



**Head Start Program  
Policy Council Meeting Agenda  
November 18, 2010**

**1. Call Meeting to Order**

- a. Introductions / Welcome  
*The meeting was called to order at 7:03 p.m. by Daphne Boubel.*
- b. Membership Roll Call  
*Roll call was made and 10 of 17 elected members were present.*
- c. Indicate a Presence of Quorum/Membership Attendance Acknowledgement  
*This count did not meet quorum so any items for approval will be discussed then tabled until the December meeting.*

**2. Reading / Approval of Meeting Minutes from October 21 , 2010** (attachment 1)  
*Minutes were reviewed and approval was tabled for the next meeting.*

**3. District Site Reports**

*District site reports were read by Gina Davis, Medina Valley; Christina Gallegos, Natalia; Maria Pena, Devine; Julie Hernandez, Hondo; Daphne Boubel, Bandera Hill Country; and Anita Saucedo, Lytle.*

**4. Announcements / Report**

- a. Financial Reports (budget balances & credit card expenditures) – Input / Approval (attachment 6)  
*The finance committee met prior to the Policy Council meeting and the reports were shared by Christina Gallegos. Approval will be motioned at next meeting.*
- b. Enrollment Report – (attachment 2)  
*Daphne Boubel reviewed the enrollment report.*
- c. Child Meals & Snacks – Menus are sent home monthly
- d. Administration for Children & Families (ACF) Communications

**Requires PC approval**

*Four memorandums were shared by Patty Alejandro pertaining to monitoring, helping victims of domestic violence, qualification of staff, and application procedures.*

- e. ESC-20 Board Report (October 27, 2010)
- f. New Staff Hired / Staff Resignation (none at this time)
- g. Program Information Reports
  - Program Information Report Up-date (PIR) – September Report
  - Community Assessment report – January Report
  - Annual Financial Audit results – January Report – ESC-20 Board Meeting notes from December
  - Annual Self-Assessment – March Report
  - PC Member Photos and Profiles  
*Photos and information were taken by Patty Alejandro and Julie Segura Cordova. This will be shared with the ESC-20 board members.*
  - Creative Curriculum Report Summary 2009-10 (attachment 3)
  - Monthly Reports
    - Head Start News (attachment 4)

**5. Old Business**

**6. New Business**

- a. Health Advisory meeting November 11, 2010 (attachment 5)  
*An overview of the November meeting was provided by Julie Segura Cordova.*

**7. Date & Location of next meeting December 16, 2010 Meyer Elementary School, Hondo ISD at 6:30 p.m.**

**8. Door Prizes / Adjournment**

*Door prizes were won by Christa Pierce, Maria Pena; and Gloria Moreno. Meeting was adjourned at 7:54 p.m.*

*\*For further discussion of additional agenda items please contact Julie Segura Cordova, at (210) 370-5438 or by e-mail at [juliana.cordova@esc20.net](mailto:juliana.cordova@esc20.net).*

**Requires PC approval**

*\*For more program information and resources go to:*

*www.esc20.net and search under A-Z Index for Head Start.*

*<http://eclkc.ohs.acf.hhs.gov/hslc> for the Early Childhood Learning & Knowledge Center*

*Education Service Center, Region 20, Head Start Program does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, or program.  
Information from the*

*ESC-20 October meeting was shared.*

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**DRAFT**  
**Requires PC approval**

**Head Start Program**  
**Policy Council Meeting Agenda**  
**\*\*Minutes\*\***  
**October 21, 2010**

**1. Call Meeting to Order**

a. **Introductions / Welcome**

*Carol Morgan was introduced at 7:00 and proceeded with training on Policy Council roles and responsibilities. Following the training she provided a slide introduction of the ESC-20 Board of Directors.*

b. **Membership Roll Call**

*The meeting was called to order at 7:33 p.m. and membership role was done by secretary, Gloria Moreno.*

c. **Indicate a Presence of Quorum/Membership Attendance Acknowledgement**

*A quorum was met with a presence of 12 of 16 elected members present.*

**2. Reading / Approval of Meeting Minutes from September 16, 2010**

*Minutes from the September meeting were reviewed and approved as read with no objections.*

**3. District Site Reports**

*Site representatives shared happenings and activities for their respective sites. Participating were:*

*Julie Delucia, Medina Valley ISD; Daria Williams, Alkek El; Kathryn Mendez, Hill Country Elementary; Mindy Patterson, Natalia ISD; Gloria Moreno, Devine ISD; and Claudia Dominguez, Hondo ISD.*

**4. Announcements / Report**

a. **Financial Reports (budget balances & credit card expenditures) – Input / Approval**

*Patty Alejandro reviewed the financial reports including budget balances and credit card expenditures. A motion to approve was made by Kathryn Mendez, and second from Julie Delucia and the report was approved as read.*

- b. Enrollment Report – attached  
*Daphne Boubel shared the enrollment report and counts from each site.*
- c. Child Meals & Snacks – Menus are sent home monthly  
*Daphne Boubel reminded the group that menus are sent monthly to the families.*
- d. Administration for Children & Families (ACF) Communications
- Program Instructions or Information Memorandums
  - Announcement of State Training and Technical Assistance Centers Contract
- Patty Alejandro shared information and communications as stated and referred to attachment of the Technical Assistance Contract announcement. There were no new communications.*
- e. ESC-20 Board Report  
*No ESC-20 board report will be available until after the October 27 board meeting. Kathryn Mendez will represent the Policy Council at the meeting.*
- f. New Staff Hired / Staff Resignation  
*Patty Alejandro reviewed the staffing attachments and shared information on all new hires for the school year. A motion to accept was made by Maria Pena with a second from Gina Davis. Motion accepted.*
- g. Program Information Reports
- Program Information Report Up-date (PIR) – September Report
  - Community Assessment report – January Report
  - Annual Financial Audit results – January Report – ESC-20 Board Meeting notes from December
  - Annual Self-Assessment – March Report
  - Monthly Reports
    - Head Start News
    - Program Organization Chart
    - Policy Council Schedule
- Patty Alejandro directed the group to the Head Start News handout. She stressed the note that this year the Program will have a Federal review. Parents and Policy Council members*

*will be provided more information soon. They will come any time after Monday, November 5.*

*She referred to the organization chart that was provided at the last meeting as well as the calendar of the Policy Council meetings. Next meeting November 18 at 6:15 p.m..*

**5. Old Business**

*No old business was discussed.*

**6. New Business**

a. Finance Committee Sign-up

*Julie Segura Cordova gave a brief description of the Finance Committee and requested for interested members to sign-up as a part of this committee. A sign-up list was collected.*

b. Dispute Resolution Mediation Process Plan

*Patty Alejandro discussed the Head Start Program's Dispute Resolution Mediation Process Plan.*

c. Annual Public Report 2009-10

*Patty Alejandro directed the group to the Annual Public Report for 2009-10.*

d. Program Governance Training, Carol Morgan

*Program Governance Training was done prior to the meeting starting.*

**7. Date & Location of next meeting November 18, 2010 Meyer Elementary School, Hondo ISD at 6:15 p.m.**

**8. Door Prizes / Adjournment**

*Door prizes were distributed. Winners: Crista, Amanda, Gina, April, and Gloria. A motion to adjourn the meeting was made by Crysta Pierce at 8:10 p.m. with a second from Kathryn Mendez. Motion was accepted and meeting adjourned.*

*\*For further discussion of additional agenda items please contact Julie Segura Cordova, at (210) 370-5438 or by e-mail at [juliana.cordova@esc20.net](mailto:juliana.cordova@esc20.net).*

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[www.esc20.net](http://www.esc20.net) and search under A-Z Index for Head Start.  
<http://eclkc.ohs.acf.hhs.gov/hslc> for the Early Childhood Learning & Knowledge Center*

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Education Service Center-Region 20  
 Head Start Program  
 October 29 , 2010 Enrollment Totals

| Site                            | 10-11 Funded For | 100% Poverty Head Start Eligible 213 | 130% Poverty Head Start Eligible 135 | 10% Over Income Eligible 39 | Monthly Withdrawals | PIR Reporting Totals |
|---------------------------------|------------------|--------------------------------------|--------------------------------------|-----------------------------|---------------------|----------------------|
| Bandera                         | 40               | 34                                   | 4                                    | 2                           | 0                   | 40                   |
| Devine                          | 94               | 76                                   | 15                                   | 3                           | 0                   | 94                   |
| Hondo                           | 65               | 54                                   | 15                                   | 2                           | 0                   | 71                   |
| Lytle                           | 75               | 64                                   | 13                                   | 0                           | 1                   | 78                   |
| Medina Valley                   | 56               | 46                                   | 16                                   | 4                           | 0                   | 66                   |
| Natalia                         | 57               | 44                                   | 15                                   | 1                           | 4                   | 64                   |
| Total                           | 387              |                                      |                                      |                             |                     |                      |
| <b>Monthly Totals</b>           |                  | <b>318</b>                           | <b>78</b>                            | <b>12</b>                   | <b>5</b>            | <b>413</b>           |
| <b>Year-to-date Withdrawals</b> |                  |                                      |                                      |                             |                     | <b>10</b>            |



**Education Service Center, Region 20 Head Start Program  
Creativecurriculum.net Child Outcomes Summary  
2009-2010 Results**

Prepared by: Kimiko Washburn  
Child Development Specialist/Supervisor, Head Start  
Created August 1, 2010

Reviewed by: Patricia Alejandro  
Coordinator III, Head Start Program

The Creativecurriculum.net Child Outcomes indicates how students in the ESC-20 Head Start Program have progressed over the 2009 – 2010 school year. Information garnered from this report assists all staff members with planning activities to meet students' needs as well as determining areas for professional growth development training opportunities.

The Creativecurriculum.net observational assessment involves teachers conducting ongoing monitoring and observing and documenting measured growth of children throughout the school year. All observations are compiled and input by teachers on the Creativecurriculum.net website. Observations assist teachers with determining the appropriate stage children are performing at throughout the school year. Areas include and are not limited to, language development, math and numeracy, science, fine arts, social studies/social-emotional growth and motor skills. Individual child progress reports are shared with parents every twelve weeks or three times per year.

The assessment involves using a scale of Stages I, II and III indicating typical behaviors for children ages 3 to 5 years of age. Stage 1 indicates behaviors typical of 3 year olds, Stage II are typical for 4 year olds and Stage III indicates typical behaviors of 5 year olds. It is critical to note the stages represent ranges. As is known, children develop at varying rates. If children are not developing at typical stages for three to five year olds, they fall into forerunner categories. Forerunner levels indicate a child is demonstrating behaviors below the three year old developmental age. These forerunner stages are listed as F1, F2 and F3. Some reasons for forerunner behaviors include lack of experience and exposure to language and events and/or children with special learning needs.

This report identifies the number of stages students progressed from the Fall of 2009 to Spring 2010. Categories include, progressed two or more stages, progressed one stage, did not progress or regress and regressed. Student who maxed out at Stage III (typical 5 year olds) during the initial fall staging are grouped with "the did not progress or regress" category.

The following report categorizes children's developmental growth for their respective age levels. Creativecurriculum.net assessment provides teachers with fifty objectives to observe when documenting progress. These fifty objectives have been combined into twenty-two goals for this report. Information contained in this report meets the State of Texas Pre-K Guidelines and Head Start Performance Standards for learning domains and criteria.

Total number of children assessed in the 2009-2010 school year: 463

Total number of three year olds assessed: 92

Total number of four year olds assessed: 371

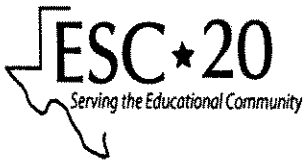
**Creativecurriculum.net Child Outcomes Summary Results for 2009-2010**  
**Education Service Center, Region 20 Head Start Program**  
**(Stage Growth from Fall 2009 to Spring 2010 – Three And Four Year Olds)**

| Skills                            | Progressed Two or More Stages | %   | Progressed One Stage | %   | Did Not Progress or Regress | %   | Regressed | %  |
|-----------------------------------|-------------------------------|-----|----------------------|-----|-----------------------------|-----|-----------|----|
| Language Development (All skills) | 212                           | 46% | 177                  | 38% | 74                          | 16% | 0         | 0% |
| Listening and Understanding       | 207                           | 45% | 185                  | 40% | 71                          | 15% | 0         | 0% |
| Speaking and Communicating        | 218                           | 47% | 190                  | 41% | 55                          | 12% | 0         | 0% |
| Literacy                          | 208                           | 47% | 207                  | 45% | 48                          | 10% | 0         | 0% |
| Phonological Awareness            | 228                           | 50% | 168                  | 37% | 64                          | 14% | 0         | 0% |
| Book Knowledge and Appreciation   | 211                           | 45% | 172                  | 37% | 80                          | 17% | 0         | 0% |
| Print Awareness and Concepts      | 224                           | 49% | 188                  | 41% | 51                          | 11% | 0         | 0% |
| Early Writing                     | 195                           | 42% | 222                  | 48% | 46                          | 10% | 0         | 0% |
| Alphabet Knowledge                | 205                           | 44% | 210                  | 45% | 48                          | 10% | 0         | 0% |

**Creativecurriculum.net Child Outcomes Summary Results for 2009-2010**  
**Education Service Center, Region 20 Head Start Program**  
**(Stage Growth from Fall 2009 to Spring 2010 – Three and Four Year Olds)**

| <b>Skills</b>  | <b>Progressed Two or More Stages</b> | <b>%</b> | <b>Progressed One Stage</b> | <b>%</b> | <b>Did Not Progress or Regress</b> | <b>%</b> | <b>Regressed</b> | <b>%</b> |
|--|--------------------------------------|----------|-----------------------------|----------|------------------------------------|----------|------------------|----------|
| Identifies 10 Letters of the Alphabet<br>(Emphasis on letters in own name) | 200                                  | 44%      | 208                         | 45%      | 53                                 | 11%      | 0                | 0%       |
| Mathematics (All skills)   | 199                                  | 43%      | 212                         | 46%      | 51                                 | 11%      | 1                | 0%       |
| Numbers and Operations   | 198                                  | 43%      | 208                         | 45%      | 55                                 | 12%      | 2                | 0%       |
| Geometry and Spatial Sense   | 197                                  | 43%      | 199                         | 43%      | 62                                 | 13%      | 2                | 0%       |
| Patterns and Measurement   | 208                                  | 46%      | 195                         | 43%      | 54                                 | 12%      | 1                | 0%       |
| Science (All skills)   | 192                                  | 41%      | 222                         | 48%      | 49                                 | 11%      | 0                | 0%       |
| Scientific Skills / Methods  | 199                                  | 43%      | 215                         | 46%      | 49                                 | 11%      | 0                | 0%       |
| Scientific Knowledge   | 198                                  | 42%      | 202                         | 44%      | 63                                 | 14%      | 0                | 0%       |





## Head Start News

November & December  
2010



1. The **Parent Committee Meeting / Parent Learning Network Dates** for this month are as follows: **November 2, 2010 Castroville Only**  
**November 9, 2010 all meetings begin at 6:30 p.m.**
2. The fall **Health Advisory Committee** meeting is scheduled for **November 11, 2010, 12:00 – 1:30 p.m.** If you are interested in attending this meeting, please contact your Family Services Associate.
3. Parent Teacher Conferences should be completed by **November 13, 2010**
4. Classes still remaining in the **Parent Training series** offered during the school day in Natalia:
  - ❖ **November 17, 2010 – 9:00 a.m. – 1:30 p.m.**  
**Nutrition Budgeting and Snacks / Financial Money Management Skills**
5. **Policy Council** will meet on **November 18<sup>th</sup> at 6:45 p.m.** The **Finance Committee** will meet at **6:15 p.m.** prior to the meeting on November 18<sup>th</sup> to review budget items.
6. **Education Service Center, Region 20** will be closed **November 24-26<sup>th</sup>** for the **Thanksgiving holiday.** We wish everyone a safe and happy holiday!
7. The **Reading with Dad** program will begin in **December.** This program encourages male role models to read to their child every week. Last year over 230 fathers and significant male role models participated!!!! We are looking forward to another great year of participation!
8. Families have been invited to participate in **Nutrition Counseling.** This service allows parents to learn about nutritional eating habits and discuss health issues that are connected to eating habits.
9. **Policy Council in December** will be held on **Thursday, December 16, 2010** at Meyer Elementary in Hondo, beginning at **7:00 p.m.** The purpose for this meeting is to prepare for the **Federal Review,** please be sure to attend as we will provide door prizes and special refreshments, as we prepare for winter break.
10. **Education Service Center, Region 20** will be closed **December 20 – January 2, 2010** for Winter Break. We wish everyone a joyous season!

For more program information go to:  
[www.esc20.net](http://www.esc20.net)

[http://eclkc.ohs.acf.hhs.gov/hslc/for the Early Childhood Learning & Knowledge Center](http://eclkc.ohs.acf.hhs.gov/hslc/for%20the%20Early%20Childhood%20Learning%20&%20Knowledge%20Center)

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Child Health Service Advisory Committee Meeting

November 11, 2010

Working Lunch Meeting: 12:00 p.m. – 1:30 p.m.

Committee members present: Patricia Alejandro, Yolanda Bonugli, Berta Salinas, Cassandra Graham Morrison, Melissa Brown, Mandy Tyler, Gretchen Elkins, Diana Medina, Cindy Coronado, Melissa Guerra, Hortencia Fielden, L. Nolan, Linda Dossey, Laurie Felan, Lorrie Benavides, Lisa Santos, Emily DeLeon, Beverly Killing, Andrea Bohmfalk, Theresa Rivera, Dr. Clyde Yost.

The meeting was called to order at 12:03 p.m. by Berta Salinas. Members were guided to serve lunch before the agenda was begun.

Yolanda Bonugli introduced herself as the person to support Health in the program this year. She thanked everyone for their attendance and made a special thank you to Dr. Yost for being in attendance. Linda Dossey read the minutes from the spring 2010. A motion to approve the minutes was made by Lori Felan and seconded by Lori Benavides. Minutes were approved as read.

Yolanda Bonugli directed the group to the organizational chart stating Dr. Beard has joined our Service Center as Executive Director. She also recognized Julie Segura Cordova as new staff for Community and Family. The table decorations were provided by one of the Head Start classes at Hondo, Meyer Elementary, Ms. Santos's class. The members then introduced themselves.

Yolanda continued by sharing about the program and the need for involvement. She referred to the performance standards and that the advisory committees are a requirement and thus the importance of their involvement to provide services and advice for the program.

Patty Alejandro informed the members of what the Health Advisory Committee Handbook. She let everyone know that all the program information is contained on the Head Start website for Region 20. She shared that this year the program is under Federal Review so making this information known is especially important.

Yolanda updated the group on Health Services, stating that one of the goals is the each family have a dental and a health "home" to ensure needs are met. She provided information that one of the current issues is being able to access the forms from the medical offices due to the fact that there is a charge for the forms in many cases. We will brainstorm about how we can work through this better to get forms timely.

Berta Salinas reported on Nutrition Services and shared that Beverly Killing is the person who provided nutrition counseling for our families and children. She explained the various areas of service. She said the numbers were lower in counseling this year and provided details to the information. Food service staff has been supportive in providing modified meals for students requiring this. She stated that training for parents will be provided on nutrition, money management, and budgeting. We will be working on some of the needs for the families, doing a cooking activity, food budgeting, and working on how they can start a budget. This year in the spring we *hope to provide further nutrition counseling when we do the "5 A Day" parade*. Yolanda provided more description of the "5 A Day" parade and

DRAFT Requires approval by HSAC

objectives. Berta shared that the I Am Moving I Am Learning (IMIL) training was done and that it includes incorporating movement into the classroom.

Patricia Alejandro, Program Coordinator, shared information about the Federal Review for 2010-11. That means that the government will come out and check all the program information and files. They will look through every facet of the program. This year they will not provide us a 30-day notice but rather than a drop-in visit. We anticipate them arriving anytime now. Everything requested for upload for review has been provided already. They basically will want to see we are doing our job. Patty directed the members to the handout of the Annual Report to the Public. This is housed on our website. It outlines our funding, budgeting, enrollment, most recent Federal Review, and including the percentage of children receiving medical and dental exams. She further shared that towards the end of this school year we will share a community assessment with the group. We will be working on this survey on what is happening in the community and how our services are meeting the needs.

Julie Segura Cordova shared information pertaining to Head Start Enrollment. The current number of students funded for is 387 and we are enrolled at 408 across the 9 campuses. Each campus receives \$4 per child enrolled in Head Start for the parents to designate an activity to enrich the learning for the parents. The parent committees are currently brainstorming and deciding on an activity.

Cassandra Morrison shared totals of students served with disabilities. She stated that the Federal Government requires that we serve 10% of our students who have a disability. Currently we have 35 and 25 in process of evaluation. Many of these are in the area of Speech services. We have met the percentage required.

The meeting proceeded with open discussion. With Texas Health Steps Program there may be a change in Bandera County that it will become a "managed care" area like Medina County is currently. Lori Benavidez explained a little of this and the transition for it expected after the new year.

Region 20 Child Nutrition shared that this is a re-authorization year so they will be watching what the outcomes from legislation will be, Dr. Yost shared about the 'first dental home visit' pilot year that started a couple of years ago and that they are seeing benefit from these as the children are now coming in for regular visits. He has seen a great decrease in cavities. Diane Medina shared about the Blessed Threads Clothing Ministry she works with. For Christmas they will be providing food boxes to families in need, regardless of their living area. They are accepting donations. Lisa Nolan, Physician's Assistant from the Hondo Clinic, asked for further explanation of how Head Start students are screened for BMI and nutrition counseling. She stated that if Head Start can use the same form from the STEPS, they would not need to pay for additional forms to be completed. Yolanda agreed that this could be used. There was further discussion on the Lead and TB testing information. For Lead, a history report from the child's 24 month screening is acceptable then follow up at 4 years can be done.

Linda Dossey asked for explanation from Dr. Yost on the sealants and the varnish. He stated it is a highly concentrated fluoride that is being used on small children while the sealants are put on top of the tooth.

A motion to adjourn the meeting was made by Beverly Killing and seconded by Lisa Santos. Meeting was adjourned at 1:13 p.m..

457

DATE RUN: 11/16/10  
PROGRAM : WFN5785  
PAGE NR.: 1

DATE RUN: 11/16/10  
PROGRAM : WFN5785  
PAGE NR.: 1

CNTY-DIS: 015950  
XXX-XX-SXXX-00.457-1-24-X-XX  
TIME RUN: 15:25:27

FILEID: C EDUCATION SERVICE CENTER, REG 20  
EOM/CURRENT INDICATOR.C

| FND FCT OBJ SO ORG PROGRAM | DESCRIPTION               | APPROPRIATION | ENCUMBRANCE | EXPENDITURE | BALANCE     |
|----------------------------|---------------------------|---------------|-------------|-------------|-------------|
| 205 11 6395 00 457 124000  | NON-CAP.FURN & EQUIPMENT  | 0.00          | 0.00        | 0.00        | 0.00        |
| 205 21 6119 00 457 124000  | PROFESSIONAL, FULL-TIME   | 140,320.00-   | 116,933.20  | 23,386.64   | 0.16-       |
| 205 21 6129 00 457 124000  | SUPPORT, FULL-TIME        | 23,433.00-    | 19,527.50   | 3,905.50    | 0.00        |
| 205 21 6141 00 457 124000  | SOCIAL SECURITY/MEDICARE  | 11,892.00-    | 9,899.65    | 1,991.75    | 0.60-       |
| 205 21 6142 00 457 124000  | HEALTH INSURANCE          | 9,924.00-     | 8,535.40    | 1,387.88    | 0.72-       |
| 205 21 6143 00 457 124000  | WORKER'S COMPENSATION     | 588.00-       | 490.00      | 98.00       | 0.00        |
| 205 21 6145 00 457 124000  | UNEMPLOYMENT COMPENSATION | 133.00-       | 132.95      | 0.00        | 0.05-       |
| 205 21 6146 00 457 124000  | TRS FEDERAL               | 13,418.00-    | 11,181.61   | 2,236.36    | 0.03-       |
| 205 51 6255 00 457 124000  | COMMUNICATIONS            | 1,500.00-     | 0.00        | 210.97      | 1,289.03-   |
| 205 51 6256 00 457 124000  | CENTERWIDE NETWORK        | 17,257.00-    | 0.00        | 17,257.00   | 0.00        |
| 205 51 6264 00 457 124000  | BUILDING USE              | 23,250.00-    | 0.00        | 23,250.00   | 0.00        |
| 205 51 6265 00 457 124000  | MEETING ROOMS (IN-HOUSE)  | 1,500.00-     | 0.00        | 950.00      | 550.00-     |
| 205 61 6119 00 457 124000  | PROFESSIONAL, FULL-TIME   | 247,619.00-   | 206,348.50  | 41,269.70   | 0.80-       |
| 205 61 6129 00 457 124000  | SUPPORT, FULL-TIME        | 114,456.00-   | 95,380.00   | 19,076.00   | 0.00        |
| 205 61 6141 00 457 124000  | SOCIAL SECURITY/MEDICARE  | 25,425.00-    | 21,164.63   | 4,259.52    | 0.85-       |
| 205 61 6142 00 457 124000  | HEALTH INSURANCE          | 17,678.00-    | 14,876.80   | 2,801.20    | 0.00        |
| 205 61 6143 00 457 124000  | WORKER'S COMPENSATION     | 1,300.00-     | 1,083.10    | 216.62      | 0.28-       |
| 205 61 6145 00 457 124000  | UNEMPLOYMENT COMPENSATION | 298.00-       | 289.89      | 0.00        | 8.11-       |
| 205 61 6146 00 457 124000  | TRS FEDERAL               | 29,669.00-    | 24,723.89   | 4,945.36    | 0.25        |
| 205 61 6219 00 457 124000  | OTHER PROF. CONTRACT SERV | 44,000.00-    | 38,094.30   | 5,885.70    | 20.00-      |
| 205 61 6299 00 457 124000  | MISC CONTRACTED SVC       | 12,500.00-    | 0.00        | 1,152.31    | 11,337.69-  |
| 205 61 6395 00 457 124000  | NON-CAP.FURN & EQUIPMENT  | 1,350.00-     | 490.00      | 1,158.00    | 192.00-     |
| 205 61 6399 00 457 124000  | GENERAL SUPPLIES          | 44,001.00-    | 13,533.41   | 4,156.21    | 26,311.38-  |
| 205 61 6411 00 457 124000  | EMPLOYER TRAVEL           | 49,783.00-    | 380.04      | 7,537.00    | 41,865.96-  |
| 205 61 6419 00 457 124000  | NON-EMPLOYEE TRAVEL       | 6,000.00-     | 0.00        | 1,009.50    | 4,990.50-   |
| 205 61 6499 00 457 124000  | MISC. OPERATING COSTS     | 2,000.00-     | 0.00        | 562.25      | 1,437.75-   |
| 205 62 6125 00 457 124000  | SUPPORT HOURLY            | 270,086.00-   | 0.00        | 52,968.91   | 217,117.09- |
| 205 62 6141 00 457 124000  | SOCIAL SECURITY/MEDICARE  | 20,662.00-    | 0.00        | 3,793.10    | 16,868.90-  |
| 205 62 6142 00 457 124000  | HEALTH INSURANCE          | 39,864.00-    | 0.00        | 6,976.00    | 32,888.00-  |
| 205 62 6143 00 457 124000  | WORKER'S COMPENSATION     | 970.00-       | 0.00        | 190.15      | 779.85-     |
| 205 62 6145 00 457 124000  | UNEMPLOYMENT COMPENSATION | 1,892.00-     | 0.00        | 49.78       | 1,842.22-   |
| 205 62 6146 00 457 124000  | TRS FEDERAL               | 22,130.00-    | 0.00        | 4,029.83    | 18,100.17-  |
| *** TOTAL FOR FUND 205 *** |                           |               |             |             | 375,601.89- |
| *** FINAL TOTAL ***        |                           |               |             |             | 375,601.89- |

375,601.89-



458

DATE RUN: 11/16/10  
PROGRAM : WFM5785  
PAGE NR.: 1

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TIME RUN: 15:26:04

FILEID: C EDUCATION SERVICE CENTER, REG 20  
EOM/CURRENT INDICATOR: C

| FND PCT ORG SO ORG PROGRAM | DESCRIPTION               | APPROPRIATION | ENCUMBRANCE | EXPENDITURE | BALANCE    |
|----------------------------|---------------------------|---------------|-------------|-------------|------------|
| 205 51 6256 00 458 124000  | CENTERWIDE NETWORK        | 333.00-       | 0.00        | 333.00      | 0.00       |
| 205 51 6254 00 458 124000  | BUILDING USE              | 546.00-       | 0.00        | 546.00      | 0.00       |
| 205 51 6285 00 458 124000  | MEETING ROOMS             | 500.00-       | 0.00        | 0.00        | 500.00-    |
| 205 61 6119 00 458 124000  | PROFESSIONAL, FULL-TIME   | 16,413.00-    | 13,677.50   | 2,735.50    | 0.00       |
| 205 61 6141 00 458 124000  | SOCIAL SECURITY/MEDICARE  | 1,227.00-     | 1,022.25    | 204.48      | 0.27-      |
| 205 61 6142 00 458 124000  | HEALTH INSURANCE          | 537.00-       | 447.00      | 89.40       | 0.60-      |
| 205 61 6143 00 458 124000  | WORKER'S COMPENSATION     | 59.00-        | 49.10       | 9.82        | 0.08-      |
| 205 61 6145 00 458 124000  | UNEMPLOYMENT COMPENSATION | 12.00-        | 8.05        | 0.00        | 3.95-      |
| 205 61 6146 00 458 124000  | TRS                       | 1,345.00-     | 1,120.78    | 224.14      | 0.08-      |
| 205 61 6219 00 458 124000  | OTHER PROF. CONTRACT SVC  | 5,000.00-     | 0.00        | 200.00      | 4,800.00-  |
| 205 61 6399 00 458 124000  | GENERAL SUPPLIES          | 2,246.00-     | 0.00        | 0.00        | 2,246.00-  |
| 205 61 6411 00 458 124000  | EMPLOYEE TRAVEL           | 3,600.00-     | 97.00       | 151.50      | 2,751.50-  |
| 205 51 6419 00 458 124000  | NON-EMPLOYEE TRAVEL       | 2,033.00-     | 0.00        | 2,032.50    | 0.50-      |
| *** TOTAL FOR FUND 205 *** |                           |               |             |             | 10,302.98- |

10,302.98-

6,526.34

16,421.68

33,251.00-

16,421.68

6,526.34

10,302.98-

33,251.00-

16,421.68

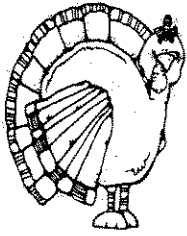
# Head Start Program

## Education Service Center, Region 20

### Policy Council Report

#### Monthly Credit Card Expenditures

| Month    | Purchase Description   | Wal-Mart   | HEB      | Home Depot | Sam's    |
|----------|--|------------|----------|------------|----------|
| 9-16-10  | Miscellaneous classroom supplies and parent meetings                                 | \$378.72   | \$45.09  | 0          | 0        |
| 10-21-10 | Miscellaneous classroom supplies and parent meetings                                 | \$479.57   | \$52.46  | 0          | 0        |
| 11-18-10 | Miscellaneous classroom supplies and parent meetings. Playground repairs or up-keep. | \$1,052.67 | \$291.88 | \$139.65   | \$652.20 |
|          |  |            |          |            |          |
|          |  |            |          |            |          |
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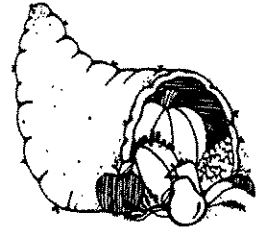


**Head Start Program  
Education Service Center, Region 20**

**Policy Council Finance Committee Meeting**

**November 18, 2010**

**6:15 – 6:45 p.m.**



**AGENDA**

**1. General Ledger – Current Budget Status**

- Operational Budget – 457 (Plan budgets each year based on last year budget needs.)
- Training & Technical Assistance Budget – 458
  - Salaries & benefits
  - General supplies for office and classrooms
  - Contracted services
  - Employee travel (ESC-20 staff)
  - Non-employee travel (teachers, assistants, & parents)
  - Contracts for ISD's to pay for teacher and assistant salaries & benefits
  - PO's to reimburse ISD's for adult meals & child snacks
  - Communications (phone & pagers)
  - Building Use (office space)
  - Internet Use (offices)

**2. BCR – Budget Change Request**

- Electronic system used to move money from one line item budget to another when additional money is needed or when there is a surplus of funds in a given category.

**3. PO – Purchase Order**

- Used to purchase supplies, materials and services
- Actual money is never exchanged

**4. PA – Payment Authorization**

- Used to pay a bill or invoice
- Business Office mails a check according to the amount on PA

**Head Start Program  
Education Service Center, Region 20**

**Policy Council Finance Committee Meeting  
November 18, 2010  
6:15 - 6:45 p.m.**

1. Maria Lopez
2. Daphne Boubel
3. Crystal Pierce
4. Donna Moore
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

# Head Start Program Policy Council

**Finance Committee Sign-up  
Meeting: November 18, 2010 6:15 p.m.  
(prior to PC meeting)**

| Site                            | Name           | Phone Number   |
|---------------------------------|----------------|----------------|
| Hill Country<br>Elem. - Bandera | Kathryn Mendez | (210) 748-4890 |
| Devine Elem.                    | Maria Peña     | (210) 461-0589 |
| Hill Country<br>Elem.           | Naphie Zobel   | 210-379-2386   |
| Devine Elem.                    | Cynthia Perez  | 210-214-9899   |
| Devine                          | Glenn Moreno   | 210-218-7078   |
|                                 |                |                |
|                                 |                |                |
|                                 |                |                |
|                                 |                |                |