

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 641.715.3580
May 17, 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. Selection Criteria
6. Center Updates- What's Working and What's Not
7. Director's Report
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for June 21, 2018



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



Head Start Policy Council Meeting

Minutes

April 19, 2018

6:00pm

1. Meeting called to order at 6:09 pm
2. Roll call was taken by Geraldine Kersaint. Representatives present included the following:
Lauren Johnson (CR), Tiffany Similien- via phone (CR), Heather Harris (R), Veronica Doolan- via phone (R), Geraldine Kersaint (R), Letisha Moore (R), and Luciana Brown (CR).

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

Guest present was Altrimese McGlockton (Louise B. Royal parent)
3. Quorum was established.
4. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. Kristin Reshard stated that she is mentioned as present at the last meeting, however was not. The minutes will be corrected.
5. Action Items
 - a. Financial Report- The financial report and narrative was reviewed by Cynthia Valencic. All charges on credit cards and fiscal reports are normal for this time of the fiscal year.

Motion to approve the financial budget was made by Lauren Johnson and seconded by Geraldine Kersaint. Motion approved and carried forward.
 - b. Personnel Actions- No personnel actions at this time.
 - c. 2018-2019 School Calendar- In Leon and Jefferson County Head Start would like to adjust the school calendar so school ends before Memorial Day. Past attendance has shown that our attendance rate drops when school is still open after Memorial Day because students do not return. In Franklin County during the month of November, we would like to allow the students to be off for the Seafood Festival. Also, we suggest closing in April for Easter Monday since Franklin County Schools are closed. This time

will be made up over the thanksgiving break; Franklin Head Start along with the school district will observe the holiday for 3 days instead of 5. Nina stated there are 2 weeks for in-service not 1 as indicated on the calendar presented. Please adjust. Lauren had a concern about parents who may have trouble finding afterschool care on the 3 half of days at the end of the school year. Kristin addressed the issue.

Motion to approve the changes proposed for the 2018-2019 school calendars for Leon, Jefferson and Franklin County was made by Geraldine Kersaint and seconded by Heather Harris. Motion approved and carried forward.

6. What's Working what's not:

Veronica Doolan (Franklin): Everything is going well in Franklin County. They have a new teacher and the kids love her. She is very impressed that her daughter learned the pledge of allegiance.

Heather Harris (Royal): Everything is going fine. Heather has no major complaints/concerns at this time. She was informed that there will not be afterschool next year. Kristin addressed the matter insuring her we will be offering afterschool care but it would not be at all centers. Kristin stated we will have a centralized location so we can have the staff needed to provide quality care. There will be a set number of slots available. Heather shared that this may cause some parents to not enroll their children at Head Start because of the distance and inconvenience. Darrel explained that some centers only have 7 or fewer students that stay for extended day which can cause an issue with staff/ quality of staff and funds to pay staff. We are still evaluating this process and aiming to provide a quality afterschool program.

Letisha Moore (South City): Everything is going well.

Geraldine Kersaint (Mabry): Everything going good at her center. Ms. Mitchell is on maternity leave and Geraldine is concerned that there is not a set teacher in her classroom. Nina stated we do have a shortage of substitutes however we are currently recruiting. Nina also stated that if council members know anyone interested please refer them to her and Head Start can assist with helping them receive the 40 hours needed.

7. Director's Report: Nina reviewed the attached report in Tim's absence. Nina stated the lease in Franklin County has been renewed for another year. HHS representative Cindy Kaier will be at the main office on April 26th at 10:00 to explain and answer any questions regarding the CLASS scores. Policy council members are invited to attend. Darrel returned to the school readiness conversation and asked the council would it be helpful to divide the slots over 2 centers instead of only 1; some members verbally stated it would be helpful. Heather asked for an update on the issues Head Start was having with parent paying fees on time. Darrel stated a letter was sent out and the payments have improved.

8. 2018-2019 Menu Suggestions- Nichele reviewed the documents sent by Barbara Evans regarding the current nutrition menus and if anything should be removed or added in the upcoming school year. Parents reviewed the guidelines and provided input. Documents will be given to Barbara Evans to discuss with nutritionist Lynn James.
9. Office of Head Start Updates: Nichele reviewed Program Instruction regarding funding for programs affected by Hurricanes, Irma, Harvey, and Maria. This PI does not directly affect our program. Members were asked to review PI at their leisure.
10. Chairperson's Report: A concern parent approached the chairwoman and addressed their concern regarding parking for parents with newborn children. Parent would like to have closer parking to the door. Council discussed issue and this issue will be discussed with Tim Center. Council suggested that if she is having medical conditions that require her to park in handicap parking, she can apply for a temporary decal. Kristin suggested providing portable handicap signs to open up more spots in the parking area.
11. Other Business: A representative for 365 T-shirt Company presented her business and t-shirts/prices with the council. Council members are aware Head Start cannot ask parents to pay for shirts. Shirts could be used for graduation or field trips. No decision was made on shirts but will be further discussed with staff.
12. The meeting was adjourned at 8:00 p.m.

**Head Start Programs Financial Statement Narrative
For the Six Months Ending March 31, 2018
Capital Area Community Action Agency**

As of March 31, 2018, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue for the Head Start programs to be around 60% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 59% and 54% respectively, with net income of \$225,139, of which \$107,031 is 2016-17 carryforwards.

Year to Date in-kind and non-Federal share match totals \$446,547, which is 53% of the \$843,116 total match required for the fiscal year ending September 30, 2018.

Expenditure Variances and Explanations

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Travel – In Area – is over the budget due to a number of meetings in the early part of the fiscal year and location coverage by staff for Jefferson .

General Liability and Property Insurance – is over the budget benchmark due to the deposit and first payment of insurance. This line item is paid over the first eight months of the year so will even out over the course of the year.

Copies/Printing – is over the benchmark budget primarily due to a large purchase of toners but there have been higher than average overages for the contracted printer at headquarters. Staff should be instructed to use grayscale whenever possible.

Technology- is over budget for renewals of technology for various programs which are paid at the beginning of the fiscal year. There should not be any more expenses charged here for the remainder of the year.

Registration Fees – is a front loaded expense as well that will even out over the course of the year.

Raw Food Cost – is slightly over budget but is expected to be a bit lower after implementation of the newly rented kitchen.

Statement of Revenues and Expenditures - HDST Programs
For the Six Months Ended 3/31/2018

		Total Budget	Current Year	Total Budget	
		- Original	Actual	Variance -	%
				Original	
Revenue					
4000	Government Contracts - FED	3,372,460	1,853,042	(1,519,418)	55%
4010	Government Contracts - STATE	690,701	532,128	(158,573)	77%
4020	Government Contracts - LOC	53,500	34,712	(18,788)	65%
4100	Grants - Other Not-for-Profits	15,000	7,504	(7,496)	50%
4210	Contributions- Restricted	0	11,151	11,151	
	Total Revenue	<u>4,131,661</u>	<u>2,438,537</u>	<u>(1,693,124)</u>	<u>59%</u>
Expenditures					
6010	Salaries & Wages	1,947,871	1,029,135	918,736	53%
6110	Fringe	546,889	292,605	254,284	54%
6180	Staff Screenings	3,500	475	3,026	14%
6210	Indirect Costs	512,002	271,386	240,616	53%
6310	Travel - In Area	1,500	2,102	(602)	140%
6315	Travel - Out of Area	2,750	0	2,750	0%
6410	Office Supplies	9,000	3,660	5,340	41%
6415	Program Supplies	21,650	14,551	7,099	67%
6420	Classroom Supplies	43,270	9,135	34,135	21%
6430	Kitchen Supplies	35,000	11,791	23,209	34%
6440	Medical/Dental Supplies	1,000	237	763	24%
6510	Copies/Printing/Copier Maintenance	10,000	7,681	2,319	77%
6600	Postage and Delivery Expense	1,700	591	1,109	35%
6710	Contractual	30,000	4,650	25,350	16%
6715	Contractual Services - Health/I	169,988	105,256	64,732	62%
6810	Rent/Space Cost	200,330	106,344	93,986	53%
6820	Utilities	62,500	36,373	26,127	58%
6830	General Liability and Property I	21,000	14,337	6,663	68%
6840	Communications	37,530	24,873	12,657	66%
6850	Repairs and Maintenance-	139,743	85,913	53,830	61%
6910	Equipment Maintenance	14,000	8,249	5,751	59%
6920	Vehicle Expense	37,350	23,739	13,611	64%
6930	Equipment Lease	8,500	4,937	3,563	58%
6940	Technology	11,500	12,128	(628)	105%
7010	Fees, Licenses, and Permits	3,000	502	2,498	17%
7020	Dues/Subscriptions	5,000	2,024	2,976	40%
7320	Expendible Equipment	8,430	2,289	6,141	27%
7410	Registration Fees	2,000	1,945	56	97%
7420	Training/Meetings/Workshops	27,087	10,893	16,194	40%
7430	Staff Development	36,020	4,015	32,005	11%
7440	Advisory/Board Member	2,500	763	1,737	31%
7450	Advertising	5,500	650	4,850	12%
7460	Parent Activities	1,200	125	1,075	10%
7510	Raw Food Cost	172,351	120,046	52,305	70%
	Total Expenditures	<u>4,131,661</u>	<u>2,213,398</u>	<u>1,918,263</u>	<u>54%</u>
Excess Revenue over (under)		<u>0</u>	<u>225,139</u>	<u>225,139</u>	
Expenditures					

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending March 31, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		34,712			
Grants - Other Not for Profits		8,704			
In-Kind Revenue		161,858			
VPK/SR		241,273			
	843,116	446,547	53%	396,569	47%

CREDIT CARD CHARGES - HDST MARCH 2018

Vendor Name	Expense	Cod Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK BANK	75.22	6410 1064	3/27/2018	ACCT#XXXX6700- TIM CENTER	EXTENSION CORDS FOR HEADSTART
HANCOCK BANK	88.91	6420 1064	3/27/2018	ACCT# XXXX7303-KRISTIN JACKSON-	BOOKS FOR FRANKLIN CENTER PROGRAM
HANCOCK BANK	8.99	6420 1064	3/27/2018	ACCT# XXXX7303-KRISTIN JACKSON-	PAPER FOR CHILDREN BOARDS
HANCOCK BANK	63.14	6420 1064	3/27/2018	ACCT# XXXX7303-KRISTIN JACKSON-	TOTE BAGS AND LABELS FOR PROGRAM
HANCOCK BANK	129.48	6440 1064	3/27/2018	ACCT#XXXX6623- DARREL JAMES	HEALTH SUPPLIES
HANCOCK BANK	13.98	6600 1064	3/27/2018	ACCT# XXXX7303-KRISTIN JACKSON-	SHIPPING OF BOOKS FOR FRANKLIN
HANCOCK BANK	19.19	6715 1064	3/27/2018	ACCT#XXXX6982- FATIMA	GRIEF COUNSELING BOOK FOR
HANCOCK BANK	96.80	6920 1064	3/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CO. CAR
HANCOCK BANK	22.79	6920 1064	3/27/2018	ACCT#XXXX5810- VENITA	FUEL FOR CO. CAR
HANCOCK BANK	338.97	7320 1064	3/27/2018	ACCT# XXXX7303-KRISTIN JACKSON-	PRINTER FOR FRANKLIN HEADSTART
HANCOCK BANK	572.00	7420 1064	3/27/2018	ACCT#XXXX6623- DARREL JAMES	AIRLINE TICKET- BARBARA EVANS-MGT.
HANCOCK BANK	50.00	7430 1064	3/27/2018	ACCT#XXXX6982- FATIMA	RENTAL SPACE FOR IN SERVICE DAY MTG.
HANCOCK BANK	26.08	7430 1064	3/27/2018	ACCT# XXXX7303-KRISTIN JACKSON-	REGION IV MGT. MTG IN GAINESVILLE
HANCOCK BANK	113.43	7440 1064	3/27/2018	ACCT#XXXX6706- NICHELE RICHARDS-	FOOD- POLICY COUNCIL MEETING
HANCOCK BANK	473.01	7450 1064	3/27/2018	ACCT#XXXX6706- NICHELE RICHARDS-	CACAA SIGNAGE FOR BUS

Total HANCOCK 2,091.99

LOWE'S 14.25 6410 1064 3/31/2018 ACCT# 82130109084241- MARCH ACCT# 82130109084241- MARCH 2018

Total LOWES - 14.25

Report

Report Transaction 2,106.24

Report Current

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #

57318

57318

4/17/2018

Invoice	Description	Amount
032718-TC	TIM CENTER	\$2,698.93
<p>Hancock Bank MAHAN 04/18/18 15:48</p> <p>Seq: 0065 ID: 103340 CB: 7121</p> <p>Credit Card Payment \$2,698.93 Posting Date: 04/18/18 Thank you for banking with Hancock</p>		\$2,698.93

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-26	24388948058630129703358	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M500.00 ✓
03-01	02-27	24755428059150596456023	3592	OMNI AIP RESORT FRONT 904-2616161 FL 211022804270046 ARRIVAL: 02-27-18	M229.77 ✓
03-02	02-28	24445748060500518575686	5943	OFFICE DEPOT #108 TALLAHASSEE FL Affadvis	M14.99 ✓
03-05	03-02	24388948062630139515341	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M450.00 ✓
03-05	03-02	24388948062630139515358	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M450.00 ✓
03-12	03-09	24692168068100942709416	3509	MARRIOTT JW ORLANDO ORLANDO FL Affadvis 010408 ARRIVAL: 03-07-18	M29.82 ✓
03-12	03-09	24692168068100942709408	3509	MARRIOTT JW ORLANDO ORLANDO FL 010408 ARRIVAL: 03-07-18	M178.88 ✓
03-13	03-12	24445008072001006067893	5533	AUTOZONE #0304 TALLAHASSEE FL Affadvis	M75.22 ✓
03-13	03-12	24492158071717763202037	7399	EB 2018 CAPLAW NATION 801-413-7200 CA	M575.00 ✓
03-19	03-16	24431068075026630321017	4816	ADOBE SYSTEMS, INC. 800-833-6687 CA subscrip	M14.99 ✓
03-21	03-21	74270848080100008912157	0000	BRANCH PAYMENT - THANK YOU	M638.37 ✓
03-21	03-20	24692168079100701609192	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN Subsci	M48.38 ✓
03-26	03-23	24906418082052657077484	4816	DNH*GODADDY.COM 480-5058855 AZ website	M131.88 ✓

4/18/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,698.93
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 638.37
		STATEMENT TOTAL 2,060.56
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING /

Payee : HANCOCK BANK
Vendor ID HANCOCK CC

Account #

57315

57315

4/17/2018

Invoice	Description
032718-KJR	AKRISTIN JACKSON-RESHA

nount
\$594.70

Hancock Bank
MAHAN
04/18/18 15:49

Seq: 0068 ID: 103340 CB: 7121

Credit Card Payment \$594.70
Posting Date: 04/18/18
Thank you for banking with Hancock

\$594.70

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-26	24445748058100198300812	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M338.97 ✓
03-01	02-27	24164058059378005761408	5542	EXXONMOBIL 45475191 GAINESVILLE FL	M26.08 ✓
03-08	03-07	74692168066100935744401	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M1.46cr ✓
03-08	03-07	74692168066100907452744	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M1.92cr ✓
03-08	03-07	74692168066100904342104	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M4.80cr ✓
03-08	03-07	24226388067400004288923	5411	WAL-MART #4427 TALLAHASSEE FL	M14.61 ✓
03-08	03-06	24445748066500466475875	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M63.14 ✓
03-13	03-12	24692168072100602535063	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M8.99 ✓
03-14	03-13	24692168072100943548569	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M44.34 ✓
03-14	03-13	24692168072100954539065	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	M58.55 ✓
03-15	03-14	24767258074000000432474	7399	PRECISION LOCK AND SAFE 1 TALLAHASSEE FL	M40.02 ✓
03-21	03-21	74270848080100008912058	0000	BRANCH PAYMENT - THANK YOU	M689.05 ✓

HC
4/2/18

STATEMENT DATE 03-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 594.70
		NEW CASH ADVANCES .00
		CREDITS 697.23
		STATEMENT TOTAL 102.53 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

57313

57313

4/17/2018

Invoice	Description	Amount
032718-DJ	DARREL JAMES	\$978.28
<p>Hancock Bank MAHAN 04/18/18 15:50</p> <p>Seq: 0072 ID: 103340 CB: 7121</p> <p>Credit Card Payment \$978.28 Posting Date: 04/18/18 Thank you for banking with Hancock</p>		\$978.28

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10447 (11/17) 0167161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-05	03-02	24692168062100670694794	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
03-08	03-07	24445008067400120722176	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M210.00 ✓
03-12	03-07	74226388069360480344496	5411	WAL-MART #1077 TALLAHASSEE FL	M30.00 cr ✓
03-14	03-12	24692168072100770872603	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.80 ✓
03-20	03-19	24445008079400131175816	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M129.48 ✓
03-21	03-21	74270848080100008912017	0000	BRANCH PAYMENT - THANK YOU	M440.71 ✓
03-26	03-23	24717058083870830137301	3058	DELTA AIR 0062318875528 DELTA.COM CA EVANS/BARBARA DEPARTURE: 04-16-18 TLH DL E ATL DL E CHS DL E ATL DL E TLH	M572.00 ✓

Handwritten signature/initials

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,008.28
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 470.71
		STATEMENT TOTAL 537.57
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

57314

57314

4/17/2018

Invoice	Description	Amount
032718-FO	FATIMA OLEABHIELE	\$69.19
<p>Hancock Bank MAHAN 04/18/18 15:45</p> <p>Seq: 0070 ID: 103340 CB: 7121</p> <p>Credit Card Payment \$69.19 Posting Date: 04/18/18 Thank you for banking with Hancock</p>		\$69.19

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11-17 1157101

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-02	02-28	24445008060100274014043	5942	BARNES & NOBLE #2849 TALLAHASSEE FL	M119.19
03-05	03-03	24692168062100760032624	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M50.00
03-21	03-21	74270848080100008912033	0000	BRANCH PAYMENT - THANK YOU	M35.00

HC
4/12/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 69.19
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 35.00
		STATEMENT TOTAL 34.19
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

57320

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #

57320
4/17/2018

Invoice	Description
032718-VT	VENITA TREADWELL

Amount
\$22.79

Hancock Bank
MAHAN
04/18/18 15:49

Seq: 0069 ID: 103340 CB: 7121

Credit Card Payment \$22.79
Posting Date: 04/18/18
Thank you for banking with Hancock

\$22.7

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10447 (11/17) J1187161

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓ 03-01	02-27	24692168059100854037609	5542	GATE 1194 Q80 TALLAHASSEE FL	M22.79
03-21	03-21	74270848080100008912199	0000	BRANCH PAYMENT - THANK YOU	M35.00

4/12/18
JC

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 22.79
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 35.00
		STATEMENT TOTAL 12.21 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATIN

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Accour

57317

57317
4/17/2018

Invoice	Description
032718-NR	NICHELE RICHARDS-ROL

Amount
\$997.43

Hancock Bank
MAHAN
04/18/18 15:48

Seq: 0066 ID: 103340 CB: 7121

Credit Card Payment \$997.43

Posting Date: 04/18/18

Thank you for banking with Hancock

\$997.43

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-28	02-27	24445008059000979216625	5912	WALGREENS #2074 TALLAHASSEE FL	M60.00
02-28	02-27	24226388059091006287318	5411	WAL-MART #1077 TALLAHASSEE FL	M83.20
03-01	02-28	24427338059720032754592	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M17.13
03-01	02-27	24431068059400412000364	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M127.69
03-01	02-27	24141668059017031613100	7333	FASTSIGNS TALLAHASSEE FL	M473.01
03-21	03-21	74270848080100008912108	0000	BRANCH PAYMENT - THANK YOU	M374.00
03-21	03-20	24269798080001121464933	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M122.97
03-23	03-22	24431068082200888201830	5814	BOJANGLES 1223 TALLAHASSEE FL	M113.43

4/18/18

STATEMENT DATE 03-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 997.43
		NEW CASH ADVANCES .00
		CREDITS 374.00
		STATEMENT TOTAL 623.43
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



P.O. Box 4019 Gulfport, MS 39502

Return Service Requested

383 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
03/01/2018 - 03/31/2018

Account Number:
4620332

Images:
0

***ZERO CHECKS* E0**

EFFECTIVE 5.25.18 THE BANK WILL NO LONGER SELL TRAVELERS
CHEQUES. SPEAK WITH YOUR BANKER ABOUT OTHER ALTERNATIVES.

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
02/28	1,187.68				



110600001

4/15

Payee * LOWE'S
Vendor ID LOWES

Account #:

57358

4/19/2018

Invoice	Description	Discount	Amount
033118LOWES	MARCH 2018	\$0.00	\$856.23

Total : \$0.00 \$856.23

Statement Closing Date 04/02/2018
Days in Billing Cycle 31

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
03/05	03/05	67122	STORE 0417 TALLAHASSEE FL	\$39.37
03/07	03/07	09101	STORE 0716 TALLAHASSEE FL	\$6.50
03/07	03/07	10395	STORE 0716 TALLAHASSEE FL	\$45.07
03/08	03/08	08994	STORE 0417 TALLAHASSEE FL	\$54.34
03/13	03/13	29701	STORE 0716 TALLAHASSEE FL	\$19.34
03/14	03/14	06797	STORE 0417 TALLAHASSEE FL	\$241.10
03/19	03/19	08883	STORE 0417 TALLAHASSEE FL	\$59.60
03/19	03/19	09327	STORE 0716 TALLAHASSEE FL	\$39.36
03/20	03/20	27301	STORE 0417 TALLAHASSEE FL	\$23.74
03/21	03/21	10392	STORE 0716 TALLAHASSEE FL - HOLDINGS (OFFICE)	\$175.58
03/21	03/21	10394	STORE 0716 TALLAHASSEE FL	\$14.25
03/22	03/22	28221	STORE 0417 TALLAHASSEE FL	\$90.22
03/23	03/23	27935	STORE 0417 TALLAHASSEE FL	\$85.40
03/24	03/24		PAYMENT - THANK YOU	(\$1,830.48)
03/26	03/26	67208	STORE 0417 TALLAHASSEE FL	\$5.58
03/26	03/26	10028	STORE 0716 TALLAHASSEE FL	\$34.46
03/29	03/29		STORE 0417 TALLAHASSEE FL	(\$3.66)
03/29	03/29	26851	STORE 0417 TALLAHASSEE FL	\$15.19
03/29	03/29	10798	STORE 0716 TALLAHASSEE FL	\$70.98
03/29	03/29	98158	LOWE'S INTERNET FUL WILKESBORO NC	\$15.39
03/30	03/30	67204	STORE 0417 TALLAHASSEE FL - HOLDINGS (OFFICE)	-\$38.36

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%	\$0.00	\$0.00	2D

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT742, 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

383 110000 001

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Page: 1 of 1

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

• Balance By Date

Date	Balance	Date	Balance
02/28	1,187.68		



110300101

4620332

Family and Community Engagement Manager

Monthly Monitoring Report – April 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled for Month	17	34	82	57	187	377
Number of Student Withdrawals for Month	0	0	0	0	1	1
Number of Vacancies	0	0	0	0	1	1
Number of Students on Wait List	1	0	14	22	26	63
Number of VPK Students Enrolled	N/A	12	20	32	85	149
Number of School Readiness Students Enrolled	N/A	2	14	11	36	63
FAMILY STATUS						
Number of Family Needs Assessment	17	34	82	57	187	377
Family Partnership Agreement						
Number of FPA Initiated (45)	17	34	82	57	187	377
Number of FPAs in progress (February)	16	33	81	54	184	368
Number of FPAs completed (May)						

Head Start Enrollment and Attendance		
Center	Funded	August Average Daily Attendance (ADA)
Franklin	17	86%
Jefferson	34	82%
Mabry	82	86%
Royal	57	90%
South City	188	89%
Total	378	87%

Family and Community Engagement Manager

Monthly Monitoring Report – April 2018

Number of Referrals (Review referrals)		Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)		4	7	11	9	21	52
Domestic Violence Referrals		0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)		0	2	0	0	1	3
Child Abuse or Neglect Referrals		0	0	0	1	2	3
Assistance for incarcerated Family Members		3	1	2	2	2	9
Education Referral		0	1	2	2	3	8
Employment		1	1	1	2	4	9
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		1	0	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	4
Number of Family Activities/Events Coordinated		0	0	0	0	0	1
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	12	17	19	52	107
Number of Contacts documented per absenteeism		4	7	10	6	25	52

Family and Community Engagement Manager

Monthly Monitoring Report – April 2018

Number of Files Reviewed	0
Review of Parent Board	1
Volunteers (PEC)	
Number of Volunteers	38
Total of Program In kind	67 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

Transportation	
Field Trips	
Maintenance	0
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report – April 2018

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		365
Expired/Missing immunizations		5
Up to date Physicals		360
Expired/Missing Physicals		10
Number of individual Health Care Plan		14
Number of Children with Health Insurance		365
ENROLLMENT		
Number of children with dental home		246
Number of dental home referrals		0
Completed dental exams		246
Incomplete dental exams		126
Needed dental treatment		26
Receiving dental treatment		16
Completed dental treatment		9
Number of medical home		360
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		344
Vision referrals		0
Hearing screenings		304
Hearing Referrals		0
Growth Assessment		361
BMI Referrals		0

Family and Community Engagement Manager

Monthly Monitoring Report – April 2018

90 DAYS REQUIREMENT		Total
Number of dental home established		246
Number of dental exams		246
Number of children requiring dental treatment		26
Number of completed dental treatment		9
Number of medical homes established		360
Hematocrit/Hemoglobin		161
Blood lead		182
Blood Pressure		314
NUTRITION		
Number of Breakfast		5,942
Number of Lunch		6,178
Number of PM Snacks		5,599
Number of Children with Special Diets		12
MONITORING ACTIVITIES		
Health Files Review		0
Child Care Food Program Tool		1
Kitchen Inspection Tool		1

Family and Community Engagement Manager

Monthly Monitoring Report – April 2018

<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 <p>Attendance.</p> <ul style="list-style-type: none"> • We met the required Average Daily Attendance of 85% as a program for the month of April. Although as a program we met the required ADA for February, Jefferson County (82%) failed to meet the required ADA again. <p>Program Information Report</p> <ul style="list-style-type: none"> • Data must be updated in ChildPlus. Information will be updated at each Head Start center by the Family and Community Engagement Team reviewing each file and entering necessary information. A schedule was set for information to be completed by May 31, but more time will be needed to complete this task. 	<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. • Piloting live attendance at Louise B. Royal Head Start Center • The ability to provide LIHEAP and other emergency services at each Head Start Center with the presence of a Family Advocate • One hour calls to parents who have children that are unexpectedly absent are improving attendance at all centers. • The ability to fill slots at centers late in the year, since Head Start requires grantees to continue to enroll children through the end of school. • More families are enrolling to return to Head Start.
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Family and Community Engagement Manager Monthly Monitoring Report – April 2018

Areas of Concerns and Barriers
<p>Building and obtaining wait lists in Franklin and Jefferson counties.</p> <p>Filling funded enrollment slots in all Head Start Centers at the end of the school year.</p> <p>Obtaining lead, hemoglobin, hematocrit and dental exams from families.</p> <p>Entering data into ChildPlus to update PIR information</p> <p>Filing documents at centers, maintaining files at the centers</p> <p>Providing School Readiness and VPK at one location is a concern to families</p>
Professional Development
<p>Bi-weekly management and team meetings</p> <p>Management Team Meetings</p>

Family and Community Engagement Manager Monthly Monitoring Report – April 2018

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolling in the program for the 2017-18 and 2018-19 school years.
Ensuring documentation in ChildPlus is current to ensure PIR information is correct.
Reviewing Child Care Food Program monthly reports.
Entering attendance in ChildPlus

Submitted by: Darrel James

Date: