

Capital Area **Community Action** Agency

Head Start Policy Council Meeting

AGENDA

February 18, 2016

6:00 p.m.

1. Called to Order
2. Roll Call
3. Establish a Quorum
4. Action Items
 - a. Minutes
 - b. Financial Report
 - c. Personnel Actions
 - d. Inactive Policy Council members
5. Center Updates – What’s working and What’s not?
6. Director’s Report
7. Office of Head Start Updates
8. Chairperson’s Report
9. Head Start Vacancies
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for March 17, 2016



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Head Start Policy Council Meeting

Minutes

January 21, 2016

6:00 p.m.

1. Meeting called to order at 6:04 pm
2. Roll call was taken by Luciana Brown. Representatives present included the following: Na'Sheida Francois (R), via conference call Stephanie Bellamy (R), Lauren Johnson(R), Luciana Brown (R), Charlean Lanier (CR), and Faline Moses (CR).

Capital Area Community Action Agency staff present included the following people: Nichele Rolle, Darrel James, Laurie Gan Leiner, Latreas Palmer, Kristin Jackson, Laura Ward and Tim Center.

3. We now have a quorum.

4. Action Items

- a. Minutes- The minutes were reviewed by all members of Policy Council.

A Motion to approve the minutes was made by Charlean Lanier. The motion was seconded by Luciana Brown. The motion was approved and carried forward.

- b. Financial Report- The financial report was reviewed by Laura Ward.

Laura reviewed and discussed the differential between the numbers. We are currently working on the South City lunch cost to continue to improve the deficit. Currently, we are on target with our financial match requirements.

A motion to accept and approve the financial report was made by Charlean Lanier. The motion was seconded by Luciana Brown. The motion was approved and carried forward.

- c. Personnel Actions-

During the winter break we approved the hiring of a teacher and teacher assistant. We will vote to ratify what was approved via e-mail.

- i. The candidates hired were Tiffany Taylor and Jacqueline Lucy.

A Motion to approve the hiring was made Charlean Lanier. The motion was seconded by Luciana Brown. The motion was approved and carried forward.

ii. Laurie Leiner announced to the council that she will be resigning from her position as Director of the Head Start Program with Capital Area Community Action Agency effective February 5, 2016.

d. The School Readiness Report: The report was reviewed by Latreas Palmer. The report was done based off the fall 2015 demographics.

A motion to approve the report was made by Lucian Brown and Faline Moses second the motion. The motion was approved and carried forward.

5. Center Updates: What's working and What's not: No updates provided.

6. Director's Report: Laurie reviewed the Director's Report for the month of January. As written in the report, Tim Center will be the active Head Start Director for the next 6 months to a year. Tim went over his plans to improve the current state of the program. One of which is to become fully staffed and another to improve and implement the curriculum as it was designed. Tim notified the council that Katherine Schmidt is no longer with the Head Start Program. However, the position will remain open until it can be filled. In addition to staffing there are plans to improve the food line item cost for the South City location. He is hoping to have the plan put in place by the end of February.

Tim will report regularly to the board on what we are doing to improve the budget, staffing, training, and curriculum as well as updates on the upkeep of the facilities. Tim provided the council members with his contact number. Tim also informed Policy Council members of the parent hotline put in place to improve the communication with parents and management. Next Monday, Head Start will be launching a parent hotline that will allow parents to call in and provide their comments, kudos and/or concerns.

7. Office of Head Start Updates: There are no updates to provide this month.

8. Chairperson's Report: No report provided for review.

9. Parent Activity Fund: Nichele provided an updated on possible uses for the parent activity fund. During the parent meeting conducted so far it appears that we are leaning towards one big function combining the resources allotted to all centers together.

10. Open Discussion: Darrel provided a report on the male engagement event that took place at Sky Zone and discussed a possible bowling with dad day in February.

11. The meeting was adjourned at 6:43pm

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ended 12/31/2015

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue				
4000 Government Contracts - FEDERAL	3,281,002	835,634	(2,445,368)	25%
4010 Government Contracts - STATE	567,644	160,813	(406,831)	28%
4020 Government Contracts - LOCAL	<u>60,000</u>	<u>15,723</u>	<u>(44,277)</u>	<u>26%</u>
Total Revenue	<u>3,908,646</u>	<u>1,012,170</u>	<u>(2,896,476)</u>	<u>26%</u>
Expenditures				
6010 Salaries & Wages	1,762,414	426,798	1,335,616	24%
6110 Fringe	501,934	121,552	380,382	24%
6180 Staff Screenings	1,800	284	1,516	16%
6210 Indirect Costs	388,856	109,670	279,186	28%
6310 Travel - In Area	5,302	31	5,271	1%
6315 Travel - Out of Area	1,443	-	1,443	0%
6410 Office Supplies	12,750	2,108	10,642	17%
6415 Program Supplies	16,280	7,091	9,189	44%
6420 Classroom Supplies	62,585	13,951	48,634	22%
6430 Kitchen Supplies	20,000	4,693	15,307	23%
6440 Medical/Dental Supplies	3,500	717	2,783	20%
6510 Copies/Printing/Copier	15,402	2,170	13,232	14%
6600 Postage and Delivery Expense	2,080	176	1,904	8%
6710 Contractual Services/Professional	69,629	11,963	57,666	17%
6720 Speech Services	23,550	6,138	17,412	26%
6740 Mental Health Services	10,393	2,350	8,043	23%
6750 Health/Fitness	79,200	26,395	52,805	33%
6810 Rent/Space Cost	243,002	49,937	193,065	21%
6820 Utilities	76,616	14,667	61,949	19%
6830 General Liability and Property	21,000	9,140	11,860	44%
6840 Communications	37,530	12,263	25,267	33%
6850 Repairs and Maintenance-	139,500	35,799	103,701	26%
6910 Equipment Maintenance	15,500	3,750	11,750	24%
6920 Vehicle Expense	22,500	8,603	13,897	38%
6930 Equipment Lease	11,500	2,065	9,435	18%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Thre Months Ended 12/31/2015

6940 Technology	28,000	16,430	11,570	59%
7010 Fees, Licenses, and Permits	4,000	4,010	(10)	100%
7020 Dues/Subscriptions	2,300	4,980	(2,680)	217%
7100 Volunteer	750	-	750	0%
7310 Equipment (\$5,000 or more)	20,387	-	20,387	0%
7320 Expendible Equipment	14,500	6,875	7,626	47%
7410 Registration Fees	4,000	1,350	2,650	34%
7420 Training/Meetings/Workshops	28,577	3,973	24,604	14%
7430 Staff Development	1,500	419	1,081	28%
7440 Advisory/Board Member	2,400	583	1,817	24%
7450 Advertising	1,250	1,887	(637)	151%
7460 Parent Activities	1,134	295	839	26%
7510 Raw Food Cost	<u>255,582</u>	<u>79,963</u>	<u>175,619</u>	<u>31%</u>
Total Expenditures	<u>3,908,646</u>	<u>993,074</u>	<u>2,915,572</u>	<u>25%</u>
Excess Revenue over (under) Expenditure		<u>19,095</u>	<u>19,095</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending December 31, 2015

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		15,723			
Grants - Other Not for Profits		5,250			
In-Kind Revenue		163,390			
VPK		78,292			
		262,656	32%	557,595	68%

Capital Area Community Action Agency
 Head Start Credit Card Activity
 For the Month of December 2015

<u>HANCOCK BANK</u>	<u>FUND</u>	<u>GL</u>	<u>AMOUNT</u>
American Airlines	1064	7420	25.00
American Airlines	1064	7420	25.00
Crown Plaza	1064	7420	565.28
Florida Roofing	1064	6850	400.00
Walmart	1064	6415	92.56
Walmart	1064	6415	49.70
Parkers	1064	7420	7.00
Gate	1064	6920	51.44
Sarku	1064	7420	10.57
Ruan Thai	1064	7420	11.16
McDonoughs	1064	7420	17.80
Desoto Grill	1064	7420	7.22
Desoto Grill	1064	7420	7.22
Mellow Mushroom	1064	7420	15.91
Hilton	1064	7420	457.51
Hilton	1064	7420	457.51
Gate	1064	6920	41.03
Walmart	1064	6415	119.54
Gate	1064	6920	41.40
Gate	1064	6920	40.41
TLC Chiropractic	1064	6750	20.00
PODS	1064	6850	149.00
Publix	1064	7440	35.93
Walmart	1064	6420	11.12
Winn Dixie	1064	7440	7.30
Publix	1064	7440	11.67
Jimmy Johns	1064	7440	<u>83.98</u>
Total Hancock Bank			2,762.26
LOWES	1064	6850	101.37
LOWES	1064	6850	26.63
LOWES	1064	6850	23.72
LOWES	1064	6850	23.98
LOWES	1064	6850	9.47
LOWES	1064	6850	(18.96)
LOWES	1064	6850	<u>14.23</u>
TOTAL LOWES PURCHASES			180.44

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING A

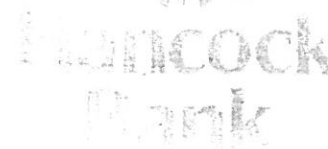
Payee **HANCOCK BANK**
 Vendor ID **HANCOCK CC**

Account #:

52313

52313

1/13/2016



Hancock Bank
 MAHAN
 01/13/16 17:01

Seq: 0050 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6067
 Credit Card Payment \$1,015.28
 Posting Date: 01/13/16
 Thank you for banking with Hancock

ount
 \$1,015.28

\$1,015.28

LMP40 MP CHECK

Rev 2/14

10130/10130 (5/15) 673950

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-09	12-07	24717055342873423147235	3001	AMERICAN AI 0010266004646 TALLAHASSEE FL SCHMIDT/KATHRY@DEPARTURE: 12-07-15 XAA AA X XAE X X X	150 ⁶⁰ M25.00 ✓
12-14	12-10	24717055345873453005680	3001	AMERICAN AI 0010266198841 LOUISVILLE KY SCHMIDT/KATHRY@DEPARTURE: 12-10-15 XAA AA X XAE X X X	M25.00 ✓
12-14	12-10	24692165346000674665135	3750	CROWNE PLAZA LOUISVILL LOUISVILLE KY 15977177 ARRIVAL: 12-10-15	M565.28 ✓
12-17	12-17	74270845351100005427686	0000	BRANCH PAYMENT - THANK YOU	M983.20cr ✓
12-18	12-16	24210735351207615900027	1761	FLORIDA ROOFING 850-222-1050 FL	M400.00 ✓

CAT
 800
 800

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/28/15		NEW PURCHASES AND OTHER CHARGES 1,015.28
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 983.20
		STATEMENT TOTAL 32.08
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,500.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

52311
1/13/2016

Invoice	Description
122815FO	ACCT#XXXX5696/ FATIMA OLEABHIELE

ount
\$203.99

Hancock Bank
MAHAN
01/13/16 16:59

Seq: 0080 ID: 101764 CB: 7126

Account Number: xxxxxxxxxxxx5696
Credit Card Payment \$203.99
Posting Date: 01/13/16

Thank you for banking with Hancock

\$203.99

LMP40 MP CHECK

Rev 2/14

10130/10130 (5/15) 672850

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-02	12-01	24445005336000590037237	5411	PUBLIX #1051 TALLAHASSEE FL	M26.58 ✓
12-03	12-01	24445005336200214273131	5999	PARTY CITY #327 TALLAHASSEE FL	M17.97 ✓
12-16	12-15	24445005350000653898500	5411	PUBLIX #610 TALLAHASSEE FL	M17.18 ✓
12-16	12-15	24228385350091000909208	5411	WAL-MART #3307 CRAWFORDVILLE FL	M92.58 ✓
12-17	12-17	74270845351100005427702	0000	BRANCH PAYMENT - THANK YOU	M849.40cr
12-17	12-16	24455015350141003382880	5411	WAL-MART #4520 TALLAHASSEE FL	M48.70 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/28/15		NEW PURCHASES AND
		OTHER CHARGES 203.99
		NEW CASH ADVANCES 0.00
		CREDITS 849.40
		STATEMENT TOTAL 645.41
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 2,000.00

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

1/13/2016

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

Invoice	Description	Amount
122815DJ	ACCT#XXX6623/ DARREL JAMES	\$1,350.10
Total :		\$1,350.10

LMP40 MP CHECK

Rev 2/14

1013010130 (5/15) 673950

Whitney Bank issues your Hancock Bank credit card and owns your card account.
Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-01	11-30	24445005335000572675369	5411	PUBLIX #852 TALLAHASSEE FL	M13.56
12-02	12-01	24224435336102009260792	5541	PARKER'S #19 SAVANNAH GA	M7.00
12-02	11-30	24692165335000863323861	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.44
12-03	12-02	24224435337102021885062	5814	SARKU JAPAN 151 SAVANNAH GA	M10.57
12-03	12-02	24013395336000155423878	5812	RUAN THAI CUISINE - B SAVANNAH GA	M11.16
12-03	12-01	24755425336173361996180	5813	MCDONOUGH'S RESTAURANT AND SAVANNAH GA	M17.80
12-04	12-02	24445005337200173217102	5812	DESOTO GRILLE SAVANNAH GA	M7.22
12-07	12-03	24445005338200196983622	5812	DESOTO GRILLE SAVANNAH GA	M7.22
12-07	12-03	24692165338000968812502	5812	MELLOW MUSHROOM SAVANN SAVANNAH GA	M15.91
12-07	09-11	24210735338207771200186	8041	TLC CHIROPRACTIC, INC. TALLAHASSEE FL	M20.00
12-07	12-04	24445005338200196983473	3504	HILTON SAVANNAH SAVANNAH GA	M457.51
			0000879497	ARRIVAL: 11-30-15	
12-07	12-04	24445005338200196983549	3504	HILTON SAVANNAH SAVANNAH GA	M457.51
			0000879498	ARRIVAL: 11-30-15	
12-08	12-07	24445005342600292153513	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M5.20
12-08	12-07	24445005342000598626801	5411	PUBLIX #887 TALLAHASSEE FL	M25.62
12-09	12-07	24692165342000363939142	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.03
12-15	12-14	24455015348141001246272	5411	WAL-MART #1408 TALLAHASSEE FL	M119.54
12-17	12-17	74270845351100005427587	0000	BRANCH PAYMENT - THANK YOU	M461.63cr
12-17	12-15	24692165350000299974493	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.40
12-23	12-21	24692165356000121116952	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.41

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/28/15		NEW PURCHASES AND
		OTHER CHARGES 1,350.10
		NEW CASH ADVANCES 0.00
		CREDITS 461.63
		STATEMENT TOTAL 888.47
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

Handwritten signature

Payee ~~HANCOCK BANK~~
 Vendor ID HANCOCK CC

Account #

52312
 1/13/2016

Invoice	Description
122815KJ	ACCT#XXXX7303- KRISTIN JACKSON

mount
 \$149.00

Hancock Bank
 MAHAN
 01/13/16 16:59

Seq: 0078 ID: 101764 CB: 7126

Account Number: xxxxxxxxxxxx7303
 Credit Card Payment \$149.00
 Posting Date: 01/13/16

Thank you for banking with Hancock

\$149.00

LMP40 M/P CHECK

Rev 2/14

10130 10130 (5/15) 673950

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-17	12-17	74270845351100005427520	0000	BRANCH PAYMENT - THANK YOU	M2,091.17cr
12-22	12-20	24013395355002264049475	4225	PODS #102 850-2227637 FL	M149.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/28/15		NEW PURCHASES AND OTHER CHARGES 149.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 2,091.17
Toll Free 1-800-448-8812		STATEMENT TOTAL 1,942.17
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 2,000.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC
 Acc

52315
 1/13/2016

Invoice	Description
122815NR	ACCT#XXXX6706- NICHELE RICHARDS

Amount
\$690.51
\$690.51

Hancock Bank
 MAHAN
 01/13/16 17:00

Seq: 0046 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6706
 Credit Card Payment \$690.51
 Posting Date: 01/13/16
 Thank you for banking with Hancock

LMP40 MP CHECK

Rev 2/14

10130/10130 (5/15) 673950

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
12-01	11-30	24445005335000572679999	5411	PUBLIX #1051 TALLAHASSEE FL	M35.99
12-01	11-30	24226385335091002020962	5411	WAL-MART #1077 TALLAHASSEE FL	M36.16
12-01	11-30	24226385335091008105767	5411	WAL-MART #1077 TALLAHASSEE FL	M36.88
12-01	11-30	24639235334900011600367	5812	G & G CARIBBEAN & AMERICA TALLAHASSEE FL	M150.00
12-03	11-30	74226385336360412729833	5411	WAL-MART #1077 TALLAHASSEE FL	M38.88CF
12-07	12-02	74226385338360439622613	5411	WAL-MART #1077 TALLAHASSEE FL	M7.84CF
12-09	12-08	24226385343091006539488	5411	WAL-MART #1077 TALLAHASSEE FL	M30.00
12-09	12-08	24445005343000590877427	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M30.00
12-10	12-09	24226385344400004400610	5411	WAL-MART #1408 TALLAHASSEE FL	M11.12
12-10	12-08	24427335343710010063183	5814	CHICK-FIL-A #00872 TALLAHASSEE FL	M126.15
12-16	12-15	24445005350000653903615	5411	PUBLIX #887 TALLAHASSEE FL	M20.35
12-16	12-15	24445005350000653903532	5814	WINGSTOP 0037 TALLAHASSEE FL	M94.99
12-17	12-17	74270845351100005427660	0000	BRANCH PAYMENT - THANK YOU	M1,048.06CF
12-17	12-15	24445745350100567142978	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M15.98
12-18	12-17	24445005352600310464303	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M7.30
12-18	12-17	24445005352000665684037	5411	PUBLIX #1051 TALLAHASSEE FL	M11.67
12-21	12-17	24071055352985324512056	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M83.98

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12/28/15		NEW PURCHASES AND OTHER CHARGES 690.51
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,094.78
		STATEMENT TOTAL 404.27
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

ga

Summary of Account Activity	
Previous Balance	\$981.10
- Payments	\$981.10
- Other Credits	\$18.96
+ Purchases/Debits	\$199.40
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$180.44
Credit Limit	\$10,000.00
Available Credit	\$9,819.00
Statement Closing Date	01/02/2016
Days in Billing Cycle	31

Payment Information	
New Balance	\$180.44
Total Minimum Payment Due	\$25.00
Payment Due Date	01/28/2016

PAID
11 2016

52346

52346
1/14/2016

Amount
\$180.44

0.44

5.02

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
12/02	12/03	24971	STORE 0417 TALLAHASSEE FL	\$101.37
12/02	12/03	02519	STORE 0716 TALLAHASSEE FL	\$26.63
12/03	12/03	01973	STORE 0716 TALLAHASSEE FL	\$23.72
12/07	12/07	02190	STORE 0716 TALLAHASSEE FL	\$23.98
12/07	12/07	10125	STORE 0716 TALLAHASSEE FL	\$9.47
12/07	12/07		STORE 0716 TALLAHASSEE FL	(\$18.96)
12/08	12/08	39457	STORE 0417 TALLAHASSEE FL	\$14.23
12/20	12/20		PAYMENT - THANK YOU	(\$981.10)

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.00%	\$0.00	\$0.00	2D

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NATT478, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

7009 0007 YMC 1 7 2 160101 PAGE 1 of 5 9296 0011 8508 01DU7009 105438

7009 0007 YMC 1 7 2 160101 PAGE 2 of 5 9296 0011 8508 01DU7009 105438

Authorization for Payment- Version #1

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council
FROM: Tim Center, CEO and Acting Head Start Director
RE: Head Start Director's Report 
DATE: February 10, 2016

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

Staffing

The month of January saw significant transition in staff leadership with the resignation of the Head Start Director. The Board of Directors voted to assign acting Director responsibilities to the Chief Executive Officer for a period of six to twelve months. The Policy Council approved this at its January meeting.

The Early Childhood Development Manager position responsible for education and child development related duties has been advertised. Applications have not been forthcoming with credible candidates. CareerSource and the Early Learning Coalition were asked to support candidate search efforts. The position needs to be filled as soon as possible.

One of the three Education Coordinators, Latreas Palmer, resigned. She is moving to Miami. Head Start Centers have been assigned to the other two Coordinators – Antenette Larkins and Venita Treadwell.

Head Start Center staffing continues to build a full roster in each Center. This will free the Coordinators to receive the training necessary to carry out their responsibilities of training the teachers and teacher assistants.

The Agency is actively recruiting a Center Director/Teacher for the Jefferson County Head Start Center. Substitute teachers are being recruited for all Centers.

The Early Learning Coalition of the Big Bend has offered to assist with training needs related to *Creative Curriculum*.



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Facilities

Louise B. Royal Head Start Center renovations have caused the City of Tallahassee Building Inspection Office to prompt addressing various issues to bring the building up to code. The issues include engineering plans and inspections for roofing, sewer and the ability of the building to serve as a child care facility. The goal is to have the project completed by the end of February. Displaced students should be back in by the first full week of March at the latest. The budget for the renovation costs above the start-up funds will be close to \$70,000. This will be financed through the use of a line of credit.

Curriculum

The Agency received the VPK Scores for the various Head Start Centers. These scores reflect the kindergarten readiness of the students who moved into kindergarten last school year. Scores ranged from 91% to 100%. This is excellent and teachers are being recognized for their efforts. Scores are being posted in the Centers.

Federal and State Regulations

Kristin Jackson and I attended the Region IV Head Start Association Annual Training Conference in Atlanta. The trip permitted the chance to meet personally with our Health and Human Services Program Administrator, Ronniece Brown. We believe that we have a good working relationship with the Department of HHS. Ms. Brown was very helpful and indicated that they would assist with training and technical assistance needs.

Capital Area Community Action Agency

TRAINING OR CONFERENCE/WORKSHOP ATTENDEE REPORT

Employee Name Tim Center
Department _____ Job Title CEO
Conference Attended 2016 Annual Training Conference: One Mission One Voice
Date(s) of Conference February 1-4, 2016
Conference Organizer/Host Region IV Head Start Association

Workshop(s) attended:

1. Putting Pizzazz in Your Pre-Service
2. Produce Helpful and Meaningful Community Assessments
3. Poverty In America: It's Not What You Think

Describe the benefits you feel you gained personally.

The meeting permitted me the chance to think about what we want for our Head Start families in our communities.

Describe the benefits you feel you gained professionally.

The chance to meet with Eric Scott, Taylor County (FL HS Assn) and Ronniece Boston (HHS Program Administrator) with Kristin Jackson and develop strategies for coming year. Also, the chance to better understand the Head Start 5-year grant process.

Do you feel that this conference/workshop was valuable to your role with this Agency? Yes No

If no, please provide an explanation.

Would you attend other conferences/Workshops presented by this organization? Yes No

(Return this form with your Travel Reimbursement form and send a copy to the Chief Operating Officer for placement in Personnel File.)



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
PROGRAM STATUS (Monthly)							
Number of Families Enrolled	52	36	30	56	54	146	374
Number of Students Withdrawals	3	1	1	1	0	2	8
Number of Vacancies	0	1	1	0	0	2	4
Number of Students on Wait List	24	1	2	14	17	35	93
Average Daily Attendance	87%	84%	77%	78%	84%	85%	83%
Number of Students Recruited	5	6	0	0	2	15	28
Number of VPK Students Enrolled	23	N/A	10	19	19	41	112
FAMILY STATUS							
Number of Family Needs Assessment	52	36	31	56	54	146	375
Number of Initial Home Visits (45)							
Family Partnership Agreement							
Number of FPA Initiated (45)	52	37	31	56	54	148	378
Number of FPAs in progress (February)	52	36	30	56	54	146	374
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 1-31-16	January Average Daily Attendance (ADA)
Bainbridge	52	52	87%
Franklin	37	36	84%
Jefferson	31	30	77%
Mabry	56	56	78%
Royal	54	54	84%
South City	148	146	85%

Family and Community Engagement Manager Monthly Monitoring Report

Number of Referrals (Review referrals)	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	0	3	10	6	1	7	27
Domestic Violence Referrals	0	0	0	1	0	0	1
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	1	0	0	1
Assistance for incarcerated Family Members	0	0	0	0	0	0	0
Education Referral	0	0	7	3	4	5	19
Employment	0	1	8	4	3	6	21
Parent Meetings/Trainings							
Parent Committee Meetings	1	0	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	7	0	3	8	5	7	30
Number of Male Parents at Parent Committee Meetings	1	0	0	4	0	0	5
Number of parents Committee meetings attended (Family Advocate)	1	0	1	1	1	2	7
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	0	1	1	1	1	5
Number of Parents in attendance on Policy Council							
Number of Coordinated Trainings for Policy Council							
Number of Parenting Classes							
Number of Family Activities/Events Coordinated							
Number of Family Activities Specific to Male Engagement							
Number of Parent Trainings Conducted							
Number of Volunteer Orientations							
Home Visits	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings	2	0	0	0	2	2	4
Number of Contacts documented in Case Notes	0	0	15	15	25	71	126
Number of Contacts documented per absenteeism	0	0	8	16	5	10	39

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	122
Review of Parent Board	5
Volunteers (PEC)	
Number of Volunteers	47
Total of Program In kind	208.50 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	0
Community Meetings	9
Transportation	
Field Trips	0
Maintenance	0
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	364
Expire immunizations	7
Up to date Physicals	368
Expired Physicals	3
Number of individual Health Care Plan	39
Number of Children with Health Insurance	242
ENROLLMENT	
Number of children with dental home	121
Number of dental home referrals	0
Completed dental exams	121
Incomplete dental exams	250
Needed dental treatment	0
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	368
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	354
Vision referrals	23
Hearing screenings	358
Hearing Referrals	0
Growth Assessment	331
BMI Referrals	0

Family and Community Engagement Manager Monthly Monitoring Report

90 DAYS REQUIREMENT	Total
Number of dental home established	121
Number of dental exams	121
Number of children requiring dental treatment	0
Number of completed dental treatment	0
Number of medical homes established	126
Hematocrit/Hemoglobin	176
Blood lead	183
NUTRITION	
Number of Breakfast	5,331
Number of Lunch	5,539
Number of PM Snacks	4,755
Number of Children with Special Diets	22
MONITORING ACTIVITIES	
Health Files Review	10
Child Care Food Program Tool	1
Kitchen Inspection Tool	1

Family and Community Engagement Manager Monthly Monitoring Report

Screenings	Completed
30 Day Requirement	
Physical Examinations	368
Immunizations	364
45 Day Requirement	
Hearing	358
Vision	354
90 Day Requirement	
Dental	121
Hemoglobin/Hematocrit	176
Lead	183
Growth Assessment	331

Corrective Action and Follow

Average Daily Attendance.

- Attendance continues to be monitored weekly by the Family Services Specialist and submitted to the FCEM. We did not meet our overall Average Daily Attendance of 85%; four of our 6 centers fail below the required 85%, which is a decrease from last month when we had 4 centers to meet the mark of 85%. Franklin, Mabry and Jefferson were all below the required 85%. The Family and Community Engagement Manager uses ChildPlus Reports 2330 (Consecutive Absences) and 2305 (Monthly Attendance) to identify children with poor attendance. The FCEM then reviews Family Services information in ChildPlus to look for notes explaining absences, if notes are not documented the FCEM is directing each Family Advocate to input the necessary information.

File Reviews.

- A team consisting of members from the Family Engagement Team and Education will be formed to review files to ensure all documents are in each child's file.

Family and Community Engagement Manager

Monthly Monitoring Report

Physicals and Immunizations.

- The Health Services Coordinator is working with Family Advocates, and the Family Services Specialist to ensure that all enrolled children have up to date immunizations and physicals. Children without up to date physicals and immunizations will be excluded until current documents are provided. The Family and Community Engagement Team will ensure that that Education team has notice of children being excluded and in danger of being excluded so they will be able to assist with communication with parents.

Food Costs.

- Strategies to lower food costs, especially at South City are being planned. DCF has approved for us to prepare meals at Mabry Street and transport them to South City to be served to our students from the South City kitchen. Equipment will need to be purchased for the Mabry kitchen in order for the extra meals to be prepared. An estimate of the equipment required has been received from Big Bend Restaurant Supply. Contractors will complete electrician work at Mabry on Monday, February 15 so that the kitchen equipment can be installed.

Strengths

DCF approval to allow us to transport food into South City.

Family Advocates are attending more community meetings.

Two Family Advocates, Tia Legree and Kuakii James, continue to work with Erica Miller to provide services to our children.

An Incredible Years class was completed in January and a combined class will begin in February.

Travis Jones will now provide assistance with the caseload at South City, covering a classroom of 17 in addition to his Jefferson caseload of 31.

Areas of Concerns and Barriers

Families from Louise B. Royal being moved to Mabry and Bainbridge, and the return to Louise B. Royal.

Food budget.

Family Engagement training for Family Advocates.

Family and Community Engagement Manager Monthly Monitoring Report

Professional Development
The cooks received their Safe Staff Food Handler's Certificate from the Leon County Extension Agency.
Kuakii James continues her enrollment at FSU in pursuit of her Master of Social Work.
Shanise Ford is continuing her education for her Master's Degree.
Travis Jones is continuing his education for his Master's Degree.
Family and Community Engagement Team are receiving on-going ChildPlus training through our consultant.

Manager Monitoring Activities
Monitoring attendance weekly through ChildPlus reports and weekly attendance.
Verifying Head Start eligibility for all families enrolled into the Head Start program.

Area Updates
A male engagement activity, Jump with Dad, took place on January 16 at Sky Zone. Fourteen Dads attended the event with their children.
LIHEAP service was offered to our parents at Bainbridge Road for the month of January.
We are currently seeking a Family Advocate for our Bainbridge Road location.
We are accepting re-enrollment applications for our returning students.



HEAD START

An Office of the Administration for Children and Families
Early Childhood Learning & Knowledge Center (ECLKC)

 eclkc.ohs.acf.hhs.gov

https://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2016/resour_pri_001_010516.html

PI 16-01 Changes in Federal Reporting

Español

Changes in Federal Reporting ACF-PI-HS-16-01

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Log No. ACF-PI-HS-16-01
2. Issuance Date: 01/05/2016
3. Originating Office: Office of Head Start
4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures

PROGRAM INSTRUCTION

TO: All Head Start Grantees, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration, and National Centers

SUBJECT: Changes in Federal Reporting

INSTRUCTION:

This Program Instruction (PI) notifies grantees of a change in submission of the Federal Financial Report SF-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System. Grantees are also advised of the use of the online GrantSolutions system for obtaining Notices of Award, submission of the Real Property Status Report SF-429, and the Tangible Personal Property Report SF-428.

Quick Links:

- Change in Submission of Federal Financial Reports SF-425 for FY 2016
- GrantSolutions
- Notices of Award

- Change in Submission of Real Property Status Report SF-429
- Change in Submission of Federal Financial Report SF-425 for FY 2015, 2014, or Earlier
- Submission of Tangible Personal Property Report SF-428

Change in Submission of Federal Financial Report SF-425 for Fiscal Year (FY) 2016

All Head Start grantees are required to submit financial reports detailing both the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report standard form 425 (SF-425).

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a, b, and c of the SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families (ACF) on lines 10d through 10o of the SF-425. Head Start grantees currently meet their reporting requirements to ACF via postal mail or by scanning and emailing the form to their assigned fiscal specialist.

ACF and the Program Support Center are collaborating in the submission of the SF-425 to reduce the burden on grantees and assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with the FY 2016 grant awards, this system of separate online reporting will be consolidated into a single reporting system. Starting with these awards, both the cash transactions (lines 10 a, b, and c) and the expenditures, obligations, and liquidations (lines 10d through 10o) will be reported through the grantee online accounts with PMS. The first expected reports for grantees with an October 1, 2015 funding date will be April 30, 2016 (see table below). This information will no longer be reported separately by hard copy or email.

Every grantee should already have a PMS account to allow access to complete the SF-425. If your office needs additional user access, please contact your PMS Representative.

Note the following important conditions:

- This reporting method is effective for FY 2016 financial reports.
- Any remaining reports still required, or revised, for FY 2015, 2014, or earlier, must be submitted as a scanned and uploaded document to the Grant Notes file in GrantSolutions (see below).
- SF-425 reports will continue to be due as frequently as is required in the award terms and conditions. Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF (see table below).
- Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each Budget Period they have received.
- Generally, awards are for a 12-month budget period. Head Start grantees will continue to submit reports as follows:
 - a Semi-Annual report;
 - an Annual report; and,
 - a Final report.

- Semi-Annual and Annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.
- Final reports will be due on the quarterly submission date for the quarter after the end of their budget period. Grantees that have budget periods beginning February 1, May 1, August 1, and November 1 are the exception. In these cases, the Final reports will be due on the quarterly reporting date for the quarter in which the grantee's budget period ended. No Final report will be due sooner than 90 days after the end of the applicable budget period.
- Box 12 of the Final report must include the following:
 - Total Amount of U.S. Department of Agriculture (USDA) Reimbursement: \$_____
 - Total Development and Administrative Expenditures: \$_____ (federal and non-federal)
 - If an Unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown of total federal expenditures for each 'CAN NO.' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.
- To aid in understanding, see the table below. Note that in some cases the Annual Report and the Final Report will be due on the same date.

Table - Find the month in which the Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	First SF-425 Due	Report Cumulative Costs through	Second SF-425 Due	Report Cumulative Costs through	Final SF-425 Due
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Apr 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Apr 30*
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Jul 30
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Jul 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jul 30*
June 1	Jan 30	Nov 30	Jul 30	May 31	Oct 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Oct 30

August 1	Apr 30	Jan 31	Oct 30	Jul 31	Oct 30*
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Jan 30
October 1	Apr 30	Mar 31	Oct 30	Sep 30	Jan 30
November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jan 30*
December 1	Jul 30	May 31	Jan 30	Nov 30	Apr 30

****The second and final reports are due the same date***

GrantSolutions

The GrantSolutions system will be made available to Head Start grantees for delivery of Notices of Award and for certain types of federal reporting. Head Start grantees will begin receiving notice of account issuance beginning with the effective date of this PI.

GrantSolutions accounts will be issued via email to the Program Director / Principal Investigators (PD/Pis), Authorizing Officials, and Chief Financial Officers of Head Start grants. These positions are identified in the Head Start Enterprise System (HSES) as Head Start/Early Head Start Director, Authorizing Official/Board Chair, and Chief Financial Officer. Key staff of Collaboration Grants and Interagency Agreements will also receive notice of account creation in the GrantSolutions system.

A series of email notifications will include individual logins, passwords, and system usage agreements. **Do not to share login credentials with delegated staff. Sharing credentials is a violation of federal law.** Additional accounts for your organization may be requested from your assigned Grants Management Specialist.

Please note that the purposes detailed in this PI are the only acceptable reasons for using GrantSolutions for Head Start grants and interagency agreements. **Other submissions or data entry within the system will be rejected.**

Notices of Award

Authorized users of GrantSolutions will receive email notification of newly issued Notices of Award. Award documents can be accessed using the link in the email, logging into GrantSolutions, and downloading the Notice of Award PDF. Your Regional Office will no longer deliver Notices of Award.

Change in Submission of Real Property Status Report SF-429

The SF-429 is now available in GrantSolutions for onscreen data entry. Instructional materials can be found in the HSES Instructions section and on the GrantSolutions website. The schedule of annual submission for the SF-429 and SF-429A by grant award budget period, project period, disposition, and encumbrance request is outlined in ACF-IM-15-01 Real Property Reporting and Request Requirements.

Change in Submission of Federal Financial Report SF-425 for FY 2015, 2014, or Earlier

Grantees are to scan and upload completed copies of the FY 2015 SF-425 reports to the specified folders in the Grant Notes section of GrantSolutions. Fillable PDF template forms of the SF-425 are available on the Early Childhood Learning and Knowledge Center (ECLKC) website.

Submission of Tangible Personal Property Report SF-428

Grantees are required to provide a Tangible Personal Property Report SF-428 and SF-428B, and, if needed, SF-428S, not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. Fillable PDF template forms of the SF-428 are available on the ECLKC website.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned Grants Management Specialist identified in HSES . Should your office need additional Payment Management System (PMS) accounts, please contact your PMS Representative at www.dpm.psc.gov.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez, Ph.D. /

Blanca Enriquez, Ph.D.
Director
Office of Head Start

Resources:

SF-425 [PDF, 97KB]

SF-428 [PDF, 68KB]

SF-428-B [PDF, 65KB]

SF-428-S [PDF, 70KB]

See PDF Version of Program Instruction:

Changes in Federal Reporting [PDF, 394KB]

Changes in Federal Reporting. ACF-PI-HS-16-01. HHS/ACF/OHS. 2016. English.



Required Viewers:

This is a Historical Document.

Capital Area Community Action Agency

Current Head Start Vacancies As Of 1/15/2016

EARLY CHILDHOOD DEVELOPMENT MANAGER

The Early Childhood Development Manager (ECDM) is directly responsible for the overall administration, supervision coordination and organization of the Early Childhood Development Services Division within the Head Start Department. The ECDM must develop and implement a plan for integrated service delivery in the areas of early childhood education, Voluntary Pre-Kindergarten (VPK), transportation, and mental health and disabilities services to Head Start children to ensure school readiness. Services must be coordinated with staff in other program content areas, and must include ongoing assessment of the quality of services provided.

The Agency Head Start program provides education and services to 378 children and their families, and the ECDM provides leadership for approximately 70 employees in the Division. The program must comply with Head Start Performance Standards, Florida Childcare Licensing regulations, National Association for the Education of Young Children Standards (NAEYC) and Program Policies and Procedures. Incumbent must receive and incorporate input from parents, staff, Policy Council, education and early childhood development research on best practices.

Minimum qualifications include a Bachelor's degree in Early Childhood Development, Early Childhood Education or a closely related field. A Master's Degree is preferred. Three (3) to five (5) years of supervisory experience in an early childhood environment is required. Preferred candidate will have knowledge and experience with Head Start rules and regulations. Candidate must have basic knowledge and understanding of early childhood development assessment instruments and results-oriented best practices, and be able to facilitate training. Candidate must have valid Florida driver's license and own transportation with liability insurance. Salary range is \$40,000.00 – \$45,000.00 annually based on experience. Posting Period: January 11, 2016 until filled.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



TEACHER- Jefferson County

The Head Start Teacher prepares and implements appropriate curriculum and performance standards for 3 and 4-year old students, conducts ongoing observations, assessments and maintain anecdotal records for children. The Teacher also supervises the Teacher Assistant assigned to the class.

A Bachelor's degree in Early Childhood Development or related field is required, and at least two (2) years' experience in child care in a classroom setting. Salary Range: \$13.00 – 15.00/hour

SUBSTITUTES

Substitutes work on an as-need basis to assist the classroom staff with classroom activities. Candidates must have completed 45 hours of DCF State Mandated Training. At least one (1) year of experience in child care preferably in a classroom setting is preferred. Hourly rate is \$10.10.

All candidates for Head Start classroom positions must present a transcript outlining specific Early Childhood Education classes before an interview is granted. DCF state mandated training (45 hours) is also required for all classroom positions.

DCF state mandated training (45 hours) is required for all classroom positions. Head Start employees work from August through May only. Transcript must be submitted with application to verify Early Childhood Education classes.