

Capital Area Community Action Agency

Head Start Policy Council Meeting

AGENDA

November 16, 2017

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes October 19, 2017
5. Action
 - a. Financial Report
 - b. Personnel Actions
6. Head Start Early Learning Outcomes Framework
7. Upcoming Events
8. Director's Report
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: To be Determined



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



Head Start Policy Council Meeting

Minutes

October 19, 2017

6:00pm

1. Meeting called to order at 6:04 pm
2. Roll call was taken by Lauren Johnson. Representatives present included the following: Heather Harris(R), Kim Wilson (A), Veronica Doolan (R), Katessia Carr (R), Geraldine Kersaint (A), Shantell Freeman (R), Talethia Edwards(R), Lauren Johnson, Tiffany Similien and Luciana Brown.

Capital Area Community Action Agency staff present included the following people: Kristin Reshard, Nichele Rolle, Darrel James, Cynthia Valencic and Tim Center.

3. We now have a quorum.
4. Election of Officers- Nichele Rolle conducted the election by reading a description of the Chairperson, Vice-chairperson and Secretary. Lauren nominated Shantell Freeman for chairperson; Shantell accepted the nomination. A vote was taken all in favor, none opposed. A nomination for Katessia Carr was made for Vice Chairperson and she accepted. A vote was taken and all in favor, none opposed. A nomination was made for Heather Harris as Secretary. Heather declined the nomination. Kim Wilson nominated herself as secretary. Vote was taken and all in favor, none opposed. Community representatives introduced themselves and gave brief speech about where they work and their interest in head start. A vote was taken for all 3 nominations; all in favor none opposed.
5. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. No corrections or changes were needed.
6. Action Items
 - a. Financial Report- The financial report was reviewed by Cynthia Valencic. As of August 31st we have 7% match requirement remaining. Lauren asked why the school (South City) didn't cover the cost of the floor repairs. Tim stated we were responsible for the water damage in 1 of our classrooms and that type of maintenance is not covered under our contract with them. Lauren revisited the idea that was previous brought to policy council about reducing the cost from providers by having them bill Medicaid/ contract with LCS and wanted to know if any research was done on the issue. Talethia explained some children are "double dipping) by getting services both at Head Start and an outside source. Kristin explained that we have contracted with LCS in the past however; they sometimes have a backlog which

presents a delay for our students. Kristin will look into the issue of Medicaid billing. Lauren asked why the cost of raw food was so high however Kristin assured her the food cost went down significantly since last year. Talethia was concerned about the waste of food such as bananas being thrown away. Kristin explained we now do a live count for meals and children must be offered at least seconds on servings but they don't always eat the extra servings so depending on how long it has been out in the open it must be thrown out.

A motion to accept and approve the financial report for was made by Lauren Johnson. The motion was seconded by Talethia Edwards. The motion was approved and carried forward.

- b. Personnel Actions- No personnel actions at this time.
- c. By-Laws- By- Laws were reviewed by policy council members. No changes were noted. Nichele read the termination and resignation policy for policy council. Shantell Freeman signed by-laws for 2017-2018. Tim will have the Board Chairperson of Capital Area Community Action Agency sign the by-laws.

A motion to accept and approve the By- Laws was made by Talethia. The motion was seconded by Kim Wilson. The motion was approved and carried forward.

- 7. CLASS Scores: Kristin explained what the CLASS Scores represented and how the scoring process works. The baseline scores reported were good but some parents had concerns. Kristin explained that the baseline scores are always lower at the beginning of the school year opposed to the end of previous school year. Teachers are just starting school with a new set of kids and still developing routines with their children in the classroom. Some children are attending school for the first time and need time to adjust.
- 8. PACT Parent Leadership Academy: Talethia reviewed the attached information about PACT
- 9. Center Updates:
Kim (Louise B. Royal) stated she doesn't have any concerns at the moment and she appreciates the newsletter she received this month. It provides her with great information such as the menu.

Katessia (Mabry) enjoying the center. Her son is learning well and she appreciates that the staff returns her calls if they are busy and can't speak to her when she calls.

Geraldine (Mabry) spoke with some of the staff at her center and stated more floater teachers are needed. Also there was a concern about COLA; Tim will address in his Director's report. The teacher also had a question about paid field trips. Kristin stated it must be requested by the teacher and they still have the entire school year to do so.

Veronica (Franklin County) kids are learning at a good pace and everything is going great in the classroom. She also appreciates the newsletters she receives weekly from the teachers. The only

issue at the moment is the parking area needs to have marked off designated parking spots. Tim will address the issue.

Heather Harris (Royal) stated she is enjoying Louise B. Royal and has developed a good relationship with the teachers. Curriculum night helped her better understand her child's curriculum. Parking is an issue at LBR.

Shantell (South City) is concerned about the air condition in the new hallway of the school (Eades classroom). It is very hot. Kristin will address to make sure it is fixed.

Talethia Edwards (South City) appreciates the teachers at the center. She appreciates that her teacher referred her to a community source when she needed assistance.

Heather (Louise B. Royal) went on a field trip and it was good. Teacher in her class was replaced and children are adjusting to the new teacher. The parking is not great at center and was really bad when construction was being conducted. Tim did call the proper authorities at that time, however nothing could be done.

10. Education Coordinator Report: Venita Treadwell explained her role to the parents and explained how everything is a learning process for the children. Mrs. Treadwell informed parents that this school year we will begin focusing on S.T.E.A.M (Science, Technology, Engineering, Arts, and Math).
11. Director's Report: Tim reviewed the attached report. Tim requested permission from the Policy Council to submit a request for supplemental funding for a possible new facility in Franklin County. There is no set amount being requested as of yet. Tiffany and Luciana voiced their concerns about the facility. Tim stated the facility was inspected for asbestos and lead and there was none present. He explained our wing will be separate from the rest of the building. Tim stated only other possible options would be the old library or taking over an existing building. Tim stated we would know within 30 days if we were approved for funding and everything would be up and running in Franklin by May 2018. Talethia asked will we be the only entity requesting money. Tim responded Early Head Start will be requesting funds from HHS as well. Veronica (rep for Franklin County) believes that the new building will be better as far as the building and the area. A vote was taken for Head Start to apply for supplemental funding for Franklin County from HHS; all in favor none opposed.
12. Office of Head Start Updates: Nichele reviewed the information memorandum from the Office of Head Start regarding disaster recovery and families needing Head Start assistance. A procedure is in place to assist dislocated families due to the recent natural disasters.
13. Other Business: Parent meeting, Donuts with Dad, and Science Fair dates were given.
14. The meeting was adjourned at 8:04 p.m.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Twelve Months ended 9/30/2017

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,372,460	3,372,460	-	100%
4010	Government Contracts - STATE	544,793	608,353	63,560	112%
4020	Government Contracts - LOCAL	60,000	50,494	(9,506)	84%
4100	Grants - Other Not-for-Profits	20,000	20,004	4	100%
4210	Contributions- Restricted	-	3,057	3,057	
	Total Revenue	3,997,253	4,054,368	57,115	101%
Expenditures					
6010	Salaries & Wages	1,915,267	1,857,180	58,087	97%
6110	Fringe	523,556	522,593	963	100%
6180	Staff Screenings	1,800	2,966	(1,166)	165%
6210	Indirect Costs	487,920	471,508	16,412	97%
6310	Travel - In Area	2,000	2,838	(838)	142%
6315	Travel - Out of Area	4,000	2,757	1,243	69%
6410	Office Supplies	9,000	4,030	4,970	45%
6415	Program Supplies	21,291	28,696	(7,405)	135%
6420	Classroom Supplies	46,903	34,875	12,028	74%
6430	Kitchen Supplies	23,982	29,575	(5,593)	123%
6440	Medical/Dental Supplies	2,000	1,293	707	65%
6510	Copies/Printing/Copier Maintenance	9,000	11,781	(2,781)	131%
6600	Postage and Delivery Expense	1,600	1,845	(245)	115%
6710	Contractual Services/Professional	55,061	22,557	32,504	41%
6715	Contractual Services - Health/Disa	110,517	157,352	(46,835)	142%
6810	Rent/Space Cost	184,000	189,044	(5,044)	103%
6820	Utilities	62,500	62,245	255	100%
6830	General Liability and Property Insur	21,000	21,724	(724)	103%
6840	Communications	37,530	43,326	(5,796)	115%
6850	Repairs and Maintenance-	148,867	166,891	(18,024)	112%
6910	Equipment Maintenance	18,500	16,028	2,472	87%
6920	Vehicle Expense	29,500	34,201	(4,701)	116%
6930	Equipment Lease	8,500	8,527	(27)	100%
6940	Technology	25,016	8,851	16,165	35%
7010	Fees, Licenses, and Permits	5,000	2,686	2,314	54%
7020	Dues/Subscriptions	5,000	4,218	782	84%
7100	Volunteer	750	197	553	26%
7320	Expendible Equipment	35,500	23,152	12,348	65%
7410	Registration Fees	3,500	6,425	(2,925)	184%
7420	Training/Meetings/Workshops	38,905	46,609	(7,704)	120%
7430	Staff Development	5,889	1,281	4,608	22%
7440	Advisory/Board Member Expenses	2,200	1,877	323	85%
7450	Advertising	5,668	3,453	2,215	61%
7460	Parent Activities	1,134	1,559	(425)	137%
7510	Raw Food Cost	144,397	171,278	(26,881)	119%
	Total Expenditures	3,997,253	3,965,419	31,834	99%
	Excess Revenue over (under) Expenditures	-	88,949	88,949	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending August 31, 2017

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		50,494			
Grants - Other Not for Profits		20,000			
In-Kind Revenue		490,874			
VPK/SR		319,104			
	843,116	880,473	104%	-37,357	-4%

Hancock Credit Card Sept 2017

Vendor Name	Fund Code	GL Code	Activity Code	Effective Date	Expenses
HANCOCK BANK	1064	6180	255	9/27/201	68.50
HANCOCK BANK	1064	6415	256	9/27/201	253.94
HANCOCK BANK	1064	6420	250	9/27/201	49.00
HANCOCK BANK	1064	6420	250	9/27/201	202.14
HANCOCK BANK	1064	6430	256	9/27/201	101.05
HANCOCK BANK	1064	6715	255	9/27/201	60.00
HANCOCK BANK	1064	6850	250	9/27/201	112.32
HANCOCK BANK	1064	6850	251	9/27/201	53.50
HANCOCK BANK	1064	6850	252	9/27/201	14.37
HANCOCK BANK	1064	6850	256	9/27/201	83.92
HANCOCK BANK	1064	6920	255	9/27/201	50.04
HANCOCK BANK	1064	6920	255	9/27/201	52.00
HANCOCK BANK	1064	7430	120	9/27/201	246.00
HANCOCK BANK	1064	7430	250	9/27/201	150.00
HANCOCK BANK	1064	7440	255	9/27/201	2.34
HANCOCK BANK	1064	7440	255	9/27/201	195.98
HANCOCK BANK	1064	7450	255	9/27/201	<u>249.41</u>
Total Hancock CC					<u>1,944.51</u>
LOWE'S	1064	6850	250	9/29/201	11.39
LOWE'S	1064	6850	250	9/29/201	20.86
LOWE'S	1064	6850	250	9/29/201	178.59
LOWE'S	1064	6850	255	9/29/201	<u>22.74</u>
Total Lowes CC					<u>233.58</u>
Total CC Charges Sept 2017					2,178.09

Document Description

ACCT# XXXX7303- KRISTIN JACKSON (RESHARD)
ACCT#6700- TIM CENTER
ACCT#XXXX6982- FATIMA OLEABHIELE
ACCT#XXXX6982- FATIMA OLEABHIELE
ACCT#XXXX6706-NCHELE RICHARDS
ACCT#XXXX6623- DARREL JAMES
ACCT#XXXX7366- NINA SINGLETON (SELF)
ACCT# XXXX7303- KRISTIN JACKSON (RESHARD)
ACCT# XXXX7303- KRISTIN JACKSON (RESHARD)
ACCT#6700- TIM CENTER
ACCT#XXXX6623- DARREL JAMES
ACCT#XXXX6623- DARREL JAMES
ACCT# XXXX7303- KRISTIN JACKSON (RESHARD)
ACCT# XXXX7303- KRISTIN JACKSON (RESHARD)
ACCT#XXXX6706-NCHELE RICHARDS
ACCT#XXXX6706-NCHELE RICHARDS
ACCT#XXXX7366- NINA SINGLETON (SELF)

ACCT# 82130109084241-
ACCT# 82130109084241-
ACCT# 82130109084241-
ACCT# 82130109084241-



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1632700-000643-0001-0001-2

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

**N0000643

RECEIVED
OCT 10 2017

MEMO STATEMENT

Account Number

Statement Date

09-27-17

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-30	08-28	24869487241455019807902	4121	TAXI SVC LONG ISLAND C ASTORIA NY	M33.39
09-04	09-01	24164077244090827907913	4121	FREEDOM 0898 PHILADELPHIA PA	M32.95
09-04	09-02	24692167245100616233337	3509	MARRIOTT PHILAD TOWN 866-435-7627 PA	M1,008.30
				018847 ARRIVAL: 09-02-17	
09-11	09-08	24692167251100447557228	5200	LOWES #00417* TALLAHASSEE FL	M83.92
09-14	09-13	74692167256100556899106	5200	LOWES #00417* TALLAHASSEE FL	M19.67 cr
09-18	09-15	24610437259004023030238	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99
09-21	09-20	24692167263100155127475	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M34.40
09-22	09-22	74270847265100008135717	0000	BRANCH PAYMENT - THANK YOU	M2,811.80
09-25	09-22	24692167265100141128437	5200	LOWES #00907* 866-483-7521 NC	M253.94
09-27	09-27	24231687270083704259138	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M110.00

STATEMENT DATE
09-27-17

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

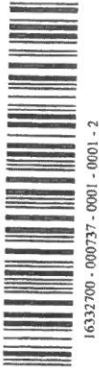
1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1,571.89
NEW CASH ADVANCES	.00
CREDITS	2,831.47
STATEMENT TOTAL	1,259.58 cr
TOTAL IN DISPUTE	.00
CREDIT LIMIT	6,000.00



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NEW ORLEANS LA 70161-1750

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NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0000737

MEMO STATEMENT

Account Number

Statement Date

09-27-17

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-22	09-22	74270847265100008135592	0000	BRANCH PAYMENT - THANK YOU	M475.93
09-22	09-21	24445007265000961857073	5411	WINN-DIXIE #0125 TALLAHASSEE FL	M2.34 ✓
09-22	09-19	24207857264161102009185	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M101.05 ✓
09-25	09-21	24164077265140183080005	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M195.98 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-17		
CUSTOMER SERVICE CALL		NEW PURCHASES AND
		OTHER CHARGES 299.37
		NEW CASH ADVANCES .00
		CREDITS 475.93
		STATEMENT TOTAL 176.56 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0000699

MEMO STATEMENT

Account Number

Statement Date

09-27-17

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-29	08-29		0000	ANNUAL FEE	M35.00
08-31	08-30	24692167242100519633826	5200	LOWES #00417* TALLAHASSEE FL	M112.32
09-04	09-01	24692167244100022480762	5969	INDEED 203-564-2400 CT	M449.41
09-15	09-14	24431067257026434303726	9399	FDLE CCHINET 850-410-8161 FL	M24.00
09-15	09-14	24224437258103019623672	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M196.69
09-20	09-19	24445007263400127214254	5411	WM SUPERCENTER #1077 TALLAHASSEE FL - last receipt	M29.97
09-22	09-22	74270847265100008135675	0000	BRANCH PAYMENT - THANK YOU	M4,660.92
09-25	09-22	24431067265026858015046	9399	FDLE CCHINET 850-410-8161 FL	M24.00
09-25	09-22	24431067265026858015871	9399	FDLE CCHINET 850-410-8161 FL	M24.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-17		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 895.38
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 4,660.92
		STATEMENT TOTAL 3,765.54 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



16332700 - 001233 - 0001 - 0001 - 2

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PO BOX 61750
NEW ORLEANS LA 70161-1750



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

**N0001233

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Statement Date

09-27-17

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-12	09-11	24055227255207324200324	8398	COUNCIL FOR PROFESSIONAL 202-265-9090 DC	M150.00 ✓
09-14	09-13	24445007257400128239738	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M14.37 ✓
09-14	09-13	24906417256044319990339	7342	SVM*TERMINIX INTL 800-8376464 TN	M53.50 ✓
09-18	09-15	24435657258083309280375	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
09-21	09-20	24707807263030036888108	8220	GULF COAST STATE COLLEGE PANAMA CITY FL	M246.00 ✓
09-22	09-22	74270847265100008135618	0000	BRANCH PAYMENT - THANK YOU	M1,490.37

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-17		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 532.37
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,490.37
		STATEMENT TOTAL 958.00 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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MEMO STATEMENT

Account Number

Statement Date

09-27-17



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

**N0000413

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-31	08-30	24210737243207771400117	8041	TLC CHIROPRACTIC, INC. TALLAHASSEE FL	M60.00✓
09-04	09-01	24692167245100427674810	5542	GATE 1194 Q80 TALLAHASSEE FL	M52.00✓
09-07	09-05	24071057249253249666181	5511	LEGACY TOYOTA OF TALLA 000-0000000 FL	M74.07✓
09-11	09-08	24692167252100944800310	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.04✓
09-22	09-22	74270847265100008135634	0000	BRANCH PAYMENT - THANK YOU	M1,363.29
09-25	09-22	24431067265200928200066	5732	AUDIO ADDICTIONS OF TALL TALLAHASSEE FL	M499.98✓

STATEMENT DATE
09-27-17

ACCOUNT NUMBER
[REDACTED]

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

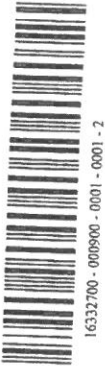
1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	736.09
NEW CASH ADVANCES	.00
CREDITS	1,363.29
STATEMENT TOTAL	627.20 cr
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,000.00



HANCOCK BANK
PO BOX 61750
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16332700 - 000900 - 0001 - 0001 - 2

FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0000900

MEMO STATEMENT

Account Number

Statement Date

09-27-17

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-01	08-31	24445007244000970570465	5331	DOLLAR TREE TALLAHASSEE FL	M49.00 ✓
09-01	08-31	24226387244400005752446	5411	WAL-MART #1408 TALLAHASSEE FL	M202.14 ✓
09-22	09-22	74270847265100008135659	0000	BRANCH PAYMENT - THANK YOU	M134.41

STATEMENT DATE 09-27-17	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 251.14
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 134.41
		STATEMENT TOTAL 116.73
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

ProServices

FY 16-17

RECEIVED
OCT 10 2017

**Lowe's® Business
Card Account**

BY:
CAPITAL AREA COMM ACTION

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

new Account #

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$4,682.16
- Other Credits	\$622.97
+ Purchases/Debits	\$5,754.07
+ Fees Charged	\$0.00
+ Interest Charged	\$52.08
New Balance	\$501.02
Credit Limit	\$10,000.00
Available Credit	\$9,498.00
Statement Closing Date	10/02/2017
Days in Billing Cycle	30

Payment Information	
New Balance	\$501.02
Total Minimum Payment Due	\$58.00
Payment Due Date	10/28/2017

pd 268.73

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
09/07	09/07		PAYMENT - THANK YOU	(\$2,397.96)
09/14	09/14	49485	BALANCE TRANSFER 79821 3010 111387 3	\$5,520.49
09/21	09/21		TRANSACTION BALANCE TRANSFER (TB)	* (\$606.04)
09/21	09/21		INTEREST CHARGE ADJUSTMENT	* (\$16.93)
09/22	09/22	67642	STORE 0417 TALLAHASSEE FL	\$22.74
09/25	09/25	27492	STORE 0417 TALLAHASSEE FL	\$11.39
09/28	09/28	&	PAYMENT - THANK YOU	(\$2,284.20)
09/29	09/29	07194	STORE 0417 TALLAHASSEE FL	\$178.59
09/30	09/30	27735	STORE 0417 TALLAHASSEE FL	\$20.86
10/02	10/02		*INTEREST CHARGE*	\$52.08

Interest Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$2,881.17	\$52.08	2D

Important Account Information

TRANSACTIONS MARKED WITH AN & WERE TRANSFERRED FROM LOST/STOLEN ACCOUNT.

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

We hope that you, your family and friends are safe following the destruction caused by the recent hurricanes. We recognize the impact of natural disasters can be stressful. At Synchrony, we want you to know that we want to do what we can to assist you during this time of recovery.

- For those in the heavily impacted areas of Hurricane Harvey and Hurricane Irma, we are waiving certain fees and charges. If you have more than one card with Synchrony, we will waive fees across all of your cards.
- We can work with you to evaluate increases in credit limits on your cards to help with additional, necessary purchases.

(Continued on next page)

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT242, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.



P.O. Box 4019 Gulfport, MS 39502

Return Service Requested

447 110000 001

CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301



Hancock Bank, a trade
name of Whitney Bank



Page: 1 of 1

Statements Dates

09/01/2017 - 09/30/2017

Account Number:

4620332

Images:

0

***ZERO CHECKS* E0**

**WE'RE READY TO LEND WITH GREAT RATES ON PERSONAL LOANS.
TO APPLY CALL 1-800-965-LOAN. NORMAL CREDIT CRITERIA APPLY.**

Checking Account Summary

PREVIOUS BALANCE	1,187.68	AVERAGE BALANCE
+ 0 CREDITS	.00	1,187.68
- 0 DEBITS	.00	YTD INTEREST PAID
- SERVICE CHARGES	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	1,187.68	

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
08/31	1,187.68				



110000001

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Family and Community Engagement Manager Monthly Monitoring Report – October 2017

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled for Month	18	33	80	57	183	371
Number of Student Withdrawals for Month	1	1	2	3	8	15
Number of Vacancies	0	0	1	0	5	6
Number of Students on Wait List	0	1	13	28	22	64
Number of VPK Students Enrolled	0	12	20	30	70	132
Number of School Readiness Students Enrolled	0	0	12	12	27	49
FAMILY STATUS						
Number of Family Needs Assessment	19	33	81	57	188	378
Number of Initial Home Visits (45)	19	33	81	57	188	378
Family Partnership Agreement						
Number of FPA Initiated (45)	19	33	71	57	188	368
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Head Start Enrollment and Attendance		
Center	Funded	Enrollment on 10/31/17
Franklin	19	18
Jefferson	33	33
Mabry	81	80
Royal	57	57
South City	188	183
Total	378	371
		87%

Family and Community Engagement Manager

Monthly Monitoring Report – October 2017

Number of Referrals (Review referrals)		Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)		5	5	9	10	38	67
Domestic Violence Referrals		0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)		0	1	0	0	0	1
Child Abuse or Neglect Referrals		0	0	0	0	1	1
Assistance for incarcerated Family Members		2	2	1	1	3	9
Education Referral		0	1	3	3	7	14
Employment		0	1	2	4	4	11
Parent Meetings/Trainings							
Parent Committee Meetings		1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings		3	10	3	4	6	26
Number of Male Parents at Parent Committee Meetings		0	2	1	1	2	6
Number of parents Committee meetings attended (Family Advocate)		1	0	0	0	3	4
Number of Parents Committee meetings attended (Parent Engagement Coordinator)		1	1	1	1	1	5
Number of Parents in attendance on Policy Council		1	0	2	2	2	7
Number of Coordinated Trainings for Policy Council		0	0	0	0	0	1
Number of Parenting Classes		0	0	0	0	0	0
Number of Family Activities/Events Coordinated		1	1	1	1	1	5
Number of Family Activities Specific to Male Engagement		1	1	1	1	1	5
Number of Parent Trainings Conducted		0	0	0	0	0	0
Number of Volunteer Orientations		0	0	0	0	0	0
Home Visits							
Required Home Visit Follow up (February)		Franklin	Jefferson	Mabry	Royal	South City	
Number of Additional Home Visits/Meetings							
Number of Contacts documented in Case Notes		10	7	25	37	65	144
Number of Contacts documented per absenteeism		5	9	7	10	31	62

Family and Community Engagement Manager

Monthly Monitoring Report – October 2017

Number of Files Reviewed	80
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	62
Total of Program In kind	408.25 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	9
Maintenance	1
Trainings	1

Family and Community Engagement Manager
Monthly Monitoring Report – October 2017

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		362
Expired/Missing immunizations		8
Up to date Physicals		362
Expired/Missing Physicals		8
Number of individual Health Care Plan		13
Number of Children with Health Insurance		308
ENROLLMENT		
Number of children with dental home		120
Number of dental home referrals		0
Completed dental exams		120
Incomplete dental exams		250
Needed dental treatment		2
Receiving dental treatment		0
Completed dental treatment		0
Number of medical home		362
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		333
Vision referrals		0
Hearing screenings		289
Hearing Referrals		0
Growth Assessment		357
BMI Referrals		0

Family and Community Engagement Manager

Monthly Monitoring Report – October 2017

90 DAYS REQUIREMENT		Total
Number of dental home established		120
Number of dental exams		120
Number of children requiring dental treatment		2
Number of completed dental treatment		0
Number of medical homes established		362
Hematocrit/Hemoglobin		155
Blood lead		162
NUTRITION		
Number of Breakfast		6,243
Number of Lunch		6,857
Number of PM Snacks		6,259
Number of Children with Special Diets		12
MONITORING ACTIVITIES		
Health Files Review		12
Child Care Food Program Tool		4
Kitchen Inspection Tool		4

Family and Community Engagement Manager

Monthly Monitoring Report – October 2017

Corrective Action and Follow Up	
Funded Enrollment.	<ul style="list-style-type: none"> We are in compliance with our funded enrollment number of 378, and vacant slots have been filled within the 30 day requirement
Attendance.	<ul style="list-style-type: none"> Jefferson County Head Start was the only Center to not meet the required average daily attendance of 85% this month.
Kitchen.	<ul style="list-style-type: none"> Meals continue to be served from the stand alone kitchen to South City Head Start. We have hired a one cook substitute to assist with the morning delivery of breakfast to South City. We are looking to begin with hot breakfast the first week of December.
Strengths	
	<ul style="list-style-type: none"> We partnered with Impact America/Focus First to provide vision screenings to 246 children. We partnered with Early Learning Coalition to provide hearing screenings to 201 children. We partnered with the Jefferson County Health Department at Jefferson County Head Start to provide 21 children with dental exams. We partnered with PanCare out of Panama City at Franklin County Head Start to provide 13 children with dental exams. Continuing to develop new Family Outcomes that will be implemented into the Parent, Family and Community Engagement Framework.

Family and Community Engagement Manager Monthly Monitoring Report – October 2017

Areas of Concerns and Barriers	
Building and obtaining wait lists in Franklin and Jefferson counties.	
Obtaining lead, hemoglobin, hematocrit and dental exams from families.	
Entering data into ChildPlus in a timely manner	
Professional Development	
Bi-weekly management and team meetings	
Manager Monitoring Activities	
Verifying Head Start eligibility for all families enrolling in the program for the 2017-18 school year.	
Ensuring documentation in ChildPlus is current to children enrolled.	
Reviewing Child Care Food Program renewal.	