

# Capital Area **Community Action** Agency

**Head Start Policy Council Meeting**  
**2813 South Meridian Street, Tallahassee**  
**Conference Call # 641.715.3580 Code 598472**  
**October 25, 2018**  
**6:00 p.m.**

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Policy Council New Member Training
5. Consent
  - a. Policy Council Minutes
6. Action
  - a. Financial Report
  - b. Personnel Actions
  - c. By- Laws
7. Center Updates- What's Working and What's Not
8. Program Updates
9. Director's Report
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

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**Next Meeting: Scheduled for November 15, 2018**



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Head Start Policy Council Meeting

## Minutes

September 20, 2018

6:00pm

1. Meeting called to order at 6: 07 pm

2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Veronica Doolan (R), Heather Harris (R), Kim Wilson (R), Letisha Moore (R), Katherine Ramirez (R), Katessia Carr (R), Jashunta Kelly (R), and Luciana Brown (CR).

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

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes with the following corrections: Kristy's last name is spelled incorrectly, it is McElroy. Under Extended day the time for extended day needs to be changed to 2:00 to 5:15 p.m. Changes will be made by Nichele.

5. Action Items

- a. Financial Report- The financial report and narrative was reviewed by Cynthia Valencic. We are at 85% of our revenue and 81% of our expenditures through the end of July. Program supplies are over budget due to preparing for beginning of school year. Copying and printing are also over budget. We have 12% remaining of the match as of July 31, 2018. Lauren asked where were the funds that were in line item 7100 reallocated to. Cynthia will discuss with fiscal and respond accordingly at next meeting. Lauren asked do we expect line item 6180 to increase in the next couple of months. Kristin explained the screening process and answered no.

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

- b. Personnel Actions- Nichele presented Anastacia Kizer for Family Advocate at Mabry and South City. Nichele shared information about Ms. Kizer.

Motion to approve Anastacia Kizer as Family Advocate pending references was made by Lauren Johnson and seconded by Kim Wilson. Motion approved and carried forward.

- c. Safety Practice Procedures- Kristin discussed findings and violations we received during HHS visit in February and corrections that were made. Pictures were also shared of the corrections made. She also informed parents that we did receive a violation for a rusty water fountain on Leon County Schools property, however the water fountain belongs to Leon County Schools and our children do not use it but it was noted because we share a property. Members reviewed the old Safety Practice Policy & Procedures as well as the new. Letisha asked were there significant changes made to the policies and Kristin explained the significant changes. Lauren asked who administers medication to children who have the proper documentation. Kristin and Ms. Treadwell stated usually the teacher unless special training is required to administer medication; also the form must be filled out weekly. Lauren asked do parents have access to the playground checklist. Kristin explained that Policy Council does receive the information and it is available to parents upon request.

Motion to approve the Safety Practice Procedures was made by Lauren Johnson and seconded by Katessia Carr. Motion approved and carried forward.

- d. Officer Elections- Nichele explained the election process and reviewed position descriptions. Kim Wilson nominated Letisha Moore for Chairperson and Letisha accepted. Kim Wilson nominated herself as Vice Chairperson. Jashunta Kelly nominated herself as secretary.

A vote was taken to elect Letisha Moore as Chairperson. All in favor none opposed. A vote was taken to elect Kim Wilson as Vice Chairperson. All in favor none opposed. A vote was taken to elect Jashunta Kelly as Secretary. All in favor none opposed.

6. Center Updates:

Katessia (South City)- All is well. No complaints.

Katherine (LBR)- Everything is going well. She is concerned that the children aren't brushing their teeth. Ms. Treadwell stated that the policy has changed and children only have to brush once a school day now. However, Ms. Treadwell will follow up with the teachers to make sure they are brushing.

Jashunta (South City)- Her son loves school and is learning a lot. She is very happy that her teachers are very informative and forth coming with information.

Kim (LBR)- Kim is concerned that children are getting caught on the new spring gate. Kristin explained that safety is our priority and we want to make sure children are not running into the streets and away from their parents. Signs have been posted informing parents they need to open and hold the gate for their children. Kim is happy the teachers have helped her with potty training. She loves the field trips.

Letisha (South City)- Letisha discussed an incident that occurred with 1 of her sons and was appreciative of the staff communication. She is happy to know that the procedures are updated and teachers are aware.

Heather (Royal)- Everything is going great. She is excited her son is learning Spanish and receiving packages to reinforce what he is learning. Heather stated she has noticed the teachers are being more informative with the parents.

Yolandria (South City)- Everything is going well and her child is learning well. She asked when the Scholastic readers will start. Ms. Treadwell stated very soon. The teachers will read the information in class and the handout will be provided to the parent to complete at home with child.

Veronica (Franklin)- Center is doing well and she is excited her daughter is learning math and doing math problems. She has seen an increase in parent involvement and is happy. The children are excited to be going on their first field trips

7. Program Updates

- a. Ms. Treadwell and staff are conducting CLASS observations and should be complete in the next few weeks. The teachers will be providing parents with information regarding the upcoming Science Fair. Kim suggested we give parents flyers in their hand in addition to posting it. Poets are coming next week to read poems to the children.
- b. Darrel stated attendance is doing great at 92%. We have issues with late pick up and those parents are being addressed. He also reminded parents to look out for Ready Rosie.

8. Director's Report: Tim reviewed the attached Director's report.

9. Office of Head Start Updates: Nichele reviewed the attached Head Start Program Information.

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

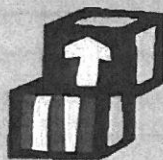
11. Other Business: Kim asked what the update with the Extended Day was. Ms. Treadwell stated we are still currently looking for teachers to hire and it has been difficult. There is still a waiting list at Royal and South City, but as teachers increase so will the slots. Jashunta suggested that we do a CPR and car seat safety training with the parent funds. The Policy Council stated this was a great idea.

12. The meeting was adjourned at 7:37 p.m.



# Capital Area Community Action Agency Head Start

## HEAD START PROGRAM GOVERNANCE POLICY COUNCIL TRAINING



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## Welcome to the Policy Council

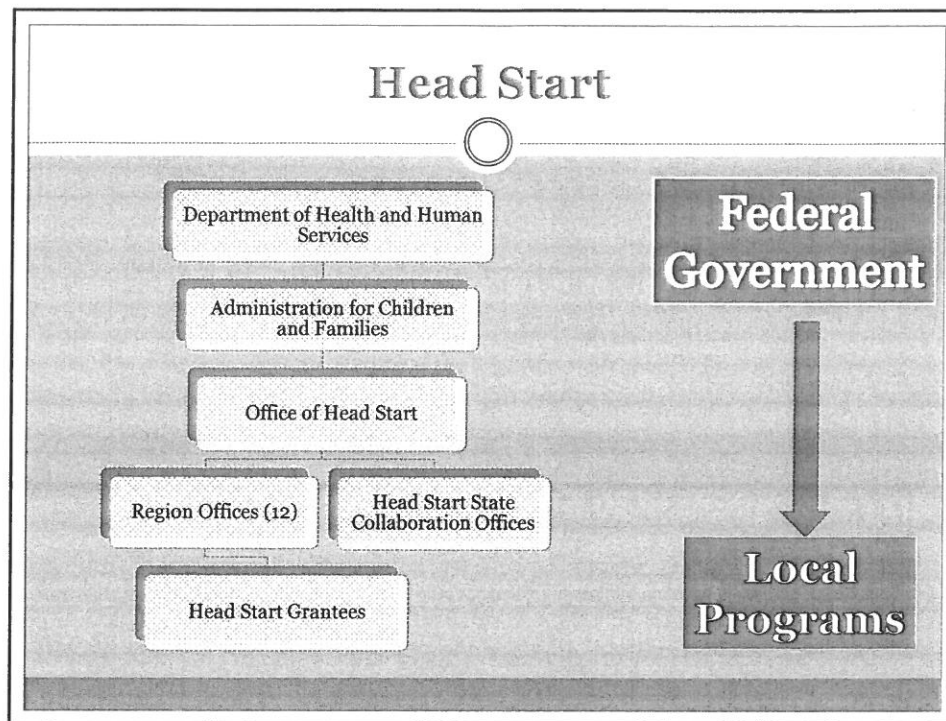


### OUR GOAL

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

### PROGRAM PHILOSOPHY

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



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## Purpose of Head Start


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


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

***Head Start Act (Sec 636)***


## Early Childhood Education




Learning Centers




Special Visitors




Field Trips



Outdoor Activities





Large & Small Group

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## What We Do



**Head Start comprehensive services include:**

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



## What We Do



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



## What We Do




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



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## In Order to Continue to Serve



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**Our agency must...**

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

Continuous improvement of Head Start is crucial to success


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

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



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## Policy Council Eligibility




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



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## Officers' Roles




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**CHAIRPERSON**

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


**VICE-CHAIRPERSON**

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




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## Officers Roles Continued




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- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.





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## WHAT CAN BE EXPECTED WHILE SERVING ON POLICY COUNCIL?

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**Policy Council**




- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **REVIEW** fiscal reports to ensure the program has resources available and are using responsibly

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## Policy Council




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- **PARTICIPATE** in discussions concerning program vision and obtain recommendations from parent committees
- **ANALYZE** plans, goals, and objectives
- **PROVIDE** input on relevant community issues
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

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## Policy Council



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### Reports Reviewed by Policy Council

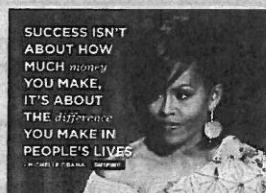
- Program planning, policies, and Head Start operations;
- Monthly financial statements, including credit card expenditures;
- Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- Monthly reports of meals and snacks provided through the USDA programs ;
- Financial audit;
- Annual self-assessment, including any findings related to such assessment;
- Communitywide strategic planning and needs assessment of the program, including any applicable updates;
- Communication and guidance from the Head Start Office
- Program Information Report (PIR)

## Policy Council



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

## The Future



**Continuous improvement of Head Start is crucial to success**

**Parents are the reason HS still exists today!!**

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

As of August 31, 2018, we have completed eleven 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 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 94% and 91% respectively, with net income of \$124,126.56.

Year to Date in-kind and non-Federal share match totals \$790,096 which is 91% of the \$866,176 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 slightly over budget after August trainings.

Program Supplies- is over the benchmark budget partly due to compliance needs. In August and September, staff will need to plan how to best use the remaining budget and hold off making unnecessary purchases until October.

Copies/Printing – is over the 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.

Rent and Utilities – is over budget due to larger than expected contracts for the newer locations. This number should be modified for new budgets to reflect the change.

Communications – is slightly over the budget due to a number of maintenance issues. This is expected to continue through the end of the year. Any overage remaining in this category will be covered by unused budget in office supplies, expendable equipment and advertising

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

Repairs and Maintenance- is over budget due to a number of maintenance issues at various locations including landscaping and mulch purchased.

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.

Dues and Subscriptions - is over budget due to the payment of a 3 yr subscription to I Cloud Subscription.

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 less than expected as a result of implementation of the rented kitchen.

Capital Area Community Action Agency  
Head Start Programs  
Statement of Revenue and Expenditures  
For the 11 Months Ended 8/31/18

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
4000	Government Contracts - FEDERAL - DIRECT	3,464,698.00	3,218,601.29	(246,096.71)	93%
4010	Government Contracts - STATE	690,701.00	642,014.25	(48,686.75)	93%
4020	Government Contracts - LOCAL	53,500.00	52,762.56	(737.44)	99%
4100	Grants - Other Not-for-Profits	15,000.00	13,754.00	(1,246.00)	92%
4200	Contributions	0.00	1.96	1.96	
4210	Contributions- Restricted	0.00	15,491.43	15,491.43	
4300	Special Events	0.00	4,300.00	4,300.00	
4320	Commissions-Vending/Photo	0.00	2,550.40	2,550.40	
4995	Other Revenue	0.00	700.00	700.00	
	<b>Total Revenue</b>	<b>4,223,899.00</b>	<b>3,950,175.89</b>	<b>(273,723.11)</b>	<b>94%</b>
<b>Expenditures</b>					
6010	Salaries & Wages	2,002,769.00	1,759,021.17	243,747.83	88%
6110	Fringe	562,524.00	498,774.82	63,749.18	89%
6180	Staff Screenings	3,500.00	1,169.50	2,330.50	33%
6210	Indirect Costs	526,503.00	462,610.67	63,892.33	88%
6310	Travel - In Area	4,250.00	4,435.78	(185.78)	104%
6410	Office Supplies	9,000.00	7,543.62	1,456.38	84%
6415	Program Supplies	21,650.00	24,932.22	(3,282.22)	115%
6420	Classroom Supplies	43,270.00	41,450.21	1,819.79	96%
6430	Kitchen Supplies	35,000.00	19,447.27	15,552.73	56%
6440	Medical/Dental Supplies	1,000.00	236.54	763.46	24%
6510	Copies/Printing/Copier Maintenance/Tone	10,000.00	15,220.49	(5,220.49)	152%
6600	Postage and Delivery Expense	1,700.00	1,344.05	355.95	79%
6710	Contractual Services/Professional	30,000.00	19,255.00	10,745.00	64%
6715	Contractual Services - Health/Disabilities	169,988.00	149,965.81	20,022.19	88%
6810	Rent/Space Cost	200,330.00	199,371.50	958.50	100%
6820	Utilities	62,500.00	76,999.65	(14,499.65)	123%
6830	General Liability and Property Insurance	21,000.00	19,345.26	1,654.74	92%
6840	Communications	37,530.00	46,299.89	(8,769.89)	123%
6850	Repairs & Bldg Maintenance- Recurring	139,743.00	143,720.90	(3,977.90)	103%
6910	Equipment Maintenance	14,000.00	15,325.60	(1,325.60)	109%
6920	Vehicle Expense	37,350.00	38,964.42	(1,614.42)	104%
6930	Equipment Lease	8,500.00	9,186.32	(686.32)	108%
6940	Technology	11,500.00	14,714.53	(3,214.53)	128%
7010	Fees, Licenses, and Permits	3,000.00	1,008.64	1,991.36	34%
7020	Dues/Subscriptions	5,000.00	5,084.33	(84.33)	102%
7110	Special Events	0.00	3,810.08	(3,810.08)	
7320	Expendable Equipment	8,430.00	4,268.88	4,161.12	51%
7410	Registration Fees	2,000.00	1,974.50	25.50	99%
7420	Meetings/Workshops/Training	28,813.00	17,622.34	11,190.66	61%
7430	Training/Staff Development	41,498.00	31,724.20	9,773.80	76%
7440	Advisory/Board Member Expenses	2,500.00	1,189.54	1,310.46	48%
7450	Advertising	5,500.00	4,646.17	853.83	84%



Capital Area Community Action Agency  
Head Start Programs  
Statement of Revenue and Expenditures  
For the 11 Months Ended 8/31/18

7460	Parent Activities	1,200.00	232.99	967.01	19%
7510	Raw Food Cost	172,351.00	185,030.17	(12,679.17)	107%
7610	Interest Expense	<u>0.00</u>	<u>122.27</u>	<u>(122.27)</u>	
	Total Expenditures	<u>4,223,899.00</u>	<u>3,826,049.33</u>	<u>397,849.67</u>	91%
	Excess Revenue over (under) Expenditures	<u>0.00</u>	<u>124,126.56</u>	<u>124,126.56</u>	

Capital Area Community Action Agency, Inc.  
Head Start NFS Match Requirements  
For the 11 Months Ending August 30, 2018

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		52,763			
Grants - Other Not for Profits		15,754			
In-Kind Revenue		353,669			
VPK/SR		367,911			
	<b>866,176</b>	<b>790,096</b>	<b>91%</b>	<b>76,080</b>	<b>9%</b>

Aug 2018 CC Expenses for Head Start

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK WHITNEY BANK	200.00	6180	1064	8/27/2018	ACCT#XXXX7366-NINA SINGLETON	BACKGROUND CHECKS FOR HEADSTART
HANCOCK WHITNEY BANK	12.00	6180	1064	8/27/2018	ACCT#XXXX7366-NINA SINGLETON	MOVE BACKGROUND CHECK TO AGENCY
HANCOCK WHITNEY BANK	93.91	6410	1064	8/27/2018	ACCT#XXXX6982- FATIMA	CLASSROOM SUPPLIES FOR CENTERS
HANCOCK WHITNEY BANK	180.00	6420	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	CLASSROOM SUPPLIES
HANCOCK WHITNEY BANK	300.00	6420	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	CLASSROOM SUPPLIES FOR ALL CENTERS
HANCOCK WHITNEY BANK	110.00	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	DETAILING SERVICE FOR HEADSTART BUSES
HANCOCK WHITNEY BANK	45.00	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL CO CAR
HANCOCK WHITNEY BANK	146.00	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL CO. CAR
HANCOCK WHITNEY BANK	51.00	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FUEL FOR CO CAR
HANCOCK WHITNEY BANK	748.98	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	REPAIRS/ 2003 CHEVY FLEET TRUCK
HANCOCK WHITNEY BANK	354.15	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	TIRES FOR FLEET TRUCK
HANCOCK WHITNEY BANK	130.00	6920	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	TOWING FOR FLEET TRUCK
HANCOCK WHITNEY BANK	30.00	6920	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	FUEL FOR CO CAR
HANCOCK WHITNEY BANK	706.28	6920	1064	8/27/2018	ACCT#XXXX7366-NINA SINGLETON	TIRES FOR HEADSTART BUS
HANCOCK WHITNEY BANK	43.00	7430	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FOOD- GAS/ NEW ORLEANS, LA
HANCOCK WHITNEY BANK	33.86	7430	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	FOOD- TRAINING/ NEW ORLEANS, LA
HANCOCK WHITNEY BANK	1,296.99	7430	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	HOTEL- TRAINING/ NEW ORLEANS, LA
HANCOCK WHITNEY BANK	139.00	7430	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	HOTEL- TRAINING-ORLANOD, FL/ BARBARA
HANCOCK WHITNEY BANK	250.00	7430	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	ROOM RENTAL FOR PRE SERVICE MTG.
HANCOCK WHITNEY BANK	50.00	7430	1064	8/27/2018	ACCT#XXXX7303-KRISTIN JACKSON	TRAINING TALLAHASSE/ KRISTIN RESHARD
HANCOCK WHITNEY BANK	41.54	7430	1064	8/27/2018	ACCT#XXXX6706- NICHELE	FOOD / TRAINING IN NEW ORLEANS, LA
HANCOCK WHITNEY BANK	61.88	7430	1064	8/27/2018	ACCT#XXXX5810--VENITA	PROPS FOR PRE SERVICE MEETING
HANCOCK WHITNEY BANK	209.95	7440	1064	8/27/2018	ACCT#XXXX6706- NICHELE	FOOD FOR POLICY COUNCIL
HANCOCK WHITNEY BANK	15.90	7450	1064	8/27/2018	ACCT#XXXX6623- DARREL JAMES	STAFF T-SHIRTS
HANCOCK WHITNEY BANK	100.00	7460	1064	8/27/2018	ACCT#XXXX6706- NICHELE	GIFT CARDS- PARENT ENGAGEMENT
HANCOCK WHITNEY BANK	3.00	7460	1064	8/27/2018	ACCT#XXXX6706- NICHELE	SUPPLIES FOR PARENT ENGAGEMENT
HANCOCK WHITNEY BANK	5.00	7460	1064	8/27/2018	ACCT#XXXX6706- NICHELE	SUPPLIES/ PARENT ORIENTATION MTG.

5,357.44

Total HANCOCK CC - 5,357.44

Report Opening/Current

Report Transaction Totals 5,357.44

Report Current Balances



HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank



16332390-005809-0001-0001-2

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

\*\*ND005809

### MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

08-27-18

### STATEMENT MESSAGES

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-27	24164058209837019671001	5541	EXXONMOBIL 48059331 APALACHICOLA FL	✓ M30.00
07-30	07-27	24164058209837019671035	5541	EXXONMOBIL 48059331 APALACHICOLA FL	✓ M50.00
07-30	07-27	24431068209400187000358	5251	ACE HDWE APALACHICOLA FL	✓ M94.10
07-30	07-27	24692168208100909871994	5200	LOWES #00716* TALLAHASSEE FL	✓ M168.90
08-02	08-01	24607948213207002500107	5735	SUPER FUN SHOW CUMMING GA	✓ M180.00
08-06	08-04	24692168216100291213169	8398	ARC*RED CROSS DONATION 800-733-2767 CA	✓ M250.00
08-10	08-10	74270848222100009522681	0000	BRANCH PAYMENT - THANK YOU	M53.98
08-15	08-14	24122598226027010821590	7399	ELSASSERS LOCK KEY TALLAHASSEE FL	✓ M4.30
08-17	08-16	24906048228041600152130	7011	ROSEN SHINGLE CR ONLINE ORLANDO FL	✓ M139.00
08-27	08-26	24492158238719787421700	7922	EB WOMEN ON FIRE WOMEN 888-810-2063 CA	✓ M50.00
08-27	08-24	24492158236637310467457	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	✓ M300.00

*Handwritten signature and date 9/4/18*

STATEMENT DATE 08-27-18		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	1,266.30
			NEW CASH ADVANCES	.00
			CREDITS	53.98
			<b>STATEMENT TOTAL</b>	<b>1,212.32</b>
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	2,000.00



HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

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16332390-001897-0001-0001-2



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

\*\*NDD01897

### MEMO STATEMENT

Account Number

Statement Date

08-27-18

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-26	24445008208500568372192	5814	WENDY'S 206 NEW ORLEANS LA	✓ M7.84
07-30	07-25	24725198208900012802242	5812	DEANIE'S SEAFOOD NEW ORLEANS LA	✓ M26.02
07-30	07-26	24299108208005593228323	5542	MARATHON PETRO168278 GAUTIER MS	✓ M43.00
07-30	07-28	24692168210100914466034	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M51.00
07-30	07-26	24755428208262083299772	3504	HILTON HOTELS 504-5610500 LA	✓ M591.51
				312072716280042 ARRIVAL: 07-26-18	
07-30	07-26	24755428208262083300745	3504	HILTON HOTELS 504-5610500 LA	✓ M705.48
				312072716280139 ARRIVAL: 07-26-18	
08-07	08-06	24431068219081459000016	7338	395 SHIRTS TALLY LLC TALLAHASSEE FL	✓ M15.90
08-10	08-10	74270848222100009522707	0000	BRANCH PAYMENT - THANK YOU	M3,019.01
08-10	08-08	24692168221100859415936	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.00
08-13	08-11	24755428223282238611631	7549	PARKWAY WRECKER SERVICE 850-8786811 FL	✓ M130.00
08-13	08-11	24492158223740179741015	7538	SQ *PRECISION MOTOR TALLAHASSEE FL	✓ M748.98
08-15	08-14	2476725822700000065924	5532	NEECE TIRE AND SERVICE CT TALLAHASSEE FL	✓ M354.15
08-16	08-14	24692168227100034756919	5541	GATE 1194 Q80 TALLAHASSEE FL	✓ M50.00
08-24	08-22	24692168235100302727964	5541	GATE 1194 Q80 TALLAHASSEE FL	✓ M45.00
08-27	08-24	24692168237100416349455	5542	GATE 1194 Q80 TALLAHASSEE FL	✓ M51.00
08-27	08-24	24492158236894522905382	8999	PAYPAL *DERRICKBUTL 402-935-7733 CA	✓ M110.00 ✓

08/27/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND
Toll Free		OTHER CHARGES 2,974.88
1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 3,019.01
		STATEMENT TOTAL 44.13 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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FATIMA OLEABHIELE  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*N0003997

### MEMO STATEMENT

Account Number  
[REDACTED]

Statement Date  
08-27-18

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-27	24431068209400187000556	5251	ACE HDWE APALACHICOLA FL	✓ M34.20 ✓
08-10	08-10	74270848222100009522723	0000	BRANCH PAYMENT - THANK YOU	M1,506.34
08-15	08-14	24226388227400008292563	5411	WAL-MART #1408 TALLAHASSEE FL	M83.91 ✓

4  
9/14/18

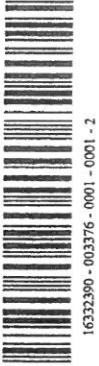
STATEMENT DATE 08-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 128.11
		NEW CASH ADVANCES .00
		CREDITS 1,506.34
		STATEMENT TOTAL 1,378.23 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00





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

\*\*\*N0003376

### MEMO STATEMENT

Account Number

Statement Date

08-27-18

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-26	24555368209131510432026	5812	CAFE DU MONDE - RIVE 504-5870841 LA	M2.99
07-30	07-26	24445008208500568372929	5814	WENDY'S 206 NEW ORLEANS LA	M4.76
07-30	07-25	24725198208900012802234	5812	DEANIE'S SEAFOOD NEW ORLEANS LA	M33.79
08-09	08-08	24445008221001005955114	5331	DOLLAR TREE TALLAHASSEE FL	M5.00
08-09	08-08	24445008221001005955296	5912	WALGREENS #11537 TALLAHASSEE FL	M100.00
08-10	08-10	74270848222100009522640	0000	BRANCH PAYMENT - THANK YOU	M403.25
08-10	08-08	24445008221500539550713	5331	FIVE BELOW # 948 TALLAHASSEE FL	M3.00
08-17	08-17	24231688229083707412312	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M184.50
08-20	08-16	24445008229500618527329	5411	PUBLIX #1051 TALLAHASSEE FL	M25.45

GC  
9/4/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 359.49
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 403.25
		STATEMENT TOTAL 43.76 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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|||||  
NINA SINGLETON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*\*NDD03232

### MEMO STATEMENT

Account Number

Statement Date

08-27-18

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-06	08-03	24988948215017060949071	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M300.00 ✓
08-10	08-10	74270848222100009522749	0000	BRANCH PAYMENT - THANK YOU	M568.12
08-10	08-09	24767258222000000072164	5532	NEECE TIRE AND SERVICE CT TALLAHASSEE FL	✓ M706.28 ✓
08-17	08-16	24512398228900018700019	5074	KEITH MCNEILL PLUMBING TALLAHASSEE FL Holdings	✓ M489.03 ✓
08-22	08-21	24431068234400673000945	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	✓ M0.39 ✓
08-22	08-21	24431068233400551002022	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	✓ M12.00 ✓

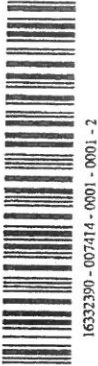
9/14/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-18		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,507.70
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 568.12
		STATEMENT TOTAL 939.58
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



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VENITA TREADWELL  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729

### MEMO STATEMENT

Account Number

Statement Date

08-27-18

### STATEMENT MESSAGES

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### TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-28	24445008210000896905801	5331	DOLLAR TREE TALLAHASSEE FL	M111.00 ✓
07-30	07-28	24445748210100364217167	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M50.88 ✓
08-10	08-10	74270848222100009522608	0000	BRANCH PAYMENT - THANK YOU	M1,318.95 ✓
08-15	08-14	24226388227400007372721	5411	WAL-MART #1408 TALLAHASSEE FL	M267.15 ✓

9/14/14

STATEMENT DATE 08-27-18		ACCOUNT NUMBER	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL			NEW PURCHASES AND	
			OTHER CHARGES	329.03
			NEW CASH ADVANCES	.00
			CREDITS	1,318.95
			<b>STATEMENT TOTAL</b>	<b>989.92 cr</b>
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	4,000.00

Toll Free 1-800-448-8812



PO Box 4019  
Gulfport, MS 39502-4019  
Return Service Requested



Page: 1 of 1

Statements Dates  
08/01/2018 - 08/31/2018

Account Number:  
4620332

Images:  
0

**\*ZERO CHECKS\* E0**

388 110000 001  
CAPITAL AREA COMMUNITY ACTION AGENCY  
HEAD START POLICY COUNCIL  
PARENT ACTIVITY FUND  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301

ON 5/25/18, WE BECAME HANCOCK WHITNEY BANK. VISIT  
HANCOCKWHITNEY.COM/OUR-NEXT-STEP FOR MORE DETAILS AND FAQs.

*g*  
9/10/18

**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
07/31	1,187.68				



110000001

**CAPITAL AREA COMMUNITY ACTION AGENCY  
BY-LAWS OF THE HEAD START POLICY COUNCIL**

**Article I**

**Name**

The name of this organization shall be the Capital Area Community Action Agency's Policy Council, whose headquarters are based in Tallahassee, Florida.

**Article II**

**Purposes and Functions**

**Section 1**

**Purposes**

The purpose shall be to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and appendix A, for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

- a. Serve as a link to the Parent Committee, the Board of Directors, public and private organizations, and the communities they serve. Provide information, initiate suggestions and reports to and from these groups.
- b. Assist Parent Committees in communication with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- e. Establish and maintain procedures for working with the Board of Directors to resolve community complaints about the program.

**Section 2**

**Functions**

The general functions of the Capital Area Community Action Agency's Head Start Policy Council, in accordance with 1304.50, are to work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

- a. All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of

such applications to DHHS/ACF.

- b. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
- c. Procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program.
- d. The composition of the Policy Council and the procedures by which policy group member are chosen.
- e. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR 1305.
- f. Location of centers or classes.
- g. The annual self-assessment of the agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
- h. The annual independent audit.
- i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- j. Recommendations to hire or terminate the Head Start Director and any person who works primarily for the Head Start Program. The Executive Director of the agency shall submit applications to the Policy Council for the Head Start Director's position along with a recommendation. The Executive Director shall make recommendations to the Policy Council to terminate the Head Start Director. The final decision made in both cases will be the result of a joint effort between the council and the Board of Directors.

### **Article III      **Membership****

#### **Section 1      **Composition****

At least 51% of the membership of the Capital Area Community Action Agency's Head Start Policy Council shall be comprised of parents of currently enrolled children.



## **Section 2**

### **Categories**

Membership shall be comprised of two types of representatives: parents of children currently enrolled and community representatives.

- a. Each Head Start Parent Committee will elect one parent member per every 50 children to serve on the Council and one alternate per every 50 children, who will act in place of the representative in his or her absence. An alternate is classified as a member and is subject to the same term limitations as the regular member.
- b. There will be one (1) representative from the Board of Directors of the Capital Area Community Action Agency.
- c. Not more than 49% community representatives will be selected from businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low income children and families as well as early education and care. Former Head Start parent may also be community representatives.
- d. The Capital Area Community Action Agency's Board of Directors will propose the procedures for election of parent members and the selection of community representatives. The proposals must be approved by the Policy Council.

## **Section 3**

### **Term of Office**

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than five (5) one-year terms in a lifetime.

## **Section 4**

### **Voting Rights**

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by, or for, any member.

## **Section 5**

### **Termination of Membership**

A member of the Policy Council can be terminated if absent from three (3) consecutive meetings, or a total of four (4) meetings during a year, without having submitted a legitimate excuse to the Chairperson or Head Start staff prior to the meeting. A member of the Policy Council may also be terminated if the member violates the signed Standards of Conduct for program staff, consultant, and volunteers.

## **Section 6**

### **Resignation**

A member shall provide a written statement of resignation to the Policy Council Chairperson.

**Section 7      Vacancy**

All Parent Committees should elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

**Section 8      Nepotism**

No agency staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

**Article IV      Selection, Terms and Duties**

**Section 1      Officers**

The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer (optional). Other officers shall be elected as deemed necessary by the Council.

**Section 2      Election and Term of Office**

Each officer shall be elected by the full membership of the Policy Council when members are seated for that year, and shall serve a term of one (1) year. The Council will be seated in September of each year.

**Section 3      Removal**

Any officer or member of the Council who fails to perform the duties as outlined in the By-Laws, can be removed by a two-thirds vote of the membership.

**Section 4      Chairperson**

The Chairperson shall preside at all meetings and maintain order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start staff and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start Director as necessary; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements and performs other duties as assigned.

**Section 5      Vice-Chairperson**

The Vice-Chairperson shall preside in the absence of the Chairperson or whenever the Chairperson temporarily/ permanently vacates the chair. In case of resignation or death of the Chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

**Section 6      Secretary**

The Secretary shall record the minutes of every Policy Council meetings; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; keep a file of all correspondence received; read correspondence as needed; maintain a file of minutes; assist the Chairperson in following the agenda and record and read motions as they are made; read minutes of the last meeting; and perform other duties as assigned.

**Section 7      Treasurer**

The Treasurer shall be responsible for making quarterly reports of the Parent Activity Accounts and shall serve in the absence of the Secretary and shall assist in performing duties whenever necessary.

**Article V      Committees**

The Policy Council may appoint committees as are necessary for special projects.

**Article VI**

**Section 1      Regular Meetings**

Regular Meetings of this Policy Council will be held monthly on a date and at a time decided upon by the Council and at a place provided by the program.

**Section 2      Special/Call Meetings**

There will be special meetings of council only when there is a need. All special meetings shall be called by the chairperson at least 48 hours in advance.

**Section 3      Notice of Meetings**

Written notices shall be mailed to each member at least five (5) working days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. The agenda may be amended, if necessary, and with approval of the Council at the meeting. Notices of special meetings shall be made by telephone notification and/or overnight mail to each member at least 48 hours prior to the date of the meeting, with an explanation for the meeting.

**Section 4      Quorum**

51% of the filled slots on the Council must be present to constitute a quorum in order to transact business for regular or special meetings. In the event there is no quorum and action is required before the next meeting, the members can vote by email or by telephone. This will be coordinated by the Parent Engagement Coordinator.

Members of the Council who live in the outlying counties may attend meetings via distance technology, except when adverse personnel actions are to be addressed. Any member may attend via conference call, when necessary.

**Article VII Amendments**

These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting. All amendments must be approved by a two-thirds vote of the Policy Council.

Chairperson, Board of Director \_\_\_\_\_ Date \_\_\_\_\_

Chairperson of Policy Council \_\_\_\_\_ Date \_\_\_\_\_

Approved: 11/15/04

Revised 01/16/14

Revised 02/12/15

Revised 08/20/15

Revised 06/29/17

By-Laws

# 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:** October 22, 2018

---

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

### Staffing

Head Start staffing assignments for teaching staff are filled. Extended Day staffing still has some openings. Teaching staff hours will be discrete to Head Start and run 7:00 to 3:00 pm permitting an hour of professional development at the end of each day.

### Facilities

Facilities are open and experience little damage from Hurricane Michael. Damage was experienced on playground fencing and has been repaired. Centers were closed for the week of the storm. Franklin County just opened up Friday.

### 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. Pre-Service will again focus on Trauma Informed Care and include a special day of training on CLASS monitoring.

### Enrollment

Centers are nearly at full enrollment.

### Federal and State Regulations

Corrective Action plan for the spring monitoring report addressing the monitoring of health and safety procedures is due in two weeks.

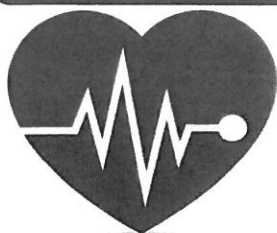


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[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Quality Counts

September 2018



## Vital Statistics

(Pulled October 19, 2018 beginning @ 1223 hours for September 1-30, 2018)

### Enrollment

Compliance

**NO**

Current Enrollment

**376**

Cumulative Enrollment

**386**

### Disability Services

(Report s 2001 & 2005)

Compliance

**YES**

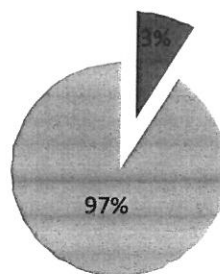
Students with Disabilities

**12**

Students with Concerns

**7**

#### Disability Services



- Cumulative Enrollment Receiving Services for a Disability
- Funded Enrollment

#### NOTES:

Per the Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.



September 2018

# Attendance

Compliance

YES

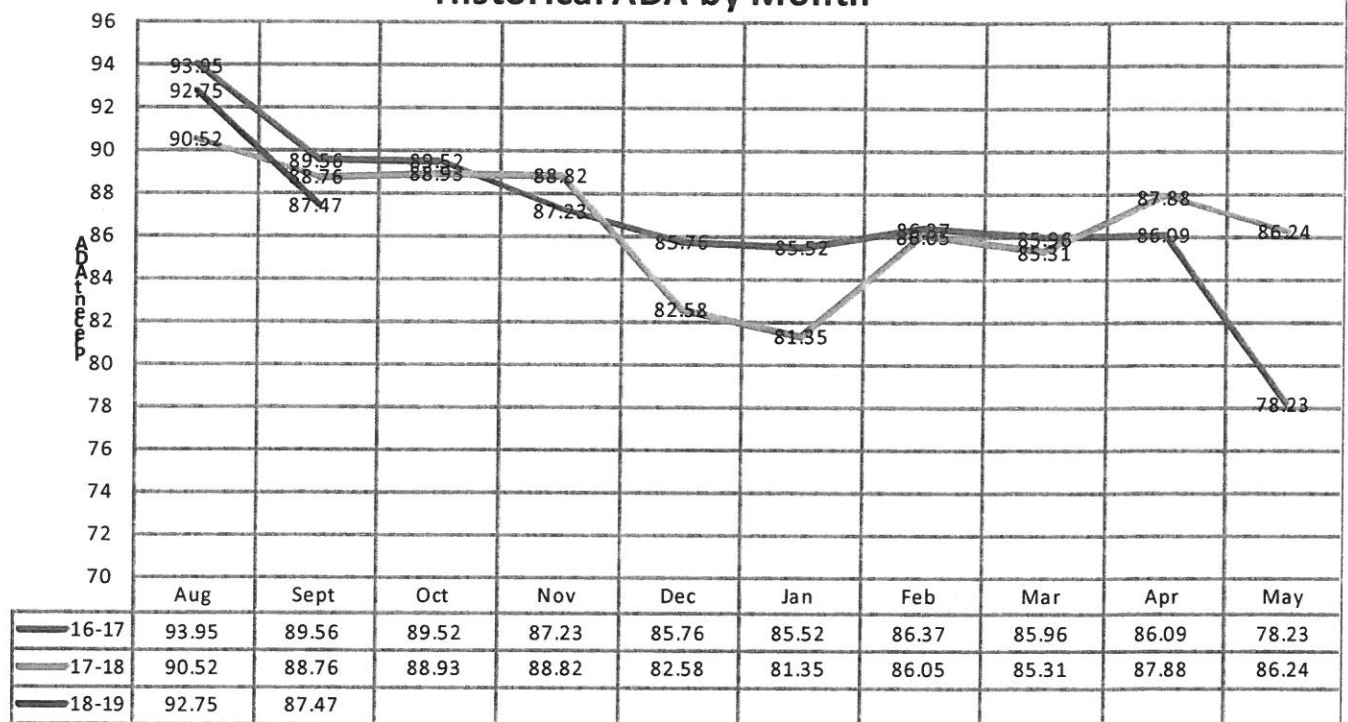
Funded Attendance

86.31

Actual Attendance

87.47

## Historical ADA by Month



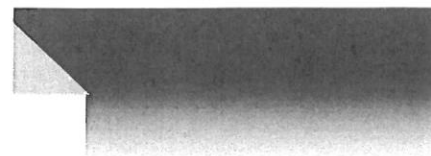
### NOTES:

- 2018-2018 April attendance is higher than the historical average for this 5 year grant cycle.
- At this point in the school year 130 students have been absent for between 10% and 20% of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 79 students have been absent for more than 20% of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled May 15, 2018 beginning @ 1219 hours for April 1-30, 2018)



## 2018-2019 Goals Progress



Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution of the workload.	The average case load has been reduced to 47.25. Then mode is 54.
Develop partnerships with various agencies that will enable us to identify and serve the homeless population more effectively.	Partner with the Big Bend Homeless Coalition to enroll students of homeless families that are housed in local shelters.	Focus group being planed for January.
Relocate all Head Start centers to state of the art facilities.	As leases expire on current facilities renegotiate to renovate, or relocate better facilities to lease or purchase as funding permits.	Progress continues to be made on the Franklin County Early Education Center.
Create a more robust Family Engagement Plan and increase family involvement.	Increase family involvement to 10% the first year, and an additional 5% each year thereafter.	Program purchased and is in the process of rolling out Ready Rosie.
Establish a consolidated service center on the south side of Leon County to make services more accessible.	Offer expanded services at the South City Head Start location.	LIHEP services are offered at centers for families.
Restructure our organization to allow for seamless delivery of services.	Design an plan for a "one stop shop" for Agency services for all clients that seek us for any type of assistance.	Currently we have six Head Start team member that participated in Getting Ahead and have used the knowledge learned to better their employment. We also have one Head Start parent enrolled in Getting Ahead.
Increase the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.	Create opportunities to provide services to children of families in targeted areas who aren't eligible for Head Start.	We are currently unable to progress towards this goal due to limited space.
The Agency will support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The Agency is currently supporting 11 staff on increasing their education (4= BS, 4=AA, 3= CDA)
Expand our Little Champions obesity prevention program to include Jefferson and Franklin counties.	Provide exercise activity to students enrolled in Franklin and Jefferson counties.	We are currently researching alternative programs, as the cost to train Franklin staff on Little Champions is prohibitive.

September 2018

# Incident Accident Reports

Incidents Added This Month

55

Students Involved This Month

31

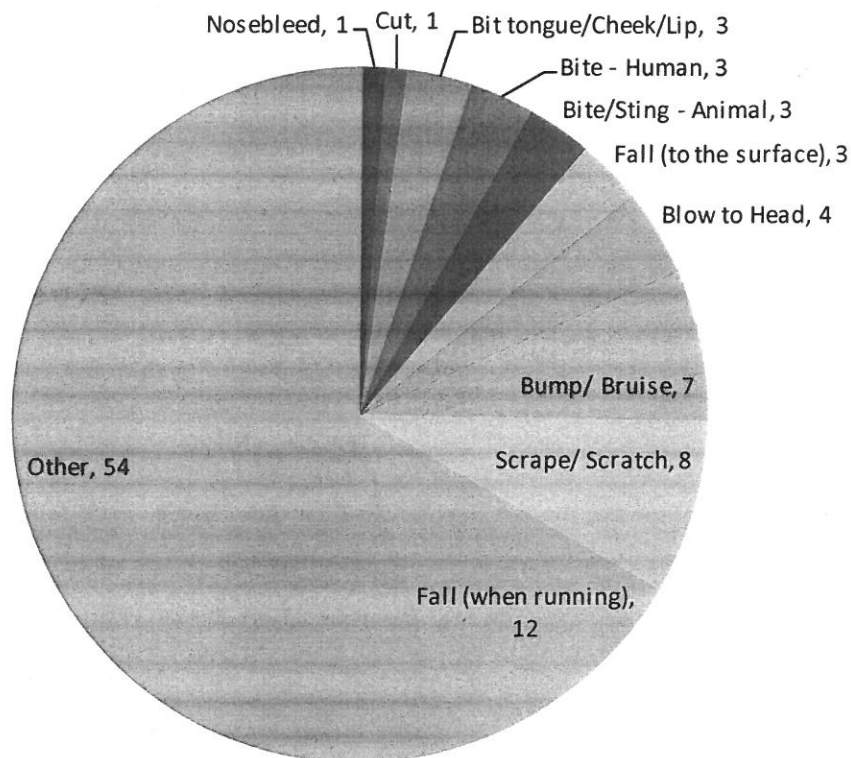
Incidents after 2:00pm

14

Cumulative 18-19 Incidents

99

## Cumulative 18-19 Incidents



The majority of incidents listed as other are from a child being hit or struck by another child or object. We need to consider adding a reporting field for data clarity. Incidents entered for a previous month after the QAM monthly report is generated are not included in the graphic.

(Report 2132)

# Depart of Children & Families Violations

**Inspections This Month**

**2**

**Violations This Month**

**0**

**Cumulative 17-18 Violations**

**2**

(DCF Inspection Reports)

# Family and Community Engagement Manager Monthly Monitoring Report – September 2018

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Registered	17	35	79	57	183	371
Number of Student Withdrawals for Month	0	0	6	0	8	14
Number of Vacancies	0	0	2	0	5	7
Number of Students on Wait List	2	0	26	17	16	61
Number of VPK Students Registered	N/A	N/A	N/A	16	38	54
Number of School Readiness Students Registered	N/A	N/A	N/A	6	7	13
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	35	79	57	183	371
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	19	55	57	150	298
Number of FPAs in progress (February)	0	0	0	0	0	0
Number of FPAs completed (May)	0	0	0	0	0	0

Head Start Enrollment and Attendance		
Center	Funded	Enrollment on 9/18/28 August Average Daily Attendance (ADA)
Franklin	17	17 87%
Jefferson	35	35 88%
Mabry	81	79 85%
Royal	57	57 87%
South City	188	183 89%
<b>Total</b>	<b>378</b>	<b>371</b> <b>87%</b>

# Family and Community Engagement Manager Monthly Monitoring Report – September 2018

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	3	5	2	5	11	26
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	1	1
Assistance for incarcerated Family Members	4	2	2	0	3	11
Education Referral	0	0	0	0	0	0
Employment	0	0	0	0	0	0
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	9	8	20	7	5	49
Number of Male Parents at Parent Committee Meetings	0	2	3	0	1	6
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	0	0	3	3	7
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	0	0	0	0	0
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
<b>Home Visits</b>						
Required Home Visit Follow up (February)	Franklin	Jefferson	Mabry	Royal	South City	
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes	10	7	28	21	113	179
Number of Contacts documented per absenteeism	0	0	5	3	24	32



# Family and Community Engagement Manager Monthly Monitoring Report – September 2018

<b>Number of Files Reviewed</b>	<b>17</b>
<b>Review of Parent Board</b>	<b>0</b>
<b>Volunteers (PEC)</b>	
Number of Volunteers	57
Total of Program In kind	272 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	0
Community Meetings	0

<b>Transportation</b>	
Field Trips	4
Maintenance	2
Trainings	0

Family and Community Engagement Manager  
Monthly Monitoring Report – September 2018

HEALTH SPECIALIST	Total
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	365
Expired/Missing immunizations	5
Up to date Physicals	366
Expired/Missing Physicals	4
Number of individual Health Care Plan	8
Number of Children with Health Insurance	356
<b>ENROLLMENT</b>	
Number of children with dental home	230
Number of dental home referrals	0
Completed dental exams	110
Incomplete dental exams	260
Needed dental treatment	0
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	303
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	343
Vision referrals	0
Hearing screenings	210
Hearing Referrals	0
Growth Assessment	363
BMI Referrals	0

Family and Community Engagement Manager  
Monthly Monitoring Report – September 2018

<b>90 DAYS REQUIREMENT</b>		<b>Total</b>
Number of dental home established		230
Number of dental exams		115
Number of children requiring dental treatment		0
Number of completed dental treatment		0
Hematocrit / Hemoglobin		177
Blood Lead		162
Blood Pressure		308
<b>NUTRITION</b>		
Number of Breakfast		5,283
Number of Lunch		5,689
Number of PM Snacks		4,982
Number of Children with Special Diets		23
<b>MONITORING ACTIVITIES</b>		
Health Files Review		17
Child Care Food Program Tool		0
Kitchen Inspection Tool		0

## Family and Community Engagement Manager Monthly Monitoring Report – September 2018

<b>Corrective Action and Follow Up</b>	<b>Funded Enrollment</b> <ul style="list-style-type: none"> <li>The program met the funded enrollment requirement during the month of September, but families who need extended care continue to withdraw.</li> </ul> <b>Program Information Report</b> <ul style="list-style-type: none"> <li>A schedule has been set to begin inputting data in ChildPlus for this school year for the PIR report.</li> </ul>
<b>Strengths</b>	<ul style="list-style-type: none"> <li>The program is now using technology to communicate with parents and the results are improving.</li> <li>The referral process is improving attendance.</li> <li>The use of company cell phones (voice and text) helps staff contact families more successfully, and families are able to respond back to staff faster.</li> </ul>

## Family and Community Engagement Manager Monthly Monitoring Report – September 2018

Areas of Concerns and Barriers
<p>The Program's ability to provide extended day services to families.</p> <p>Our families who work and attend school are becoming impatient with the Program's inability to provide extended care.</p>
Professional Development
<p>Bi-weekly management and team meetings</p> <p>Management Team Meetings</p>

# Family and Community Engagement Manager Monthly Monitoring Report – September 2018

Manager Monitoring Activities
Verifying Head Start eligibility for all families enrolling in the program for the 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: