

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 641.715.3580 Code 598472
January 17, 2019
6:00 p.m.

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

Next Meeting: Scheduled for February 21, 2019



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



Head Start Policy Council Meeting

Minutes

December 20, 2018

6:00pm

1. Teleconference meeting called to order at 6: 05 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Kim Wilson (R), Katherine Ramirez Palmer (R), Katessia Carr (R), Lakeisha Lloyd (R), Devonna Arnold (R), Tiffany Similien (CR), and Luciana Brown (CR).

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

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as typed. There were no corrections to be made.

5. Action Items

- a. Financial Report- Kim made a motion to hear the financial report and the motion was seconded by Katherine. The financial report and narrative was reviewed by Cynthia Valencic. Cynthia stated the budget was over in kitchen supplies, general liability and property insurance, repairs and building maintenance, technology, dues and subscriptions, registration fees, and raw food cost; net loss \$10,815.00. Lauren asked was there a plan to balance the budget. Cynthia stated we will receive more revenue and staff will continue to monitor their budgets closely. We did not have a quorum for last month; last month's financial report was also approved at this meeting.

Kim made a motion to approve the financial reports for September and October; Lakiesha second the motion. Financial report approved.

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

6. Center Updates:

Katessia (South City)- All is well. There have been a lot of changes happening with her family and she appreciates the support she is receiving from her teachers and staff. She reported that her teachers are doing an excellent job. No concerns at this time.

Katherine (LBR)- Everything is going well. She enjoys the variety of activities to the children are participating in. No concerns at this time.

Devonna (Jefferson)- Devonna reported the children seem to be adjusting and learning well and staff has been very responsive and helpful with the passing of Mrs. Peck.

Kim (LBR)- Kim reported that there is still a problem with the gate at the center slamming. Kristen assured her the gate is still being worked on and is needed for the safety of the children. Kim noticed Ms. Conway is no longer working at LBR and asked will there be a replacement for her. Kristen stated yes, there is currently a candidate from another center that will possibly be relocating to LBR.

Lakeisha (Mabry)- Lakeisha reported that everything seems to be going well at her center, however attendance is down.

7. Program Updates-VPK/ SR:

There has been a concern with students enrolled in the VPK/SR program being picked up before the program or not utilizing it, therefor holding a spot that could possibly be used for another student. When students do not stay the duration of the program it can also affect their outcome scores. There will be a mandatory meeting for VPK/ SR families regarding the importance of attendance and allowing their child(ren) to stay for the entire program. Staff is currently discussing ways to expand the amount of slots for the program; however is still having problems finding qualified staff. Lakeisha asked do you apply for VPK before their 4th birthday and Darrel informed her she can apply beginning in January.

8. Director's Report: Tim reviewed his Director's report. Tim addressed the passing of Mrs. Peck in Jefferson County; he is hoping to find a Center Director within 6 months. Tim stated that Head Start staff is working on providing more training for teachers on implementing individualize lesson plans. Education coordinators will also receive additional training. Lauren stated she was aware Tim applied for the City Commissioner position and wanted to know how his position as Head Start Director would be affected. Tim responded that he received permission from the Board to apply and he would be stepping down off other Boards and committees if elected. He did not feel it would interfere much and stated, if elected he would reevaluate to ensure Director duties are being carried out.

9. Office of Head Start Updates: No office of Head Start updates.

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

11. Other Business: No other business at the time.

12. The meeting was adjourned at 6:38 p.m.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ended 11/30/2018

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,464,698	730,625	(2,734,073)	21%
4010	Government Contracts - STATE	336,240	64,350	(271,890)	19%
4020	Government Contracts - LOCAL	53,500	11,074	(42,426)	21%
4100	Grants - Other Not-for-Profits	13,000	2,167	(10,833)	17%
4210	Contributions- Restricted	0	350	350	
4995	Other Revenue	0	200	200	
	Total Revenue	<u>3,867,438</u>	<u>808,767</u>	<u>(3,058,671)</u>	21%
Expenditures					
6010	Salaries & Wages	1,886,625	410,905	1,475,720	22%
6110	Fringe	537,311	114,472	422,839	21%
6180	Staff Screenings	2,500	98	2,402	4%
6210	Indirect Costs	498,181	106,133	392,048	21%
6310	Travel - In Area	3,500	588	2,912	17%
6315	Travel - Out of Area	500	0	500	0%
6410	Office Supplies	7,500	1,214	6,286	16%
6415	Program Supplies	21,387	4,573	16,814	21%
6420	Classroom Supplies	37,046	180	36,866	0%
6430	Kitchen Supplies	12,721	4,296	8,425	34%
6440	Medical/Dental Supplies	500	0	500	0%
6510	Copies/Printing/Copier Maintenance	12,000	1,506	10,494	13%
6600	Postage and Delivery Expense	1,200	39	1,161	3%
6710	Contractual Services/Professional	15,000	0	15,000	0%
6715	Contractual Services - Health/Disc	170,837	37,708	133,129	22%
6810	Rent/Space Cost	150,000	41,690	108,310	28%
6820	Utilities	62,500	14,231	48,269	23%
6830	General Liability and Property Insur	21,000	10,413	10,587	50%
6840	Communications	37,530	9,205	28,325	25%
6850	Repairs & Bldg Maintenance- Rec	75,000	15,387	59,613	21%
6855	Repairs & Bldg Maintenance - Nor	0	9,286	(9,286)	
6910	Equipment Maintenance	14,000	3,006	10,994	21%
6920	Vehicle Expense	37,350	6,065	31,285	16%
6930	Equipment Lease	8,500	2,137	6,363	25%
6940	Technology	12,500	4,763	7,737	38%
7010	Fees, Licenses, and Permits	1,500	35	1,465	2%
7020	Dues/Subscriptions	2,500	1,795	705	72%
7320	Expendable Equipment	5,000	25	4,975	0%
7410	Registration Fees	2,000	3,928	(1,928)	196%
7420	Meetings/Workshops/Training	14,850	6,180	8,670	42%
7430	Training/Staff Development	40,998	2,800	38,198	7%
7440	Advisory/Board Member Expenses	2,000	234	1,766	12%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ended 11/30/2018

7450	Advertising	2,000	51	1,949	3%
7460	Parent Activities	1,200	0	1,200	0%
7510	Raw Food Cost	170,203	40,088	130,115	24%
	Total Expenditures	<u>3,867,438</u>	<u>853,032</u>	<u>3,014,406</u>	22%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>(44,265)</u>	<u>(44,265)</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the 2 Months Ending November 30, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		11,074			
Grants - Other Not for Profits		2167.18			
In-Kind Revenue		82,599			
VPK/SR		21,254			
	866,176	117,095	14%	749,081	86%

November 2018 Head Start CC Statements

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description	Document Number	Transaction Description
HANCOCK WHITNEY	124.40	7420	1064	11/27/2018	ACCT#XXXX6700- TIM CENTER	112718-TC	AVIS RENTAL CAR FEE/ FHSA CONF.
HANCOCK WHITNEY	77.40	7420	1064	11/27/2018	ACCT#XXXX6700- TIM CENTER	112718-TC	FUEL FOR RENTAL CAR/ FHSA CONF.
HANCOCK WHITNEY	453.56	7420	1064	11/27/2018	ACCT#XXXX6700- TIM CENTER	112718-TC	HOTEL- FHSA CONF.
HANCOCK WHITNEY	93.10	6920	1064	11/27/2018	ACCT#XXXX6623- DARREL JAMES	112718-DJ	FUEL FLEET VEHICLE
HANCOCK WHITNEY	217.84	7420	1064	11/27/2018	ACCT#XXXX6623- DARREL JAMES	112718-DJ	CAR RENTAL/ ATLANTA, GA CONF.
HANCOCK WHITNEY	925.86	7420	1064	11/27/2018	ACCT#XXXX6623- DARREL JAMES	112718-DJ	HOTEL/D. JAMES- ATLANTA, GA MAGA
HANCOCK WHITNEY	716.00	7420	1064	11/27/2018	ACCT#XXXX6623- DARREL JAMES	112718-DJ	HOTEL/D. JAMES-PARENT FAMILY ENGAGE. CONF.
HANCOCK WHITNEY	716.00	7420	1064	11/27/2018	ACCT#XXXX6623- DARREL JAMES	112718-DJ	HOTEL/F.ALEXANDER-PARENT FAMILY ENGAGE.
HANCOCK WHITNEY	272.62	6410	1064	11/27/2018	ACCT#XXXX6982- FATIMA OLEABHIEL	112718-	ID BADGES FOR HEAD START STAFF
HANCOCK WHITNEY	119.96	6510	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	INK CARTRIDGE FOR COPIER-JEFFERSON HEAD
HANCOCK WHITNEY	21.44	6850	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	MABRY CENTER- SWIFFER FOR DUSTING
HANCOCK WHITNEY	40.48	6855	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	DOOR REPAIR, SIGNAGE POST
HANCOCK WHITNEY	8.16	6855	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	VINYL LETTERS TO REPAIR LICENSING SIGNAGE
HANCOCK WHITNEY	4.98	7320	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	MEN BATHROOM SIGN FOR MAIN OFFICE
HANCOCK WHITNEY	19.98	7320	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	NO TRESPASSING SIGNAGE FOR MABRY CENTER
HANCOCK WHITNEY	570.60	7420	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	HOTEL- PARENT FAMILY ENGAGEMENT CONF.
HANCOCK WHITNEY	481.98	7420	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	HOTEL/ R.BYRD- PARENT FAMILY ENGAGEMENT
HANCOCK WHITNEY	30.00	7430	1064	11/27/2018	ACCT#XXXX7303- KRISTIN RESHARD	112718-KJR	APPLICANTS FEE-FIU/ CLARK
HANCOCK WHITNEY	77.00	6420	1064	11/27/2018	ACCT#XXXX8165- NICHELE RICHARD	112718-NR	SUPPLIES FOR CLASSROOM FALL FESTIVAL
HANCOCK WHITNEY	1,206.42	7420	1064	11/27/2018	ACCT#XXXX8165- NICHELE RICHARD	112718-NR	HOTEL-ATLANTA, GA TRAINING
HANCOCK WHITNEY	190.82	7440	1064	11/27/2018	ACCT#XXXX8165- NICHELE RICHARD	112718-NR	FOOD FOR POLICY COUNCIL
Total HANCOCK CC -	6,368.60						
LOWE'S	157.47	6855	1064	11/30/2018	ACCT# XXXXX84241/ NOV 2018	NOV2018-	ACCT# XXXXX84241/ NOV 2018
Total LOWES - LOWE'S	157.47						
Report Opening/Current							
Report Transaction Totals	6,526.07						

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Acco

58694

58694

12/18/2018

Invoice Description
112718-TC [REDACTED] TIM CENTERHancock Whitney Bank
MAHAN
12/19/18 10:16Amount
\$3,395.75

Seq: 0015 ID: 106679 CB: 7123

Credit Card Payment \$3,395.75

Posting Date: 12/19/18

Thank you for banking with us.

Total: \$0.00 \$3,395.75

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-30	10-30	74270848303100009843055	0000	BRANCH PAYMENT - THANK YOU	M5,000.00
10-30	10-28	24316058302548891044984	5542	SHELL OIL 57543704100 OKEECHOBEE FL	M29.84
11-01	10-31	24391218305825292443410	3389	AVIS RENT-A-CAR 1 TALLAHASSEE FL Sales Tax chrgd	M133.73
11-02	10-31	24692168305100450803174	5542	GATE 1194 Q80 TALLAHASSEE FL	M23.01
11-02	10-31	24316058305548004035728	5542	SHELL OIL 57543704001 SAINT CLOUD FL	M24.55
11-02	11-01	24692168305100615441993	3509	MARRIOTT HOTELS PALM BEACH GA FL	M453.56
				051717 ARRIVAL: 10-28-18	
11-07	11-06	24512398310900011400236	5661	THE SHOE BOX TALLAHASSEE 850-8779174 FL	M1,854.50
11-08	11-07	24692168311100083469197	5942	AMZN MKTP US*M89LB98X1 AMZN.COM/BILL WA	M23.99
11-12	11-09	24692168313100112038979	5200	LOWES #00417* TALLAHASSEE FL Sales Tax Chrgd.	M15.03
11-12	11-09	24431068314978000711576	3001	AMERICAN AIR0012320393492 FORT WORTH TX	M419.40
				CENTER/TIM DEPARTURE: 12-06-18	
				TLH AA V MIA AA O TLH	
11-16	11-16	74270848320100009920852	0000	BRANCH PAYMENT - THANK YOU	M110.68
11-19	11-16	24431068320026614642167	4816	ADOBE *ACROPRO SUBS 800-833-6687 CA - mo subs	M14.99
11-19	11-15	24445008320200131789401	7011	SANDESTIN GOLF/BEACH SANDESTIN FL	M179.00
				0000704198 ARRIVAL: 11-14-18	
11-19	11-15	24445008320200131789575	7011	SANDESTIN GOLF/BEACH SANDESTIN FL	M179.00
				0000704198 ARRIVAL: 11-14-18	
11-21	11-20	24692168324100494105955	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN - mo. subs.	M59.13

3395.75 - operating for
13.98 - Holdings Acct 12/18/17

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-18	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND
		OTHER CHARGES 3,409.73
		NEW CASH ADVANCES .00
		CREDITS 5,110.68
		STATEMENT TOTAL 1,700.95 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Toll Free 1-800-448-8812

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

58689

12/18/2018

Invoice	Description
112718-DJ	DARREL JAMES

ount
\$2,668.80

Hancock Whitney Bank
MAHAN
12/19/18 10:17

Seq: 0016 ID: 106579 CB: 7123

Credit Card Payment \$2,668.80

Posting Date: 12/19/18

Thank you for banking with us.

\$2,668.80

LMP40 M/P CHECK

Rev 1/17



104471

10:47 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-05	11-02	24906048306041600133630	7011	ROSEN SHNGLE CR ONLINE ORLANDO FL	M716.00
11-05	11-02	24906048306041600133689	7011	ROSEN SHNGLE CR ONLINE ORLANDO FL	M716.00
11-05	11-03	24445008307100306756143	7011	GEORGIAN TERRACE ATLANTA GA	M925.86
			13325364	ARRIVAL: 12-10-18	
11-15	11-13	24692168318100786689375	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.10
11-16	11-16	74270848320100009920779	0000	BRANCH PAYMENT - THANK YOU	M1,745.81
11-27	11-26	24299108330005115000276	5542	MARATHON PETRO202861 TALLAHASSEE FL	M47.00
11-27	11-26	24692168330100158001567	4722	PLN*RENTALCARS.COM 866-966-3620 CT	M217.84

gc
12/13/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-18		NEW PURCHASES AND OTHER CHARGES 2,668.80
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 1,745.81
		STATEMENT TOTAL 922.99
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00
Toll Free	1-800-448-8812	

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account

58690

12/18/2018

Invoice	Description
112718-FOA	FATIMA OLEABHIELE

Amount
\$310.59

Hancock Whitney Bank
NAHAN
12/19/18 10:16

Seq: 0012 ID: 101764 CB: 7124

Credit Card Payment \$310.59
Posting Date: 12/19/18
Thank you for banking with us.

\$310.5

LMP40 M/P CHECK

Rev 1/17



104471

10457 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-09	11-08	24231688312083704128638	5812	PANERA BREAD #601419 TALLAHASSEE FL	M37.97✓
11-16	11-16	74270848320100009920910	0000	BRANCH PAYMENT - THANK YOU	M399.99
11-19	11-15	24760628320476300576421	5111	QUICKIDCARD.COM, INC. 800-8776704 NY	M272.62✓

6-
12/31/18

STATEMENT DATE 11-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 310.59✓
		NEW CASH ADVANCES .00
		CREDITS 399.99
		STATEMENT TOTAL 89.40 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

58691

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC

Account #:

58691

12/18/2018

ount

\$1,297.58

Invoice	Description
112718-KJR	KRISTIN JACKSON (RESHAR)

Hancock Whitney Bank

MAHAN

12/19/18 10:17

Seq: 0013 ID: 101764 CB: 7124

Credit Card Payment \$1,297.58

Posting Date: 12/19/18

Thank you for banking with us.

\$1,297.58

LMP40 M/P CHECK

Rev 1/17



104471

3047 (001) 007161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-02	10-31	24445748305100271250869	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M119.96✓
11-02	10-31	24755428305153055855919	3722	WYNDHAM 407-2260920 FL	M570.60✓
				588110105430011 ARRIVAL: 10-31-18	
11-12	11-09	24755428314163143358759	3722	WYNDHAM 407-2260920 FL	M481.98✓
				599111005540049 ARRIVAL: 11-09-18	
11-16	11-16	74270848320100009920795	0000	BRANCH PAYMENT - THANK YOU	M1,643.75
11-16	11-15	24692168319100594841522	5942	AMZN MKTP US*M83TT4UP1 AMZN.COM/BILL WA	M19.98✓
11-16	11-16	24431068320026717533453	8220	FIU ADMISSIONS 305-348-7184 FL	M30.00✓
11-16	11-14	24610438319010182130558	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M75.06✓

95
11/31/18

STATEMENT DATE 11-27-18	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,297.58 ✓
		NEW CASH ADVANCES .00
		CREDITS 1,643.75
		STATEMENT TOTAL 346.17 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERAT

58693

58693

12/18/2018

Payee HANCOCK WHITNEY BANK
Vendor ID HANCOCK CC Acco

Amount

\$1,509.77

Invoice	Description
112718-NR	NICHELE RICHARDS

Hancock Whitney Bank

MAHAN

12/19/18 10:18

Seq: 0018 ID: 106679 CB: 7123

Credit Card Payment \$1,509.77

Posting Date: 12/19/18

Thank you for banking with us.

\$1,509

LMP40 M/P CHECK

Rev 1/17



104471

10447 (11/17) J187161

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-31	10-30	24445008304001025031177	5331	DOLLAR TREE TALLAHASSEE FL	M77.00 ✓
11-01	10-31	24445008305001023653195	5411	PUBLIX #782 TALLAHASSEE FL	M35.53 ✓
11-05	11-03	24445008307100306757703	7011	GEORGIAN TERRACE ATLANTA GA 13325365 ARRIVAL: 12-09-18	M1,206.42 ✓
11-14	11-14	24492158275894911855042	4121	PAYPAL *UBER/FRD ADJ 402-935-7733 CA	M5.50cr
11-16	11-16	74270848320100009920894	0000	BRANCH PAYMENT - THANK YOU	M10.08
11-16	11-15	24445008320000966050436	5411	PUBLIX #1051 TALLAHASSEE FL	M10.97 ✓
11-16	11-15	24224438320103002857842	5814	MISSION BBQ TALLAH TALLAHASSEE FL	M179.85 ✓

gk
12/31/18

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-27-18		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,509.77 ✓
		NEW CASH ADVANCES .00
		CREDITS 15.58
		STATEMENT TOTAL 1,494.19
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING ACCOUNT

58659

Payee LOWE'S
Vendor ID LOWES

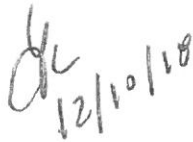
Account #:

58659
12/14/2018

Invoice	Description	Discount	Amount
NOV2018-LOWES	NOV 2018	\$0.00	\$157.47
Total :			\$0.00
			\$157.4

Card Account

Customer Service: 1-800-444-1408

Summary of Account Activity		Payment Information	
Previous Balance	\$1,516.79	New Balance	\$157.47
- Payments	\$1,509.68	Total Minimum Payment Due	\$25.00
- Other Credits	\$58.35	Payment Due Date	12/28/2018
+ Purchases/Debits	\$208.71		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$157.47		
Credit Limit	\$11,000.00		
Available Credit	\$10,842.00		
Statement Closing Date	12/02/2018		
Days in Billing Cycle	30		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
11/13	11/13	67279	STORE 0417 TALLAHASSEE FL	\$18.17 ✓
11/15	11/15		STORE 0716 TALLAHASSEE FL	(\$7.11)
11/19	11/19		PAYMENT - THANK YOU	(\$1,509.68)
11/26	11/26	10560	STORE 0716 TALLAHASSEE FL	\$70.10 ✓
11/28	11/28	39891	STORE 0417 TALLAHASSEE FL	\$59.76 ✓
11/28	11/28		STORE 0417 TALLAHASSEE FL	(\$51.24)
11/28	11/28	24460	STORE 0417 TALLAHASSEE FL	\$60.68 ✓

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: EBT742, 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.



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



Page: 1 of 1

Statements Dates
11/01/2018 - 11/30/2018

Account Number:
4620332

Images:
0

***ZERO CHECKS* E0**

RECEIVED
DEC 10 2018

414 010000 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.

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

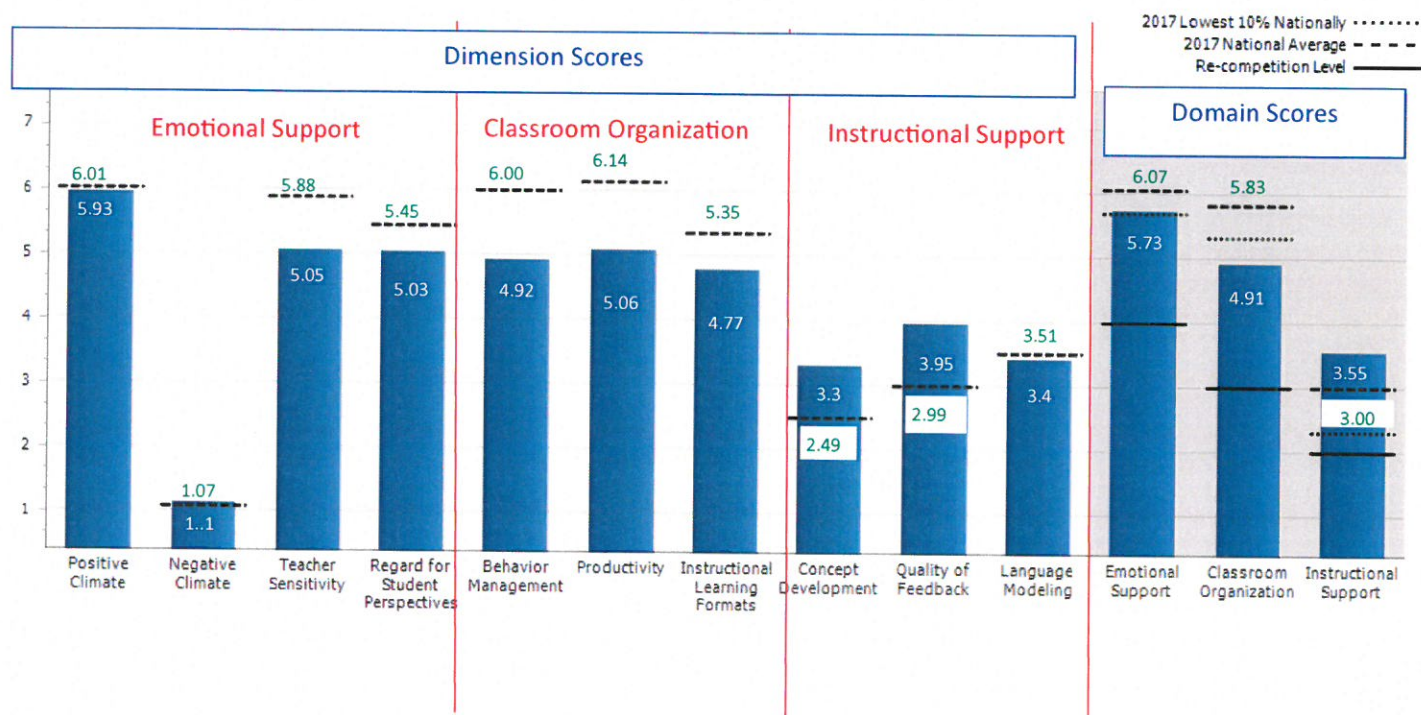
Date	Balance	Date	Balance	Date	Balance
10/31	1,187.68				



010000001

94
12/10/18

Fall 2018 Baseline Data*



*Scoring Conducted by Internal Assessors

National Average Scores are in Green

Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: January 11, 2019

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

Staffing

Venita Treadwell, Education Manager, is spending three days a week in Jefferson while we advertise and fill the Director's position.

We need more part-time staff to expand the Extended Day program.

Facilities

Mabry Head Start has a new leak in the main roof which has the attention of the land lord. Jefferson County facilities are being repaired. Royal and Jefferson both have drainage and erosion issues to be addressed.

Curriculum

Cindy Kaier, Educational Specialists, was brought in to train Education Coordinators and Center Directors on CLASS coaching and Curriculum implementation.

Enrollment

Centers are nearly at full enrollment.

Federal and State Regulations

We can expect national CLASS rankings to come out within the month.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.eclkc.ohs.acf.hhs.gov

January 3, 2019

Christy McElroy, Board Chairman
Capital Area Community Action Agency, Inc.
309 Office Plz
Tallahassee, FL 32301

Re: Grant No. 04CH10135

Dear Mr. McElroy:

The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, contains an increase of approximately \$200 million for programs under the Head Start Act for Fiscal Year (FY) 2019. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.77 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the increase(s) for FY 2019.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$60,599	
Total COLA Funding	\$60,599	

Submission Requirements

Program Instruction ACF-PI-HS-18-06, dated November 30, 2018, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due March 1, 2019 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2019 and the budget period to add the 'Supplement - COLA' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

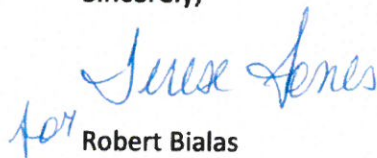
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.77 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.77 percent COLA or differential COLA increases;
- The provision of the 1.77 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Deirdre Mitchell, Head Start Program Specialist, at (404) 562-2858 or deirdre.mitchell@acf.hhs.gov or Stephanie Moore, Grants Management Specialist, at (404) 562-2908 or stephanie.moore@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



for Robert Bialas
Regional Program Manager
Office of Head Start

cc: Tim Center, Executive Director
Tim Center, Head Start Director

Family and Community Engagement Manager Monthly Monitoring Report – December 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	17	33	81	56	184	371
Number of Student Withdrawals for Month	0	0	2	1	4	7
Number of Vacancies	0	0	2	1	4	7
Number of Students on Wait List	0	0	21	19	20	60
Number of VPK Students Registered	N/A	N/A	N/A	16	67	83
Number of School Readiness Students Registered	N/A	N/A	N/A	5	6	11
FAMILY STATUS						
Number of Family Needs Assessment	17	33	81	56	184	371
Family Partnership Agreement						
Number of FPA Initiated (45)	17	33	80	56	175	361
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Head Start Enrollment and Attendance		
Center	Funded	Average Daily Attendance (ADA)
Franklin	17	83.33%
Jefferson	33	79.72%
Mabry	81	72.21%
Royal	56	80.00%
South City	184	84.89%
Total	371	80.84%

Family and Community Engagement Manager Monthly Monitoring Report – December 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	7	4	4	9	12	36
Domestic Violence Referrals	0	0	1	0	1	2
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	0	3	1	4	12
Education Referral	0	0	1	2	7	10
Employment	0	0	1	1	5	7
Parent Meetings/Trainings						
Parent Committee Meetings						
Number of Parents at the Parent Committee Meetings						
Number of Male Parents at Parent Committee Meetings						
Number of parents Committee meetings attended (Family Advocate)						
Number of Parents Committee meetings attended (Parent Engagement Coordinator)						
Number of Parents in attendance on Policy Council	0	1	1	2	2	6
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	1	1	1	1	1	5
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						
Home Visits	Franklin	Jefferson	Mabry	Royal	South City	
Required Home Visit Follow up (February)						
Number of Additional Home Visits/Meetings						
Number of Contacts documented in Case Notes	10	7	46	49	109	221
Number of Contacts documented per absenteeism	4	0	7	6	18	35

Family and Community Engagement Manager Monthly Monitoring Report – December 2019

Number of Files Reviewed	33
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	79
Total of Program In kind	210 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

Transportation	
Field Trips	0
Maintenance	0
Trainings	1

Family and Community Engagement Manager Monthly Monitoring Report – December 2019

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		360
Expired/Missing immunizations		10
Up to date Physicals		367
Expired/Missing Physicals		13
Number of individual Health Care Plan		9
Number of Children with Health Insurance		326
ENROLLMENT		
Number of children with dental home		264
Number of dental home referrals		0
Completed dental exams		125
Incomplete dental exams		255
Needed dental treatment		19
Receiving dental treatment		1
Completed dental treatment		1
Number of medical home		315
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		335
Vision referrals		0
Hearing screenings		307
Hearing Referrals		0
Growth Assessment		362
BMI Referrals		0

Family and Community Engagement Manager Monthly Monitoring Report – December 2019

90 DAYS REQUIREMENT		Total
Number of dental home established		264
Number of dental exams		125
Number of children requiring dental treatment		19
Number of completed dental treatment		1
Number of dental cleaning / fluoride treatment		60
Hematocrit / Hemoglobin		315
Blood Lead		189
Blood Pressure		327
NUTRITION		
Number of Breakfast		3,992
Number of Lunch		4,381
Number of PM Snacks		3,119
Number of Children with Special Diets		23
MONITORING ACTIVITIES		
Health Files Review		33
Child Care Food Program Tool		0
Kitchen Inspection Tool		0

Family and Community Engagement Manager

Monthly Monitoring Report – December 2019

Corrective Action and Follow Up	
Funded Enrollment	<ul style="list-style-type: none"> The program did not meet the funded enrollment requirement during the month of December. No center met the required Average Daily Attendance rate of 85%.
Extended Care	<ul style="list-style-type: none"> The program continues to brainstorm on ways to increase the Extended Day programs. Families attending centers without Extended Day services will receive a survey in January to see if others are interested in the program.
Parent Engagement	<ul style="list-style-type: none"> Parenting classes will begin in January.
Referrals	<ul style="list-style-type: none"> Referrals are in place for all students who are late without an excuse, and for students with excessive absences. Conferences are held with parents to encourage them to improve their attendance.
In-Kind	<ul style="list-style-type: none"> In-Kind is still be collected to meet the needs of the program. The amount is improving from donations to the program, fees from contracted professionals, and parent volunteers.
Strengths	
	<ul style="list-style-type: none"> The program is now using new technology to communicate with parents to get information out quicker. The referral process is improving attendance and communication with the parents.

Family and Community Engagement Manager
Monthly Monitoring Report – December 2019

Areas of Concerns and Barriers
Extended Day services
Professional Development
Bi-weekly management and team meetings Management Team Meetings

Family and Community Engagement Manager Monthly Monitoring Report – December 2019

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:

Quality Counts December 2018 Narrative

Vital Statistics

Enrollment

Community Action's deliverable enrollment is 378. The current actual enrollment for December 2018 was 373. We did not meet this deliverable for December 1-31, 2018 according to data recorded on Child Plus Report 2001.

Community Action's cumulative enrollment is 407. Last year at this point our cumulative enrollment was 401. This year it appears that we are losing slightly more students than last year. We should be mindful of turnover, at this point, as it may be preventing us from reaching our funded enrollment.

Disability

Ten percent of the funded enrollment for Community Action is 37.8 or 38 students. Per the Head Start ERSEA review protocol, at this point in the program year, the program must have reached ten percent at some time during the last school year. The current number of students with a diagnosed disability that attended at least one day August 2017 through May 2018 was thirty-nine as of May 31, 2018. Based on the current numbers at the time of this report we were meeting the deliverable for this requirement.

The current disability enrollment for this school year is 4% or 14 students. The Community Action teaching staff has also identified 21 additional students with disability concerns. The Special Service Coordinator has added the students identified by the teaching staff to the list of students with disability concerns; however, the local education authority (LEA) has yet to diagnose the students. Only the students with identified disability concerns will count towards Community Action's ten percent disability requirement. We need to work with the LEAs to try and have the 21 students with concerns screened in a timely manner.

We are off track to reach our 10% in January 2019. Based on the current number of students with disabilities and those with identified concerns one can anticipated 35 children or less with identified disabilities in January 2019. We may need to look at recruiting more students with identified disabilities.

Attendance

The average actual attendance percentage for Community Action students is 80.84% or 81%. The December 2018 actual attendance is lower than the three year historical average for December. The threshold for compliance is 85%. Despite the challenges presented by the hurricane, we need to look for additional confounding factors that may influence our attendance and identify ideas on how to address the potential influences.

Child Plus Report 2336, Attendance Works Chronic Absence Charts, indicates that 49% (181/373) of our Head Start students struggled with moderate to chronic school absences. Students with moderate school attendance issues miss between 10% - 20% of the days offered to them and miss 10% - 20% of the program. Students with chronic school attendance issues miss between 21% or more of the days offered to them and miss over 20% of the program.

2018-2019 Program Goals

The program made no advancements towards our program goals December 1-31, 2018. During the first half of the school year we have specifically been unable to progress towards the following goals:

- Increasing the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.
- Expanding our Little Champions obesity prevention program to include Jefferson and Franklin Counties.

The two obstacles that are mostly likely related to the challenges with regards to reaching our goals listed above are space at the centers and funding.

Incident Accident Reports

There were no incident accidents loaded into Child Plus for the month of December. This is more than likely due to staff being on leave during winter break. Incident Accident Reports and our ability to analyze the data are an important part of monitoring the health and safety of our program.

Department of Children and Family Violations

During December 2018 we had no DCF inspections. Louise B. Royal, South City Head Start, and Jefferson County Head Start are likely to have routine inspections soon.

CLASS

The Classroom Assessment Scoring System (CLASS) assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS includes three domains of teacher-child interactions: Emotional Support, Classroom Organization, and Instructional Support. Within each domain there are three dimensions which help capture more specific details about the quality of the teacher-child interactions.

Capital Area Community Action Agency, INC. (Community Action) used in house CLASS certified staff to conduct the baseline class assessment for the 2018-2019 school years. The baseline class was conducted September 1, 2018 through October 31, 2018. CLASS is scored using a range of 1-7. Scores of 1-2 indicate the quality of teacher-child interactions is low. Scores of 3-5 indicate that the quality of teacher-child interactions observed was a mix of effective and ineffective or absent interactions. Scores of 6-7 indicate that effective teacher-child interactions were consistently observed throughout the observation period.

The agency average score for emotional support was 5.73. The national average in 2017 was 6.07 with a .30 standard deviation. CLASS scores can vary ± 1 and still be considered accurate. The fall 2018 baseline was within .10 of the HHS winter Class Assessment of the program which indicates that this is more than likely an accurate assessment of the programs emotional support.

The agency average score for classroom organization was 4.91. The national average in 2017 was 5.88 with a .40 standard deviation. The fall 2018 baseline was within .20 of the HHS winter Class Assessment of Community Action which indicates that this is more than likely an accurate assessment of the programs emotional support. The fact that both internal and external observers found that teacher-child interactions observed was a mix of effective and ineffective or absent interactions which in 2017

would have caused the program to be in the bottom 10% of the nation more than likely indicates a need for extra support in this area.

The agency average score for instructional support was 3.55. The national average in 2017 was 3.00 with a .53 standard deviation. The fall 2018 baseline was higher than the 2017 HHS winter Class Assessment of the program which could indicate that the additional preservice training was successful.

Key

Green= Compliance

Orange=Area of concern/ Potential for Concern

Red= Non-Compliance

Quality Counts

December 2018



Vital Statistics

(Pulled January 14, 2019 beginning @ 1=0725 hours for December 1-31, 2018)

Enrollment

Compliance

NO

Current Enrollment

373

Cumulative Enrollment

407

Disability Services

(Reports 2001 & 2005)

Compliance

YES

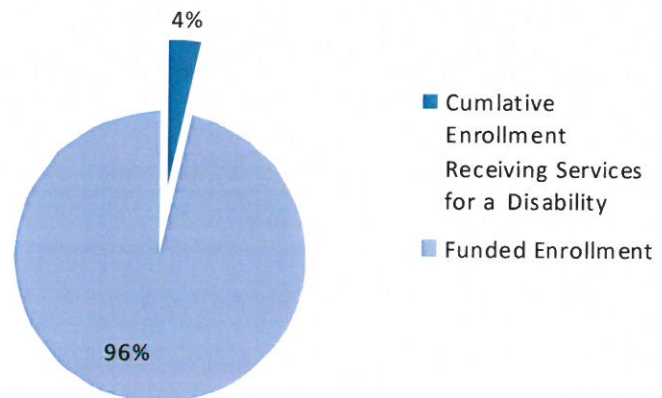
Students with Disabilities

14

Students with Concerns

21

Disability Services



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

December 2018

Attendance

Compliance

NO

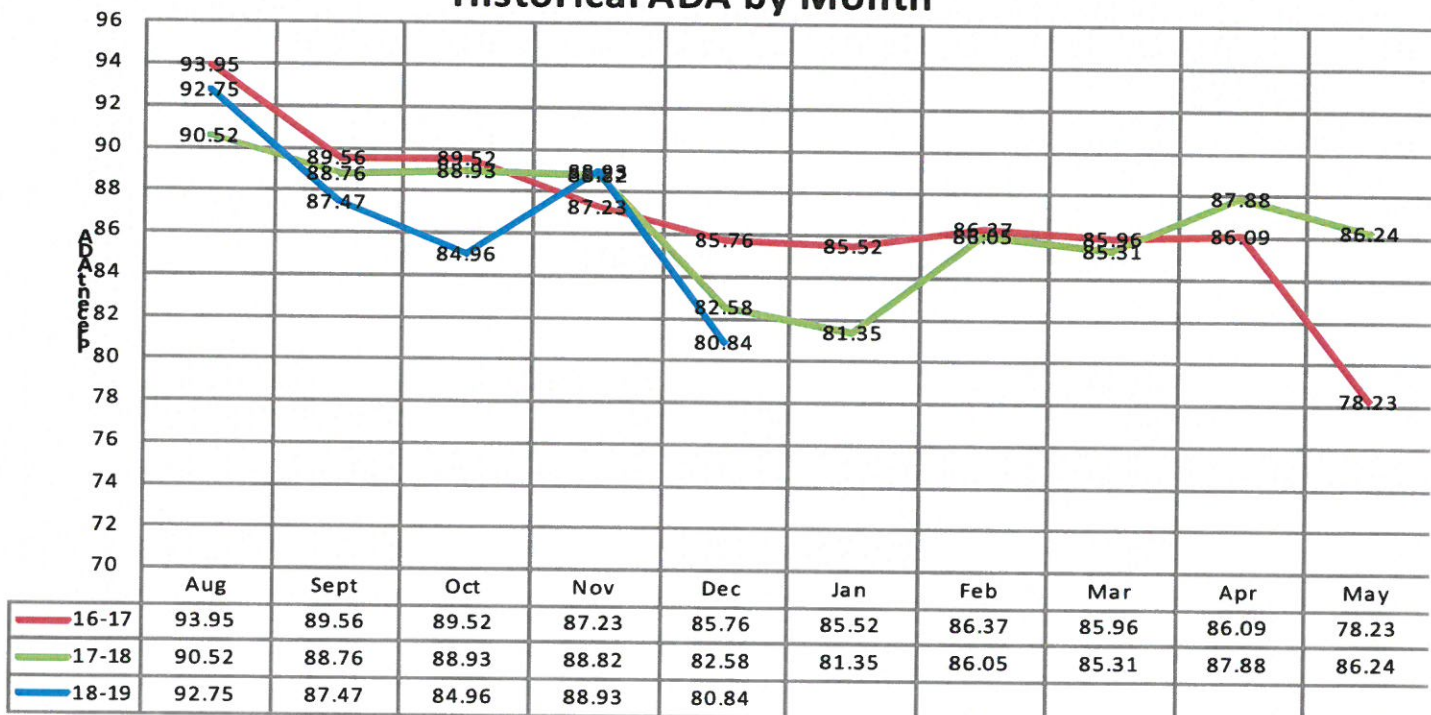
Funded Attendance

79.12

Actual Attendance

80.84

Historical ADA by Month



NOTES:

- 2018-2019 December attendance is lower than the historical average for this 5 year grant cycle.
- At this point in the school year 94 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 87 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 January 14 2019 beginning @ 0802 hours for December 1-31, 2018)



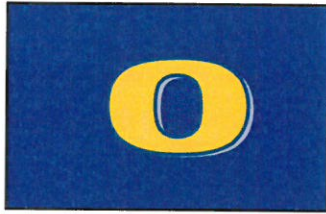
2018-2019 Goals Progress



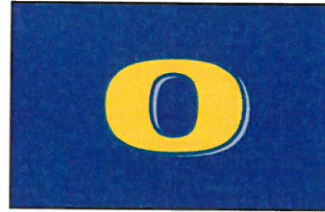
Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution 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 12 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.

Incident Accident Reports

Incidents Added This Month



Students Involved This Month



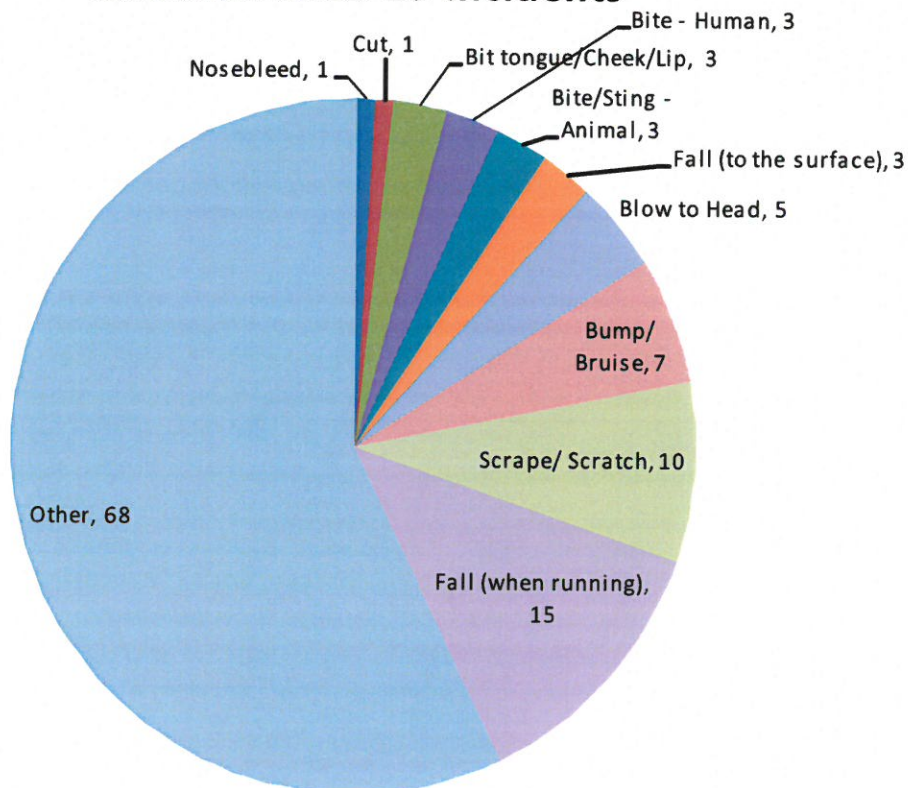
Incidents after 2:00pm



Cumulative 18-19 Incidents



Cumulative 18-19 Incidents



(Report 2132)

- There were no incident/ accidents for the month of December 2018 according to Child Plus 1202 on 01/14/201 at 0830 hours.
- The majority of incidents listed as "other" are from a child being hit or struck by another child or object. We may need to consider adding another reporting field for data clarity.
- Additionally, the majority of incidents/accidents this month occurred in the classroom.
- Incidents entered for a previous month after the QAM monthly report is generated are not included in the graphic.

Depart of Children & Families Violations

Inspections This Month

0

Violations This Month

0

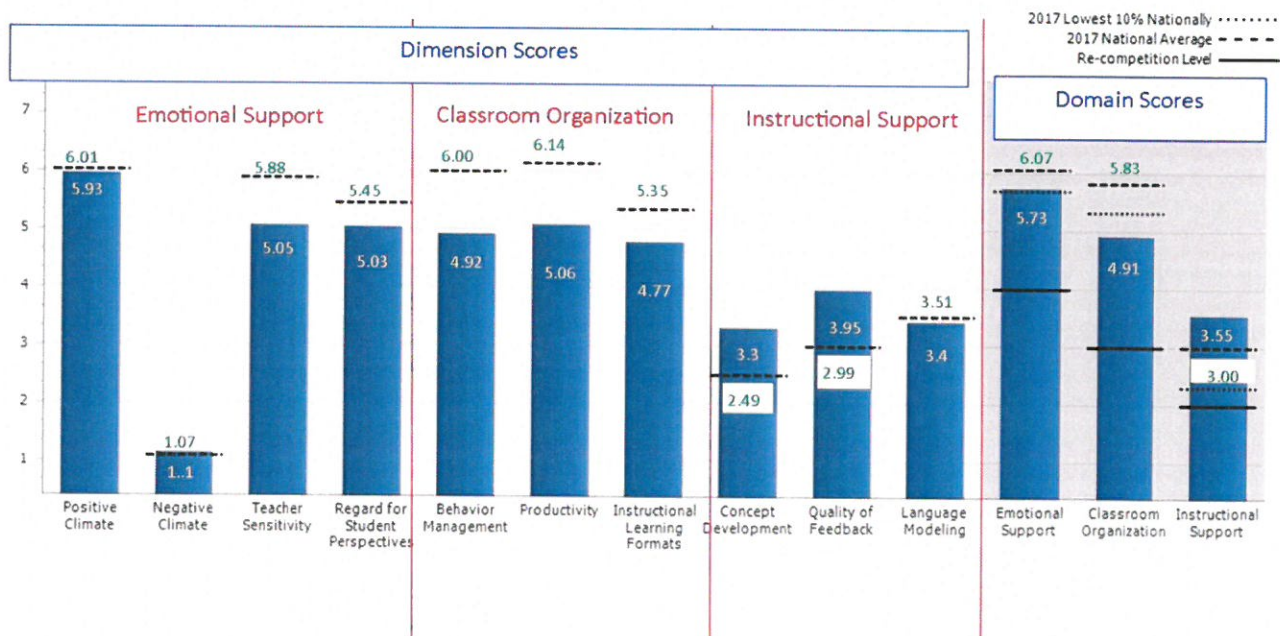
Cumulative 17-18 Violations

2

(DCF Inspection Reports)

CLASS

Fall 2018 Baseline Data*



*Scoring Conducted by Internal Assessors

National Averages in Green