



Capital Area Community Action Agency

309 Office Plaza Drive

Tallahassee, Florida 32301

850.222.2043

www.cacaainc.org

J. Roger Newsome III - Chairman

Tim Center - Executive Director

TO: Board of Directors and Policy Council Members

FROM: Laurie Gan Leiner, Head Start Director

DATE: March 6, 2015

RE: February Head Start Report

During the month of February:

The second set of classes for the Incredible Years Preschool Basic Program for Parents classes began in February, 2015. Nine parents are in this class. Another group of parents will begin in February. The first group of parents have completed seven of the fourteen sessions.

There was one male engagement event held in February with 9 men attending with their children. This was very successful and they look forward to more events.

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA):

Three hundred and seventy-seven children were enrolled during the month of February.

Requirement	TOTAL (378)
PROGRAM STATUS (Monthly)	
Number of Families Enrolled	369
Number of Students Withdrawals	11
Number of Vacancies	9
Number of Students on Wait List	99
Average Daily Attendance (ADA)	84%
Number of Students Recruited	12

There continued to be problems with attendance and enrollment. The ADA went down during the month of February with four of the centers having an overall ADA below 85%. Vacant slots are expected to be filled within 30 days. While there is a strong waitlist, two slots were filled after the 30 day period and one is being filled this week. The Family and Community Engagement Manager has been directed to have the Family Advocates update their waitlists to purge families who are no longer interested. He has also be directed to ensure each center has at least two families fully registered and ready to enter the program when there is a vacancy. An updated quality improvement plan was

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created and changes are being implemented. Improved monitoring is needed in order to address issues before they become a compliance concern.

Education:

VPK: No new enrollment can be made for VPK during this year. However, children who are currently enrolled in VPK in other centers/schools can be transferred to our facilities.

Special Services:

Disabilities: At least 10% of the enrollees should have an Individual Education Plan (IEP) by January/February 2015. We met this goal.

Disabilities and Mental Health Services as of End of February	Number of Children
Children with Individual Education Plans (IEP)	42
Referrals to Local Education Agency (LEA) for Evaluation	16
Children Receiving Speech and Language Therapy	36
Children Receiving Occupational Therapy	5
Children Receiving Mental Health Services	18
Social/Emotional Screenings completed	386
Referrals to the Mental Health Consultant	26
Positive Behavior Support Plans	12

Health and Nutrition Services:

Following is the number of meals served to Head Start children in December:

Breakfast	5,440
Lunch	5,581
Snack	4,989

Head Start requires various screenings within certain timeframes from the day a child enters the program. Following is the status of health screenings as of the end of December.

Screenings	Completed
30 Day Requirement	
Physical Examinations	405
Immunizations	405
45 Day Requirement	
Hearing	374
Vision	394
90 Day Requirement	
Dental	234
Hemoglobin/Hematocrit	218
Lead	244
Growth Assessment	367

Areas of Concern:

Health and Safety of the children: We are in the process of planning for next year and are working on opportunities to move into other facilities. However, nothing is solidified and some of our current facilities are in need of major repairs and we do not have the resources to make major improvements. These facilities also do not have the capacity to have classrooms with a ratio of 2 teachers to 17-20 children resulting in funds being expended that could be routed to other needs if the program was in better facilities.

We have encountered numerous problems this year with employing and retaining qualified staff. We continue to advertise, attend job fairs and work with other organizations to improve this situation.

Capital Area Community Action Agency, Inc.
Head Start Child Development Program
Policy Council Meeting
February 12, 2015

Minutes

The meeting was called to order by the Chairperson, Chanise Brown at 6:13 p.m.

Members present were Na'Sheida Francois, Rachael Carrol, Faline Moses, Chanise Brown, and Charlean Lanier. Staff and guest present were Don Spin, Kristen Jackson, Laurie Gan Leiner and Haley McCrary.

A quorum was established by Chanise Brown and the meeting proceeded as planned.

Action Items

Financial Report

Dawn Spann presented the financial report to the Policy Council. Faline Moses motioned to accept the financial report. Charlean Lainer seconded the motion and it carried unanimously.

Personnel Actions

A request was made to approve the hiring of LaShonda Bell, teacher Assistant; Qiong "Summer" Chao, Teacher; Camille Christie, Teacher; and Jessica Harris, Family Advocate. They all have the appropriate credentials and have clean background checks. The program is also bringing on six substitutes. Charlean Lainer motioned to accept the new hires and Na'Shedia Francois seconded the motion. It carried unanimously.

The following persons volunteer at the centers: Lakasia Smith, Mygel Baucham, Valencia Ford, Teresa Finald, Sharon Fross and Nicole Fowler.

Bylaws

The Council reviewed the existing bylaws and made revisions. Na'Sheida Francois motioned to accept the changes and Faline Moses seconded the motion. The revisions to the bylaws carried unanimously.

Director's Report

Laurie Gan Leiner went over her monthly report for January 2014. Copies were included in the handouts. She shared that the Incredible Years training began in January. Laurie asked Policy Council members who are participating to share with the group. They were unanimous in their opinion that it was a very good program and they were learning a lot and encouraged other parents to participate.

Chairperson's Report

NHSA Parent Conference Information

Chanise Brown and Faline Moses provided training on information they learned while at the National Head Start Parent Conference in New Orleans. A lot of good ideas came from this.

Volunteer Income Tax Assistance (VITA)

Kristen Jackson, a representative of VITA provided a training about doing your taxes and the free tax service provided by VITA. Questions and answers followed.

Open Discussion

Members of the Council discussed issues related to their centers. Faline Moses shared two concerns about Bainbridge Head Start. One was an issue regarding televisions in the classrooms and teachers using them in the afternoon. The other was regarding the behavior of one of the teaching staff. Laurie Gan Leiner discussed these and other concerns with the parents and assured them that the televisions would be removed. She has also stated that she would speak with Ms. Mills regarding the staff person. Laurie also reminded them that she is always available to speak with them and they can come by the office or call her. The safety and well-being of the children is always top priority. Respect for our parents and vice versa is an expectation as well.

The meeting adjourned at 8:21 p.m.