



Board of Directors’ Report
June 2026
Index

	<u>Page</u>
Index	1 – 2
Agenda	3 – 5
Minutes of the April 7, 2026 regular meeting	6 – 9
Agency Reports for March 31, 2026:	
Clients Served	10
Direct Client Assistance	11 – 12
Program Performance Targets	13
Financial Report	
• Balance Sheet	14
• Statement of Revenues and Expenditures – Budget to Actual	15
• Statement of Functional Expenditures – Budget to Actual	16
• Summary of Grant Activity	17 – 18
Program Reports for March 31, 2026:	
Housing Services Overview	19
Energy Assistance	20
Veterans Services	21
Weatherization Services	22
Supportive Services Overview	23
SHARP Lines Rural Public Transportation	24
Community Services	25
Child Care Assistance	26
Head Start / Early Head Start / Daycare Overview	27
• Head Start/Daycare - Enrollment & Attendance by Center	28
• Early Head Start - Enrollment & Attendance by Center	29
• Meals Served	30 – 31
• Waiting List	32
• Transportation	33
• Family and Community Partnerships	34 – 35

Head Start / Early Head Start Correspondence	
• Notification of Head Start Monitoring Report – Grant #06CH012396	36
Head Start / Early Head Start Program Reports	
• 2025 – 2026 Early Head Start EOY Report – Child Assessment	37 – 39
• 2025 – 2026 Head Start EOY Report – Child Assessment	40 – 42
• Head Start CLASS Report – Spring 2026	43 – 44
Monitoring Reports	
• OHS Monitoring CLASS Review Report – Grant #06CH012396	45 – 47
Financial Activity by Program (selected programs)	
• Administrative and Unrestricted Funds	48
• Child Care/ISD Partnership	49
• Head Start/Early Head Start	50
• Early Head Start	51
Credit Card Activity	52
Agency	
Updated Personnel Policies	
• Employee Leave Benefits	53
• Head Start Standards of Conduct	57
• Outside Employment	59
Resolution to Authorize the Application for Tenant Based Rental Assistance in all CSBG counties {except the City of Wichita Falls and City of Abilene}	60
Executive Committee Meeting Minutes, May 7, 2026	61



AGENDA
BOARD OF DIRECTORS MEETING
June 2, 2026 6:30 P.M.
Available via Video Conference or in Person at
118 East Donnell
Crowell, Texas

1. Establish quorum, call to order, invocation and introduction
2. *Seat new members of Board of Directors
3. *Consent Agenda – Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting.
 - a. Approval of Minutes of the April 7, 2026 regular meeting
 - b. Approval of Agency Reports:
 - i. Clients Served
 - ii. Direct Client Assistance
 - iii. Program Performance Targets
 - iv. Financial Reports
 1. Balance Sheet
 2. Statement of Revenues and Expenditures – Budget to Actual
 3. Statement of Functional Expenditures – Budget to Actual
 4. Summary Grant Activity
 - v. Energy Assistance
 - vi. Veterans Services
 - vii. Weatherization Services
 - viii. SHARP Lines Rural Public Transportation
 - ix. Community Services
 - x. Child Care Assistance
 - xi. Head Start / Early Head Start / Daycare - Enrollment & Attendance by Center
 - xii. Head Start / Early Head Start / Daycare - Meals Served
 - xiii. Head Start / Early Head Start - Waiting List
 - xiv. Head Start - Transportation
 - xv. Head Start / Early Head Start Family and Community Partnerships
 - xvi. Head Start / Early Head Start Correspondence
 1. Notification of Head Start Monitoring Report – Grant #06CH012396

(Consent Agenda cont.)

- v. Head Start / Early Head Start Program Reports
 - 1. 2025 – 2026 Early Head Start EOY Report – Child Assessment
 - 2. 2025 – 2026 Head Start EOY Report – Child Assessment
 - 3. Head Start CLASS Report – Spring 2026
- vi. Monitoring reports
 - 1. OHS Monitoring CLASS Review Report – Grant #06CH012396
- vii. Selected Financial Activity by Program
 - 1. Administrative and Unrestricted Funds
 - 2. Child Care/ ISD Partnerships
 - 3. Head Start
 - 4. Early Head Start
- viii. Credit Card Report

Agency

- 4. *Review, discuss and approve updated Personnel Policies, including:
 - a. Employee Leave Benefits:
 - i. Update on Accrual section to ensure matches current RPMC and Paycom processes.
 - 1. Timing of accruals - bi-weekly
 - 2. Accruals for sick and vacation is based on paid hours (worked or paid leave).
 - 3. Leave is not accrued during discretionary leave without pay.
 - 4. Clarification that floating holiday must be used prior to requesting leave without pay when sick leave and vacation leave is exhausted.
 - b. Head Start Standards of Conduct updated per regulatory requirements.
 - c. Outside employment - clarification that the request is included in the Conflict of Interest Acknowledgement.
 - 5. Receive updates and training on the Tenant Based Rental Assistance Program.
 - 6. *Review, discuss, and approve the Resolution to Authorize the Application for Tenant Based Rental Assistance in all CSBG counties {except the City of Wichita Falls and City of Abilene}.
 - 7. Receive Executive Director's report, including:
 - a. Child Care Services Management and Operations contract update
 - b. Texas Veterans Commission update
 - 8. *Adjourn
-

Rolling Plains Management Corporation Board of Directors Meeting

Jun 2, 2026, 6:30 – 8:30 PM (America/Chicago)

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* While any item on this agenda may require a board vote after discussions, items indicated with an * are items identified as requiring board approval.

Rolling Plains Management Corporation Board of Directors reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed in the above agenda. If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E, including, but not limited to deliberation on the appointment, employment compensation, evaluations, reassignment, duties, discipline, or dismissal of employees pursuant to Texas Government Code § 551.074; consultation with attorney regarding potential or contemplated litigation or matters involving attorney client privilege pursuant to Texas Government Code § 551.071; deliberation on the purchase, exchange, lease, or value of real property pursuant to Texas Government Code § 551.072; deliberation regarding gifts and donations pursuant to Texas Government Code § 551.073; deliberation regarding security devises pursuant to Texas Government Code § 551.076; and deliberation regarding Economic Development negotiations pursuant to Texas Government Code § 551.087.

Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

POSTED: May 27, 2026

BOARD OF DIRECTORS MEETING
April 7, 2026 6:30 P.M.
Available via Video Conference or in Person at
118 East Donnell, Crowell, Texas

Agenda Item 1 - Establish quorum, call to order, invocation and introduction.

Board Chair Ronnie Allen announced a quorum was present and called the meeting to order at 6:33 PM. The invocation was given by Jim Novak. Board members, staff, and guests introduced themselves.

Agenda Item 2 - *Seat new members of Board of Directors.

No new Board members were seated. Board Chair Ronnie Allen advised the Board that on Monday, March 9, the Hardeman County Commissioners Court voted to replace Dale Eaton as the representative for Hardeman County on the Board at Dale's request. Traysha Newsom, the current Hardeman County Treasurer and County Judge Elect was selected to replace Dale. Both Traysha Newsome and Dale Eaton were unable to attend the meeting due to illness so the seating of Traysha Newsome will be postponed until the meeting in June.

Agenda Item 3 - *Consent Agenda – Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting.

There was a motion made by Karl Holloway and seconded by Rusty Stafford. The motion passed unanimously to approve all items on the agenda as follows:

- a. Approval of Minutes of the February 3, 2026 Board of Directors Meeting
- b. Approval of Agency Reports:
 - i. Clients Served
 - ii. Direct Client Assistance
 - iii. Program Performance Targets
 - iv. Financial Reports
 - 1) Balance Sheet
 - 2) Statement of Revenues and Expenditures – Budget to Actual
 - 3) Statement of Functional Expenditures – Budget to Actual
 - 4) Summary Grant Activity
 - v. Energy Assistance
 - vi. Veterans Services
 - vii. Weatherization Services
 - viii. SHARP Lines Rural Public Transportation
 - ix. Community Services
 - x. Child Care Assistance
 - xi. Head Start / Early Head Start / Daycare - Enrollment & Attendance by Center
 - xii. Head Start / Early Head Start / Daycare - Meals Served
 - xiii. Head Start / Early Head Start - Waiting List
 - xiv. Head Start – Transportation

118 North 1st Street, P. O. Box 490, Crowell, Texas 79227 --- Phone (940) 684-1571

Rolling Plains Management Corporation is an equal opportunity employer and provider.

(Consent Agenda cont.)

- xv. Head Start / Early Head Start - Family and Community Partnerships
- xvi. Head Start / Early Head Start Correspondence
 - 1) Funding Guidance Letter for Early Head Start Grant No. 06HP000590
 - 2) Office of Head Start Focus Area 1 Follow-up Monitoring Report
 - 3) Office of Head Start Focus Area 2 Monitoring Report
- xvii. Head Start / Early Head Start Program Reports
 - 1) Self-Assessment Report 2026
 - 2) Community Assessment Report 2026
- xviii. Head Start / Early Head Start Program Updates
 - 1) ERSEA Recruitment Plan 2026 – 2027
 - 2) Request to Continue to Serve Children Under Medically Underserved Areas (MUA) for Early Head Start Grant No. 06HP00059-03
- xix. Monitoring Reports
 - 1) Texas Department of Transportation – Quarterly/Financial Monitoring
 - 2) Workforce Solutions North Texas – Annual Child Care Financial Monitoring Evaluation
- xx. Selected Financial Activity by Program
- xxi. Credit Card Report

Head Start / Early Head Start

Agenda Item 4 - Receive training on Head Start / Early Head Start program eligibility guidelines and program updates.

Sarai Meza provided training on updated program eligibility guidelines for the 2025 – 2026 school year and updates on the program, including the recent monitoring reports, emphasis on continuous improvement, CLASS Review, loss of the Head Start partnership in Knox City for the 2026 – 2027 school year, possible change of scope, and plan to enhance the family support program.

Agenda Item 5 - *Review, discuss and approve the budget for Early Head Start contract # 06HP000590-03 for the grant year 2026 – 2027 for submission to the Office of Head Start.

Keren Whitney and Sarai Meza presented the budget for Early Head Start contract #06HP000590-03 for the grant year 2026 – 2027 for submission to the Office of Head Start. Following the review and discussion, a motion was made by Jim Novak and seconded by Monica Vidaurri to approve the budget for Early Head Start contract # 06HP000590-03 for the grant year 2026 – 2027 for submission to the Office of Head Start. The motion passed unanimously.

Agenda Item 6 - *Review, discuss and approve the budget for Supplemental application for One-time Program Improvement Funds for Early Head Start contract # 06HP000590 for submission to the Office of Head Start.

Keren Whitney and Sarai Meza presented the budget for Supplemental application for One-time Program Improvement Funds for Early Head Start contract # 06HP000590 for submission to the Office of Head Start. The presentation included an explanation of the need for the funds to address issues like wear and tear on the play equipment and the need for water filtration stations. Following the review and discussion, a motion was made by Susie Byars and seconded by Rusty Stafford to approve the budget for Supplemental application for One-time Program Improvement Funds for Early Head Start contract # 06HP000590 for submission to the Office of Head Start. The motion passed unanimously.

Weatherization

Agenda Item 7 – *Review, discuss, and approve the Resolution to Authorize the Application for Amy Young Barrier Removal Program.

Debra Thomas reviewed the need for an updated resolution to authorize the application for the Amy Young Barrier Removal Program. Following a discussion, a motion was made by Phil McCuiston and seconded by Michael Woods to approve the Resolution to Authorize the Application for Amy Young Barrier Removal Program. The motion passed unanimously.

Agency

Agenda Item 8 - *Review, discuss and approve the updated Succession plan for Executive Director, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, and the process for filling a permanent vacancy.

Debra Thomas reviewed the need for an updated Succession plan. There were no questions. A motion was made by Seth Tabor and seconded by Jim Novak to approve the updated Succession plan for Executive Director, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, and the process for filling a permanent vacancy. The motion passed unanimously.

Agenda Item 9 - Receive the Executive Director's Report

Debra Thomas presented the Executive Director's Report which included additional information regarding the possible change of scope and a change to funding received from the Texas Veterans Commission. Mrs. Thomas explained that due to a clerical error, the agency was ineligible for funding for the 2027 fiscal year. A discussion followed regarding steps to ensure the error does not occur in the future as well as steps that could be taken to remedy the error for the current application. Mrs. Thomas stated that the decision was unappealable but she would speak with Senator Perry's office. Mrs. Thomas went on to explain that the agency has an opportunity to work with the highly rural counties – Baylor, Cottle, Foard, and Hardeman to provide transportation for veterans through a separate opportunity with TVC.

Agenda Item 10 - Adjourn

There being no further business, a motion was made by Chuck Henderson and seconded by Tamika Toombs to adjourn the meeting. The motion was carried and passed unanimously by the Board. The meeting was adjourned at 8:30 PM by Board Chair Ronnie Allen.

<u>Name</u>	<u>Public Sector</u>	<u>Private Sector</u>	<u>Low-Income Sector</u>	<u>Staff/Guest</u>
Lauren Bush	Absent			
Pam Gosline	GoToMeeting			
Rick Hardcastle	Absent			
Cheryl Branch – alternate	X			
Karl Holloway	X			
Rusty Stafford	X			
Michael Woods	X			
Susie Byars		X		
Jim Castagna		X		
Chuck Henderson		X		
Dan Johnson		Absent		
Phil McCuistion		X		
Jim Novak		X		
Kathy Ritter – alternate		X		
Glen Tole		Absent		
Ronnie Allen			X	
Lisa Henry			Absent	
Toby Hines			X	
Seth Tabor			X	
Norris Thomas			X	
Tamika Toombs			X	
Monica Vidaurri			X	
Annette Walker			X	
Patty Hines				X
Debra Thomas				X
Jessica McLain				X
Mark Halsell				X
Tyler Briggs				X
Sherry Ellis				X
Sarai Meza				X
Keren Whitney				GoToMeeting

**Rolling Plains Management Corporation
Clients Served**

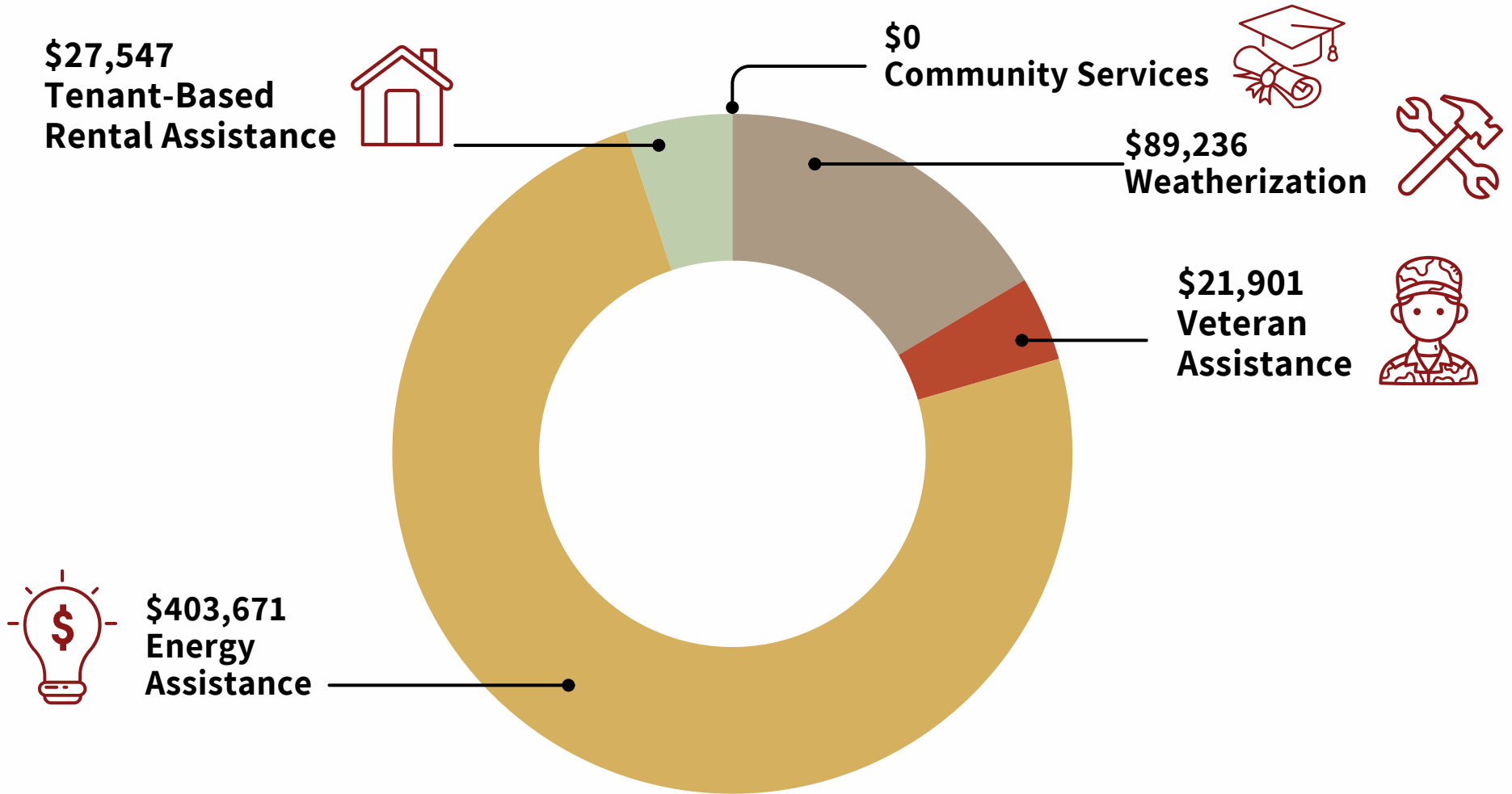
March 2026

Program	People Served in March	People Served YTD	Number of Units Served in March	Units Served YTD	Description of Units
Tenant-Based Rental Assistance (TBRA)	123	149	44	56	Households
Energy Assistance	619	1,261	309	652	Households
Veteran Services	105	173	59	89	Households
Weatherization	23	28	15	17	Homes
SHARP Lines Rural Public Transportation	422	618	6,749	18,619	Trips
Community Services	34	34	10	10	Households
Child Care Assistance	-	-			
Head Start **	159	162			
Early Head Start**	108	116			
Day Care**	29	31			

* People/Households may be served in more than one category and therefore counted more than once.

Direct Client Services

March 2026



**Child Care
Assistance -
Not Available**



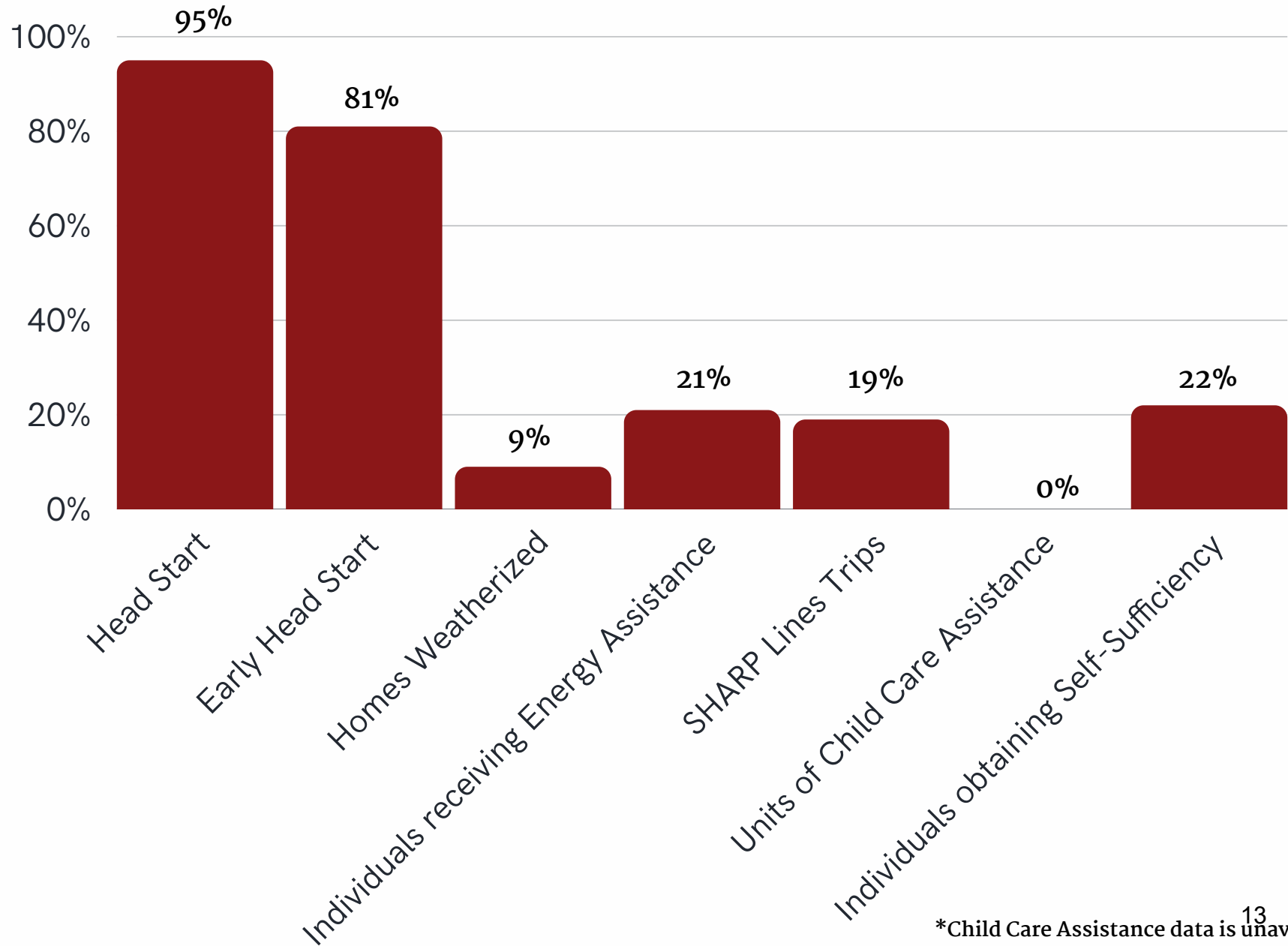
**Rolling Plains Management Corporation
Direct Client Assistance**

March 2026

Program	Expended in March	Expended YTD	Pledged/Projected	Total
Tenant Based Rental Assistance	\$ 27,547.00	\$ 88,757.00	\$ 73,936.00	\$ 162,693.00
Energy Assistance	\$ 403,670.84	\$ 877,175.28	\$ 607,487.72	\$ 1,484,663.00
Veterans Assistance	\$ 21,901.34	\$ 76,883.92		\$ 76,883.92
Weatherization	\$ 89,235.60	\$ 142,111.40		\$ 142,111.40
Community Services	\$ -	\$ 6,481.96		\$ 6,481.96
Child Care Assistance	\$ -	\$ -		\$ -
TOTAL	\$ 542,354.78	\$ 1,191,409.56	\$ 681,423.72	\$ 1,872,833.28

Program Performance Report

March 2026



*Child Care Assistance data is unavailable

ROLLING PLAINS MANAGEMENT CORPORATION

Balance Sheet - Entire Agency

As of March 31, 2026

Assets

Current Assets

Cash (operating accounts) 2,742,775.88

Other Cash Accounts

Petty cash 100.00

Certificate of Deposit - Interest & Sinking Fund 35,659.85

Certificate of Deposit - Capital Reserve 1,390,562.78

Total Other Cash Accounts 1,426,322.63

Receivables

Grants receivable 2,527,878.10

Other 130,993.11

Total Receivables 2,658,871.21

Other Assets

Prepaid expenses 0.00

Health Insurance Capital Investment 100,538.00

Inventory 8,743.46

Total Inventories 109,281.46

Total Current Assets 6,937,251.18

Long-term Assets

Property & Equipment

Property, Plant & Equipment 19,722,126.30

Land 65,683.81

Software license 13,500.00

Construction in Progress 89,216.84

Accumulanted depreciation (6,359,778.13)

Total Property & Equipment 13,530,748.82

Total Assets 20,468,000.00

Liabilities

Short-term Liabilities

Accounts Payable 661,562.80

Accrued (payroll) liabilities 229,399.33

Other payroll liabilities 16,894.14

Loan - Crowell State Bank 0.00

Deferred Revenue 631,280.39

Total Short-term Liabilities 1,539,136.66

Long-term Liabilities

Loan - USDA 258,924.18

Total Long-term Liabilities 258,924.18

Total Liabilities 1,798,060.84

Net Assets

Beginning Net Assets 18,310,819.19

Current YTD Net Income 359,119.97

Total Net Assets 18,669,939.16

Total Liabilities and Net Assets 20,468,000.00

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures - Budget to Actual

For the period ended March 31, 2026

Percentage of budget expired 33%

	<u>Approved Budget</u>	<u>Actual</u>		% of
	12/1/2025 to	12/1/2025 to	Remaining	Budget
	<u>11/30/26</u>	<u>03/31/26</u>	in Budget	<u>Expended</u>
Operating Revenue				
<u>Grant Revenue</u>				
Funding - federal	7,927,749.00	2,468,779.67	5,458,969.33	
Funding - state	7,952,416.00	2,513,515.30	5,438,900.70	
Funding - other	<u>11,454,540.00</u>	<u>3,191,871.85</u>	<u>8,262,668.15</u>	
Total Grant Revenue	27,334,705.00	8,174,166.82	19,160,538.18	30%
<u>Contributions</u>				
Donations (cash)	55,000.00	<u>0.00</u>	<u>55,000.00</u>	
Total Contributions	55,000.00	0.00	55,000.00	
<u>Program Revenue</u>				
Medical transportation fees	819,549.00	205,719.98	613,829.02	25%
Box fares	30,000.00	6,087.00	23,913.00	
Subscription fares	409,700.00	112,557.50	297,142.50	
Parent fees received	0.00	50.00	(50.00)	
Student Fees	175,000.00	69,316.51		
Daycare fees	<u>143,000.00</u>	<u>63,107.20</u>	<u>79,892.80</u>	
Total Program Revenue	1,577,249.00	456,838.19	1,014,727.32	29%
<u>Other Income</u>				
Insurance proceeds	0.00	42,239.85	(42,239.85)	
Sale of vehicles	36,000.00	0.00	36,000.00	
Cost of property disposed of	0.00	0.00	0.00	
Miscellaneous	50.00	51.00	(1.00)	
Interest income	<u>136,707.00</u>	<u>15,081.24</u>	<u>121,625.76</u>	
Total Other Income	<u>172,757.00</u>	<u>57,372.09</u>	<u>115,384.91</u>	
Total Revenue	29,139,711.00	8,688,377.10	20,345,650.41	<u>30%</u>
Expenditures by Program				
<u>Program Services</u>				
Child care assistance	10,873,550.00	3,089,316.50	7,784,233.50	28%
Child development programs	5,025,319.00	1,612,788.90	3,412,530.10	32%
Transportation	4,245,855.00	1,245,614.06	3,000,240.94	29%
Energy assistance and community services	4,255,393.00	1,305,229.98	2,950,163.02	31%
Weatherization and home rehabilitation	<u>2,574,883.00</u>	<u>641,214.44</u>	<u>1,933,668.56</u>	25%
Total Program Services	26,975,000.00	7,894,163.88	19,080,836.12	29%
<u>Supporting Services</u>				
Total Expenditures	<u>1,975,784.00</u>	<u>435,093.25</u>	<u>1,540,690.75</u>	22%
Net Revenue Over Expenditures	<u>28,950,784.00</u>	<u>8,329,257.13</u>	<u>20,621,526.87</u>	29%
	<u>188,927.00</u>	<u>359,119.97</u>		

ROLLING PLAINS MANAGEMENT CORPORATION
Statement of Functional Expenditures - Budget to Actual
For the period ended March 31, 2026

	<u>Approved Budget</u> 12/1/2025 to 11/30/26	<u>Actual</u> 12/1/2025 to 03/31/26	Remaining in Budget	Percent of Total Expended
Expenditures				
Personnel Expenses	7,569,461.00	2,288,790.64	5,280,670.36	27.5%
Fringe Benefits & Other Employee Expenses	2,717,987.00	825,652.34	1,892,334.66	9.9%
Direct Client Assistance	14,162,619.00	4,066,399.55	10,096,219.45	48.8%
Other Direct Program Costs	369,139.00	89,155.00	279,984.00	1.1%
Travel	175,726.00	35,978.16	139,747.84	0.4%
Professional Fees	176,442.00	20,555.59	155,886.41	0.2%
Supplies	865,451.00	253,089.96	612,361.04	3.0%
Occupancy	836,801.00	224,688.07	612,112.93	2.7%
Maint, Repairs & Lease of Equipment	544,145.00	166,608.97	377,536.03	2.0%
Purchase of equipment	707,228.00	0.00	707,228.00	0.0%
Purchase of land/buildings	0.00	0.00	0.00	0.0%
Major Renovations	759,338.00	323,735.90	435,602.10	3.9%
Interest	12,225.00	3,904.37	8,320.63	0.0%
Miscellaneous	<u>54,222.00</u>	<u>30,698.58</u>	<u>23,523.42</u>	<u>0.4%</u>
Total Expenditures	<u>28,950,784.00</u>	<u>8,329,257.13</u>	<u>20,621,526.87</u>	<u>100.0%</u>

ROLLING PLAINS MANAGEMENT CORPORATION

Summary of Grant Activity

As of March 31, 2026

<u>Grant</u>	<u>Program Director / Contact</u>	<u>Beginning</u>	<u>Ending</u>	<u>Funding Available</u>	<u>Expended</u>	<u>% of contract expired</u>	<u>% of Funding spent</u>
<u>Child development programs</u>							
Head Start	Sarai Meza	12/1/25	11/30/26	\$2,551,602.00	\$814,565.65	33%	32%
Early Head Start	Sarai Meza	8/1/25	7/31/26	\$2,534,411.00	\$1,605,940.48	67%	63%
Child and Adult Food Program	Sarai Meza	10/1/25	9/30/26	\$ 302,577.85	\$165,132.14	50%	55%
<u>Transportation</u>							
Texas Dept of Transportation	Lisa Newell	9/1/25	8/31/26	\$ 721,670.00	\$166,737.00	58%	23%
Texas Dept of Transportation	Lisa Newell	9/1/25	11/30/26	\$ 1,204,819.00	\$701,298.00	47%	58%
Texas Dept of Transportation	Thomas/Halsell	9/1/24	8/31/26	\$ 759,377.00	\$522,583.00	79%	69%
Texas Dept of Transportation	Lisa Newell	2/3/25	3/31/27	\$ 938,674.00	\$912,242.00	54%	97%
Texas Dept of Transportation	Lisa Newell	10/1/24	6/30/26	\$ 271,294.00	\$191,795.00	86%	71%
Texas Dept of Transportation	Lisa Newell	9/1/25	8/31/26	\$ 543,776.00	\$543,776.00	58%	100%
<u>Energy assistance and community services</u>							
Tx Veterans Comm - General	Marsha Anderson	7/1/25	6/30/26	\$ 350,000.00	\$247,843.07	75%	71%
Comprehensive Energy Assistance	Marsha Anderson	1/1/26	12/31/26	\$ 2,765,412.00	\$798,097.23	25%	29%
Comprehensive Energy Assistance	Marsha Anderson	1/1/26	12/31/26	\$ 171,270.00	\$171,057.69	25%	100%
Comprehensive Energy Assistance	Marsha Anderson	1/1/25	3/31/26	\$ 3,139,361.00	\$3,139,361.00	100%	100%
Comprehensive Energy Assistance	Marsha Anderson	1/1/25	12/31/25	\$ 118,899.00	\$118,899.00	100%	100%
Community Service Block Grant	Jessica McLain	1/1/26	12/31/26	\$ 474,448.00	\$84,105.30	25%	18%
Community Service Block Grant	Jessica McLain	1/1/25	3/31/26	\$ 474,448.00	\$474,448.00	100%	100%
Community Service Block Grant	Jessica McLain	9/1/25	3/31/26	\$ 2,000.00	\$2,000.00	100%	100%
Tenant Based Rental Assistance	Marsha Anderson	12/1/25	11/30/26	As needed	\$132,648.54		
Utility Company Energy Funds	Marsha Anderson	12/1/25	11/30/26	\$ 51,025.72	\$25,684.28	NA	50%

ROLLING PLAINS MANAGEMENT CORPORATION

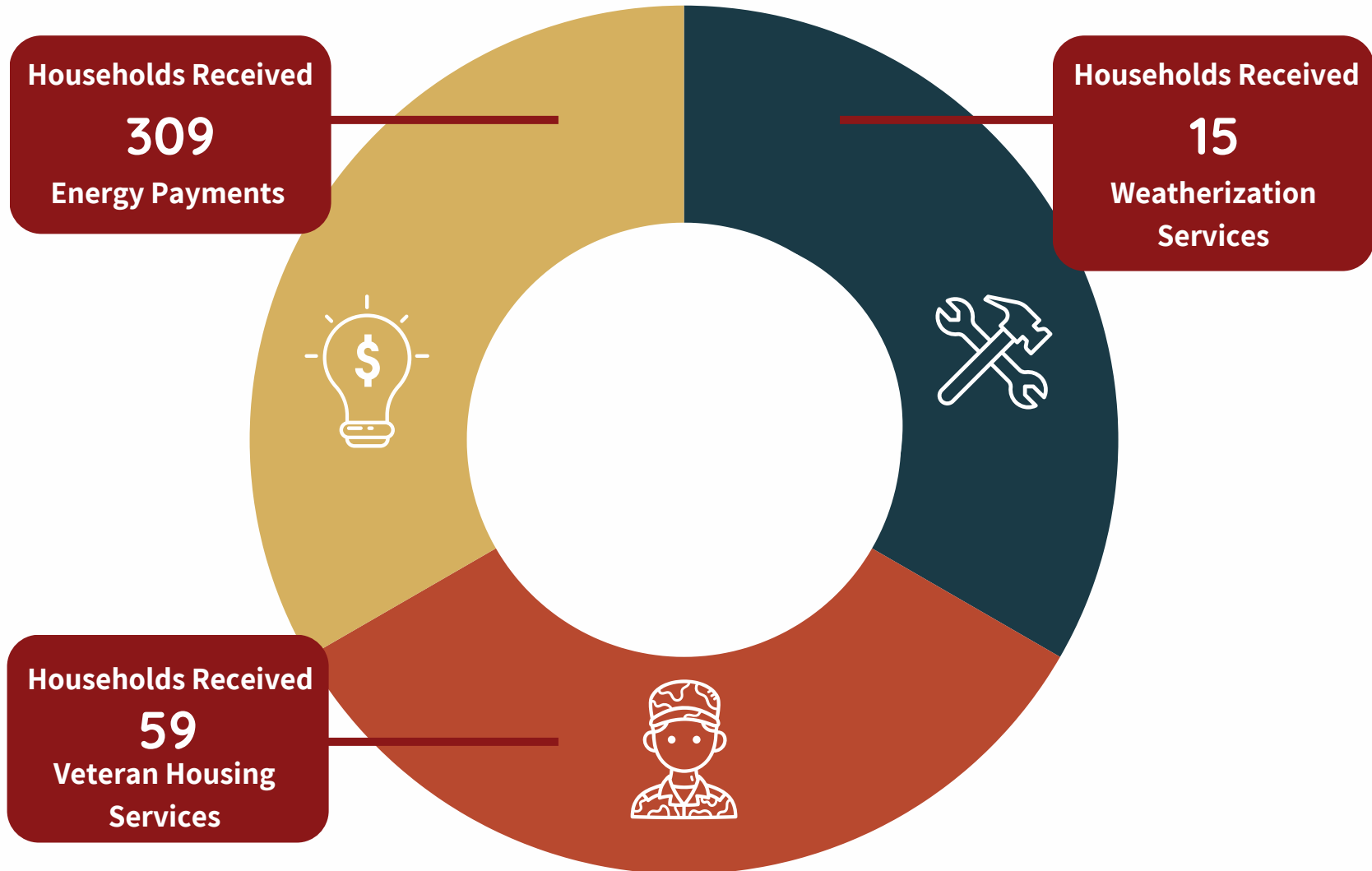
Summary of Grant Activity

As of March 31, 2026

<u>Grant</u>	<u>Program Director / Contact</u>	<u>Beginning</u>	<u>Ending</u>	<u>Funding Available</u>	<u>Expended</u>	<u>% of contract expired</u>	<u>% of Funding spent</u>
<u>Weatherization and home rehabilitation</u>							
TVC - Housing 4 Texas Heroes	Lacy Tamplen	7/1/25	6/30/26	\$ 200,000.00	\$142,333.84	75%	71%
Weatherization - DOE	Lacy Tamplen	7/1/25	6/30/26	\$ 335,532.00	\$211,837.73	75%	63%
Weatherization - DOE BIL	Lacy Tamplen	7/15/23	6/30/26	\$ 5,149,977.00	\$2,746,288.98	92%	53%
Weatherization - LIHEAP	Lacy Tamplen	1/1/26	12/31/26	\$ 617,058.00	\$28,018.94	25%	5%
Weatherization - LIHEAP	Lacy Tamplen	1/1/25	3/31/26	\$ 543,196.00	\$410,974.13	100%	76%
Weatherization - ONCOR	Lacy Tamplen	1/1/26	10/31/26	\$ 95,000.00	\$0.00	30%	0%
Weatherization - AEP	Lacy Tamplen	1/1/26	10/31/26	\$ 60,000.00	\$0.00	30%	0%
<u>Child care assistance</u>							
Child Care Assistance (CPS care)	Donna Adams	9/1/24	8/31/25	\$588,050.00	\$515,371.95	100%	88%
Child Care Assistance (operations/direct)	Donna Adams	10/1/24	10/31/25	\$8,025,453.60	\$6,995,298.15	100%	87%
Child Care Assistance (local match)	Donna Adams	10/1/24	12/31/25	\$579,564.00	\$579,564.00	100%	100%
Child Care Assistance (quality)	Donna Adams	10/1/24	10/31/25	\$565,244.00	\$499,535.40	100%	88%
Child Care Assistance (quality)	Donna Adams	10/1/24	10/31/25	\$506,128.00	\$464,568.87	100%	92%
Child Care Assistance (CPS care)	Donna Adams	9/1/25	8/31/26	\$569,826.15	\$246,340.51	58%	43%
Child Care Assistance (operations/direct)	Donna Adams	10/1/25	10/31/26	\$8,025,453.60	\$2,937,900.96	46%	37%
Child Care Assistance (local match)	Donna Adams	10/1/25	12/31/26	\$579,564.00	\$0.00	40%	0%
Child Care Assistance (quality)	Donna Adams	10/1/25	10/31/26	\$565,244.00	\$231,939.28	46%	41%
Child Care Assistance (quality)	Donna Adams	10/1/25	10/31/26	\$506,128.00	\$198,908.80	46%	39%
<u>Non grant programs</u>							
Administrative /Unrestricted Funds	Debra Thomas	12/1/25	11/30/26	\$ 676,579.70	\$ 439,514.17	\$	237,065.53
Child Care	Sarai Meza	12/1/25	11/30/26	\$ 63,912.11	\$ 133,732.20	\$	(69,820.09)
Transportation (excluding grants)	Vacant					\$	172,716.67
Other						\$	19,157.86
Net Revenue Over Expenditures						\$	<u>359,119.97</u>

Housing Services

March 2026



**Rolling Plains Management Corporation
Energy Assistance**

March 2026

Households Served

Direct Client Dollars (\$)

<u>COUNTY</u>	Households Served		Direct Client Dollars (\$)			
	Households Assisted in March	Households Assisted Year to Date	Expended in March	Expended Year to Date	Pledged through December	Expended and Pledged through December
ARCHER	2	3	\$ 2,935.52	\$ 4,135.52	\$ 2,301.94	\$ 6,437.46
BAYLOR	12	19	\$ 5,409.79	\$ 9,879.81	\$ 35,880.15	\$ 45,759.96
CLAY	4	6	\$ 4,276.73	\$ 7,453.74	\$ 4,584.23	\$ 12,037.97
COTTLE	8	17	\$ 11,196.21	\$ 22,064.96	\$ 4,242.59	\$ 26,307.55
FOARD	4	21	\$ 6,334.43	\$ 29,433.07	\$ 6,485.10	\$ 35,918.17
HARDEMAN	7	24	\$ 11,199.54	\$ 36,496.51	\$ 13,963.73	\$ 50,460.24
JACK	3	11	\$ 5,153.28	\$ 17,662.37	\$ 6,432.11	\$ 24,094.48
MONTAGUE	9	16	\$ 14,445.84	\$ 23,470.75	\$ 11,790.37	\$ 35,261.12
SHACKELFORD	1	1	\$ 966.11	\$ 966.11	\$ 3,569.27	\$ 4,535.38
STEPHENS	2	6	\$ 2,474.82	\$ 8,515.27	\$ 11,878.97	\$ 20,394.24
TAYLOR	114	219	\$ 147,128.92	\$ 302,445.19	\$ 248,405.27	\$ 550,850.46
WICHITA	108	237	\$ 140,929.56	\$ 310,715.11	\$ 167,209.24	\$ 477,924.35
WILBARGER	27	61	\$ 41,876.68	\$ 89,623.49	\$ 60,323.42	\$ 149,946.91
YOUNG	8	11	\$ 9,343.41	\$ 14,313.38	\$ 30,421.33	\$ 44,734.71
TOTAL	309	652	\$403,670.84	\$877,175.28	\$607,487.72	\$1,484,663.00

**Rolling Plains Management Corporation
Veterans Services**

March 2026

Households Served

Direct Client Dollars (\$)

COUNTY	Households Receiving Rental Assistance	Households Receiving Utility Assistance	Households Receiving Home Modification Assistance	Total Households Receiving Assistance	Expended in March	Expended Year to Date
ARCHER	-	1	-	1	\$ 693.80	\$ 1,024.32
BAYLOR	-	-	-	-	\$ -	\$ 529.02
BROWN			-	-	\$ -	\$ -
CALLAHAN			-	-	\$ -	\$ -
CLAY	-	-	-	-	\$ -	\$ 10,337.49
COMMANCHE			-	-	\$ -	\$ -
COTTLE	-	1	-	1	\$ 180.56	\$ 412.39
EASTLAND			-	-	\$ -	\$ -
FOARD	1	2	-	3	\$ 600.69	\$ 1,901.95
HARDEMAN	-	-	-	-	\$ -	\$ 437.40
HASKELL			-	-	\$ -	\$ -
HOOD			-	-	\$ -	\$ -
JACK	-	-	-	-	\$ -	\$ -
JONES			-	-	\$ -	\$ -
KENT			-	-	\$ -	\$ -
KNOX			-	-	\$ -	\$ -
MONTAGUE	-	1	-	1	\$ 451.89	\$ 1,008.57
PALO PINTO			-	-	\$ -	\$ -
PARKER			-	-	\$ -	\$ -
SHACKELFORD	-	-	-	-	\$ -	\$ -
STEPHENS	-	-	-	-	\$ -	\$ -
STONEWALL			-	-	\$ -	\$ -
TAYLOR	1	25	-	26	\$ 7,544.43	\$ 13,713.94
THROCKMORTON			-	-	\$ -	\$ -
WICHITA	2	23	-	25	\$ 10,683.44	\$ 44,474.53
WILBARGER	-	1	-	1	\$ 1,500.00	\$ 1,722.79
WISE			-	-	\$ -	\$ -
YOUNG	-	1	-	1	\$ 246.53	\$ 1,321.52
TOTAL	4	55	-	59	\$ 21,901.34	\$ 76,883.92

Comment:

Rolling Plains Management Corporation Weatherization

March 2026

Households Served

Direct Client Dollars (\$)

COUNTY	Homes Weatherized in March	Homes Weatherized Year to Date	Expended in March	Expended Year to Date	Average Cost per Home
ARCHER	-	-	\$ -	\$ -	\$ -
BAYLOR	-	-	\$ -	\$ -	\$ -
BROWN	-	-	\$ -	\$ -	\$ -
CALLAHAN	-	-	\$ -	\$ -	\$ -
CLAY	-	-	\$ -	\$ -	\$ -
COMANCHE	-	-	\$ -	\$ -	\$ -
COTTLE	-	-	\$ -	\$ -	\$ -
EASTLAND	12	13	\$ 73,758.00	\$ 106,741.80	\$ 8,210.91
FOARD	-	-	\$ -	\$ -	\$ -
HARDEMAN	-	-	\$ -	\$ -	\$ -
HASKELL	-	-	\$ -	\$ -	\$ -
HOOD	-	-	\$ -	\$ -	\$ -
JACK	-	-	\$ -	\$ -	\$ -
JONES	-	-	\$ -	\$ -	\$ -
KENT	-	-	\$ -	\$ -	\$ -
KNOX	-	-	\$ -	\$ -	\$ -
MONTAGUE	1	1	\$ 6,768.00	\$ 6,768.00	\$ -
PALO PINTO	-	-	\$ -	\$ -	\$ -
PARKER	-	-	\$ -	\$ -	\$ -
SHACKELFORD	-	-	\$ -	\$ -	\$ -
STEPHENS	-	-	\$ -	\$ -	\$ -
STONEWALL	-	-	\$ -	\$ -	\$ -
TAYLOR	-	-	\$ -	\$ -	\$ -
THROCKMORTON	-	-	\$ -	\$ -	\$ -
WICHITA	2	2	\$ 8,709.60	\$ 8,709.60	\$ -
WILBARGER	-	1	\$ -	\$ 19,892.00	\$ 19,892.00
WISE	-	-	\$ -	\$ -	\$ -
YOUNG	-	-	\$ -	\$ -	\$ -
TOTAL	15	17	\$ 89,235.60	\$ 142,111.40	\$ 8,359.49
COMMENTS:					

Supportive Services

March 2026



Individuals Received

422

Transportation



Individuals Received

10

Self-Sufficiency
Services



Children Received

*Information
unavailable at this
time

Childcare

**Rolling Plains Management Corporation
SHARP Lines Rural Public Transportation**

March 2026

Trips Provided

COUNTY	Trips Provided in the Month of March	Trips Provided YTD
ARCHER	40	127
BAYLOR	733	2,192
CLAY (Medicaid Only)	8	20
COTTLE	123	368
FOARD	170	522
HARDEMAN	121	371
JACK	629	1,681
WICHITA	3,321	9,147
WILBARGER	881	2,277
YOUNG	723	1,914
TOTAL	6,749	18,619
Comment:		

**Rolling Plains Management Corporation
Community Services**

March 2026

Households Served

Direct Client Dollars (\$)

COUNTY	Households Served				Direct Client Dollars (\$)	
	Households Receiving Rental Assistance	Households Receiving Other Emergency Assistance	Households Receiving Self-Sufficiency Assistance	Total Households Receiving Assistance	Expended in February	Expended Year to Date
ARCHER	-	-	-	-	\$ -	\$ -
BAYLOR	-	-	-	-	\$ -	\$ -
CLAY	-	-	-	-	\$ -	\$ -
COTTLE	-	-	-	-	\$ -	\$ -
FOARD	-	-	-	-	\$ -	\$ -
HARDEMAN	-	-	-	-	\$ -	\$ -
JACK	-	-	-	-	\$ -	\$ -
MONTAGUE	-	-	-	-	\$ -	\$ -
SHACKELFORD	-	-	1	1	\$ -	\$ -
STEPHENS	-	-	-	-	\$ -	\$ -
TAYLOR	-	-	6	6	\$ -	\$ 3,504.21
WICHITA	-	-	1	1	\$ -	\$ 324.75
WILBARGER	-	-	2	2	\$ -	\$ 2,653.00
YOUNG	-	-	-	-	\$ -	\$ -
TOTAL	-	-	10	10	\$ -	\$ 6,481.96

Case Management Clients Obtaining Self-Sufficiency		
Households Enrolled in Case Management	Individuals Obtaining Self-Sufficiency in	Individuals Obtaining Self-Sufficiency
March	March	YTD
10	4	4

Rolling Plains Management Corporation
Child Care Assistance
Operated through: Workforce Solutions North Texas

March 2026

People Served

Contracted Providers

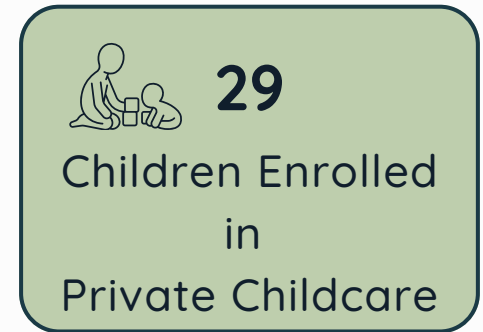
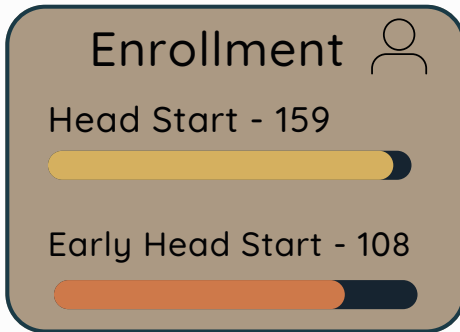
<u>COUNTY</u>	People Served		Children on the Wait list at the end of March	Contracted Providers					
	Children in Care in March	Children in Care Year to Date		<u>Licensed Centers</u>		<u>Licensed Child Care Home</u>		<u>Registered Child Care Home</u>	
				TRS	Other	TRS	Other	TRS	Other
ARCHER									
BAYLOR									
CLAY									
COTTLE									
FOARD									
HARDEMAN									
JACK									
MONTAGUE									
WICHITA									
WILBARGER									
YOUNG									
TOTAL	0		0	0	0	0	0	0	0

Comment: Due to software issues, we are unable to access all information at this time.



Head Start Monthly Report

March 2026



Health Services	Head Start	Early Head Start
Children received physicals	154	66
Children visit the dentist	125	52
Children received immunizations	157	108



Rolling Plains Management Corporation
Head Start /Day Care Monthly Enrollment & Attendance by Center

March 2026

Head Start		Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
BAYLOR	Seymour Child Development Center	17	14	93%
FOARD	Crowell Child Development Center	7	14	95%
HARDEMAN	Chillicothe Child Development Center	15	14	97%
HARDEMAN	Turner Child Development Center	14	14	88%
KNOX	Knox City Child Development Center	16	14	94%
KNOX	Munday Child Development Center	9	14	95%
WILBARGER	Wilbarger County Preschool	42	42	84%
YOUNG	Graham Child Development Center	17	14	89%
YOUNG	Olney Child Development Center	22	28	93%
TOTAL		159	168	91%

Childcare		Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
FOARD	Crowell Child Development Center	9		
HARDEMAN	Chillicothe Child Development Center	13		
HARDEMAN	Turner Child Development Center	6		
YOUNG	Olney Child Development Center	1		
TOTAL		29		

COMMENTS:

**Rolling Plains Management Corporation
Early Head Start Monthly Enrollment & Attendance by Center**

March 2026

Early Head Start		Actual	Funded	Attendance
County	Center	Enrollment	Enrollment	ADA %
ARCHER	Archer City Child Development Center	6	8	96%
ARCHER	Charles Finnell Child Dev. Center	6	8	89%
COTTLE	Paducah Child Development Center	8	7	87%
FOARD	Crowell Child Development Center	7	6	94%
HARDEMAN	Chillicothe Child Development Center	8	7	80%
HARDEMAN	Turner Child Development Center	11	18	93%
WILBARGER	Wilbarger County Preschool	44	53	84%
YOUNG	Olney Child Development Center	18	27	81%
TOTAL		108	134	87%

**Rolling Plains Management Corporation
Head Start / Early Head Start / Day Care Meals Served**

March 2026

Head Start

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
BAYLOR	Seymour Day Care	17	17			269	263	269	220
FOARD	Crowell Child Development Center	7	7			106	0	0	90
HARDEMAN	Chillicothe Child Development Center	15	15			232	0	0	218
HARDEMAN	Turner Child Development Center	14	14			184	183	181	179
KNOX	Knox City Child Development Center	16	16			229	0	0	229
KNOX	Munday Child Development Center	9	9			145	145	142	111
WILBARGER	Wilbarger County Preschool	49	49			687	655	682	593
YOUNG	Graham Child Development Center	17	17			243	241	241	235
YOUNG	Olney Child Development Center	22	22			338	336	333	321
TOTAL		166	166	0	0	2433	1823	1848	2196

Daycare

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
COTTLE	Paducah Child Development Center								
FOARD	Crowell Child Development Center	9	1	2	6	118	33	30	48
HARDEMAN	Chillicothe Child Development Center	13	7	2	4	147	76	76	71
HARDEMAN	Turner Child Development Center	6	1	0	5	88	78	75	72
YOUNG	Olney Child Development Center	1	0	0	1	17	17	17	17
TOTAL		29	9	4	16	370	204	198	208

**Rolling Plains Management Corporation
Head Start / Early Head Start / Day Care Meals Served (continued)**

March 2026

Early Head Start

County	Center	Children Enrolled				Attendance Total for Month	Meals Served		
		Total	Free	Reduced	Paid		Breakfast	Lunch	Snack
ARCHER	Archer City Child Development Center	6	6			93	92	91	88
ARCHER	Charles Finnell Child Dev. Center	6	6			77	77	75	70
COTTLE	Paducah Child Development Center	8	8			103	102	100	99
FOARD	Crowell Child Development Center	7	7			105	105	104	100
HARDEMAN	Chillicothe Child Development Center	8	8			104	104	99	98
HARDEMAN	Turner Child Development Center	11	11			163	149	159	151
WILBARGER	Wilbarger County Preschool	38	38			508	456	499	469
YOUNG	Olney Child Development Center	21	21			217	202	213	196
TOTAL		105	105	0	0	1370	1287	1340	1271
TOTAL FOR ALL PROGRAMS ALL LOCATIONS		300	280	4	16	4173	3314	3386	3675

Comment:

Rolling Plains Management Corporation Head Start / Early Head Start Waiting List

March 2026

Head Start

Children on Wait list		
County	Center	Total
BAYLOR	Seymour Day Care	6
FOARD	Crowell Child Development Center	5
HARDEMAN	Chillicothe Child Development Center	5
HARDEMAN	Turner Child Development Center	4
KNOX	Knox City Child Development Center	3
KNOX	Munday Child Development Center	2
WILBARGER	Wilbarger County Preschool	22
YOUNG	Graham Child Development Center	17
YOUNG	Olney Child Development Center	0
TOTAL		63

Early Head Start

Children on Wait list		
County	Center	Total
ARCHER	Archer City Child Development Center	0
ARCHER	Charles Finnell Child Dev. Center	1
COTTLE	Paducah Child Development Center	0
FOARD	Crowell Child Development Center	2
HARDEMAN	Chillicothe Child Development Center	3
HARDEMAN	Turner Child Development Center	4
WILBARGER	Wilbarger County Preschool	13
YOUNG	Olney Child Development Center	3
TOTAL		26
TOTAL FOR ALL PROGRAMS ALL LOCATIONS		89
COMMENTS: Some children are on the waitlist for multiple centers so the total waitlist may be lower than the combined total of centers.		

**Rolling Plains Management Corporation
Head Start Transportation**

March 2026

Head Start

<u>County</u>	<u>Center</u>	Children enrolled in transportation services
BAYLOR	Seymour Child Development Center	5
WILBARGER	Wilbarger County Preschool	17
YOUNG	Olney Child Development Center	8
TOTAL		30

Rolling Plains Management Corporation Head Start / Early Head Start

Report: Family and Community Partnership
Report Month: March 2026

Head Start/Early Head Start

County	Center	Unduplicated Volunteers	Volunteer Hours	
			Low-Income Hours	Total Hours
ARCHER	Archer City Child Development Center	0	2	4
ARCHER	Charles Finnell Child Dev. Center	0	0	0
BAYLOR	Seymour Child Development Center	0	10	14
COTTLE	Paducah Child Development Center	0	2	2
FOARD	Crowell Child Development Center	0	2	4
HARDEMAN	Chillicothe Child Development Center	3	7	11
HARDEMAN	Turner Child Development Center	0	2	2
KNOX	Knox City Child Development Center	0	0	0
KNOX	Munday Child Development Center	0	5	7
WILBARGER	Wilbarger County Preschool	2	5	5
YOUNG	Graham Child Development Center	1	3	5
YOUNG	Olney Child Development Center	0	2	2
TOTAL		6	40	56

Parent Meeting Participants
1
0
7
2
3
2
2
0
5
4
4
2
32

March Family Engagement

In March, families were given the opportunity to learn about the importance of preventive medical and oral health care. Representatives from the Texas Department of Health and Human Services, along with local healthcare professionals, shared information with parents on routine check-ups, early screenings, immunizations, and the importance of establishing a regular dental provider.

Families also received helpful resources and were encouraged to use community services to support their child's overall health and development. Additionally, all centers are actively recruiting families for enrollment and continuing outreach efforts within the community.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

May 18, 2026

Rolling Plains Management Corporation

Re: Grant No. 06CH012396

Dear Grant Recipient,

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



Early Head Start Assessment Report End of Year (EOY) 2025–2026

Overview

Rolling Plains Management Corporation Early Head Start (EHS) utilizes the Desired Results Developmental Profile (DRDP) to assess and monitor the developmental progress of enrolled children ages birth to three. The DRDP is aligned with the Head Start Early Learning Outcomes Framework (ELOF) and supports the program's established School Readiness Goals.

Assessments are conducted through ongoing observation and documentation and are finalized at three checkpoints during the program year:

- **October** – Beginning of Year (BOY)
- **January** – Middle of Year (EOY) (*extended one week into February due to winter storm*)
- **April** – End of Year (EOY)

EHS Middle of Year (EOY) Summary – Winter 2026

The Spring 2026 End-of-Year assessment represents aggregated data for 102 children across two grants, including 87 children in the EHS grant and 15 children in the EHS-HS grant.

Overall, End-of-Year data reflects substantial developmental growth across all domains. Most children progressed into the Exploring Middle, Exploring Later, and Building levels, demonstrating measurable advancement toward School Readiness Goals and kindergarten readiness indicators.

Key Findings

1. Progress Across Developmental Domains

Spring 2026 indicates strong growth in children's ability to regulate emotions, maintain attention, and engage in learning experiences.

Across both grants:

- A large percentage of children scored within the Exploring Middle through Building Earlier levels.
- In Curiosity and Initiative in Learning, 46% of EHS children were rated at Exploring Middle and 18% at Building Earlier.
- In Self-Control of Feelings and Behavior, 40% of children scored at Exploring Middle and 14% at Building Earlier.

These results demonstrate:

- Increased persistence during learning activities.
- Improved attention maintenance.
- Growth in emotional regulation.
- Greater participation in classroom routines and transitions.

Children are demonstrating stronger foundational learning behaviors necessary for school readiness success.

2. Social and Emotional Development (SED)

End-of-Year data reflects continued progress in relationship-building and peer interactions.

Highlights include:

- 52% of EHS children demonstrated strong relationships and social interactions with familiar adults at the Exploring Middle level.
- 42% demonstrated advanced peer interaction skills within the Building Earlier range.
- Symbolic and sociodramatic play skills continued to strengthen, with children increasingly engaging in cooperative pretend play.

These outcomes indicate that children are developing confidence, social awareness, and positive relationships with adults and peers.

Strategic Use of the DRDP Assessment System

The End-of-Year DRDP data will continue to guide intentional instructional planning and continuous quality improvement efforts.

Individualized Planning

Teachers will continue to:

- Analyze child-level and domain-level assessment data.
- Identify developmental next steps.
- Embed individualized scaffolding strategies into daily instruction and routines.
- Support smooth transitions for children moving into preschool settings.

Data-Driven Learning Environments

Education staff will continue refining classroom environments to ensure:

- Rich language and conversation opportunities throughout the day.
- Increased access to inquiry-based and hands-on learning materials.
- Intentional teacher-child interactions that promote problem-solving and critical thinking.
- Opportunities for independent exploration and peer collaboration.

Continuous Improvement

The program will continue to:

- Monitor curriculum fidelity.
- Conduct ongoing classroom observations.
- Provide coaching and reflective feedback.
- Use assessment data to inform professional development priorities.
- Strengthen instructional strategies that support movement into higher developmental levels.

Dual Language Learners (DLL) – EOY 2025–2026

Rolling Plains Management Corporation continues implementing the Frog Street Curriculum, which includes embedded bilingual supports to promote language development for Dual Language Learners (DLLs).

Currently, 15 enrolled children are identified as Dual Language Learners. Teachers continue providing individualized support to strengthen expressive and receptive language development while fostering culturally and linguistically responsive classroom environments.

Teachers intentionally integrate:

- Bilingual books and storytelling.
- Songs and fingerplays in English and Spanish.
- Visual supports and vocabulary cards.



- Opportunities for peer communication and language modeling.

Professional Development Focus

Ongoing training emphasizes:

- Effective language modeling strategies.
- Scaffolding techniques.
- Bridging home language to English acquisition.
- Intentional questioning to promote cognitive growth.

Family Engagement

Family partnerships remain a program priority through:

- Bilingual communication.
- Literacy take-home activities.
- Shared home-learning strategies.
- Family engagement opportunities that reinforce language and cognitive development.

Conclusion

Rolling Plains Management Corporation Early Head Start remains committed to using DRDP data to:

- Guide intentional instruction.
- Strengthen family partnerships.
- Ensure measurable progress toward School Readiness Goals.
- Support every enrolled child in achieving developmental growth.

Spring 2026 End-of-Year data demonstrates meaningful growth across developmental domains and highlights the effectiveness of intentional teaching practices, ongoing assessment, and family partnerships. Children made strong progress toward school readiness outcomes, particularly in social-emotional development, self-regulation, language development, and physical development.

The program will continue using assessment data to drive instructional decision-making, strengthen learning environments, and support continuous quality improvement efforts in preparation for the upcoming program year.



Head Start Assessment Report End of Year (EOY) 2025–2026

Overview

Rolling Plains Management Corporation Head Start utilizes the HATCH Early Learning Assessment System to evaluate the developmental progress of enrolled children. This assessment system is aligned with the Head Start Early Learning Outcomes Framework (ELOF) and the program's defined School Readiness Goals.

Assessments are conducted on an ongoing basis as children complete weekly skill-based tasks. Data is analyzed at three checkpoints throughout the program year:

- **October** – Beginning of the Year (**BOY**)
- **January** – Middle of the Year (**MOY**) (*extended one week into February due to winter storm*)
- **April** – End of the Year (**EOY**)

The EOY report established baseline data for the program. The MOY report reflects child growth and instructional impact since that baseline checkpoint.

Head Start – EOY Summary

The aggregated EOY assessment results provide a year-end snapshot of child growth and school readiness outcomes using the HATCH Early Learning Assessment System. EOY data indicates measurable developmental progress across all major learning domains and demonstrates positive movement toward established School Readiness Goals.

Program-wide data reflects continued gains in:

- Language and Literacy Development
- Cognition and Math Development
- Social and Emotional Development
- Approaches to Learning
- Physical Development

The EOY data confirms that instructional strategies implemented throughout the year contributed to increased child performance levels and overall developmental growth.

EOY Data Highlights

Analysis of EOY data indicates:

- Continued reduction in the percentage of children requiring intensive instructional support.
- Increased percentages of children performing within the Monitor and Proficient ranges.
- Consistent gains across literacy, language, and math development domains.
- Strong growth in classroom participation, self-regulation, and problem-solving skills.
- Positive outcomes resulting from targeted small-group instruction and individualized learning supports.

HATCH progress reports indicate measurable growth across classroom age groups. Preschool classrooms demonstrated an average increase in skill progression from baseline levels to year-end proficiency indicators. Preschool classrooms also reflected steady advancement in readiness skills aligned with kindergarten expectations.

1. Instructional Impact

EOY data confirms that instructional strategies implemented following BOY and MOY data reviews positively impacted child outcomes. Consistent use of small-group instruction, intentional teaching practices, literacy-rich environments, and individualized supports contributed to measurable growth across developmental domains.

2. Strategic Use of the HATCH Assessment System

Throughout the year, RPMC Head Start utilized HATCH assessment data to strengthen instructional planning and support continuous improvement efforts.

- **Individualized Instruction**
 - Teachers continuously updated individualized learning plans based on assessment performance levels and ongoing observations.
- **Data-Driven Planning**
 - Education staff reviewed classroom and domain reports regularly to guide lesson planning, environmental supports, and differentiated instruction aligned with ELOF goals.
- **Progress Monitoring**
 - Education Coordinators conducted ongoing data reviews, coaching sessions, and classroom support visits to ensure instructional fidelity and consistent implementation of school readiness strategies.
- **Dual Language Learner (DLL) Tracking**
 - HATCH assessment data continued to support monitoring of progress in both English and home language development when available, ensuring equitable and accurate assessment practices.

End of Year Program Outcomes

The EOY assessment results indicate that the majority of children demonstrated measurable progress toward school readiness expectations.

Program outcomes reflect:

- Increased readiness skills for children transitioning to kindergarten.
- Strong gains in literacy and language acquisition.
- Improved social-emotional competencies and classroom engagement.
- Effective use of assessment data to guide instruction and intervention.
- Positive collaboration between teachers, families, and support staff.

The program's comprehensive approach to individualized instruction, ongoing assessment, and family engagement contributed to successful child outcomes throughout the year.

Dual Language Learner Component

Program Goals

RPMC Head Start is committed to nurturing bilingual development, supporting both the home language and English to ensure a strong foundation for school readiness. This dual-language approach aligns with the Head Start Program Performance Standards (45 CFR §1302.44) and fosters cognitive and linguistic growth.

Head Start – EOY Summary for DLLs



At the EOY checkpoint, 20 Dual Language Learners were assessed using the HATCH Early Learning Assessment System in English and, when available, in their home language.

MOY DLL Highlights

EOY data for Dual Language Learners indicates:

- Continued growth in expressive and receptive vocabulary.
- Increased participation in classroom conversations and peer interactions.
- Improvement in phonological awareness and early literacy skills.
- Ongoing development in math reasoning and problem-solving abilities.
- Greater confidence using English while maintaining home language connections.

Most DLL students demonstrated continued movement from Needs Support into Monitor and Proficient performance levels by the EOY checkpoint.

Continued DLL Initiatives

Bilingual Curriculum Integration

- Continued implementation of Frog Street curriculum supporting dual-language acquisition.
- Access to HATCH activities in the home language when available.
- Intentional vocabulary bridging between English and home language instruction.

Professional Development

- Training in scaffolding strategies for second-language acquisition.
- Coaching in culturally responsive teaching practices.
- Data-informed instructional adjustments based on DLL progress reports.

Enhanced Family Engagement

- Bilingual communication and family newsletters.
- Use of HATCH reports during parent conferences.
- Family literacy activities supporting both English and home language development.

Program-Wide Reflection

The EOY assessment data reflects strong developmental growth across learning domains and demonstrates meaningful progress toward School Readiness Goals.

The integration of HATCH assessment data into instructional planning, professional development, individualized instruction, and family engagement practices continues to support positive child outcomes across RPMC Head Start classrooms.

Rolling Plains Management Corporation Head Start remains committed to:

- Continuous program improvement
- Data-informed instruction
- Equitable learning opportunities
- Strong family partnerships
- Full compliance with Head Start Performance Standards

The program will use EOY findings to guide future planning, professional development priorities, and ongoing school readiness initiatives for the upcoming program year.



CLASS Summary Report: Spring 2025–2026

Summary

In accordance with Head Start Performance Standard 1304.16, the program uses the Classroom Assessment Scoring System (CLASS®) to monitor and continuously improve the quality of teacher–child interactions across Head Start and Pre-K classrooms. CLASS data informs professional development, coaching, and program planning to ensure children receive developmentally appropriate, high-quality instruction that supports school readiness.

Program-Level CLASS Results Overview

Based on CLASS observations conducted between January 1, 2026, and April 20, 2026, the program demonstrates strong performance in Emotional Support and continued growth in Instructional Support, both exceeding the Office of Head Start quality thresholds. Classroom Organization continues to improve and is approaching the established threshold, remaining a priority area for ongoing development.

Office of Head Start CLASS Quality Thresholds:

- Emotional Support: 6
- Classroom Organization: 6
- Instructional Support: 3

Average CLASS Scores (Program-Level)

- **Emotional Support:** 6.27
- **Classroom Organization:** 5.81
- **Instructional Support:** 3.37

These results reflect overall program growth since the fall assessment period, particularly in Emotional Support and Instructional Support. Classrooms consistently provide nurturing, responsive environments while demonstrating increased intentionality in instructional practices. Classroom Organization shows measurable improvement, indicating progress in routines, transitions, and behavior management systems.

Emotional Support: Across classrooms, observations indicate:

- Strong positive climate with nurturing and respectful teacher–child interactions.
- Minimal to no negative climate observed.
- Teachers consistently responsive to children’s emotional and developmental needs.
- Promotion of student voice, engagement, and independence.

Most classrooms exceeded the quality threshold of 6, demonstrating high-quality interactions that foster trust, security, and strong relationships.

Program Impact: High Emotional Support strengthens children’s social–emotional development, builds positive relationships, and enhances readiness to engage in learning.

Classroom Organization: Classroom Organization scores reflect:

- Increasingly consistent behavior expectations.
- Improved transitions and daily routines.
- Effective use of instructional time.
- Growth in structured and engaging learning formats.

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While the program average of 5.82 is slightly below the threshold of 6, the upward trend from the fall assessment indicates meaningful progress across classrooms.

Program Impact: Improved classroom organization supports greater student engagement, reduces disruptions, and maximizes opportunities for learning.

Instructional Support: Instructional Support demonstrates continued progress, with classrooms showing:

- Increased use of open-ended questions.
- Growth in feedback loops that extend children’s thinking.
- More intentional language modeling and concept development.

The program average of 3.37 exceeds the Office of Head Start threshold and reflects advancement in instructional quality since the fall.

Program Impact: Stronger Instructional Support enhances children’s language development, critical thinking, and early academic skills, directly supporting school readiness outcomes.

Continuous Quality Improvement Actions: To sustain progress and address ongoing growth areas, the program will:

- Continue CLASS-focused coaching cycles with an emphasis on Instructional Support.
- Provide targeted professional development in:
 - Open-ended questioning techniques.
 - Effective feedback and scaffolding.
 - Concept development and higher-order thinking.
- Strengthen supports for Classroom Organization, including transitions and proactive behavior strategies.
- Utilize ongoing CLASS data to guide individualized coaching and program-wide planning.

Overall Summary

Spring CLASS data reflects positive program-wide growth, particularly in Emotional Support and Instructional Support. With continued focus on Classroom Organization and instructional practices, the program is well-positioned to further enhance the quality of teacher–child interactions and improve school readiness outcomes for all children.

Fall to Spring Comparison

A comparison of Fall 2025 and Spring 2026 CLASS data demonstrates growth across all domains. Emotional Support increased from 6.12 to 6.27, reflecting strengthened teacher–child relationships and continued emphasis on nurturing, responsive interactions. Classroom Organization improved from 5.51 to 5.82, indicating progress in establishing consistent routines, smoother transitions, and more effective behavior management strategies, though it remains an area for continued focus to reach the quality threshold. Instructional Support rose from 3.22 to 3.37, showing meaningful gains in intentional teaching practices, including increased use of open-ended questions, feedback loops, and language modeling. Overall, the upward trend across domains highlights the effectiveness of ongoing coaching, professional development, and data-driven planning in improving classroom quality and supporting positive child outcomes.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ohs

Results from CLASS[®] Video Review

To: Board Chairperson

Mr. Ronnie Allen, Board Chairperson
Rolling Plains Management Corporation
Rolling Plains Management Corporation
Crowell, TX 79227

From: Responsible HHS Official

Date: 05/13/2026

Shawna Pinckney

Acting Deputy Director, Office of Head Start

Thank you for your support during the recent Office of Head Start CLASS[®] Video review conducted from **02/23/2026** to **05/09/2026** of your Head Start program, Grant #**06CH012396**.

Observations were conducted in preschool center-based classrooms using the 2008 Classroom Assessment Scoring System (CLASS[®]). The CLASS[®] tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven-point scale. Please share these results with the appropriate governing board, policy council, management, staff, and stakeholders.

Your program scores are in the table below.

DIMENSION	SCORE
Emotional Support*	5.59
Positive Climate	5.41
Negative Climate	1.00
Teacher Sensitivity	5.45
Regard for Student Perspectives	4.50
Classroom Organization	5.26
Behavior Management	5.68
Productivity	5.14
Instructional Learning Formats	4.95
Instructional Support	2.55
Concept Development	2.00
Quality of Feedback	2.77
Language Modeling	2.86

*To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspectives scores, then divide by 4.

The Head Start Program Performance Standards (HSPPS) include thresholds for each CLASS[®] domain(s). These quality thresholds represent the expectations of the Office of Head Start (OHS) for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus on teacher-child interactions, with support from OHS. The competitive thresholds reflect the minimum score that programs must achieve in each CLASS[®] domain. Scores from CLASS[®] observations will be used in the Designation Renewal System (DRS) determinations using the competitive thresholds.

DOMAIN	YOUR PROGRAM'S SCORE	Quality Threshold	Competitive Threshold
Emotional Support	5.59	6.00	5.00
Classroom Organization	5.26	6.00	5.00
Instructional Support	2.55	3.00	2.30

If your program's scores from this CLASS[®] review fall below the competitive thresholds, the Office of Head Start will be in contact with you about next steps in the competitive process.

If your CLASS[®] scores fall below the quality or competitive benchmarks in any domain, the Office of Head Start provides training and technical resources here: <https://headstart.gov/teaching-practices/article/class-quality-improvement>.

You can also coordinate with your Regional Office for additional assistance to enhance classroom environments and teacher-child interactions specific to your program's needs.

For more information on CLASS[®] domains and dimensions, please see the CLASS[®] information on the next page and visit the headstart.gov website at <https://headstart.gov/teaching-practices/article/learn-more-about-class>.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

cc: Mrs. Sarai Meza, Head Start Director

Mrs. Debra Thomas, CEO/Executive Director

Ms. Angie Evans, Policy Council Chairperson

Jennifer Cobbs, Program Specialist

Delroy Grant, Supervisory Program Specialist

About CLASS[®]

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement. OHS will continue to use the 2008 edition of the CLASS[®] Pre-K Teacher-Child Observation Instrument to meet this requirement.

CLASS[®] assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS[®] remain central to its approach to child development and education, and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions,[†] the scoring principles are as follows:

Low Range Score

- 1-The low range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.
- 2-The low range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle Range Score

- 3-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
- 4-The middle range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.
- 5-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High Range Score

- 6-The high range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the middle range.
- 7-The high range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

[†]Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grant to result in grant-level dimension scores. The grant-level dimension scores are then used to calculate the grant-level domain scores.

The scores from CLASS[®] observations can be used for a variety of purposes, including professional development, program improvement, policy, goal setting, and monitoring. The Office of Head Start began using CLASS[®] for monitoring purposes in FY2010 to collect information on the experiences of children at each grant recipient.

In FY2012, OHS refined the use of CLASS[®] in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations and a clearly articulated methodology. For each preschool class selected in the sample, trained, and certified CLASS[®] reviewers conduct two 20-minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Receipts and Disbursements

Administrative and Unrestricted Funds
Percentage of budget expired 33%

	Budget 12/1/2025 to <u>11/30/2026</u>	<u>Actual</u> 12/1/2025 to <u>3/31/2026</u>	Remaining in Budget / <u>(over budget)</u>	Percent of % of Budget <u>Expended</u>
Received as of report date				
Funding - other	0.00	1,325.07	(1,325.07)	
Donations (cash)	5,000.00	0.00	5,000.00	
Insurance proceeds	0.00	16,908.77	(16,908.77)	
Program support received	0.00	0.00	0.00	
Indirect Cost Contribution	2,024,711.00	638,789.84	1,385,921.16	32%
Depreciation allocation	14,430.00	4,429.92	10,000.08	31%
Miscellaneous receipts	0.00	51.00	(51.00)	
Interest income	135,000.00	15,075.10	119,924.90	11%
Sale of equipment (net of costs)	0.00	<u>0.00</u>	<u>0.00</u>	
 Total Received as of report date	 <u>2,179,141.00</u>	 <u>676,579.70</u>	 <u>1,502,561.30</u>	 31%
Expenses paid through report date				
Personnel Expenses	955,026.00	292,128.71	662,897.29	31%
Fringe Benefits & Other Employee Expenses	271,482.00	90,648.76	180,833.24	33%
Direct Client Assistance	10,000.00	1,355.50	8,644.50	
Other Direct Program Costs	9,625.00	2,132.95	7,492.05	22%
Travel	25,870.00	5,430.48	20,439.52	21%
Professional Fees	55,500.00	572.64	54,927.36	1%
Supplies	27,250.00	6,095.66	21,154.34	22%
Occupancy	67,933.00	16,966.77	50,966.23	25%
Maintenance, Repairs & Lease of Equip	81,390.00	20,813.26	60,576.74	26%
Purchase of Equipment	30,000.00	0.00	30,000.00	
Purchase of land/buildings	0.00	0.00	0.00	
Major Renovations	0.00	0.00	0.00	
Interest	12,225.00	3,904.37	8,320.63	32%
Miscellaneous	11,250.00	3,465.07	7,784.93	31%
Program support of programs	<u>432,663.00</u>	<u>(4,000.00)</u>	<u>436,663.00</u>	-1%
Total	1,990,214.00	439,514.17	1,550,699.83	22%
 Receipts over (under) disbursements	 <u>188,927.00</u>	 <u>237,065.53</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Receipts and Expenditures

Child Care

(Non grant funded)

Percentage of budget expired 33%

	Budget 12/1/2025 to <u>11/30/2026</u>	<u>Actual</u> 12/1/2025 to <u>3/31/2026</u>	Remaining in Budget / <u>(over budget)</u>	% of Budget <u>Expended</u>
Received as of report date				
Daycare fees	379,975.00	63,107.20	316,867.80	17%
Write off of bad debts	0.00	0.00	0.00	
Donations	28,800.00	0.00	28,800.00	
Program support received	170,794.00	798.77	169,995.23	0%
Grant funding	0.00	0.00	0.00	
Student Fees	0.00	0.00	0.00	
Misc receipts/Insurance proceeds	0.00	0.00	0.00	
Interest income	75.00	<u>6.14</u>	<u>68.86</u>	
Total Received as of report date	<u>579,644.00</u>	<u>63,912.11</u>	<u>515,731.89</u>	11%
Expenses paid through report date				
<u>Program Costs</u>				
Personnel Expenses	290,139.00	72,242.07	217,896.93	25%
Fringe Benefits & Other Employee	109,190.00	29,692.32	79,497.68	27%
Direct Client Assistance	200.00	17.64	182.36	9%
Other Direct Program Costs	8,850.00	648.82	8,201.18	7%
Travel	3,075.00	86.87	2,988.13	3%
Professional Fees	1,700.00	299.94	1,400.06	18%
Supplies	12,925.00	1,360.91	11,564.09	11%
Occupancy	25,215.00	1,643.62	23,571.38	7%
Maint, Repairs & Lease of Equipment	16,642.00	1,455.61	15,186.39	9%
Purchase of equipment	0.00	0.00	0.00	
Major Renovations	0.00	0.00	0.00	
Interest	0.00	0.00	0.00	
Miscellaneous	1,295.00	1,281.16	13.84	99%
Cost of meals (Food program)	<u>84,182.00</u>	<u>8,904.65</u>	<u>75,277.35</u>	11%
	553,413.00	117,633.61	435,779.39	21%
<u>Administrative Costs</u>	<u>26,231.00</u>	<u>16,098.59</u>	<u>10,132.41</u>	61%
Total expenses as of report date	<u>579,644.00</u>	<u>133,732.20</u>	<u>445,911.80</u>	23%
Receipts over (under) expenditures	<u>0.00</u>	<u>(69,820.09)</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Head Start /EHS (Regular funding)

Award Number: 06CH012396-003

Percentage of budget expired: 33%

	<u>Budget</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percentage</u>
	12/1/2025 to	12/1/2025 to	in budget	of Budget
	11/30/2026	3/31/2026		<u>Used</u>
<u>Direct Program Expenses</u>				
Salaries	\$1,236,759.00	\$416,118.23	\$820,640.77	34%
Fringe	\$487,349.00	\$186,793.05	300,555.95	38%
Out of town travel	\$10,649.00	\$759.70	9,889.30	7%
Equipment	\$0.00	\$0.00	0.00	
Supplies	\$63,077.00	\$12,144.68	50,932.32	19%
Audit and contractual	\$49,014.00	\$11,902.69	37,111.31	24%
Facilities / Construction	\$0.00	\$0.00	0.00	0%
Other	\$348,889.00	\$85,356.38	263,532.62	24%
Total Direct Costs	<u>2,195,737.00</u>	<u>713,074.73</u>	<u>1,482,662.27</u>	32%
<u>Indirect Administrative Costs</u>	355,865.00	101,490.92	254,374.08	29%
Total Cost	<u>2,551,602.00</u>	<u>814,565.65</u>	<u>1,737,036.35</u>	32%
Less: Program income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total expenses (net of program income)	<u><u>\$2,551,602.00</u></u>	<u><u>\$814,565.65</u></u>	<u><u>\$1,737,036.35</u></u>	32%
Non-Federal Cost Sharing or Match Required	<u>\$637,990.00</u>	<u>\$46,359.63</u>		

ROLLING PLAINS MANAGEMENT CORPORATION

Statement of Revenues and Expenditures

Early Head Start (Regular Funding)

Award Number: 06HP000590-02-00

Percentage of budget expired: 67%

	<u>Budget</u>	<u>Actual</u>	<u>Remaining</u>	<u>Percentage</u>
	<u>8/1/2025 to</u>	<u>8/1/2025 to</u>	<u>in budget</u>	<u>of Budget</u>
	<u>7/31/2026</u>	<u>3/31/2026</u>		<u>Used</u>
<u>Program expense</u>				
Salaries	\$1,385,380.00	\$860,149.07	\$525,230.93	62%
Fringe	\$512,196.00	331,551.21	180,644.79	65%
Out of town travel	\$7,665.00	1,472.79	6,192.21	19%
Equipment	\$0.00	0.00	0.00	
Supplies	\$86,550.00	27,209.42	59,340.58	31%
Audit and contractual	\$55,216.00	24,899.32	30,316.68	45%
Facilities / Construction	\$0.00	0.00	0.00	
Other	\$252,142.00	164,174.49	87,967.51	65%
Total Direct Costs	2,299,149.00	1,409,456.30	889,692.70	61%
<u>Indirect Administrative Costs</u>	235,262.00	204,810.88	30,451.12	
Total Cost	2,534,411.00	1,614,267.18	920,143.82	64%
Less: Program income	0.00	(8,326.70)	8,326.70	
Total expenses (net of program income)	\$2,534,411.00	\$1,605,940.48	\$928,470.52	63%
Non-Federal Cost Sharing or Match Required	\$316,801.00	\$67,255.03		

Rolling Plains Management Corporation

Charges by credit card account

Charges due in : March 2026

Credit Company	Amount
Alon	\$ 5,288.93
Global Fleet	\$ 16,253.89
Office Depot	\$ 1,497.74
Sam's Club	\$ -
United Supermarkets	\$ 1,142.25
Capital One	\$ 31,233.18
	<u>\$55,415.99</u>

Employee Leave Benefits

1. Sick Leave

Sick leave may be used by full-time, part-time (non-transportation), notice of salary (full-time and part-time) employees and TEA Certified Teachers for an employee's illness/injury, well care, or medical/dental appointments. Sick leave may also be used for illness/injury or well-care for the employee's immediate family. Immediate family is defined as any legal dependent, household member, or a parent, spouse, sibling, child, stepchild, grandparent, grandchild, or in-laws that parallel this list.

- Full-time employees shall earn paid sick leave at the rate of one day per month, earned at 3.7 hours per pay period based on paid hours not to exceed 80 in a pay period. This amount accumulates to up to 12 days per year.
- Part-time employees (excluding part-time transportation employees) shall earn paid sick leave at a prorated (a percentage of the 4080--hour workweekpay period) amount, based on actual time worked paid time per pay period.
- Sick leave is credited to an employee bi-weekly.
- No leave will be accrued during discretionary leave without pay.
- Notice of salary employees do not earn sick leave during non-work periods (i.e. summer break).
- Sick leave should be requested in advance when circumstances permit.
- Upon separation (initiated by the employee or the employer), an employee will not be paid for unused sick leave. Sick leave will only be paid during resignation/termination notice period if pre-approved prior to the notice being given and/or upon approval by the Executive Director with a written certification from a physician.
- No more than 480 hours may be carried from one calendar year to the next year with adjustments occurring on the last day of the year, December 31. When sick leave extends beyond three days in duration, RPMC reserves the right to request a doctor's certification verifying that the absence was due to illness/injury and that the employee may return to work. In extenuating circumstances due to the health and safety of others, i.e., a pandemic, RPMC may require a healthcare provider's return to work release after an absence regardless of the number of days missed.
- Sick leave is earned starting the first day of employment.
- Sick leave benefits are not available to part-time transportation temporary, and substitute employees.
- Full time employees who are laid off or resign for medical reasons (based on the documented recommendation from medical professionals) and return to work within one year from date of separation shall have their former unused sick leave balance restored.
- Sick leave may not be granted or used and charged against future accrual.
- When an employee's sick leave balance is exhausted, employee will be required to use accrued annual/vacation leave, and/or floating holiday if available, for time away from work as outlined in this section, before requesting "leave without pay".

2. Annual/Vacation Leave

Full-time, part-time (non-transportation), notice of salary (full-time and part-time) employees and TEA Certified Teachers earn paid annual/vacation leave.

- Full-time, part-time (non-transportation), notice of salary (full-time and part-time) employees and TEA Certified Teachers shall earn paid annual/vacation leave based on the number of years of service to the organization. Number of years of service is not required to be continuous. Number of years includes all years for which an employee was determined to be eligible for Annual/Vacation Leave under full-time, part-time (non-transportation), notice of salary (full-time and part-time) positions and TEA Certified Teachers. For persons re-hired or transferred to an eligible position, number of years of service includes years served in the previous eligible position(s).
- Full-time employee's annual/vacation leave rates are based on this chart.
- Part-time (non-transportation) and notice of salary part-time employee's annual/vacation leave rates are prorated (a percentage of the 840-hour workweek pay period), based on the number of paid hours actually worked.
- No leave will be accrued during discretionary leave without pay.
- Notice of salary employees do not earn annual/vacation leave during non-work periods (i.e. summer break).
- Annual/Vacation leave benefits are not available to part-time transportation, temporary, or substitute employees.

Length of Employment	Time Earned (per pay period)	Anticipated Yearly Time
0-3 years	3.7 hours	12 days per year
4-10 years	4.6 hours	15 days per year
11 + years	5.2 hours	17 days per year

- Annual/Vacation leave is credited to an employee bi-weekly.
- No more than 80 hours may be carried from one calendar year to the next year with adjustments occurring on the last day of the year, of the pay period that includes December 31. Any hours in Annual/Vacation leave exceeding 80 hours will be automatically transferred to the employee's sick leave balance. Non-exempt employees will be paid at 50% of the value of the Annual/Vacation leave exceeding 80 hours, calculated annually on the last day of the year, December 31, under the following circumstances:
 - 1) Annual/Vacation leave has reached 80 hours; and
 - 2) Sick leave balance has reached 480 hours.
 Exempt employees will not be paid for leave exceeding the maximum level of hours.
- Employees may be advanced annual/vacation leave time, up to the amount that could be earned by that employee in a 12-month period. This must be approved in advance by the Program Director and Human Resources. If an employee who has been advanced annual/vacation leave separates from the agency while still owing time to the agency, the employee is responsible for repayment of that leave time at the employee's current hourly rate of pay per hour for each hour owed at time of separation. RPMC reserves the right to deduct funds from the employee's last payment of earnings to cover this deficit.
- Annual/vacation leave and floating holiday will be used for sick leave when sick leave is exhausted.
- Employees who resign, and give required notice and meet all policies regarding separation of employment (See Chapter XI for Separation policy on Annual/Vacation Leave) are paid for all accrued annual/vacation leave they have earned, but not used after their 60-day introductory period, for which they have not

received payment on their final check. Employees who fail to give appropriate notice as required are not entitled to payment for any accrued, unused annual/vacation leave. Annual/Vacation leave cannot be used by employee as resignation notice or during any resignation/termination notice period. When eligible, as outlined in Chapter XI, the accrued annual/vacation leave balance, will be paid at 100% of the employee's rate of pay at time of separation.

- Annual/Vacation leave will be scheduled so as to allow minimum interference with the employee's work requirements. The Executive Director and/or supervisor will determine choice of annual/vacation leave based on the wishes of the employee, their length of service, and the requirements of the work force.
- A person who terminates their employment before the end of a pay period shall receive a prorated (a percentage of the 40-hour workweek) amount of annual/vacation leave, based on actual time reported that pay period.
- Annual/Vacation leave is earned from the starting employment date, but may not be used until an employee has completed 60 days of continuous employment with RPMC.
- If an employee becomes ill during a period of annual/vacation leave, time during which the employee was ill may be charged to sick leave in lieu of annual/vacation leave, provided an acceptable and timely notice is given to the supervisor/director and approved by the Executive Director. Medical documentation will be required.

3. **Holidays**

The following shall be designated as holidays to be observed with pay for employees occupying full-time, part-time (non-transportation), part-time transportation notice of salary (full-time and part-time) positions and TEA Certified Teachers. Part-time (non-transportation), part-time transportation and notice of salary part-time employees' holiday pay will be prorated (a percentage of the 40-hour workweek) based on the number of hours actually worked during that pay period. The holidays are:

Holidays (except part-time transportation)	Part-time transportation
New Year's Day	New Year's Day
Martin Luther King's Birthday	
President's Day	
Good Friday	
Memorial Day	
Juneteenth	
Independence Day	
Labor Day	
Veteran's Day	
Thanksgiving Day	Thanksgiving Day
Day After Thanksgiving Day	
Christmas Eve	
Christmas Day	Christmas Day
Floating Holiday	

* *SHARP Lines Transportation is only closed for 3 holidays per year (New Year's Day, Thanksgiving Day, and Christmas Day).*

- When employees are not able to take a holiday on the actual holiday date due to work schedule, they may take an alternate day as a floating holiday. This day must be scheduled in advance with approval of the Program Director and may be taken anytime 3 weeks prior or 3 weeks after the actual holiday date unless extension is granted by the Program Director and Executive Director. If the holiday is not taken within this timeframe, the Program Director must inform Payroll to pay the employee for that holiday on the next regular paycheck.
- The designated “Floating Holiday” may be taken at any time during the twelve months under the same guidelines as an “alternate day” with advance notice. The “Floating Holiday” will not be paid upon separation or used in a final notice of resignation. There is a 60 day wait period before an employee is eligible to use the “Floating Holiday”. Employees will be required to use the floating holiday prior to using leave without pay when sick leave and vacation is exhausted.
- Holidays for some agency programs may vary from this schedule to conform to funding source guidelines and service requirements. Changes from this schedule will be approved in advance by the Executive Director and Program Director.
- Notice of salary employees do not earn holiday leave during non-work periods (i.e. summer break).
- Employees, who for religious or cultural reasons, wish to substitute another federal or state holiday for one of the above holidays may do so by submitting their request in writing, identifying the RPMC holiday to be omitted and the substituted holiday, to their supervisor at the beginning of the calendar year or upon their initial employment and annually thereafter. If the agency is not open and staff is not conducting business on the holiday to be omitted, then annual/vacation leave, or approved unpaid leave may be used.
- When a holiday falls on a scheduled non-working day of an employee, either the prior or subsequent day to the non-working day shall be designated as a holiday. Holidays occurring on Saturday shall be observed on the Friday preceding. Holidays occurring on Sunday shall be observed on the Monday following.
- In order to receive pay for a designated holiday, an employee must be in a work or paid leave status totaling the hours of their regular workday on the scheduled workday immediately preceding and immediately following the holiday. If employee is using paid leave on the day before and after the holiday, the leave and/or worked time must be equivalent to the hours scheduled on a regular workday.
- Employees are eligible for paid holidays starting the first day of employment.
- Temporary employees are not eligible for paid holidays.

Head Start Standards of Conduct

Employees, volunteers, consultants, contractors, RPMC Board of Directors or Policy Council members of Rolling Plains Management Corporation's Head Start/Early Head Start program, understand they must abide by the program's Standards of Conduct. These standards are:

- All staff, volunteers, consultants, and contractors will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- All staff, volunteers, consultants, and contractors will follow program confidentiality policies concerning personally identifiable information about children, families, and other staff members;
- No child will be left alone or unsupervised while under my care;
- All staff, volunteers, consultants, and contractors will use positive strategies to support children's well-being and prevent and address challenging behavior.
- All staff, volunteers, consultants, and contractors do not engage in behaviors that maltreat or endanger the health or safety of children, including at a minimum:
 - A. Corporal punishment or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging.
 - B. Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities.
 - C. Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self-worth or emotional well-being. Examples include, but are not limited to, using seclusion, using, or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child, and;
 - D. Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment, or refusing to change soiled diapers as punishment. All staff, volunteers, consultants, and contractors report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local and tribal laws.
- All employees engaged in the award and administration of contracts or other financial awards **will not solicit or accept personal gratuities, favors, or anything of significant monetary value** from contractors or potential contractors; and my signature below shall be considered my acknowledgement of such.

They also understand that there are penalties for violations of any of the above Standards of Conduct. Penalties should be as follows:

- Staff – Disciplinary actions as addressed in agency Personnel Policies and Procedures Handbook.

- Volunteers – Any volunteer who violates any of the above Standards of Conduct shall be sent home immediately and will not be allowed to volunteer for the program.
- Consultants – Any consultant who violates any of the above Standards of Conduct shall have their contract/agreement annulled and will not be used in any capacity within the Head Start/Early Head Start program.
- Contractors – Any consultant who violates any of the above Standards of Conduct shall have their contract/agreement annulled and will not be used in any capacity within the Head Start/Early Head Start/Early Head Start program.

All of the above individuals must understand and agree to abide by the above Standards of Conduct and understand the accepted behavior and understand the penalties for violations.

~~Head Start agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards specify that:~~

- ~~• They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, color, ethnicity, culture, religion, or disability;~~
- ~~• They will follow program confidentiality policies concerning information about children, families, and other staff~~
- ~~• No child will be left alone or unsupervised while under their care; and~~
- ~~• They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.~~

Outside Employment

Employment by RPMC generally shall constitute the sole employment of any employee. However, it is recognized that personal situations do occur which make it necessary for employees to seek supplementary employment. Because of the possibility of conflicts of interest, employees are not allowed to work for any other organization or engage in business for themselves without the express written permission of the Executive Director. Employees will not be allowed to work at other jobs if:

- Such employment would interfere with the efficient performance of the employee's duties for RPMC;
- Such employment would involve a conflict with the employee's duties with RPMC;
- Such employment would involve the performance of duties which the employee should perform as part of their employment with RPMC;
- Such employment would occur during the employee's regular or assigned working hours with RPMC unless the employee, during the entire day on which such employment occurs, is on annual/vacation leave or other approved leave.

All requests for permission to engage in outside employment must be included in the Conflict of Interest acknowledgement and ~~writing and~~ will state:

- The type of work to be engaged in, including explanation of the tasks to be performed;
- The hiring organization;
- The hours at work.

RESOLUTION TO AUTHORIZE THE APPLICATION FOR HOME PROGRAM – Single Family Activities

WHEREAS, the Board of Directors of Rolling Plains Management Corporation (RPMC) convened June 2nd, 2026 for its regular meeting of the Board of Directors to consider the authorization of the submission of an application to the Texas Department of Housing and Community Affairs for the Tenant Based Rental Assistance (TBRA) Program of the HOME PROGRAM Single Family Activities, funded through the Housing Trust Fund Division;

WHEREAS, the HOME Program requires a commitment by RPMC for cash reserves of \$30,000 to allow for the expenditure of program costs prior to reimbursement from the TDCHA during the Reservation System Program agreement term;

WHEREAS, RPMC will be obligated to provide Match funds in accordance with the Texas Administrative Code as defined in Title 10, Part I, Chapter 23;

WHEREAS, the Board of Directors of RPMC authorizes Debra Thomas, Executive Director, to represent the organization and to negotiate and execute all contracts and documents relating to the HOME Program.

BE IT HEREBY RESOLVED, THAT the Board of Directors of Rolling Plains

- Authorizes the submission of the application for the HOME Program – Single Family Activities including Tenant Based Rental Assistance (TBRA) Program;
- Commits cash reserves as required by the HOME Program for use during the Reservation System Program agreement term;
- Agrees to provide match funds as required;
- Authorizes RPMC’s Executive Director, Debra Thomas, to represent the organization and designates her with signature authority to execute a Reservation System Program Agreement.

Attest:

Ronnie Allen, Chairperson
Rolling Plains Management Corporation Board of Director

June 2, 2026

Called Meeting of
 Executive Committee of
 BOARD OF DIRECTORS
 May 7, 2026 1:30 p.m.
 Available via Video Conference or in Person at
 118 East Donnell Street, Crowell, Texas

Summary of Minutes

Agenda Item 1 – Establish quorum and call to order – A quorum was established and Committee Chair, Ronnie Allen, called the meeting to order at 1:35 pm.

Agenda Item 2 – *Consider and determine a recommendation regarding whether to reapply for the Workforce Solutions North Texas Child Care Services Management and Operations contract.

Debra Thomas reviewed the agency’s history as the contractor for Child Care Services Management and Operation as well as the barriers that have impacted service since the implementation of new software. Following the discussion, a motion was made by Pam Gosline and seconded by Rusty Stafford to recommend not reapplying for the Workforce Solutions North Texas Child Care Services Management and Operations contract. The motion passed unanimously.

Agenda Item 3 – Review and discuss future initiatives to support the goals and objectives outlined in the 2025 – 2028 Strategic Plan.

Debra Thomas highlighted a selection of the Strategic Plan initiatives the agency will be pursuing in the next year.

Agenda Item 4 – Adjourn

There being no further business, the meeting adjourned at 2:18 pm.

Attendance Roster

Name	Committee Member	Guest	Staff
Ronnie Allen	X		
Pam Gosline	X – via GoToMeeting		
Seth Tabor	X – via GoToMeeting		
Jim Castagna	X – via GoToMeeting		
Rusty Stafford	X – via GoToMeeting		
Debra Thomas			X
Keren Whitney			X – via GoToMeeting
Jessica McLain			X – via GoToMeeting