

Capital Area  
**Community Action**  
Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Conference Call # 712.770.5505 Code 598472  
April 18, 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. Program Updates
8. Director's Report
9. 2019-2020 Menu Suggestions
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

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**Next Meeting: Scheduled for May 16, 2019**



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



# Head Start Policy Council Meeting

## Minutes

March 28, 2019

6:00pm

1. Meeting called to order at 6: 13 pm
2. Roll call was taken by Jashunta Kelly. Representatives present included the following: Lauren Johnson (CR), Kim Wilson (R), Veronica Doolan(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, Nichele Rolle, Venita Treadwell, 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- Lauren Johnson made a motion to hear the financial report and the motion was seconded by Jashunta Kelly. The financial report and narrative was reviewed by Cynthia Valencic. Match for the federal share is around 30% of the required match; usually around 42% by this time. Tim informed the council about a recent training from a HHS specialist regarding In-kind. Nichele further discussed and provided members with an overview of the training. Cynthia discussed which line items were over budget (please refer to financial section in packet). Lauren asked when a meeting will be set to discuss the price of the rent at South City. Tim stated he spoke with the school district and asked to have the building for \$1 a year opposed to \$13,000 a month and they did not budge. It has been raised in a planning discussion for the redevelopment of Orange Avenue and Tim hopes to hear a discussion from that soon; the lease expires in May.

Jashunta made a motion to approve the financial reports; Lauren second the motion. Financial report was approved.

- b. Personnel Actions- Ms. Treadwell presented Althea Thompson and Gail Anderson (Jefferson County) to fill the slots that were open due to Mrs. Peck's passing. Both teachers will take on an additional role in Jefferson County. Althea Thompson was interviewed for Center Director and Gail Anderson for Family Advocate. Jashunta Kelly wanted to ensure that there was a second teacher in the classroom in case the above

mentioned had to step out to complete their other duties. Ms. Treadwell stated yes and she will also be in Jefferson County once a week. They are also looking for an additional teacher to help when needed.

Luciana made a motion to approve Althea Thompson and Gail Anderson as Center director and Family Advocate; Jashunta second the motion. Personnel actions were approved.

- c. Self- Assessment- Tim explained what the self-assessment was and how it was conducted. Lakeisha was not clear on the self-assessment and needed more time to review. The self- assessment will be tabled until next meeting where Tim will go into more detail.
  
6. Director's Report: Tim reviewed the attached Director's report. Tim reported due to CLASS scores we are in re-competition. Tim informed the Policy Council that we will be hiring someone to write our grant so we can reapply. We would've been reapplying next year regardless (5<sup>th</sup> year). Lakeisha asked if our grant is not renewed, will Head Start no longer be in Tallahassee. Tim explained Head Start will still be here but possibly ran by a different agency. Ms. Treadwell addressed CLASS results and future plans. Lauren asked how many Teacher Coaches do we have; Ms. Treadwell informed her that we have 3 and 1 is a dual language specialist. Lauren requested an update on what VPK will look like last year. Ms. Treadwell provided an update stating teachers will be doing split/staggered shifts with a break before extended day.

7. Center Updates:

Jashunta (South City)- Everything is going well. Transition paperwork regarding cap and gown weren't given enough notice to purchase. Ms. Treadwell informed the council that the purchase of the cap and gowns is optional and the date was extended to April 5/6. Ms. Treadwell stated transition will be May 17<sup>th</sup> for Leon and May 10<sup>th</sup> for Jefferson. Franklin County is working on their date. Times will follow shortly.

Kim (LBR)- Kim stated the 3 year olds went to TITUS and she appreciates the organized exercise at the centers. Everything seems to be going well at the center.

Lakeisha (Mabry)- Lakeisha reported that everything seems to be going well at her center. The door was an issue at Mabry, however it has been fixed. Lakeisha wanted to know will recompetition affect VPK at Mabry next year. Darrel stated no we will still have it.

8. Program Updates- Darrel stated we have 171 students that are eligible to return next year and 112 have completed their reenrollment packets. At South City we will have 4 VPK classrooms, 2 at Mabry and 1 at Louise B. Royal. The slots are offered first to returning parents with VPK certificates and then on a first come first serve basis. We are currently accepting applications but the deadline for parents to complete their reenrollment packet is April 30<sup>th</sup>.
9. Office of Head Start Updates: Nichele reviewed the attached Head Start Information Memorandum regarding disaster recovery.
10. Chairperson's Report: No chairperson's report at this time.
11. Other Business: Lauren shared information regarding a summer arts and athletics program at FSU. Information can be found on the FSU College of Social Work website. Luciana also informed the members of free programs at FAMU.
12. The meeting was adjourned at 7:30 p.m.

**Head Start Financial Statement Narrative  
For the Five Months Ending February 28, 2019  
Capital Area Community Action Agency**

As of February 28, 2019, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses closer the 50%. At month end, the Year to Date Actual Revenue and Expenses are 54% and 50% respectively, with income of \$155,512. This income includes deferred revenues of \$63,499 from the prior fiscal and the revenue from this year's VPK. These funds are earmarked for expected expenses later in the year for restocking of program and classroom supplies.

Year to Date Non-Federal Share (NFS) Match totals \$363,305, or 42% of the \$866,176 total match required for the fiscal year ending September 30, 2019. At this point in the year, we would expect to be between 45-50%.

**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.

Program Supplies– is slightly over benchmark budget primarily due to the addition of bottled water in our centers.

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.

**Head Start Financial Statement Narrative  
For the Five Months Ending February 28, 2019  
Capital Area Community Action Agency**

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.

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 (63% 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**

Government Contracts - State - is over benchmark budget due to both an increase in the payments from VPK and to deferred revenues from the prior fiscal year, which are not included in the budget. Hopefully, the trend will continue.

Capital Area Community Action Agency  
 HDST Programs - Statement of Revenue and Expenditures  
 For the Five Months Ended 2/28/2019

	Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>				
4000	Government Contracts - FEDERAL - DIRECT	3,464,698	1,692,270	(1,772,428) 49%
4010	Government Contracts - STATE	426,240	405,132	(21,108) 95%
4020	Government Contracts - LOCAL	53,500	28,468	(25,032) 53%
4100	Grants - Other Not-for-Profits	13,000	5,418	(7,582) 42%
4210	Contributions- Restricted	<u>0</u>	<u>1,059</u>	<u>1,059</u>
	<b>Total Revenue</b>	<u>3,957,438</u>	<u>2,132,347</u>	<u>(1,825,091) 54%</u>
<b>Expenditures</b>				
6010	Salaries & Wages	1,937,004	934,176	1,002,828 48%
6110	Fringe	551,659	260,196	291,463 47%
6180	Staff Screenings	2,500	147	2,353 6%
6210	Indirect Costs	511,126	234,510	276,615 46%
6310	Travel - In Area	3,500	1,778	1,722 51%
6315	Travel - Out of Area	500	35	465 7%
6410	Office Supplies	7,500	2,736	4,764 36%
6415	Program Supplies	22,579	14,743	7,836 65%
6420	Classroom Supplies	38,246	3,237	35,009 8%
6430	Kitchen Supplies	12,721	11,105	1,616 87%
6440	Medical/Dental Supplies	500	270	230 54%
6510	Copies/Printing/Copier	12,000	5,470	6,530 46%
6600	Postage and Delivery Expense	1,200	348	852 29%
6710	Contractual Services/Professional	15,000	0	15,000 0%
6715	Contractual Services – Health/Disabilities	170,837	101,819	69,018 60%
6810	Rent/Space Cost	150,000	104,416	45,584 70%
6820	Utilities	62,500	37,511	24,989 60%
6830	General Liability and Property Insurance	21,000	17,079	3,921 81%
6840	Communications	37,530	23,769	13,761 63%
6850	Repairs & Bldg Maintenance- Recurring	75,000	43,298	31,702 76%
6855	Repairs & Bldg Maintenance -	0	13,876	(13,876)
6910	Equipment Maintenance	14,000	7,506	6,494 54%
6920	Vehicle Expense	37,350	12,283	25,067 33%
6930	Equipment Lease	8,500	3,128	5,372 37%
6940	Technology	12,500	11,619	881 93%
7010	Fees, Licenses, and Permits	1,500	1,015	485 68%
7020	Dues/Subscriptions	2,500	1,894	606 76%
7320	Expendable Equipment	5,000	2,412	2,588 48%
7410	Registration Fees	2,000	4,313	(2,313) 216%
7420	Meetings/Workshops/Training	14,850	9,632	5,218 65%
7430	Training/Staff Development	40,998	6,172	34,826 15%
7440	Advisory/Board Member Expenses	2,000	674	1,326 34%
7450	Advertising	2,000	103	1,898 5%
7460	Parent Activities	1,200	0	1,200 0%
7510	Raw Food Cost	<u>180,139</u>	<u>105,567</u>	<u>74,572</u> 59%
	<b>Total Expenditures</b>	<u>3,957,438</u>	<u>1,976,835</u>	<u>1,980,603</u> 50%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>155,512</u>	<u>155,512</u>

February 2019 Head Start Credit Card Purchases

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Transaction Description	Document Description	Document Number
HANCOCK WHITNEY BANK	11.76	6410	1064	2/27/2019	LATCHING PLASTIC TOTES	ACCT#XXXX6623- DARREL JAMES FEB 2019	022719DJ
HANCOCK WHITNEY BANK	122.86	6920	1064	2/27/2019	FUEL- CO. CAR	ACCT#XXXX6623- DARREL JAMES FEB 2019	022719DJ
HANCOCK WHITNEY BANK	90.00	7010	1064	2/27/2019	FEE FOR DESK ASSEMBLY	ACCT#XXXX6623- DARREL JAMES FEB 2019	022719DJ
HANCOCK WHITNEY BANK	14.00	6410	1064	2/27/2019	BINDERS & DIVIDERS	ACCT#XXXX7303- KRISTIN JACKSON	022719KJR
HANCOCK WHITNEY BANK	(53.58)	7420	1064	2/27/2019	CREDIT-HOTEL/PARENT FAMILY ENGAGE. CONF.	ACCT#XXXX7303- KRISTIN JACKSON	022719KJR
HANCOCK WHITNEY BANK	135.00	7430	1064	2/27/2019	MATERIALS FOR EC'S TRAINING KEPT IN ADMIN'S	ACCT#XXXX7303- KRISTIN JACKSON	022719KJR
HANCOCK WHITNEY BANK	24.98	6410	1064	2/27/2019	SPEAKERS TO BE USED ON LAPTOP FOR TRAININGS	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	7.00	6600	1064	2/27/2019	SHIPPING FEE OF NEW NOTARY STAMP	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	120.00	6715	1064	2/27/2019	THERAPY FOR STUDENT, TAUTON AT FRANKLIN	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	28.50	6850	1064	2/27/2019	MARPAN DUMP FOR OLD MULCH REMOVAL	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	589.00	6850	1064	2/27/2019	RUBBER MULCH FOR SO. CITY HEAD START	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	35.00	7010	1064	2/27/2019	ANNUAL VISA FEE	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	99.43	7010	1064	2/27/2019	JUDY GREEN-NOTARY RENEWAL FEE	ACCT# XXXX6982- FATIMA OLEABHIELE	022719FOA
HANCOCK WHITNEY BANK	315.31	7440	1064	2/27/2019	FOOD FOR POLICY COUNCIL	ACCT#XXX8165- NICHELE RICHARDS	022719NR
HANCOCK WHITNEY BANK	35.00	7010	1064	2/27/2019	ACCT#XXXX5810/ VENITA TREADWEEL/ FEB 2019	ACCT#XXXX5810/ VENITA TREADWEEL/	022719VT
Total HANCOCK CC -	1,574.26						
LOWE'S	94.06	6855	1064	2/28/2019	MAINT. SUPPLIES FOR SO CITY HEAD START	ACCT#XXXX84241- FEB 2019	022819LO
Total LOWE'S - LOWE'S	94.06						
Report Transaction Totals	1,668.32						



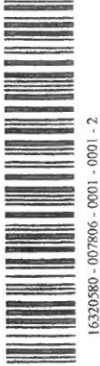




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**KRISTIN JACKSON**  
CAPITAL AREA CAA  
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02-27-19

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-29	24445009030000945648952	5331	DOLLAR TREE TALLAHASSEE FL	M14.00
01-31	01-26	74755429030730277778980	3722	WYNDHAM ORLANDO FL	M53.58 cr
02-04	02-01	24492159032637786754226	8398	DIVISION FOR EARLY CHI WWW.DECSPED.O CA	M135.00
02-07	02-05	74445009037500550883271	5942	FL-INT-U-MI-BKSTORE #7850 MIAMI FL	M16.10 cr
02-13	02-12	74055239043083003751599	5310	WALMART.COM 8009866546 BENTONVILLE AR	M2.94 cr
02-13	02-12	74445009043300489477895	5942	FL-AM-UNIV-BKSTORE #7530 TALLAHASSEE FL	M19.58 cr
02-15	02-15	74270849046100010281188	0000	BRANCH PAYMENT - THANK YOU	M770.48

*2/28/19 CR by 1-800-448-8812 was not used for...  
10/20/19*

*3/16/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 149.00
		NEW CASH ADVANCES .00
		CREDITS 862.68
		<b>STATEMENT TOTAL 713.68 cr</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



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FATIMA OLEABHIELE  
CAPITAL AREA CAA  
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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-28	24164079029105001954437	5943	STAPLES 00110726 TALLAHASSEE FL	M24.98
01-31	01-30	24445009031000858143826	5411	PUBLIX #1051 TALLAHASSEE FL	M8.58
01-31	01-29	24269799030100191009567	5814	JIMMY JOHNS - 170 - EC 850-942-9929 FL	M32.24
02-01	01-30	24269799031100165104138	5814	JIMMY JOHNS - 170 - EC 850-942-9929 FL	M65.56
02-04	02-02	24988949034017070150220	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00
02-04	02-01	24210739032083714350367	7399	NOTARY PUBLIC FLORIDA TALLAHASSEE FL	M106.43
02-06	02-04	24071059036627150805438	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M28.50
02-15	02-15	74270849046100010281121	0000	BRANCH PAYMENT - THANK YOU	M348.70
02-18	02-15	24988949046017055427953	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00
02-25	02-22	24988949053017050293095	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00
02-25	02-21	24275549053011400557796	5261	BEST RUBBER MULCH LLC 877-2696208 AZ	M589.00
02-26	02-26		0000	ANNUAL FEE	M35.00

*Handwritten signature*  
3/6/19

*Handwritten bracket and note*  
120.00

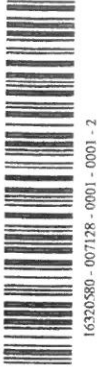
STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,010.29
		NEW CASH ADVANCES .00
		CREDITS 348.70
		<b>STATEMENT TOTAL 661.59</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



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 NICHELE RICHARDS  
 CAPITAL AREA CAA  
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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-14	02-13	24445009045001194502869	5411	PUBLIX #1051 TALLAHASSEE FL	M19.54 ✓
02-14	02-13	24226389045400005877133	5411	WAL-MART #4520 TALLAHASSEE FL	M130.00 ✓
02-14	02-13	24445009045001194502943	5912	WALGREENS #11537 TALLAHASSEE FL	M130.00 ✓
02-15	02-15	74270849046100010281204	0000	BRANCH PAYMENT - THANK YOU	M124.97 ✓
02-21	02-20	24445009052000914567806	5411	PUBLIX #1051 TALLAHASSEE FL	M2.99 ✓
02-21	02-20	24445009052000914567723	5331	DOLLARTREE TALLAHASSEE FL	M79.00 ✓
02-21	02-20	24247609051300547579329	5812	BAMBOO WOK TALLAHASSEE FL	M156.00 ✓
02-21	02-21	24692189052100835866030	5192	INCREDIBLE YEARS, INC. 206-285-7565 WA	M612.04 ✓
02-22	02-21	24445009053000997397575	5411	PUBLIX #1051 TALLAHASSEE FL	M13.97 ✓
02-25	02-21	24431069053400417000314	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M145.34 ✓

*GC*  
*3/6/19*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,288.88
		NEW CASH ADVANCES .00
		CREDITS 124.97
		<b>STATEMENT TOTAL</b> 1,163.91
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,500.00



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

\*\*\*N0009310

**MEMO STATEMENT**

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Statement Date

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-26	02-26		0000	ANNUAL FEE	M35.00

*Handwritten signature*  
3/4/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-27-19	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 35.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 35.00
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 4,000.00



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CAPITAL AREA COMM ACTION  
 Account Number [REDACTED]

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 Customer Service: 1-800-444-1408

1-2

Summary of Account Activity	
Previous Balance	\$879.04
- Payments	\$879.04
- Other Credits	\$0.00
+ Purchases/Debits	\$94.06
<b>+ Fees Charged</b>	<b>\$0.00</b>
<b>+ Interest Charged</b>	<b>\$0.00</b>
<b>New Balance</b>	<b>\$94.06</b>
Credit Limit	\$11,000.00
Available Credit	\$10,905.00
Statement Closing Date	03/02/2019
Days in Billing Cycle	28

Payment Information	
New Balance	\$94.06
Total Minimum Payment Due	\$25.00
Payment Due Date	03/28/2019

*Handwritten: [Signature] 3/27/19*

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
02/04	02/04	09978	STORE 0716 TALLAHASSEE FL	\$62.65
02/11	02/11	53993	STORE 0417 TALLAHASSEE FL	\$31.41
02/17	02/17		PAYMENT - THANK YOU	(\$879.04)

Interest Charge Calculation						
Your <b>Annual Percentage Rate (APR)</b> 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](http://www.lowes.com/credit). This account is not registered. The authentication code is: EBTT642, 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.

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the 5 Months Ending February 28, 2019

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		32,125			
Grants - Other Not for Profits		5418			
In-Kind Revenue		220,386			
VPK/SR		105,376			
	<b>866,176</b>	<b>363,305</b>	<b>42%</b>	<b>502,871</b>	<b>58%</b>



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



Page: 1 of 1

Statements Dates  
 02/01/2019 - 02/28/2019

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

**RECEIVED**  
 MAR 07  
*AS*

Account Number:  
 4620332

Images:  
 0

**\*ZERO CHECKS\* E0**

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812  
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS.**

**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
01/31	1,187.68				



010000001

*ms*  
 3/7/19



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:** April 15, 2019

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

### Staffing

There are no major staffing issues currently. Management is currently evaluating each teacher and assistant for possible return next year.

### Facilities

South City lease expires at the end of May. We are working with the Superintendent to evaluate more affordable options.

Jefferson County's Center may be relocated to the closed Elementary School as part of a neighborhood revitalization effort by the AME Church.

### Curriculum

The Teaching Strategies curriculum team has been meeting with Leon County Schools Head Start staff for training opportunity to focus on lesson planning and implementation of the Creative Curriculum.

### Enrollment

Centers are nearly at full enrollment.

### Federal and State Regulations

The program has received notice that it will go on DRS and have to bid for the grant. This will occur about 6 months sooner than anticipated for the grant cycle.



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





# Head Start Parents

## Menu Suggestions for 2019-20 School Year

We want your input!!!

It's time to plan the menus for next school term. Our Registered Dietician, Lynn James will be developing the menus.

Please review the current menu and make suggestions, if you'd like to see changes to the menu. If you are satisfied with the menu and have no suggestions, write "no suggestions" under the suggestions column.

We must ensure that all Child Care Food Program meal requirements meet the new Meal Pattern guidelines and requirements which came in effect on October 1, 2017.

We do not serve pork, hot dogs, popcorn, candy or chips. Juice can only be served once a day, fruits and vegetables should be served at least twice a week for breakfast and snack. Grain/Bread products must have enriched flour or meal or whole grains as the first ingredient listed on the package.

**At least one grain serving per day is 100% wholegrain.** Granola bars, cookies, graham crackers are no longer creditable. Breakfast cereal must be less than 6 gram of sugar.

For more information, please review the following websites:

[https://www.fns.usda.gov/sites/default/files/.../CACFP\\_childadultmealstandards.pdf](https://www.fns.usda.gov/sites/default/files/.../CACFP_childadultmealstandards.pdf)

<https://www.lsfnet.org/wp-content/uploads/.../Menu-Review-Checklist-10.2016.pdf>

Have every staff member review the menus, sign the "Menu Suggestions for the 2019-20" form and return it to me by **Friday, April 26, 2019.**

If you have any questions, please call me at 201-2050, ext. 234.

# HEAD START MENUS 2018-2019 SCHOOL TERM

Week : I	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	1/2 c Orange Juice 1/4 c Oatmeal * 1 T Raisins 3/4 c 1% Lowfat Milk	1/2 c Sliced Peaches 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk	1/2 c Orange Juice 1/3 c Rice Krispies 3/4 c 1% Lowfat Milk	1/2 c Sliced Bananas 1/3 c Cheerios* 3/4 c 1% Lowfat Milk	1/2 c Orange Wedges 1/4 c Grits w/ 1/2 oz Lowfat Am Cheese 3/4 c 1% Lowfat Milk
LUNCH	1 ea Grilled Chicken Patty (= 4 oz) on 1/2 sl WW Bread * 1/4 c Corn (or on cob) 1/4 c Fruit Cocktail 3/4 c 1% Lowfat Milk	1 Toasted Cheese WW Sandwich *(F-13) 1/4 c Sweet Potato Fries 1/4 c Sliced Bananas 3/4 c 1% Lowfat Milk	1/2 c Beef & Spaghetti Casserole (D-3) 1/4 c Green Beans 1/2 sl WW Bread * 1/4 c Pineapple Chunks 3/4 c 1% Lowfat Milk	1/2 c Tuna Salad (F-11) 1/2 sl WW Bread * 1/2 c Lettuce & Tomato Wedges 1/4 c Sliced Peaches 3/4 c 1% Lowfat Milk	1 ea Hamburger Patty (=3 oz) 1/2 sl WW Bread * 1/4 c Peas & Carrots 1/4 c Applesauce 3/4 c 1% Lowfat Milk
P.M. SNACK	4 Saltine Crackers w/ 1/2 oz Lowfat American Cheese	1/2 c Strawberries 1/4 c Lowfat Yogurt	1/2 Bagel 1 T Peanut Butter	1/2 c Orange Juice 2 squares Graham Crackers (plain)	1/2 c Grape Juice 1/2 c Goldfish Crackers

Dates of Use:

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program  
 + (pg #) Refer to FL CCFP Cookbook (yellow cover)  
 All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich  
 All 1% Lowfat milk is unflavored.  
 Bread Servings: 4 Saltine Crackers = 10 gm or 0.4 oz; 1/2 c Goldfish Crackers = 0.5 oz; 2 Graham Crackers or 1/2 Bagel = 13 gm or 0.5 oz  
 1/2 c Orange Wedges = 1 Whole orange cut in 1/4's  
 Mon: 1 ea Chicken Patty (= 4 oz) = 2.75 oz eq M/MA  
 Tues : 1 Toasted Cheese Sandwich = 2 oz Cheese (2 oz Meat/MA) + 2 sl bread  
 Wed : 1/2 c Beef & Spaghetti Casserole = 1 1/2 oz Meat, 1/4 c veg, 1/2 serving grain  
 Thurs: 1/2 c Tuna Salad = 2 oz Meat  
 Fri: 1 ea Hamburger Patty (= 3 oz) = 2.75 oz M/MA  
 • When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component).  
 \*Donates at least one daily serving requirement of 100% Whole Wheat (=WW) or 100% Whole Grain (=WG) as per DOH guidelines  
 Menus Approved By: *[Signature]*  
 Title: Head Start Consultant Dietitian  
 Revised: 2/12/19; 2/25/19

# HEAD START MENUS 2018-2019 SCHOOL TERM

Week : II	Dates of Use:			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BREAKFAST	½ c Applesauce ¼ c Grits ¾ c 1 % Lowfat Milk ¼ c Scrambled Egg	½ c Orange Juice 1/3 c Rice Krispies ¾ c 1% Lowfat Milk	½ c Orange Wedges 1/3 c Cheerios * ¾ c 1% Lowfat Milk	FRIDAY ½ c Sliced Bananas ¼ c Oatmeal * ¾ c 1% Lowfat Milk
LUNCH	1 portion Oven-Baked BBQ Chicken (D-29) ¼ c Steamed Broccoli ½ sl WW Bread * ¼ c sl Peaches ¾ c 1% Lowfat Milk	1 c Cheese & Vegetable WW Pasta* +(pg 74) ½ c Tossed Salad w/ 1 T Salad Dressing ¼ c Fruit Cocktail ¾ c 1% Lowfat Milk	3 sl Turkey + ½ oz Lowfat American Cheese on 1/3 Tortilla Wrap ½ c Carrot+Celery Sticks 1 T Lowfat Dressing ¼ c Diced Pears ¾ c 1% Lowfat Milk	½ c Shepherd's Pie + (pg 43) ¼ c Cucumber & Tomato Salad ½ sl WW Bread * ¾ c 1% Lowfat Milk
P.M. SNACK	½ c Orange Juice 5 ea Animal Crackers (plain)	½ sl WW Bread * 1 T Peanut Butter	½ c Apple Juice 6 ea Hard Pretzels	4 Baked Fish Nuggets ¼ c Cole Slaw ¼ c Mandarin Oranges ¾ c 1% Lowfat Milk

Note: (letter - #) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program  
 + (pg #) Refer to FL CCFP Cookbook (yellow cover)  
 All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich  
 All 1% Lowfat milk is unflavored.

Bread Servings: 6 ea Hard Pretzels, 4 Saltine or Ritz Crackers = 10 gm or 0.4 oz; 5 Animal Crackers = 13 gm or 0.5 oz  
 ½ c Orange Wedges = 1 whole orange cut in ¼'s  
 Tues: 1 c Cheese & Vegetable Pasta (= 1 ½ oz meat/alt; ¼ c vegetables; ¾ G/B)  
 Wed: 3 sl (= 2.1 oz) Turkey= 1.43 oz eq M/M/A ; 12" Tortilla Wrap = 3.75 oz eq so 1/3 wrap = 1.25 oz eq  
 Thurs: Shepherd's Pie = 1 ½ oz M/M/A + 3/8 c veg.  
 Fri: 4 (= 4 oz) Fish Nuggets = 2 oz M/M/A + 1.5 servings bread (CN)

\* When juice or milk is not indicated with the p.m. snack, serve ½ c water. (Remember water is NOT considered a meal component).  
 \*Donates at least one daily serving requirement of 100% Whole Wheat (= WW) or 100% Whole Grain (=WG) as per DOH guidelines

Menus Approved By: *Angela James MS, RD, LDN*  
 Title: Head Start Consultant Dietitian  
 Revised: 2/12/19; 2/25/19

# HEAD START MENUS 2018-2019 SCHOOL TERM

Week : III	Dates of Use:			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BREAKFAST	1/2 c Sliced Apples 1/4 c Oatmeal * w/Cinnamon 3/4 c 1% Lowfat Milk	1/2 c Mandarin Oranges 1/3 c Corn Flakes 3/4 c 1% Lowfat Milk	1/2 c Orange Wedges 1/3 c Cheerios * 3/4 c 1% Lowfat Milk	1/2 c Apple Juice 1/3 c Rice Krispies 3/4 c 1% Lowfat Milk
LUNCH	5 Baked Chicken Nuggets≈ w/2 T Honey Mustard Sauce (pg 13) 1/4 c Green Peas 1/4 c Carrot & Raisin Salad + (98) 3/4 c 1% Lowfat Milk	1/2 c Chili + (pg 52) 1/4 c Brown Rice* 1/2 c Tossed Salad w/ 1 T Lowfat Dressing 3/4 c 1% Lowfat Milk	3/8 c Blackeyed Peas 1/4 c Macaroni & Cheese 1/4 c Turnip Greens 1 sl Cornbread 1/4 c Sliced Apples 3/4 c 1% Lowfat Milk	Chicken & Yellow Rice= +(pg20) 1/4 c Stir Fry Vegetables (1-10) 1/2 sl WW Bread * 1/4 c Mandarin Oranges 3/4 c 1% Lowfat Milk
P.M. SNACK	1/2 c Orange Juice 1/2 c Goldfish Crackers	4 Saltine Crackers 1 T Peanut Butter	7 Tortilla Chips 1/2 c Salsa	1/2 c Carrot + Celery Sticks w/ 1 T Lowfat Dressing 4 Ritz Crackers

Note: (letter - # ) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program  
 + (pg #) Refer to FL CCFP Cookbook (yellow cover)  
 All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich  
 All 1% Lowfat milk is unflavored.

Bread Servings: 7 Tortilla Chips = 13 gm or 0.5 oz ; 1 sl Cornbread = 16 gm or 0.6 oz; 1/2 c Goldfish Crackers = 0.5 oz  
 4 Ritz or Saltine Crackers = 10 gm or 0.4 oz;  
 1/2 c Orange Wedges = 1 whole orange cut in 1/4's  
 Mon: 5 Chicken Nuggets = 2.0 oz M/MA + 1.0 bread (CN)  
 Tues: 1/2 c Chili = 1 1/2 oz M/MA + 1/2 c veg  
 Thurs: Chicken + Yellow Rice = 1 piece chicken (= 1 1/2 oz M/MA) + 3/4 c rice mix (= 1/4 c veg, 1 grain)  
 Fri: Lasagna = 1 1/2 oz M/MA, 1/8 c veg, 1/2 grain

\* When juice or milk is not indicated with p.m. snack, serve 1/2 c water. (Remember water is NOT considered a meal component).  
 \* Donates at least one daily serving requirement of 100% Whole Wheat (=WW) or 100% Whole Grain (=WG) as per DOH guidelines  
 Menus Approved By: *[Signature]*  
 Title: Head Start Consultant Dietitian  
 Revised: 2/12/19

# HEAD START MENUS 2018-2019 SCHOOL TERM

Week : IV	Dates of Use:			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
BREAKFAST	1/2 c Pineapple Chunks 1/4 c Grits 3/4 c 1% Lowfat Milk 1/2 oz Turkey Sausage Patty	1/2 c Orange Wedges 1/3 c Cheerios * 3/4 c 1% Lowfat Milk	1/2 c Orange Juice 1/3 c Rice Krispies 3/4 c 1% Lowfat Milk	FRIDAY 1/2 c Orange Juice 1/2 Biscuit 3/4 c 1% Lowfat Milk
LUNCH	5 sl Turkey w/ 1 T Gravy 1/4 c Mashed Potatoes (1-9) 1/4 c Turnip Greens 1 sl Cornbread 3/4 c 1% Lowfat Milk	2 ea Beef Soft Tacos (D-24) (w/ lettuce & tomatoes) 1/4 c Sliced Peaches 3/4 c 1% Lowfat Milk	1/2 c Chicken Salad (E-7) on 1/2 sl WW Bread * 1/2 c Vegetable Soup + (=1/4 c veg); (pg 96) 1/4 c Pineapple Chunks 3/4 c 1% Lowfat Milk	1 portion Oven Baked Chicken (D-29) 1/4 c Mashed Sweet Potatoes 1/4 c Steamed Broccoli 1/2 sl WW Bread * 3/4 c 1% Lowfat Milk
P.M. SNACK	1/2 sl WW Bread * 1/2 oz Lowfat American Cheese	7 Tortilla Chips 1/2 c Hummus	1/2 c Pears 2 squares Graham Crackers (plain)	1/2 c Grape Juice 5 ea Animal Crackers (plain) 6 ea Hard Pretzels 2 T Peanut Butter Dip + pg 158

Note: (letter - # ) Refer to Child Care Recipes - Food for Health & Fun from USDA's Child Adult Child Care & Food Program + (pg #) Refer to FL CCFP Cookbook (yellow cover)

All Fruit Juices = 100% full strength juice & pasteurized; ≈ has CN label; c = cup; T = tablespoon; sl = slice; ea = each; oz = ounce; WGR = Whole grain-rich

All 1% Lowfat milk is unflavored.

Bread Servings: 4 Ritz Crackers or 6 ea Hard Pretzels = 10 gm or 0.4 oz;  
 1/2 biscuit, 7 Tortilla Chips, or 2 squares Graham Crackers = 13 gm or 0.5 oz

1/2 c Orange Wedges = 1 whole orange cut in 1/4's

Mon: 5 sl (= 3.5 oz) Turkey = 1.85 oz eq M/MA

Tues: 2 ea Beef Soft Tacos = 2 oz cooked meat, 1/2 c veg, = to 1 sl bread (=2 grain)

Wed: 1/2 c Chicken Salad = 2 oz Meat

• When juice or milk is not indicated with the p.m. snack, serve 1/2 c water. (Remember water is NOI considered a meal component)

\*Donates at least one daily serving requirement of 100% Whole Wheat (=WW) or 100% Whole Grain (=WG) as per DOH guidelines

Menus Approved By: *Dyan Jones MS RD LDN*

Title: Head Start Consultant Dietitian

Revised: 2/12/19; 2/25/19