

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 641.715.3580 Code 598472
February 21, 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
 - c. Selection Criteria
6. Center Updates- What's Working and What's Not
7. Program Updates
 - a. CLASS
8. Director's Report
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: Scheduled for March 28, 2019



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



Head Start Policy Council Meeting

Minutes

January 17, 2019

6:00pm

1. Meeting called to order at 6: 05 pm
2. Roll call was taken by Jashunta Kelly. Representatives present included the following: Lauren Johnson (CR), Kim Wilson (R), Veronica Doolan(R), Katessia Carr (R), Lakeisha Lloyd (R), Jashunta Kelly (R), Tiffany Similien (CR), and Luciana Brown (CR).

Capital Area Community Action Agency staff present included the following people: Tim Center (via phone), Kristin Reshard, Nichele Rolle, Darrel James, and Cynthia Valencic. Guest Heather Harris (LBR- parent) present.

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- Jashunta Kelly made a motion to hear the financial report and the motion was seconded by Katessia. The financial report and narrative was reviewed by Cynthia Valencic. Cynthia discussed several line items that were over budget or close. Kim asked were we still going to use the parent fund for CPR/ Car seat safety as previously discussed. Nichele responded yes we will set a date with the agency providing the service. Lauren was concerned about the line items of the budget that were over or close to being over and asked Tim is there a drafted plan to ensure we do not go over budget by the end of the year. Tim stated we are monitoring it on a monthly basis and if it gets to the point we may be in a tough spot we will address it at that time. Lauren stated she would like to us to be more proactive than reactive.

Jashunta made a motion to approve the financial reports for November; Katessia second the motion. Financial report approved.

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

6. Center Updates:

Katessia (South City)- All is well. She reported that her teachers are doing an excellent job. No concerns at this time.

Jashunta (South City)- Everything is going well. Her son is meeting the expectations she had for him as well as the teachers. Jashunta was concerned with the manner the extended day program is leaving the classrooms in the afternoon.

Veronica (Franklin)- No complaints with the center. Her daughter is learning and recognizing more words. Teachers are doing an excellent job with the students.

Kim (LBR)- Kim stated everything is going well and she was very pleased with the turn out for the parent meeting the prior day.

Lakeisha (Mabry)- Lakeisha reported that everything seems to be going well at her center.

Heather (LBR)- happy with her sons performance at Head Start. Behavior has improved with stable teachers at the center. He is now reading 1st grade books.

7. Director's Report: Tim reviewed his Director's report. Tim stated he appreciates the members speaking with other parents regarding their opinions/ concerns about the program. Tim stated we attempted a different schedule for teaching staff this year and it has not been as successful as planned; we will reevaluate. Tim stated he will be meeting with Rocky Hanna in the upcoming week regarding the rent at our South City location. We are looking to acquire new food transportation services in Franklin County.

8. Program Updates- CLASS Scores: Tim stated Cindy Kaier will be visiting our program soon to work and train the staff in an effort to improve the scores. Kristin explained the scores and what each domain addresses. We will target our classroom organization; teaching strategies will assist. New class scores will be released in 3 weeks. Scores will be shared with Policy Council when received. Lakeisha asked how teachers determine each child's learning style. Kristin responded they individualize with each student and within 90 days have a great idea of the child's learning style. Lauren asked will we have external assessors or dual assessors and Kristen responded our team has been doing great and has been within tenths of a point of the external assessors. If scores come out poorly we will then ask for Early Learning Coalition to come and assess.

9. Office of Head Start Updates: COLA: Tim stated received notice of a new COLA and Policy Council will receive a budget plan in the next few meetings. Tiffany asked is COLA only for staff salaries. Tim stated the language explains it is not only for salaries but can also be used for agency expenses. Tiffany asked how much more in match is needed if we accepted the COLA. Cynthia and Tim stated 25%.

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

11. Other Business: Due to spring break, March's meeting was moved to March 28th. Nichele discussed School Choice and provided members with the deadline date of March 1, 2019. Lauren further explained information about the program. Nichele also informed the Policy Council of the increase in our volunteer rate from \$11.69 to \$17.47.

12. The meeting was adjourned at 7:10 p.m.

**Head Start Financial Statement Narrative
For the Three Months Ending December 31, 2018
Capital Area Community Action Agency**

As of December 31, 2018, we have completed a quarter of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget with some Head Start expenses closer the 30%. At month end, the Year to Date Actual Revenue and Expenses are 32% and 32% respectively, with income of \$24,042. This income includes deferred revenues of \$46,043 from the prior fiscal year so there is actually a net loss of \$22,001 for this fiscal year.

Year to Date Non-Federal Share (NFS) Match totals \$171,568, or 20% of the \$866,176 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 25 to 30% range at this point in the year.

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.

Salaries / Wages, Fringe and Indirect Costs – are currently slightly over budget due to Head Start staffing. Management is making changes in order to bring this in line before year end.

Kitchen Supplies – is currently over the budget benchmark due to re-stocking expenses incurred at the beginning of the fiscal year.

Contractual Services – Health/Disabilities – is slightly above the budget benchmark, but this is expected and should even out over the year.

Rent/Space Cost – is over the benchmark budget. Unless changed, this item will exceed budget by approximately \$105,000 by year end.

Utilities – are slightly above the budget benchmark and should be monitored for energy saving opportunities.

General Liability and Property Insurance – is over benchmark budget after the 25% down payment and first month payment. This expense is charged over 10 months and much is expended upfront.

**Head Start Financial Statement Narrative
For the Three Months Ending December 31, 2018
Capital Area Community Action Agency**

Communications – is currently over the benchmark budget with only a couple of repairs in the expenses. This item is forecast to be over budget by year end, unless changes are made.

Repairs and Maintenance – Recurring and Non-recurring – These are both over the budget benchmark (33% combined). Adjustments to the overall budget should be made to accommodate these expenses.

Technology and Dues and Subscriptions – reflects a number of yearly expenses paid in October so it is over the benchmark budget currently but should even out over the course of the year.

Expendable Equipment – is over the benchmark budget due to appliance purchases at Jefferson and Royal and barring any emergencies should finish within budget.

Registrations and Meetings/Workshops/Training – are over the benchmark budget with expenses mostly attributed to the FHSA conference. However, when combined with the budget currently in Training/Staff Development, the three are more in line with what would be expected. Management should continue to monitor these three lines items together to ensure that they are brought to within budget before year end.

Raw Food Cost – is slightly over the budget benchmark. Part of this is due to some charges being miscoded here and part is due to loss associated with Hurricane Michael. Management will continue to monitor this situation and adjust as necessary.

Revenue Variances and Explanations

None.

Capital Area Community Action Agency
For the Three Months Ended 12/31/2018
Statement of Revenue and Expenditures
Head Start Programs

		Total Budget - Original	Current Year Actual	Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,464,698	1,054,560	(2,410,138)	30%
4010	Government Contracts - STATE	336,240	166,292	(169,948)	49%
4020	Government Contracts - LOCAL	53,500	25,254	(28,246)	47%
4100	Grants - Other Not-for-Profits	13,000	3,251	(9,749)	25%
4210	Contributions- Restricted	<u>0</u>	<u>455</u>	<u>455</u>	
	Total Revenue	<u>3,867,438</u>	<u>1,249,811</u>	<u>(2,617,627)</u>	32%
Expenditures					
6010	Salaries & Wages	1,886,625	584,955	1,301,670	31%
6110	Fringe	537,311	163,155	374,156	30%
6180	Staff Screenings	2,500	147	2,353	6%
6210	Indirect Costs	498,181	151,288	346,893	30%
6310	Travel - In Area	3,500	1,002	2,498	29%
6315	Travel - Out of Area	500	35	465	7%
6410	Office Supplies	7,500	1,964	5,536	26%
6415	Program Supplies	21,387	6,362	15,025	30%
6420	Classroom Supplies	37,046	245	36,800	1%
6430	Kitchen Supplies	12,721	5,824	6,897	46%
6440	Medical/Dental Supplies	500	0	500	0%
6510	Copies/Printing/Copier	12,000	2,218	9,782	18%
6600	Postage and Delivery Expense	1,200	459	741	38%
6710	Contractual Services/Professional	15,000	0	15,000	0%
6715	Contractual Services -	170,837	56,548	114,289	33%
6810	Rent/Space Cost	150,000	62,461	87,539	42%
6820	Utilities	62,500	23,533	38,967	38%
6830	General Liability and Property	21,000	12,635	8,365	60%
6840	Communications	37,530	12,886	24,644	34%
6850	Repairs & Bldg Maintenance-	75,000	28,101	46,899	37%
6855	Repairs & Bldg Maintenance -	0	10,649	(10,649)	
6910	Equipment Maintenance	14,000	4,506	9,494	32%
6920	Vehicle Expense	37,350	8,002	29,348	21%
6930	Equipment Lease	8,500	2,577	5,923	30%
6940	Technology	12,500	11,550	950	92%
7010	Fees, Licenses, and Permits	1,500	135	1,365	9%
7020	Dues/Subscriptions	2,500	1,795	705	72%
7320	Expendable Equipment	5,000	2,224	2,776	44%
7410	Registration Fees	2,000	4,313	(2,313)	216%
7420	Meetings/Workshops/Training	14,850	8,579	6,271	58%
7430	Training/Staff Development	40,998	2,981	38,017	7%
7440	Advisory/Board Member	2,000	234	1,766	12%
7450	Advertising	2,000	103	1,898	5%
7460	Parent Activities	1,200	0	1,200	0%
7510	Raw Food Cost	<u>170,203</u>	<u>54,305</u>	<u>115,898</u>	32%
	Total Expenditures	<u>3,867,438</u>	<u>1,225,770</u>	<u>2,641,668</u>	32%
	Excess Revenue over (under)	<u>0</u>	<u>24,042</u>	<u>24,042</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 3 Months Ending December 31, 2018

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		25,254			
Grants - Other Not for Profits		3250.77			
In-Kind Revenue		112,213			
VPK/SR		30,850			
	866,176	171,568	20%	694,608	80%

HDST CC Purchases Dec 2018

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK WHITNEY BANK	158.10	6855	1064	12/27/2018	ACCT#XXXX6700- TIM CENTER	FLOORING REPAIR SUPPLIES FOR MABRY
HANCOCK WHITNEY BANK	113.99	6410	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	PRINTER FOR FRANKLIN HEADSTART
HANCOCK WHITNEY BANK	315.71	6920	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	FUEL CO. CAR
HANCOCK WHITNEY BANK	38.00	7010	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	BUS PASS FOR SC. HEADSTART PARENT
HANCOCK WHITNEY BANK	76.48	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	CAR RENTAL -ATLANTA CONF.
HANCOCK WHITNEY BANK	105.00	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	HOTEL- ATLANTA, TRAINING CONF.
HANCOCK WHITNEY BANK	274.16	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	HOTEL-BARBARA EVANS TRAINING
HANCOCK WHITNEY BANK	17.30	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	FOOD- ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	57.58	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	FOOD- ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	79.00	7420	1064	12/27/2018	ACCT#XXX6623- DARREL JAMES	PARKING FEE AT ATLANTA CONF.
HANCOCK WHITNEY BANK	282.52	6410	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	DIRECTIONAL SIGNAGE FOR SC CENTER
HANCOCK WHITNEY BANK	7.99	6410	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	ENERGIZER BATTERY
HANCOCK WHITNEY BANK	385.00	7410	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	REGISTRATION FEE FOR FHSA CONF.
HANCOCK WHITNEY BANK	120.00	7420	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	HOTEL - ATLANTA, GA CONF.
HANCOCK WHITNEY BANK	820.87	7420	1064	12/27/2018	ACCT#XXX7303- KRISTIN JACKSON-RESHARD	HOTEL- ATLANTA, GA CONF.
HANCOCK WHITNEY BANK	35.00	6315	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	FUEL FOR CAR- ORLANDO CONF. TRAINING
HANCOCK WHITNEY BANK	37.58	6420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	BOOKS FOR CLASSROOM SUPPLIES
HANCOCK WHITNEY BANK	240.00	6715	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	REHAB APPT. FOR STUDENT/ N. TAUNTON-
HANCOCK WHITNEY BANK	147.10	7420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	FOOD - ORLANDO CONF. TRAINING
HANCOCK WHITNEY BANK	109.52	7420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	HOTEL- FATIMA/ ORLANDO CONF.
HANCOCK WHITNEY BANK	99.52	7420	1064	12/27/2018	ACCT#XXX6982- FATIMA OLEABHIELE-	HOTEL/ AMBER & TIA LEGREE-ORLANDO
HANCOCK WHITNEY BANK	29.00	6920	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	FUEL CO. CAR
HANCOCK WHITNEY BANK	52.61	7420	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	FOOD/ ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	20.00	7420	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	HOTEL/ ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	40.00	7420	1064	12/27/2018	ACCT# XXX8165- NICHELE RICHARDS	PARKING FEE/ ATLANTA TRAINING CONF.
HANCOCK WHITNEY BANK	11.00	6810	1064	12/27/2018	ACCT#7366- NINA SINGLETON SELF	GILMORE STORAGE- 10/12/18- 11/11/18
HANCOCK WHITNEY BANK	21.53	6850	1064	12/27/2018	ACCT#7366- NINA SINGLETON SELF	GILMORE SHREDDING- INV# 78670, 10/25/18
Total HANCOCK CC - HANCOCK WHITNEY BANK	3,694.56					
LOWE'S	44.52	6850	1064	12/31/2018	ACCT#XXXX4241- DEC 2018	ACCT#XXXX4241- DEC 2018
LOWE'S	333.10	6855	1064	12/31/2018	ACCT#XXXX4241- DEC 2018	ACCT#XXXX4241- DEC 2018
Total LOWES - LOWE'S	377.62					
Report Transaction Totals	4,072.18					



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



1632610-004713-0001-0001-2

TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0004713

MEMO STATEMENT

Account Number

Statement Date

12-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-28	11-27	24224438332103014412145	5812	NEWK'S EXPRESS CAF TALLAHASSEE FL	M93.00
12-03	11-30	24610438335010177129300	5200	HOMEDPOT.COM 800-430-3376 GA	M169.96
12-04	12-03	24299108337000399561989	5542	MARATHON PETRO202861 TALLAHASSEE FL	M5.41
12-04	12-03	24692168338100691137193	5542	CIRCLE K # 23900 TALLAHASSEE FL	M20.19
12-10	12-08	24755428343163438927479	7523	RPS TALLAHASSEE AIRPORT TALLAHASSEE FL	M33.00
12-17	12-16	24431068350026665225535	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA recurring	M14.99
12-19	12-19	74270848353100010046663	0000	BRANCH PAYMENT - THANK YOU	M13.98
12-19	12-19	74270848353100010046580	0000	BRANCH PAYMENT - THANK YOU	M3,395.75
12-21	12-20	24692168354100701099705	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN recurring	M55.91

→ 1.86 = 158.10

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 392.40
		NEW CASH ADVANCES .00
		CREDITS 3,409.73
		STATEMENT TOTAL 3,017.33 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

11/3/18



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

MEMO STATEMENT

Account Number

Statement Date

12-27-18



16323610-014049-0001-0002-2



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

**N0014049

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-30	11-29	24431068334286088900509	7011	THE DESOTO HOTEL SAVANNAH GA 25432420 ARRIVAL: 11-29-18	M274.16
12-03	11-29	24316058334548834008734	5541	SHELL OIL 57529611907 TALLAHASSEE FL	M38.70
12-03	11-29	24445748334100241840521	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M113.99
12-05	12-04	24445008338300512919278	9399	CBT*TAL GOV FEE EAST PROVIDEN RI	M0.89
12-05	12-04	24445008338300512919195	4789	CBT*STAR METRO TALLAHASSEE FL	M38.00
12-07	12-06	24445008341001185560671	5411	PUBLIX #1051 TALLAHASSEE FL	M31.03
12-07	12-05	24692168340100179454736	5542	GATE 1194 Q80 TALLAHASSEE FL	M33.00
12-10	12-07	24231688342400767000070	5812	PANERA BREAD #600984 TALLAHASSEE FL	M22.98
12-10	12-07	24692168342100487359369	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.00
12-12	12-11	24183108345900015400430	5812	OLD LADY GANG ATLANTA GA	M20.14
12-13	12-12	24755428346263464575700	5815	CAFE MOMO ATLANTA GA	M16.27
12-14	12-11	24622758347500810779555	5814	TJ S SANDWICHES ATLANTA GA	M9.79
12-14	12-12	24755428347173476302978	5812	HILTON POINT OF VIEW ATLANTA GA	M11.38
12-14	12-12	24299108347001774587357	7523	ATLANTA HILTON ATLANTA GA	M40.00
12-17	12-13	24445008348500607845480	5814	KRYSTAL ALB001 ALBANY GA	M6.41
12-17	12-13	24222148349029170071979	5812	MANGOS CARIBBEAN RESTAURA 404-6983992 GA	M10.89
12-17	12-13	24299108348001917646572	7523	ATLANTA HILTON ATLANTA GA	M15.00
12-17	12-13	24299108348001917646515	7523	ATLANTA HILTON ATLANTA GA	M24.00
12-17	12-14	24692168348100313623255	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
12-17	12-14	24692168349100014799668	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
12-17	12-14	24391218348613173194388	3395	THRIFTY CAR RENTAL TALLAHASSEE FL	M76.48
12-17	12-14	24445008348100245265678	7011	GEORGIAN TERRACE ATLANTA GA 13325364 ARRIVAL: 12-10-18	M105.00

57.58
parking
17.30
parking

STATEMENT DATE
12-27-18

ACCOUNT NUMBER
[REDACTED]

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1,132.12
NEW CASH ADVANCES	.00
CREDITS	2,668.80
STATEMENT TOTAL	1,536.68 cr
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,000.00

GC 1/3/18



**HANCOCK
WHITNEY**

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



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MEMO STATEMENT

Account Number

Statement Date

12-27-18

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-19	12-19	74270848353100010046606	0000	BRANCH PAYMENT - THANK YOU	M2,668.80
12-21	12-19	24692168354100422363794	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
12-24	12-20	24692168355100115436054	5542	GATE 1194 Q80 TALLAHASSEE FL	M62.01 ✓



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16323610-007815-0001-0001-2



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

**NDD07815

MEMO STATEMENT

Account Number

Statement Date

12-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-05	12-04	24055228338083706663218	5399	SMARTSIGN 718-797-1900 NY	M162.70 ✓
12-06	12-04	24610438339010178455361	5200	HOMEDEPOT.COM 800-430-3376 GA	M34.90 ✓
12-10	12-08	24445008342500712979022	7011	GEORGIAN TERRACE ATLANTA GA 13317815 ARRIVAL: 12-09-18	M820.87 ✓
12-11	12-10	24055228344083312592902	5399	SMARTSIGN 718-797-1900 NY	M59.90 ✓
12-12	12-10	74610438345010186156420	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M34.90 cr
12-14	12-14	24431068348083081274539	5310	TARGET.COM * 800-591-3869 MN	M96.72 ✓
12-17	12-14	24445008349001296792215	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M7.99 ✓
12-17	12-14	24055228348083718862202	5399	SMARTSIGN 718-797-1900 NY	M25.02 ✓
12-17	12-14	24445008348100245273755	7011	GEORGIAN TERRACE ATLANTA GA 23317815 ARRIVAL: 12-09-18	M120.00 ✓
12-19	12-19	74270848353100010046739	0000	BRANCH PAYMENT - THANK YOU	M1,297.58
12-24	12-22	74431068356083093319512	5310	TARGET.COM * 800-591-3869 MN	M96.72 cr
12-24	12-20	24207858355166202491488	8699	FLORIDA HEAD START ASSOCI 850-6946477 FL	M385.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,713.10
		NEW CASH ADVANCES .00
		CREDITS 1,429.20
		STATEMENT TOTAL 283.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

JK 1/3/18



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16323610 - 005773 - 0001 - 0001 - 2

|||||
FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
***N0005773

MEMO STATEMENT

Account Number

Statement Date

12-27-18

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-06	12-04	24445008339100238781187	5942	BARNES & NOBLE #2849 TALLAHASSEE FL	M37.58 ✓
12-06	12-05	24988948339017050189374	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
12-06	12-05	24988948339017050189366	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M80.00 ✓
12-06	12-05	24988948339017050189358	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M120.00 ✓
12-18	12-17	24622758351300607739984	5812	BETH S BURGER BAR ORLANDO FL	M15.15 ✓
12-18	12-17	24445008352001375921846	5411	PUBLIX #1191 ORLANDO FL	M26.88 ✓
12-19	12-19	74270848353100010046697	0000	BRANCH PAYMENT - THANK YOU	M310.59 ✓
12-19	12-18	24445008353001366169842	5411	PUBLIX #741 ORLANDO FL	M12.46 ✓
12-20	12-18	24906048353041600094685	5814	ROSEN SHINGLE SM JAVA ORLANDO FL	M7.72 ✓
12-20	12-19	24055238354207288500054	5812	HURRICANE GRILL & WINGS ORLANDO FL	M16.08 ✓
12-21	12-21	24431068355400654000750	5812	CHEESECAKE ORLANDO ORLANDO FL	M8.47 ✓
12-21	12-19	24906048354041600098396	5814	ROSEN SHNGL 18 MONROE ORLANDO FL	M11.11 ✓
12-21	12-20	24431068355400354000464	5812	AT THE DINER LLC ORLANDO FL	M17.32 ✓
12-24	12-20	24906048355041600127517	5814	ROSEN SHINGLE SM JAVA ORLANDO FL	M6.39 ✓
12-24	12-21	24431068355400329000086	5812	BAHAMA BREEZE 0053001 ORLANDO FL	M25.52 ✓
12-24	12-21	24692168355100368172430	5541	CHEVRON 0302416 ORLANDO FL	M35.00 ✓
12-24	12-21	24906048356041600120545	3782	ROSEN HOTELS SHNGL CRK ORLANDO FL	M99.52 ✓
			1	ARRIVAL: 12-17-18	
12-24	12-21	24906048356041600120263	3782	ROSEN HOTELS SHNGL CRK ORLANDO FL	M109.52 ✓
			1	ARRIVAL: 12-17-18	

240.00

147.10

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 668.72
		NEW CASH ADVANCES .00
		CREDITS 310.59
		STATEMENT TOTAL 358.13
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

9/3/18



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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

12-27-18



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

**N0007277

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-12	12-11	24183108345900015400455	5812	OLD LADY GANG ATLANTA GA	M20.19 ✓
12-13	12-13	24210738347091421000300	5814	BISTRO 7 LLC ATLANTA GA	M8.97 ✓
12-13	12-11	24299108346001648402883	7523	ATLANTA HILTON ATLANTA GA	M40.00 ✓
12-14	12-11	24622758347500810779712	5814	TJ S SANDWICHES ATLANTA GA	M10.65 ✓
12-17	12-13	24222148349029170071821	5812	MANGOS CARIBBEAN RESTAURA 404-6983992 GA	M12.80 ✓
12-17	12-14	24445008348100245272435	7011	GEORGIAN TERRACE ATLANTA GA	M20.00 ✓
			13325365	ARRIVAL: 12-09-18	
12-19	12-19	74270848353100010046648	0000	BRANCH PAYMENT - THANK YOU	M1,509.77 ✓
12-19	12-17	24692168352100031134646	5542	GATE 1194 Q80 TALLAHASSEE FL	M29.00 ✓

52-61 [Handwritten note with arrows pointing to transactions]

parking [Handwritten note with arrow pointing to M40.00 transaction]

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 141.61
		NEW CASH ADVANCES .00
		CREDITS 1,509.77
		STATEMENT TOTAL 1,368.16 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

HC 11/3/18



**HANCOCK
WHITNEY**

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Statement of Account
Issued by Hancock Whitney Bank

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16323610-005063-0001-0001-2


 NINA SINGLETON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

MEMO STATEMENT

Account Number

Statement Date

12-27-18

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-28	11-27	24431068331026779863142	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
11-28	11-27	24013398331005279066304	7399	GILMORE SERVICES GILMORESERVIC FL	M86.10 ✓
11-28	11-27	24013398331005279066320	7399	GILMORE SERVICES GILMORESERVIC FL	M313.75 ✓
12-07	12-06	24431068340026738943729	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
12-19	12-19	74270848353100010046663	0000	BRANCH PAYMENT - THANK YOU	M10.74 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-18		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 447.85
		NEW CASH ADVANCES .00
		CREDITS 10.74
		STATEMENT TOTAL 437.11
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Handwritten signature and date: 11/3/18



*Yc
1/8/19*



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1-2

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$157.47
- Payments	\$157.47
- Other Credits	\$0.00
+ Purchases/Debits	\$385.64
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$385.64
Credit Limit	\$11,000.00
Available Credit	\$10,540.00
Statement Closing Date	01/02/2019
Days in Billing Cycle	31

Payment Information	
New Balance	\$385.64
Total Minimum Payment Due	\$25.00
Payment Due Date	01/28/2019

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
12/03	12/03	27516	STORE 0417 TALLAHASSEE FL	✓ \$225.13
12/04	12/04	67922	STORE 0417 TALLAHASSEE FL - <i>HOLDINGS</i>	✓ \$8.02
12/07	12/07	09065	STORE 0716 TALLAHASSEE FL	✓ \$11.40
12/13	12/13	27454	STORE 0417 TALLAHASSEE FL	✓ \$63.65
12/17	12/17	53926	STORE 0417 TALLAHASSEE FL	✓ \$77.44
12/19	12/19		PAYMENT - THANK YOU	(\$157.47)

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: EBTT442, 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
 12/01/2018 - 12/31/2018

383 010000 001
 CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301

RECEIVED
 JAN 08 2019

Account Number:
 4620332

Images:
 0

***ZERO CHECKS* E0**

**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	.00
- SERVICE CHARGES	.00		
+ INTEREST PAID	.00		
ENDING BALANCE	1,187.68		

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
11/30	1,187.68				



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 1/8/19

Family and Community Engagement Manager Monthly Monitoring Report – January 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Registered	17	33	83	57	188	378
Number of Student Withdrawals for Month	0	0	4	1	5	10
Number of Vacancies	0	0	0	0	0	0
Number of Students on Wait List	0	0	20	18	21	59
Number of VPK Students Registered	N/A	N/A	N/A	16	68	84
Number of School Readiness Students Registered	N/A	N/A	N/A	6	3	9
FAMILY STATUS						
Number of Family Needs Assessment	17	33	83	57	188	378
Family Partnership Agreement						
Number of FPA Initiated (45)	17	33	79	56	183	368
Number of FPAs in progress (February)	17	11	79	56	183	346
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 1/31/19	Average Daily Attendance (ADA)
Franklin	17	17	84.83%
Jefferson	33	33	81.11%
Mabry	83	83	81.28%
Royal	57	57	89.56%
South City	188	188	87.19%
Total	378	378	85.62%

Family and Community Engagement Manager Monthly Monitoring Report – January 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	6	8	15	12	17	58
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	0	0
Assistance for incarcerated Family Members	3	0	2	0	3	8
Education Referral	0	0	5	4	8	17
Employment	0	0	6	6	7	19
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	1	0	1	1	2	5
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	1	1	1	1	1	1
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations						
Home Visits						
Required Home Visit Follow up (February)	1	2	0	0	3	6
Number of Additional Home Visits/Meetings	1	1	0	0	5	7
Number of Contacts documented in Case Notes	7	12	32	42	89	221
Number of Contacts documented per absenteeism	6	2	8	9	14	35

Family and Community Engagement Manager Monthly Monitoring Report – January 2019

Number of Files Reviewed	20
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	116
Total of Program In kind	231 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	2
Community Meetings	0

Transportation	
Field Trips	5
Maintenance	0
Trainings	1

Family and Community Engagement Manager
 Monthly Monitoring Report – January 2019

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		373
Expired/Missing immunizations		3
Up to date Physicals		371
Expired/Missing Physicals		5
Number of individual Health Care Plan		10
Number of Children with Health Insurance		326
ENROLLMENT		
Number of children with dental home		275
Number of dental home referrals		0
Completed dental exams		118
Incomplete dental exams		258
Needed dental treatment		19
Receiving dental treatment		1
Completed dental treatment		1
Number of medical home		327
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		346
Vision referrals		0
Hearing screenings		323
Hearing Referrals		0
Growth Assessment		375
BMI Referrals		0

Family and Community Engagement Manager
 Monthly Monitoring Report – January 2019

90 DAYS REQUIREMENT	Total
Number of dental/medical home established	275/327
Number of dental exams	118
Number of children requiring dental treatment	19
Number of completed dental treatment	1
Number of dental cleaning / fluoride treatment	61
Hematocrit / Hemoglobin	344
Blood Lead	197
Blood Pressure	344
NUTRITION	
Number of Breakfast	4,371
Number of Lunch	3,987
Number of PM Snacks	8,393
Number of Children with Special Diets	23
MONITORING ACTIVITIES	
Health Files Review	20
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

Family and Community Engagement Manager

Monthly Monitoring Report – January 2019

Corrective Action and Follow Up
<p>Funded Enrollment</p> <ul style="list-style-type: none"> The program met the funded enrollment requirement for January 2019. Jefferson (81.11) and Mabry (81.28) fell below the required Average Daily Attendance rate of 85%. <p>Extended Care</p> <ul style="list-style-type: none"> The program continues to brainstorm on ways to increase the Extended Day programs. Families surveyed at Mabry and Louise B. Royal where very interested in the Extended Day Program. Some families even have vouchers and just waiting for enrollment. <p>Parent Engagement</p> <ul style="list-style-type: none"> Parenting classes did not begin in January but are set to go February 13. <p>Referrals</p> <ul style="list-style-type: none"> The referral process for families with excessive tardies and absences encourages families to change their behavior or move to the Wait List. Teachers and Family Advocates will receive more training in this area to continue to improve the process. <p>In-Kind</p> <ul style="list-style-type: none"> Management will receive training to improve this process in March 2019.
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 – January 2019

Areas of Concerns and Barriers
Re-enrollment of children Extended Day Services for families with VPK and School Readiness vouchers

Professional Development
Bi-weekly management and team meetings Management Team Meetings

Family and Community Engagement Manager
Monthly Monitoring Report – January 2019

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolling in the program for the 2018-19 and 2019-20 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: