

# Capital Area **Community Action** Agency

## Head Start Policy Council Meeting

### AGENDA

August 25, 2016

6:00 p.m.

1. Called to Order
2. Sign-in/ Attendance
3. Establish a Quorum
4. Consent
  - a. Minutes
5. Action
  - a. Financial Report
  - b. Personnel Actions
  - c. Governance Screener Certification
6. Center Updates – What’s working and What’s not?
7. Director’s Report
8. Education Manager’s Report
9. Office of Head Start Updates
10. Chairperson’s Report
11. Other Business
12. Meeting Adjourned

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**Next Meeting: Scheduled for May 19, 2016**



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043

[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Head Start Policy Council Meeting

## Minutes

July 21, 2016

6:00pm

1. Meeting called to order at 6:15pm
2. Roll was taken by Luciana Brown. Representatives present included the following: Lauren Johnson (R), Na'Sheida Francois (R), Luciana Brown (R), Tiffany Similien and Stephanie Bellamy, (via phone), Charlean Lanier

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

3. We now have a quorum

4. **Consent**

- a. Policy Council Minutes from June 16, 2016

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

The following amendments were to be made to the minutes:

Under the Action Items Section C: Policy Council approved the self-assessment and the refunding application.

Charlean requested that her name and position be updated to the following: Charlean Lanier instead of *Charlene* also she to be listed as Community representative as she is not staff with Capital Area Community Action Agency.

A motion to approve the minutes with the amendments was made by Charlean Lanier. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

5. Action Items

- a. **Financial Report:**

The financial report was reviewed by Laura Ward and members of Policy Council. Luciana asked for further clarification on the use of the funds for Parent Activities. Laura & Tim explained the amount of funds and how they have to be allocated. It was decided that during the upcoming year, policy council will work with the parents to ensure the funds are used according to the guidelines for use.

A motion to approve the financial report was made by Charlean Lanier. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

**b. Personnel Actions:**

The attached Head Start Proposed Personnel Actions was reviewed by the following individuals. During the review a brief background and highlight of each individual was provided by the hiring staff.

Tim Center discussed in brief the Head Start Proposed Personnel Actions for the Program and ways that he wants to improve the communication of information with the Policy Council. Although, the Policy Council is not required to approve promotions within the agency Tim reviewed the eight promotions listed.

Tim highlighted the promotion of Ms. Dalretia Ross who came to the program as a graduate of the "Getting Ahead" program and will now be promoted to a Teacher Assistant position from her current position as the Receptionist.

Also, he was very delighted to announce the promotion of Ms. Venita Treadwell. Ms. Treadwell was promoted from the Education Coordinator to the Early Childhood Development Manager. In addition to this promotion, Ms. Kimberly Jones was promoted from teacher to Education Coordinator.

Darrel James reviewed the new hires that are being requested to be hired for the Family Advocate and Cook Position.

- Tashanna Blanding: Has five years of experience as a cook and care giver in Gadsden Daycare and three years at Piggly Wiggly as a Deli Clerk. Her hiring is pending a background check and clearance from the Department of Children and Families.

A motion to approve the hire pending her background check was made by Lauren Johnson. The motion was seconded by Charlean Lanier

- Melody Henderson: Ms. Henderson has a Bachelor's of Science in Health Care Management from Florida A&M University, and she's currently working as an Abuse Counselor with the State of Florida. However, we only have one reference for her. In addition to her current position she worked as a Medical Disability Program Specialist with the Department of Health Division of Disability Determination for seven years.
- Janelle Murriane: Ms. Murriane has a Bachelor's of Science in Psychology and currently works for Hotel Duval as a night auditor. She has experience as a case worker with the Salvation Army where she worked for one year. She's also been

employed with the Florida Department of Children and Families as a Child investigator and with Head Start in the Virgin Island as a Social Services Manager for two years.

Both candidates are vying for the spot as the Family Advocate at the Mabry Head Start Center. However, we were not able to verify more than one references for either candidate. The hiring panel initial choice was Ms. Murriane due to having Head Start Experience and the scores for both individuals during the interview were tied. It was decided to allow more time for the references to be received prior to voting.

We are also looking to hire the following individual for the Family Advocate position in Franklin county.

- Mindy Parker: Ms. Parker has a Bachelor's of Science in Graphic Design from the University of Cincinnati. She is currently employed with Early Education and Care, Inc. as a Family Advocate. She has experience and credentials working with preschoolers, and has worked as a 1<sup>st</sup> grade teacher. Ms. Parker has been working with Capital Area Community Action from her current position assisting with transitioning children from Early Head Start to the Head Start program.

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

Further information about the candidate was provided by Luciana Brown & Tiffany Similien. Tim assured that the feedback would be taken into consideration upon the hiring of Ms. Parker.

Tim further reviewed how the hiring process works. It was recommended by Lauren Johnson that in the future to help Policy Council with the decisions on who to hire, that a member of policy council possible sit on the hiring panel. This will aid in the professional development of the council members and make the approval process easier. This recommendation has been taking into consideration.

Darrel also informed Policy Council that Mr. Travis Jones resigned his position as a family advocate. With this resignation, Shanice who was working at Mabry transferred to Jefferson leaving the Mabry position open.

Ms. Venita Reviewed the background information for the following candidates that are being recommend for hire:

- Angela Brown: Ms. Brown is being hired as a teacher assistant for South City. She has worked at Head Start before and currently works for Early Head Start and would like to return to the Head Start program. She had a great interview and references and comes with Head Start knowledge. Her background was good and she expressed her love for children.

- Debra Allen: Ms. Allen currently works for the Early Head Start program. She comes with good recommendations, an impressive interview and is eager to begin working with the program. She is being hired for a Teacher position at South City.
- Petula Gordon: Ms. Gordon is being hired as a teacher assistant position. She comes with two great references and currently works for Children's Home Society. She is enthusiastic and was prompt during the hiring process. She is possible going to be staffed at Mabry.
- Santana Myers: Mr. Myers is being hired for Franklin County as a teacher. He came prepared for his interview and currently works for Davis Child Development Center.
- Melody Pikor: Ms. Pikor is being hired as a teacher for South City. She is currently a teacher at Scottsdale Academy. She was very pleasant in the interview and has interest in the families
- Brianna Portis: Ms. Portis is being hired for the Substitute Teacher position. She is currently a student at Florida A&M University. She came with very good references and eager to start.
- Stanley Culver: Mr. Culver will be hired as the contracted maintenance person for the South City Location.

A motion to approve the hiring of the staff was made by Charlean Lanier. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

- c. Grant Application: The Refunding Grant application is still pending amendments. We currently have some specialist in from Health and Human Services to work to ensure that the changes needed are made.

## 6. 2016-2017 Orientation

All of the orientations this year will be held at the Smith-Williams Community Center this year. They will be held on the following dates:

- August 8<sup>th</sup> Bainbridge Road
- August 9<sup>th</sup> Mabry
- August 10<sup>th</sup> Louise B. Royal
- August 11<sup>th</sup> South City
- August 12: Jefferson & Family

The orientations will start at 6:00-7:30 pm and it's ask that only the parents attend. The center permits will be given out at Orientation & Meet & Greet. On August 12<sup>th</sup> there will be a meet and greet at all the centers from 1:00-3:00 pm. Also, during the school year we are planning an Open house as well.

Letters will be mailed to parents' tomorrow to inform them of the dates and times for the orientation and Meet and Greet.

7. **Director's Report:** Tim reviewed the attached Director's Report for the month of July.

Venita spoke on how excited she is to assume the position as the new Early Childhood Development Manager and working with Health and Human Services to further her knowledge base. She stated that she believes that we now have the opportunity to bring our teachers to a professional level and provide our children with the needs of our children.

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. **Other Business:** It was discussed and decided that the next policy council will be rescheduled from August 18<sup>th</sup>, due to back to school, to August 25<sup>th</sup> at 6:00 pm
11. The meeting was adjourned at 7:42pm

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Period Ending 7/31/2016

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue				
4000 Government Contracts - FEDERAL	3,281,002	2,550,868	(730,134)	78%
4010 Government Contracts - STATE	526,000	443,930	(82,070)	84%
4020 Government Contracts - LOCAL	60,000	53,332	(6,668)	89%
4100 Grants - Other Not-for-Profits	20,000	15,000	(5,000)	75%
Total Revenue	<u>3,887,002</u>	<u>3,063,129</u>	<u>(823,873)</u>	79%
Expenditures				
6010 Salaries & Wages	1,764,314	1,321,487	442,827	75%
6110 Fringe	503,039	368,925	134,114	73%
6180 Staff Screenings	1,800	1,827	(27)	102%
6210 Indirect Costs	453,357	332,862	120,495	73%
6310 Travel - In Area	2,000	1,191	809	60%
6410 Office Supplies	9,000	5,892	3,108	65%
6415 Program Supplies	24,500	21,952	2,548	90%
6420 Classroom Supplies	25,403	18,372	7,031	72%
6430 Kitchen Supplies	16,000	16,063	(63)	100%
6440 Medical/Dental Supplies	1,500	901	599	60%
6510 Copies/Printing/Copier	8,200	5,391	2,809	66%
6600 Postage and Delivery Expense	1,480	768	712	52%
6710 Contractual Services/Professional	47,500	48,286	(786)	102%
6720 Speech Services	34,143	33,876	267	99%
6740 Mental Health Services	7,742	16,373	(8,631)	
6750 Health/Fitness	72,098	66,592	5,506	92%
6810 Rent/Space Cost	184,000	137,291	46,709	75%
6820 Utilities	62,616	49,726	12,890	79%
6830 General Liability and Property	21,000	20,015	985	95%
6840 Communications	37,530	39,097	(1,567)	
6850 Repairs and Maintenance-	217,474	213,651	3,823	98%
6910 Equipment Maintenance	16,500	13,226	3,274	80%
6920 Vehicle Expense	23,500	23,440	60	100%
6930 Equipment Lease	8,500	5,765	2,735	68%
6940 Technology	28,000	15,809	12,191	56%
7010 Fees, Licenses, and Permits	6,000	4,492	1,508	75%
7020 Dues/Subscriptions	6,000	4,980	1,020	83%
7100 Volunteer	750	69	682	9%
7320 Expendible Equipment	30,600	23,202	7,398	76%

Capital Area Community Action Agency  
Statement of Revenue and Expenditures  
For the Period Ending 7/31/2016

7410 Registration Fees	4,000	4,415	(415)	
7420 Training/Meetings/Workshops	35,974	35,468	506	99%
7430 Staff Development	2,250	2,933	(683)	
7440 Advisory/Board Member Expenses	2,400	1,767	633	74%
7450 Advertising	7,500	8,961	(1,461)	
7460 Parent Activities	1,134	616	518	54%
7510 Raw Food Cost	219,198	187,414	31,784	85%
Total Expenditures	<u>3,887,002</u>	<u>3,053,095</u>	<u>833,907</u>	79%
Excess Revenue over (under	<u>0</u>	<u>10,035</u>	<u>10,035</u>	



Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending June 30, 2016

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		53,332			
Grants - Other Not for Profits		18,510			
In-Kind Revenue		422,585			
VPK		217,088			
	<b>820,251</b>	<b>711,515</b>	<b>87%</b>	<b>108,736</b>	<b>13%</b>

Capital Area Community Action Agency  
Head Start Credit Card Activity  
June 2016

Name	Transaction Description	Fund Code	GL Code	Debit	Credit
HANCOCK BANK	TWO CHAIRS	1064	6410	37.76	
HANCOCK BANK	FILE STORAGE BOXES	1064	6410	43.98	
HANCOCK BANK	STORAGE BOXES FOR FILES	1064	6410	87.96	
HANCOCK BANK	ACCT#XXXX 7366/ NINA SELF	1064	6410	58.73	
HANCOCK BANK	UNKNOWN EXPENSE MISSING	1064	6415	7.12	
HANCOCK BANK	PROGRAM SUPPLIES	1064	6415	2.00	
HANCOCK BANK	FUEL FOR CO. CAR	1064	6920	191.64	
HANCOCK BANK	ETHERNET CABLE FOR COMPUTER	1064	6940	12.00	
HANCOCK BANK	DINNER- TIA AND FATIMA AT	1064	7420	99.79	
HANCOCK BANK	HOTEL ROOM @ CONFERENCE-	1064	7420	623.79	
HANCOCK BANK	HOTEL ROOM @ CONFERENCE- TIA	1064	7420	643.08	
HANCOCK BANK	LUNCH- TIA AND FATIMA AT	1064	7420	57.28	
HANCOCK BANK	RENT FOR AMERICAN RED CROSS	1064	7420	50.00	
HANCOCK BANK	TRAINING EXP.- HILLARY HOPKINS	1064	7420	270.42	
HANCOCK BANK	ACCT# XXX6700- TIM CENTER	1064	7420	204.50	
HANCOCK BANK	TALL COMM COLLEGE EXPS.-ALICE	1064	7430	165.95	
HANCOCK BANK	FOOD FOR POLICY COUNCIL	1064	7440	147.01	
HANCOCK BANK	ADVERTISEMENT YARD SIGNS FOR	1064	7450	480.00	
HANCOCK BANK	ADVERTISING FOR RECRUITMENT	1064	7450	<u>156.75</u>	
Hancock Visa				3,339.76	
Lowe's Credit		1064	6850	<u>153.29</u>	
				153.29	
Total Credit Cards					3,493.05

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account

53441

53441  
7/19/2016

Invoice	Description
062716DJ	ACCT#XXXX6623- DARREL JAMES

Amount  
\$866.15

Hancock Bank  
MAHAN  
07/20/16 16:34

Seq: 0068 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6623  
Credit Card Payment \$866.15  
Posting Date: 07/20/16  
Thank you for banking with Hancock

\$866.15

LMP40 M/P CHECK

Rev 2/14



Darrel James' Card

Prepared or Submitted by

Printed Name Judy Green

Signature *Judy Green*

7-8-16

Approved by

Printed Name Nina Self

Signature *Nina Self*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7450	255	600	\$ 156.75	Recruitment
1064	6920	255	600	\$ 47.64	fuel
1064	6920	255	600	\$ 48.00	fuel
1064	7450	255	600	\$ 480.00	Yrd Signs - 40 qty
1064	6920	255	600	\$ 48.00	fuel
1064	(AS) 6415 6410	255	600	\$ 37.76	chair (2)
1064	6920	255	600	\$ 48.00	fuel
TOTAL				\$ 866.15	\$ 0.00

\*\*\*\*\*

Finance Department Only

Session Date AP 16 07 03 HB  
Check Date \_\_\_\_\_ Check # \_\_\_\_\_

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account #:

53445  
 53445  
 7/19/2016

Invoice	Description
062716NR	ACCT# XXXX 6706/ NICHELE RICHARDS

Amount  
 \$248.97

Hancock Bank  
 MAHAN  
 07/20/16 16:36

Seq: 0071 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx6706  
 Credit Card Payment \$248.97  
 Posting Date: 07/20/16

Thank you for banking with Hancock

\$248.97

LMP40 M/P CHECK

Rev 2/14



101301

10130/10130 (11/15) 676095

Nichele's Card

Prepared or Submitted by

Printed Name Judy Green

Signature Judy Green

7-9-16

Approved by

Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	<u>6415 6940</u>	255	600	\$ 12.00	<u>ETHERNET CABLE</u>
1064	7440	255	600	\$ 8.12	<u>food for Pol. Council</u>
1064	7440	255	600	\$ 138.89	<u>food for Pol. Council</u>
1064	6410	255	600	\$ 87.96	<u>Storage Boxes for files</u>
1064	6415	255	600	\$ 2.00	<u>Prog. Supplies</u>
TOTAL				\$ 248.97	\$ 0.00

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Finance Department Only

Session Date APR 16 07 03 HR  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING A

Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account #:

53443  
 53443  
 7/19/2016

Invoice	Description
062716KJ	ACCT# XXXX7303- KRISTIN JACKSON

ount  
 \$537.47

Hancock Bank  
 MAHAN  
 07/20/16 16:38

Seq: 0075 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx7303  
 Credit Card Payment \$537.47

Posting Date: 07/20/16

Thank you for banking with Hancock

\$537.47

LMP40 M/P CHECK

Rev 2/14



11/15/16 678099

Prepared or Submitted by

Printed Name Judy Green

Signature *Judy Green*

7-8-16

Approved by

Printed Name Nina Self

Signature *Nina Self*

AT 800 -  
 AT 800 -

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420	110	600	\$ 50.00	
1064	7420	110	600	\$ 270.42	
1064	6415 (410)	255	600	\$ 43.98	
1064	7430	258	500	\$ 165.95	
9990	6415	255	600	\$ 7.12	
TOTAL				\$ 537.47	\$ 0.00

Part of Bldg - In Service  
 Hillary Hopkins - Trng  
 Storage Boxes  
 TCC for Alice Peck  
 - missing receipt

Finance Department Only

Session Date APR 07 2016  
 Check Date APR 07 2016  
 Check # 10343

Authorization for Payment- Version #1

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING AC

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

53442

53442  
7/19/2016

Invoice	Description
062716FO	CONFERENCE EXPS - JUNE 13-16/ CONSCIENC

Amount  
\$1,423.94

Hancock Bank  
MAHAN  
07/20/16 16:37

Seq: 0073 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx5696  
Credit Card Payment \$1,423.94  
Posting Date: 07/20/16  
Thank you for banking with Hancock

\$1,423.94

LMP40 M/P CHECK

Rev 2/14



Account #5696  
Fatima Oleabhiele Alexander's Card

15) 678092

Prepared or Submitted by

Printed Name Judy Green

Signature

*Judy Green*

7-7-16

Approved by

Printed Name Nina Self

Signature

*Nina Self*

AT  
800  
↓

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420	110	600	\$ 24.24	Tia + Fatima Dinner
1064	7420	110	600	\$ 10.79	" "
1064	7420	110	600	\$ 26.79	" " Lunch
1064	7420	110	600	\$ 17.41	" " Lunch
1064	7420	110	600	\$ 2.44	" " Lunch
1064	7420	110	600	\$ 2.92	" " Lunch
1064	7420	110	600	\$ 7.72	" " Lunch
1064	7420	110	600	\$ 10.59	" " Dinner
1064	7420	110	600	\$ 54.17	" " Dinner
1064	7420	110	600	\$ 623.79	HOTEL @ Conf
1064	7420	110	600	\$ 643.08	Hotel @ Conf - Tia
TOTAL				\$ 1,423.94	\$ 0.00

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Finance Department Only

Session Date

AD1107034B

Check Date

Check #

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING AC

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

53446  
53446  
7/19/2016

Invoice	Description
062716NS	ACCT#XXXX 7366/ NINA SELF

Hancock Bank  
NAHAN  
07/20/16 15:36

Seq: 0070 ID: 102397 CB: 7124

Account Number: xxxxxxxxxxxx7366  
Credit Card Payment \$117.45  
Posting Date: 07/20/16

Thank you for banking with Hancock

ount  
\$117.45

\$117.45

LMP40 M/P CHECK

Rev 2/14



101301

10130/10130 (11/15) 678099

acct#xxxx7366

Prepared or Submitted by

Printed Name Nina Self

Signature

*Nina Self*

Approved by

Printed Name Tim Center

Signature

*TC*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6410	255	255600	\$ 58.73	
9000	6410	0	600	\$ 58.72	
<b>TOTAL</b>				<b>\$ 117.45</b>	<b>\$ 0.00</b>

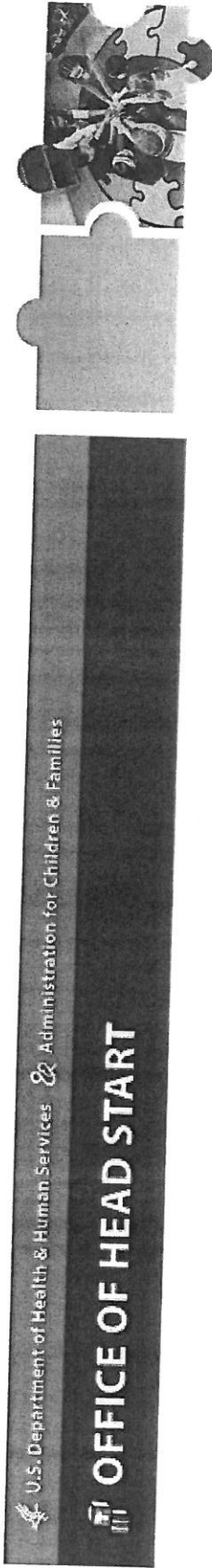
Finance Department Only

Session Date

APR 20 7 09 AM

Check Date

Check #



## Governance, Leadership, and Oversight Capacity Screener

### Introduction

Organizations that accept federal funds to operate a Head Start and/or Early Head Start program must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations to identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

### Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
  - Required Head Start governance practices that your organization currently has in place
  - Required Head Start governance practices that your organization will implement within the first three months of funding
  - Required Head Start governance practices that your organization needs help understanding and implementing
3. At the top of page 10, list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the Comments Section on page 10.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.



6. You can explore the [governance page of the Program Management and Fiscal Operations \(PMFO\) section on Early Childhood Learning and Knowledge Center \(ECLKC\)](#) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

**Head Start Governance, Leadership, and Oversight Capacity Screener**

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. <sup>1</sup> Head Start Act Sec. 642(c)(1)(B) (i-iv)			
• At least one member has fiscal/accounting background and expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• At least one member has early childhood education and development background and expertise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• At least one member is a licensed attorney.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Policy Council has the required composition. Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)			
• At least 51 percent of Policy Council members are parents of children who are currently enrolled in the Head Start program (including delegate agencies).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The Policy Council includes at least one member of the at-large community served by the program or any delegate agency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Members are elected by parents of children currently enrolled in the program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<sup>1</sup> If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>3. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>4. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <p style="text-align: right;">Head Start Act Sec. 642(d)(3)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>5. The governing body (or Tribal Council) exercises the following responsibilities:</p> <p style="text-align: right;">Head Start Act Sec. 642(c)(1)(E)(i)-(III) Sec. 642(c)(1)(E)(iv)(VI)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Establishes procedures and criteria for recruiting, selecting, and enrolling children</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Selects delegate agencies, as appropriate</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Develops procedures for selecting Policy Council members</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Reviews applications for funding and amendments to applications for funding</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. The governing body (or Tribal Council) assumes responsibility for the following: Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)			
<ul style="list-style-type: none"> <li>All major financial expenditures of the agency</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The operating budget of the agency</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The financial audit</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:  Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(IX)			
<ul style="list-style-type: none"> <li>The Self-Assessment</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Results from monitoring conducted under section 641A(c), including appropriate follow-up activities</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>Personnel policies and procedures, including those regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>8. The Policy Council engages in the oversight of program operations in each of the following decision-making areas:</p> <p style="padding-left: 40px;">Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A)</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Activities to support the active engagement of families in the program</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program recruitment, selection, and enrollment priorities</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Applications for funding and amendments to applications for funding</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Bylaws for the operation of the Policy Council</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Developing procedures for how members of the Policy Council of the Head Start program are elected</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Recommendations on the selection of delegate agencies and the service areas for such agencies</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program design and operation</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Planning program goals and objectives</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

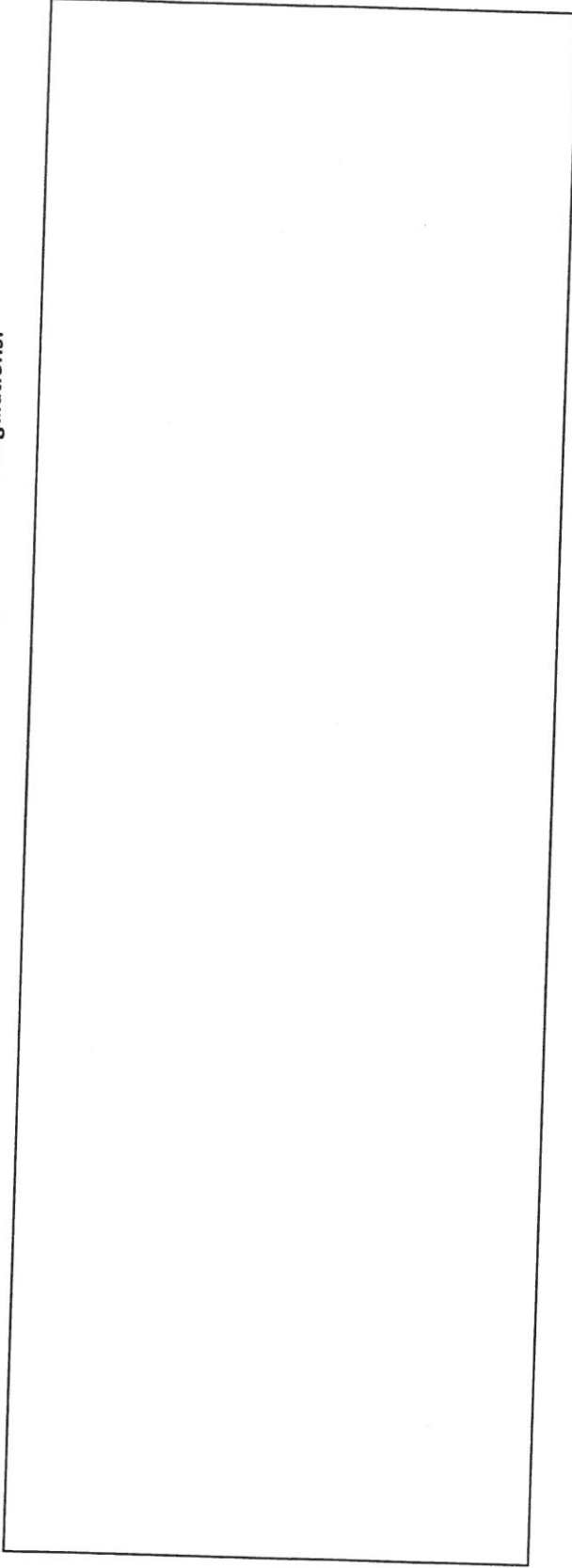
Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
9. The following reports are received by the Policy Council and members find them useful: Head Start Act Sec. 642(d)(2)(A-I)			
Annual reports:			
• The financial audit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The Self-Assessment, including any findings related to such assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program Information Reports (PIRs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
• Financial statements, including credit card expenditures (if the program uses credit cards)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program information summaries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
• Community Assessment, completed every three years with annual updates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• The strategic plan, including program goals, school readiness goals, and short-term programmatic and financial objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
10. The following reports are received by the governing body (or Tribal Council) and members find them useful:  Head Start Act Sec. 642(d)(2)(A-1)			
Annual reports:			
<ul style="list-style-type: none"> <li>The financial audit</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The Self-Assessment, including any findings related to such assessment</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program Information Reports (PIRs)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monthly reports:			
<ul style="list-style-type: none"> <li>Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program information summaries</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional reports:			
<ul style="list-style-type: none"> <li>Community Assessment, completed every three years with annual updates</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The strategic plan, including program goals, school readiness goals, and short term programmatic and financial objectives</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

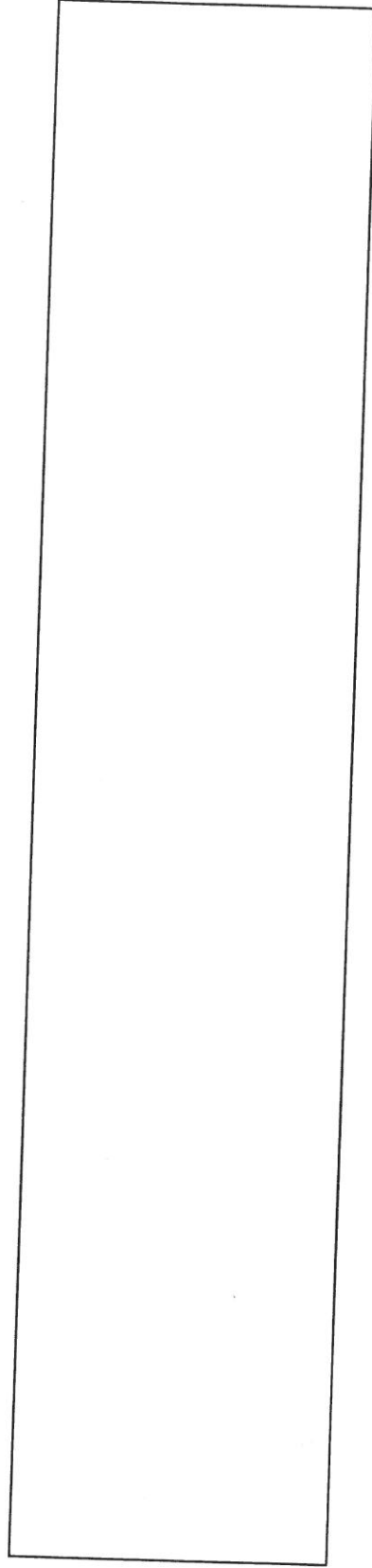
Head Start Governance Practices and Related Regulations	Practice is currently in place	Practice will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The Head Start agency works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:  Head Start Act Sec. 644 (a)(2)(A-H)			
<ul style="list-style-type: none"> <li>The total amount of public and private funds received and the amount from each source</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>An explanation of budgetary expenditures and proposed budget for the fiscal year</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The results of the most recent review by the Secretary and the financial audit</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The percentage of enrolled children that received medical and dental exams</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Information about family engagement activities</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>The agency's efforts to prepare children for kindergarten</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> <li>Any other information required by the Secretary</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

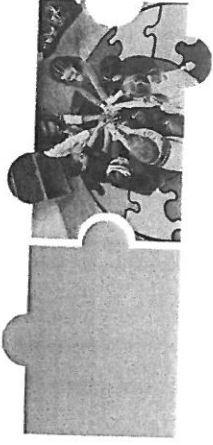
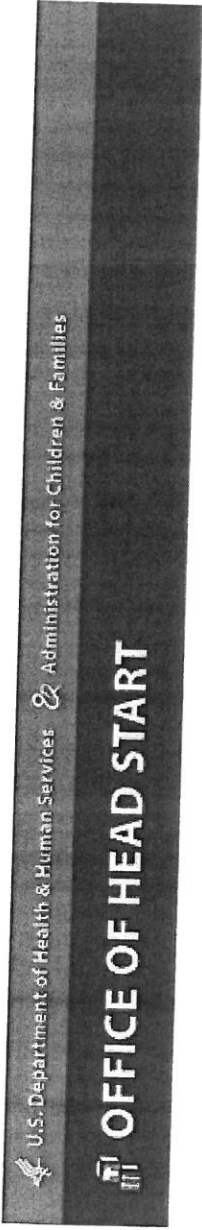


**Our Organization Needs Assistance in Understanding and Implementing the Following Governance Regulations:**



**Additional Comments, Questions, or Concerns:**





## Certification of Governance and Leadership Capacity Screening

**Grant Number:** \_\_\_\_\_

**Grantee Name:** \_\_\_\_\_

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NoA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

_____	_____
<b>Board Chair/Tribal Chair</b>	<b>Date</b>
_____	_____
<b>Policy Council Chair</b>	<b>Date</b>
_____	_____
<b>Head Start Director</b>	<b>Date</b>
_____	_____
<b>Early Head Start Director</b>	<b>Date</b>

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:** August 15, 2016

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

**Staffing**

Staffing has been a major issue in working to ensure the staff with proper credentials are at the Centers at the right times of day. It may be necessary to review the closing times for South City and Bainbridge Road due to staff not having the correct credentials for keeping Head Start open past 5 PM. Polling of the parents indicates that the only a few will have trouble with an earlier closing time.

**Facilities**

Bainbridge Road had an HVAC (air conditioner) failure the week before school. Repairs were made. The staff had to work in very tough conditions preparing for the start of school.

The Bainbridge Road lease is up for renewal and we will use this opportunity extend one year and prepare facility improvement plans for the coming year. Included in the proposed lease extension is the replacement of the HVAC. Improvements would create true classrooms and update bathrooms and kitchen.

We have updated 24-month lease of South City (Old Wesson) from the Leon County School District.

**Curriculum**

Franklin County Schools is working on the updated MOU for the Head Start program. Head Start staff will continue using the Creative Curriculum. Special training was conducted over two days for all Head Start teaching staff.



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



## **Federal and State Regulations**

HHS conducted a New Directors Institute. I attended. Ken Mayo attended the Human Resources Institute. The training was very effective and helps set the table for better understanding the various management systems and how they are integrated.

# Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
<b>PROGRAM STATUS (Monthly)</b>							
Number of Families Enrolled	48	21	24	49	50	139	331
Number of Students Withdrawals							
Number of Vacancies	4	16	7	7	4	9	47
Number of Students on Wait List	5			4	6	8	23
Average Daily Attendance							
Number of VPK Students Enrolled							
<b>FAMILY STATUS</b>							
Number of Family Needs Assessment							
Number of Initial Home Visits (45)	48	21	24	49	50	139	331
<b>Family Partnership Agreement</b>							
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

<b>Number of Referrals (Review referrals)</b>	<b>Bainbridge</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
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							
<b>Parent Meetings/Trainings</b>							
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							
Number of Coordinated Trainings for Policy Council							3
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							
<b>Home Visits</b>	<b>Bainbridge</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
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

<b>Number of Files Reviewed</b>	331
<b>Review of Parent Board</b>	0
<b>Volunteers (PEC)</b>	
Number of Volunteers	2
Total of Program In kind	10 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	1

<b>Transportation</b>	
Field Trips	0
Maintenance	0
Trainings	0

# Family and Community Engagement Manager Monthly Monitoring Report

<b>HEALTH SPECIALIST</b>		<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>		
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
<b>ENROLLMENT</b>		
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
<b>45 DAYS REQUIREMENT</b>		
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

<b>90 DAYS REQUIREMENT</b>		<b>Total</b>
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
<b>NUTRITION</b>		
Number of Breakfast		
Number of Lunch		
Number of PM Snacks		
Number of Children with Special Diets		
<b>MONITORING ACTIVITIES</b>		
Health Files Review		
Child Care Food Program Tool		<b>272</b>
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.

- Education Coordinators and Center Directors were trained on new attendance policy during their first week of In Service. Changes and corrections were made to the policy after the initial presentation. After changes were completed and documented, all staff was trained on the attendance policy during In Service. New attendance policy will go into effect on the first day of school.

#### Parent Orientations.

- Each Head Start center had a separate parent orientation so that parents could engage more with the topics being discussed. The new attendance policy and other Head Start rules and regulations were thoroughly discussed during the orientations.

# Family and Community Engagement Manager Monthly Monitoring Report

**Strengths**

Radio advertisement and signage helped increase parents coming into the office to sign up for Head Start services.

Families being enrolled are coming in with immunizations and physicals.

Family Advocates have access to centers to reach more families in the areas surrounding the centers during the summer.

Met with Leon County Dental Hygiene Program to set up dental screenings for each Head Start Center

Met with Impact America to provide vision screenings for each Head Start Center

**Areas of Concerns and Barriers**

Recruitment in Franklin and Jefferson County.

Attendance

Data Entry

Filing documents and maintaining children files at the centers

Improving registration process with technology

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Professional Development</b>
Staff Meetings
Health Services Manager's Meeting
Family & Community Engagement Leadership Meeting
Child Care Food Program

<b>Manager Monitoring Activities</b>
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

Orientation for each Head Start Center was held the week of August 8 – 12 at the Smith Williams Center.

A Meet and Greet for each Head Start Center was held on August 12 at each Head Start Center.

Submitted by:

Darrel James

Date: