

Capital Area Community Action Agency

Head Start Policy Council Meeting

AGENDA

January 18, 2018

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes
5. Action
 - a. Financial Report
 - b. Personnel Actions
6. What's Working and What's Not
7. School Readiness
8. 2018 Federal Head Start Review
 - a. Policy Council members availability for review team (January 5th- January 9th)
9. Director's Report
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

Next Meeting: Scheduled for February 15, 2018



United Way of the Big Bend

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

www.CapitalAreaCommunityAction.org



Head Start Policy Council Meeting

Minutes

December 21, 2017

6:00pm

1. Meeting called to order at 6:10 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Eureka Bellamy (A), Katessia Carr (R), Geraldine Kersaint (A), Jasmine Grant(R), Letisha Moore (A), Tiffany Similien (CR), Lauren Johnson (CR) and Luciana Brown (CR).

Capital Area Community Action Agency staff present included the following people: Tim Center, Kristin Reshard, Nichele Rolle, Darrel James, and Cynthia Valencic.
3. Quorum was established.
4. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. No corrections or changes were needed.
5. Action Items
 - a. Financial Report- The attached financial report was reviewed by Cynthia Valencic. There was no quorum in November and the financial report was tabled until this December meeting.

A motion to accept and approve the financial report for September and October was made by Lauren Johnson. The motion was seconded by Geraldine Kersaint. The motion was approved and carried forward.
 - b. Personnel Actions- No personnel actions at this time.
6. What's Working what's not:

All representatives present on the call stated everything was going well at their centers and had no complaints/concerns at the time. Katessia stated she enjoyed the holiday program at her center. She also inquired the dates of teacher appreciation week. Tim informed her he will inform her of the date soon.

7. CLASS Scores:

Kristin discussed the CLASS scores and reviewed the attached information. Kristin stated the scores were slightly lower than expected in the domains of emotional support and classroom organization, however the agency scores are above the re-competition levels established in 2016. Kristin stated the education team will continue to strategize ways to best support teachers in an effort to increase the scores.

8. Director's Report: Tim reviewed his report. Tim informed the Policy Council members that Head Start will undergo a federal review beginning February 5th- February 9th. He stated that the reviewers will spend time in the classrooms. He also informed the council that the application for the Deep Horizon funding was submitted for Franklin County. Tim also attended a fundraising luncheon in Franklin County to support the efforts of the new learning facility and \$22,000 was raised. Tim also mentioned that the agency is looking to purchase rubberized mulch for the playground at Mabry Enrichment Center.

9. Office of Head Start Updates: No updates at this time.

10. Chairperson's Report: No report at this time.

11. Other Business: Darrel informed Policy Council members that due to the upcoming review in February we will no longer have the Family dance. The dance may possibly be scheduled for a later date. Nichele informed the council that the Male engagement event was successful.

12. The meeting was adjourned at 6:45 p.m.

Capital Area Community Action Agency
Statement of Revenue and Expenditures - HDST Programs
For the Two Months Ended 11/30/17

		Total Budget	Current	Total Budget	
		- Original	Year Actual	Variance -	%
				Original	
Revenue					
4000	Government Contracts - FEDERAL	3,372,460	529,005	(2,843,455)	16%
4010	Government Contracts - STATE	655,701	127,090	(528,611)	19%
4020	Government Contracts - LOCAL	53,500	18,704	(34,796)	35%
4100	Grants - Other Not-for-Profits	19,600	3,266	(16,334)	17%
4210	Contributions- Restricted	<u>0</u>	<u>2,907</u>	<u>2,907</u>	
	Total Revenue	<u>4,101,261</u>	<u>680,973</u>	<u>(3,420,288)</u>	17%
Expenditures					
6010	Salaries & Wages	1,947,871	288,253	1,659,618	15%
6110	Fringe	546,889	81,857	465,032	15%
6120	FICA	28	0	28	0%
6180	Staff Screenings	3,500	191	3,310	5%
6210	Indirect Costs	511,974	76,095	435,879	15%
6310	Travel - In Area	1,500	1,189	311	79%
6315	Travel - Out of Area	2,750	0	2,750	0%
6410	Office Supplies	9,000	1,578	7,422	18%
6415	Program Supplies	24,520	5,419	19,101	22%
6420	Classroom Supplies	48,270	104	48,166	0%
6430	Kitchen Supplies	35,000	3,826	31,174	11%
6440	Medical/Dental Supplies	1,000	107	893	11%
6510	Copies/Printing/Copier Maintenance	10,000	2,088	7,912	21%
6600	Postage and Delivery Expense	1,700	84	1,616	5%
6710	Contractual Services/Professional	30,000	4,050	25,950	14%
6715	Contractual Services - Health/Disal	181,188	42,157	139,031	23%
6810	Rent/Space Cost	220,330	40,075	180,255	18%
6820	Utilities	72,500	12,301	60,199	17%
6830	General Liability and Property Insur	21,000	10,833	10,167	52%
6840	Communications	37,530	9,488	28,042	25%
6850	Repairs and Maintenance-	86,873	17,474	69,399	20%
6910	Equipment Maintenance	14,000	2,500	11,500	18%
6920	Vehicle Expense	37,350	6,032	31,318	16%
6930	Equipment Lease	8,500	1,553	6,947	18%
6940	Technology	11,500	11,429	71	99%
7010	Fees, Licenses, and Permits	3,000	45	2,955	1%
7020	Dues/Subscriptions	5,000	1,795	3,205	36%
7100	Volunteer	0	137	(137)	
7210	Client Assistance	3,400	0	3,400	0%
7320	Expendible Equipment	13,430	1,058	12,372	8%
7410	Registration Fees	2,000	1,945	56	97%
7420	Training/Meetings/Workshops	25,087	2,480	22,607	10%
7430	Staff Development	38,020	599	37,421	2%

Capital Area Community Action Agency
Statement of Revenue and Expenditures - HDST Programs
For the Two Months Ended 11/30/17

7440	Advisory/Board Member Expenses	2,500	322	2,178	13%
7450	Advertising	5,500	177	5,323	3%
7460	Parent Activities	1,200	245	955	20%
7510	Raw Food Cost	<u>172,351</u>	<u>41,303</u>	<u>131,048</u>	24%
	Total Expenditures	<u>4,101,261</u>	<u>668,786</u>	<u>3,432,475</u>	16%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>12,188</u>	<u>12,188</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending November 30, 2017

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		18678			
Grants - Other Not for Profits		7866			
In-Kind Revenue		78366			
VPK/SR		89294			
	843,116	194204	23%	648,912	77%

Credit Card Transactions November 2017

Vendor Name	GL Code	Fund Code	Effective Date	Expenses	Document Number	Transaction Description
HANCOCK BANK	6180	1064	11/27/2017	24.00	112717-NS	BACKGROUND CHECK FOR SUBSTITUTE TEACHER
HANCOCK BANK	6420	1064	11/27/2017	103.53	112717-VT	CLASSROOM ACTIVITY SUPPLIES
HANCOCK BANK	6440	1064	11/27/2017	104.50	112717-DJ	SUPPLIES FOR HEALTH MAINT.
HANCOCK BANK	6840	1064	11/27/2017	11.99	112717-KJ	PHONE CORD FOR SO. CITY
HANCOCK BANK	6850	1064	11/27/2017	3.78	112717-KJ	GATE KEY FOR SOUTH CITY
HANCOCK BANK	6850	1064	11/27/2017	10.43	112717-KJ	REPAIR TO SWINGS- LB ROYAL CNTR
HANCOCK BANK	6850	1064	11/27/2017	16.40	112717-KJ	SUPPLIES TO TREAT MUSHROOM GROWTH- MABRY
HANCOCK BANK	6850	1064	11/27/2017	9.97	112717-KJ	SUPPLIES TO TREAT MUSHROOM GROWTH-MABRY
HANCOCK BANK	6850	1064	11/27/2017	25.50	112717-NS	TRASH DUMP FEE FOR CLEANING BAINBRIDGE SHED
HANCOCK BANK	6920	1064	11/27/2017	95.01	112717-DJ	FUEL FOR CO. VEHICLE
HANCOCK BANK	7410	1064	11/27/2017	627.00	112717-DJ	REGISTRATION NHSA CONFERENCE
HANCOCK BANK	7410	1064	11/27/2017	1,300.00	112717-NS	2018 REGISTRATION REGION IV HDSTRT TRNG.
HANCOCK BANK	7420	1064	11/27/2017	559.60	112717-DJ	AIRLINE TICKETS/ NHSA CONFERENCE
HANCOCK BANK	7420	1064	11/27/2017	50.00	112717-KJ	RED CROSS SITE FOR IN SERVICE TRAINING
HANCOCK BANK	7420	1064	11/27/2017	559.60	112717-NR	AIRLINE TICKETS- NHSA CONFERENCE
HANCOCK BANK	7440	1064	11/27/2017	179.85	112717-NR	FOOD- POLICY COUNCIL
HANCOCK BANK	7450	1064	11/27/2017	176.75	112717-NR	ADVERTISING PROMOTIONAL ITEMS
Total HANCOCK				3,857.91		
LOWE'S	6850	1064	11/28/2017	629.84	112817LO	Maintenance & Repairs - Nov 2017
Total LOWES -				629.84		
Total CC				4,487.75		

56631

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

56631
12/14/2017

Invoice	Description
112717-DJ	██████████ DARREL JAMES

Hancock Bank
~~MAHAN~~
12/18/17 12:03

Amount
\$1,490.99
\$1,490.99

Seq: 0038 ID: 105924 CB: 7123

Account Number: ~~██████████~~
Credit Card Payment \$1,490.99
Posting Date: 12/18/17
Thank you for banking with Hancock

LMP40 M/P CHECK

Rev 2/14



101301

10130 (9-16) J151756

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	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-26	24224437303101007241411	5814	KRISPY KREME #451 TALLAHASSEE FL	✓ M34.96
10-30	10-27	24224437303101007247574	5814	KRISPY KREME #451 TALLAHASSEE FL	✓ M69.92
11-03	11-02	24445007307400128900065	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	✓ M104.50
11-10	11-08	24692167313200056702010	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M50.01
11-16	11-16	74270847320100008362140	0000	BRANCH PAYMENT - THANK YOU	✓ M259.60
11-20	11-17	24692167322100611029363	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.00
11-24	11-21	24717057326873260873238	3058	DELTA AIR 0062304122485 DELTA.COM CA JAMES/DARREL DEPARTURE: 12-03-17 TLH DL E ATL DL E AUS DL E ATL DL E TLH	✓ M559.60
11-24	11-21	24493987326014000737338	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	✓ M627.00

CR
✓
✓
✓
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✓
✓
✓
✓
✓
0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	██████████	NEW PURCHASES AND OTHER CHARGES 1,490.99
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 259.60
		STATEMENT TOTAL 1,231.39
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

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56632
 56632
 12/14/2017

Payee HANCOCK BANK
 Vendor ID HANCOCK CC
 Account #:

Invoice	Description	Amount
112717-KJ	XXXXXXXXXX KRISTIN JACKSON-RESHARD Hancock Bank WALMART 12/18/17 12:04	\$102.57
Seq: 0039 ID: 105924 CB: 7123 Account Number: XXXXXXXXXX Credit Card Payment \$102.57 Posting Date: 12/18/17 Thank you for banking with Hancock		
		\$102.57

LMP40 MP CHECK



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10130 (9/16) J131755

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TRANSACTION DETAIL						
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount	
11-06	11-03	24399007307295044007672	5732	BEST BUY 00004358 TALLAHASSEE FL	M11.99	✓
11-09	11-08	2476725731300000345760	7399	PRECISION LOCK AND SAFE I TALLAHASSEE FL	M3.78	✓
11-10	11-09	24692167313200124047687	8398	ARC*RED CROSS DONATION 800-733-2767 CA- <i>ACCAD unit</i>	M50.00	✓
11-16	11-16	74270847320100008362165	0000	BRANCH PAYMENT - THANK YOU	<u>M901.18</u>	✓
11-16	11-15	24427337319720035958511	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M11.60	✓
11-17	11-15	24445007320100213933913	5331	DOLLAR-GENERAL #4734 TALLAHASSEE FL	M4.80	✓
11-17	11-16	2422638732140000096373	5411	WAL-MART #1408 TALLAHASSEE FL	M10.43	✓
11-20	11-16	24610437321010181024222	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M9.97	✓

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STATEMENT DATE 11-27-17		ACCOUNT NUMBER XXXXXXXXXX	ACCOUNT SUMMARY
* CUSTOMER SERVICE CALL			NEW PURCHASES AND OTHER CHARGES 102.57
Toll Free 1-800-448-8812			NEW CASH ADVANCES .00
			CREDITS 901.18
			STATEMENT TOTAL 798.61 cr
			TOTAL IN DISPUTE .00
			CREDIT LIMIT 2,000.00

At

[Handwritten signature]

Payee HANCOCK BANK
Vendor ID HANCOCK CC Account #:

Invoice	Description
112717-NR	██████████ NICHELE RICHARDS

Hancock Bank
MAHAN
12/18/17 12:05

Amount
\$1,671.83

Seq: 0041 ID: 105924 CB: 7123

Account Number: ~~██████████~~
Credit Card Payment \$1,671.83
Posting Date: 12/18/17
Thank you for banking with Hancock

\$1,671.83

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-02	11-01	24445007306000937951027	5411	PUBLIX #1051 TALLAHASSEE FL	M21.83
11-02	11-01	24445007306000937950946	5331	DOLLAR TREE TALLAHASSEE FL	M64.00
11-02	11-01	24445007306000937951100	5912	WALGREENS #11537 TALLAHASSEE FL	M120.00
11-03	11-01	24445747306500414319128	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M47.98
11-03	11-01	24692167306200551738955	5814	ZAXBY'S #18601 TALLAHASSEE FL	M136.97
11-09	11-08	24445007313000966552796	5411	PUBLIX #1401 TALLAHASSEE FL	M20.00
11-09	11-08	24247607312300500707932	5812	BAMBOO WOK TALLAHASSEE FL	M105.00
11-16	11-16	74270847320100008362207	0000	BRANCH PAYMENT - THANK YOU	M705.45
11-16	11-15	24226387320091004676111	5411	WAL-MART #1077 TALLAHASSEE FL	M60.00
11-16	11-15	24224437320103002504578	5814	MISSION BBQ TALLAH TALLAHASSEE FL	M179.85
11-17	11-16	24492157320894400241644	7399	PAYPAL *POSITIVEPIN 402-935-7733 CA	M176.75
11-17	11-16	24224437321103002640181	5814	MISSION BBQ TALLAH TALLAHASSEE FL	M179.85
11-24	11-21	24717057326873260872248	3058	DELTA AIR 0062304577895 DELTA.COM CA	M559.60

ROLLE/NICHELE DEPARTURE: 12-03-17
TLH DL E ATL DL E AUS DL E ATL DL E TLH

	CR
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✓	
✓	
3	0.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	██████████	CUSTOMER SERVICE CALL
		NEW PURCHASES AND OTHER CHARGES 1,671.83
		NEW CASH ADVANCES .00
		CREDITS 705.45
		STATEMENT TOTAL 966.38
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

Toll Free

1-800-448-8812

83 *****

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

56635

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

56635
12/14/2017

Invoice	Description
112717-NS	[REDACTED] NINA SINGLETON (SELF)

Hancock Bank
MAHAN
12/18/17 12:05

Seq: 0042 ID: 105924 CB: 7123

Account Number [REDACTED]
Credit Card Payment \$1,349.50
Posting Date: 12/18/17
Thank you for banking with Hancock

Amount
\$1,349.50
\$1,349.50

LMP40 M/P CHECK

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101301

10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-14	11-13	24431067917026817141444	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
11-16	11-16	74270847320100008362280	0000	BRANCH PAYMENT - THANK YOU	M94.00
11-20	11-17	24071057323627131570651	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M25.50 ✓
11-20	11-18	24431067322206011000017	8641	REGION IV HEADSTART 770-490-9198 GA	M1,300.00 ✓

CR
✓ 2018 Reg. IV
✓ subst. teacher
✓ Trash Dump Fee
0.00

Nina Self 12/5/17

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,349.50
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 94.00
		STATEMENT TOTAL 1,255.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

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50038

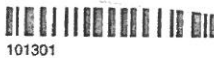
Payee HANCOCK BANK
Vendor ID HANCOCK CC

Accour

56638
12/14/2017

Invoice	Description	Amount
112717-VT	[REDACTED] VENITA TREADWELL	\$178.53
Hancock Bank MAHAN 12/18/17 12:06 Seq: 0044 ID: 105924 CB: 7123 Account Number: [REDACTED] Credit Card Payment \$178.53 Posting Date: 12/18/17 Thank you for banking with Hancock		\$178.53

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10130 (9-16) J131758

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 10-31	10-30	24445007304000993258624	5411	PUBLIX #1051 TALLAHASSEE FL	M100.01
11-16	11-16	74270847320100008362223	0000	BRANCH PAYMENT - THANK YOU	M459.98
✓ 11-17	11-16	24445007321000987649548	5331	DOLLAR TREE TALLAHASSEE FL	M16.00
✓ 11-17	11-16	24445007321000987649621	5411	PUBLIX #1051 TALLAHASSEE FL	M26.00
✓ 11-17	11-16	24445007321400082322399	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M36.52

only \$25.01 - HS

CR
✓
✓
✓
✓
disallowed cost
✓
✓
0.00

V.T.
12/11

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 178.53
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 459.98
		STATEMENT TOTAL 281.45 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

one

**Lowe's® Business
Card Account**

CAPITAL AREA COMM ACTION

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

Summary of Account Activity	
Previous Balance	\$1,877.31
- Payments	\$0.00
- Other Credits	\$211.20
+ Purchases/Debits	\$629.84
+ Fees Charged	\$38.00
+ Interest Charged	\$40.38
New Balance	\$2,374.33
Credit Limit	\$10,000.00
Available Credit	\$7,625.00
Statement Closing Date	12/02/2017
Days in Billing Cycle	30

Payment Information	
New Balance	\$2,374.33
Amount Past Due	\$79.00
Total Minimum Payment Due	\$182.00
Payment Due Date	12/28/2017

*pd. 1752.11
mailed 1/8/18*

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/02	11/03	06357	STORE 0417 TALLAHASSEE FL	\$266.03
11/02	11/03	28044	STORE 0417 TALLAHASSEE FL	\$179.22
11/06	11/06		TRANSACTION BALANCE TRANSFER (TB) <i>credit of 7/1/17 (\$211.20) disputed</i>	(\$211.20)
11/14	11/14	26899	STORE 0417 TALLAHASSEE FL	\$55.65
11/18	11/18	10222	STORE 0716 TALLAHASSEE FL	\$64.53
11/29	11/29	10719	STORE 0716 TALLAHASSEE FL	\$64.41
11/28	11/28		LATE FEE	\$38.00
12/02	12/02		*INTEREST CHARGE*	\$40.38

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%	\$2,234.15	\$40.38	2D	

Important Account Information

YOUR ACCOUNT IS PAST DUE. PLEASE PAY THE MINIMUM PAYMENT DUE OR CONTACT THIS OFFICE AT THE PHONE NUMBER LISTED ON YOUR STATEMENT.

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.

*ms
1/8/18*

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT342, 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 4919 Gulfport, MS 39502

Return Service Requested

410 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
11/01/2017 - 11/30/2017

Account Number:
4620332

Images:
0

ZERO CHECKS E0



RECEIVED
DEC 1 1 2017

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

● **Balance By Date**

Date	Balance	Date	Balance
10/31	1,187.68		



110000001

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: January 16, 2018

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

Staffing

All staffing is full at this time. A second round of CLASS scores indicates room for improvement for some staff related to emotional support of students. Academics are very strong. The Education Manager and Coordinators are working with the Center Directors and Teachers to coach and support.

Facilities

Franklin County renovations continue. The projected budget to make the building work for Head Start is approximately \$255,000. Supplemental funds will be needed.

Mabry Inspection had problems with the fire alarm and a blocked exit in a storage room. These have been remedied.

Curriculum

No new reports on curriculum issues. The focus with staff is in documenting in the online portal the individualized educational metrics about the students.

Enrollment

Centers are fully enrolled with waiting lists for all but Franklin County.

Federal and State Regulations

Federal monitoring will take place during the first full week of February for both Area 2 and CLASS.

There are no new regulations to share at this time.



United Way of the Big Bend

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Budget

The 20% match requirement will be in jeopardy this year due to Franklin County operations not receiving the in-kind support. The Agency may need to request a waiver.

**Children's Learning Center
Head Start Franklin County**

Renovations Budget

A huge HVAC closet is being converted into the Police substation

Suspended ceiling: \$2,000

Project Impact Director's new office will need an HVAC Unit. \$1,000

The Children's Learning Center

Create secure entry area	\$6,500
Install fire alarm system	25,000
New staff rest room (unisex)	8,000
Two rest rooms adjoining classrooms	16,000
HVAC Throughout	35,000
Egress doors in four classrooms	10,000
Sheetrock Hall ceilings (T shaped Hallway leading from main entrance And hallway backing up to interior rooms (city building inspector indicated necessary for protection from fire in another part of the building).	50,000
Close hallway from other use of building	1,000
Lighting	8,000
Parking area, side of building with Gravel, parking and turn around	6,000
Fencing for playgrounds and safe fenced pathway from building to playgrounds	11,000
Eight built in sinks for classrooms (two for each classroom, one for hand washing and one for food related)	16,000
Painting supplies	1,500
Volunteer crew will remove trash, walls, remove huge outdated HVAC equipment, paint, lay out playgrounds, remove lockers, clean.	N/A
Commercial licensed contractor at reduced fee	34,000
10 per cent variable	24,100
Total estimated expense	\$255,100

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled for Month	17	34	80	56	185	372
Number of Student Withdrawals for Month	1	0	1	1	1	4
Number of Vacancies	0	1	1	1	3	6
Number of Students on Wait List	0	1	13	28	22	64
Number of VPK Students Enrolled	0	12	20	31	79	142
Number of School Readiness Students Enrolled	0	2	11	12	31	56
FAMILY STATUS						
Number of Family Needs Assessment	17	34	80	56	185	372
Number of Initial Home Visits (45)	17	34	80	56	185	372
Family Partnership Agreement						
Number of FPA Initiated (45)	17	34	80	56	185	372
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 12/31/17 August Average Daily Attendance (ADA)
Franklin	17	17 72%
Jefferson	35	34 82%
Mabry	81	80 83%
Royal	57	56 81%
South City	188	185 84%
Total	378	372 80%

Family and Community Engagement Manager
Monthly Monitoring Report – December 2017

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	2	3	8	7	17	37
Domestic Violence Referrals	0	0	0	0	1	1
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	1	1
Child Abuse or Neglect Referrals	0	0	1	0	1	2
Assistance for incarcerated Family Members	1	1	0	1	2	5
Education Referral	0	1	4	3	6	14
Employment	0	1	3	4	5	13
Parent Meetings/Trainings						
Parent Committee Meetings	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0
Number of Parents in attendance on Policy Council	0	1	1	2	2	6
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	2
Number of Family Activities/Events Coordinated	1	1	1	1	1	5
Number of Family Activities Specific to Male Engagement						1
Number of Parent Trainings Conducted						0
Number of Volunteer Orientations						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	7	6	15	23	43	94
Number of Contacts documented per absenteeism	5	4	6	12	23	50

Family and Community Engagement Manager
 Monthly Monitoring Report – December 2017

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	57
Total of Program In kind	197 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	0
Maintenance	0
Trainings	0

Family and Community Engagement Manager
 Monthly Monitoring Report – December 2017

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		355
Expired/Missing immunizations		15
Up to date Physicals		362
Expired/Missing Physicals		8
Number of individual Health Care Plan		13
Number of Children with Health Insurance		336
ENROLLMENT		
Number of children with dental home		195
Number of dental home referrals		0
Completed dental exams		130
Incomplete dental exams		240
Needed dental treatment		6
Receiving dental treatment		0
Completed dental treatment		0
Number of medical home		365
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		361
Vision referrals		0
Hearing screenings		290
Hearing Referrals		0
Growth Assessment		355
BMI Referrals		0

Family and Community Engagement Manager
 Monthly Monitoring Report – December 2017

90 DAYS REQUIREMENT	Total
Number of dental home established	195
Number of dental exams	130
Number of children requiring dental treatment	6
Number of completed dental treatment	0
Number of medical homes established	311
Hematocrit/Hemoglobin	262
Blood lead	189
Blood Pressure	296
NUTRITION	
Number of Breakfast	3,143
Number of Lunch	3,339
Number of PM Snacks	2,414
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 – December 2017

<p>Corrective Action and Follow Up</p> <p>Funded Enrollment.</p> <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 <p>Attendance.</p> <ul style="list-style-type: none"> We did not meet the required Daily Average Attendance of 85% as a program for the month of December. Students were out for various reasons: illness, exclusions, transportation and vacations. <p>Children Files</p> <ul style="list-style-type: none"> The Family and Community Engagement Team will be monitoring children files at all centers for completeness during the month of January. <p>Policy and Procedures.</p> <ul style="list-style-type: none"> Policy and Procedures are being revised for all areas
<p>Strengths</p> <ul style="list-style-type: none"> Continuing to develop new Family Outcomes that will be implemented into the Parent, Family and Community Engagement Framework. The upkeep of medical records for the children continues to improve. Producing meals for the South City location

Family and Community Engagement Manager Monthly Monitoring Report – December 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
Medical exclusions
Filing documents at centers, maintaining files at the centers

Professional Development
Bi-weekly management and team meetings
Region IV Virtual TA Health Webinar, Follow-up Sensory Screening Webinar
Management Team Meetings
Parent, Family and Community Engagement Training

Family and Community Engagement Manager Monthly Monitoring Report – December 2017

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.
Reviewing children files at all centers

Submitted by: Darrel James

Date: