

Capital Area Community Action Agency

Head Start Policy Council Meeting

AGENDA

February 22, 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
 - c. Change of Policy Council Representatives
6. Center Updates- What's Working and What's Not
7. Recommendations: Future documents the Policy Council would like to receive
8. Education Coordinator Report
9. Director's Report
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

Next Meeting: TBD



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



Head Start Policy Council Meeting

Minutes

January 18, 2018

6:00pm

1. Meeting called to order at 6:06 pm
2. Roll call was taken by Kim Wilson. Representatives present included the following: Heather Harris(R), Kim Wilson (A), Veronica Doolan (R- via phone), Letisha Moore (A), Khenitha Peterson(R), Katessia Carr (R), 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, Cynthia Valencic (via phone).

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 financial report was reviewed by Cynthia Valencic. Line 6120 should be 6210 on financial report and will be corrected. Insurance is paid out for 8 months and is a higher expense because it is paid up front rather than monthly; the same for technology (registrations, subscriptions, etc.). Cynthia stated we are on track with our spending and we are ahead of schedule with in-kind at 23%. Lauren asked for explanation of charge on report regarding treatment of mushrooms. Tim explained the Mabry Enrichment Center's mulch got damp and did not dry sufficiently and became a breeding ground for mushrooms. The treatments have not been successful and we are currently in the process of replacing the mulch with a higher grade mulch with a longer lifespan.

Motion to approve the financial budget was made by Lauren Johnson and seconded by Kim Wilson. Motion approved and carried forward.

- b. Personnel Actions- No personnel actions at this time.

6. What's Working what's not:

Veronica Doolan (Franklin): Kids are excited to be back in school and the children are doing well in classroom. She is interested in updates on the permeant building in Franklin County. Tim will provide information during his report.

Heather Harris (Royal): Heather is excited to see how the new teacher will engage with the children in her son's classroom.

Letisha Moore (South City): She is happy the children are still receiving hot lunches.

Kim Wilson (Royal): Is excited the children are going on field trips and her son is excited to see the Rickards band on an upcoming field trip. No complaints or concerns about her center.

Katessia Carr (Mabry): Everything going good at her center. She talked with some of the parents about teacher's appreciation week and they seem excited. Literacy week is next week and she is excited to engage.

Khenitha Peterson (South City): Everything is going well in the classroom. No concerns or complaints at the time.

7. School Readiness:

Darrel explained we offer school readiness which is subsidized childcare. Subsidized care is when a parent is working or enrolled in higher education/trade school and Early Learning Coalition pays a portion of the fee and parents pay a portion to allow the child extended hours at school. Darrel stated we are having a problem with parents not paying or paying late. This creates a problem where Head Start can be in violation with ELC. Darrel is asking for recommendations from the Policy Council on how to handle the no pay and late pay parents. The council asked do the parents receive letters. Darrel answered that the parents have received invoices and also letters from Tim. Kim asked do we provide letters at the beginning of the year letting parents know the portion they are responsible for. Tim stated yes and they also receive the amount from ELC when they sign their contract. Heather stated they should first receive the memo, second a call from the advocate and if no payment is still received then a direct call with Tim informing them they are in jeopardy of losing the extended hours. There could possibly be a billing issue as some parents are not aware they should be paying. Darrel explained how the fee is determined. Lauren asked is there a plan for parents who haven't paid for months; will they be required to pay the full amount. Tim stated we will definitely work with parents.

8. 2018 Federal Head Start Review: Kristin informed the Policy Council that the Office of Head Start will be conducting our review for Focus area 2 and CLASS Review. Kristen reviewed a memo in the packet which included questions the reviewers may ask. Kristen informed the policy council that the reviewers want to speak to the members and asked what schedule would be good for them. Policy Council agreed February 8th at 5:30 p.m. would be convenient.

9. Director's Report: Tim reviewed the attached report. Some initial work in Franklin County has begun regarding funding. Tim provided the Policy Council with an itemized list which needs to be completed in the new building in Franklin County. We will be asking for supplemental funds from HHS to assist in the renovation. Tim discussed the lack of In-kind from Franklin County for

this year; informing the policy council that there may be a possibility we have to request a waiver. Lauren wanted to know what we were doing with the funds we were using to pay rent at the Old Bainbridge center. Tim stated that we increased our classrooms at South City and rent increased there.

10. Office of Head Start Updates: No updates at this time.
11. Chairperson's Report: No report at this time.
12. Other Business: Nichele stated the Policy Council chairperson had a schedule change at work and is not available to attend. At the next meeting we will discuss appointing a new chairperson.
13. The meeting was adjourned at 7:18 p.m.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ended 12/31/17

| | | Total Budget | Current | Total Budget | |
|---------------------|-----------------------------------|----------------|----------------|------------------|------------|
| | | - Original | Year Actual | Variance - | % |
| | | | | Original | |
| Revenue | | | | | |
| 4000 | Government Contracts - FEDERAL | 3372460 | 1249862 | (2122598) | 37% |
| 4010 | Government Contracts - STATE | 690701 | 201706 | (488995) | 29% |
| 4020 | Government Contracts - LOCAL | 53500 | 23648 | (29852) | 44% |
| 4100 | Grants - Other Not-for-Profits | 15000 | 5000 | (10000) | 33% |
| 4210 | Contributions- Restricted | 0 | 4180 | 4180 | |
| | Total Revenue | 4131661 | 1484396 | (2647265) | 36% |
| Expenditures | | | | | |
| 6010 | Salaries & Wages | 1947871 | 699824 | 1248047 | 36% |
| 6110 | Fringe | 546889 | 198835 | 348054 | 36% |
| 6180 | Staff Screenings | 3500 | 426 | 3075 | 12% |
| 6210 | Indirect Costs | 512002 | 185465 | 326537 | 36% |
| 6310 | Travel - In Area | 1500 | 1272 | 228 | 85% |
| 6315 | Travel - Out of Area | 2750 | 0 | 2750 | 0% |
| 6410 | Office Supplies | 9000 | 1957 | 7043 | 22% |
| 6415 | Program Supplies | 21650 | 16187 | 5463 | 75% |
| 6420 | Classroom Supplies | 43270 | 1985 | 41285 | 5% |
| 6430 | Kitchen Supplies | 35000 | 7422 | 27578 | 21% |
| 6440 | Medical/Dental Supplies | 1000 | 107 | 893 | 11% |
| 6510 | Copies/Printing/Copier | 10000 | 4159 | 5841 | 42% |
| 6600 | Postage and Delivery Expense | 1700 | 258 | 1442 | 15% |
| 6710 | Contractual Services/Professional | 30000 | 4200 | 25800 | 14% |
| 6715 | Contractual Services - | 169988 | 55027 | 114961 | 32% |
| 6810 | Rent/Space Cost | 200330 | 73080 | 127250 | 36% |
| 6820 | Utilities | 62500 | 23518 | 38982 | 38% |
| 6830 | General Liability and Property | 21000 | 17344 | 3656 | 83% |
| 6840 | Communications | 37530 | 16087 | 21443 | 43% |
| 6850 | Repairs and Maintenance- | 139743 | 48513 | 91230 | 35% |
| 6910 | Equipment Maintenance | 14000 | 5055 | 8945 | 36% |
| 6920 | Vehicle Expense | 37350 | 11943 | 25407 | 32% |
| 6930 | Equipment Lease | 8500 | 3146 | 5354 | 37% |
| 6940 | Technology | 11500 | 11906 | (406) | 104% |
| 7010 | Fees, Licenses, and Permits | 3000 | 332 | 2668 | 11% |
| 7020 | Dues/Subscriptions | 5000 | 1795 | 3205 | 36% |
| 7320 | Expendible Equipment | 8430 | 1747 | 6683 | 21% |
| 7410 | Registration Fees | 2000 | 1945 | 56 | 97% |
| 7420 | Training/Meetings/Workshops | 25087 | 8131 | 16956 | 32% |
| 7430 | Staff Development | 36020 | 799 | 35221 | 2% |
| 7440 | Advisory/Board Member | 2500 | 322 | 2178 | 13% |

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ended 12/31/17

| | | | | | |
|------|-----------------------------|---------|---------|---------|-----|
| 7450 | Advertising | 5500 | 177 | 5323 | 3% |
| 7460 | Parent Activities | 1200 | 0 | 1200 | 0% |
| 7510 | Raw Food Cost | 172351 | 76000 | 96351 | 44% |
| | Total Expenditures | 4129661 | 1478963 | 2650698 | 36% |
| | Excess Revenue over (under) | 2000 | 5433 | 3433 | |

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

| Match Source | Total Needed | YTD | YTD % | Remaining | Remaining % |
|--------------------------------|---------------------|---------------|--------------|------------------|--------------------|
| Government Contracts - Local | | 24800 | | | |
| Grants - Other Not for Profits | | 5750 | | | |
| In-Kind Revenue | | 78366 | | | |
| VPK/SR | | 109141 | | | |
| | 843,116 | 218057 | 26% | 625,059 | 74% |

Head Start Credit Card Purchases - December 2017

| Vendor Name | Expenses | Fund Code | GL Code | Effective Date | Transaction Description |
|--------------|----------|-----------|---------|----------------|--------------------------------------|
| HANCOCK BANK | 125.63 | 1064 | 6415 | 12/27/2017 | ID BADGES FOR CENTERS |
| HANCOCK BANK | 91.81 | 1064 | 6415 | 12/27/2017 | POLICY/PROCEDURE MANUAL MTG. |
| HANCOCK BANK | 80.97 | 1064 | 6415 | 12/27/2017 | SUPPLIES TO ACCOMODATE FOR |
| HANCOCK BANK | 90.73 | 1064 | 6420 | 12/27/2017 | CLASSROOM ACTIVITY SUPPLIES- DEC |
| HANCOCK BANK | 30.20 | 1064 | 6420 | 12/27/2017 | CLASSROOM SUPPLIES-ALL CNTRS.-DEC. |
| HANCOCK BANK | 27.00 | 1064 | 6430 | 12/27/2017 | TIMERS FOR KITCHENS AT CENTER |
| HANCOCK BANK | 6.65 | 1064 | 6600 | 12/27/2017 | SHIPPING FEE FOR ID BADGES |
| HANCOCK BANK | 53.50 | 1064 | 6850 | 12/27/2017 | TERMINIX PEST CONTROL- FRANKLIN |
| HANCOCK BANK | 131.00 | 1064 | 6920 | 12/27/2017 | FUEL FOR CO. CAR |
| HANCOCK BANK | 233.92 | 1064 | 7320 | 12/27/2017 | OFFICE CHAIRS (SALES TAX DEDUCTED- |
| HANCOCK BANK | 455.00 | 1064 | 7320 | 12/27/2017 | VERIDESK/STANDING MAT FOR KRISTIN'S |
| HANCOCK BANK | 25.00 | 1064 | 7420 | 12/27/2017 | BAGGAGE FEE |
| HANCOCK BANK | 50.00 | 1064 | 7420 | 12/27/2017 | DELTA- BAGGAGE FEE/ NHSA, AUSTIN, TX |
| HANCOCK BANK | 21.59 | 1064 | 7420 | 12/27/2017 | FOOD - NHSA TRAINING |
| HANCOCK BANK | 18.03 | 1064 | 7420 | 12/27/2017 | FOOD NHSA TRAINING |
| HANCOCK BANK | 84.52 | 1064 | 7420 | 12/27/2017 | FOOD- NHSA TRAINING |
| HANCOCK BANK | 156.91 | 1064 | 7420 | 12/27/2017 | FOOD- NHSA-PARENT/FAMILY ENGAGE. |
| HANCOCK BANK | 20.21 | 1064 | 7420 | 12/27/2017 | FOOD- UBER TO AIRPORT/ NHSA |
| HANCOCK BANK | 742.17 | 1064 | 7420 | 12/27/2017 | HOTEL -NHSA TRAINING |
| HANCOCK BANK | 247.39 | 1064 | 7420 | 12/27/2017 | HOTEL- NHSA TRAINING |
| HANCOCK BANK | 989.56 | 1064 | 7420 | 12/27/2017 | HOTEL- NHSA, AUSTIN, TX CONF. |
| HANCOCK BANK | 537.00 | 1064 | 7420 | 12/27/2017 | REGISTRATION FEE FOR NHSA TRAINING, |
| HANCOCK BANK | 28.32 | 1064 | 7420 | 12/27/2017 | SHUTTLE FEE/ NHSA AUSTIN, TX CONF. |
| HANCOCK BANK | 799.00 | 1064 | 7420 | 12/27/2017 | TRANING/L.SPEARMAN-SMART HORIZONS |
| HANCOCK BANK | 11.60 | 1064 | 7420 | 12/27/2017 | UBER TRANSPORTATION FROM AIRPORT |

5,057.71 Transaction

| | | | | | |
|---------------|----------|------|------|------------|-------------------------------------|
| Total HANCOCK | 5,057.71 | | | | |
| LOWE'S | 39.37 | 1064 | 6850 | 12/31/2017 | 57.31 LESS RETURNED ITEM 17.94 |
| LOWE'S | 465.38 | 1064 | 6850 | 12/31/2017 | ACCT#XXX4241-DEC 2017- SUPPLIES FOR |
| LOWE'S | 369.90 | 1064 | 6850 | 12/31/2017 | SALES TAX CREDITED WILL BE ON JAN |
| LOWE'S | 37.71 | 1064 | 6850 | 12/31/2017 | SALES TAX CREDITED WILL BE ON JAN. |

Total LOWES - 912.36

Report

Report 5,970.07

Report Current

Payee: HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

| Invoice | Description |
|-----------|----------------------------|
| 122717-KJ | [REDACTED] KRISTIN JACKSON |

56793
 1/16/2018
 nt
 \$1,591.87

Hancock Bank
 MAHAN
 01/17/18 10:39

Seq: 0029 ID: 105924 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$1,593.90
 Posting Date: 01/17/18
 Thank you for banking with Hancock

\$1,591.87

money order - 2.03

Rev 2/14

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TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|--|----------|
| 12-01 | 11-29 | 24164077334105001440324 | 5943 | STAPLES 00110726 TALLAHASSEE FL ✓ | ✓M91.81 |
| 12-05 | 12-04 | 24445007339001149249474 | 5331 | DOLLARTREE TALLAHASSEE FL ✓ | ✓M4.00 |
| 12-05 | 12-04 | 24226387339400004245141 | 5411 | WAL-MART #4427 TALLAHASSEE FL ✓ | ✓M22.28 |
| 12-05 | 12-04 | 24445007339400150685503 | 5411 | WM SUPERCENTER #4520 TALLAHASSEE FL ✓ | ✓M62.31 |
| 12-06 | 12-05 | 24906417339047838031890 | 7342 | SVM*TERMINIX INTL 800-8376464 TN ✓ | ✓M53.50 |
| 12-06 | 12-04 | 24138297339708000054947 | 5311 | SEARS ROEBUCK 1585 TALLAHASSEE FL ✓ | ✓M76.97 |
| 12-14 | 12-13 | 24445007348001193526156 | 5331 | DOLLAR TREE TALLAHASSEE FL ✓ <i>incld. Tax pay 27th</i> | ✓M29.03 |
| 12-18 | 12-18 | 74270847352100008486411 | 0000 | BRANCH PAYMENT - THANK YOU | ✓M102.57 |
| 12-19 | 12-18 | 24492157352894841289302 | 4816 | SMARTHORIZONS 850-475-4041 OK ✓ | ✓M799.00 |
| 12-20 | 12-19 | 24431067353026482774599 | 5399 | VARIDESK 800-207-2587 TX ✓ | ✓M455.00 |

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|---|----------------|---------------------------------|
| 12-27-17 | [REDACTED] | |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND |
| | | OTHER CHARGES 1,593.90 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS 102.57 |
| | | STATEMENT TOTAL 1,491.33 |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 2,000.00 |

[Handwritten signature]

Payee HANCOCK BANK
 Vendor ID HANCOCK CC

Account #:

00799
 56799
 1/16/2018

| Invoice | Description |
|-----------|-------------------------------|
| 122717-VT | [REDACTED] - VENITA TREADWELL |

Amount
 \$120.93

Hancock Bank
 MAHAN
 01/17/18 10:36

Seq: 0024 ID: 105924 CB: 7123

Account Number [REDACTED]
 Credit Card Payment \$120.93
 Posting Date: 01/17/18

Thank you for banking with Hancock

\$120.93

LMP40 M/P CHECK

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101301 (9/16) 131758

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TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|---------------------------------------|----------|
| 12-11 | 12-10 | 24445007345000978206904 | 5411 | PUBLIX #1306 TALLAHASSEE FL ✓ | M30.20 ✓ |
| 12-12 | 12-11 | 24445007346400158111081 | 5411 | WM SUPERCENTER #4520 TALLAHASSEE FL ✓ | M9.81 ✓ |
| 12-12 | 12-11 | 24445007346400158111164 | 5411 | WM SUPERCENTER #4520 TALLAHASSEE FL ✓ | M28.80 ✓ |
| 12-12 | 12-11 | 24226387346400003028879 | 5411 | WAL-MART #4520 TALLAHASSEE FL ✓ | M37.12 ✓ |
| 12-14 | 12-13 | 24445007348001193531420 | 5331 | DOLLAR TREE TALLAHASSEE FL ✓ | M15.00 ✓ |
| 12-18 | 12-18 | 74270847352100008486510 | 0000 | BRANCH PAYMENT - THANK YOU | M178.53 |

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--|----------------|--|
| 12-27-17 | [REDACTED] | |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 120.93 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS 178.53 |
| | | STATEMENT TOTAL 57.60 cr |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 4,000.00 |

[Handwritten signature]

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

56791
 16/2018

| Invoice | Description |
|-------------|----------------------------|
| 122717-DJ | [REDACTED] - DARRELL JAMES |
| Tota | |

721.99

Hancock Bank
 MAHAN
 01/17/18 10:35

Seq: 0022 ID: 105924 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$1,721.99
 Posting Date: 01/17/18
 Thank you for banking with Hancock

721.99

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10130 (9/16) J131758

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TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|---|-----------|
| 12-01 | 11-29 | 24445747334100238994457 | 5943 | OFFICE DEPOT #108 TALLAHASSEE FL ✓ TAX charged | M251.53 ✓ |
| 12-05 | 12-04 | 24492157338741362821576 | 5812 | SQ *KEBABALICIOUS AUSTIN TX ✓ | M8.28 ✓ |
| 12-05 | 12-03 | 24269797338100344321458 | 5814 | CAT CORAS KITCHEN - 76 ATLANTA GA ✓ | M8.48 ✓ |
| 12-05 | 12-03 | 24239007338900015903455 | 5812 | COOPERS OLD TIME PIT BAR AUSTIN TX ✓ | M25.64 ✓ |
| 12-06 | 12-04 | 24692167339100650834005 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34093 ARRIVAL: 12-04-17 | M7.25 ✓ |
| 12-06 | 12-05 | 24269797340001191116072 | 5812 | GUSS FRIED CHICKEN - AUST AUSTIN TX ✓ | M10.61 ✓ |
| 12-06 | 12-03 | 24717057338873380475282 | 3058 | DELTA AIR BAGGAGE FEE TALLAHASSEE FL ✓ JAMES/DARREL DEPARTURE: | M25.00 ✓ |
| 12-07 | 12-05 | 24692167340100184793591 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34132 ARRIVAL: 12-05-17 | M6.71 ✓ |
| 12-07 | 12-05 | 24055237340837000003455 | 5812 | CALI PIZZA KITC INC #203 AUSTIN TX ✓ | M28.13 ✓ |
| 12-08 | 12-06 | 24692167341100810432498 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34292 ARRIVAL: 12-06-17 | M3.52 ✓ |
| 12-08 | 12-06 | 24692167341100810431557 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34235 ARRIVAL: 12-06-17 | M9.74 ✓ |
| 12-08 | 12-07 | 24431067342698098913219 | 5814 | ATLANTA AIRPORT ATLANTA GA ✓ | M16.31 ✓ |
| 12-08 | 12-06 | 24692167341100810430013 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34253 ARRIVAL: 12-06-17 | M19.49 ✓ |

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|------------------------------|----------------|--|
| 12-27-17 | [REDACTED] | |
| CUSTOMER SERVICE CALL | | |
| Toll Free | 1-800-448-8812 | NEW PURCHASES AND OTHER CHARGES 1,739.60 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS 1,490.99 |
| | | STATEMENT TOTAL 248.61 |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 3,000.00 |



HANCOCK BANK
 PO BOX 61750
 NEW ORLEANS LA 70161-1750



Visa BusinessCard
 Statement of Account
 Issued by Whitney Bank

MEMO STATEMENT

Account Number



Statement Date

12-27-17

TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|--|-----------|
| 12-08 | 12-07 | 24717057342873420517352 | 3058 | DELTA AIR BAGGAGE FEE AUSTIN TX ✓ JAMES/DARREL DEPARTURE: | M25.00 ✓ |
| 12-11 | 12-07 | 24431067342698084235908 | 5814 | AUSTIN AIRPORT-F&B AUSTIN TX ✓ | M12.75 ✓ |
| 12-11 | 12-02 | 24493987336602604034967 | 4789 | SUPERSHUTTLE EXECUCAR AUS 512-929-3900 TX ✓ | M28.32 ✓ |
| 12-11 | 12-08 | 24760627343479300677855 | 5111 | QUICKIDCARD.COM, INC. 800-8775704 NY ✓ | M132.28 ✓ |
| 12-11 | 12-08 | 24692167342100428689173 | 3509 | JW MARRIOTT AUSTIN AUSTIN TX ✓ 012019 ARRIVAL: 12-03-17 | M989.56 ✓ |
| 12-14 | 12-12 | 24692167347100916027097 | 5542 | GATE 1194 Q80 TALLAHASSEE FL ✓ | M45.50 ✓ |
| 12-18 | 12-18 | 74270847352100008486395 | 0000 | BRANCH PAYMENT - THANK YOU | M1,490.99 |
| 12-20 | 12-18 | 24692167353100362245475 | 5542 | GATE 1194 Q80 TALLAHASSEE FL ✓ | M50.50 ✓ |
| 12-22 | 12-20 | 24692167355100517712302 | 5542 | GATE 1194 Q80 TALLAHASSEE FL ✓ | M35.00 ✓ |

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

56795
1/16/2018
ount
\$2,177.59

| Invoice | Description |
|-----------|-------------------------------|
| 122717-NR | [REDACTED] - NICHELE RICHARDS |

Hancock Bank
MAHAN
01/17/18 10:36

Seq: 0023 ID: 105924 CB: 7123

Account Number: [REDACTED]
Credit Card Payment \$2,177.59
Posting Date: 01/17/18
Thank you for banking with Hancock

\$2,177.59

LMP40 M/P CHECK

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101301

31758

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TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|--|---------|
| 11-29 | 11-28 | 24493987332014001222142 | 8398 | NATIONAL HEAD START ASSO 703-739-0875 VA | M537.00 |
| 11-30 | 11-29 | 24445007334001082488324 | 5411 | PUBLIX #1051 TALLAHASSEE FL | M18.01 |
| 11-30 | 11-29 | 24231687334207088701092 | 5814 | MOE'S SW GRILL #373 TALLAHASSEE FL | M152.00 |
| 12-05 | 12-04 | 24492157338740222880707 | 5812 | SQ *KEBABALICIOUS AUSTIN TX | M8.23 |
| 12-05 | 12-05 | 24692167339100351136684 | 4121 | UBER *TRIP 6TMJ7 800-592-8996 CA | M11.60 |
| 12-05 | 12-03 | 24269797338100344321862 | 5814 | CAT CORAS KITCHEN - 76 ATLANTA GA | M15.12 |
| 12-05 | 12-03 | 24239007338900015903448 | 5812 | COOPERS OLD TIME PIT BAR AUSTIN TX | M18.03 |
| 12-05 | 12-04 | 24692167338100120615431 | 3509 | JW MARRIOTT AUSTIN AUSTIN TX | M247.39 |
| | | | | 011505 ARRIVAL: 12-03-17 | |
| 12-06 | 12-05 | 24269797340001191116494 | 5812 | GUSS FRIED CHICKEN - AUST AUSTIN TX | M10.77 |
| 12-07 | 12-05 | 24692167340100184794748 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX | M3.73 |
| | | | | M34116 ARRIVAL: 12-05-17 | |
| 12-07 | 12-05 | 24692167340100184794128 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX | M4.82 |
| | | | | M34120 ARRIVAL: 12-05-17 | |
| 12-07 | 12-05 | 24055237340837000003414 | 5812 | CALI PIZZA KITC INC #203 AUSTIN TX | M16.23 |
| 12-08 | 12-06 | 24692167341100810432019 | 3509 | JW MARRIOTT AUSTIN F&B AUSTIN TX | M8.88 |
| | | | | M34218 ARRIVAL: 12-06-17 | |
| 12-08 | 12-07 | 24431067342698098530070 | 5814 | ATLANTA AIRPORT ATLANTA GA | M16.74 |
| 12-08 | 12-07 | 24492157341719823066036 | 4121 | UBER TRIP 67XSW HELP.UBER.COM CA | M20.21 |
| 12-08 | 12-06 | 24239007341900016105386 | 5812 | COOPERS OLD TIME PIT BAR AUSTIN TX | M21.59 |

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|---|----------------|--|
| 12-27-17 | [REDACTED] | |
| <p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p> | | NEW PURCHASES AND OTHER CHARGES 2,177.59 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS 1,671.83 |
| | | STATEMENT TOTAL 505.76 |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 2,500.00 |



HANCOCK BANK
 PO BOX 61750
 NEW ORLEANS LA 70161-1750



16333610 - 002640 - 0002 - 0002 - 2

Visa BusinessCard
Statement of Account
 Issued by Whitney Bank

MEMO STATEMENT

Account Number

 Statement Date
 12-27-17

| TRANSACTION DETAIL | | | | | | |
|--------------------|------------|-------------------------|------|---|-----------|---|
| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount | |
| 12-08 | 12-07 | 24717057342873420517345 | 3058 | DELTA AIR BAGGAGE FEE AUSTIN TX RICHARDS/NICHEL DEPARTURE: | M25.00 | ✓ |
| 12-11 | 12-08 | 24692167342100428688886 | 3509 | JW MARRIOTT AUSTIN AUSTIN TX 011505 ARRIVAL: 12-03-17 | M742.17 | ✓ |
| 12-14 | 12-13 | 24427337347720034716734 | 5411 | PIGGLY WIGGLY #292 TALLAHASSEE FL | M6.62 | ✓ |
| 12-14 | 12-13 | 24492157347740192331334 | 5812 | SQ *GAINES STREET P TALLAHASSEE FL | M93.45 | ✓ |
| 12-18 | 12-18 | 74270847352100008486452 | 0000 | BRANCH PAYMENT - THANK YOU | M1,671.83 | ✓ |
| 12-18 | 12-15 | 24269797350100457842111 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M200.00 | ✓ |

Payee LOWE'S
Vendor ID LOWES

Account #:

56833
1/22/2018

| Invoice | Description | Discount | Amount |
|----------------|--|----------|-----------------|
| 123117LOWES | ACCT#XXX4241-DEC 2017- SUPPLIES FOR REAIRS/MAIN... | \$0.00 | \$912.36 |
| Total : | | | \$0.00 \$912.36 |

| | |
|------------------------|------------|
| Statement Closing Date | 01/22/2018 |
| Days in Billing Cycle | 31 |

| Tran Date | Post Date | Reference Number/ Invoice Number | Description of Transaction or Credit | Amount |
|-----------|-----------|-------------------------------------|---|--------------|
| 12/02 | 12/03 | 07555 | STORE 0417 TALLAHASSEE FL | ✓ \$17.54 |
| 12/03 | 12/03 | 53965 | STORE 0417 TALLAHASSEE FL | ✓ \$78.68 |
| 12/03 | 12/03 | 20593 | STORE 0716 TALLAHASSEE FL | ✓ \$83.57 |
| 12/05 | 12/05 | 27574 | STORE 0417 TALLAHASSEE FL | ✓ \$175.62 |
| 12/12 | 12/12 | | PAYMENT - THANK YOU | (\$1,622.22) |
| 12/15 | 12/15 | 53095 | STORE 0417 TALLAHASSEE FL - TAX charged | ✓ \$397.65 |
| 12/16 | 12/16 | 02504 | STORE 0716 TALLAHASSEE FL | ✓ \$41.25 |
| 12/16 | 12/16 | 10323 | STORE 0716 TALLAHASSEE FL | ✓ \$7.52 |
| 12/17 | 12/17 | 02606 | STORE 0716 TALLAHASSEE FL | ✓ \$57.31 |
| 12/17 | 12/17 | | STORE 0716 TALLAHASSEE FL | ✓ (\$17.94) |
| 12/17 | 12/17 | 02620 | STORE 0716 TALLAHASSEE FL - TAX charged | ✓ \$40.54 |
| 12/21 | 12/21 | 11998 | STORE 0716 TALLAHASSEE FL | ✓ \$61.20 |
| 01/02 | 01/02 | code: 1764/7610/255 | *INTEREST CHARGE* | ✓ \$36.01 |

| Interest Charge Calculation | |
|--|-----------------|
| Your Annual Percentage Rate (APR) is the annual interest rate. | |
| Type of Balance | Expiration Date |
| Regular Purchases | NA |

Check 1-11-18
Interest has been credited and will show on next bill.
Judy Green

Important Account Information
5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT THE END OF EACH MONTH. PLEASE CONSULT YOUR STATEMENT FOR THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS

CUSTOMER SERVICE: For Account Information log on to www.lowes.com or call 1-800-444-1000. Authentication code is: EBTT642, or call toll-free 1-800-444-1000.
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

424 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
12/01/2017 - 12/31/2017

Account Number:
4620332

Images:
0

RECEIVED
JAN 08 2018 *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 |
|-------|----------|------|---------|------|---------|
| 11/30 | 1,187.68 | | | | |



11000001

Handwritten signature and date: 1/5/18

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: February 13, 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. However, a staff member lost their VPK credentials and Ms. Treadwell is covering for half days in Jefferson. A teacher in Royal has been moved to a floater position at South City receive more focused coaching and support on classroom management. A new teachers and teacher assistant is in place at Royal.

Facilities

Franklin County will need major renovations and HHS Region IV has directed us to reach out to the US Department of Agriculture for assistance.

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 took place and monitors met with Policy Council representatives. The monitoring visit altered the management team to areas for improvement. A formal monitoring report will be available in three to four months.

Budget

The non-federal share previously being counted from Jefferson County Schools is being replaced by Early Learning Coalition School Readiness and VPK funds. No waiver is being anticipated at this time for the 20% match requirement.

Fifty Percent Program Duration Requirement

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-18-01

Instruction:

45 CFR § 1302.21(c)(2)(iii) of the Head Start Program Performance Standards (HSPPS) final rule states that programs must provide 1,020 annual hours of planned class operations over at least eight months per year for at least 50 percent of its center-based funded enrollment by August 1, 2019.

However, this Program Instruction (PI) notifies programs the Secretary has exercised his authority under 45 CFR § 1302.21(c)(3)(i) of the HSPPS final rule to waive the August 1, 2019 Head Start center-based service duration requirements, effectively lowering this requirement from 50 percent to zero percent. The Secretary has determined the mandate was not coupled with sufficient funding to mitigate a substantial reduction in funded enrollment. Therefore, to avoid serving fewer children and families, this requirement will not go into effect.

Programs are still free to choose to increase the duration of services, but the Secretary's determination waives the mandate that all programs do so for at least 50 percent of its funded enrollment. Given the funding constraints, we believe programs will have more flexibility to most effectively meet the needs of their communities.

The Department is also considering whether to remove the requirement that programs provide 1,020 annual hours of planned class operations for 100 percent of its funded enrollment by August 1, 2021. We expect to release a Notice of Proposed Rulemaking later this year. In addition, 45 CFR § 1302.21(c)(3)(ii) of the HSPPS final rule authorizes the Secretary to lower this 100 percent requirement on or before February 1, 2020. If this requirement is still in effect and Congress does not appropriate significant funds, the Secretary would likely make a similar determination.

The [Federal Register notice](#) announcing this determination with additional details is available for review. If you have questions regarding this PI, please contact your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start