

Capital Area
Community Action
Agency

Head Start Policy Council Meeting

AGENDA

March 24, 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
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. Self- Assessment
10. CLASS Scores
11. Other Business
12. Meeting Adjourned

Next Meeting: Scheduled for April 21, 2016



United Way of the Big Bend

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



Head Start Policy Council Meeting Minutes February 18, 2016

6:00pm

1. Meeting called to order at 6:05pm
2. Roll call was taken by Luciana Brown. Representatives present included the following: Na'sheida Francois (R), Lauren Johnson (R), Luciana Brown, (R), Sopouria Harris (A), Faline Moses (CR), and Tiffany Similien (CR). Capital Area Community Action Agency staff present included the following people: Darrel James, Nichele Rolle, and Laura Ward
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 Luciana Brown. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.
 - b. Financial Report- The financial report was reviewed by Laura Ward. A motion to accept and approve the financial report was made by Lauren Johnson. The motion was seconded by Luciana Brown. The motion was approved and carried forward.
 - c. Personnel Actions-
 - i. The candidate Erica Lawrence, is being brought before the Policy Council for approval to be hired for the position of Center Director/Lead Teacher in Franklin County. Ms. Lawrence previously worked with Capital Area Community Action Head Start.

A motion was made to approve the hiring of Ms. Lawrence by Sopouria Harris. The motion was second by Luciana Brown. The motion was approved and carried forward.
 - ii. Roxgena McCarrol, Graduate of Alabama State University, has been recommended for hire as a substitute teacher with Head Start. Ms. McCarrol has completed all required Department of Children and Families training.

A motion was made to approve the hiring of Ms. McCarrol by Luciana Brown. The motion was second by Lauren Johnson. The motion was approved and carried forward.

- iii. Dalretia Ross, currently employed as the secretary for Capital Area Community Action, is coming on as a substitute teacher for Head Start.

A motion to approve the hiring of Ms. Ross was made by Sopouria Harris. The motion was second by Luciana Brown. The motion was approved and carried forward.

- iv. Mary Moore is being hired for the position of substitute teacher position for our Head Start center in Jefferson County.

A motion to approve the hiring of Ms. Moore was made by Faline Moses. The motion was second by Luciana Brown. The motion was approved and carried forward.

d. Inactive Policy Council Members

- i. Celia Brown (Franklin County Representative) has been inactive since the initial Policy Council meeting. As a result, the Policy Council agreed to remove Ms. Brown as a member of Policy Council.
- ii. Trina Rollins (Mabry Representative) has not been in attendance to any of the Policy Council meetings. As a result, Ms. Rollins has been removed as a member of Policy Council.
- iii. Cheaquita Gardner (Louis B. Royal Alternate) child is no longer enrolled in the program. As a result, Ms. Gardner has been removed as a member of Policy Council.
- iv. Sharon McCloud will be removed as the Alternate for Bainbridge Road and Sopouria Harris will be the Alternate for Bainbridge Road effective this meeting.

A motion to approve the changes to the Policy Council members was made by Faline Moses. The motioned was second by Lauren. The motion was approved and carried forward.

5. Center Updates: What's working and What's not:

Souporia Harris: Reported that the teachers are active with the kids. However, another parent states that the teacher needs better communication skills to redirect the kids.

Luciana Brown: Reported that everything is good. There are no complaints to report.
Lauren: There has been an improvement on the rapport at the center.

6. Director's Report: Nichele reviewed the attached Director's report.
7. Office of Head Start Updates: There are no updates to provide this month.
8. Chairperson's Report: No report provided for review.
9. Head Start Vacancies

Nichele discussed the current positions available in Head Start and encouraged Policy Council members to inform individuals they know who might be qualified or a good candidate for the positions.

10. Other Business:
 - a. There will be an Open House on April 2 for the Louise B. Royal Center. Suggestions for activities were provided by members of Policy Council members. A suggested time for the event was between 11:00am -1:00pm
 - b. The March Policy Council meeting will be held on March the 24, 2016 due to Spring Break. All members in attendance agreed.
 - c. Bowling with Dad, a male engagement activity, will be held on the 27th of February.
 - d. Food for the South City location will now be prepared at the Mabry location and transported to South City for distribution.
 - e. For the upcoming 2016-2017 year, Louis B. Royal will close at 5:00pm unless the child is enrolled in the VPK program.
 - f. This year's transition ceremony will have the graduation cap and a colored shirt or gown for the students and it will most likely be a combined ceremony.
 - g. On March 21, 2016 Head Start centers will be closed as the teachers will be having in-service.
11. The meeting was adjourned at 7:05pm.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Period Ending January 31, 2016

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
4000 Government Contracts - FEDERAL	3,281,002	1,284,567	(1,996,435)	39%
4010 Government Contracts - STATE	567,644	214,554	(353,090)	38%
4020 Government Contracts - LOCAL	60,000	15,723	(44,277)	26%
4100 Grants - Other Not-for-Profits	<u>20,000</u>	<u>6,667</u>	<u>(13,333)</u>	<u>33%</u>
Total Revenue	<u>3,928,646</u>	<u>1,521,511</u>	<u>(2,407,135)</u>	<u>39%</u>
Expenditures				
6010 Salaries & Wages	1,762,414	644,439	1,117,975	37%
6110 Fringe	501,934	183,536	318,398	37%
6180 Staff Screenings	1,800	863	937	48%
6210 Indirect Costs	388,856	165,595	223,261	43%
6310 Travel - In Area	5,302	416	4,886	8%
6315 Travel - Out of Area	1,443	0	1,443	0%
6410 Office Supplies	12,750	2,499	10,251	20%
6415 Program Supplies	20,423	9,574	10,849	47%
6420 Classroom Supplies	62,585	14,124	48,461	23%
6430 Kitchen Supplies	20,000	5,926	14,074	30%
6440 Medical/Dental Supplies	3,500	717	2,783	20%
6510 Copies/Printing/Copier	15,402	2,515	12,887	16%
6600 Postage and Delivery Expense	2,080	176	1,904	8%
6710 Contractual Services/Professional	69,629	16,232	53,397	23%
6720 Speech Services	23,550	15,712	7,838	67%
6740 Mental Health Services	10,875	2,350	8,525	22%
6750 Health/Fitness	79,200	36,058	43,142	46%
6810 Rent/Space Cost	243,002	66,539	176,463	27%
6820 Utilities	76,616	20,996	55,620	27%
6830 General Liability and Property	21,000	10,952	10,048	52%
6840 Communications	37,530	19,112	18,418	51%
6850 Repairs and Maintenance-	139,500	62,939	76,561	45%
6910 Equipment Maintenance	15,500	5,369	10,131	35%
6920 Vehicle Expense	22,500	11,001	11,499	49%
6930 Equipment Lease	11,500	2,864	8,636	25%
6940 Technology	28,000	14,354	13,646	51%

Capital Area Community Action Agency
Statement of Revenues and Expenditures

For the Period Ending January 31, 2016

7010 Fees, Licenses, and Permits	4,000	4,136	(136)	103%
7020 Dues/Subscriptions	2,300	4,980	(2,680)	217%
7100 Volunteer	750	0	750	0%
7310 Equipment (\$5,000 or more)	20,387	0	20,387	0%
7320 Expendible Equipment	14,500	11,275	3,226	78%
7410 Registration Fees	4,000	1,350	2,650	34%
7420 Training/Meetings/Workshops	39,452	11,564	27,888	29%
7430 Staff Development	6,000	622	5,378	10%
7440 Advisory/Board Member Expenses	2,400	720	1,680	30%
7450 Advertising	1,250	2,846	(1,596)	228%
7460 Parent Activities	1,134	321	813	28%
7510 Raw Food Cost	255,582	104,439	151,143	41%
Total Expenditures	<u>3,928,646</u>	<u>1,457,111</u>	<u>2,471,535</u>	37%
Excess Revenue over (under)	<u>0</u>	<u>64,400</u>	<u>64,400</u>	

Capital Area Community Action Agency, Inc.

Head Start NFS Match Requirements

For the Month Ending January 31, 2016

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		15,723			
Grants - Other Not for Profits		6,667			
In-Kind Revenue		214,813			
VPK		105,219			
		342,422	42%	477,829	58%
		820,251			

Capital Area Community Action Agency
Head Start Credit Card Activity
For the Month of January 2016

<u>HANCOCK BANK</u>	<u>FUND</u>	<u>GL</u>	<u>AMOUNT</u>
Red Cross	1064	7420	50.00
Gate	1064	6920	41.92
FL Fingerprint	1064	6180	76.75
FL Fingerprint	1064	6180	76.75
QuickIDCards.com	1064	6415	295.13
Fiscal Insti	1064	7420	300.00
Region IV Headstart	1064	7420	325.00
Office Depot	1064	6415	35.96
Hodges Heating and Air	1064	6850	371.00
Gate	1064	6920	41.02
RPS	1064	7420	2.50
Region IV Headstart	1064	7420	325.00
Sheraton ATL	1064	7420	169.72
FDLE	1064	6180	24.00
Indeed	1064	7450	959.74
American Airlines/Great Wolf	1064	7420	1,399.72
Office Depot	1064	7460	25.98
Publix	1064	7440	9.27
Olive Garden	1064	7440	127.75
Walmart	1064	6420	101.49
Early Education & Care	1064	7430	80.00
DTIS UPS	1064	6180	68.50
Toys R Us	1064	6420	8.99
Early Education & Care	1064	7430	10.00
WKU T TAS	1064	7420	275.00
Window World	1064	6850	82.50
Early Education & Care	1064	7430	10.00
Eastbay	1064	6415	33.01
Michaels	1064	6420	62.96
Walmart	1064	6415	61.76
Pods	1064	6850	149.00
Total Hancock Bank			5,600.42
LOWES	1064	6850	153.37
LOWES	1064	6850	<u>222.13</u>
TOTAL LOWES PURCHASES			375.50

52541

52541

2/12/2016

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #

Invoice	Description	Amount
012716DJ	ACCT# XXXX6623/ DARREL JAMES	\$1,809.90

Hancock Bank
MAHAN
02/17/16 12:35

Seq: 0024 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6623
Credit Card Payment \$1,809.90
Posting Date: 02/17/16

Thank you for banking with Hancock

\$1,809.90

LMP40 M/P CHECK

Rev 2/14

0130 (5/15) 67332

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

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-04	12-31	24692165365000694437503	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M50.00
01-05	01-04	24445006005000578666674	5411	PUBLIX #610 TALLAHASSEE FL	M15.37
01-06	01-04	24692166005000246658576	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.92
01-11	01-08	24692166008000860126071	9399	FL FINGERPRINT 626-32 PASADENA CA	M76.75
01-11	01-08	24692166008000860126113	9399	FL FINGERPRINT 626-32 PASADENA CA	M76.75
01-13	01-13	74270846013100005533812	0000	BRANCH PAYMENT - THANK YOU	M1,350.10
01-18	01-16	24071056017985325599008	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M2.00
01-18	01-16	24071056017985325598950	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M10.00
01-18	01-16	24071056017985325598836	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M13.00
01-18	01-16	24071056017985325598992	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M20.00
01-18	01-16	24071056017985325599040	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M33.00
01-18	01-14	24692166015000286908533	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.02
01-18	01-16	24071056017985325598828	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M43.00
01-18	01-16	24071056017985325598786	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M60.00
01-18	01-15	24254776017473520402056	5111	QUICKIDCARD.COM, INC. 800-8775704 NY	M295.13
01-20	01-19	24492156019894665458949	7392	PAYPAL *FISCALINSTI 402-935-7733 CA	M300.00
01-20	01-19	24431066020206011500088	8641	REGION IV HEADSTART 770-490-9198 GA	M325.00
01-22	01-20	24445746021100406434468	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M35.96
01-22	01-20	24426296021980002944393	1711	HODGES HEATING AC & REFRI 850-576-1401 FL	M371.00

are - Red Cross
ny Taylor
line Lucy
e Saks
r Time
e
re

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3900-0050-6623	NEW PURCHASES AND OTHER CHARGES 1,809.90
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,350.10
		STATEMENT TOTAL 459.80
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

52543
2/12/2016

Invoice	Description
012716LL	ACCT# XXX6067/ LAURIE LEINER

Amount \$497.22

Hancock Bank
MAHAN
02/17/16 12:39

Seq: 0036 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6067
Credit Card Payment \$497.22
Posting Date: 02/17/16
Thank you for banking with Hancock

\$497.22

LMP40 M/P CHECK

Rev 2/14

10130/10130 (5/15) 673322

Hancock Bank is a trade name of Whitney Bank. 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
01-11	01-07	24755426008150088939987	7523	RPS TALLAHASSEE KLEMAN PL TALLAHASSEE FL	M2.50
01-12	01-11	24431066012206011000089	8641	REGION IV HEADSTART 770-490-9198 GA	M325.00
01-13	01-13	74270846013100005533754	0000	BRANCH PAYMENT - THANK YOU	M1,015.28cr
01-13	01-12	24431056012036015938807	3503	SHERATON ATLANTA HOTEL ATLANTA GA ARRIVAL: 01-12-16	M169.72

Head Start Conf.

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3900-0046-6067	NEW PURCHASES AND OTHER CHARGES 497.22
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,015.28
		STATEMENT TOTAL 518.06
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 3,500.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account

52546
 2/12/2016

Invoice	Description	Amount
012716NS	ACCT#XXXX7366/ NINA SINGLETON (SELF)	\$2,628.22

Hancock Bank
 MAHAN
 02/17/16 12:34
 Seq: 0022 ID: 102385 CB: 7123
 Account Number: xxxxxxxxxxx7366
 Credit Card Payment \$2,628.22
 Posting Date: 02/17/16
 Thank you for banking with Hancock

\$2,628.22

LMP40 M/P CHECK

Rev 2/14

10130/10130 (5/15) 673522

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
01-04	01-01	24692166001000509169158	5969	INDEED 203-564-2400 CT	M201.46 ✓
01-13	01-13	74270846013100005533853	0000	BRANCH PAYMENT - THANK YOU	M2,748.42cr ✓
01-14	01-13	24431066013026234126894	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
01-18	01-15	24692166015000531752710	5969	INDEED 203-564-2400 CT	M500.23 ✓
01-27	01-25	24906046026041600015103	3618	GREAT WOLF GRAPEVINE GRAPEVINE TX 117793730 ARRIVAL: 01-25-16	M179.66 ✓
01-27	01-25	24906046026041600015319	3618	GREAT WOLF GRAPEVINE GRAPEVINE TX 117793752 ARRIVAL: 01-25-16	M179.66 ✓
01-27	01-26	24692166026000942513674	5969	INDEED 203-564-2400 CT	M502.81 ✓
01-27	01-25	24717056026870265638108	3001	AMERICAN AI 0017735717785 CHICAGO IL SELF/NINA DEPARTURE: 02-16-16	M520.20 ✓
01-27	01-25	24717056026870265638116	3001	AMERICAN AI 0017735717786 CHICAGO IL TLH AA O DFW AA N TLH JACKSON/KRISTIN DEPARTURE: 02-16-16 TLH AA O DFW AA N TLH	M520.20 ✓ 1,040.40

wipfli Training - Nina + Kristin

Nina Self 2/15/16

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3910-0008-7366	NEW PURCHASES AND OTHER CHARGES <i>(Signature)</i> 2,628.22
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 2,748.42
Toll Free 1-800-448-8812		STATEMENT TOTAL 120.20
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 3,500.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account:

02040
 52545
 2/12/2016

Invoice	Description
012716NR	ACCT#XXXX6706/ NICHELE RICHARDS

Amount
 \$163.00

Hancock Bank
 MAHAN
 02/17/16 12:37

Seq: 0030 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6706
 Credit Card Payment \$163.00
 Posting Date: 02/17/16
 Thank you for banking with Hancock

\$163.00

LMP40 M/P CHECK

Rev 2/14

10130/10130 (5/15) 673322

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

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-13	74270846013100005533713	0000	BRANCH PAYMENT - THANK YOU	M690.51cr
01-13	01-11	24445746012100411363661	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M25.98
01-22	01-21	24445006022000597073232	5411	PUBLIX #1051 TALLAHASSEE FL	M9.27
01-25	01-21	24164076022140111430005	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M127.75

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
01/27/16	4802-3910-0009-6706	NEW PURCHASES AND OTHER CHARGES	163.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	0.00
		CREDITS	690.51
Toll Free 1-800-448-8812		STATEMENT TOTAL	527.51
		TOTAL IN DISPUTE	0.00cr
		CREDIT LIMIT	2,500.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

52542
2/12/2016

Invoice	Description	Amount
012716KJ	ACCT#XXXX7303- KRISTEN JACKSON	\$1,160.71

Hancock Bank
MAHAN
02/17/16 12:38

Seq: 0034 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx7303
Credit Card Payment \$1,160.71
Posting Date: 02/17/16
Thank you for banking with Hancock

\$1,160.71

LMP40 M/P CHECK

Rev 2/14

10130*10130 (5/15) 673322

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
12-31	12-30	24226385365400001867880	5411	WAL-MART #4520 TALLAHASSEE FL	M101.49
01-11	01-08	24435656008083755017961	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
01-11	01-08	24431066009026209581848	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M80.00
01-13	01-13	74270846013100005533770	0000	BRANCH PAYMENT - THANK YOU	M149.00cr
01-15	01-14	74435656014083004217443	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M149.00cr
01-18	01-15	24391216016508309838103	5945	TOYS R US #8730 TALLAHASSEE FL	M8.99
01-18	01-15	24492156015894577328853	7392	PAYPAL *FISCALINSTI 402-935-7733 CA reimb feb Stmt	M300.00
01-20	01-20	74270846020100005555659	0000	BRANCH PAYMENT - THANK YOU made 1/20	M969.99cr
01-20	01-19	24073146019900016100029	8220	WKU T TAS 999-9999999 KY	M275.00
01-21	01-20	24493986021207612600031	5200	WINDOW WORLD OF TALLAHAS 8505628800 FL	M82.50
01-21	01-20	24013396020002616218862	4225	PODS #102 PODS.COM FL	M149.00
01-22	01-21	24431066022026269423876	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
01-22	01-21	24435656021083316674683	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
01-25	01-22	74013396022002890408299	4225	PODS #102 TALLAHASSEE FL	M149.00cr
01-25	01-22	24431066023026272544899	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00
01-25	01-22	247170560221602229291036	5655	EASTBAY 800-8262205 WI	M33.01
01-25	01-23	24692166024000598476558	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M62.96
01-26	01-25	24445006026400145001246	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M61.76
01-27	01-26	24013396026003436115282	4225	PODS #102 PODS.COM FL	M149.00

Supplies for In Service
Training - V. Johnson Fort
V. Johnson Fort
Supplies for In Service
Training Institute - S. Sja
Rogis
- Royal
rage for Royal
- De Shondrea Bir
- D. Birds
- Thomas Cristo

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01/27/16	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES <i>M</i> 1,460.71
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,336.49
		STATEMENT TOTAL 124.22
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

JOIN Lowe'sForPros.com.

When you sign up at Lowe'sForPros.com, the site builds around your business, allowing you to:

- Save 5% every day with Lowe's® Business Credit.*
- Buy online and pick up in-store or have it delivered to your business or jobsite.
- Create custom catalogs of the items you purchase frequently.
- Manage buyers and spend limits.
- Make tax exempt purchases if your business qualifies.
- ...and much more.



*If applicable, 5% discount will be applied after all other discounts. Subject to credit approval. Some exclusions apply. See store associate, credit promotion disclosures, Lowe's.com, or Lowe'sForPros.com for details.

©2015 Lowe's. LOWE'S and Gable Mansard Design are registered trademarks of LF, LLC.

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number 821 3010 111387 3

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$180.44
- Payments	\$180.44
- Other Credits	\$0.00
+ Purchases/Debits	\$375.50
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$375.50
Credit Limit	\$10,000.00
Available Credit	\$9,624.00
Statement Closing Date	02/02/2016
Days in Billing Cycle	31

Payment Information	
New Balance	\$375.50
Total Minimum Payment Due	\$25.00
Payment Due Date	02/28/2016

RECEIVED

FEB 08 2016

BY: _____

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
01/06	01/06	39070	STORE 0417 TALLAHASSEE FL	\$153.37
01/06	01/06	24017	STORE 0417 TALLAHASSEE FL	\$222.13
01/16	01/16		PAYMENT - THANK YOU	(\$180.44)

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

Important Account Information
5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NAT078, 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.

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: March 14, 2016

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

Staffing

Vacancies include the Early Childhood Development Manager, a Family Advocate, and Education Coordinator. New substitute teachers and a Teacher Assistant for Jefferson County have been hired. This will enable Venita Treadwell, Education Coordinator, to get out of the classroom and work with teachers and teacher assistants.

The Early Childhood Development Manager position responsible for education and child development related duties has been advertised. Recruitment efforts have come up short in terms of qualified applicants. We are working with CareerSource for head hunting 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. We reclassified a teacher in Franklin to have Director/Education Coordinator responsibilities.

The Early Learning Coalition of the Big Bend has offered to assist with training needs related to *Creative Curriculum*. Teachers also enrolled in a *Quality of Feedback* course to address an area where they scored low on the CLASS assessment.

Facilities

Louise B. Royal Head Start Center renovations will complete this week with final inspections taking place during Spring Break. Students will return to the Royal Head Start Center on Tuesday, March 22, 2016. 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.



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



Kitchen upgrades at the Mabry location will enable the program to cook meals for both Mabry and the South City location. Ovens are being installed during Spring Break. Staff are being hired. Delivery of meals will begin the week of March 28th.

Curriculum

Education Coordinators have been working with the Early Learning Coalition to prepare a rigorous training program at the beginning of the next school year in order to implement the *Creative Curriculum* uniformly

Federal and State Regulations

Ronniece Boston, HHS Program Administrator, and Maisah Williams, HHS Project Director, will visit the Agency the week of March 22. They plan to visit with the management team, the Board of Directors, and Policy Council members. This is not a formal monitoring but a trip to familiarize themselves with our program and agency.

The week of March 7 had Back 2 Basics conduct a mock Environmental Health and Safety monitoring visit of the six Head Start locations. A written report was delivered at the end of the review. A number of issues were identified including:

- Classroom cleanliness
- Appropriate staff monitoring of students
- Cleaning supplies
- Proper notices on bulletin boards
- Working flashlights

Staff are working to implement the changes necessary. Contracted cleaning crews are being instructed as to the expectations per the regulations.

State licensing of child care centers by the Department of Children and Families is being conducted currently in Royal and Mabry Centers. These licenses should be renewed without problem.

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Task Force
FROM: Tim Center
RE: Head Start Update
DATE: March 14, 2016

The following serves as my update regarding the Head Start program. My Head Start Director's Report is also serving to update on the program for the Directors and Policy Council.

Budget

The projected renovations budget shortfall will be absorbed by a line of credit. The food budget with the pending changes will keep the program budget line solvent and ahead of budget by the end of the fiscal year.

Staffing

Weekly Management Team meetings and Education Coordinator meetings focus on current job descriptions, responsibilities and current workloads to ensure accountability and responsibility. This process is also revealing concerns about certain aspects about operations that are also being addressed.

Curriculum

Working with the Early Learning Coalition, we will develop a training protocol to implement the *Creative Curriculum*.

Facilities

Royal Head Start Center will open the first day of spring break. Mabry Center kitchen upgrades will be complete by the end of the month.

Federal and State Regulations

The Agency contracted with Back 2 Basics to conduct a thorough Environmental Health and Safety monitoring. The report was enlightening as to the steps necessary to clean up the classrooms and meet with regulations associated with the subject.

HHS Program Director and Manager will be on site to visit the program the week of March 21.



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

