

Capital Area **Community Action** Agency

Head Start Policy Council Meeting

AGENDA

October 20, 2016

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Policy Council Orientation
5. Election of Officers
6. Consent
 - a. Policy Council Minutes
7. Action
 - a. Financial Report
 - b. Personnel Actions
8. Center Updates- What's working and what's not?
9. Education Manager's Report
10. CLASS Scores
11. Director's Report
12. Office of Head Start Updates
13. Chairperson's Report
14. Other Business
15. Meeting Adjourned

Next Meeting: Scheduled for November 17, 2016



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



Capital Area Community Action Agency Head Start

POLICY COUNCIL ORIENTATION AND ELECTIONS
SEPTEMBER 15, 2016

50 YEARS OF OPPORTUNITY
HEAD START / 1965-2015

Capital Area Community Action Agency **Welcome to the Policy Council**

OUR GOAL


To ensure that all three and four year old children that participate in Head Start enter school ready to learn

PROGRAM PHILOSOPHY

All children can succeed if given the proper tools to learn and develop in a healthy way. By providing them with a variety of educational experiences in all domains of learning, we foster cognitive development as well as creativity and self-expression

Capital Area Community Action Agency **Overview**


We must open the doors of opportunity. But we must also equip our people to walk through these doors.



- In January 1964, President Lyndon B. Johnson declared a "War On Poverty"
- Goal was to eradicate the causes of poverty by creating job opportunities, increasing productivity, and enhancing the quality of life
- Led to Economic Opportunity Act of 1964 and included programs such as: Job Corps, Urban/Rural Community Action, VISTA, Project Head Start and many more.

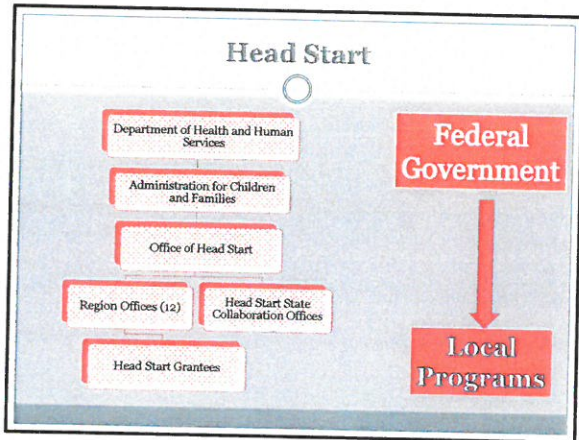
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Overview




For 50 years, Head Start has been the premier model for providing the whole child an opportunity for success in school and in life.

Since the summer of 1965, more than 31 million children have benefitted from Head Start's comprehensive services - they have become business women and men, professors, teachers, lawyers, mayors, Members of Congress, athletes, foundation Presidents, Grammy-winning musicians, poets, and parents.



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Capital Area Community Action Agency



Community Action's Mission

Our mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.

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Community Action Overview

- **Emergency Assistance**
 - Utilities
 - Rent Assistance
 - Emergency shelter
- **Stability**
 - Weatherization – insulation, weather stripping, appliances
- **Self-Sufficiency**
 - Getting Ahead in a Just Gettin' By World
 - Staying Ahead
- **Prevention - Head Start**
 - Voluntary Pre-Kindergarten

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Purpose of Head Start

Promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development—

- (1) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- (1) through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

Head Start Act (Sec 636)

Early Childhood Education

Learning Centers **Special Visitors** **Field Trips**

Outdoor Activities **Large & Small Group**

Logos for VPK and United Way are also present.

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What We Do




Head Start comprehensive services include:

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities




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What We Do




- Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains.
- A minimum of 10 percent of a program's total enrollment must be children with disabilities.
- Additionally, Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.




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What We Do



- Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage.
- Head Start encourages the role of parents as their child's first and most important teachers.
- Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.



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In Order to Continue to Serve



Our agency must...

- Have an **ACTIVE** Policy Council!
- Meet regulations:
 - **FEDERAL PERFORMANCE STANDARDS**
 - State of Florida Child Care licensing regulations
 - HS Policy and Procedures

IN-KIND FORMS must be completed and matched by all volunteers!!





Continuous improvement of Head Start is crucial to success

Parents are the reason Head Start still exists today!!!


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ELECTION OF POLICY COUNCIL OFFICERS

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Policy Council Eligibility



- **The Policy Council must be comprised of two types of representatives:**
 - parents of currently enrolled children
 - community representatives
- At least **51%** of the members must be **parents/guardians of currently enrolled children**
- All parent members must be elected or re-elected annually
- All community representatives must be selected annually
- Each center elects 1 representative and 1 alternate for every 50 children in the center
- Each representative has 1 vote in Policy Council

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Officers' Roles




CHAIRPERSON

- Presides at all meetings and maintain order
- Helps to set agenda
- Serves on committees and coordinates activities
- Works closely with the Head Start Director
- Acts as the official representative of the Council
- Is knowledgeable of the By-laws, HS policies and requirements and performs other duties as assigned


VICE-CHAIRPERSON

- presides in absence of the Chairperson or whenever the chair is vacated
- performs other duties as needed




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Officers Roles Continued



- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.
- The **TREASURER** shall be responsible working with the Fiscal Office on reporting financial information. When there are PC funds, this person is responsible for reporting on them.




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WHAT CAN YOU EXPECT WHILE SERVING ON POLICY COUNCIL?



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Policy Council



- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

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Policy Council



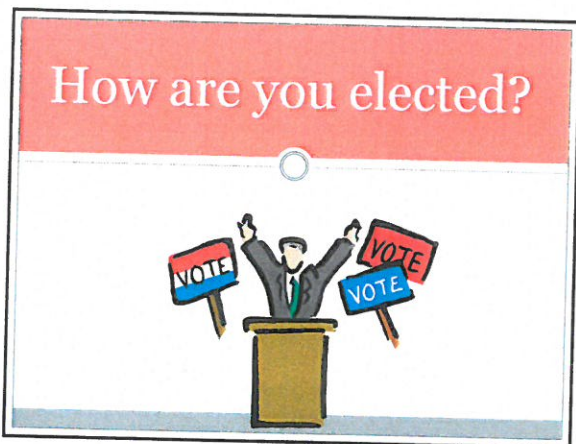
- **Be respected as a HS parent and an important member of a decision making team**
- **Need to attend a mandatory Policy Council training for PC members**
- **Receive travel dollars from your home to meetings and back (\$0.445 per mile)**
- **Free babysitting or receive a \$7.25 reimbursement per hour to help with babysitting costs**
- **Receive a healthy dinner at the monthly meeting**

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YOU WILL LEARN MORE THAN YOU COULD EVER IMAGINE AND YOU CAN AND WILL MAKE A DIFFERENCE!!!




EVERY
ACCOMPLISHMENT
STARTS WITH
THE DECISION
TO TRY.



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Are you ready?




In order to be a Policy Council Representative for your child's center, you should know:

- You must be the parent or legal guardian of a HS/EHS child
- You cannot be related to any HS/EHS staff
- You cannot be a HS/EHS staff
- You must be free of convictions of any crime against a child.
- Background disclosure—information will be kept **confidential!**
- Able to attend once a month **evening** meetings


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Election

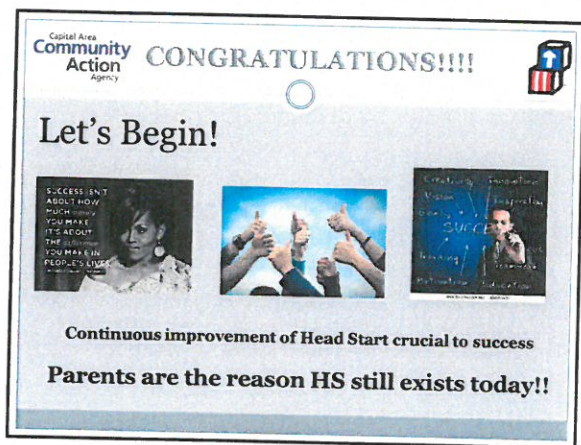


- You may **nominate yourself**
- You may **nominate another parent**
- If you are interested you will be asked to tell the group **why they should vote for you**
- If you are nominated you may **decline the nomination**
- Each parent/guardian in the group votes for the person of their choice.

Listen to your inner genius. Those who do, often end up changing the world.







Head Start Policy Council Meeting

Minutes

September 15, 2016

6:00pm

1. Meeting called to order at 6:19 pm
2. Roll call was taken by Luciana Brown. Representatives present in person or via phone included the following: Na'sheida Francois (R), Hans Madry (R), Bob Shattuck (R), Cassandra Watson (R), Shantell Freeman (R), Patricia Ramos (R), Lauren Johnson (R), Luciana Brown, (R), and Charlean Lanier.

Capital Area Community Action Agency staff present included the following people: Kristin Jackson, Nichele Rolle, Venita Treadwell, and Laura Ward.

3. We now have a quorum.
4. Policy Council Orientation: This has been tabled until next meeting due to attendance
5. Election of Officers: This has been tabled until next meeting due to attendance
6. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council.

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

7. Action
 - a. Financial Report- The financial report was reviewed by Laura Ward.

A motion to accept and approve the financial report was made by Lauren Johnson. The motion was seconded by Charlean Lanier. The motion was approved and carried forward.
 - b. Personnel Actions- Ms. Venita Treadwell reviewed with the personnel information for the following individuals that have been recommended to be hired.
 - i. Megan Willard: Ms. Willard is being recommended for the position of a cook for South City at the Mabry location. Ms. Willard has five years of experience as a care-giver where she cooked for her patients as well.

- ii. Patricia Garret: Ms. Garret is being recommended for the teacher assistant position in Franklin County. Ms. Garret has over 17 years of experience along with her 40 hours from DCF and credentials.

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

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

- a. Patricia Ramos (Louise B. Royal): Ms. Ramos is happy with the updates being provided to her and enjoying the teaching staff at her center.
- b. Hans Mardy (Bainbridge Road): Mr. Mardy says that everything is going ok. At his center there was a couple of students that was not able to come back after the hurricane. He states that they are trying to work with having the parents call when they are going to be late.
- c. Lauren Johnson (South City): No complaints the center did an excellent job keeping the parents updated about the school closures and getting prepared. She is currently enjoying the teaching staff in her child's classroom.
- d. Bob Shattuck (Franklin): Mr. Bob states that he hasn't received any negative feedback. Everyone was updated about the Hurricane. The teachers are doing a good job!
- e. Kassandra Watson (Jefferson) Ms. Kassandra asked if the program can assist with obtaining transportation to the after school program? She states the communication is good. Charlean stated that this has been a problems in Jefferson County as well and asked could Nichele assist with looking into this further. Luciana states that Wakulla has the same issue.
- f. Shantell Freeman (Mabry): Ms. Shantell stated that her only concern was trying to have the children to school by 8:00 a.m. Ms. Venita clarified why the new time is 8:00am and the benefits of having the children to school on time. Ms. Venita assured the members of policy council that staff have been addressed about turning the children around for being late.

9. Director's Report:

Mr. Tim was out to review the Director's Report. In his absence Nichele Rolle reviewed the attached report.

10. Education Manager's Report:

Ms. Treadwell, reviewed the attached report about the field trip process and what parents should expect. Pretty soon the children will begin to take field trips which are based on the curriculum being taught in the classroom. The majority of the field trips will be in the morning. The education team is working hard to make sure that the parents are made aware of the field trips in a timely manner. The majority of the field trips are free. However, we are able to do one

paid field trip. Parents are welcome to chaperone on the field trip and earn in-kind hours for Head Start.

11. Office of Head Start Updates: Kristin Jackson reviewed the attached Office of Head Start Updates.
12. Chairperson's Report: No report provided for review.
13. Other Business:
Open House for the centers will commence next week.

Be on the look-out for Head Starts invitation for Grandparents' Day .

We will also begin Doughnuts & Dads in October.

Nashedia asked are there any vacancies at the centers? Nichele reported as of 8/31/16, the following vacancies have been reports and there are waiting list for each of these centers:

Bainbridge Road: 1

Louise B. Royal: 1

South City: 1

Shantell Freeman asked about the extended hours and how can parents have their children stay for a full day? Ms. Venita stated that she will bring information to the next meeting about school readiness so that the parents can have and utilize.

Parents asked about daily updates on the child performance. Ms. Venita states that currently the teachers are working to do a thorough assessment on each child at the beginning of the school year which will be provided to parents for review. However, in the month of October parents should start receiving classroom "newsletters" from the teachers regarding what is being learned in the classroom.

14. The meeting was adjourned at 7: 37pm.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eleven Months Ended 8/31/2016

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Government Contracts - FEDERAL	3,339,421	3,043,946	(295,475)	91%
Government Contracts - STATE	526,000	464,455	(61,545)	88%
Government Contracts - LOCAL	60,000	53,332	(6,668)	89%
Grants - Other Not-for-Profits	20,000	18,333	(1,667)	92%
	<u>3,945,421</u>	<u>3,580,066</u>	<u>(365,355)</u>	91%
Salaries & Wages	1,792,544	1,602,148	190,396	89%
Fringe	511,089	447,987	63,102	88%
Staff Screenings	1,800	2,747	(947)	153%
Indirect Costs	460,611	404,195	56,416	88%
Travel - In Area	2,000	2,750	(750)	137%
Office Supplies	9,000	7,119	1,881	79%
Program Supplies	24,500	27,634	(3,134)	113%
Classroom Supplies	26,903	18,854	8,049	70%
Kitchen Supplies	16,000	19,034	(3,034)	119%
Medical/Dental Supplies	1,500	1,463	37	98%
Copies/Printing/Copier	8,200	7,704	496	94%
Postage and Delivery Expense	1,480	1,325	155	90%
Contractual Services/Professional	47,500	47,749	(249)	101%
Speech Services	34,143	33,876	267	99%
Mental Health Services	7,742	16,373	(8,631)	211%
Health/Fitness	73,098	69,720	3,378	95%
Rent/Space Cost	184,000	156,863	27,137	85%
Utilities	62,616	58,470	4,146	93%
General Liability and Property	21,000	22,373	(1,373)	107%
Communications	38,530	47,974	(9,444)	125%
Repairs and Maintenance-	228,359	235,785	(7,426)	103%
Equipment Maintenance	16,500	14,476	2,024	88%
Vehicle Expense	23,500	26,750	(3,250)	114%
Equipment Lease	8,500	7,022	1,478	83%
Technology	28,000	15,809	12,191	56%
Fees, Licenses, and Permits	6,000	4,704	1,296	78%
Dues/Subscriptions	6,000	4,980	1,020	83%
Volunteer	750	89	662	12%
Expendible Equipment	30,600	23,516	7,084	77%
Registration Fees	4,000	4,777	(777)	119%
Training/Meetings/Workshops	35,974	40,380	(4,406)	112%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eleven Months Ended 8/31/2016

Staff Development	2,250	2,577	(327)	115%
Advisory/Board Member Expenses	2,400	2,069	331	86%
Advertising	8,000	9,536	(1,536)	119%
Parent Activities	1,134	616	518	54%
Raw Food Cost	219,198	209,075	10,123	95%
	<u>3,945,421</u>	<u>3,598,521</u>	<u>346,900</u>	91%
	<u>0</u>	<u>(18,455)</u>	<u>(18,455)</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		59,511			
Grants - Other Not for Profits		20,333			
In-Kind Revenue		451,045			
VPK		230,828			
		761,717	91%	73,139	9%
		834,856			

August 2016 Head Start CC Purchases

Vendor Name	Fund Code	GL Code	Expenses	Document Description
HANCOCK BANK	1064	6180	68.50	DTIS UPS Projects
HANCOCK BANK	1064	6180	68.50	DTIS UPS Projects
HANCOCK BANK	1064	6180	68.50	DTIS UPS Projects
HANCOCK BANK	1064	6180	68.50	DTIS UPS Projects
HANCOCK BANK	1064	6410	61.53	FINGERPRINTING for Stanley Culverson
HANCOCK BANK	1064	6415	13.75	Interstate Battery
HANCOCK BANK	1064	6415	23.20	Outdoor Canopy tent for Franklin Headstart center
HANCOCK BANK	1064	6415	177.03	Outdoor Canopy tent for Franklin Headstart center
HANCOCK BANK	1064	6415	34.25	Lowes
HANCOCK BANK	1064	6415	98.91	Covers for Employee Handbooks
HANCOCK BANK	1064	6415	23.21	Outdoor Canopy tent for So. City Headstart center
HANCOCK BANK	1064	6415	177.03	Outdoor Canopy pop-up tent-So. City Headstart
HANCOCK BANK	1064	6415	23.36	Walmart
HANCOCK BANK	1064	6420	8.60	Dollar Tree
HANCOCK BANK	1064	6420	151.80	Walmart
HANCOCK BANK	1064	6420	159.52	Walmart
HANCOCK BANK	1064	6420	162.65	Office Depot
HANCOCK BANK	1064	6510	64.98	Staples
HANCOCK BANK	1064	6810	50.00	Red Cross
HANCOCK BANK	1064	6850	23.63	Marking Wands for So. City Cntr. Parking area
HANCOCK BANK	1064	6850	29.01	Flourescent bulbs - Bainbridge Center
HANCOCK BANK	1064	6850	72.93	Classroom fans- Bainbridge Center
HANCOCK BANK	1064	6850	287.89	Signage for So. City Parking Area
HANCOCK BANK	1064	6850	22.22	Walmart
HANCOCK BANK	1064	6850	26.98	Ace
HANCOCK BANK	1064	6920	15.00	Marathon
HANCOCK BANK	1064	6920	30.00	Gate
HANCOCK BANK	1064	6920	34.00	Gate
HANCOCK BANK	1064	6920	41.00	Gate
HANCOCK BANK	1064	6920	42.01	Gate
HANCOCK BANK	1064	6920	119.99	Autozone
HANCOCK BANK	1064	7100	20.00	Early Education & Care
HANCOCK BANK	1064	7410	362.11	Pre-K Class Observation Training registration fee
HANCOCK BANK	1064	7420	105.00	The Florida Hotel & Conference Ctr
HANCOCK BANK	1064	7420	23.11	Amazon - Digital Book

HANCOCK BANK	1064	7420	3.50 Pre Service Supplies
HANCOCK BANK	1064	7420	28.00 Pre Service Supplies
HANCOCK BANK	1064	7420	43.95 Pre Service Supplies
HANCOCK BANK	1064	7420	41.20 Lunch- Center Director Training
HANCOCK BANK	1064	7420	54.81 Lunch- Center Director Training
HANCOCK BANK	1064	7420	141.31 Supplies for Center Director Training
HANCOCK BANK	1064	7440	3.79 Publix
HANCOCK BANK	1064	7440	8.79 Panera
HANCOCK BANK	1064	7440	41.73 Publix
HANCOCK BANK	1064	7440	5.74 Winn Dixie
HANCOCK BANK	1064	7440	119.00 Bamboo Wok
			<u>3,250.52</u>



HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number

7366

Statement Date

08/29/16

RECEIVED
SEP 12 2016

55352420 · 000273 · 0001 · 0001 · 287
NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0001340

STATEMENT MESSAGES

Hancock Bank is a trade name of Whitney Bank. Whitney Bank issues your Hancock Bank credit card and owns your card account.

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

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	24445006210000614910491	5411	PUBLIX #1051 TALLAHASSEE FL	M41.20 ✓
07-28	07-26	24717056209152097474021	7393	IBT IIS FINGERPRINT COM 217-7932080 TN	M61.53 ✓
07-28	07-26	24445746209100590909279	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M141.31 ✓
07-29	07-27	24269796210100904704197	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M54.81 ✓
08-12	08-11	24332396225000016125163	8999	ALL IN ONE POSTER COMPANY 714-5217720 CA	M311.75 ✓
08-15	08-14	24692166227000866980757	5942	AMAZON.COM AMZN.COM/BILL WA	M46.41 ✓
08-15	08-12	24431066225083707006180	5942	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	M354.06 ✓
08-19	08-19	74270846232100006431565	0000	BRANCH PAYMENT - THANK YOU	M308.40cr ✓
08-25	08-24	24988946237701974255166	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M100.00 ✓
08-29	08-29		0000	ANNUAL FEE	M35.00

Nina Self 9/12/16

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08/29/16	4802-3910-0008-7366	NEW PURCHASES AND OTHER CHARGES <i>2</i> 1,146.07
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free	1-800-448-8812	CREDITS 308.40
		STATEMENT TOTAL 837.67
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,500.00

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

RECEIVED
SEP 09 2016
MEMO STATEMENT
Account Number 6700



TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0001341

Statement Date
08/29/16

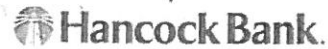
STATEMENT MESSAGES

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

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-29	24431066212978001770008	3001	AMERICAN AIR0010634759355 FORT WORTH TX CENTER/TIMOTHY DEPARTURE: 07-29-16 RVU AA Y FEE	M39.51
08-01	07-29	24431066212978000700790	3001	AMERICAN AIR0012384739966 FORT WORTH TX CENTER/TIMOTHY DEPARTURE: 08-18-16 TLH AA G MIA AA S TLH	M446.20
08-03	08-01	24692166215000030547544	3608	GAYLORD OPRYLAND RETAI 866-435-7627 TN M21669	M60.00
08-05	08-04	24210736218837000076263	7523	RPS TALLAHASSEE A / P TALLAHASSEE FL	M44.00
08-08	08-05	24610436218072008187374	3640	HYATT HOTELS GRND CYPRESS ORLANDO FL 0012991908050	M168.75
08-12	08-09	24744556224124613583830	5812	OISHII BENTO 904-6558889 FL	M28.08
08-15	08-12	24692166225000670545285	5200	LOWES #00417* TALLAHASSEE FL	M23.63
08-15	08-12	24692166225000670545293	5200	LOWES #00417* TALLAHASSEE FL	M29.01
08-15	08-12	24692166225000767649396	5200	LOWES #00417* TALLAHASSEE FL	M72.93
08-15	08-12	24493986225200531300183	5085	FASTSIGNS TALLAHASSEE TALLAHASSEE FL	M287.89
08-17	08-15	24610436229004036741291	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99
08-18	08-17	24493986230014000960358	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M1,200.00
08-19	08-19	74270846232100006431540	0000	BRANCH PAYMENT --THANK YOU	M93.62cr
08-19	08-18	24492156231894724084233	7392	GULF POWER COMPANY 850-444-6662 FL	M175.00
08-23	08-22	24692166235000422833128	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M24.73
08-23	08-21	24692166235000236035704	3710	THE RITZ CARLTON AMLA AMELIA ISL FL 249069	M470.10
08-26	08-25	24431066238083701488637	5735	AMAZON DIGITAL SVCS 866-2 866-216-1072 WA	M9.99

STATEMENT DATE 08/29/16	ACCOUNT NUMBER 4802-3910-0005-6700	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND	
		OTHER CHARGES	3,094.81
		NEW CASH ADVANCES	0.00
		CREDITS	93.62
		STATEMENT TOTAL	3,001.19
		TOTAL IN DISPUTE	0.00
		CREDIT LIMIT	6,000.00



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Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number
5696

Statement Date
08/29/16

FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

SEP 12 2016

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-28	24445006211200154992946	5999	PARTY CITY #327 TALLAHASSEE FL	M3.50 ✓
08-01	07-28	24445006211200154992862	5999	PARTY CITY #327 TALLAHASSEE FL	M43.95 ✓
08-01	07-29	24445746212300450831333	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M98.91 ✓
08-03	08-02	24445006216000630559904	5331	DOLLAR TREE TALLAHASSEE FL	M28.00 ✓
08-17	08-16	24431066229083755996726	5735	AMAZON DIGITAL SVCS 866-2 866-216-1072 WA	M9.99 ✓
08-19	08-18	24247606231300485776852	8299	TEACHSTONE 434-293-3909 VA	M362.11 ✓

Was charged in error last statement and yet to be credited on next statement.

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
08/29/16	4802-3900-0054-5696	NEW PURCHASES AND	
CUSTOMER SERVICE CALL		OTHER CHARGES	546.46
		NEW CASH ADVANCES	0.00
Toll Free		CREDITS	0.00
		STATEMENT TOTAL	546.46
1-800-448-8812		TOTAL IN DISPUTE	0.00
		CREDIT LIMIT	2,000.00



HANCOCK BANK
 PO BOX 61750
 NEW ORLEANS LA 70161-1750



35532420 - 990274 - 0501 - 0001 - 257
 **N00013379
 NICHELE RICHARDS
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

Visa BusinessCard
 Statement of Account
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MEMO STATEMENT

Account Number 6706
 Statement Date 08/29/16

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
08-19	08-19	74270546222100006431623	0000	BRANCH PAYMENT - THANK YOU	M232.90cr
08-25	08-25	24445006239500201075819	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M5.74 ✓
08-26	08-25	24247606238300489701040	5812	BAMBOO WOK TALLAHASSEE FL	M119.00 ✓

STATEMENT DATE 08/29/16	ACCOUNT NUMBER 4802-3910-0009-6706	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND	<i>cr</i>
		OTHER CHARGES	124.74
		NEW CASH ADVANCES	0.00
		CREDITS	232.90
		STATEMENT TOTAL	108.16
		TOTAL IN DISPUTE	0.00
		CREDIT LIMIT	2,500.00

cr



HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number

7303

Statement Date

08/29/16

KRISTIN JACKSON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-29	24692166211000638555487	5818	AMAZON SERVICES-KINDLE 800-321-8851 WA	M23.11
08-01	07-29	24431056212400182000294	5251	ACE HDWE APALACHICOLA FL	M26.98
08-01	07-29	24435656211083753307847	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50
08-04	08-02	24692166216000631739069	5533	INTERSTATE ALL BATTERY TALLAHASSEE FL	M13.75
08-15	08-14	24445006228000608738908	5331	DOLLAR TREE TALLAHASSEE FL	M8.60
08-15	08-13	24445006227400189912388	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M22.22
08-15	08-12	24226386226400005023008	5411	WAL-MART #4427 TALLAHASSEE FL	M23.36
08-15	08-12	24692166225000584020052	8398	ARC'RED CROSS DONATION 800-733-2767 CA	M50.00
08-15	08-12	24164076226105006602442	5943	STAPLES 00110726 TALLAHASSEE FL	M64.98
08-15	08-14	24445006228400164164772	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M151.80
08-15	08-13	24226386227400008640518	5411	WAL-MART #4427 TALLAHASSEE FL	M159.52
08-16	08-13	74226386226360540286705	5411	WAL-MART #4427 TALLAHASSEE FL	M39.88cr
08-16	08-14	24445746226100167871186	5943	OFFICE DEPOT #2669 TALLAHASSEE FL	M162.65
08-17	08-16	24299106229002139058032	5541	MARATHON PETRO162255 CARRABELLE FL	M15.00
08-19	08-19	74270846222100006431664	0000	BRANCH PAYMENT - THANK YOU	M613.70cr
08-23	08-22	24431056226026983868522	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M20.00
08-23	08-22	24435656235083704164729	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
08/29/16	4802-3920-0002-7303	NEW PURCHASES AND	
CUSTOMER SERVICE CALL		OTHER CHARGES	878.97
		NEW CASH ADVANCES	0.00
Toll Free 1-800-448-8812		CREDITS	653.58
		STATEMENT TOTAL	225.39
		TOTAL IN DISPUTE	0.00
		CREDIT LIMIT	2,000.00



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Visa BusinessCard
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35353430 - 000270 - 0001 - 0001 - 267



DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

MEMO STATEMENT

Account Number
6623

Statement Date
08/29/16

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-28	24498136211702968101417	7011	THE FLORIDA HOTEL & CONF ORLANDO FL 404980 ARRIVAL: 07-28-16	M105.00 ✓
08-04	08-03	24445006217000612088491	5533	AUTOZONE #0305 TALLAHASSEE FL	M119.89 ✓
08-05	08-03	24692166217000083052572	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.01 ✓
08-09	08-08	24427336221720009472043	5814	PANERA BREAD #00984 TALLAHASSEE FL	M8.79 ✓
08-10	08-08	24445006222300488635065	5411	PUBLIX #1051 TALLAHASSEE FL	M3.79 ✓
08-10	08-08	24692166222000912797866	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
08-10	08-08	24445006222300488635984	5411	PUBLIX #1051 TALLAHASSEE FL	M41.73 ✓
08-15	08-11	24692166225000583415816	5542	GATE 1194 Q80 TALLAHASSEE FL	M34.00 ✓
08-17	08-16	24692166230000196054658	5200	LOWES #00417 TALLAHASSEE FL	M34.25 ✓
08-19	08-19	74270846232100006431482	0000	BRANCH PAYMENT - THANK YOU	M258.40cr
08-19	08-17	24692166231000931486180	5542	GATE 1194 Q80 TALLAHASSEE FL	M30.00 ✓
08-29	08-26	24435656239083354794458	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M66.50 ✓
08-29	08-26	24435656239083700709440	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M66.50 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08/29/16	4802-3900-0050-6623	NEW PURCHASES AND OTHER CHARGES <i>PS</i> 597.56
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES 0.00
		CREDITS 258.40
		STATEMENT TOTAL 339.16
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

Capital Area Community Action Agency

TO: Capital Area Community Action Agency, Inc. Policy Council and Board Members

FROM: Kristin Jackson, Quality Assurance Manager

DATE: October 17, 2016

SUBJECT: Fall 2016 ELC Baseline CLASS Scores

Methodology

Capital Area Community Action Agency, INC. (*Community Action*) partnered with Early Learning Coalition of the Big Bend (ELC) to perform the baseline class assessment for the 2016-2017 school year. The baseline class was conducted September 20, 2016 through September 29, 2016. Four out of twenty one classrooms were not assessed due to staffing, Hurricane Hermine damage to the classroom, or evaluator availability. Seventeen out of twenty-one classrooms were assessed. The assessment period consisted of four twenty minute cycles with coding in between each cycle.

Scoring

CLASS consists of 3 domains (Emotional Support, Classroom Organization, and Instructional Support) and 10 dimensions. Each CLASS domain and is scored using a range of 1-7. Scores of 1-2 indicate the quality of teacher-child interactions is low. Scores of 3-5 indicate that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions. Scores of 6-7 indicate that effective teacher-child interactions were consistently observed throughout the observation period.

Community Action scored at or above the national average in all three domains.

Domain	Minimum Score for Agency	Lowest 10% Agency	Median Agency	Highest 10% Agency	Maximum score Agency	Capital Area 2 Mean	National Mean
Emotional Support	5	5.5	6.130	6.63	7	6.064	6.03
Classroom Organization	3.47	5.42	5.920	6.67	6.92	5.823	5.80
Instructional Support	1.83	2.25	2.995	3.67	4.97	2.995	2.88

It should be noted that at the scores above are baseline scores. Baseline scores taken at the beginning of the school year, when teachers are still building relationships with their students, are expected to be low, but improve as the school year progresses.



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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: October 14, 2016

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. Recent changes to background screening requirements have resulted in a backlog at the Department of Children and Families. Staffing levels are good at most Centers. Franklin County needs to hire bus monitors.

Facilities

Maintenance at the South City Center replaced flooring in a classroom after the hurricane.

We have updated 24-month lease of South City (Old Wesson) from the Leon County School District. Bainbridge Road is now on a one-year lease and possible alternative sites are being considered.

Curriculum

Staff are being coached and supported in the implementation of the Creative Curriculum. Family Advocates recently received training on Teaching Strategies Gold.

Federal and State Regulations

The Department of HHS released a final set of new performance standards. Trainers are preparing a new curriculum and staff will pursue training as soon as it is available. Coordinators attended CLASS training and staff attended ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Training.



United Way of the Big Bend

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Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
PROGRAM STATUS (Monthly)							
Number of Students Enrolled for Month	52	37	31	56	54	148	378
Number of Students Currently Enrolled	52	36	31	54	51	148	372
Number of Student Withdrawals for Month	2	1	0	2	3	0	8
Number of Vacancies	0	1	0	2	3	0	6
Number of Students on Wait List							101
Number of Eligible VPK Students	36	N/A	14	29	28	67	174
Number of VPK Students Enrolled	16	N/A	0	11	21	36	84
FAMILY STATUS							
Number of Family Needs Assessment	52	37	31	56	54	148	378
Number of Initial Home Visits (45)							
Family Partnership Agreement							
Number of FPA Initiated (45)	52	37	8	4	45	80	226
Number of FPAs in progress (February)							
Number of FPAs completed (May)							

Head Start Enrollment and Attendance			
Center	Funded	Enrollment on 9/30/16	August Average Daily Attendance (ADA)
Bainbridge	52	52	93%
Franklin	37	36	92%
Jefferson	31	31	94%
Mabry	56	54	77%
Royal	54	51	81%
South City	148	148	91%
Total		372	88%

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)	6	0	2	0	2	27	37
Domestic Violence Referrals	0	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	1	0	0	0	0	1
Assistance for incarcerated Family Members	0	0	0	0	1	1	2
Education Referral	2	0	1	0	1	2	6
Employment	2	0	1	1	1	2	7
Parent Meetings/Trainings							
Parent Committee Meetings	1	1	1	1	1	1	6
Number of Parents at the Parent Committee Meetings	8	7	11	15	10	22	73
Number of Male Parents at Parent Committee Meetings	2	3	2	2	0	1	10
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	1	6
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	1	6
Number of Parents in attendance on Policy Council	1	1	1	1	1	1	6
Number of Coordinated Trainings for Policy Council	1	1	1	1	1	1	6
Number of Parenting Classes	0	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	1	1	1	1	1	1	6
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0	0
Number of Parent Trainings Conducted	1	1	1	1	1	1	1
Number of Volunteer Orientations	0	0	0	0	0	0	0
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	12	2	5	15	14	20	68
Number of Contacts documented per absenteeism	3	2	1	10	2	20	38

Family and Community Engagement Manager Monthly Monitoring Report

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	42
Total of Program In kind	
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	2

Transportation	
Field Trips	2
Maintenance	0
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	351
Expire immunizations	26
Up to date Physicals	334
Expired Physicals	43
Number of individual Health Care Plan	15
Number of Children with Health Insurance	
ENROLLMENT	
Number of children with dental home	
Number of dental homes referrals	
Completed dental exams	
Incomplete dental exams	
Needed dental treatment	
Receiving dental treatment	
Completed dental treatment	
Number of medical home	
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	
Vision referrals	
Hearing screenings	
Hearing Referrals	
Growth Assessment	
BMI Referrals	

Family and Community Engagement Manager
 Monthly Monitoring Report

90 DAYS REQUIREMENT	Total
Number of dental home established	
Number of dental exams	
Number of children requiring dental treatment	
Number of completed dental treatment	
Number of medical homes established	
Hematocrit/Hemoglobin	
Blood lead	
NUTRITION	
Number of Breakfast	5,193
Number of Lunch	5,275
Number of PM Snacks	4,845
Number of Children with Special Diets	12
MONITORING ACTIVITIES	
Health Files Review	0
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager Monthly Monitoring Report

Screenings	Completed
30 Day Requirement	
Physical Examinations	334
Immunizations	351
45 Day Requirement	
Hearing	
Vision	
90 Day Requirement	
Dental	
Hemoglobin/Hematocrit	
Lead	
Growth Assessment	

Corrective Action and Follow Up

Attendance.

- The required Average Daily Attendance requirements at each Center were met again for September. We did decrease from 92% in August to 88% in September. Hurricane Hermine did attribute to some of the absences with families being displaced, and centers being closed. We still have issues with children arriving late and leaving late, and we have begun to meet with families to resolve the tardiness and late pickups. The attendance policy is being revamped with some new information Mrs. Treadwell brought back from training in Savannah. The information has been shared with the Family Advocates and Educational Coordinators, but the teachers will have to be updated on the changes in the policy.

ChildPlus.

- The questionnaire has been completed and sent back to Belicia Carter and she is working to reset the system correctly for the new school year. Mrs. Carter will also be on site to conduct ChildPlus training in October.

Health Requirements.

- 30 and 45 day health requirements are completed but there is an issue with entering the data into ChildPlus in a timely fashion, since we no longer have a staff member committed solely to data entry.

Family and Community Engagement Manager Monthly Monitoring Report

Strengths

For August and September we have been at our funded enrollment and met the Average Daily Attendance requirements.

The separate parent orientations and open house seem to have the parents participating more with the program.

There have been no health citations during recent DCF visits to Head Start Centers.

Wait Lists continue to build for all Head Start Centers.

Awaiting the clearance of a new kitchen staff for South City.

Leon County Dental Hygiene Program (Molar Express) provided cleaning, fluoride treatment and sealants to Head Start Centers.

Impact America conducted vision screenings at all Head Start centers.

Areas of Concerns and Barriers

Ensuring that the attendance policy is followed correctly by all staff.

Data Entry

Filing documents and maintaining children files at the centers

Incorporating new Head Start Performance Standards and getting staff trained on the new standards.

Separating the Family Advocate and Educational Coordinator position in Franklin County.

Parent parking at Bainbridge Road.

Family and Community Engagement Manager Monthly Monitoring Report

Professional Development

Child Plus training scheduled for October.

ERSEA training scheduled for October.

Bi-weekly management and team meetings.

On-going trainings (webinars) on new performance standards.

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolled into the Head Start program.

Reviewing reports in ChildPlus as it relates to attendance

Ensuring documentation in ChildPlus relating to attendance

Family and Community Engagement Manager Monthly Monitoring Report

Area Updates

Male Engagement will begin with Doughnuts for Dads and Dudes October 17 – 20.

Submitted by: Darrel James

Date: 10/13/16