Head Start Program

Education Service Center, Region 20

Policy Council Meeting Agenda

March 11, 2010

1. Call Meeting to Order

- a. Introductions / Welcome
- b. Membership Roll Call
- c. Indicate a Presence of Quorum/Membership Attendance Acknowledgement

2. Reading / Approval of Meeting Minutes (February)

3. District Site Reports

- a. Lytle
- b. Medina Valley
- c. Natalia
- d. Bandera
- e. Devine
- f. Hondo

4. Announcements / Reports

- a. Financial Report (budget balances & credit card expenditures) Input / Approval
- b. Enrollment Report attached
- c. Child Meals & Snacks Menus are sent home monthly
- d. Administration for Children & Families (ACF) Communications
 - Program Instructions or Information Memorandums
- e. ESC-20 Board Report February Meeting Kelcey Colclazer-Edwards
- f. New Staff Hired / Staff Resignation None

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
 - o April Finance Committee volunteer sign-up
 - Week of March 8 Mr. Alfredo Huerta From Regional Office will visit program

5. Old Business

A. Risk Assessment Management (RAM) Conference Call Update - see attached

6. New Business

- a. Self Assessment Reports Input/ Approval
- b. Selection Criteria Survey Input/Approval

7. Date & Location of next meeting April 15, 2010 in Hondo at 6:45 p.m. Finance Committee Meeting 6:15 p.m.

8. Door Prizes / Adjournment

*For further discussion of additional agenda items, please contact Yolanda Bonugli at pager #210-285-8969

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

^{*}For more program information and resources go to www.esc20.net

Education Service Center, Region 20 Head Start Program (# 06CH0389)

2008 – 09 Program Information Report (PIR) Corrective Action Plan

Performance IndicatorOutcomesExplanation of Performance IndicatorsChildren receiving dental treatment88.59%The 2008-09 ESC-20 Head Start Program PIR reported 149 children examined and needed dental treatment. 132 children received dental treatment.The 17 children not receiving follow-up dental	Steps Towards Improvement The program will make the following efforts to ensure at least 90% or better completion of	Current date of
treatment reported 149 children examined and needed dental treatment. 132 children received dental treatment.	ensure at least 90% or better completion of	
treatment was due to the following: 1. Parents made appointments with program and dentists and did not keep appointments. Additional contacts and follow-up was made to set new appointments, however parents did not keep any appointments set. 2. Children withdrew from program before services could be completed.	dental treatments: 1. The program will continue to make every effort to work with parents to encourage them to understand the importance of treating their child's dental needs. 2. The program will continue to provide transportation for parents to take their child to the dentist. 3. The program will continue to pay for dental treatments when a family does not qualify for CHIP or Medicaid or does not have private insurance. 4. The program will continue to assess each case individually to determine if the lack of dental treatment puts the child in a health risk category. 5. All efforts to encourage parents to complete dental services will continue to be documented. As a last resort, if the parent refuses the service, the program will have the parent sign a "refusal statement" for documentation purposes. 6. The program will begin to report the children who began services even if they were not complete by the time they moved out of the	February 19, 2010 through end of school year, May 2010.

Dental Health Services

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1/2010 DK Updated 2/5/10

Education Service Center, Region 20 Head Start Program

Eligibility Criteria Selection Survey For Staff Use Only

Child's Name: _	'hild's Name:		_ D.O.B.:		
Parent/Guardia	n Name:				
Total Points					
Family Status:					
·	Two Parents in the Home		10	()	
	Single Parent in the Home		30	()	
	Foster Parent/Guardian		30	()	
	Homeless		30	()	
	Other (EX: former foster child)		20	()	
Comments:					
Primary Languas	ge as per Home Language Survey:		······································		
	English		10	()	
	Spanish		20	()	
	Other (specify):	makes to the second sec	20	()	
Resource Assista	nce:				
	Does the family receive assistance?	Yes	20	()	
	☐ Housing ☐ Food Stamps ☐ WIC ☐ SSI	No	0	()	
	☐ TANF ☐ Medicaid/ CHIP - Check all that app	ly			
	☐ Other (specify):	_			
	/Special Needs:			,	
	Has the child been professionally diagnosed	Yes	50	()	
	as having a special need by the ISD or ECI	No	0	()	
	and is currently receiving services?				
	Provide Documentation				
	**************************************	*****			
	Does the family or a doctor suspect the child	Yes	10	()	
	of having a special need?	No	0	()	
	Please specify:			` '	
Head Start Guide	elines:	Care	30	()	
	Income Eligibility at or below 100% Poverty L		30		
	Income Eligibility at or below 130% Poverty L		20	()	
	Over Income		0	()	
	Over meonic		v	()	
			<u></u>		
Signature of staff of	completing survey	Date:	:		

Education Service Center-Region 20 Head Start Program February 2010 Enrollment Totals

Site	09-10 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	26	11	2	0	39
Devine	94	80	21	3	1	105
Hondo	65	64	7	1	2	74
Lytle	75	72	5	1	4	82
Medina Valley	56	48	15	1	1	65
Natalia	57	47	9	3	1	60
Total	387					
Monthly Totals		337	68	11	9	425

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Year-to-date Withdrawals	1	1 1	4() i	1
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Head Start News March 2010



- 1. **Program Governance** The Policy Council meeting is on March 11th at 6:45 p.m. at Meyer Elementary cafeteria in Hondo.
- 2. **Spring Break** Natalia, is closed March 8-12 and Bandera, Medina Valley, Lytle, Devine and Hondo are closed March 15-19 for Spring Break. ESC-20 will also be closed for spring break March 15th 19th.
- 3. Finance Reports Mid-year reports are being submitted to Head Start regarding the expenditures for disabilities services and the in-kind that has been collected at each site since the beginning of school. Totals for both reports will be available at the April Policy Council meeting. The final end-of-year reports are submitted in October.
- 4. Registration Round Up School districts will be holding registration Round Up throughout the spring months. Watch for posters in your community, articles in the newspaper and fliers in your child's backpack for exact dates. If you or someone you know has a child who is three (Lytle, Natalia and Devine only) or four on or by September 1, visit the local school during Round Up and register the child.
- 5. Enrollment & Attendance Student daily attendance at school is very important so that the children have the best opportunities to learn. If your child is ill and cannot attend school, please send a note from yourself or a doctor telling the school why the child was absent. Enrollment at all the sites is critical as it is related to program funding from both the state and federal levels.

Head Start Program
Education Service Center, Region 20

For more program information go to www.esc20.net

Education Service Center, Region 20 Board Meeting Notes for Policy Council February 24, 2010

- Carol Waddell provided a Program Highlight of the Living Science resources and services. School districts can request plants, seeds, frog, insects, snakes, etc. to be used permanently or on loan. Region 20 is the only Education Service Center to provide this service.
- 2. Ms. Lindsay gave a report of the January and February Policy Council meetings and agenda material.
- 3. Contracts over \$10,000 were approved, which included one to Palo Alto College for training assistants in the City Head Start program for Child Development Associate credential.
- 4. An investment report was provided.
- 5. Up-date to the Board Election Charles Carlson from the Hondo area will replace Ms. Carol Lindsay as Board member. He will attend the Head Start Policy Council meetings each month.
- 6. Budgets were reviewed and approved.

Operational

DATE RUN: 03/10/10

PROGRAM: WFN5785

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CNTY-DIS: 015950 XXX-XX-6XXX-XX.457-X-XX-XX FILEID: C EDUCATION SERVICE CENTER, REG 20 TIME RUN: 09:37:52

EOM/CURRENT INDICATOR: C

FND FCT OBJ SO ORG PROGRM	DESCRIPTION	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE
205 11 6119 00 457 024000	PROFESSIONAL, FULL-TIME	125,583.00~	62,791.20	62,791.20	0.60-
205 11 6141 00 457 024000	SOCIAL SECURITY/MEDICARE	8,793.00-	4,395.21	4,397.94	0.15
205 11 6142 00 457 024000	HEALTH INSURANCE	3,181.00-	1,590.30	1,590.30	0.40~
205 11 6143 00 457 024000	WORKER'S COMPENSATION	451.00-	225.48	225.48	0.04-
205 11 6145 00 457 024000	UNEMPLOYMENT COMPENSATION	68.00-	0.00	67.53	0.47-
205 11 6146 00 457 024000	TRS FEDERAL	9,984.00-	5,145.07	5,017.47	178.54
205 11 6219 00 457 024000	OTHER PROF. CONTRACT SERVI	200.00-	0.00	200.00	0.00
205 11 6249 00 457 024000	CONTRACTED MAINT & REPAIRS	50.00-	0.00	23.50	26.50-
205 11 6299 00 457 024000	MISC. CONTRACTED SERVICES	8,000.00-	0.00	3,799.82	4,200.18-
205 11 6395 00 457 024000	NON-CAP, FURN & EQUIPMENT	4,275.00-	0.00	3,875.00	400.00-
205 11 6399 00 457 024000	GENERAL SUPPLIES	18,388.00-	133.18	5,157.36	13,097.46-
205 11 6411 00 457 024000	EMPLOYEE TRAVEL	10,000.00-	720.00	3,144.92	6,135.08-
205 11 6419 00 457 024000	NON-EMPLOYEE TRAVEL	2,000.00-	0.00	546.70	1,453.30~
205 13 6119 00 457 024000	PROFESSIONAL, FULL-TIME	66,642.00-	35,576.70	33,115.80	2,050.50
205 13 6129 00 457 024000	SUPPORT, FULL-TIME	10,779.00-	5,389.20	5,389.20	0.60-
205 13 6141 00 457 024000	SOCIAL SECURITY/MEDICARE	5,744.00-	3,041.86	2,859.91	157.77
205 13 6142 00 457 024000	HEALTH INSURANCE	3,516.00-	1,757.70	1,757.70	0.60-
205 13 6143 00 457 024000	WORKER'S COMPENSATION	277.00-	147.00	138.18	8.18
205 13 6145 00 457 024000	UNEMPLOYMENT COMPENSATION	48.00-	0.00	47.77	0.23-
205 13 6146 00 457 024000	TRS FEDERAL	5,811.00-	3,061.32	3,076.98	327.30
205 13 6219 00 457 024000	OTHER PROF. CONTRACTED SERV	1,500.00-	0.00	0.00	1,500.00-
205 13 6299 00 457 024000	MISC. CONTRACTED SERVICES	5,000.00-	0.00	52.00	4,948.00-
205 13 6399 00 457 024000	GENERAL SUPPLIES	11,212.00-	3,659.61	2,399.56	5,152.83~
205 13 6411 00 457 024000	EMPLOYEE TRAVEL	10,000.00-	0.00	4,112.21	5,887.79~
205 13 6419 00 457 024000	NON-EMPLOYEE TRAVEL	2,000.00-	0.00	856.30	1,143.70-
205 21 6119 00 457 024000	PROFESSIONAL, FULL-TIME	88,907.00-	32,292.90	43,102.30	13,511.80-
205 21 6129 00 457 024000	FULL-TIME SUPPORT	5,000.00-	0.00	0.00	5,000.00-
205 21 6141 00 457 024000	SOCIAL SECURITY/MEDICARE	6,652.00-	2,414.64	3,234.45	1,002.91-
205 21 6142 00 457 024000	HEALTH INSURANCE	4,864.00~	1,422.90	1,813.50	1,627.60-
205 21 6143 00 457 024000	WORKER'S COMPENSATION	320.00-	116.04	154.86	49.10-
205 21 6145 00 457 024000	UNEMPLOYMENT COMPENSATION	46.00-	0.00	45.60	0.40-
205 21 6146 00 457 024000	TRS FEDERAL	7,349.00~	2,886.10	3,439.80	1,023.10~
205 21 6219 00 457 024000	OTHER PROF. CONTRACT SVC	5,327.00-	0.00	0.00	5,327.00-
205 21 6399 00 457 024000	GENERAL SUPPLIES	10,000.00-	3,252.39	3,587.52	3,160.09-
205 21 6411 00 457 024000	EMPLOYEE TRAVEL	10,000.00-	0.00	8,083.10	1,916.90-
205 35 6299 12 457 024000	HONDO ISD	15,215.00-	9,171.95	6,043.05	0.00
205 35 6299 13 457 024000	MEDINA VALLEY ISD	16,974.00-	10,352.61	6,621.39	0.00
205 35 6299 14 457 024000	BANDERA ISD	14,604.00-	7,861.18	6,742.82	0.00
205 35 6299 15 457 024000	DEVINE ISD	19,699.00-	13,112.50	6,586.50	0.00
205 35 6299 16 457 024000	LYTLE ISD	15,230.00-	8,290.40	6,939.60	0.00
205 35 6299 17 457 024000	NATALIA ISD	15,304.00~	8,343.59	6,960.41	0.00
205 51 6255 00 457 024000	COMMUNICATIONS	2,500.00-	0.00	671.90	1,828.10-
205 51 6256 00 457 024000	CENTERWIDE NETWORK	17,704.00-	0.00	17,704.00	0.00
205 51 6264 00 457 024000	BUILDING USE	22,034.00-	0.00	22,034.00	0.00
205 51 6265 00 457 024000	MEETING ROOMS (IN-HOUSE)	1,000.00-	0.00	0.00	1,000.00-

DATE RUN: 03/10/10 CNTY-DIS: 015950 XXX-XX-6XXX-XX.457-X-XX-X-XX FILEID: C EDUCATION SERVICE CENTER, REG 20 PROGRAM : WFN5785 PAGE NR.: TIME RUN: 09:37:52 EOM/CURRENT INDICATOR: C BALANCE APPROPRIATION ENCUMBRANCE EXPENDITURE FND FCT OBJ SO ORG PROGRM DESCRIPTION 16,213.50 PROFESSIONAL, FULL-TIME 16,869.00-22,332.00 10,750.50 205 61 6119 00 457 024000 0.02-115.98 116.00-0.00 205 61 6121 00 457 024000 SUPPORT HOURLY 7,138.87-21,329.00-14,190.13 205 61 6125 00 457 024000 SUPPORT, HOURLY 93,998.70 93,845.14 0.16-205 61 6129 00 457 024000 SUPPORT, FULL-TIME 187,844.00-541.33-8,330.15 8,564.52 205 61 6141 00 457 024000 SOCIAL SECURITY/MEDICARE 17,436.00-9,080.16 8.782.94 680.90-205 61 6142 00 457 024000 HEALTH INSURANCE 1B.544.00-417.72 425.72 152.56-205 61 6143 00 457 024000 WORKER'S COMPENSATION 996.00-376.70~ 347.30 205 61 6145 00 457 024000 UNEMPLOYMENT COMPENSATION 724.00-0.00 493.70-205 61 6146 00 457 024000 TRS FEDERAL 18,590.00-9,532.04 8,564.26 5,651.36-1.810.96 205 61 6399 00 457 024000 GENERAL SUPPLIES 9,929.00-2,466.68 4,644.00 5,356.00~ 205 61 6411 00 457 024000 EMPLOYEE TRAVEL 10,000.00-1,149.70-850.30 205 61 6419 00 457 024000 NON-EMPLOYEE TRAVEL 2,000.00-0.00 1,215.01 784.99-205 61 6499 00 457 024000 MISC. OPERATING COSTS 2,000.00-0.00 0.00 0.00 205 62 6119 00 457 024000 PROFESSIONAL, FULL-TIME 0.00 0.00 119,021.97 111,414.03-205 62 6125 00 457 024000 230,436.00-0.00 SUPPORT HOURLY 9,399,06-B.228.94 205 62 6141 00 457 024000 SOCIAL SECURITY/MEDICARE 17,628.00-0.00 18,693.00 1,323.00-205 62 6142 00 457 024000 20,016.00-0.00 HEALTH INSURANCE 427.28 574.72-205 62 6143 00 457 024000 WORKER'S COMPENSATION 1,002.00-0.00 1,035.00-0.00 397.49 637.51-205 62 6145 00 457 024000 UNEMPLOYMENT COMPENSATION 9,505.59 9,229.41~ 205 62 6146 00 457 024000 TRS FEDERAL 18,735.00-0.00 7 429.44 0.00 205 62 6219 00 457 024000 OTHER PROF. CONTRACT SERV 28,000.00-20,570,56 15,906.73-205 62 6399 00 457 024000 4,214.61 GENERAL SUPPLIES 24,381.00~ 4,259.66 2,828.20 7,171.80-10.000.00-205 62 6411 00 457 024000 EMPLOYEE TRAVEL 0.00 1,118.65-205 62 6419 00 457 024000 NON-EMPLOYEE TRAVEL 2,000.00-0.00 881.35 82,956.28-55,293.72 205 93 6493 02 457 024000 138,250.00-0.00 HONDO 205 93 6493 03 457 024000 118,556.00-0.00 49,843.50 68.712.50-MEDINA VALLEY 82,000.00~ 205 93 6493 04 457 024000 0.00 82,000.00-0.00 BANDERA 205 93 6493 05 457 024000 199,200.00-0.00 113,455.52 B5,744.48-DEVINE 66,085.06 106,081.94-205 93 6493 06 457 024000 172,167.00-0.00 T.YTT.R 205 93 6493 07 457 024000 121,450.00-36,789.27 84,660.73-NATALIA 0.00 205 93 6493 12 457 024000 0.00 HONDO 0.00 0.00 0.00 205 93 6493 13 457 024000 MEDINA VALLEY 0.00 0.00 0.00 0.00 0.00 205 93 6493 14 457 024000 BANDERA 0.00 0.00 0.00 205 93 6493 15 457 024000 0.00 0.00 DEVINE 0.00 0.00 0.00 205 93 6493 16 457 024000 LYTLE 0.00 0.00 0.00 205 93 6493 17 457 024000 0.00 0.00 NATALIA 0.00 *** TOTAL FOR FUND 205 *** 2,083,464.00-398,138.70 935,609.33 749,715.97 749,715.97-*** FINAL TOTAL *** 398,138.70 935,609.33 2,083,464.00-

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PAYANCE

CNTY-DIS: 015950 EDUCATION SERVICE CENTER, REG 20 XXX-XX-6XXX-XX,458-X-XX-X-XX FILEID: C

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TIME RUN: 09:40:14	EOM/CURRENT INDICATOR: C			PAGE NR.:	1	
FND FCT OBJ SO ORG PROGRM	DESCRIPTION	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE	
205 11 6119 00 458 024000	PROFESSIONAL, FULL-TIME	11,081.00-	5,540.40	5,540.40	0.20~	
205 11 6141 00 458 024000	SOCIAL SECURITY/MEDICARE	822.00-	410.50	410.58	0.92-	
205 11 6142 00 458 024000	HEALTH INSURANCE	503.00-	251.10	251.10	0.80-	
205 11 6143 00 458 024000	WORKER'S COMPENSATION	40.00-	19.92	19.92	0.16-	
205 11 6145 00 458 024000	UNEMPLOYMENT COMPENSATION	8.00~	0.00	5.95	2.05-	
205 11 6146 00 458 024000	TRS FEDERAL	881.00-	453.98	442.77	15.75	
205 11 6219 00 458 024000	OTHER PROF. CONTRACT SERV	5,000.00-	0.00	2,575.00	2,425.00-	
205 11 6399 00 458 024000	GENERAL SUPPLIES	1,807.00-	0.00	763.40	1,043.60-	
205 11 6411 00 458 024000	EMPLOYEE TRAVEL	1,500.00-	0.00	1,483.50	16.50-	
205 11 6419 00 458 024000	NON-EMPLOYEE TRAVEL	1,664.00-	0.00	1,034.60	629.40-	
205 13 6119 00 458 024000	PROFESSIONAL, FULL-TIME	4,512.00-	0.00	2,460.90	2,051.10-	
205 13 6141 00 458 024000	SOCIAL SECURITY/MEDICARE	346.00-	0.00	188.22	157.78-	
205 13 6143 00 458 024000	WORKER'S COMPENSATION	17.00-	0.00	8.82	8.18-	
205 13 6145 00 458 024000	UNEMPLOYMENT COMPENSATION	3.00-	0.00	1.97	1.03-	
205 13 6146 00 458 024000	TRS FEDERAL	359.00~	0.00	196.70	162.30-	
205 51 6256 00 458 024000	CENTERWIDE NETWORK	327.00-	0.00	327.00	0.00	
205 51 6264 00 458 024000	BUILDING USE	493.00-	0.00	493.00	0.00	
*** TOTAL FOR FUND 205 *	***	29,363.00-	6,675.90	16,203.83	6,483.27-	
208 11 6146 00 458 324000	TRS FEDERAL	0.00	0.00	0.00	0.00	
*** TOTAL FOR FUND 208 *	***	0.00	0.00	0.00	0.00	
*** FINAL TOTAL ***		29,363.00-	6,675.90	16,203.83	6,483.27-	

CNTY-DIS: 015950				DATE RUN:	03/11/10
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TIME RUN: 08:18:53	EOM/CURRENT INDICATOR:C			PAGE NR.:	1
FND FCT OBJ SO ORG PROGRM	DESCRIPTION	APPROPRIATION	ENCUMBRANCE	EXPENDITURE	BALANCE
205 11 6219 00 480 024000	OTHER PROFESSIONAL SERVICE	10,000.00-	2,110.00	6,890.00	1,000.00~
205 11 6395 00 480 024000	NON-CAP.FURN & EQUIPMENT	978.00-	0.00	922.00	56.00-
205 11 6399 00 480 024000	GENERAL SUPPLIES	20,512.00-	1,749.39	17,613.77	1,148.84-
205 11 6419 00 480 024000	NON-EMPLOYEE TRAVEL	4,875.00-	0.00	0.00	4,875.00-
205 13 6219 00 480 024000	OTHER PROFESSIONAL SERVICE	10,000.00-	2,440.00	4,060.00	3,500.00-
205 13 6399 00 480 024000	GENERAL SUPPLIES	8,400.00-	0.00	2,292.31	6,107.69-
205 61 6219 00 480 024000	OTHER PROFESSIONAL SERVICE	7.966.00-	0.00	0.00	7,966.00-
205 93 6493 02 480 024000	HONDO ISD	12,427.00-	0.00	0.00	12,427.00-
205 93 6493 03 480 024000	MEDINA VALLEY ISD	32,037.00-	0.00	11,123.34	20,913.66-
205 93 6493 04 480 024000	BANDERA ISD	16,879.00-	0.00	0.00	16,879.00-
205 93 6493 05 480 024000	DEVINE ISD	30,927.00-	0.00	26,497.17	4,429.83-
205 93 6493 06 480 024000	LYTLE ISD	7,415.00-	0.00	3,817.54	3,597.46-
205 93 6493 07 480 024000	NATALIA ISD	17,636.00-	0.00	0.00	17,636.00-
*** TOTAL FOR FUND 205 *	**	180,052.00+	6,299.39	73,216.13	100,536.48-
*** FINAL TOTAL ***		180,052.00-	6,299.39	73,216.13	100,536.48~

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
9-17-09	Miscellaneous classroom supplies	\$54.03	0	0	0
10-15-09	Supplies for parent meetings and activities, classroom supplies and snacks for parent trainings.	\$439.55	\$68.76	0	0
11-19-09	Supplies for parent, teacher, FSA and certification trainings.	\$914.58	0	0	\$260.50
01-21-10	Supplies for parent, teacher, FSA and certification trainings.	\$952.93	0	0	\$468.00
02-18-10	Supplies for parent, teacher, FSA and certification trainings.	\$1,313.14	\$33.51	0	0
03-11-10	Supplies for parent, teacher, FSA and certification trainings.	\$675.05	\$53.03	0	0