

Capital Area **Community Action** Agency

Head Start Policy Council Meeting

AGENDA

May 19, 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. Franklin County Calendar
5. Center Updates – What’s working and What’s not?
6. Director’s Report
7. Office of Head Start Updates (PI)
8. Chairperson’s Report
9. Self- Assessment Review
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for June 16, 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

April 21, 2016

6:00pm

1. Meeting called to order at 6:07pm
2. Roll call was taken by Luciana Brown. Representatives present included the following:
Na'Sheida Francois (R), Lauren Johnson (R), Luciana Brown, (R), Faline Moses (C R), Charlean Lanier(CR) and Tiffany Similien(CR)

Capital Area Community Action Agency staff present included the following people: Darrel James, Nichele Rolle, Laura Ward, Kristin Jackson, Hillary Hopkins, Pamela Jackson, Venita Treadwell, Antenette Larkins, Nina Self, and Tim Center (via phone).

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 Faline Moses. The motion was approved and carried forward.

The following revisions to the minutes were approved.

A motion was made to approve the self-assessment during last meeting; however it was the self-assessment *timeline* that needed to be approved. This will be corrected.

- b. Financial Report- The financial report was reviewed by Laura Ward. Charlean asked if finance charges accrued on the credit cards was listed on the financial report. Currently, all cards are paid in full during each billing cycle. This avoids any interest charges.

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

- c. Personnel Actions- The Family Advocate for the Bainbridge Road location, Amber Legree, will start on April 25, 2016.

- d. Selection Criteria- The criteria used for admittance into the Head Start has not changed but is coming forth to the Policy Council for approval for the 2016- 2017 school year as required.

A motion to approve the admission criteria was made by Na'Sheida and the motion was seconded by Charlean.

The Motion was approved and carried forward.

- e. Calendar- The 2016-2017 school calendars was discussed and reviewed by Nichele Rolle. Clarification was asked on the difference between the school calendar for Jefferson and Leon. It was discussed if the Jefferson County Head Start will follow Leon or Jefferson County school schedule due to a difference in school start/end date and different holidays. Due to the strong support system in Jefferson County Venita voted to have the Jefferson county follow the Leon calendar. Laura suggested to make sure the Jefferson county parents are notified in advance of the difference in schedules.

Motion to accept the calendar was made by Luciane. The motion was seconded by Charlean. The motion was approved and carried forward.

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

Luciana states that she and the students are enjoying the changes in the school lunch at South City Head Start.

Lauren states that the teaching staff at LBR has grown tremendously over the school year. It was also noted that the Grand opening was a great success.

Na'Sheida states that the communication has gotten better at the Bainbridge center.

6. Director's Report: Tim reviewed and discussed the attached Director's report.

7. Office of Head Start Updates: There are no updates to provide this month. Tim pointed out that the Education Coordinators will be attending training during the upcoming weeks.

Special thanks were given to Kristin Jackson for helping out with the plans for renovations at the LBR center. Along with a special thanks to Laura for providing help and insight with the kitchen changes for South City and Mabry.

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

9. Self-Assessment: Kristin updated Policy Council with the added team assignment changing it from 5 to 6. A motion to approve by Faline and seconded by Charlean.

10. Other Business: The following centers will have their transitions ceremony on the following dates and times.

Bainbridge: May 23, 2016 at 10:00 a.m.

Franklin: TBA

Jefferson: May 13, 2016 at 10:00 a.m.

Louise B. Royal: May 21, 2016 at 11:00 a.m. at the LeVerne Payne Community Center

Mabry: May 20, 2016 at 10:00 a.m.

South City: May 13, 2016 at 6:00 p.m. at Perry Paige Auditorium

Male Engagement: There will be a Male Engagement event this Saturday at Skate World. All RSVP's can be made with Darrel.

11. The meeting was adjourned at 6:48pm.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Six Months Ended 3/31/2016

	Current	Total	
	Year Actual	Budget -	%
		Original	
Revenue			
4000 Government Contracts - FEDERAL	1,823,080	3,281,002	56%
4010 Government Contracts - STATE	325,407	567,644	57%
4020 Government Contracts - LOCAL	39,369	60,000	66%
4100 Grants - Other Not-for-Profits	10,000	20,000	50%
Total Revenue	2,197,857	3,928,646	56%
Expenditures			
6010 Salaries & Wages	922,637	1,767,415	52%
6110 Fringe	261,859	503,359	52%
6180 Staff Screenings	1,203	1,800	67%
6210 Indirect Costs	236,262	391,801	60%
6310 Travel - In Area	644	5,302	12%
6315 Travel - Out of Area	0	1,443	0%
6410 Office Supplies	3,885	12,750	30%
6415 Program Supplies	16,269	18,280	89%
6420 Classroom Supplies	15,705	62,585	25%
6430 Kitchen Supplies	10,621	20,000	53%
6440 Medical/Dental Supplies	901	3,500	26%
6510 Copies/Printing/Copier	4,159	15,402	27%
6600 Postage and Delivery Expense	663	2,080	32%
6710 Contractual Services/Professional	30,181	69,629	43%
6720 Speech Services	25,932	29,943	87%
6740 Mental Health Services	6,049	4,482	135%
6750 Health/Fitness	53,010	79,200	67%
6810 Rent/Space Cost	96,821	243,002	40%
6820 Utilities	34,681	76,616	45%
6830 General Liability and Property Insurance	16,390	21,000	78%
6840 Communications	27,779	37,530	74%
6850 Repairs and Maintenance- Building	184,579	139,500	132%
6910 Equipment Maintenance	8,211	15,500	53%
6920 Vehicle Expense	17,347	22,500	77%
6930 Equipment Lease	3,998	11,500	35%
6940 Technology	14,354	28,000	51%
7010 Fees, Licenses, and Permits	4,492	4,000	112%
7020 Dues/Subscriptions	4,980	2,300	217%
7100 Volunteer	0	750	0%
7310 Equipment (\$5,000 or more)	0	20,387	0%
7320 Expendible Equipment	18,357	14,500	127%
7410 Registration Fees	1,650	4,000	41%
7420 Training/Meetings/Workshops	18,181	35,974	51%
7430 Staff Development	244	2,250	11%
7440 Advisory/Board Member Expenses	991	2,400	41%
7450 Advertising	4,245	1,250	340%
7460 Parent Activities	321	1,134	28%
7510 Raw Food Cost	159,207	255,582	62%
Total Expenditures	2,206,805	3,928,646	56%
Excess Revenue over (under) Expe	(8,949)	0	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending March 31, 2016

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		39,369			
Grants - Other Not for Profits		12,486			
In-Kind Revenue		315,549			
VPK		158,720			
		526,124	64%	294,127	36%

Capital Area Community Action Agency
Credit Card Activity
For the Month Ended 3/31/2016

Vendor Name	Expenses	Fund Code	GL Code
PODS	218.00	1064	6850
WALMART	180.64	1064	6415
WALMART	11.49	1064	6415
PODS	49.00	1064	6850
EE&C	90.00	1064	7420
WALMART	7.12	1064	6410
DOLLARTREE	12.00	1064	6415
OFFICE DEPOT	24.99	1064	6415
WALMART	25.87	1064	6415
FAMILY DOLLAR	30.96	1064	6415
WALMART	159.32	1064	6415
FAMILY DOLLAR	9.98	1064	6415
WALMART	112.59	1064	6415
PODS	149.00	1064	6850
WALMART	3.56	1064	3.56
DOLLARTREE	6.00	1064	6415
HOME DEPOT	248.65	1064	6415
MAGIC AND FUN COSTUME	58.75	1064	6420
WALMART	26.44	1064	6420
STAPLES	10.98	1064	6420
STAPLES	29.24	1064	6420
PUBLIX	8.99	1064	7440
PIGGYS	150.00	1064	7440
INDEED	199.54	1064	7450
ELSASSERS LOCK	39.51	1064	6410
STAPLES	658.02	1064	7320
FDLE	24.00	1064	6180
PANERA	359.93	1064	7420
HOME DEPOT	294.33	1064	6850
KNOX CO	323.58	1064	6410
HOWDY'S RENT A TOILET	150.00	1064	6850
TRUCK N CAR CONCEPTS	205.00	1064	6920
SHELL	3.00	1064	6920
GATE	55.00	1064	6920
CEC	794.00	1064	7410
AMERICAN AIRLINES	453.70	1064	7420
GATE	38.72	1064	692
EARLEYS	60.65	1064	6420
WALMART	183.83	1064	6440
GATE	37.00	1064	6920
GATE	56.00	1064	6920
HARBOR FREIGHT TOOLS	20.40	1064	6415
WALMART	30.64	1064	6415
LOWES	1.98	1064	6415
GATE	41.00	1064	6920
Total HANCOCK CC - HANCOCK BANK	5,653.40		
LOWE'S	2,374.70	1064	6850
Total LOWES - LOWE'S	<u>2,374.70</u>		
Total Credit Cards	8,028.10		

Services



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CAPITAL AREA COMM ACTION
 Account Number 821 3010 111387 3

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 Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$748.77
- Payments	\$748.77
- Other Credits	\$283.10
+ Purchases/Debits	\$2,657.80
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$2,374.70
Credit Limit	\$10,000.00
Available Credit	\$7,625.00
Statement Closing Date	04/02/2016
Days in Billing Cycle	31

Payment Information	
New Balance	\$2,374.70
Total Minimum Payment Due	\$99.00
Payment Due Date	04/28/2016

RECEIVED

APR 07 2016

BY: _____

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/07	03/07	67982	STORE 0417 TALLAHASSEE FL	✓ \$161.67
03/08	03/08	24174	STORE 0417 TALLAHASSEE FL	✓ \$10.68
03/09	03/09	02860	STORE 0716 TALLAHASSEE FL	✓ \$67.79
03/15	03/15		PAYMENT - THANK YOU	(\$748.77)
03/15	03/15	03003	STORE 0716 TALLAHASSEE FL	✓ \$157.55
03/15	03/15	02922	STORE 0716 TALLAHASSEE FL	✓ \$162.51
03/15	03/15	02944	STORE 0716 TALLAHASSEE FL	✓ \$128.45
03/16	03/16	02168	STORE 0716 TALLAHASSEE FL	✓ \$639.05
03/16	03/16		STORE 0716 TALLAHASSEE FL	✓ (\$99.33)
03/18	03/18	84649	STORE 0417 TALLAHASSEE FL	✓ \$183.77
03/18	03/18	34228	STORE 0417 TALLAHASSEE FL	✓ \$199.08
03/18	03/18		STORE 0417 TALLAHASSEE FL	✓ (\$183.77)
03/21	03/21	24063	STORE 0417 TALLAHASSEE FL	✓ \$587.70
03/31	03/31	24666	STORE 0417 TALLAHASSEE FL	✓ \$359.55

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.

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Help for choosing an item.

Help?

1-800-445-6937

us

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Minimum purchase required.

Get Details >

52892

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

52892
4/12/2016

Invoice	Description
032816KJ	ACCT# XXXX7303-KRISTIN JACKSON

int
\$1,233.03

Hancock Bank
04/20/16 15:28

Seq: 0052 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx7303
Credit Card Payment \$1,233.03
Posting Date: 04/20/16
Thank you for banking with Hancock

\$1,233.03

LMP40 M/P CHECK

Rev 2/14

of each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-29	24013396060004336224270	4225	PODS #102 PODS.COM FL	M218.00
03-07	03-04	74226386066360570920046	5411	WAL-MART #4520 TALLAHASSEE FL	M23.64cr
03-07	03-04	74493986065207612700031	5200	WINDOW WORLD OF TALLAHAS 8505628800 FL	M82.50cr
03-07	03-04	24226386065400005625624	5411	WAL-MART #4520 TALLAHASSEE FL	M11.49
03-11	03-10	24445006071400055709790	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M180.64
03-15	03-14	24013396074002122293586	4225	PODS #102 PODS.COM FL	M49.00
03-16	03-15	24431066076026163995685	8351	EARLY EDUC & CARE INC .ECKIDS.ORG FL	M90.00
03-17	03-16	24445006077400155243470	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M7.12
03-17	03-15	24164076076868024790009	5331	DOLRTREE 5205 00052050 TALLAHASSEE FL	M12.00
03-17	03-15	24445746076100565450481	5943	OFFICE DEPOT #2669 TALLAHASSEE FL	M24.99
03-17	03-16	24445006077400155243397	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M25.87
03-17	03-16	24231686077837004607024	5331	FAMILY DOLLAR #2118 TALLAHASSEE FL	M30.96
03-17	03-16	24445006077400155243215	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M159.32
03-22	03-21	24231686082837001905010	5331	FAMILY DOLLAR #2118 TALLAHASSEE FL	M9.98
03-22	03-21	24226386082400004940908	5411	WAL-MART #4520 TALLAHASSEE FL	M112.59
03-22	03-20	24013396081002993157788	4225	PODS #102 PODS.COM FL	M149.00
03-23	03-23	74270846083100005807682	0000	BRANCH PAYMENT - THANK YOU	M1,803.66cr
03-23	03-22	24445006083400154153896	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M3.56
03-24	03-22	24164076083868075610008	5331	DOLRTREE 5205 00052050 TALLAHASSEE FL	M6.00
03-25	03-23	24610436084010193798887	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M248.65

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/28/16	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES * 1,339.17
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free	1-800-448-8812	CREDITS (106.14)* 1,909.80
		STATEMENT TOTAL 570.63
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 2,000.00

* 1233.03 due

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account

52894
 4/12/2016

Invoice	Description
032816NR	ACCT#XXXX 6706- NICHELE RICHARD

Amount
 \$374.43

Hancock Bank
 MANN
 04/20/16 15:27

Seq: 0049 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6706
 Credit Card Payment \$374.43
 Posting Date: 04/20/16
 Thank you for banking with Hancock

\$374.43

LMP40 M/P CHECK

Rev 2/14

1033 1030 (5/15) 673950

on each current billing cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-02	03-01	24755426061260617073028	5999	MAGIC AND FUN COSTUME SHO TALLAHASSEE FL	M58.75 ✓
03-02	03-01	24445006062000614510506	5411	PUBLIX #887 TALLAHASSEE FL	M90.03 ✓
03-03	03-02	24445006063000145225771	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M26.44 ✓
03-23	03-23	74270846083100005807542	0000	BRANCH PAYMENT - THANK YOU	M1,497.51cr ✓
03-23	03-21	24164076082105152408910	5943	STAPLES 00110726 TALLAHASSEE FL	M10.98 ✓
03-23	03-21	24164076082105142041334	5943	STAPLES 00110726 TALLAHASSEE FL	M29.24 ✓
03-25	03-24	24445006085000656416722	5411	PUBLIX #1051 TALLAHASSEE FL	M8.99 ✓
03-25	03-24	24013396084003480114354	5812	PIGGYS BBQ TALLAHASSEE FL	M150.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/28/16	4802-3910-0009-6706	NEW PURCHASES AND OTHER CHARGES ✓ 374.43
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,497.51

		STATEMENT TOTAL 1,123.08
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 2,500.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #

52895
 4/12/2016

Invoice	Description
032816NS	ACCT# XXXX7366- NINA SELF

Amount
\$921.07
\$921.07

Hancock Bank
 MAHAN
 04/20/16 15:35

Seq: 0058 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx7366
 Credit Card Payment \$921.07
 Posting Date: 04/20/16
 Thank you for banking with Hancock

Rev 2/14

1013010130 (5/15) 673950

of each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-03	03-02	24692166062000207757771	5969	INDEED 203-564-2400 CT	M199.54 ✓
03-16	03-15	24122596075980016252291	7399	ELSASSERS LOCK KEY TALLAHASSEE FL	M39.51 ✓
03-23	03-23	74270846083100005807666	0000	BRANCH PAYMENT - THANK YOU	M1,780.89cr ✓
03-25	03-23	24164076084105098720822	5943	STAPLES 00110726 TALLAHASSEE FL	M658.02 ✓
03-28	03-25	24431066085026114789855	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓

Nina Self 4/15/16

*com Hl advert.
 round ck
 for Royal
 ✓ offc. furn.*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/28/16	4802-3910-0008-7366	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 921.07
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,780.89
		STATEMENT TOTAL 859.82
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 3,500.00

[Handwritten signature]

52897

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

52897
 4/12/2016

Invoice	Description
032816TC	ACCT#XXXX 6700- TIM CENTER

int
 \$1,792.97

Hancock Bank
 NAPAN
 04/20/16 15:33

Seq: 0062 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6700
 Credit Card Payment \$1,792.97
 Posting Date: 04/20/16
 Thank you for banking with Hancock

\$1,792.97

LMP40 M/P CHECK

Rev 2/14

10130/10130 (5/15) 673950

of each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-04	03-04	24692166064000823931550	2741	GOTPRINT.COM 818-252-3000 CA	✓ M42.04
03-16	03-15	24137476076000011830277	5085	OSCEOLA SUPPLY MIDWAY FL	✓ M212.50
03-17	03-15	24610436076004050048353	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	✓ M14.99
03-21	03-18	24906416078024228295911	4816	DROPBOX*PS4R3RW9BXLX DB.TT/CHELP CA	✓ M9.99
03-22	03-21	24692166081000474538737	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	✓ M24.73
03-22	03-21	24427336081720008328575	5814	PANERA BREAD #00984 TALLAHASSEE FL	✓ M359.93
03-23	03-23	74270846083100005807641	0000	BRANCH PAYMENT - THANK YOU	M1,943.79cr
03-23	03-22	24224436083104003260656	5812	NEWK'S - TALLAHASS TALLAHASSEE FL	✓ M253.00
03-23	03-21	24610436082010180568683	5200	THE HOME DEPOT #0254 TALLAHASSEE FL	✓ M294.33
03-23	03-22	24493986083207266600308	5085	THE KNOX COMPANY 623-687-2300 AZ	✓ M323.58
03-24	03-23	24906416083024373206054	4816	DNH*GODADDY.COM 480-5058855 AZ	✓ M107.88
03-28	03-25	24755426086170867017313	7394	HOWDYS RENT A TOILET TALLAHASSEE FL	✓ M150.00

STATEMENT DATE 03/28/16	ACCOUNT NUMBER 4802-3910-0005-6700	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 1,792.97
		NEW CASH ADVANCES 0.00
		CREDITS 1,943.79
		STATEMENT TOTAL 150.82
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 6,000.00

52891

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

Hancock Bank
NANN
04/20/16 15:34

52891
1/12/2016
\$1,632.64

Invoice	Description
032816FO	ACCT#XXXX 5696- FATIMA OLEABHIELE

Seq: 0054 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx5696
Credit Card Payment \$1,632.64
Posting Date: 04/20/16
Thank you for banking with Hancock

Tot

1,632.64

LMP40 M/P CHECK

Rev 2/14

1013010190 (5/15) 673950

of each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-03	03-02	24445006063000606241374	5411	PUBLIX #1051 TALLAHASSEE FL	M23.96
03-08	03-07	24275396068405901124602	5533	TRUCK N CAR CONCEPTS IN TALLAHASSEE FL	M205.00
03-10	03-08	24269796069100791145829	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M97.98
03-11	03-09	24316056070548326043506	5542	SHELL OIL 50988950015 TALLAHASSEE FL	M3.00
03-17	03-15	24692166076000507176809	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.00
03-17	03-16	24210736077200656400065	8699	CEC 703-620-3660 VA	M794.00
03-18	03-16	24431066077978000737903	3001	AMERICAN AIR0012365784193 FORT WORTH TX OLEABHIELE ALEX DEPARTURE: 04-12-16 TLH AA N CLT AA N STL AA N DFW AA N TLH	M453.70
03-23	03-23	74270846083100005807583	0000	BRANCH PAYMENT - THANK YOU	M610.96cr

check

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/28/16	4802-3900-0054-5696	NEW PURCHASES AND OTHER CHARGES ✓ 1,632.64
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 610.96
Toll Free 1-800-448-8812		STATEMENT TOTAL 1,021.68
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

bn

12890

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

52890
 /12/2016

Invoice	Description
032816DJ	ACCT# XXXX6623- DARREL JAMES

\$658.05

Hancock Bank
 MAHAN
 04/20/16 15:29

Seq: 0054 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6623
 Credit Card Payment \$658.05
 Posting Date: 04/20/16
 Thank you for banking with Hancock

Tot

\$658.05

LMP40 M/P CHECK

Rev 2/14

10130/10130 (5/15) 673950

Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-04	03-02	24692166063000485773473	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.72 ✓
03-07	03-05	24607946065091629000177	5812	EARLEY'S KITCHEN TALLAHASSEE FL	M60.65 ✓
03-08	03-07	24445006068400150966506	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M183.83 ✓
03-11	03-09	24692166070000291567961	5542	GATE 1194 Q80 TALLAHASSEE FL	M37.00 ✓
03-17	03-15	24692166076000507177377	5542	GATE 1194 Q80 TALLAHASSEE FL	M56.00 ✓
03-18	03-17	24231686078091012366673	5399	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M20.40 ✓
03-18	03-17	24455016077141002287700	5411	WAL-MART #4427 TALLAHASSEE FL	M30.64 ✓
03-23	03-23	74270846083100005807609	0000	BRANCH PAYMENT - THANK YOU	M581.98cr ✓
03-23	03-21	24692166082000723292200	5200	LOWES #00716* TALLAHASSEE FL	M1.98 ✓
03-23	03-22	24445006083000625242284	5411	PUBLIX #852 TALLAHASSEE FL	M39.48 ✓
03-23	03-21	24692166082000747206053	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
03-23	03-22	24013396082003218505842	5812	LITTLE ITALY RESTAURANT A TALLAHASSEE FL	M148.35 ✓

ea - 2 lines

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03/28/16	4802-3900-0050-6623	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 658.05 ✓
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 581.98
		STATEMENT TOTAL 76.07
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

2016-2017

July 2016

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Date	Event or Holiday
Aug 8-12	Teacher pre planning
Aug 15	First day for students
Aug 24	Early Release
Sep 05	Labor Day / No School
Sep 21	Early Release
Oct 14	End of 1st 9 Weeks / NOT early release
Oct 17	Professional Dev. / No School
Nov 04	Seafood Festival / No School
Nov 21-25	Thanksgiving Holiday / No School
Dec 21-22	Exams, Early Release/2nd 9 weeks
Dec 22	Christmas Break Begins
Jan 04	Teacher planning
Jan 05	Students return
Jan 16	MLK Day / No School
Feb 15	Early Release
Feb 20	Presidents Day
Mar 10	Early Release Day/3rd 9 weeks
Mar 13-17	Spring Break
Mar 20	Students return
Apr 14	Early Release Day
Apr 17	Easter Monday / no school
May 10	Early Release
May 19	Graduation
May 25	Exams, Early Release
May 26	Exams, Early Release/Last Day of School
May 29	Memorial Day
May 30-31	Teacher Post Planning
Jun 01	Teacher Post Planning



180 - Students
190 - Teachers

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Acting Head Start Director
RE: Head Start Director's Report
DATE: May 11, 2016

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

Staffing

Interviews and an onsite visit by a candidate for the Early Childhood Development Manager position should result in an offer being made. Staff enjoyed meeting Tonjia Baker – who has an extensive background in early childhood development and Head Start programming.

We are about to begin negotiations with Franklin County Schools for the new school year regarding facilities and staffing. There has been an ongoing issue with the school district understanding and meeting the requirements of Head Start.

The Education Coordinators will be attending a weeklong training on coaching in Pensacola. This continues the effort to train the Coordinators to be able to do their job. There is an additional training scheduled for this summer on *Conscious Discipline*.

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 punch list is being addressed before the end of May. Finance staff have been in touch with the HHS Financial Specialist to discuss how best to capitalize the balance of the expenses that exceed the start-up supplemental funds received (about \$70,000). The open house received a nice article in the newspaper and story on WCTV news.

Kitchen upgrades at the Mabry location were completed. Staff are effectively cooking and delivering meals for South City and Mabry Centers. Unfortunately, we have



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changed the use of one of the rooms (from office to kitchen) that will require some additional work to ensure adequate fire protection. We are contacting the general contractor to assist with venting and fire protection vendors.

Curriculum

Franklin County Schools is proposing that we offer two three-year old classes for Head Start and let them run the four-year old classes. The problem is that there are not enough eligible students in the county to support this move. Additionally, there remain a few items that need resolving regarding our partnership. We hope to have a meeting with Franklin County before the end of the month.

End-of-year transition ceremonies will take place at each Center over the next two weeks.

Federal and State Regulations

Federal regulations require that we submit an annual renewal of our grant application. We are working on that so that the Board and Policy Councils can review and approve it at the May meetings. As part of the renewal, staff and Board members are actively engaged in the annual a multi-faceted self-assessment process.

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	28	56	51	145	368
Number of Students Withdrawals	0	1	3	0	3	3	10
Number of Vacancies	0	1	3	0	3	3	10
Number of Students on Wait List	16	0	0	14	16	30	77
Average Daily Attendance	87%	81%	83%	78%	83%	83%	83%
Number of Students Recruited	10	7	3	15	25	25	85
Number of VPK Students Enrolled	23	N/A	10	19	19	41	112
FAMILY STATUS							
Number of Family Needs Assessment	52	36	28	56	51	145	368
Number of Initial Home Visits (45)							
Family Partnership Agreement							
Number of FPA Initiated (45)	52	36	28	56	51	145	368
Number of FPAs in progress (February)	52	37	31	56	54	148	375
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 4-30-16	March Average Daily Attendance (ADA)
Bainbridge	52	52	87%
Franklin	37	36	81%
Jefferson	31	28	83%
Mabry	56	56	78%
Royal	54	51	83%
South City	148	145	83%

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)	5	3	7	8	7	11	41
Domestic Violence Referrals	0	0	0	1	1	0	2
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	1	0	1	2
Assistance for incarcerated Family Members	0	0	1	2	1	2	6
Education Referral	3	2	4	3	5	6	23
Employment	2	1	1	2	1	3	10
Parent Meetings/Trainings							
Parent Committee Meetings							
Number of Parents at the Parent Committee Meetings							
Number of Male Parents at Parent Committee Meetings							
Number of parents Committee meetings attended (Family Advocate)							
Number of Parents Committee meetings attended (Parent Engagement Coordinator)							
Number of Parents in attendance on Policy Council							5
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0	0
Number of Parenting Classes							4
Number of Family Activities/Events Coordinated							1
Number of Family Activities Specific to Male Engagement							1
Number of Parent Trainings Conducted							0
Number of Volunteer Orientations							0
Home Visits	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	Total
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings	0	0	0	0	0	0	0
Number of Contacts documented in Case Notes	0	15	28	15	16	76	150
Number of Contacts documented per absenteeism	0	7	5	7	3	9	31

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	75
Review of Parent Board	6
Volunteers (PEC)	
Number of Volunteers	
Total of Program In kind	hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	3

Transportation	
Field Trips	7
Maintenance	0
Trainings	1

Family and Community Engagement Manager Monthly Monitoring Report

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		367
Expire immunizations		1
Up to date Physicals		366
Expired Physicals		2
Number of individual Health Care Plan		39
Number of Children with Health Insurance		252
ENROLLMENT		
Number of children with dental home		163
Number of dental homes referrals		0
Completed dental exams		163
Incomplete dental exams		205
Needed dental treatment		6
Receiving dental treatment		2
Completed dental treatment		0
Number of medical home		258
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		352
Vision referrals		23
Hearing screenings		359
Hearing Referrals		0
Growth Assessment		359
BMI Referrals		0

Family and Community Engagement Manager Monthly Monitoring Report

90 DAYS REQUIREMENT		Total
Number of dental home established		67
Number of dental exams		163
Number of children requiring dental treatment		6
Number of completed dental treatment		0
Number of medical homes established		126
Hematocrit/Hemoglobin		242
Blood lead		190
NUTRITION		
Number of Breakfast		5,895
Number of Lunch		6,349
Number of PM Snacks		5,459
Number of Children with Special Diets		22
MONITORING ACTIVITIES		
Health Files Review		0
Child Care Food Program Tool		2
Kitchen Inspection Tool		2

Family and Community Engagement Manager Monthly Monitoring Report

Screenings	Completed
30 Day Requirement	
Physical Examinations	366
Immunizations	367
45 Day Requirement	
Hearing	359
Vision	352
90 Day Requirement	
Dental	163
Hemoglobin/Hematocrit	242
Lead	190
Growth Assessment	363

Corrective Action and Follow

Attendance.

- The required Average Daily Attendance of 85% was not met. Our Average Daily Attendance for April was 83%. Franklin, Jefferson, Mabry, Royal fell below the required average for March causing the program to not meet this requirement. Documentation from Family Advocates show that children was out of school due to short term medical exclusions, illnesses, transportation issues, and families leaving the Tallahassee area due to college graduations. Family Advocates will work with our families to encourage them to attend school daily.

Physicals and Immunizations.

- Physicals and Immunizations are discussed bi-weekly at team meetings. Reports are produced to show the children without current medical records and medical records that will expire during the month. Children without current records are excluded, and the Health Services Coordinator and Family Advocates work with the families to help them obtain the necessary records for their children.

Data Entry.

- The Family and Community Engagement team will work from May 16 through June 3, 2016 to bring each child's electronic file (Child Plus)

Family and Community Engagement Manager Monthly Monitoring Report

us to date. There has not been an employee in the data entry position and the Child Plus records are not up to date. Family Advocates have been trained in entering Child Plus data and will work with the Health Services Coordinator to bring the files up to date. The Family Support Specialist and Family and Community Engagement Manager will assist with the data entry when available. When the electronic files are completed the necessary information will be filed in each child's file at the Head Start centers.

Strengths

The Family and Community Engagement is now fully staffed with the addition of our new Family Advocate, Amber Legree.

The Community Action Self Sufficient Program continues to work with our families to provide them with emergency services.

Returning families continue to re-enroll their children for next year.

The children and staff at South City are enjoying the food now that it is being prepared by Head Start Employees. The delivery of the food is going great, lunch is served on time, and there has not been any negative comments regarding the food at South City since we began serving our own food.

The attendance at the last male engagement activity had 29 participants.

South City and Jefferson received DCF reviews and there was no issues with any of the children files.

Areas of Concerns and Barriers

Parents not attending trainings and parent meetings.

Medical exclusion process.

Data Entry.

Filing documents and maintaining children files at the centers.

Family and Community Engagement Manager Monthly Monitoring Report

Professional Development

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.

Monitoring re-enrollment

Kitchen Inspections

Area Updates

Re-enrollment applications for our returning students.

Families are reporting to the main office to sign up for Head Start slots for next Fall.

A date has been set for the Family Fun Day – May 14, 2016.

ERSEA team continues to make a changes or additions for the enrollment process for next Fall.

Family and Community Engagement Manager

Monthly Monitoring Report

Incredible Years training class for parents continue to occur weekly, but have been moved to the Mabry Street location.

The Family and Community Engagement Team are working with Early Head Start families to enroll their transitioning children in Head Start next Fall.

Submitted by: Darrel James

Date:

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-16-03	2. Issuance Date: 04/27/2016
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2016; Funding Increase; Cost of Living Adjustment (COLA)	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees, Including Delegate Agencies, Early Head Start-Child Care Partnerships, and State Collaboration Grantees

SUBJECT: FY 2016 Head Start Funding Increase

INSTRUCTION:

President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2016, on December 18, 2015. This Act includes \$9,168,095,000 for programs under the Head Start Act, which is an increase of approximately \$570 million over the fiscal year (FY) 2015 funding level.

The approximately \$570 million increase provides grantees a 1.8 percent cost of living adjustment (COLA), depending on final funding decisions. The FY 2016 funding level also includes \$294 million to support programs in lengthening their day and year, and \$135 million for Early Head Start-Child Care (EHS-CC) Partnerships and Early Head Start (EHS) Expansion. We will provide more information in the coming weeks about how to apply for these funds.

This Program Instruction (PI) provides information about the additional funds that are available to Head Start and Early Head Start grantees in FY 2016 for the COLA and describes the requirements for applying for these funds. Grantees that already received partial funding for FY 2016 are eligible to receive a supplemental award for the COLA. Grantees that are subject to competition for continued funding through the Designation Renewal System are also eligible to receive the COLA. State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2016 COLA

Each grantee, including those with EHS-CC Partnership funding, may apply for a COLA increase of 1.8 percent of the FY 2015 base funding level. Base funding excludes training and technical assistance (T/TA) funds and any one-time funding grantees may have received in FY 2015. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries should increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Each grantee, as specified in 45 CFR 1301.31 of the Head Start Program Performance Standards, is required to have personnel policies that specify salary rates and fringe benefits. Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

Funds remaining after providing the COLA increase in the hourly rate of pay may be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel, and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request these funds through a grant application. Your Regional Office will send a Funding Guidance Letter to provide information on the amount of funds available to your agency this year and to offer further guidance on the application requirements. Grantees must submit a grant application or supplemental application in the Head Start Enterprise System (HSES) that includes:

- SF-424 Application for Federal Assistance
- Program narrative
- Budget and budget narrative
- Signed statements of the governing body and Policy Council chairs and minutes documenting each group's participation in the development and approval of the application

As always, grantees encountering one-time needs, especially related to health and safety concerns, should contact their Regional Office throughout the year.

Please direct any questions regarding this PI to your Regional Office.

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

/ Blanca Enriquez /

Blanca Enriquez
Director
Office of Head Start