWAUSTINTX	RASP	\$514.71
Jan 31	Feb 3	VALERO ENERGY CORP AMARILLO TX	RASP	\$2,050.00
Feb 1	Feb 3	OTC BRANDS INCOMAHANE	CHS/BCCS	\$264.71
Feb 2	Feb 3	ESI972-4229700TX	RASP	\$31.03
Feb 6	Feb 8	STUDIO 6 AUSTIN MIDTOWAUSTINTX	RASP	\$439.95
Feb 6	Feb 8	STUDIO 6 SAN MARCOSSAN MARCO TX	RASP	\$714.20
Feb 8	Feb 9	VISTAPRINT8662074955MA	RASP	\$84.94
Feb 13	Feb 14	AT&T *PAYMENT800-288-2020FL	RASP	\$113.63
Feb 15	Feb 16	IN *LUCKY SKY GRAPHICS512-3939549TX	RASP	\$25.00
Feb 16	Feb 17	VISTAPRINT8662074955MA	RASP	\$23.98
Feb 16	Feb 17	ZAZZLE INC8888929953CA	RASP	\$16.37
Feb 16	Feb 19	STUDIO 6 SAN MARCOSSAN MARCO TX	RASP	\$642.78
Feb 21	Feb 22	SP THE HAPPY PLANNER FOUNTAIN VALLCA	RASP	\$107.52
<b>STACEY MARTINEZ #9555: Total Transactions</b>				<b>\$9,726.48</b>
<b>GLEND A ROSE #3759: Payments, Credits and Adjustments</b>				
Trans Date	Post Date	Description		Amount
Feb 21	Feb 21	MC Hotel Network RBTEasySavingsNY	AE	- \$20.00
<b>GLEND A ROSE #3759: Transactions</b>				
Trans Date	Post Date	Description		Amount
Jan 26	Jan 29	HOMEWOOD STES WOODLAND THE WOODLAND STX	AE	\$602.57
Jan 31	Feb 1	FACEBK YEXJSXBZU2Menlo ParkCA	AE	\$5.22
Feb 1	Feb 2	GOOGLE *SVCScommunitya650-253-0000CA	AE	\$118.09
Feb 12	Feb 13	PAYPAL *TEXASASSOCF4029357733TX	AE	\$160.00
Feb 17	Feb 19	HOMEWOOD SUITESAN ANTONIO TX	AE	\$709.32
<b>GLEND A ROSE #3759: Total Transactions</b>				<b>\$1,595.20</b>

Additional Information on the next page



**Transactions (Continued)**

**KEITH HERINGTON #0229: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**KEITH HERINGTON #0229: Transactions**

Trans Date	Post Date	Description	Amount
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Feb 2	Feb 2	READYREFRESH/WATERSERV800-274-5282CA <i>SH</i>	\$177.87
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Feb 15	Feb 16	CCSI CONSENSUS844-804-1234CA <i>HS 104.90 RASP 104.90</i>	\$209.79
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**KEITH HERINGTON #0229: Total Transactions** **\$387.66**

**DANIELLE ENGELKE #4209: Payments, Credits and Adjustments**

Trans Date	Post Date	Description	Amount
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**DANIELLE ENGELKE #4209: Transactions**

Trans Date	Post Date	Description	Amount
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Feb 23	Feb 24	SQ *THE CULINARY ROOMLockhartTX	\$1,485.00
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Feb 23	Feb 24	SQ *THE CULINARY ROOMLockhartTX	\$150.00
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**DANIELLE ENGELKE #4209: Total Transactions** **\$1,635.00**

**Total Transactions for This Period** **\$28,729.30**

**Fees**

Trans Date	Post Date	Description	Amount
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**Total Fees for This Period** **\$0.00**

**Totals Year-to-Date**

**Total Fees charged** **\$0.00**



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530486-EN

Sum of Amount			
VendorName	TransactionDate	ObjectName	Total
CAPITAL ONE	2/2/2024	PROGRAM SUPPLIES	98.96
	2/5/2024	MAINTENANCE MATERIALS	76.22
	2/6/2024	MAINTENANCE MATERIALS	9.63
	2/12/2024	MAINTENANCE MATERIALS	9.94
	2/13/2024	DIAPERS	69.74
		MAINTENANCE MATERIALS	22.81
	2/14/2024	DIAPERS	29.97
	2/16/2024	MAINTENANCE MATERIALS	59.12
		PROGRAM SUPPLIES	37.76
	2/18/2024	PARENT CENTER SUPPLIES	64.54
	2/19/2024	PARENT CENTER SUPPLIES	176.25
		PROGRAM SUPPLIES	11.06
	2/20/2024	PARENT CENTER SUPPLIES	74.09
	2/21/2024	MAINTENANCE MATERIALS	4.97
	2/22/2024	MAINTENANCE MATERIALS	145.22
	2/23/2024	DIAPERS	56.44
		MAINTENANCE MATERIALS	12.78
	2/24/2024	CHILD EDU.SUPPL./LIBRARY	21.68
DIAPERS		24.94	
2/26/2024	MAINTENANCE MATERIALS	9.94	
CAPITAL ONE Total			1016.06
HEB Credit Receivables	2/1/2024	FOOD/CHILDREN	802.72
		KITCHEN SUPPLIES	223.83
		PARENT CENTER SUPPLIES	58.17
	2/2/2024	FOOD/CHILDREN	36.48
		KITCHEN SUPPLIES	130.91
	2/5/2024	FOOD/CHILDREN	277.56
	2/6/2024	FOOD/CHILDREN	133.21
		MAINTENANCE MATERIALS	7.21
	2/7/2024	FOOD/CHILDREN	183.09
	2/8/2024	FOOD/CHILDREN	118.88
		PARENT CENTER SUPPLIES	18.17
	2/9/2024	FOOD/CHILDREN	113.31
	2/10/2024	FOOD/CHILDREN	159.48
		KITCHEN SUPPLIES	23.24
	2/12/2024	FOOD/CHILDREN	458.65
		KITCHEN SUPPLIES	121.91
	2/13/2024	FOOD/CHILDREN	68.67
		PARENT CENTER SUPPLIES	58.81
	2/14/2024	FOOD/CHILDREN	172.22
	2/15/2024	DIAPERS	16.48
		FOOD/CHILDREN	39.11
		KITCHEN SUPPLIES	26.65
		PARENT CENTER SUPPLIES	24.66
	2/16/2024	FOOD/CHILDREN	81.64
		FOOD/STAFF TRAINING/MTG.	46.79
		KITCHEN SUPPLIES	71.06
	2/19/2024	FOOD/CHILDREN	555.95
		KITCHEN SUPPLIES	13.96
		PROGRAM SUPPLIES	38.88
	2/21/2024	FOOD/CHILDREN	257.21
KITCHEN SUPPLIES		94.41	
PARENT CENTER SUPPLIES		17.66	
2/22/2024	FOOD/CHILDREN	120.86	
	PARENT CENTER SUPPLIES	30.86	
	PC FOOD/SUPPLIES EXPENSES	5.36	
2/23/2024	FOOD/CHILDREN	57.08	
	KITCHEN SUPPLIES	7.96	

HEB Credit Receivables	2/25/2024	FOOD/CHILDREN KITCHEN SUPPLIES	57.09 61.8
	2/26/2024	FOOD/CHILDREN KITCHEN SUPPLIES PARENT CENTER SUPPLIES	162.82 7.96 57.52
	2/27/2024	FOOD/CHILDREN	70
	2/29/2024	FOOD/CHILDREN KITCHEN SUPPLIES	72.03 16.6
	HEB Credit Receivables Total		
Lowe's Bus.Acct./SYNCB	2/1/2024	PROGRAM SUPPLIES	20
	2/6/2024	MAINTENANCE MATERIALS	102.52
	2/7/2024	MAINTENANCE MATERIALS	9.57
	2/15/2024	MAINTENANCE MATERIALS	12.88
	2/16/2024	MAINTENANCE MATERIALS	132.92
Lowe's Bus.Acct./SYNCB Total			327.41
OFFICE DEPOT BUSINESS CREDIT	2/13/2024	PROGRAM SUPPLIES	226.89
OFFICE DEPOT BUSINESS CREDIT Total			226.89
SAM'S CLUB DIRECT	2/5/2024	OFFICE SUPPLIES	124.94
	2/9/2024	DIAPERS JANITORIAL SUPPLIES	610.2 1158.94
	2/20/2024	KITCHEN SUPPLIES	107.42
	2/23/2024	DIAPERS JANITORIAL SUPPLIES	591.96 813.96
	2/26/2024	FOOD/CHILDREN OFFICE SUPPLIES	54.88 151.92
SAM'S CLUB DIRECT Total			3614.22
Grand Total			10363.5



Program Year Kickoff, 8/5/2023

# ADULT EDUCATION

## March Board Report

Period Ending 01/31/2024

Quality Indicator	Current (7/1/23 – 01/31/24)	Target	% of Target
Participant Enrollment (12 or more hours)	<b>1854</b>	<b>1836</b>	<b>101%</b>
Intensive Enrollment	<b>142</b>	<b>173</b>	<b>82%</b>
IET (Training) Enrollment	<b>180</b>	<b>294</b>	<b>61%</b>
Credential Achievement	<b>57.08%</b>	<b>45.00%</b>	<b>126.90%</b>
Measurable Skills Gains	<b>31.98%</b>	<b>46.01%</b>	<b>69.50%</b>
Employed/Enrolled 2 <sup>nd</sup> Qtr After Exit	<b>67.69%</b>	<b>56.00%</b>	<b>120.88%</b>
Employed/Enrolled 2 <sup>nd</sup> -4 <sup>th</sup> Quarter After Exit	<b>90.45%</b>	<b>84.00%</b>	<b>107.68%</b>
TxCHSE Graduates	<b>51</b>		



# COMMUNITY SERVICES MARCH REPORT

## HIGHLIGHTS

Compiled by: Francesca Ramirez

- **CEAP: To date, Hays and Blanco counties have received 389 applications and Caldwell county has received 225.**
- **As of mid-March, Hays County has 237 applications to enroll and Caldwell County has 93.**
- **TDHCA awarded Community Action an additional \$417k in CEAP funding totaling \$1,007,403 in assistance between the regular CEAP and the supplemental grant. To date, CEAP has expended almost 250k in assistance.**
- **Our first outreach event of the year is planned for Thursday, March 21st from 9am-12pm at the San Marcos Public Library. Future outreach events are planned for Caldwell and Blanco counties for May.**
- **Community Action's LIHWAP contract with TDHCA ended on March 15th. Our CEAP team was able to expend the entire grant before this deadline.**



### TOP Program (Transition Out of Poverty)

- **In February, we successfully transitioned one client out of poverty and enrolled one new client**



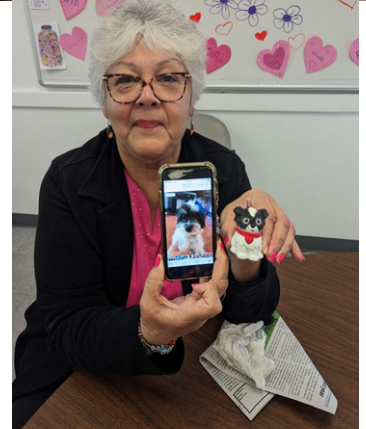


# COMMUNITY SERVICES MARCH REPORT

## HIGHLIGHTS

Compiled by: Francesca Ramirez

- The **San Marcos Senior Citizen Center** enrolled 22 new clients between January and February. Currently there are 79 total clients who actively visit the center at least two days a week.
- Compared to this time last year, it is an increase of 23 clients.
- On Food Bank Tuesdays, attendance varies from 38-54 seniors and the remaining days of the week, attendance is between 8-29.
- 3 new sponsors joined the center to give presentations on home health, insurance, and rehab options.
- Upcoming events include: Hot Cocoa Day, jewelry making for St. Patrick's Day and Easter, Movie Day, Senior Egg Hunt, and a diabetic themed Loteria





**JANUARY/FEBRUARY 2024**

# REPRODUCTIVE SERVICES

Compiled by Ely Nieto

## TITLE X CONTRACT UPDATE

- Goal is to serve 1367 unduplicated clients from 04/01/2023 through 3/31/24
- Contract YTD Totals: 1365 UDC
- Contractual goal at end of February = 92%
- Actual % served at end of February= 99% with one month remaining

## FAMILY PLANNING ACTIVITIES

- Patient Navigator reached out to 6 new agencies regarding partnerships and referrals to the clinic
- HTW Navigator has been posting flyers around town with a QR code to link individuals to the clinic
- Clinic staff attended the 2024 Every Body Texas Conference
- Upcoming Events: Southside Community Center Resource Fair and Texas State University Testing Event



# BREAST AND CERVICAL CANCER

Compiled by Lydia Perez

## DIRECT SERVICES

- 121 screening mammograms
- The program is close to reaching their goal of 500 unduplicated clients in their Hays County grant
- Awarded \$75,000 through the Burdine Johnson Foundation for staff salaries

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## OUTREACH

- San Marcos & Kyle Food Banks
- Austin Community College
- Door to door in local neighborhoods
- Weekly presence at Communicare in Kyle



# RURAL AIDS SERVICES PROGRAM

Compiled by Stacey Martinez

## DIRECT SERVICES

- UDC: 145 with 4 new intakes
- 1,258 Case management units
- Client enrollments:
  - Health Insurance: 36 clients (42 insurance payments - premium & copay)
  - Transportation: 35 clients with 72 round trip transports
  - Housing: 34 households assisted and 20 of those are long term housing
- Viral Suppression Rate: 95% (Standards of Care Goal is 85%)

## ACHIEVEMENTS

- 2 Homeless clients were able to secure permanent
- 2023 Ryan White data submitted to HRSA
- Competitive Grant Award Announcements: Fully funded through BVCOG for Ryan White, State Services & HOPWA for 5 year term.



## PENDING OUTCOMES

- Awaiting fiscal review and final report from the City of Austin from October site visit.
- Client Satisfaction surveys distributed March 1





# HEAD START REPORT JANUARY 2024

6.7.1

As we are mid-school year, our planning for next school starts. Planning includes:

- Annual Training
- Academic Calendar
- Policy & Procedure updates
- Self Assessment
- Community Assessment

Parent Satisfaction Survey was sent out end of February to early March.

Staffing continues to be a priority for us and we've hired a new Child Development Coordinator/ Instructional Coach, ERSEA & Transition Coordinator, Site Supervisor, 1 Head Start Teacher, and 3 new substitutes.

Very important training happening focusing on Active Supervision & Behavior management. The staff Satisfaction survey will go out in May. Data will be used to provide additional trainings in August.

## Highlights

- Opened all rooms at A Washington CDC - fully enrolled by January 31, 2024.
- Two coordinators went to an Earth, Wind, & Fire training focusing on safety measures for Head Start in Dallas.
- Two coordinators went to a data-sharing training with Region VI in Houston and were able to bring back really good information.

## Upcoming Events

- NHSA Conference Portland Oregon, April 15 - 18, 2024
- Head Start Family Movie Night March 22, 2024.
- Head Start Family Dance scheduled for April 26, 2024.

## Center Snapshot

- Lillie B. Townsend CDC (LBT) closed.
- Henry Bush CDC - Classroom 4
- Luling EHS - Infant II

### Head Start Management Team

**Pictured: Katie Childs, Patricia Vargas, Brittany Bierstedt, David Gonzalez, Danielle Engelke, Mylinda Zapata, Belinda Plzana, LaBreca Fennell, Stephanie Cox.**



# JANUARY ENROLLMENT & ATTENDANCE

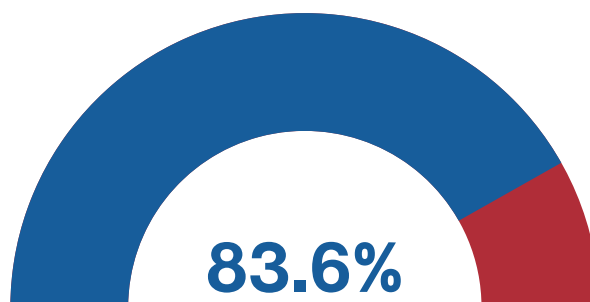
## EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	48/48
William Crook CDC	12/16
Hays PEP/ Pregnancy Center	13/14
Hemphill EHS	31/32
Lillie B. Townsend CDC	0/31
Lockhart CDC	15/16
Luling EHS	32/40

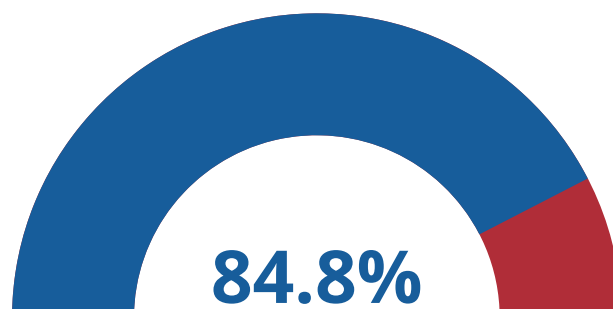
## HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	14/15
Henry Bush CDC	50/68
Bonham PreK	59/60
Hemphill HS	85/85
Lockhart CDC	32/34
Luling CDC	34/34

## EHS AVERAGE DAILY ATTENDANCE



## HS AVERAGE DAILY ATTENDANCE



# FEBRUARY ENROLLMENT & ATTENDANCE

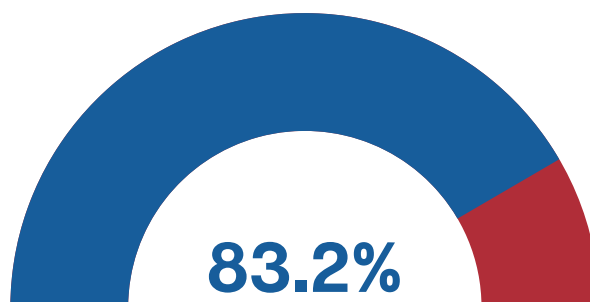
## EARLY HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	48/48
William Crook CDC	13/18
Hays PEP/ Pregnancy Center	12/14
Hemphill EHS	31/32
Lillie B. Townsend CDC	0/31
Lockhart CDC	16/16
Luling EHS	30/40

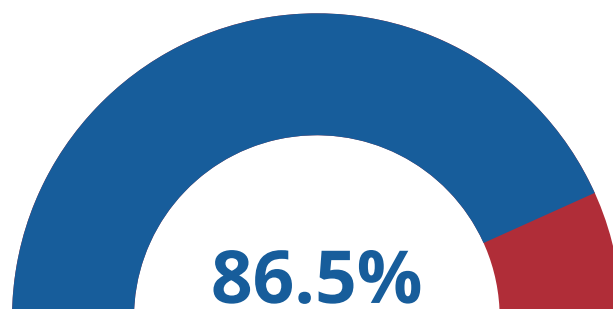
## HEAD START ENROLLMENT

Site	Current/Funded
A. Washington CDC	15/15
Henry Bush CDC	51/68
Bonham PreK	60/60
Hemphill HS	83/85
Lockhart CDC	34/34
Luling CDC	34/34

## EHS AVERAGE DAILY ATTENDANCE



## HS AVERAGE DAILY ATTENDANCE





Agency: Community Action Inc, of Central Texas

Sites: All Sites (11)

Classes: All Classes (39)

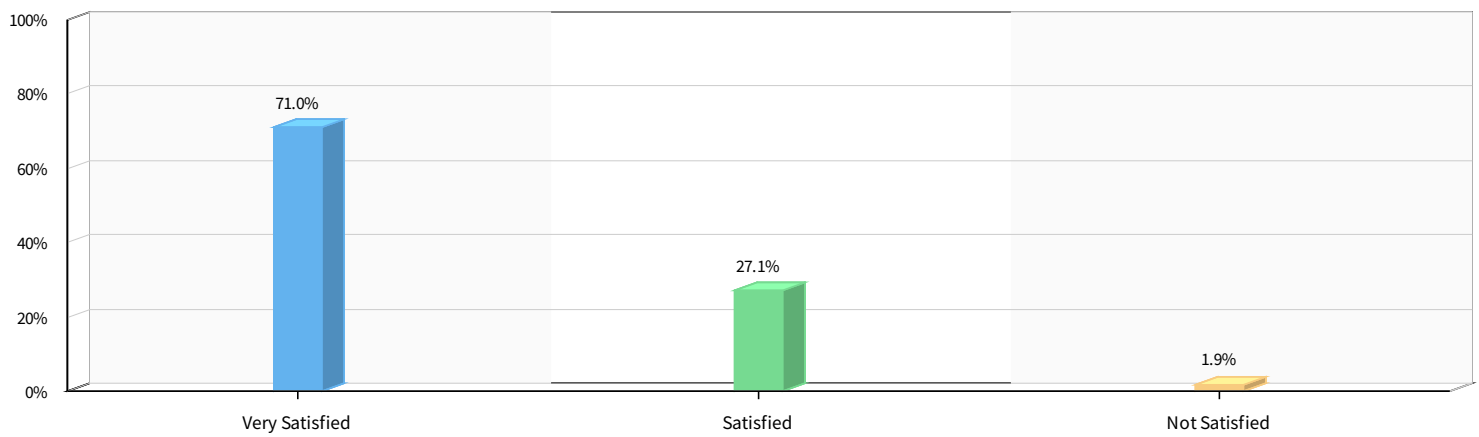
Filters: All

## Head Start Mid -Year Parent Survey 2023-2024

### 1. How satisfied are you with the overall quality of this program?

(107 Responses)

Very Satisfied      Satisfied      Not Satisfied



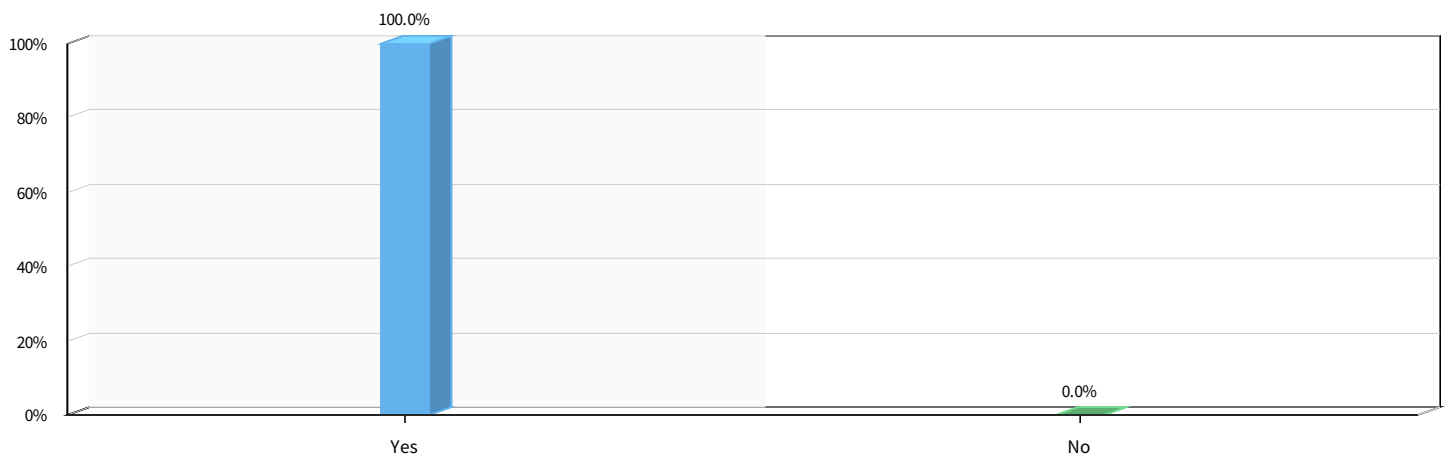
### 2. Do you feel that

(107 Responses)

#### A. Your child is safe in this program?

(107 Responses)

Yes      No



**B. Your child is happy in this program?**

(107 Responses)



**3. Have you received information from the program about the following?**

(107 Responses)

**A. How children develop at different ages (e.g., walk, talk, etc.)**

(107 Responses)



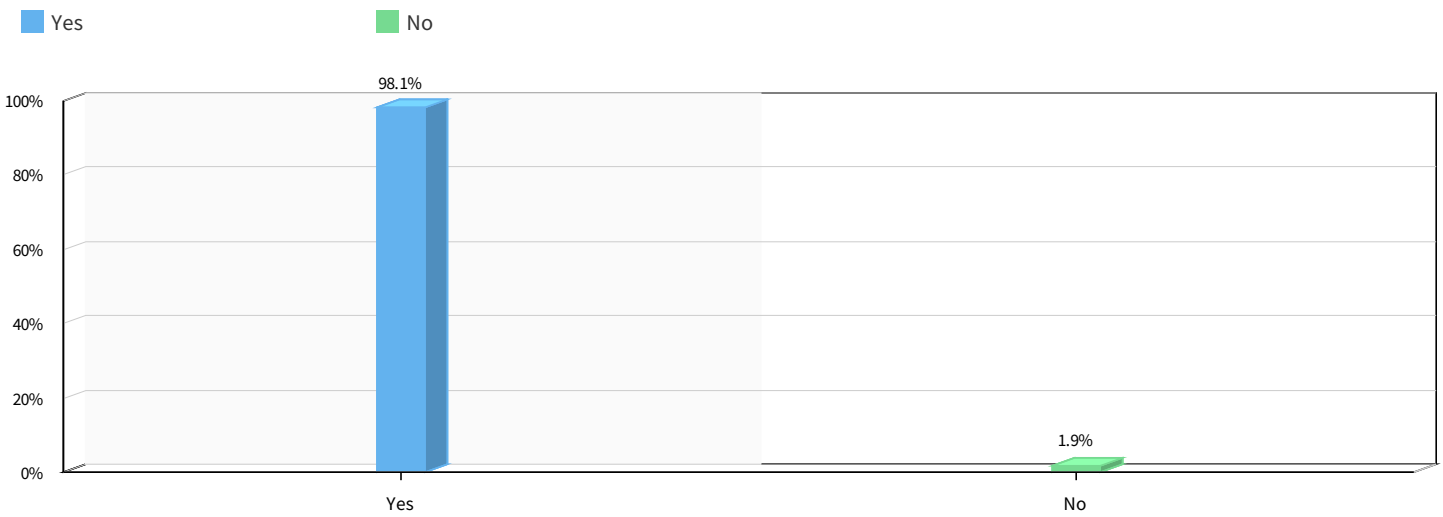
### B. How your child is growing and developing

(107 Responses)



### C. How your child is doing in the program

(107 Responses)



**D. Schedule of daily activities**

(107 Responses)



**E. What you can do to help your child learn and develop**

(107 Responses)



### F. Parenting skills

(107 Responses)



### G. How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)

(107 Responses)

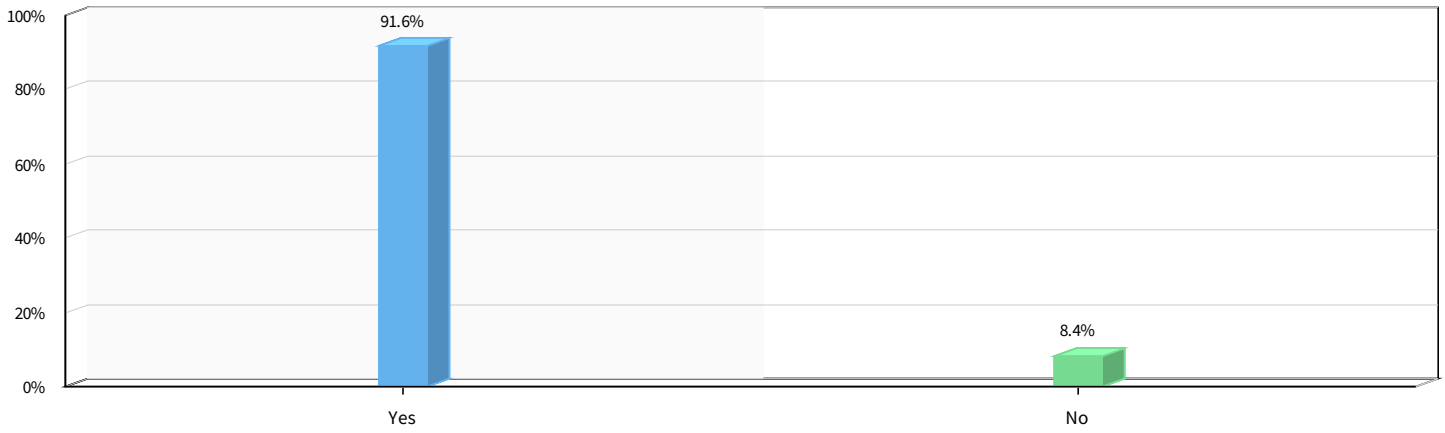


**H. Where to report health or safety concerns and complaints**

(107 Responses)

■ Yes

■ No

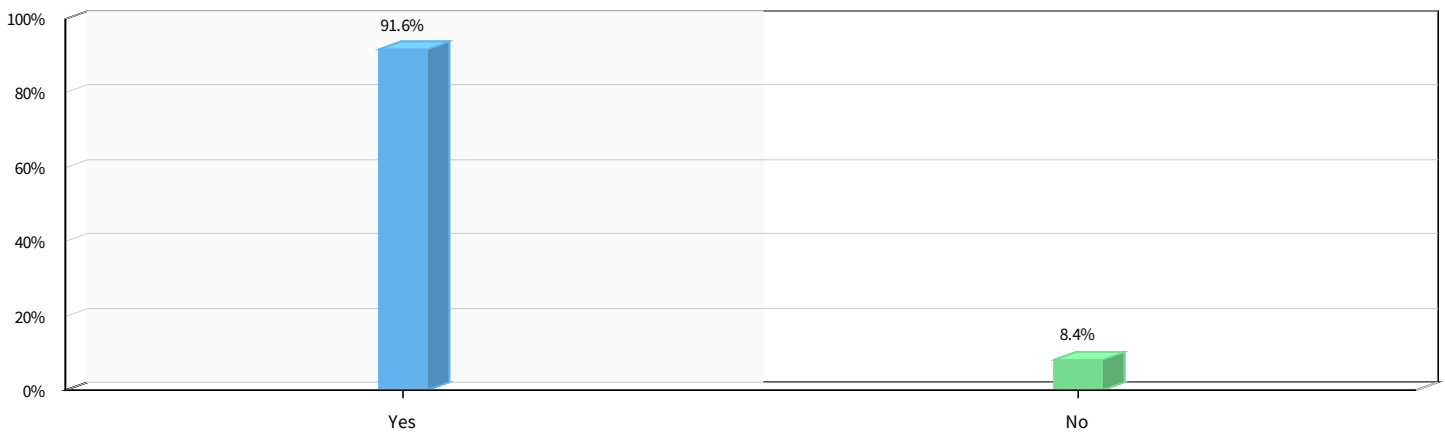


**I. Experience and training of program staff**

(107 Responses)

■ Yes

■ No

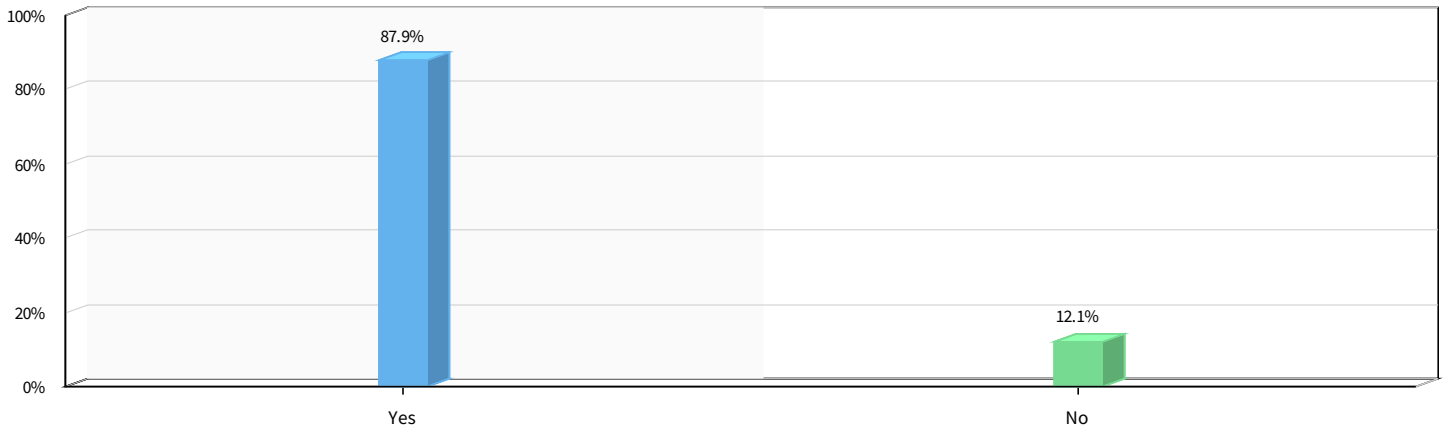


### J. Discipline procedures

(107 Responses)

Yes

No

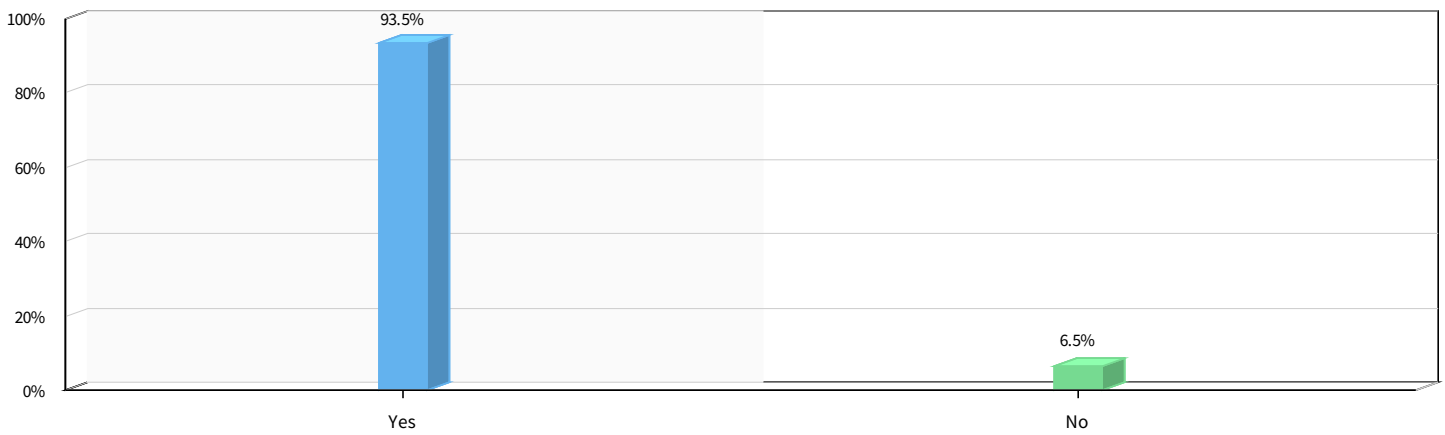


### K. How you can get involved with your child's program

(107 Responses)

Yes

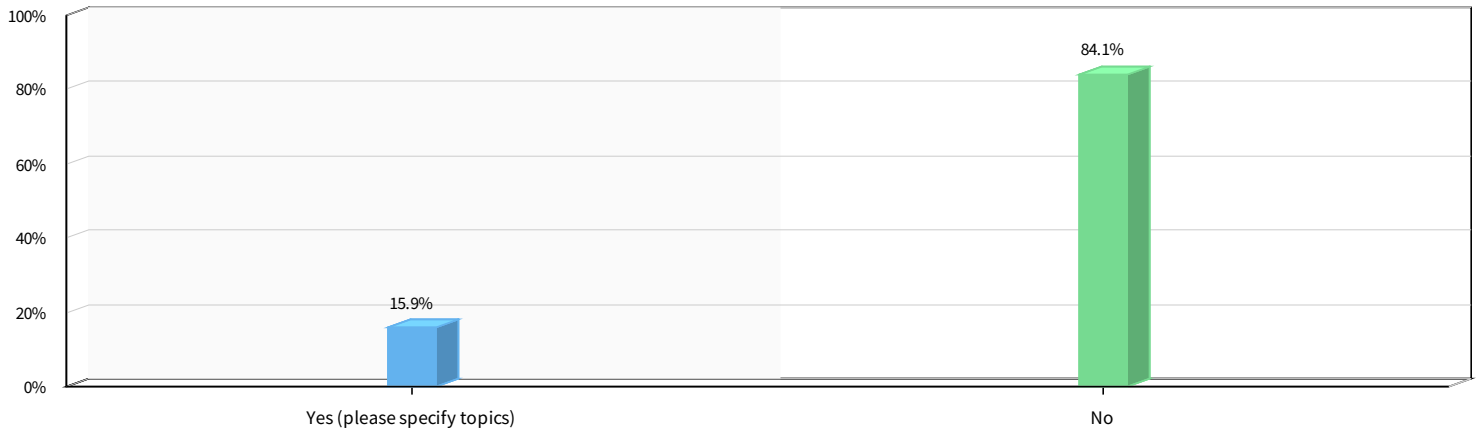
No



**4. Would you like more information about any topics related to your child’s care and development?**

(107 Responses)

Yes (please specify topics)      No



Yes (please specify topics)

(17 Responses)

Parenting skills

I'd Like To Know More About Schedules And What They Do All In The Day & Do Children Get Disciplined ?

Alluda para hablar el no puede aserlo

Any feed back or helpful tips to help him keep developing well.

I'm always interested in feed back on how to help my child continue to grow

All topics

Self Defense for mothers alone with their child.

Behavior

Para pre -k

Na

I would like to schedule that they do every day.

Anything that I can do to help her learn better , tips

I would like regular updates on my child’s day

Si rutina diaria, como convive ella con los niños, como se desenvuelve



How to help progress in my child's weak areas

Communication

N/a

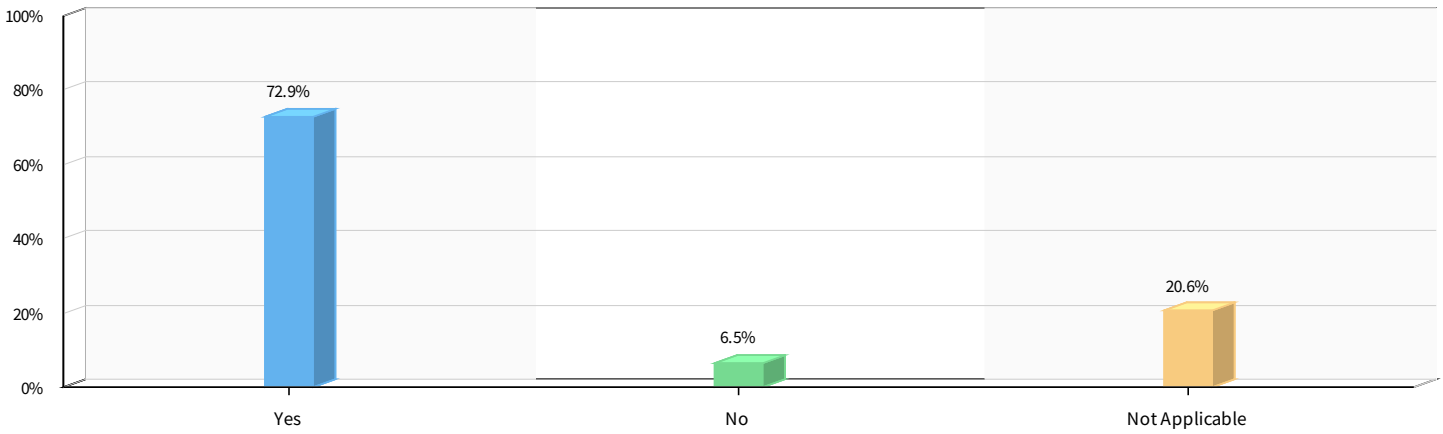
**5. Has your child's enrollment in this program made it easier for you to:**

(107 Responses)

**A. Accept a job?**

(107 Responses)

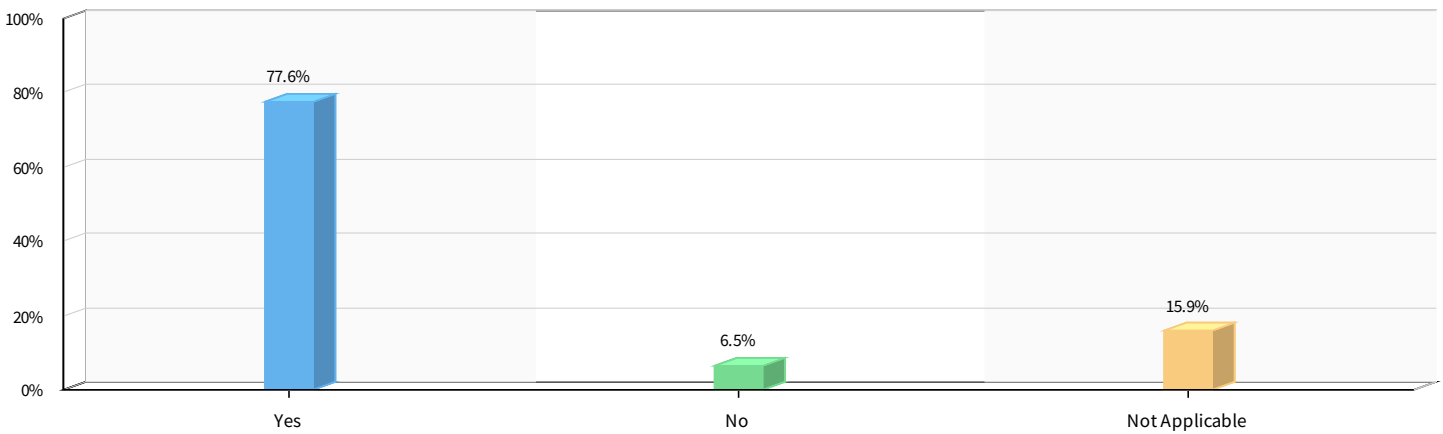
■ Yes
 ■ No
 ■ Not Applicable



**B. Keep a job?**

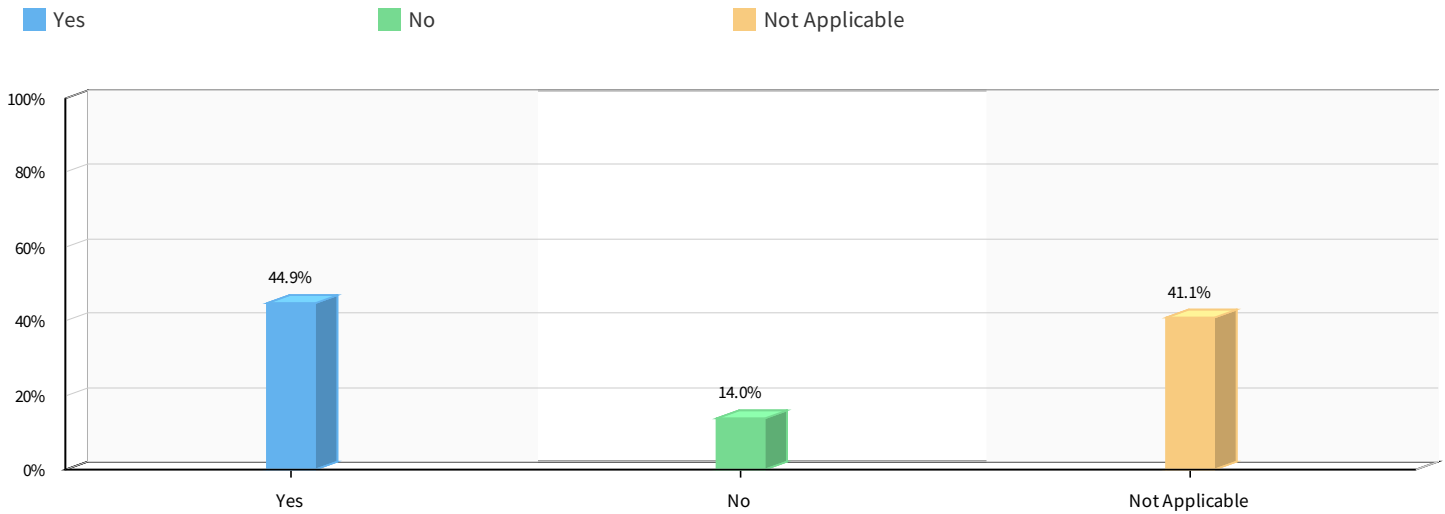
(107 Responses)

■ Yes
 ■ No
 ■ Not Applicable



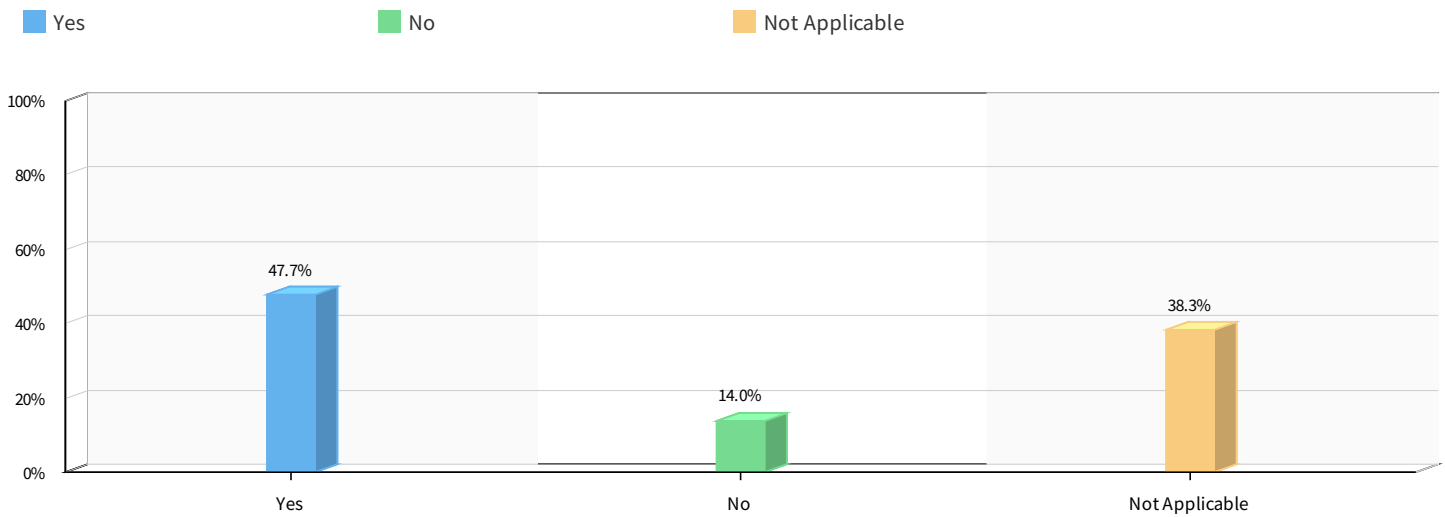
**C. Accept a better job?**

(107 Responses)



**D. Attend education or training?**

(107 Responses)



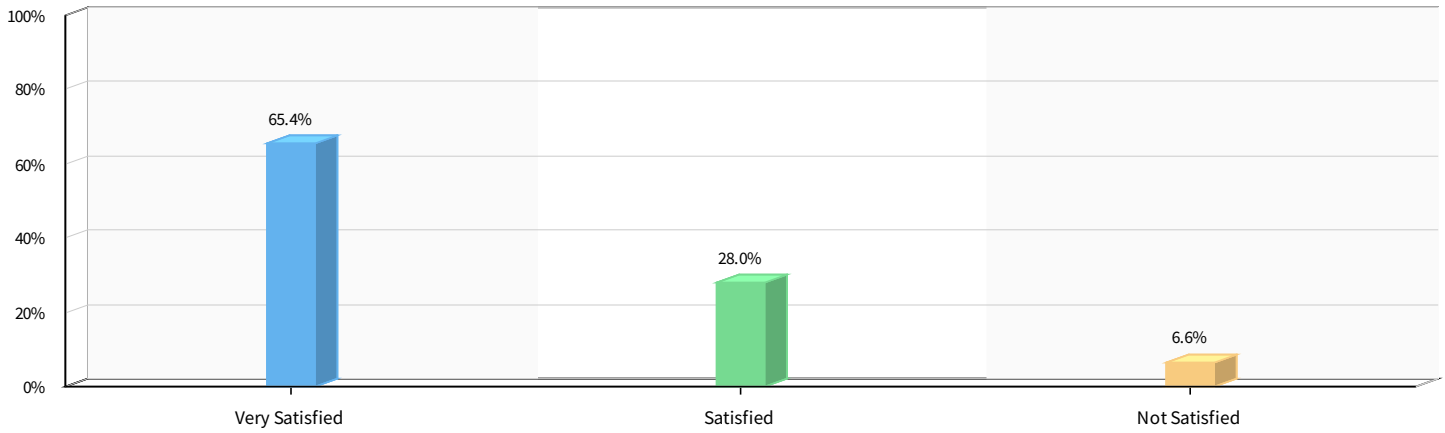
**6. How satisfied are you with these characteristics of your child's program?**

(107 Responses)

**A. Hours of operation**

(107 Responses)

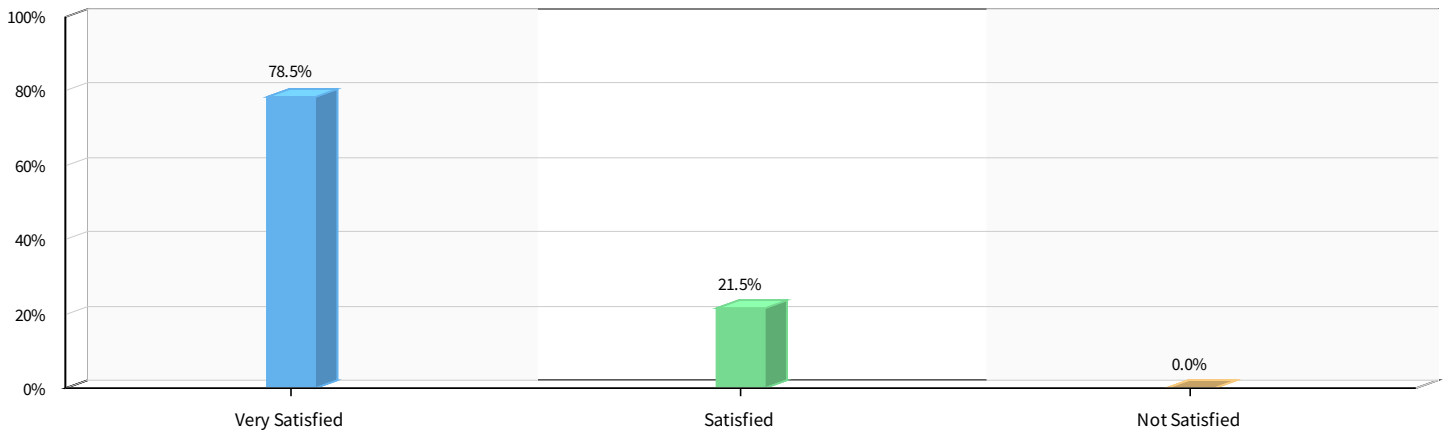
Very Satisfied      Satisfied      Not Satisfied



**B. Location of program**

(107 Responses)

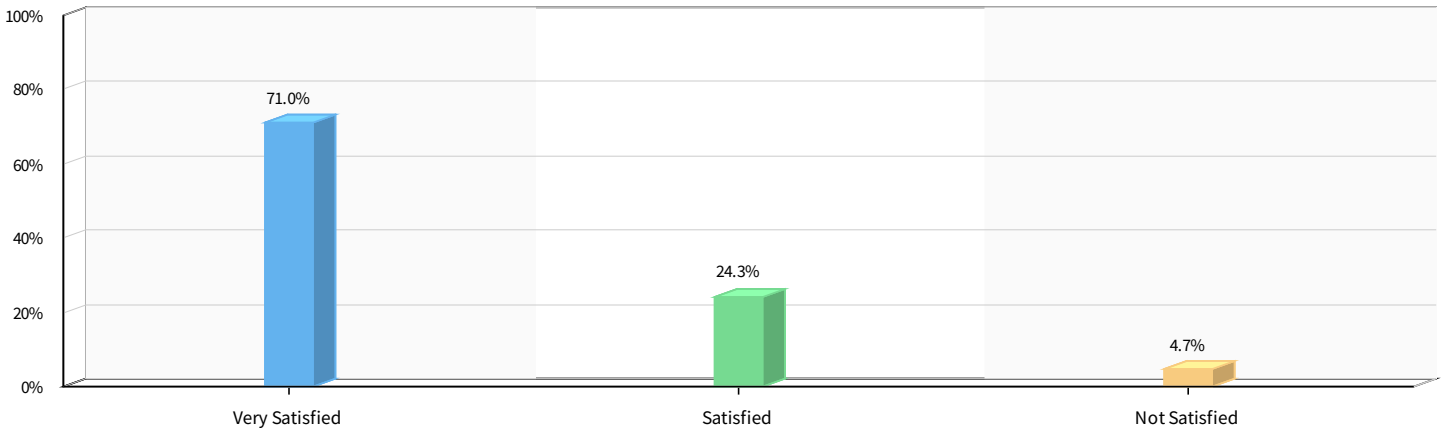
Very Satisfied      Satisfied      Not Satisfied



**C. Number of adults working with children**

(107 Responses)

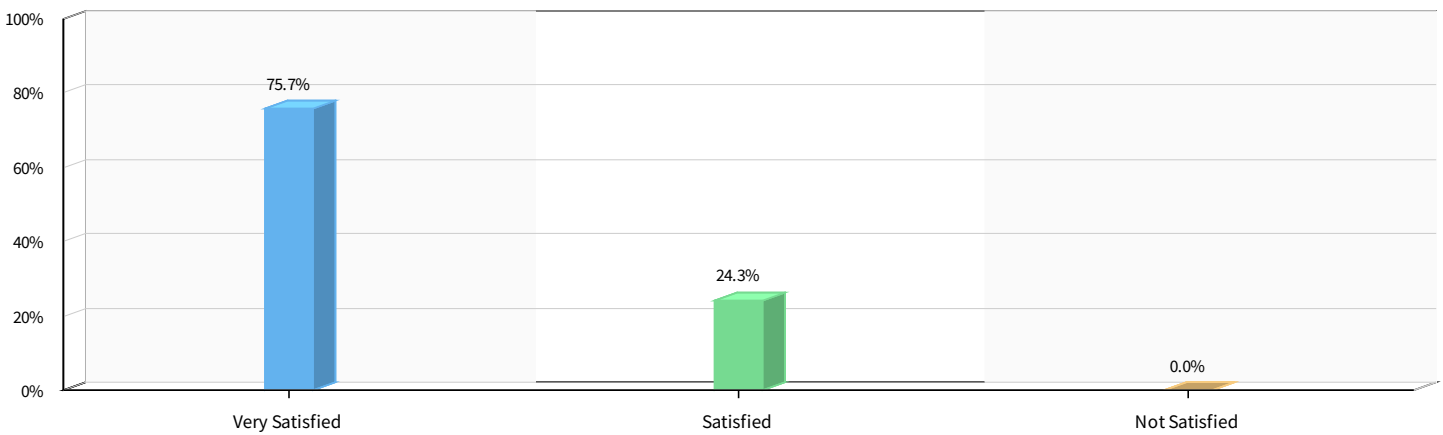
Very Satisfied      Satisfied      Not Satisfied



**D. Languages spoken by staff**

(107 Responses)

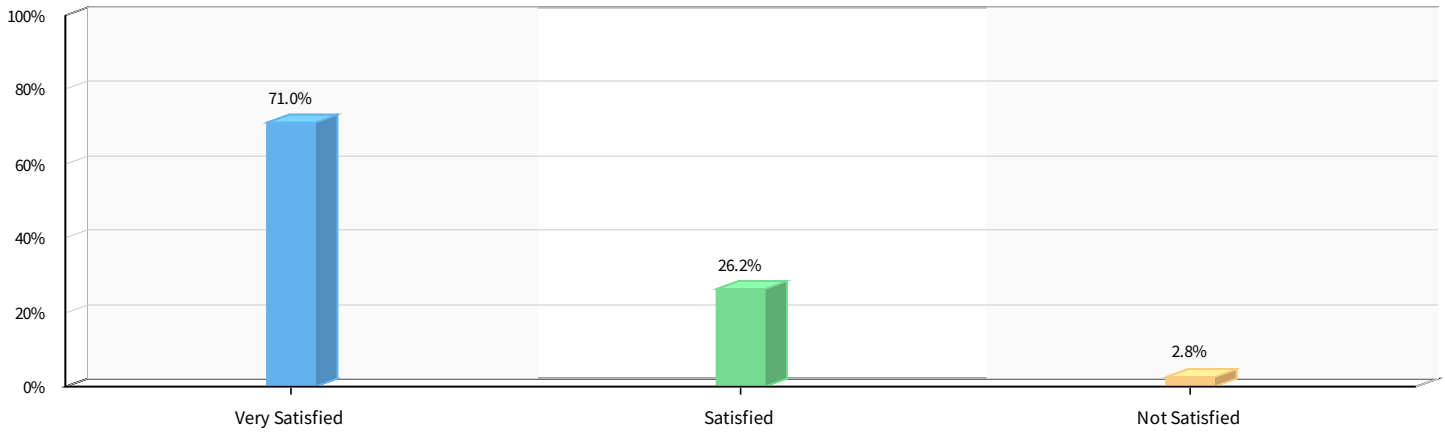
Very Satisfied      Satisfied      Not Satisfied



**E. How program staff communicate with you**

(107 Responses)

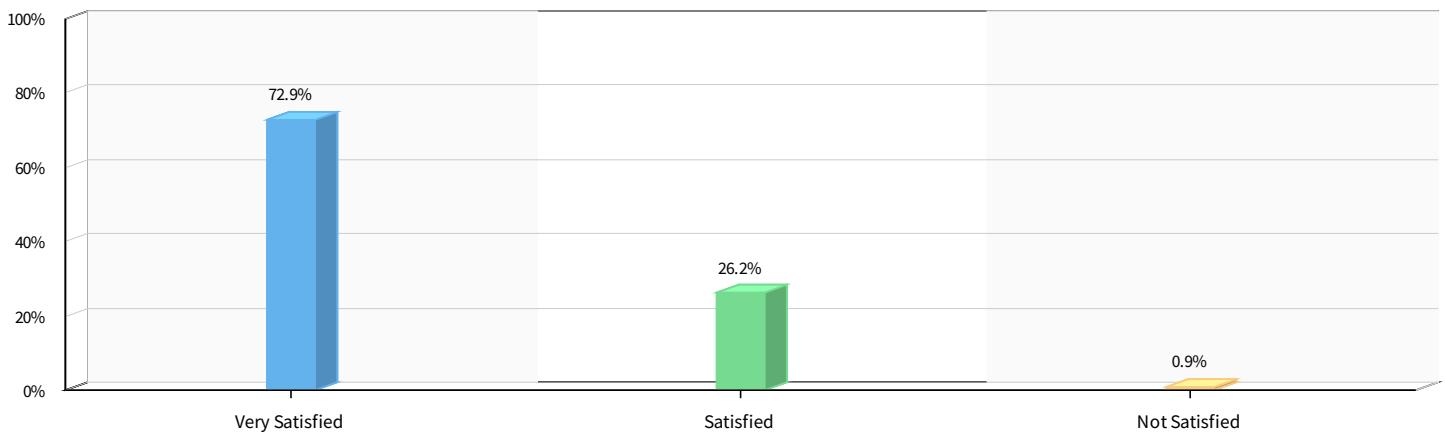
Very Satisfied      Satisfied      Not Satisfied



**F. Meeting the individual needs of your child**

(107 Responses)

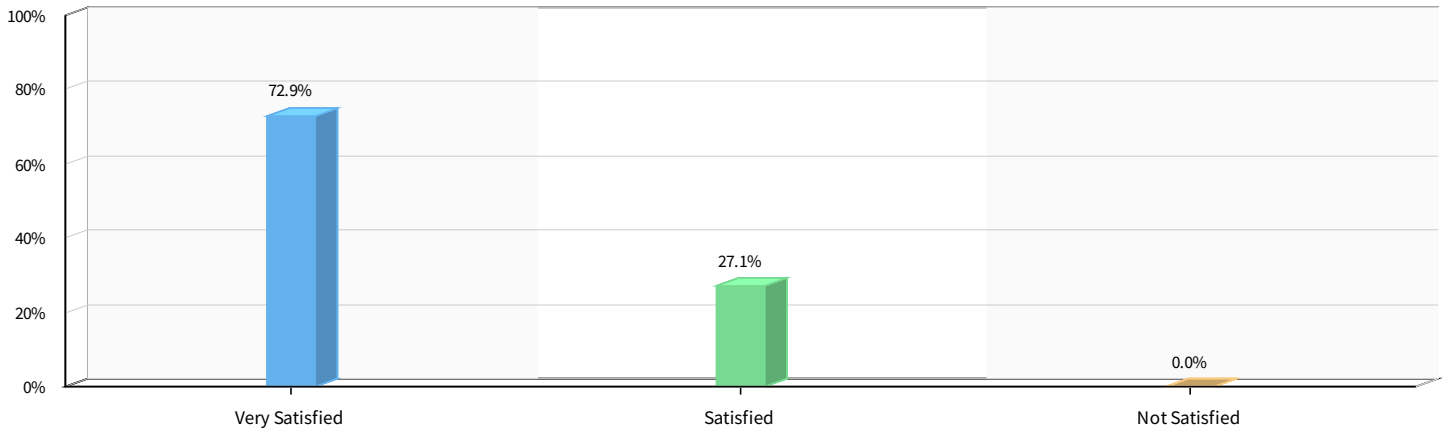
Very Satisfied      Satisfied      Not Satisfied



**G. Interaction between staff and children**

(107 Responses)

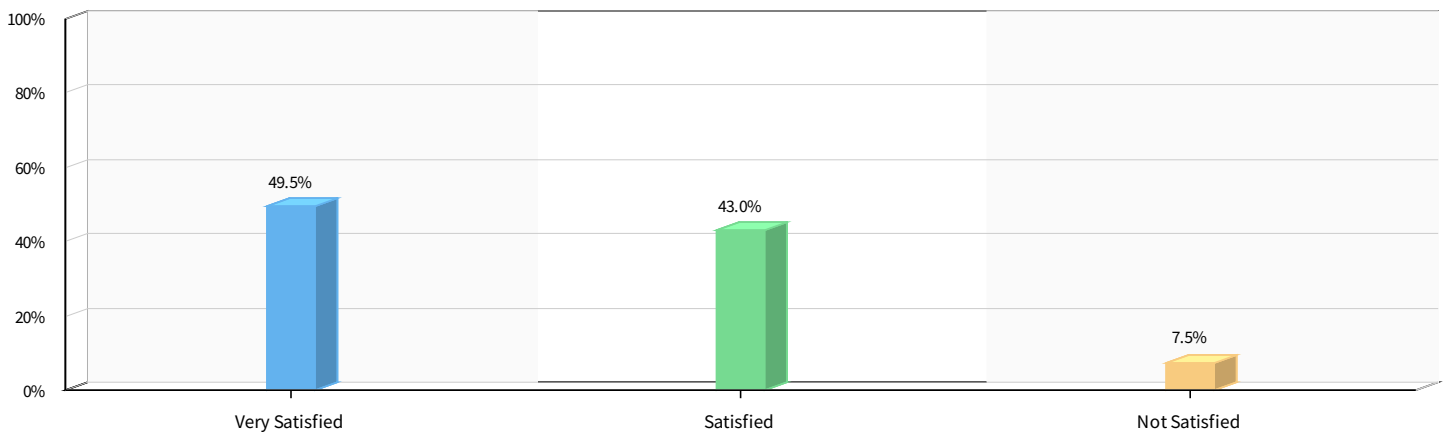
Very Satisfied      Satisfied      Not Satisfied



**H. Interaction with other parents**

(107 Responses)

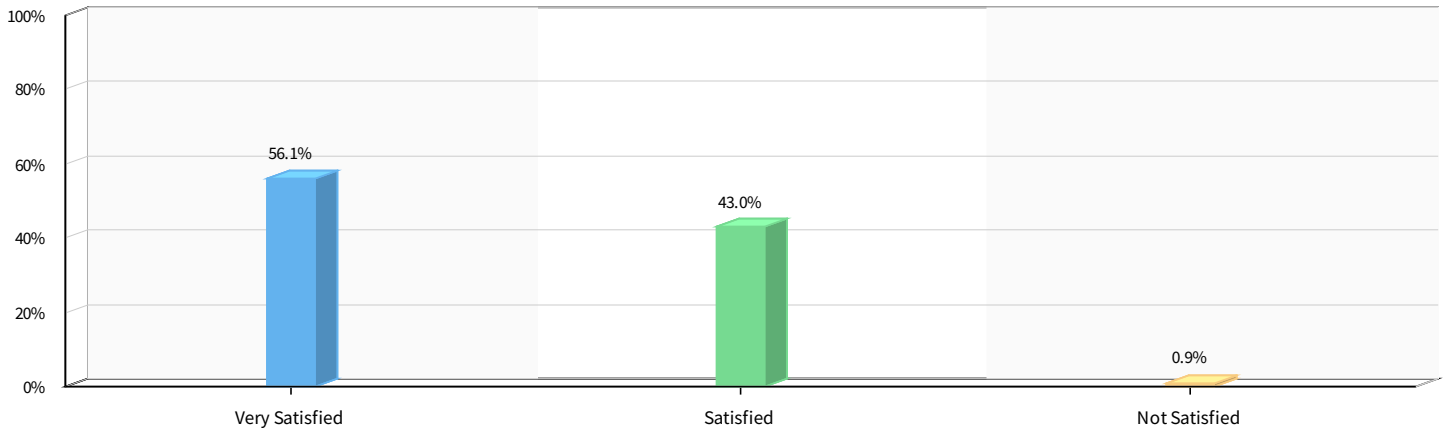
Very Satisfied      Satisfied      Not Satisfied



**I. Parent involvement**

(107 Responses)

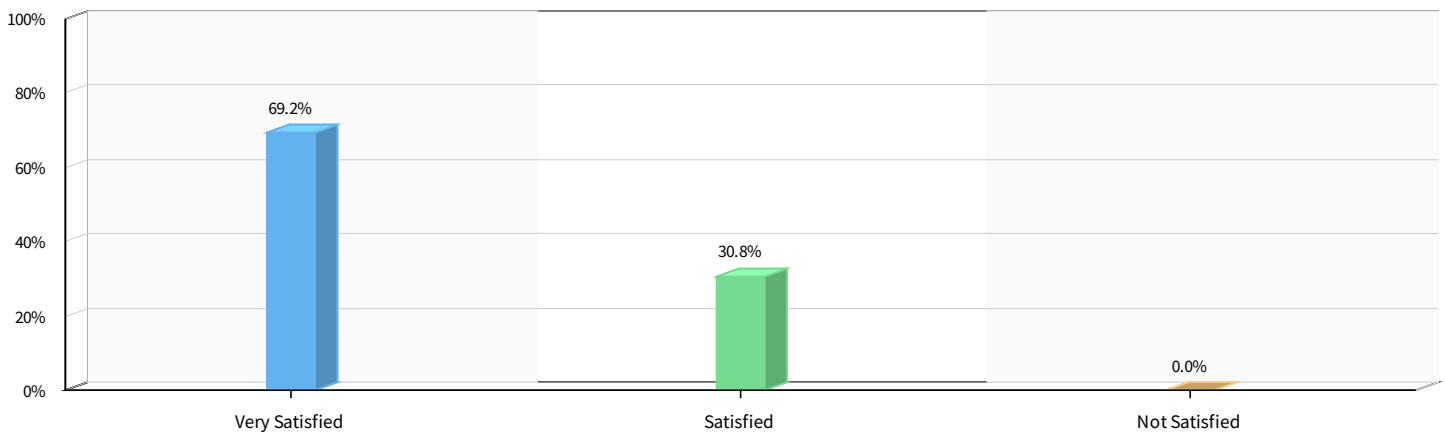
Very Satisfied      Satisfied      Not Satisfied



**J. Equipment and materials**

(107 Responses)

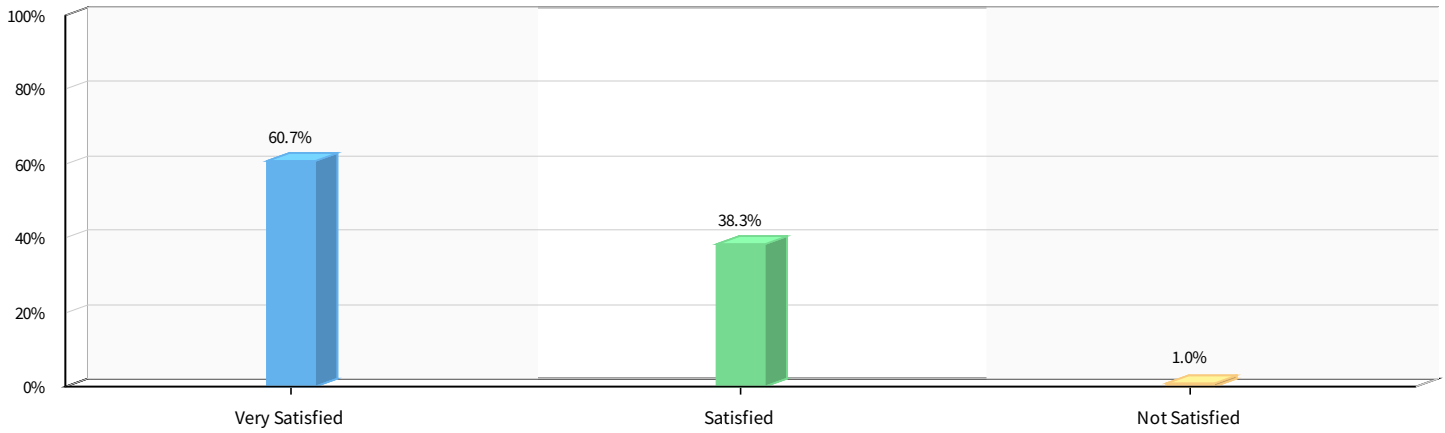
Very Satisfied      Satisfied      Not Satisfied



### K. Cultural activities

(107 Responses)

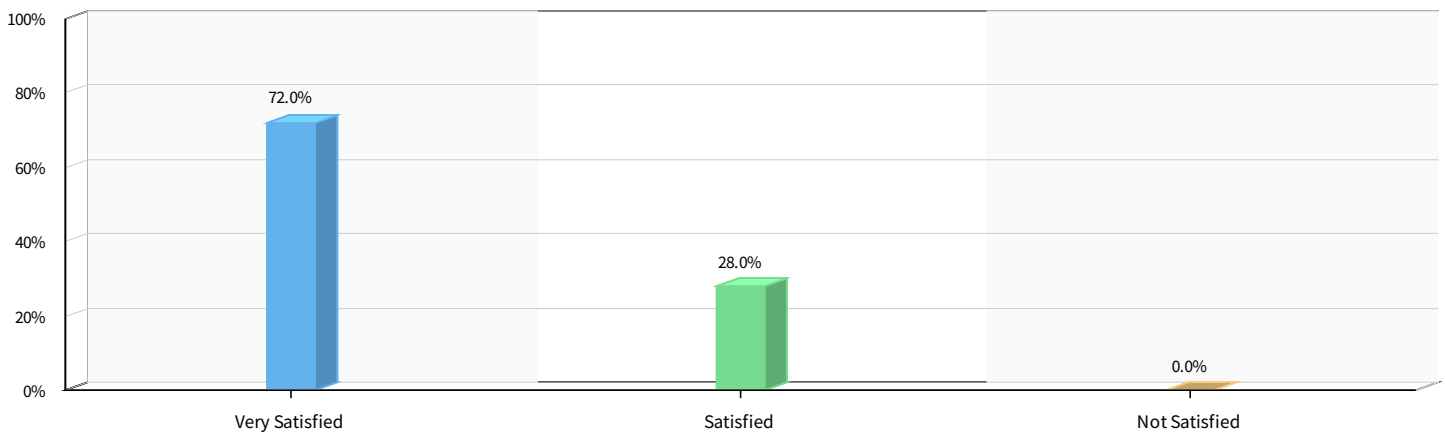
Very Satisfied      Satisfied      Not Satisfied



### L. Daily activities

(107 Responses)

Very Satisfied      Satisfied      Not Satisfied

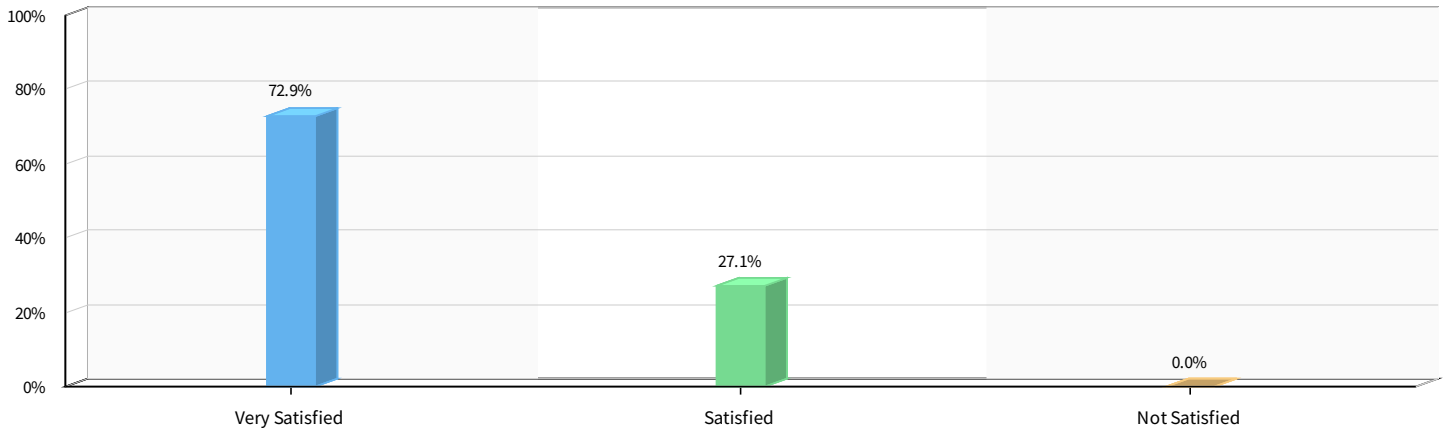




**M. Environment**

(107 Responses)

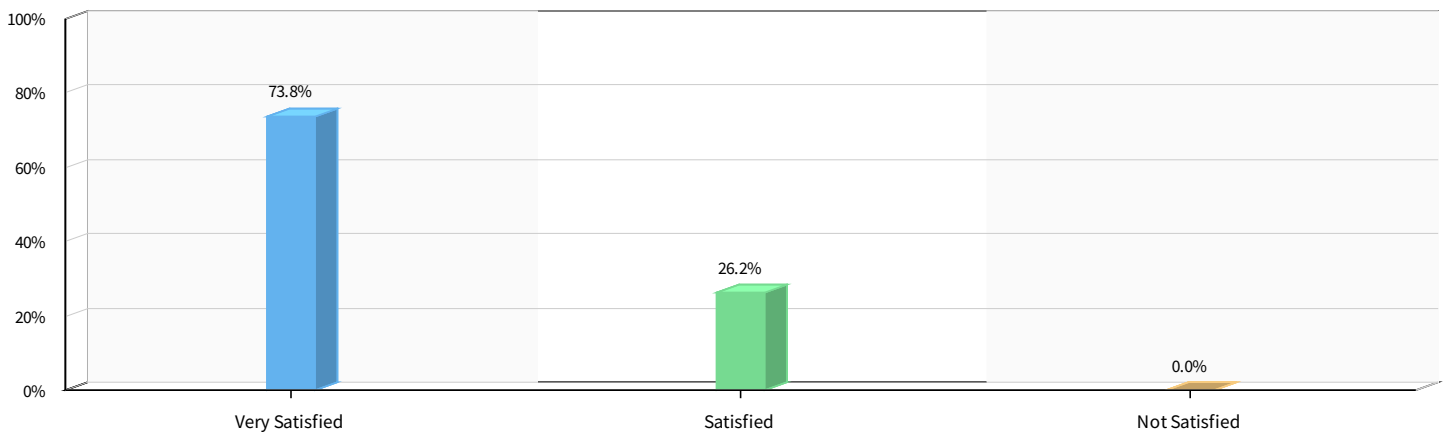
Very Satisfied      Satisfied      Not Satisfied



**N. Nutrition**

(107 Responses)

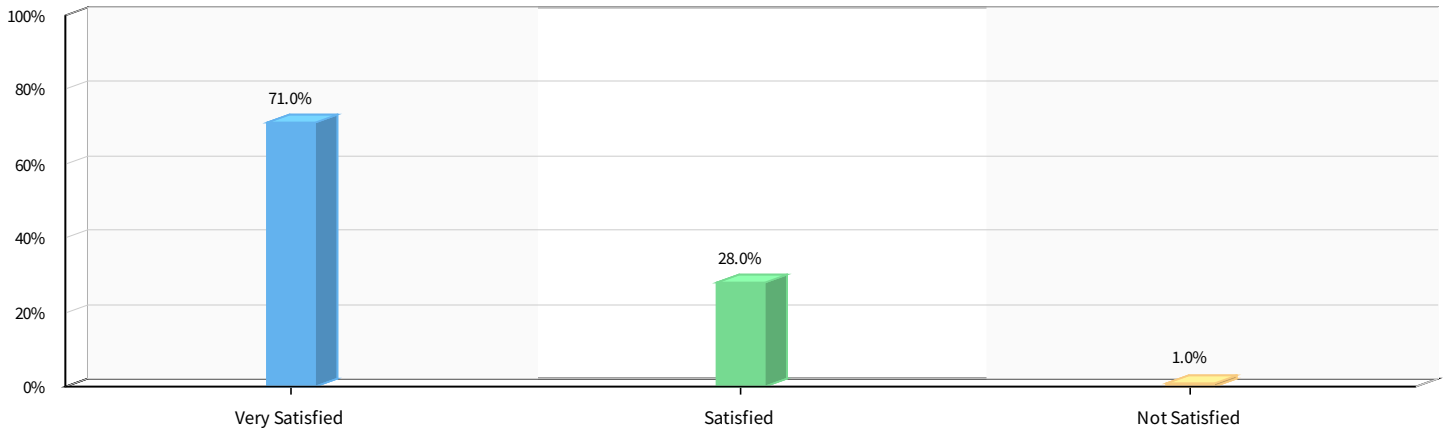
Very Satisfied      Satisfied      Not Satisfied



**O. Health and safety policies and procedures**

(107 Responses)

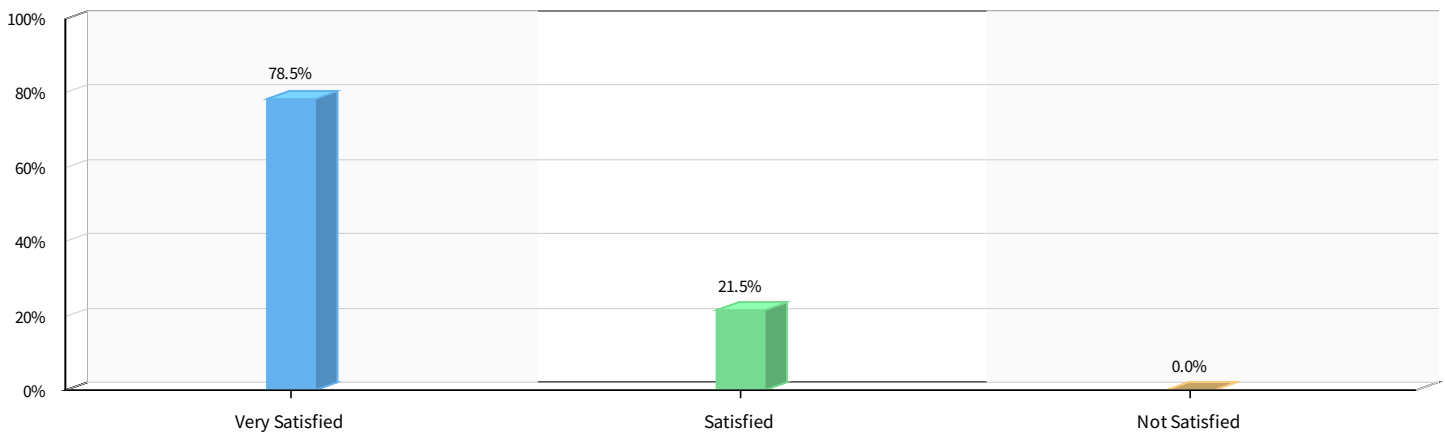
Very Satisfied      Satisfied      Not Satisfied



**P. How the program promotes your child's learning and development**

(107 Responses)

Very Satisfied      Satisfied      Not Satisfied



**7. Is there anything else you would like to say about how this program meets your family's needs?**

(107 Responses)

- No 20 Responses
- Thank you so much for the support.
- More gatherings
- Love Zayden's teachers
- no 2 Responses

Improves learning skills and interaction with other kids in order to prepare her for school

It's amazing program

Just really appreciative for everything

No

3 Responses

I think this program has helped Eli grow and it's so awesome to him to grow more and more.

I'm very happy on the outcome that it has come to. My daughter will be attending here soon.

I totally use the time that I get from children being at school. This allows me to keep calm and think about the progress of myself and the family. So, I would say the program has given me the time that I required.

N/A

6 Responses

I have had concerns about lack of staff and last minute classroom closures due to lack of staff.

It would be perfect if it would be till 3:30 so i can get a better job opportunity but the help we are getting is a blessing. I think a child should be able to have atleast their favorite blanket so they can self soothe when they have a hard day

Na

5 Responses

On site speech therapy has been great

Me and family feel supported by FA.

n/a

2 Responses

Overall I love the program, although I do not live close, the education provided here is worth it.

I don't think biters should be allowed to stay in school after the 3rd bite. It makes the other students who love school not want to come and makes them be in a position to defend themselves which isn't fair to them either.

NA

This is the best program ever! Love how they teach children at such a young age!

My child hasn't been in school for a month already due to staffing. the prob isn't the main teachers needing time away from work. the prob is hemphill location is unorganized with hiring help and teacher floaters and taking away EHS teachers!

none

N/a

9 Responses

This program has help our family in the last 3 years glad to be a part of it.

Not at this time

None

The reason it's hard to accept any job is because the hours. I'm lucky enough to have a friend be able to pick my child up for me on my work days, but I have turn down a lot of work if I don't have someone to pick my child up for me.

Me encanta

No todo muy bien

Everyone has been absolutely wonderful.

O

Estoy feliz con el programa

N/A

They are the best!

I appreciate all the help of the teachers helping my child learn and grow.

This year close to much the class Please don't let us know in the last minute

Very satisfying thank you

This program, Mrs. Donna, Brennan and Blessing's teachers go above and beyond to care for our children. If it were not for these amazing individuals I don't feel my children would be as successful as they are. Exceeded my expectations!

This program has been amazing. I was able to enroll in college while my children attend school and maintain a job. Carmen, Mari, and Mrs. Donna have made this process so smooth and continuously go above and beyond to help Brennan be successful!

Este programa me facilitó el poder continuar mi educación profesión para así en un futuro obtener un empleo.

Cuando necesitamos alguna información de cualquier tipo nos ayudan.

Este programa me ayudado a poder continuar con mi educación profesional para así obtener un empleo.

Todo muy bien gracias

It would be so helpful if y'all can bring back transportation for our mothers that work out of town

I love my sons teachers they have been great and the advocate is doing such an amazing job.

It's has been an amazing opportunity that really opened the doors for the help that me and my child need.

It's a good and helpful program.

Nos encanta el programa de Early head Star ya que podemos aprender cosas nuevas para nuestros hijos.

Gracias a este programa he podido salir a trabajar sin tener la preocupación de quién cuidará de mi bebé y eso es algo muy importante para nosotros cómo familia.

More updates on child's day

Awesome people and great school

No answer

Xavier has such fun in his class :)

Puedo trabajar a gusto, por qué mi niña está en un lugar seguro

Staff reassures my concerns as a new mom and I appreciate that!

Live how my daughter's teachers keep us informed about all my our daughter's progresses

Ms Saige is amazing! She is so understanding and patient with the children. She is well trained. Handles my son perfectly. I can't say enough good things about her. She is truly AMAZING and I'm so thankful for her.

Siento tranquila dejar a ki hija en el programa

Mrs Callie and Mrs Kim i've been great with my son. he was struggling emotionally, because we had moved out of dad's house. and they have helped so much with his emotions and getting them under control. He's come a long way since a year ago.

With educational purposes

Me gustaría agradecer, gracias por todas las atenciones.

Solo agradecer por todas sus atenciones

It has been a blessing to have a program like this that is vital to my children's growth. The leadership and teachers are immaculate and have developed a great relationship with my children.

No it's been closed a lot due to staff but that's the only thing

**8. Do you have any suggestions about how this program could be improved?**

(107 Responses)

No

20 Responses

None	
N/a everything is great!	
Finding more staff to support when a teacher is out so classroom doesn't close so often	
no	2 Responses
Maybe bus for children who don't have transportation	
Communication for program directors could be made more effectively. Last minute announcements out a strain on our family needs. Our children also started to catch on that if they cry they get to go home so when they get home they are fine.	
Better parking lol	
No	4 Responses
N/A	11 Responses
Not at the moment.	
The celebration of the cultural aspect is missing. There could be a cultural awareness week every month so that kids will learn how diverse is the world and how we should celebrate this diversity.	
Improve efforts of staff retention	
A blanket the child likes should be allowed to elf soothe	
Na	6 Responses
The program is great, just the short notice of classroom closures could be better	
Hire more subs to avoid classroom closures and have a plan in place. Close classrooms at 4pm to help working parents.	
n/a	
I have unfortunately been informed by staff multiple times the lack of assistance available. Although I know it is difficult the program could use more staff.	
Read above	
Staffing issue should be resolved so that the kids don't skip their classes	
Probably hours be a little bit longer but not a huge deal.	
hiring more people to ensure classrooms DONT HAVE TO CLOSE!	

after school programs

maybe talk to someone about changing the meal rules, like the parents being able to bring lunch for their children because school food is not always the best!

Not at this time

None

Better hours. Preferably more similar to the public school system. 2:30pm is just too early for most people to pick their kids up without having to leave work or just not being able to work at all. It'd perfect if the classes ended at 4 or 4:30.

Tal vez el horario puede ser mejor

No todo bien

2 Responses

No i think they are doing a good job, yes 1 and is for the kids to have holiday partys

No, very satisfied!

Everything has been amazing maybe the time for pick up could be another hr to pick up to give us parents to find jobs. Instead of having to find a job with cut hrs due to having to pick up children at 2:30.

The same on number 7

Improve on classroom closures

Pay the teachers more please and thank you.

No.

2 Responses

Ninguna.

Always make sure the parents are involved so that way the child can stay on track.

Para mí y mi familia por el momento está muy bien

If y'all can bring back transportation for our kids would be so much helpful

I wish you guys would let parents help by donating snacks and thing the children might need

N/a

5 Responses

Communication , example : when they cancel last minute classes

A way to teach the parents how to submit in kind reports, a doorbell with a camera and a way to check and buzz parents in from inside, like the public schools have.

More consistent staff

Lone hours for the ones that work fulltime

la salida de los niños fuera un poco más tarde , ya que aveces los horarios de la mayoría de los trabajos no coinciden con el horario de la escuela y yo en lo personal no cuento con la ayuda de alaguien que pueda ir a levantar a mi bebé.

More updates on child's day

No answer

2 Responses

N.a

No suggestions

Nope it's great!

Higher pay for teachers and substitutes.

Possibly changing the hours to fit a 8 hour normal work shift so it is easier to find employment

que no cambien a las maestras tan seguido, seria bueno. ya que los niños hacen una conexión desde el principio t luego pasa que no sienten la misma confianza por no conocer a su maestra.

Tener más staff o subsitudes

No very satisfied

Toda va muy bien.

Todo va muy bien

Maybe longer hours to help parents who have a job that are longer that school hours. Hiring more to ensure that there are no classroom closures

More staff



**9. I/We feel my family has a relationship with our Family Advocate based on trust and mutual respect and the Family Advocate maintain contact as needed with my family**

(107 Responses)

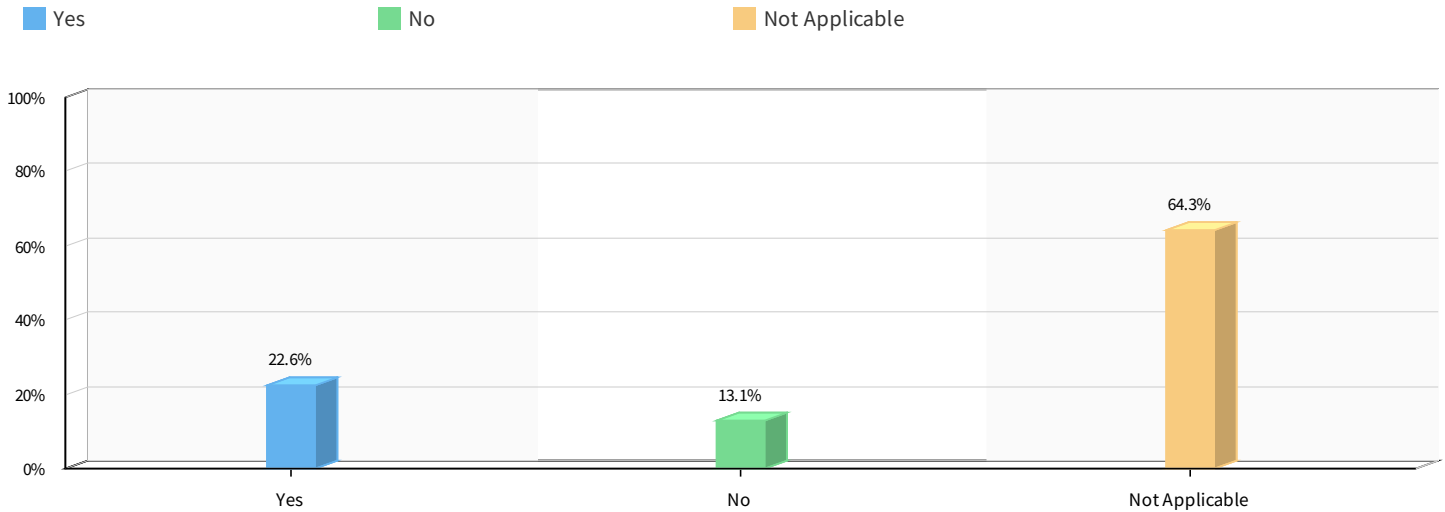


**10. If you or your child received disability or mental health services, please complete the following:**

(80 Responses)

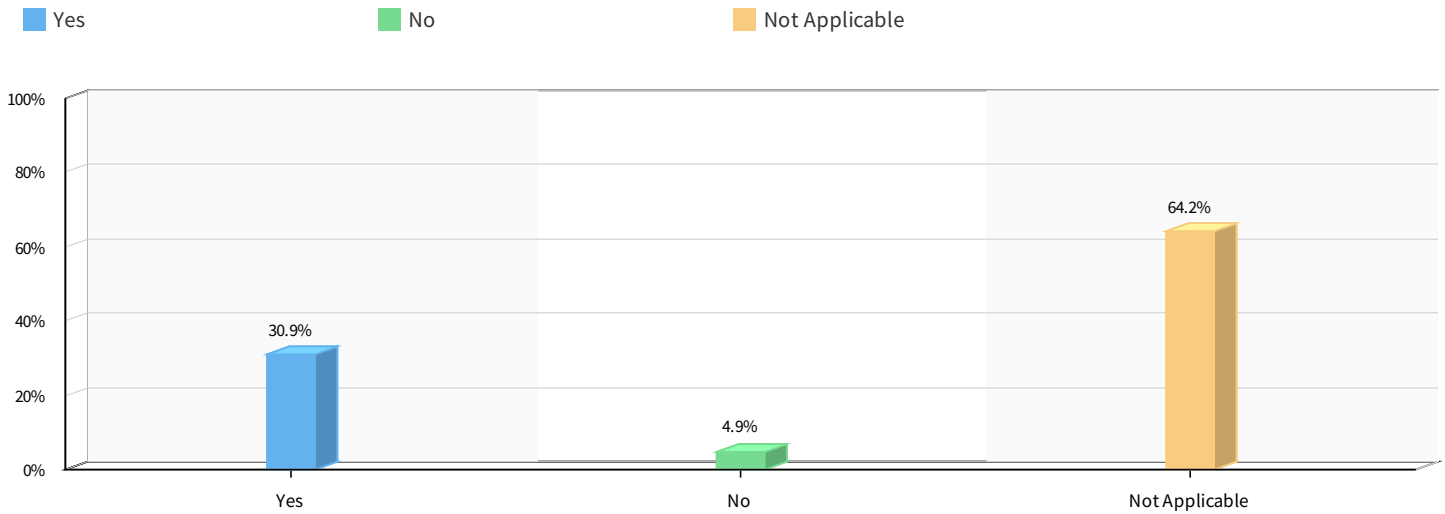
**A. I feel supported and informed regarding my child's mental health services ?**

(84 Responses)



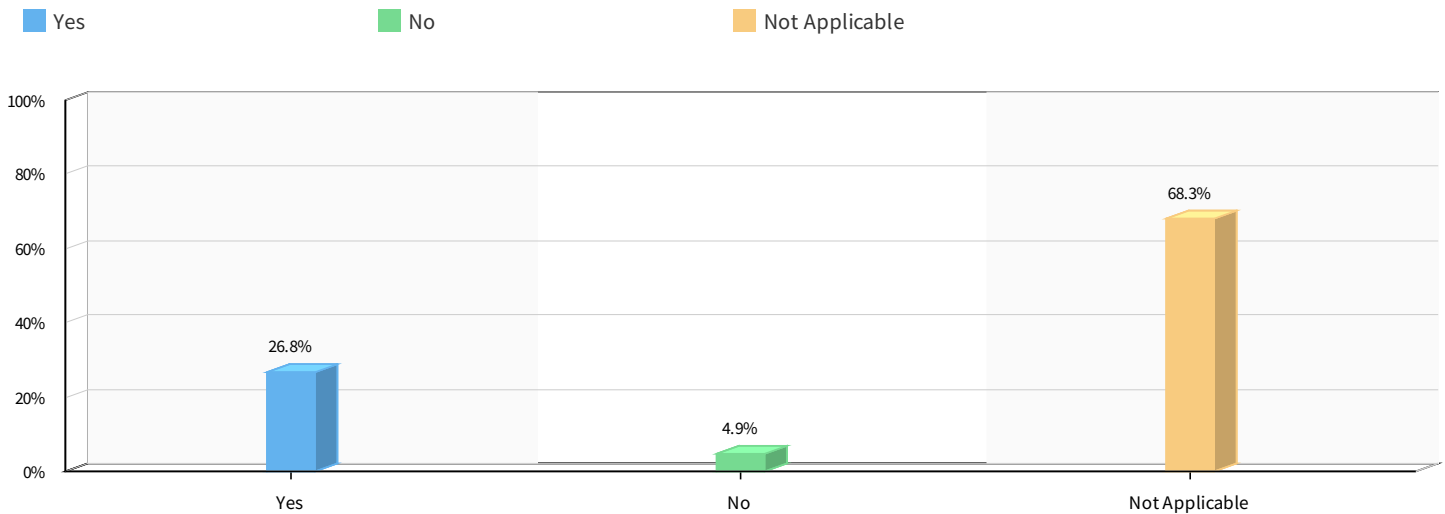
**B. I am given opportunities to participate in my child’s ARD meetings/development of IFSP Plan/IEP Plan n 2**

(81 Responses)



**C. I am given the opportunity to participate in training opportunities to learn about my rights and advocacy and participate in my child’s disability services**

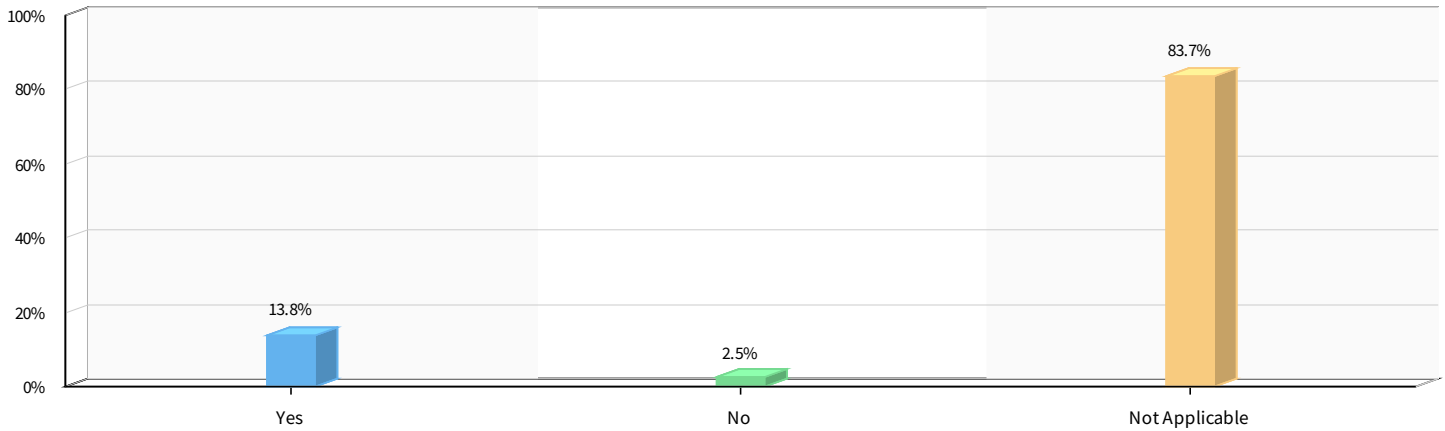
(82 Responses)



**D. I am satisfied with the disability services my child receives ?**

(80 Responses)

Yes No Not Applicable



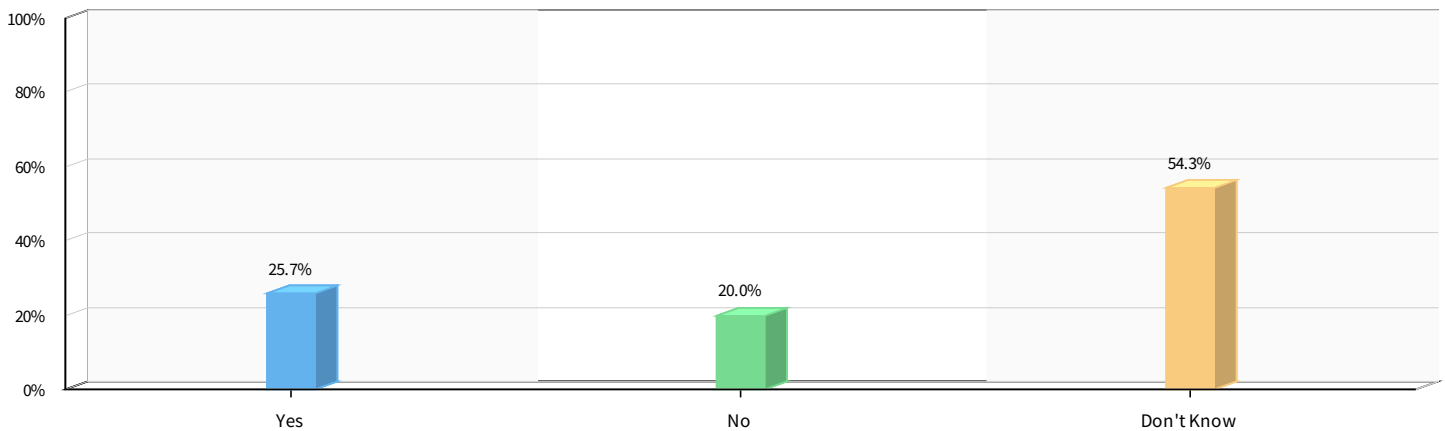
**11. If you were served as an expectant mother, please complete the following:**

(68 Responses)

**A. I was given opportunities to learn about expectant parenting and my new role as mother/father 1**

(70 Responses)

Yes No Don't Know



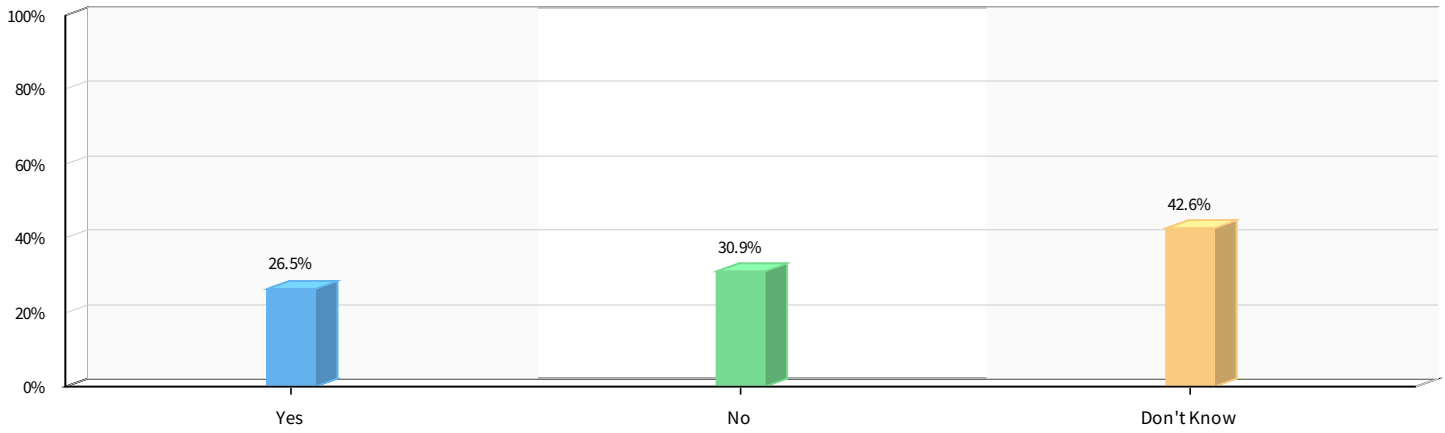
**B. My Family Advocate visited me and my child after the baby was born and offered support and resources**

(68 Responses)

Yes

No

Don't Know



**Head Start Eligibility Criteria  
School Year 2024/2025**

<b>Income</b>		
<i>Criteria</i>	<i>Points Awarded</i>	<i>Documentation Needed</i>
Homeless	100	<ul style="list-style-type: none"> <li>→ McKenney-Vento</li> <li>→ CAI Housing Questionnaire</li> <li>→ Letter from shelter</li> </ul>
Foster Placement	100	<ul style="list-style-type: none"> <li>→ CPS Paperwork</li> <li>◆ Safety Plan depending on limitations</li> </ul>
Public Assistance <ul style="list-style-type: none"> <li>• TANF - Temporary Assistance to Needy Families</li> <li>• SSI - Supplemental Security Income</li> <li>• SNAP - Supplemental Nutrition Assistance Program</li> </ul>	100	<ul style="list-style-type: none"> <li>→ Award Letter</li> <li>→ TANF - Medicaid award letter</li> <li>→ SNAP- award letter</li> </ul>
0-100% of Poverty Guideline	40	<ul style="list-style-type: none"> <li>→ Tax Return</li> <li>→ W2 (for all jobs worked)</li> <li>→ 1099 (contract work)</li> <li>→ 1098 (financial aid)</li> <li>→ Financial Aid Award letter</li> <li>→ Child support (TX AG printout)</li> <li>→ CAI Declaration of Income</li> </ul>
101-130% of Poverty Guideline	20	
130+% of Poverty Guideline	0	
<b>Parental Status</b>		
Two Parent Household	0	→ Parent Testimony
Single Parent Household	10	
<b>Education/Employment Level</b>		
Single Parent in school or working	10	→ Parent Testimony
Single Parent unemployed/not working	0	
Two Parents, both in school or working	10	
Two Parents, one in school or working	0	
Two Parents - both unemployed	0	

<b>Disability/Developmental Concerns</b>		
Head Start - current Individual Education Plan (IEP) Early Head Start - current Individual Family Support Plan (IFSP)	15	→ IEP/IFSP → Full ARD
Diagnosed (no current IEP/IFSP)/Concerns noted by Medical Doctor/Private Agency	5	→ Physical/Well child exam → Doctor's note → Previous Progress Notes
<b>Mental Wellness</b>		
In current services	15	→ Note from provider → Prescription
Previous services or diagnosis (within last 12 months)	5	→ Note from provider → Prescription
<b>Supplemental Criteria</b>		
Domestic Violence (within last 12 months)	10	→ Police report → Letter/note from HCWC → Letter/note from physician
Current Open case with CPS	10	→ CPS placement paperwork → Letter from caseworker
Primary Language in home not English	10	→ Parent Testimony
No Health Insurance	10	→ Parent Testimony
Substance Abuse (within last year)	10	→ Letter/note from HCWC → Letter/note from physician/counselor
Teen Parent (@ time of application)	5	→ Confirm age in Child Plus
Guardian (no placement paperwork)	5	→ Parent Testimony
Not Receiving Services At Community Action, Inc.	5	→ Parent Testimony
Not using WIC	5	→ Parent Testimony
Moved more than 2x in last 12 months	10	→ Parent Testimony
Parent Incarcerated (within last 12 months)	10	→ Jail Record → Picture of inmate ID → Mail w/Texas Department Corrections inmate ID

Is the child currently enrolled (EHS) or has been enrolled in EHS or HS in the past year?	15	→ Confirm in Child Plus
Current sibling Enrolled in HS/EHS	10	→ Confirm in Child Plus
Recent deportation of parent/guardian (within last 12 months)	10	→ Jail Record → Immigration letter
Ongoing Medical Condition (household)	5	→ Doctor's note → Physical notes
Recent loss of parent/guardian/sibling (within last 12 months)	10	→ Death certificate → Obituary
Currently Deployed parent/guardian (within last 12 months)	10	→ Letter from commanding officer/orders
<b>Henry Bush Supplemental Criteria</b>		
Currently living in Chapultepec Apartments	20	→ Proof of Residency → Letter from Housing
Currently living in HCWC Marla's Place	25	→ Proof of Residency → Letter from Housing
<b>William Crook CDC - Housing Supplemental Criteria</b>		
Resident - Currently living at Marla's Place	75	→ Proof of Residency → Letter from Housing
Non-resident receiving on-site services - Family receiving services as a client of HCWC - Services include counseling/case management - Participant can either be child or adult	50	→ Statement from HCWC
Non-resident/former client - Former client who received services from HCWC in the past year - Participant can either be child or adult	25	→ Statement from HCWC
Children 0-1 years old at the time of enrollment	10	→ Statement from HCWC
<b>PEP Supplemental Criteria</b>		

Cohort Status	2023/2024 – 5 2025 – 4 2026/2027 - 3	→ TEAMS printout
Projected Graduation Date	December 2023 – 5 May 2024 - 4 May 2025 -3 May 2026/2027 - 3	→ TEAMS printout
5 <sup>th</sup> year Senior recovery plan	5	→ TEAMS printout
Status – Child	10	→ Birth certificate → Passport → Verification of Birth Facts
Status – Pregnancy	5	→ Doctor’s note → Ultrasound

CONFIDENTIAL



## Progressive Discipline Procedure

2023-2024

### For Violations of the Guidance & Discipline Policy Pertaining to Child Safety & Supervision Concerns

All items listed are classified as a 1<sup>st</sup> Occurrence; subsequent occurrences move to the next level(s)

All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners agree to adhere to the Progressive Discipline Procedure as indicated by Head Start Program Performance Standard 45 CFR 1302.90 (c) Standard of Conduct and Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance and the Texas Pre-Kindergarten Standards. All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners will be trained on the Progressive Discipline Procedure annually and on an ongoing basis as needed.

#### Level 1 - Counseling Statement

- Negative Discipline/Guidance (ex. Negative Teacher-Child interactions: raised voice/disrespect; poor word choices/sarcasm, punitive control)
- Child left unsupervised: walk/run out of the classroom unnoticed or followed by a caregiver for less than 2 minutes (more than two minutes would change this to a higher level)
- Using a cell phone while supervising children – no incident occurs
- Leaving the classroom without sufficient coverage resulting in ratios being out of compliance - no incident occurs
- Failure to follow the procedure to administer, handle, and store child/staff medication
- Failure to follow child transition procedure: ex. complete sign-in & sign-out sheet during transitions
- Failure to follow the poisonous solution storage procedure
- Failure to perform safety checklists and correct deficiencies daily prior to children's arrival
- Failure to address, document, and report any of the above violations
- Failure to ensure the safety of each child

All level 1 offenses will receive a modeling, mentoring, and feedback visit from the Instructional Coach

#### Level 2 – Suspension\*

- Taking away food from a child as punishment
- Verbally threatening the use of corporal punishment
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Requiring a child to remain silent or inactive (excluding naptime)
- Using a cell phone while supervising children and an incident occurs (This could rise to a level 3 depending on the severity of the incident.)
- Leaving the classroom without sufficient coverage results in ratios being out of compliance and an incident occurs (This could rise to a level 3 depending on the severity of the incident.)
- Incident that involves lack of supervision for more than 2 minutes but less than 3 minutes

New: Revised: X Date: 2/29/24 PC/Board Approval: 3/12/24

- Transitions that involve a lack of supervision and the following criteria:
  - For more than 2 minutes but less than 3 minutes
  - Other staff are in the immediate area
  - A child remains alone in or outside of the classroom/bathroom/hallway while the rest of the class transitions (not put at immediate risk – street, center parking lot, on a bus)

All Level 2 offenses will result in an intensive coaching plan and performance improvement plan with the Instructional Coach.

**Level 3 – Immediate Suspension & Recommendation for Termination**

- Use of corporal punishment
- Physical harm, for example: pinching, pushing, pulling, shaking, or biting a child
- Putting anything in or on a child’s mouth
- Binding or tying a child to restrict movement or taping a child’s mouth
- Placing a child in a locked or dark room, bathroom, or closet with the door closed as punishment
- An incident that involves a lack of supervision and for more than 3 minutes
- Lack of supervision that results in an injury to a child
- Failure to follow the procedure to administer, handle, and store child/staff medication that results in an injury to a child
- Failure to follow the poisonous solution storage procedure that results in an injury to a child
- Failure of the supervisor to monitor and enforce Active Supervision Procedures that result in a Level 3 offense

**\*Suspension will be without pay and the length of suspension will be determined by the Program Director depending on the circumstances of the offense.**

**\*\*All HR actions at Level 3 require approval from the Executive Director before a recommendation to terminate is presented to the Policy Council.**

**\*\*\* The final decision on recommendation is approved by the Policy Council and enforced after the Policy Council’s approval.**

**\*\*\*\*All discipline steps outlined above will be used as a guide for providing consistent progressive discipline. Specific details including, but not limited to, internal investigation results and Child Care Licensing investigation results can be used as justification for changing the Level of Severity with the approval of the Executive Director.**

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

Signature: \_\_\_\_\_

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





## CODE OF CONDUCT

All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners agree to adhere to the Code of Conduct as indicated by Head Start Program Performance Standard 45 CFR 1302.90 (c) Standard of Conduct and Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance and the Texas Pre-Kindergarten Standards. All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners we be trained on the Code of Conduct annually and on an ongoing basis as needed.

Name \_\_\_\_\_ Site \_\_\_\_\_

Please check one:  Employee       Parent/Volunteer       Policy Council Member  
 Board Member       Contractor

**The Standards of Conduct include, but are not limited to, the following – please initial each item:**

\_\_\_ I will respect and promote the unique identity of each employee, child, and family, and refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.

\_\_\_ I will follow School District and Head Start Program confidentiality policies concerning information about children, families, and other staff members.

\_\_\_ No child will be left alone or unsupervised while under my care.

\_\_\_ I will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors, potential contractors, or families wishing to be enrolled.

\_\_\_ I will not have financial interests or outside employment that conflict with the performance of duties.

\_\_\_ I will maintain and promote professionalism. I will not talk negatively about the Head Start Program, the School District, families, staff, or children. I will respect others, including those with opinions different from my own.

\_\_\_ I understand that the clothing of employees on the job should be in good taste, neat, clean, and appropriate for the duties to be performed.

\_\_\_ I will take care of all equipment and supplies, and teach children to also respect material things through modeling appropriate behaviors.

\_\_\_ I will adhere to equal employment opportunity laws and all other regulations which govern the Head Start Program.

\_\_\_ I will maintain good employee traits, including good attendance, accepting responsibility, being honest, engaging in educational activities for lifelong learning, and respecting authority.

\_\_\_\_ I will be punctual in reporting for duty at the time and place designated. Repeated failure to report promptly at the time directed will be deemed neglect of duty and subject to disciplinary action.

\_\_\_\_ I understand that false reporting will be subject to disciplinary action (i.e. time sheets, travel vouchers, Child/Family Applications, etc).

I, \_\_\_\_\_ have read the preceding Code of Conduct and agree to adhere to the Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## GUIDANCE & DISCIPLINE POLICY

All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners agree to adhere to the Guidance & Discipline Policy as indicated by Head Start Program Performance Standard 45 CFR 1302.90 (c) Standard of Conduct and Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance and the Texas Pre-Kindergarten Standards. All Community Action Inc. Head Start Staff, Volunteers, Contractors, Independent School District partners, and Community Partners will be trained on the Guidance & Discipline Policy annually and on an ongoing basis as needed.

### **Standards of Guidance and Discipline:**

The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance states that guidance and discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.<sup>1</sup>

\_\_\_ I will use positive methods of child guidance and discipline by building positive relationships and utilizing preventative practices by:

1. Using praise and encouragement of good behavior instead of focusing only on unacceptable or undesirable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements and teaching consistent classroom routines, transitions, rules, and directions. Pictures of expected behaviors and classroom rules will be posted and used as references as often as possible in classrooms; and
3. Redirecting behavior using positive statements whenever possible.<sup>2</sup>

\_\_\_ I will not engage in corporal punishment, emotional or physical abuse, or humiliation. I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and

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<sup>1</sup> The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance, 746.2803 page 159

<sup>2</sup> The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance, 746.2803 page 159



9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.<sup>3</sup>
10. The use of physical activity or outdoor time as a punishment or reward

\_\_\_ I will utilize child development best practices regarding the developmentally appropriate length of time children within my care will be provided direct small or whole group instruction:

Per the Texas Pre-Kindergarten guidelines, section, Social and Emotional Domain: Control of Attention page 14: PK3 outcome is for a child to remain focused on engaging, teacher-led group activities for 10-15 minutes, PK4 outcome is for a child to remain focused on engaging, teacher-led group activities for 15-20 minutes.

- *During **large group instruction**, teachers may often gather the entire class together to provide information, support collaboration, and listen to ideas. **By the end of the year, large-group sessions should occur two to three times per day and last 10–25 minutes.***
  - The Head Start Program interprets this guidance to mean that within the first half of the school year, students should not be sitting in large group instruction for longer than 15 minutes.
- Small-group learning activities with the teacher providing intentional instruction about new concepts may be one of the most effective ways to promote young children's learning. Research shows that children learn math, literacy, and language concepts best when teachers support their attention and growth in gaining new knowledge in small groups (no more than six children). These activities are effective if the teacher engages children with targeted activities for short periods of time (10–15 minutes). The activities, whether they are meant to facilitate the learning of specific cognitive (such as math or literacy) or social skills, need to be engaging, with children taking an active role using manipulatives, books, and pictures as opposed to worksheets or flashcards.

\*Failure to follow these standards will result in disciplinary action as outlined in the personnel policies, up to and including recommendation for termination of employment, Guidelines for Personnel Policies can be found: <http://communityaction.com/staff-pages-2/human-resources-staff-pages/>

\*Violation of any of these standards by volunteers, consultants or contractors will result in a corrective action and could include exclusion from program activities and premises.

\*Failure to adhere to these stated policies will result in the Community Action Inc. Head Start Program Management staff contacting the Principal of the collaborating school campus to resolve the conflict

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<sup>3</sup> The Texas Department of Family and Protective Services, Minimum Standards for Child-Care Centers, Subchapter L, Discipline and Guidance, 746.2803 page 159



I, \_\_\_\_\_ have read the preceding Guidance & Discipline Policy and agree to adhere to the Guidance & Discipline Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Community Action, Inc. of Central Texas  
 Head Start Program (zero-to-five)  
 Policy and Procedure 2023-2024  
 Education Services

### Policy: **Transitions & Tracking of Children**

This policy is to ensure the safety, security, and well-being of all children under our care during transitioning between activities, throughout their time in our centers. This policy outlines procedures for effective transition management and tracking of children's movement. Failure to adhere to the Transition & Tracking of Children procedure will result in disciplinary action as outlined in the Progressive Discipline Procedure.

Guidance: Head Start Performance Standards [1302.90]

Child Care Licensing Minimum Standards [746.1203; 746.1205; 746.1613; 746.2911]

Caring for Our Children Standards [ 2.2; 2.2.0.1]

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### Procedure: **Transitions & Tracking of Children**

**Purpose:** The purpose of this procedure is to ensure the safety and security of children during transitions between activities and throughout their time in care - including implementing effective methods for tracking children's movements within their environment.

#### **Transitioning Children to and from the Classroom:**

- When transitioning outside of the classroom, staff will call the children to line up. Staff will position themselves one at the front of the line and one at the back. The staff at the front of the line is responsible for the transition and tracking form. The staff at the front will complete name-to-face recognition and mark the transition and tracking form. Once complete the staff in the back of the line will repeat the name to face recognition back to the other staff. The staff in the back of the line will complete a sweep of the classroom to ensure no child is left behind. Staff will verify the number of children matches the number of children on the dry-erase board. Staff will complete a name-to-face check at every threshold they pass through along the transition route.
- When returning to the classroom, staff will call the children to line up. Staff will position themselves one at the front of the line and one at the back. The staff at the front of the line is responsible for the transition and tracking form. The staff at the front will complete name-to-face recognition and mark the transition and tracking form. Once complete the staff in the back of the line will repeat the name to face recognition back to the other staff. The staff in the back of the line will sweep the playground to ensure no child is left behind. Staff will complete a name-to-face check at every threshold they pass through along the transition

route. When they arrive back in the classroom staff will verify the number of children matches the number of children on the dry-erase board.

- Use of walking safety rings are available and can be used to train children to walk back and forth from their playground areas or other times spent away from the classroom. Teaching staff are strongly encouraged to use them until children learn the routine or it is deemed necessary for that classroom to use it throughout the school year.
- The use of walking safety rings are required to be used during safety drills for children who are walking. Non-walking children will use the safety cribs, and children with disabilities or children who need an alternative safety plan will be provided a stroller or other method of transportation deemed necessary by the management team.
- When classrooms transition to the playground, buggy rides, or other outside learning times, teachers will take medication bags with them if children with health and safety plans need their required items/medications while away from the classroom.
- For safety drills and real emergencies, teachers will take Disaster Kits with them that provide life-saving items. These items may include food rations, water, and other first-aid equipment.
- In the event of an evacuation that results in moving the children to the Relocation Site, supplies will be brought to them by staff. The Site Supervisor will notify the Facilities and Maintenance Coordinator and the Head Start Program Director.
- In the event staff need assistance during transitioning children, they will use walkie-talkies to call for assistance.

### **Daily Transition Tracking of Children:**

All transitions will be tracked using the **Daily Transition Tracking Form**.

- The Daily Transition Tracking Form will be monitored by the Site Supervisor or Person In Charge. Site Supervisor or Person In Charge will review, initial, and date in the space labeled Site Supervisor Daily Check & Date. The Site Supervisor or Person In Charge will ensure that the Daily Transition Tracking Form is completed correctly at the end of each day.
- Staff will turn in all Daily Transition Tracking Forms at the end of the week to the Site Supervisor.
- The Instructional Coach will monitor the Daily Transition Tracking Form at least twice a month and document with their initial and date that it was reviewed on the space labeled Instructional Coach Check and Date.

Staff will use this form to:

- Ensure that all children are supervised at **all** times
- Ensure all individuals in the building are evacuated, in case of an emergency.
- Keep track of child-staff ratios
- Plan for staff coverage and program planning
- Document Daily Health Checks
- Track Professional Services provided for some children

**Daily Transition and Tracking form:**

- Staff will write the date, center name, and classroom # on the Daily Transition & Tracking Form each day before children arrive.
- Children's names should be pre-typed into the section labeled – Child's first and last name.
- - Staff will indicate the beginning time, arriving time, and location in the blanks provided once arriving at the final location.
  - Each staff will count the children out loud, compare the totals with the number on the dry-erase board, and recount if necessary.
  - Staff will write the total number of children in the space labeled Total for each transition made during the day.
  - Staff will conduct a name-to-face check at 9:00 am and write the total # present in the space labeled Classroom AM # Check.
  - Staff will conduct a name-to-face check during nap time and write the total # of children in the Nap # Check space on the Daily Transition and Tracking Form.
- Once at the arrival area (playground, safe location during emergencies), staff will conduct a name-to-face check using the Daily Transition & Tracking Form, marking each child as the name is called out loud before releasing children.
- All professional services and all CAI staff will sign a child out using the Daily Transition & Tracking Form using time and initials before a child will be removed from the class for services and when the child is returned to the classroom.
- Staff will use the Daily Transition and Tracking Form to document safety drills in the columns labeled Drills/Other Out/In. Staff will conduct a name-to-face check, marking each child as the name is called out loud as they transition to a safe area, when they arrive at the safe area before they return to the classroom, and after they return to the classroom.
- All Daily Transition & Tracking forms will be turned in to the Site Supervisor at the end of each week.
- The Daily Transition & Tracking Form will be monitored by the Site Supervisor or Person In Charge. The Site Supervisor or Person In Charge will check all Daily sign-in/Sign-out forms at the end of each day.

**End of the Day:**

At the end of the day, the Site Supervisor or Person In Charge will ensure that all children have been signed out by their family, guardian, or transportation staff.

**\*Failure to complete the form daily and during transition times will result in disciplinary action up to and including suspension and/or termination.**

Task	Person Responsible	Timeline
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Daily Sign-In/Sign-Out Form	Staff	Daily
Daily Transition & Tracking Form	Staff	Daily
Monitoring of the Daily Sign-In/Sign-Out Form (paper form or on Tablet), Child Plus entry	Site Supervisor or Person In Charge	Daily – End of Day
Monitoring of the Daily Sign-In/Sign-Out Form (paper form or on Tablet), Child Plus entry)	Instructional Coach	Twice a semester
Monitoring of the Daily Transition & Tracking Form	Site Supervisor or Person In Charge	Daily – End of Day
Monitoring of the Daily Transition & Tracking Form	Instructional Coach	Twice a semester



Community Action, Inc. of Central Texas  
 Head Start Program (zero-to-five)  
 Policy and Procedure 2023-2024  
 Education Services

**Policy: Child Supervision - Teacher to Child Ratio**

The primary purpose of this policy is to establish guidelines to maintain teacher-to-child ratios to facilitate effective supervision. All classrooms must maintain two staff at all times to ensure effective supervision as outlined in the Teacher to Child Ratio procedure. Failure to adhere to the program's Teacher to Child Ratio Procedure as outlined in the Progressive Discipline Procedure will result in disciplinary action.

Guidance: Head Start Performance Standards [1302.21]  
 Child Care Licensing Minimum Standards [Subchapter E, Division 1; Division 2]  
 Caring for Our Children Standards [1.1.1.2]

**Procedure: Child Supervision - Teacher to Child Ratio:**

Active supervision and safety of the children is everyone's responsibility.

The purpose of this procedure is to ensure no child is left alone or unsupervised at any time, to prevent injury, and to maintain quality child care. Ratios will remain the same whether inside or outside.

Ratios

Number of Classroom staff	Number of Children	Ages of Children
2*	8	Under 18 months
2*	8	18 months-3 years old
2*	17	3-5 years old

\*There must always be two (2) staff members present at all times.

According to Head Start Performance Standards [1302.21 (2)] Early Head Start classrooms may maintain 9 children with three Teachers.

**Nap Time Ratio:**

Classrooms with children 18 months or younger must have two staff members at all times. For brief absences during naptime, Head Start and Toddler classrooms (over 18 months), may allow a teacher for no more than five minutes to step out of the room. [1302.21 (b) (i)].



Community Action, Inc. of Central Texas  
 Head Start Program (zero-to-five)  
 Policy and Procedure 2023-2024  
 Education Services

### **Outdoor Ratios and group size:**

Two Early Head Start classrooms may maintain three Teachers on the playground if no more than nine children are present. If more than nine children are present, the staff will maintain full ratios as defined in the Head Start Performance Standards.

Two Head Start classrooms may maintain two Teachers on the playground if no more than 17 children are present. If more than 17 children are present more Teachers will need to be assigned.

### **Substitutes and Volunteers:**

Substitutes may be counted in the child/teacher ratio but are to never be left alone with children or placed in charge of a classroom.

Volunteers are to never be counted in the child/teacher ratio.

### **Bonham:**

Bonham ISD Head Start classrooms do not fall under Texas Child Care Licensing due to being an ISD site and are not required to meet Minimum Standards ratios.

Bonham must meet all Head Start Performance Standards and have no more than 20 children enrolled in any class.



Community Action, Inc. of Central Texas  
 Head Start Program (zero-to-five)  
 Policy and Procedure 2023-2024  
 Education Services

**Policy: Active Supervision - to ensure the safety of children in our care at all times.**

All staff, volunteers, and contractors must directly supervise infants, toddlers, and preschoolers at all times during all daily routines, including sleeping, eating, and diapering or bathroom use. Active supervision requires focused attention and intentional observation of children at all times. The Program will use sight and sound active supervision practices to ensure no child is ever left unattended. Failure to follow the active supervision procedure will result in disciplinary action. All staff, volunteers, and contractors will participate in active supervision professional development during annual training, quarterly, and ongoing as needed. Professional development will be documented in files located in the Sharefile, Child Plus, Center Files, and Personnel files. All Staff are provided Professional Development on the Standard Code of Conduct and Progressive Discipline Procedure at annual training and new hire training. All Staff must sign acknowledging they understand the Code of Conduct and Progressive Discipline Procedure and will adhere to the policies.

Guidance: Head Start Performance Standards [1302.47, 1302.90]

Child Care Licensing Minimum Standards [746.1203; 746.1205; 746.1613; 746.2911]

Caring for Our Children Standards [ 2.2; 2.2.0.1]

Procedure: Active Supervision

Purpose: To provide active and positive supervision to all children in our care to ensure staff, volunteers, and contractors are engaging in meaningful and safe interactions.

1. **Set up the environment:** Staff set up the environment so they have clear sightlines and access to children. The staff must ensure the height and arrangement of furniture and equipment will allow effective monitoring and supervision of children at all times. Staff must ensure lighting is appropriate and allows for adequate visual of all children.
  - Please also see the Classroom Safe Environment – Curriculum and Centers Procedure.
  - Active Supervision posters, English and Spanish, will be posted in every classroom.
2. **Position Staff:** Staff will position themselves so that they can see and hear all of the children in their care to prevent harm to children. Staff will ensure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary. Staff will stay close to children who may need additional support.

New: \_\_\_ Revised: X date: 2/28/2024 PC/Board Approval: 3/12/24



Community Action, Inc. of Central Texas  
 Head Start Program (zero-to-five)  
 Policy and Procedure 2023-2024  
 Education Services

- Zoning organizes staff by assigning specific roles and duties for the day or during a specific time of day. Staff will create a daily schedule that will assign duties and roles as they pertain to but are not limited to zoning. Daily schedules are created before the start of the school year. Instructional Coaches will guide the development of daily schedules and zoning areas.
  - Staff will separate the classroom or playground into zones.
  - During transitions out of the classroom, staff will position themselves one at the front of the line and one at the back of the line. (Transition and Tracking Procedure)
3. **Scan and count:** Staff will verify the number of children in their care by continuously scanning the entire environment so they know where each child is and what they are doing. They count the children at specified times ( 9 am & noon) as well as every transition out of the room and use name-to-face recognition by visually identifying each child. This is especially important during transitions when children are moving from one location to another. Staff will document the name-to-face recognition on the transition and tracking form.
- Staff will use a dry-erase board in the classroom to keep a current number count of the children for that classroom. Staff will update the count as children come and go throughout the day. This can be verified by the sign-in/ sign-out logs in Child Plus.
  - Staff will use the Daily Transition and Tracking form to keep track of children when moving from one place to another. For example playground or restroom. Staff will document the name-to-face recognition on the transition and tracking form. Staff will scan and count at every threshold. (see Classroom Safe Environments – Transition and Tracking of Children procedure) The staff at the front of the line is responsible for the transition and tracking form. The staff at the front will complete name-to-face recognition and mark the transition and tracking form. Once complete the staff in the back of the line will repeat the name-to-face recognition back to the other staff. Transition and tracking forms will be monitored by Site Supervisors daily.
  - When providing coverage, the staff member taking responsibility for the children must ask the following questions before assuming responsibility of the children:
    - The number of children in the class and the youngest and oldest child. Staff will verify the number matches the number on the dry-erase board located in the classroom.
    - Both the replacement staff and remaining staff must conduct a name-to-fac check.
    - Any pertinent information about any children that pertains to child safety.

New: \_\_\_ Revised: X date: 2/28/2024 PC/Board Approval: 3/12/24





Community Action, Inc. of Central Texas  
Head Start Program (zero-to-five)  
Policy and Procedure 2023-2024  
Education Services

4. **Listen:** Staff will listen closely to children to identify signs of potential danger. Specific sounds or the absence of them may signify a reason for concern. They may employ additional strategies to safeguard children. For example, bells added to doors may alert staff when a child leaves or enters the room.
  - All classroom doors will have a child door knob guard or a door alarm or bells installed so that when a door is opened an alarm will alert classroom staff that it was opened. Staff will ensure doors are completely closed at all times.
  - Ensure the volume of music or any other noise does not prevent you from hearing a child who needs support or redirection.
5. **Anticipate children's behavior:** Staff will use information from Home Visits and Student Family reviews to understand each child's development and abilities to anticipate what they will do. Staff who know what to expect are better able to protect children from harm.
6. **Engage and redirect:** Staff provide individualized, responsive caregiving and intervene when children are unable to problem-solve on their own. They may offer different levels of assistance or redirection depending on each child's needs.

**Additional Resources:**

<https://eclkc.ohs.acf.hhs.gov/safety-practices/article/active-supervision>

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/active-supervision-handout.pdf>

<https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/active-supervision-toolkit.pdf>

New: \_\_\_ Revised: X date: 2/28/2024 PC/Board Approval: 3/12/24



Community Action, Inc. of Central Texas  
 Head Start Program (zero-to-five)  
 Policy and Procedure 2023-2024  
 Compliance

**Subject: Compliance Monitoring**

Guidance: Head Start Performance Standards 1302.102 (b)

Child Care Licensing Minimum Standards 746.401, 746.5101, 746.3808, 746.901, 746.603

Caring for Our Children Standards 10.4

**Purpose:** The program will provide ongoing monitoring and continuous improvement for achieving program goals that ensure child safety and the delivery of effective, high-quality program services.

**Time Frame:** The Compliance Director will complete a monitoring site visit to all sites on a monthly basis. Monitoring site visits will consist of observation, reflection of findings, and potential follow-up visits as needed.

**Areas of Compliance to be monitored:**

- Child Care Licensing Required postings
- Fire Safety & Emergency Practices
- Medication & Administration
- Classroom Observations
- Active Supervision
- Outdoor Play
- Documentation Review
- Personnel Records
- Child files
- Nutrition Monitoring -CACFP

**Findings:**

Once the monitoring visit has been completed the Compliance Director will meet with the Site Supervisor to discuss all findings. Site Supervisors must correct any areas of non-compliance within the given time frame. Any compliance or safety concerns will result in a follow-up compliance visit to ensure corrective actions are completed in a timely manner. The Head Start Program Director will be notified of all findings. Recurring compliance & safety concerns can result in further action from the Head Start Program Director and Human Resources.

**Follow-up Compliance Visits:**

A follow-up compliance visit will occur within seven business days from the initial findings. Follow-up compliance visits will only address previous findings. If additional findings are found another follow-up visit will be scheduled. Additional training will be provided when needed.

**Documentation:**

The Compliance Director will submit each Compliance & Inspection report to the Head Start Director by the end of the Month. Data will be used as part of Head Start Management planning meetings and staff professional development.



**Community Action, Inc. of Central Texas  
Head Start Program (zero-to-five)  
Policy and Procedure 2023-2024**

**Education: Intensive Practice-Based Coaching**

**Subject:** Intensive Practice-Based Coaching

**Guidance:** Head Start Performance Standards 1302.92 (c)

**Intensive Practice-Based Coaching Policy:**

The primary purpose of this policy is to establish guidelines for Intensive Practice-Based Coaching. Any staff identified as needing additional support or coaching will receive an intensive coaching action plan. Staff may be identified for Intensive Coaching through the Progressive Discipline Procedure, needs assessment, or observations from Site Supervisors, Instructional Coaches, or members of the Head Start Management team. Intensive coaching will follow the Practice Based Coaching guidelines.

**Intensive Practiced Based Coaching Procedure:**

**Philosophy:**

Head Start Program provides ongoing professional development to support teachers as they implement effective practices that lead to positive outcomes for children. Coaching is one form of professional development that has shown promise for supporting teachers as they implement effective teaching practices<sup>1</sup>. The program will combine expert and peer coaching, using the Practice-based Based Coaching model, to meet the individual needs of the teachers.

Component 1: Shared Goals and Action Planning	Component 2: Focused Observations	Component 3: Reflecting on and Sharing Feedback about Teaching Practices
Assess needs. Set goals for coaching. Create an action plan to guide coaching. Review and update goals and action plan throughout coaching partnership.	Gather information through observation. Record information about the observation. Use support strategies to learn more about the practice or to improve or refine teaching practices (coach models or prompts).	Discuss and reflect on observation and progress. Share and consider feedback. Use support strategies to learn more about the practice or to improve or refine teaching practices (problem-solving conversations, creating materials, etc.).

**Practice-Based Coaching Model Overview:**

Each year, the Head Start Program reviews teacher, child, and classroom level data to determine priorities for the next school year. Below is an overview of the program coaching priorities and the data source for each area. Education staff will analyze the data below to prioritize staff in need of intensive coaching, those eligible for peer coaching, and the remaining staff.

<sup>1</sup> <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/abc-handout.pdf>

## Practice-Based Coaching at a Glance:



### Component 1: Set Priorities, Collect and Review Data, Establish Shared Goals, and Action Plan

Necessary materials: First Cycle: Previous year's teacher-child interaction data, classroom environment data, child outcomes data, and curriculum fidelity data.

Necessary materials All Future Cycles: Current year's teacher-child interaction data, classroom environment data, child outcomes data, and curriculum fidelity data.

Forms Needed: Action Plan/Follow-up template, coaching resources, Child Plus access.

#### Typical Coaching Cycle:

- Needs Assessment: Completed beginning of the year
- Initial Meeting: 60 minutes: Introductions, relationship building, explanation of model, review data, coaching agreement, create 2 shared goals, and complete action plan
- Focused Observation: 2 hours
- Reflection Meeting: 60 minutes: Discuss and reflect on observations, share feedback, consider progress on strategies, discuss to impact on teaching practices, make adjustments as needed
- Coaching tools: Coaches will implement a variety of teaching methods to help better guide the coachees. Available options:
  - Video Taping, either self or observing videos of teachers performing specific skills at the desired level
  - Observe other sites/teachers that may demonstrate a high level in the desired specific skill
  - Refer to ECLKC website to watch specific 15 minute In-Service suites suitable for desired skill
  - Assign literature pertinent to desired skill set
- Other Time Commitments:
  - Prep time: 2-4 hours/week
  - Travel time: 5-60 minutes/week/Teacher
  - Videotaping: 0-3 hours, depending on strategies used with each Teacher
  - Education Team Collaboration: 3 hours/month
  - Stakeholders (families, staff, leadership): 2 hours/month

#### Shared Goals and Action Planning:

Teaching staff that have significant challenges that appear as a result of the data collection and Professional Development Plan process will begin intensive coaching. The coach and the teacher(s) will meet to develop a professional development goal and a second goal that follows the SMART format. Using the data outlined in the previous section, the coach and teacher will review all the information together, celebrate areas of identified

strength, and prioritize areas of growth. The team will utilize the Action Plan form to organize their thoughts on the classroom goals, steps to achieve the goals and the person responsible, resources needed, and the timeline for action to occur. Lastly, the team will review their calendars and select a date and time when the coach will observe the classroom. The observation should be set at a time when the coach can ensure she will be able to observe the teacher practice whatever is the focus of coaching.

Following the meeting, both the coach and the teacher will maintain a copy of the Action Plan form to serve as a roadmap for their next steps.

### **Component 2: Focused Observation**

*Necessary forms: Action Plan/Follow-up template, coaching resources, laptop, and calendar*

Focused Observation allows for the teacher and the coach to bring their action plan to life. The strength of the previous collaborative planning meeting will be demonstrated during the observation, where coaches will have the opportunity to see the plan implemented in the classroom and to observe how the teacher is responding to the changes.

#### Classroom Data Collection and Use:

The coach will conduct their observations, focusing on the goal identified in the Action Plan/Follow-up template. Through the focused observation, carefully recorded information will be collected to assess staff progress toward the set goal. During the observation, the coach may record things the teacher and children say, do, related child actions, classroom environmental changes, or any other observations that contribute to the teacher fulfilling her Action Plan steps, indicating progress toward the goal. The coach will record all observation notes on the Focused Observation Log form in the Child Plus database, which will be prefilled with the observation focus prior to entering the classroom.

### **Component 3: Reflection and Feedback**

Following the focused observation, the coach and teacher will schedule a follow-up meeting to discuss the observation where the coach will share evidence gathered during her observation and both will assess the level at which the goal has been achieved.

If the team collectively agrees that the goal is at least 80% met, then the action planning cycle for the goal will be considered complete and the team will begin action planning for the next goal. If the goal is considered less than 80% met, the coach and the teacher will develop the next steps and adjust the action plan to reflect new strategies and approaches to the goal.

#### Description of Reflection:

Reflection allows for both the coach and the teacher to look back on the plan they created and to determine the next steps. Together the team will reflect on the children's responses to the implemented teaching practices. The teacher will reflect on her instruction and how it relates to her goal. The coach will reflect on the observed staff and child interactions, staff strengths and perspective, instruction and activities, and children's response to the environment. In total, this exercise allows coaches and teachers to gain insight and discuss the effectiveness of the practices implemented to develop plans for the continuing coaching partnership.

After reflecting on the observation conducted, both by the coach and teacher, they will provide feedback about their reflections and the resulting discussion will determine the outcome of the coaching cycle. When providing feedback, the coach will strategically ask clarifying and probing open-ended questions to push the teacher's prior reflections, mindset, and perspective.

	Task	Person(s) Responsible	Timeline
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1	<b>Collect Beginning of Year (BOY) and On-Going Data:</b> <u>Early Head Start:</u> CIRCLE Classroom Environmental Checklist; Infant/Toddler CLASS; Child assessments; and curriculum fidelity checklists <u>Head Start:</u> CIRCLE Classroom Environment Checklist; Preschool CLASS; Child assessments; and curriculum fidelity checklist	Education Team	First 45 days
2	<b>Analyze data.</b> Collected data will be used to identify teacher goals, determine teachers who need intensive coaching, and drive individual improvement plans.	Coaches	September 2023, January, 2024, March, 2024, May 2024
3	<b>Select teachers based in need of coaching.</b> Decide type of coaching needed (Intensive, TSR, etc..)	Coaches	October, 2023, January, 2024, March, 2024, May 2024
4	<b>Meet with the teacher, to establish relationships and partnership, and clearly define roles.</b> •Present and review data, review self-assessment •Contract, coaching forms •Discuss strengths and goal •Set goal; discuss next steps; set appointment for first observation	Coach and Teacher	1 <sup>st</sup> visit (each cycle)
5	<b>Conduct focused observations:</b> •Watch and listen •Record information about the observation •Use coaching strategies	Coach	2 <sup>nd</sup> visit and weekly as needed
6	<b>Give resources/strategies</b>	Coach	As needed
7	<b>Debrief/ discuss observations, progress with goal:</b> •Reflect on observation and progress •Give and receive feedback •Problem-solve •Use coaching strategies	Coach and Teacher	Each visit
8	<b>Debrief/discuss observations and progress with goal, in person, on phone call, or via e-mail</b>	Coach	Each visit
9	<b>Child Plus documentation of collaboration reflection, and progress with goal</b>	Coach and Teacher	Each visit
10	<b>Collect Data from coaching cycle:</b> <u>Early Head Start:</u> CIRCLE Classroom Environment Checklist; Infant/Toddler CLASS; and teacher identified goals <u>Head Start:</u> CIRCLE Classroom Environment Checklist; CLASS; CIRCLE Progress Monitoring; and teacher identified goals <b>Collect On-going Data:</b> Education and Site Supervisor Monitoring and Anecdotal notes. Collected data will be used to identify teachers in need of one-on-one, peer, or self-coaching.	Coach and School Readiness and Staff Development Coordinator	At next scheduled data collection
11	<b>Evaluate coaching cycle</b>	Education Services Coordinator	After each coaching cycle
12	<b>Share data with Education Team, Policy Council, and Board</b>	Coach	Ongoing, EOY

### Practice-Based Coaching Evaluation:

The Practice-Based Coaching model will be evaluated by each individual who is coached. The evaluation will take place at the end of each coaching cycle and will ask staff to reflect on the coaching process and to evaluate the changes made in their teaching practices as a result of the work with the coach.

<b>Head Start Content Director</b>		
<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>Pay rate – Bi-weekly</b>
<i>Required Bachelors Degree &amp; 5 Yrs experience</i>	Minimum	\$ 2,274.77 → 2424.90
	Medium	\$ 2,365.76 → 2,531.85
	Maximum	\$ 2,456.75 → 2,638.80
<i>Preferred Master's &amp; 5 Years Experience</i>	Minimum	\$ 2,456.77 → 2,638.80
	Medium	\$ 2,547.77 → 2,739.40
	Maximum	\$ 2,638.80 → 2,839.99
<i>Minimum = experience listed on job description</i>		
<i>Medium = experience listed on job description plus 5 years</i>		
<i>Maximum = experience listed on job description plus 10 years</i>		

Salary Range

\$63,047.40 to \$73,839.74



March 15, 2024

# Quality Improvement Plan (QIP)

Community Action Inc. of Central Texas

- Grant No. 06CH012370

Name of the Board Chair: Diane Insley /Policy Council Chair: Ashley Salazar

Date Board Approved \_\_\_\_\_ Date PC Approved \_\_\_\_\_

## **Quality Improvement Plan**

### 1302.90(c)(1)(v)

1302.90 Personnel Policies (c) Standard of Conduct (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

### Grant No. 06CH012370 Community Action Inc. of Central Texas

This Quality Improvement Plan intends to strengthen our program in areas of Active Supervision, Safety Procedures, Staff Wellness, and addressing Challenging Behaviors. Steps we are taking to strengthen the program consist of reviewing and revising policies and procedures pertaining to active supervision and safety to ensure staff are knowledgeable of and consistently and correctly implementing procedures. The program has revised Ongoing Monitoring tools to ensure oversight of all Active Supervision procedures. The Child Development Coordinator/ Coach implemented intensive coaching for staff involved in the incident. Professional development was planned and implemented based on an emphasis on Active Supervision and Challenging Behaviors. A Staff Wellness Plan is in place to ensure all staff are receiving support in areas of need.

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
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Quality Improvement Plan	<b>3</b>
#1. Citation - §1302.90 Personnel policies.	
<b>Appendix</b> (This would have a hyperlink to each document in the appendix for ease of location)	
1. Revised Policies & Procedures	
1a. Revised Policies and Procedures Transition & Tracking of Children Procedure  Active Supervision Procedure Child Supervision – Teacher-to-Child Ratio Procedure Compliance Monitoring Procedure Intensive Practice-Based Coaching Procedure Code of Conduct Guidance & Discipline Policy Progressive Discipline Procedure 1b. Updated Family Service MOU (Mental Health Consultant) 1c. Updated Job descriptions Site Supervisor job description Child Development Coordinator / Instructional Coach Head Start Teacher One Job description Head Start Teaching Assistant Job description	

<p>1d. Board/PC Approvals</p> <p>Agenda for Approvals</p> <p>PC/ Board minutes with communication on QIP/CAP</p>	
<p>2. Revised Ongoing Monitoring tool</p> <p>2a. Child Plus Module Screenshot</p> <p>2b. EXAMPLES</p> <p>2c. Site Supervisor Meeting Agenda – Training for SS</p>	
<p>3. Professional Development</p> <p>3a. Policy &amp; Procedure Review – 10-27-23 Training agenda &amp; sign in sheets</p> <p>3b. Updated Policy &amp; Procedure Review – 3-8-24 Training Agenda &amp; sign in sheets</p>	
<p>4. Professional development</p> <p>4a. Challenging Behaviors – 11-20-23 Training Agenda &amp; sign in sheets</p> <p>4b. Behavior Management 1-3-24 Training Agenda &amp; sign in sheets</p>	
<p>5. Professional Development –</p> <p>5a. Behavior Management, Active Supervision, Identifying &amp; disconnecting Stress – 3-11-24 Agenda &amp; sign in sheets contract</p>	
<p>6. Staff Wellness Plans</p> <p>6a. Staff Wellness Plan for Head Start</p> <p>6b. Office Hours Calendar for Mental Health Consultant</p> <p>6C. Example of a Cozy Corner</p>	

## **Community Action Inc. of Central Texas Quality Improvement Plan**

**Goal: The intent of this Quality Improvement Plan is to ensure no child is left alone or unsupervised in accordance with the Head Start Performance Standard 1302.90. Our goal is to strengthen our program in areas of Active Supervision, Safety Procedures, Staff Wellness, and addressing Challenging Behaviors by providing additional training, staff wellness opportunities, and updated procedures.**

**OBJECTIVE: To develop a Quality Improvement Plan (QIP) to correct identified non-compliances in the designated timeframe as identified on the OHS report.**  
Due Date: (March 15, 2024)

Deficiency to be Corrected	Specific Action Steps	Responsible Party	Time Frame	Documentation of Correction
<p><b>#1. 06CH012370</b>, 1302.90 Personnel Policies (c) Standard of Conduct (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program’s standards of conduct that: (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.</p> <p><i>The grant recipient did not ensure no child was left alone or unsupervised while under the care of its staff: therefore it was not in compliance with the regulation.</i></p>	<p>1. <i>Develop/Review, revise, amend, and obtain PC/Board approval of the agency’s official documents:</i></p> <p>a. <i>Policies/Procedures:</i></p> <ul style="list-style-type: none"> <li>● <i>Transition and Tracking</i></li> <li>● <i>Active Supervision</i></li> <li>● <i>Child Ratio</i></li> <li>● <i>Compliance Monitoring</i></li> <li>● <i>Intensive Practice-Based Coaching</i></li> <li>● <i>Code of Conduct</i></li> <li>● <i>Guidance &amp; Discipline policy</i></li> <li>● <i>Progressive Discipline Procedure</i></li> </ul> <p>b. <i>Other documents:</i></p> <ul style="list-style-type: none"> <li>● <i>Family Service-Contracts (Mental Health LCSW Consultant)</i></li> </ul> <p>c. <i>Updated Job Descriptions</i></p>	<p><i>Region VI TTA</i></p> <p><i>Program Director</i> <i>Instructional Coach</i> <i>Family Service Director</i> <i>Compliance Director</i> <i>Human Resource Director</i> <i>Instructional Coach</i></p> <p><i>Program Director &amp; Family Service Staff</i></p>	<p><i>03-14-24</i></p>	<p><i>Head Start Program Policy and Procedure</i></p> <p><i>Updated procedures with PC/Board approvals</i></p> <p><i>Updated MOA</i></p>

	<ul style="list-style-type: none"> <li>• Site Supervisor</li> <li>• Child Development Coordinator/Instructional Coach</li> <li>• Head Start Teacher One</li> <li>• Head Start Assistant Teacher</li> </ul>	<p>Head Start Program Director Child Development Coordinator/ Instructional Coach</p>		
	<p>2. Review &amp; Revise Ongoing Classroom Monitoring Tool in Child Plus</p>	<p>Head Start Management Team</p>	<p>12-14-24</p>	<p>Updated Child Plus Module Meeting Agenda for Site Supervisors</p>
	<p>3. Professional Development Policy and Procedure Review – Program-wide</p> <ul style="list-style-type: none"> <li>• Current procedures</li> <li>• Updated procedures</li> <li>• Transition &amp; Tracking of Children</li> </ul>	<p>Head Start Management Team &amp; Contractual Trainers - First Day Learning, Star Autism, &amp; Care Options for Kids Child Development Coordinator/ Instructional Coach Mental Health &amp; Disability Coordinator</p>	<p>10-27-24 3-8-24 11-20-23</p>	<p>Training Agenda &amp; Sign in sheets Transition &amp; Tracking Presentation</p>
	<p>4. Professional development</p> <ul style="list-style-type: none"> <li>• Behavior Management</li> <li>• Active Supervision</li> </ul>		<p>11-20-23 1-3-24</p>	<p>Training Agenda &amp; Sign-in Sheets Training Agenda &amp; Sign-in Sheets</p>
	<p>5. Professional Development</p> <ul style="list-style-type: none"> <li>• Active Supervision</li> <li>• Behavior Management</li> <li>• Trauma-informed Care – work stress</li> </ul>	<p>Head Start Program Director Management Team Contractual Trainers- Role Model Professionals – Shawn Brown</p>	<p>3-11-24</p>	<p>Training agenda &amp; Sign in Sheets Contract with Trainers</p>
	<p>6. Staff Wellness</p> <ul style="list-style-type: none"> <li>• Staff Cozy Corners</li> <li>• Staff Wellness plans</li> <li>• Mental Health Consultant Support Office Hours</li> </ul>	<p>Head Start Management Team &amp; Site Supervisors Mental Health Consultant &amp; Mental Health &amp; Disabilities Coordinator</p>	<p>Jan 2024 3-14-24</p>	<p>Materials delivered to sites &amp; set up in December Updated Wellness plans Updated MOA</p>

# APPENDIX

*You will have multiple pages here as you add the documents. The important thing is to remember to hyperlink them and/or number them to make them easy to find for the reviewers. Suggestion: you may want to list each document that will follow the action step. For example Action step 1A documents: Agenda, sign-in sheet, etc.*

*You may also want to add photographs if that is part of your documentation of your corrective action.*



# Home Visiting Board Report

1/2024- 2/2024



Prepared & presented by:  
Megan Campbell



# Program Events & Updates

## JANUARY

**PAT Coordinators & Early Childhood Coalition Coordinator** attended National Home Visiting Summit in Washington, D.C.

**Start Smart Hays & Caldwell (SSHC)** hosted January meeting focusing on 2024 coalition plans and strategic planning. Additionally, launched free monthly early childhood professional development series.

**Hays Co Team** hosted January Group Connection play date at San Marcos Public Library Library.



## FEBRUARY

**Start Smart Hays & Caldwell (SSHC)** hosted free monthly early childhood professional development series. **All Parents as Teachers staff** participated in Texas PAT Regional Training focusing on the power of connection. **Hays Co Team** hosted February Group Connection play date at Kyle Public Library. **Caldwell Co Team** hosted February Group Connection play date at Lockhart home visiting office.

# Home Visiting Data

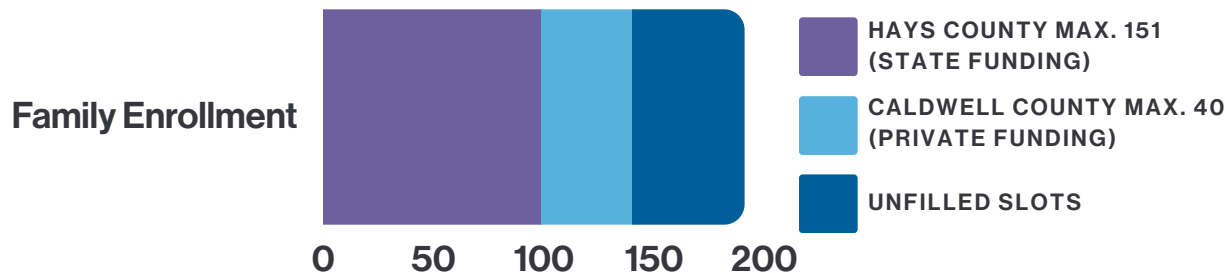
As of 3/1/24



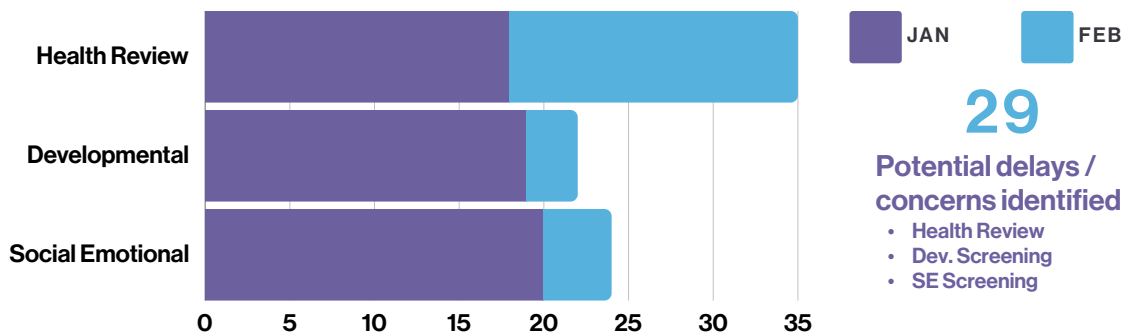
## Personal Visits

JANUARY 155

FEBRUARY 155

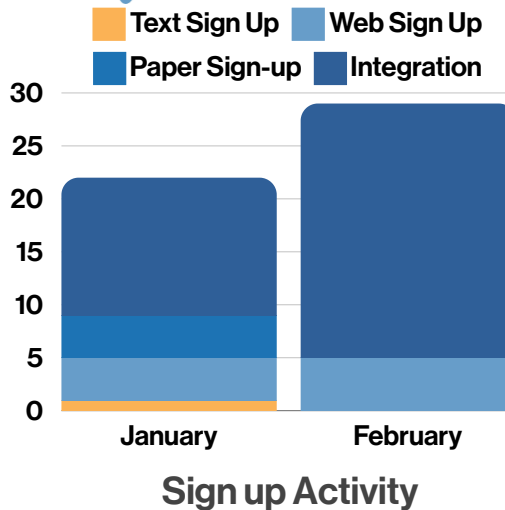


## Screenings



## Hays & Caldwell Co Subscribers

 **476** ACTIVE ACCOUNTS  
**604** CHILDREN





## Youth Services Highlights

1. YTF held a Valentine's Day Loteria at Stone Brook Assisted Living Center. Participated in the Spring River Clean Up.
2. YTF attended the YAC Summit in Lewisville, TX. They are also preparing for their annual conference on June 9.
3. SMTX Mental Health Coalition will be hosting additional MHFA trainings virtually and in-person. They will also offer ASIST Training.
4. Youth Coalition held Youth Fest on March 7 for high school students. They will host Youth Fest for Young Adults on April 26. Youth Fest for middle school students will be held in April/May.
5. SMTX Mental Health Coalition is planning their mental health community event for May 9.
6. YSD provided a workshop for Texas Youth Action Network.



Scan QR code or use link.



<https://linktr.ee/corefourpartnership>



# Youth Services Outcomes

6.9

## Outcome

## Measure

## Update

Community partners will work together to increase awareness of youth mental health issues and provide mental health prevention measures to improve overall mental wellness in our service area.

Provide mental health training to first responders, human services employees, teachers, and other public-facing workers that includes learning communication techniques, mentorship training, mental-health awareness strategies, etc.

ASIST Training offered to mental health coalition partners, MHFA is offered to community members. Currently trained 279 in MHFA and 47 in ASIST for Year 1.

Youth Services program will increase youth diversity and inclusivity in the Youth Taskforce membership.

Provide recruitment and outreach to homeless/foster/at-risk youth to be included in the membership of the current Youth Taskforce

Increased the participation of home schooled youth in YTF. Looking for partnership opportunities to specifically target this group.

Youth Services Program will strengthen Youth Taskforce pipeline by increasing participation from 8th graders.

Program will outreach to local school district or other agencies that work with youth to find 8th graders interested in joining the Youth Taskforce

8th grade students were included in recruitment for Fall 2023. Have 2 founding members for YTF middle school and homeschooled youth.

Youth Services program will create a steering committee for SMTX Mental Health Coalition to assist in setting the goals and developing the strategies of the coalition based upon the latest mental health assessment.

Youth Services program will outreach to local stakeholders and community partners who have vested interest in mental health and well-being to find appropriate steering committee members for the Mental Health Coalition.

Cenikor-Project AIM & Project AWARE are the primary steering committee members. Collectively we work on coalition activities.

Youth Services program will increase the number of at-risk & non-at-risk youth served by Big Brothers, Big Sisters mentorship program.

Youth Services program will outreach to local stakeholders and community partners to find at-risk youth to participate in BBBS.

Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership.

There will be an increased number of BBBS volunteers to help mentor youth.

Youth Services will increase volunteer pool in the service area by initiating a community-wide volunteer recruitment campaign by attending and hosting volunteer fairs and other similar events.

Currently at a stand-still with BBBS. Will revisit this Goal with Core Four Partnership.

Youth Services program will work with community partners to establish a Hays County Youth Coalition that will provide youth resources and support including a community youth development training.

Community partners who participate in the coalition will set goals that impact youth needs.

Through TYAN funding we have established working-group that will transition to a steering committee for the Youth Coalition. It currently includes SOAR Program, SSS Association, GSMYC, SMHA, & Teen Stars.

The established Hays County Youth Coalition will create and evaluate youth community needs assessment and provide programming to address youth needs.

Youth services program will work with Coalition in training them in creating needs assessment and assisting them in developing programs to address youth needs.

The Youth Coalition developed a CNA which includes a Youth Survey & Parent/Key Stakeholder survey. Received 1,000 responses to the survey. Coalition group will be hosting at minimum 3 community meetings hosted by the coalition.

PROGRAM BUDGET JUSTIFICATION					
REQUEST BY FUNDING STREAM AND SERVICE CATEGORY					
Agency Name:		COMMUNITY ACTION INC.			
Funding Stream:		RYAN WHITE PART A		03/01/2024-02/28/2025	
Service Category:		Non-Medical Case Management			
		Direct Services Costs	Administrative Costs	Total Costs	Job Duties
<b>A. PERSONNEL: List staff titles</b>		\$ 11,605.00	\$ -	\$ 11,605.00	
Case Manager		\$ 11,605.00	\$ -	\$ 11,605.00	Provides Case Management, client coordination of services including linkage to medical providers, transportation to medical visits, referrals to other services and assistance with applying for benefits
		\$ -	\$ -	\$ -	
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		\$ -	\$ -	\$ -	
<b>B. FRINGE BENEFITS: List fringe benefits and</b>		\$ 3,870.00	\$ -	\$ 3,870.00	
FICA	7.65%	\$ 888.00		\$ 888.00	
Unemployment	1.70%	\$ 197.00		\$ 197.00	
Retirement	3.00%	\$ 348.00		\$ 348.00	
Health and Life	20.00%	\$ 2,321.00		\$ 2,321.00	
Workers Comp	1.00%	\$ 116.00		\$ 116.00	15
	%	\$ -	\$ -	\$ -	
<b>C. STAFF TRAVEL:</b>		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
<b>D. EQUIPMENT</b>		\$ -	\$ -	\$ -	
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		\$ -	\$ -	\$ -	
<b>E. SUPPLIES</b>		\$ -	\$ -	\$ -	
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		\$ -	\$ -	\$ -	
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<b>F. CONTRACTUAL</b>		\$ -	\$ -	\$ -	
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		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
<b>G. OTHER</b>		\$ -	\$ 1,548.00	\$ 1,548.00	Description
Occupancy Cost		\$ -		\$ -	
		\$ -		\$ -	
		\$ -		\$ -	
DeMinimus Indirect Cost Rate		\$ -	\$ 1,548.00	\$ 1,548.00	
		\$ -		\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
<b>H. TOTAL BUDGET</b>		\$ 15,475.00	\$ 1,548.00	\$ 17,023.00	

\*\*Applicant is responsible for checking any formulas used and ensuring that the numbers in the budget forms are accurate, match the dollar amounts in other budget forms, as applicable, and add up correctly.