

Capital Area Community Action Agency

Head Start Policy Council Meeting

AGENDA

July 21, 2016

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes June 16, 2016
5. Action
 - a. Financial Report
 - b. Personnel Actions
 - c. Grant Application
6. 2016-2017 Orientation
7. Director's Report
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: To be determined



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

June 16, 2016

6:00 pm

1. Meeting called to order at 6:09pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: : Na'Sheida Francois (R), Lauren Johnson (R), Luciana Brown (via phone) , (R), and Tiffany Similien(CR)

Capital Area Community Action Agency staff present included the following people: Darrel James, Nichele Rolle, Laura Ward, Kristin Jackson, Charlene Lanier and Tim Center (via phone)

3. We now have a quorum.

4. Consent

- a. Policy Council Minutes May 19, 2016

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

A Motion to approve the minutes was made by Tiffany Similien. The motion was seconded by Lauren Johnson. The motion was approved and carried forward

5. Action Items

- a. Financial Report- The attached 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 Tiffany Similien. The motion was approved and carried forward.

- b. Personnel Actions- The Head Start Director and Chief Operating Officer have spoken with a leading candidate for the Early Childhood Development Manager position. The candidate visited Tallahassee and met with Head Start staff. Staff are checking references now and will make a decision later this month.

- c. Self-Assessment- Kristin Jackson reviewed the attached Self-assessment. There were no questions in regards to the assessment asked by the Policy Council

A motion to accept with the Self-assessment with changes was made by Tiffany Similien. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

6. Center Updates: What's working and What's not:
 - a. NaSheida stated that she enjoyed the transition ceremony and the video taken of the event. In addition, she is also enjoying getting to know the new family advocate for her center.
 - b. Luciana, stated that the transition ceremony was nice as well. She enjoyed the summer learning packet that was provided by the teachers at her center.

7. Director's Report: Tim reviewed the attached Director's Report for the month of June. The focus has been on preparing documents for HHS and the annual refunding application.

8. Office of Head Start Updates : There are no updates to discuss at this time.

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

10. Open Business: None

11. The meeting was adjourned at 7:01 pm.

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

		Current Year <u>Actual</u>	Total Budget - <u>Original</u>	
Revenue				
4000	Government Contracts - FEDERAL	2,445,257	3,281,002	75%
4010	Government Contracts - STATE	443,930	526,000	84%
4020	Government Contracts - LOCAL	39,369	60,000	66%
4100	Grants - Other Not-for-Profits	13,333	20,000	67%
	Total Revenue	2,941,889	3,887,002	76%
Expenditures				
6010	Salaries & Wages	1,225,420	1,764,314	69%
6110	Fringe	342,795	503,039	68%
6180	Staff Screenings	1,729	1,800	96%
6210	Indirect Costs	309,286	453,357	68%
6310	Travel - In Area	994	2,000	50%
6410	Office Supplies	5,040	9,000	56%
6415	Program Supplies	21,943	24,500	90%
6420	Classroom Supplies	18,372	25,403	72%
6430	Kitchen Supplies	16,063	16,000	100%
6440	Medical/Dental Supplies	901	1,500	60%
6510	Copies/Printing/Copier Maintenance/Toner/Paper	4,479	8,200	55%
6600	Postage and Delivery Expense	768	1,480	52%
6710	Contractual Services/Professional	44,364	47,500	93%
6720	Speech/Mental Health Services	47,449	41,885	113%
6750	Health/Fitness	65,008	72,098	90%
6810	Rent/Space Cost	124,190	184,000	67%
6820	Utilities	43,878	62,616	70%
6830	General Liability and Property Insurance	18,202	21,000	87%
6840	Communications	34,430	37,530	92%
6850	Repairs and Maintenance-	208,444	217,474	96%
6910	Equipment Maintenance	10,726	16,500	65%
6920	Vehicle Expense	20,233	23,500	86%
6930	Equipment Lease	5,254	8,500	62%
6940	Technology	15,797	28,000	56%
7010	Fees, Licenses, and Permits	4,492	6,000	75%
7020	Dues/Subscriptions	4,980	6,000	83%
7100	Volunteer	69	750	9%
7320	Expendible Equipment	23,202	30,600	76%
7410	Registration Fees	2,000	4,000	50%
7420	Training/Meetings/Workshops	29,895	35,974	83%
7430	Staff Development	2,642	2,250	117%
7440	Advisory/Board Member Expenses	1,587	2,400	66%
7450	Advertising	7,799	7,500	104%
7460	Parent Activities	321	1,134	28%
7510	Raw Food Cost	187,414	219,198	85%
	Total Expenditures	2,850,166	3,887,002	73%
	Excess Revenue over (under)	<u>91,723</u>	<u>0</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		51,624			
Grants - Other Not for Profits		18,510			
In-Kind Revenue		414,185			
VPK		217,088			
		701,407	86%	118,844	14%
		820,251			

Capital Area Community Action Agency
Credit Card Activity
For the Month Ended 5/31/2016

Vendor Name	Expenses	Fund Code	GL Code
Wells Bros	36.26	1064	7420
FDLE	24.00	1064	6180
IBT Fingerprinting	61.53	1064	6180
Dollartree	36.55	1064	36.55
Orbitz	2,937.98	1064	7420
Homewood Suites	156.00	1064	6310
Florida MVR	100.00	1064	6180
Gate	43.00	1064	6920
Gate	46.01	1064	6920
TLH Park and Rec	50.00	1064	6920
Kenny T's	35.00	1064	6920
Piggly Wiggly	11.52	1064	6920
Walmart	33.91	1064	7420
Flowers Bakery	36.63	1064	7420
Gate	49.00	1064	6920
Guitar Ctr	49.98	1064	7420
Party Central Plus	175.00	1064	7420
IRIE Ice	231.18	1064	7420
Best Buy	249.99	1064	7420
Millers Ale House	16.12	1064	7420
Dennys	5.47	1064	7420
Dickeys	9.66	1064	7420
The Grand Marlin	38.18	1064	7420
Twin Peaks	24.18	1064	7420
Jimmy Johns	8.70	1064	7420
Gate	44.58	1064	6920
Della/Expedia/American	1,027.40	1064	7420
Thrifty Car Rental	618.19	1064	7420
Staples	59.69	1064	7420
Walmart	17.18	1064	7430
Walmart	253.71	1064	6420
Walmart	59.00	1064	6840
Vesta	75.00	1064	6840
Walmart	23.28	1064	7320
Office Depot	7.79	1064	6410
Home Depot	106.35	1064	6850
Gulf Coast Community College	505.00	1064	7420
Best Buy	122.97	1064	6510
Petro	20.00	1064	6920
BP	14.24	1064	6920
Gate	14.86	1064	6920
Rhyme University	1,104.36	1064	6420
Oriental Trading	118.50	1064	6420
FairyDust Pace Painting	150.00	1064	7420
DTIS - Background	68.50	1064	7100
Kenny T's	274.50	1064	7420
Publix	11.36	1064	7440
Bamboo Wok	128.00	1064	7440
Dollartree	4.00	1064	7420
Total HANCOCK CC - HANCOCK	9,294.31		
LOWE'S	153.29	1064	6850
Total LOWES - LOWE'S	<u>153.29</u>		
Total Credit Cards	9,447.60		

53304
6/20/2016

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #:

Invoice	Description
052716TC	ACCT#XXXX6700 / TIM CENTER

unt
\$696.80

Hancock Bank
MAHAN
06/21/16 13:20
Seq: 0031 ID: 102397 CB: 7124
Account Number: xxxxxxxxxxxx6700
Credit Card Payment \$696.80
Posting Date: 06/21/16
Thank you for banking with Hancock

\$696.80

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
05-02	04-22	74755426120151177835290	3504	HILTON HOTELS DAYTONA BEACH FL	M60.00
05-02	04-28	24744556120143114783777	5812	OISHII BENTO 904-6558889 FL	M25.58
05-16	05-12	24906046134040100039141	3782	ROSEN HOTELS PLAZA ORLANDO FL 0000797004	M146.58
				ARRIVAL: 05-12-16	
05-17	05-15	24610436137004046095259	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99
05-18	05-18	74270846139100006038653	0000	BRANCH PAYMENT - THANK YOU	M2,953.27cr
05-23	05-20	24692166141000156470041	4816	DROPBOX*XGNKC887SZDP DB.TT/CHELP CA	M9.99
05-24	05-23	24493986145286797800260	5968	GAN*1558TALLHDEMOCCIRC 888-426-0491 IN	M23.65
05-24	05-23	24906416144026392945015	5812	WELLS BROTHERS TALLAHASSEE FL	M36.26
05-25	05-24	24692166145000178844443	5968	CTC*CONSTANTCONTACT.COM 855-2295506 MA	M378.00
05-25	05-24	24692166145000178844443	5942	AMAZON.COM AMZN.COM/BILL WA	M111.76
05-26	05-25	24692166146000749297492	5735	AMAZON DIGITAL SVCS 866-216-1072 WA	M9.99

Photoshop

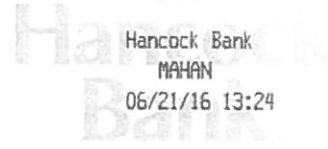
credit

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05/27/16	4802-3910-0005-6700	NEW PURCHASES AND OTHER CHARGES 756.80
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free	1-800-448-8812	CREDITS 3,013.27
		STATEMENT TOTAL 2,256.47
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 6,000.00

Payee HANCOCK BANK
 Vendor ID HANCOCK CC
 Account

53302
 6/20/2016

Invoice	Description	Amount
052716NS	ACCT#XXXX7366/ NINA SELF	\$3,316.06
		\$3,316.06



Hancock Bank
 MAHAN
 06/21/16 13:24

Seq: 0045 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx7366
 Credit Card Payment \$3,316.06
 Posting Date: 06/21/16
 Thank you for banking with Hancock

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
04-28	04-27	24431066118026257694327	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
05-02	04-28	24717056120161208048109	7393	IBT IIS FINGERPRINT COM 217-7932080 TN	M61.59 ✓
05-04	05-02	24164076124868089490000	5331	DOLRTREE 1135 00011353 TALLAHASSEE FL	M36.55 ✓
05-06	05-05	24692166126000891477185	4722	ORBITZ*14488708799 ORBITZ.COM WA	M418.10 ✓
05-06	05-05	24692166126000891473002	4722	ORBITZ*14488359250 ORBITZ.COM WA	M1,384.80 ✓
05-12	05-11	24755426132151321291987	3751	HOMWOOD SUITES TALLAHASSEE FL 00000468 ARRIVAL: 05-10-16	M156.00 ✓
05-13	05-12	24692166133000673074573	4722	ORBITZ*14829861367 ORBITZ.COM WA	M706.91 ✓
05-16	05-13	24692166134000373634170	4722	ORBITZ*14892514020 ORBITZ.COM WA	M428.17 ✓
05-18	05-18	74270846139100006038711	0000	BRANCH PAYMENT - THANK YOU	M944.26 ✓
05-23	05-22	24988946143701974251523	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M100.00 ✓

- HS Trng
 Dr. Week
 nts / Bckgrnd
 interview / Noting pro
 Records / stuff

Nina Self 6/6/16

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05/27/16	4802-3910-0008-7366	NEW PURCHASES AND OTHER CHARGES 3,316.06 ✓
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 944.21
Toll Free 1-800-448-8812		STATEMENT TOTAL 2,371.85
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,500.00

Jan

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACC

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

53297
6/20/2016

Invoice	Description
052716DJ	ACCT# XXXX6623/ DARREL JAMES



Hancock Bank
MAHAN
06/21/16 13:23

Amount
\$2,556.10

Seq: 0041 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6623
Credit Card Payment \$2,556.10
Posting Date: 06/21/16
Thank you for banking with Hancock

\$2,556.1

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
04-28	04-26	24692166118000174281932	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
05-04	05-03	24226386125091007083454	5411	WAL-MART #1223 TALLAHASSEE FL	M100.00
05-05	05-03	24692166125000149955942	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.01
05-05	05-04	24431066126207412100026	9399	TALLAHASSEE PARK AND REC TALLAHASSEE FL	M50.00
05-05	05-03	24164076125058320279144	5814	KFC J718202 48604458 TALLAHASSEE FL	M140.00
05-06	05-05	24445006127400154497010	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M200.00
05-09	05-06	24210736127206649400039	5699	KENNY T'S INC TALLAHASSEE FL	M35.00
05-16	05-13	74391216135508309814378	5945	TOYS R US #8730 TALLAHASSEE FL	M149.99cr
05-16	05-14	24427336135720040828752	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M11.52
05-16	05-13	24445006135400167996099	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M33.91
05-16	05-13	24164076135291001665913	5462	FLWRBARKRY009450000942 TALLAHASSEE FL	M36.63
05-16	05-12	24692166134000124567760	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00
05-16	05-13	24431066135985003815289	5733	GUITAR CENTER #780 TALLAHASSEE FL	M49.98
05-16	05-14	24692166135000789711165	5499	SQ *PARTY CENTRAL PLUS IN TALLAHASSEE FL	M175.00
05-16	05-14	24692166135000860603976	5814	SQ *IRIE ICE TALLAHASSEE FL	M231.18
05-16	05-13	24399006134295043508507	5732	BEST BUY 00004358 TALLAHASSEE FL	M249.99
05-17	05-15	24431066137207488501773	5812	MILLER'S ALE HOUSE #44 PENSACOLA FL	M16.12
05-17	05-15	24692166137000713465902	5542	GATE 1194 Q80 TALLAHASSEE FL	M24.00
05-18	05-18	74270846139100006038695	0000	BRANCH PAYMENT - THANK YOU	M1,973.46cr
05-18	05-16	24427336138710002826008	5812	DENNY'S #8154 PENSACOLA FL	M5.47
05-18	05-17	24692166139000653831079	5812	DICKEYS FL-1003 PENSACOLA FL	M9.66
05-18	05-17	24692166138000269651516	5812	THE GRAND MARLIN PENSACOLA BEA FL	M38.18
05-19	05-18	24692166139000813893639	5812	TWIN PEAKS OFPENSACOLA PENSACOLA FL	M24.18
05-19	05-18	24122546139740139260202	5542	BP#9392200144 GULF COAST PENSACOLA FL	M45.01
05-20	05-18	24427336140710048049157	5814	MCDONALD'S F10120 PENSACOLA FL <i>lost receipt</i>	M5.58

netted

Pensacola

STATEMENT DATE 05/27/16	ACCOUNT NUMBER 4802-3900-0050-6623	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES <i>2556.10 (149.99)</i> ✓ 2,706.09
		NEW CASH ADVANCES 0.00
		CREDITS <i>1973.46 + 149.99</i> 2,123.45
		STATEMENT TOTAL 582.64
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

ba

address on the face of this receipt.

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

RECEIVED
JUN 10 2016

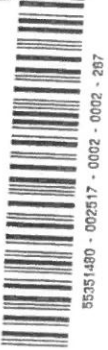
MEMO STATEMENT

Account Number

4802 3900 0050 6623

Statement Date

05/27/16



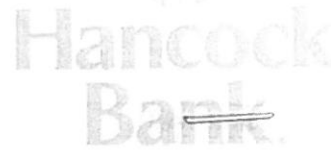
TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
05-20	05-18	24269796140100854956115	5814	JIMMY JOHNS - 1891 PENSACOLA FL <i>lost receipt</i>	M8.70
05-23	05-20	24692166142000445797765	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.58
05-25	05-24	24692166145000171436346	4722	EXPEDIA*1136129178739 EXPEDIA.COM WA	M8.00
05-26	05-25	24445006147000693273280	5411	PUBLIX #1051 TALLAHASSEE FL	M5.99
05-26	05-24	24717056146871463094123	3058	DELTA AIR 0067833068350 BELLEVUE WA OLEABHIEALEXA DEPARTURE: 06-16-16 LEX DL V ATL DL V TLH	M245.60
05-26	05-24	24717056146871463094131	3058	DELTA AIR 0067833068351 BELLEVUE WA LEGREE/TIA DEPARTURE: 06-16-16 LEX DL V ATL DL V TLH	M245.60
05-26	05-24	24431066146344900227551	3001	AMERICAN AIR0017833026722 FORT WORTH TX OLEABHIEALEXA DEPARTURE: 06-13-16 TLH AA S CLT AA S LEX	M264.10
05-26	05-24	24431066146344900227569	3001	AMERICAN AIR0017833026723 FORT WORTH TX LEGREE/TIA DEPARTURE: 06-13-16 TLH AA S CLT AA S LEX	M264.10

1019.40

Pensacola

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #



53300
 53300
 6/20/2016

Invoice	Description
052716MW	ACCT.#XXXX6573 / MELISSA WATSON

mount
 \$1,030.38

Hancock Bank
 MAHAN
 06/21/16 13:22

Seq: 0037 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6573
 Credit Card Payment \$1,030.38
 Posting Date: 06/21/16
 Thank you for banking with Hancock

\$1,030.38

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-02	24445006124000634477757	5411	PUBLIX #857 TALLAHASSEE FL	M9.89 ✓
05-06	05-04	24431056126838000662836	5542	MURPHY7338ATWALMRT CRAWFORDVILLE FL	M19.57 ✓
05-09	05-06	24164076128734331196611	5814	CAPTAIN DS 37800037861 QUINCY FL	M55.91 ✓
05-18	05-18	74270846139100006038679	0000	BRANCH PAYMENT - THANK YOU	M1,994.19 ✓
05-18	05-16	24164056138378016621939	5542	EXXONMOBIL 48059091 GREENSBORO FL	M19.82 ✓
05-19	05-18	24431066139200022632632	9399	FL DL & TAG GO-RENEW 850-617-2000 FL	M27.00 ✓
05-23	05-20	24493986142200299300599	8999	PROMETRIC INC 651-647-1723 MD	M140.00 ✓
05-23	05-20	24493986142200299300607	8999	PROMETRIC INC 651-647-1723 MD	M140.00 ✓
05-23	05-20	24391216142613596744381	3395	THRIFTY CAR RENTAL TALLAHASSEE FL 596744385	M618.19 ✓

VA, Jefferson City
 Car
 VA Gadsden Co
 CAR
 Renew/Michael Hoy
 - Tiffany Redden
 Crystal Johnson
 2014/11/11 - T/FA

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05/27/16	4802-3900-0050-6573	NEW PURCHASES AND OTHER CHARGES ✓ 1,030.38
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 1,994.19 ✓
Toll Free 1-800-448-8812		STATEMENT TOTAL 963.81
		TOTAL IN DISPUTE 0.00 cr
		CREDIT LIMIT 2,500.00

W

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

Bank

53299

53299
6/20/2016

Invoice	Description
052716KJ	ACCT#XXXX07303/ KRISTIN JACKSON

unt
\$1,672.36

Hancock Bank
MAHAN
06/21/16 13:20

Seq: 0033 ID: 102357 CB: 7124

Account Number: xxxxxxxxxxxx7303
Credit Card Payment \$1,672.36
Posting Date: 06/21/16
Thank you for banking with Hancock

\$1,672.36

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Rev 2/14



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0772

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
04-28	04-26	24164076118105081451278	5943	STAPLES 00110726 TALLAHASSEE FL	M59.69
04-29	04-28	24445006120400147694142	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M17.18
05-02	05-01	24792626123492006309012	5999	BATH & BODY WORKS 0021 TALLAHASSEE FL	M60.00
05-02	05-01	24231686123286000000103	5814	DAIRY QUEEN #41759 TALLAHASSEE FL	M330.00
05-03	05-02	24692166124000329899622	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M3.29
05-05	05-04	24226386126091002722980	5411	WAL-MART #1077 TALLAHASSEE FL	M253.71
05-09	05-06	24445006128400169771069	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M59.00
05-09	05-07	24692166128000115517038	4814	VESTA *AT&T 866-608-3007 OR	M75.00
05-11	05-10	24226386132400000495733	5411	WAL-MART #1408 TALLAHASSEE FL	M23.28
05-12	05-10	24445746132100544251366	5943	OFFICE DEPOT #2669 TALLAHASSEE FL	M7.79
05-12	05-10	24610436132010182589208	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M106.35
05-12	05-10	24707806132701875233009	8220	GULF COAST COMMUNITY C 850-769-1551 FL	M505.00
05-13	05-12	24399006133295043589250	5732	BEST BUY 00004358 TALLAHASSEE FL	M122.97
05-16	05-15	24431066137206838601283	5499	TLSE PETRO 3 LLC TALLAHASSEE FL	M20.00
05-17	05-17	74270846138100006034125	0000	BRANCH PAYMENT - THANK YOU	M289.62
05-18	05-17	24122546138740138230330	5542	BP#9392200144 GULF COAST PENSACOLA FL	M14.24
05-20	05-18	24692166140000332248759	5542	GATE 1194 Q80 TALLAHASSEE FL	M14.86

2x credit

please for mobile phone for field recruitmat

young

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05/27/16	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES 1,672.56
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 289.62
Toll Free 1-800-448-8812		STATEMENT TOTAL 1,382.74
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

W

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

53301
53301
6/20/2016

Invoice	Description
052716NR	ACCT# XXXX6706- NICHELE RICHARDS



nount
\$2,581.04

Seq: 0043 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6706
Credit Card Payment \$2,581.04
Posting Date: 06/21/16

Thank you for banking with Hancock

\$2,581.04

LMP40 M/P CHECK

Rev 2/14



101301

151 J107727

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
04-28	04-27	24692166118000229517843	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M1,104.36
04-29	04-26	24269796119100901163688	5812	GUTHRIES - TENNESSEE S TALLAHASSEE FL	M32.56
04-29	04-26	24269796119100901163506	5812	GUTHRIES - TENNESSEE S TALLAHASSEE FL	M103.28
05-09	05-05	24789306127372700172793	5964	ORIENTAL TRADING CO 800-228-0475 NE	M118.50
05-11	05-10	24445006132000651823479	5411	PUBLIX #782 TALLAHASSEE FL	M113.98
05-11	05-10	24445006132600234319968	5912	WALGREENS #4091 TALLAHASSEE FL	M130.00
05-11	05-10	24492156131740320775081	7230	SQ *FAIRYDUST FACEP TALLAHASSEE FL	M150.00*
05-12	05-10	24164076132868095180009	5331	DOLRTREE 429 00004291 TALLAHASSEE FL	M27.00
05-12	05-11	24055236133400378000570	5814	LARRY'S GIANT SUBS 159 TALLAHASSEE FL	M45.00
05-12	05-11	24435656132083300381697	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
05-12	05-11	24055236133400378000547	5814	LARRY'S GIANT SUBS 159 TALLAHASSEE FL	M90.00
05-13	05-12	24445006134400152621380	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M150.00
05-16	05-13	24210736135400393000034	5699	KENNY T'S INC TALLAHASSEE FL	M274.50
05-18	05-18	74270846139100006038737	0000	BRANCH PAYMENT - THANK YOU	M1,464.62cr
05-18	05-17	24445006139000640401240	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M60.00
05-18	05-17	24445006139400147103929	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M70.00
05-20	05-19	24445006141000698290269	5411	PUBLIX #1051 TALLAHASSEE FL	M11.36
05-20	05-19	24247606140300437308671	5812	BAMBOO WOK TALLAHASSEE FL	M128.00
05-25	05-24	24445006146000648727167	5331	DOLLAR TREE TALLAHASSEE FL	M4.00

Handwritten signature and initials

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05/27/16	4802-3910-0009-6706	NEW PURCHASES AND OTHER CHARGES 2,581.04
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,464.62
		STATEMENT TOTAL 1,116.42
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

Handwritten signature



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Summary of Account Activity	
Previous Balance	\$1,125.87
- Payments	\$1,125.87
- Other Credits	\$0.00
+ Purchases/Debits	\$153.29
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$153.29
Credit Limit	\$10,000.00
Available Credit	\$9,813.00
Statement Closing Date	06/02/2016
Days in Billing Cycle	31

Payment Information	
New Balance	\$153.29
Total Minimum Payment Due	\$25.00
Payment Due Date	06/28/2016

RECEIVED

JUN 07 2016

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
05/05	05/05	02415	STORE 0716 TALLAHASSEE FL	\$4.72
05/05	05/05	02380	STORE 0716 TALLAHASSEE FL	\$29.13
05/05	05/05	02403	STORE 0716 TALLAHASSEE FL	\$9.46
05/17	05/17		PAYMENT - THANK YOU	(\$1,125.87)
05/26	05/26	02197	STORE 0716 TALLAHASSEE FL	\$45.48
06/01	06/01	39616	STORE 0417 TALLAHASSEE FL	\$32.25
06/01	06/01	02115	STORE 0716 TALLAHASSEE FL	\$32.25

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: NATT978, 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.

Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
PROGRAM STATUS (Monthly)							
Number of Families Enrolled	41	19	16	46	47	103	272
Number of Students Withdrawals							
Number of Vacancies	11	18	15	10	7	45	106
Number of Students on Wait List	7	3	5	4	8	3	30
Average Daily Attendance							
Number of VPK Students Enrolled							
FAMILY STATUS							
Number of Family Needs Assessment	41	19	16	46	47	103	272
Number of Initial Home Visits (45)							
Family Partnership Agreement							
Number of FPA Initiated (45)							
Number of FPAs in progress (February)							
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on
Bainbridge	52	March Average Daily Attendance (ADA)
Franklin	37	
Jefferson	31	
Mabry	56	
Royal	54	
South City	148	

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)							
Domestic Violence Referrals							
Substance Abuse Referrals (prevention or treatment)							
Child Abuse or Neglect Referrals							
Assistance for incarcerated Family Members							
Education Referral							
Employment							
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							3
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							
Number of Contacts documented in Case Notes							
Number of Contacts documented per absenteeism							

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	272
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	4
Total of Program In kind	8 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	1
Community Meetings	2

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	362
Expire immunizations	3
Up to date Physicals	362
Expired Physicals	3
Number of individual Health Care Plan	39
Number of Children with Health Insurance	252
ENROLLMENT	
Number of children with dental home	170
Number of dental homes referrals	0
Completed dental exams	170
Incomplete dental exams	196
Needed dental treatment	11
Receiving dental treatment	4
Completed dental treatment	0
Number of medical home	295
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	353
Vision referrals	23
Hearing screenings	360
Hearing Referrals	0
Growth Assessment	358
BMI Referrals	0

Family and Community Engagement Manager Monthly Monitoring Report

90 DAYS REQUIREMENT	Total
Number of dental home established	169
Number of dental exams	169
Number of children requiring dental treatment	11
Number of completed dental treatment	0
Number of medical homes established	295
Hematocrit/Hemoglobin	245
Blood lead	196
NUTRITION	
Number of Breakfast	
Number of Lunch	
Number of PM Snacks	
Number of Children with Special Diets	
MONITORING ACTIVITIES	
Health Files Review	272
Child Care Food Program Tool	
Kitchen Inspection Tool	

Family and Community Engagement Manager Monthly Monitoring Report

Screenings	Completed
30 Day Requirement	
Physical Examinations	362
Immunizations	362
45 Day Requirement	
Hearing	360
Vision	353
90 Day Requirement	
Dental	170
Hemoglobin/Hematocrit	245
Lead	196
Growth Assessment	358

Corrective Action and Follow

Attendance.

- An attendance team (Treadwell, Nichele, Tia, Hillary, Kim, Barbara, Anna, Darrel) met to come up with strategy and new policy to address the attendance issue. The new policy is being written by the Family and Community Engagement Manager and will be presented to each team member and the Head Start Director for approval. The Policy will address absences, tardiness, late pick-ups, withdrawals, and vacations.

Data.

- The Family and Community Engagement team is working together to update data into ChildPlus, since there was no data entry position in the program this school year.

Family and Community Engagement Manager Monthly Monitoring Report

Strengths

Radio advertisement has begun and will be followed by posting signs in the areas where needy families reside.

Families being enrolled are coming in with immunizations and physicals.

Recruiting at Leon County Head Start Centers is farther along than they were at this point last year.

Areas of Concerns and Barriers

Recruitment in Franklin and Jefferson County.

Medical exclusion process

Data Entry

Filing documents and maintaining children files at the centers

Family and Community Engagement Manager Monthly Monitoring Report

Professional Development
Staff Meetings

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolled into the Head Start program.
Reviewing files of new Head Start families
Recruitment Activities

Family and Community Engagement Manager Monthly Monitoring Report

Area Updates

Orientations for each Head Start Center will be held individually the week of August 8 – 11 at the Smith Williams Center.

Submitted by: Darrel James

Date: