

Capital Area
Community Action
Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
July 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
 - c. 2019-2020 School Calendar
 - d. 2019-2020 Head Start Budget
6. Director's Report
7. Pre-service 2019
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for TBD



United Way of the Big Bend

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



Head Start Policy Council Meeting

Minutes

June 27, 2019

6:00pm

1. Teleconference meeting called to order at 6: 03 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Veronica Doolan (R), Devonna Arnold (R), Kim Wilson (R), Kadeshia Blair (AR), Tiffany Similien (CR), and Katessia Carr (R).

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Darrel James, Venita Treadwell 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 with the correction of removing Tiffany Similien from the roll because she was not present at the last meeting.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative. We would expect to be around 58% with our revenue and expenses however we are at 72% respectively. We are at 59% with our non-federal share and would historically be around 65% to 70% at this time of the year. Travel in area is over budget due to having to provide food transportation in Franklin County. Kitchen supplies are over budget but in line with last year. Rent and space is over the benchmark. Raw food cost is slightly over due to Hurricane Michael. Cynthia asked Tim to give an update on rent reduction. Tim stated we have worked with Leon County School District to reduce the rent at South City by \$1000 monthly and it will be retroactive to October 1, 2018. They will also be providing playground equipment.

Katessia made a motion to approve the March financial report; Veronica second the motion. Motion was approved. Katessia made a motion to approve the April financial report; Devonna second the motion. Motion approved.

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

- c. 2019-2020 School Calendar- The Head Start school calendar will follow the Leon County Schools calendar with a few changes. School will begin August 12th and will end a week earlier than LCS which would be June 22, 2020. Franklin County will also follow the same calendar but will be closed November 1st for Seafood festival and will only have 3 days off for Thanksgiving instead of 5. Christmas Break and Spring break will remain the same in all counties.

Katessia made a motion to approve the 2019-2020 school calendar; Kadeshia second the motion, Motion was approved.

- d. Self- Assessment- Tim reviewed the Self- Assessment and ensured we have a complete set of findings which can be reviewed in the packet. Nina Self and Venita Treadwell and her team will work on the corrective actions regarding quality education and child development services. Specific training will be provided on curriculum and individualization during pre-service. The corrective actions will be ongoing throughout the school year. Ms. Treadwell will provide a copy of the pre-service agenda in the next Policy Council meeting.

Katessia made a motion to approve the results of the 2018-2019 Self-Assessment report and the corrective actions; Kadeshia Blair second the motion. Motion is approved.

- e. 2019-2020 Head Start Budget- Tim reviewed the attached proposed budget and budget narrative (Please refer to the packet). Tim stated approximately 50% will go towards staff salary and \$63,000 base budget for program /classroom supplies which may be amended to ensure we have adequate funding for the curriculum need. Maintenance and repair will be contracted out which will reduce the cost oppose to paying someone on staff. Lauren asked Ms. Treadwell the cost of the curriculum to ensure we had the funds to purchase. Ms. Treadwell stated the books alone are approximately \$12,000 and we will still need additional funds to purchase supplemental materials. Tim stated it should be approximately \$65,000. All 21 classrooms need the supplemental materials to implement to fidelity. Tim stated the budget will be reworked and presented again with any amendments at the next meeting.

Devonna made a motion to approve the 2019-2020 Head Start budget as presented; Katessia Carr second the motion. Motion approved.

- f. Non-Federal Share Waiver- Tim stated we did not generate the amount of revenue from our VPK and School Readiness as in the past which decreases our chance of meeting our non-federal share amount. The amount did increase due to the COLA. If we do not meet the NFS amount we will lose funding unless we request a waiver. We are still generating non-federal share and in-kind, however there is still a possibility we will not meet our designated amount.

Lauren Johnson made a motion to approve the submission of a Non-federal Share waiver to HHS for 2018-2019; Devonna second the motion. Motion approved.

6. Director's Report: Tim has been working closely with Brooke Brunner and Rocky Hanna regarding rent decrease, joint trainings, as well as partnerships in the classroom. We will be approving how we meet our needs regarding maintenance and repairs by contracting services through a property management company. We will also be receiving a new donated swing set at Mabry. Tim stated the CLASS scores have not improved and will be reevaluated in the space of coaching to see where improvements can be made. If we do not hire a grant writer then we will hire a grant editor. An update will be provided in the next meeting regarding the grant writer or editor. Kim asked will there be a delay in services since we no longer have a maintenance person on staff. Tim stated no there should not be a delay because the company has a team that can be deployed in the cause of an emergency. Big Bend Property Management has staff with specialized skills; which we did not have with our previous maintenance man.
7. Program Updates: Darrel gave an update on recruitment/ enrollment: 1 more child needed in Franklin County, 11 needed in Jefferson County, 29 needed at Mabry, 18 needed at Louise B. Royal and 88 needed at South City. New commercial has started for recruitment.
8. Office of Head Start Updates: No office of Head Start Updates at this time.
9. Chairperson's Report: No chairperson's report at this time.
10. Other Business: No other business
11. The meeting was adjourned at 7:00 p.m.

**Head Start Financial Statement Narrative
For the Eight Months Ending May 31, 2019
Capital Area Community Action Agency**

As of May 31, 2019, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 58% of the annual budget with some Head Start expenses closer the 80%. At month end, the Year to Date Actual Revenue and Expenses are 84% and 80% respectively, with income of \$172,516. 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 \$577,313, or 66% of the \$881,324 total match required for the fiscal year ending September 30, 2019. At this point in the year, we would expect to be between 70-75%.

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.

Program Supplies - is slightly over benchmark budget primarily due to the addition of bottled water in our centers. The difference in the amount from last fiscal year and this year is the difference in adding Artezia to the other centers.

Kitchen Supplies - is over the budget but in line with the numbers from prior year. The total spent in 2017-2018 was \$23,432.85 - almost twice the current year budgeted amount.

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 \$60,000 by year end.

Utilities - are over benchmark budget and will be over budget for the year. The South City location's utilities are over double the amount of prior year. This is a set amount and doesn't fluctuate with usage. It is anticipated that this budget line will be over by \$30,000 by year end.

General Liability and Property Insurance - is over budget, as the rates increased. This expense is charged over 10 months and will not be incurred in August and September.

**Head Start Financial Statement Narrative
For the Eight Months Ending May 31, 2019
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, by approximately \$10,000.

Repairs and Maintenance – Recurring and Non-recurring – These are both over the budget (113% combined). Adjustments to the overall budget should be made to accommodate these expenses.

Equipment Maintenance – is currently over the benchmark budget but in line with prior year. Our contracted maintenance is \$14,500 without any unexpected issues so this budget line is forecasted to be over by \$2,500.

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.

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 (about 59%). 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
Head Start Programs Statement of Revenue and Expenditures
For the Eight Months Ended 5/31/19

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	2,761,684	(763,613)	78%
Government Contracts - STATE	4010	426,240	551,043	124,803	129%
Government Contracts - LOCAL	4020	53,500	44,254	(9,246)	83%
Grants - Other Not-for-Profits	4100	13,000	8,669	(4,331)	67%
Contributions- Restricted	4210	-	2,157	2,157	
Total Revenue		<u>4,018,037</u>	<u>3,367,807</u>	<u>(650,230)</u>	84%
Expenditures					
Salaries & Wages	6010	1,975,376	1,528,320	447,056	77%
Fringe	6110	562,588	426,247	136,341	76%
Staff Screenings	6180	2,500	245	2,255	10%
Indirect Costs	6210	520,986	384,363	136,622	74%
Travel - In Area	6310	3,500	2,800	700	80%
Travel - Out of Area	6315	500	35	465	7%
Office Supplies	6410	7,500	3,893	3,607	52%
Program Supplies	6415	24,017	22,530	1,487	94%
Classroom Supplies	6420	38,246	10,745	27,501	28%
Kitchen Supplies	6430	12,721	16,067	(3,346)	126%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	12,000	9,442	2,558	79%
Postage and Delivery Expense	6600	1,200	552	648	46%
Contractual Services/Professional	6710	15,000	4,624	10,376	31%
Contractual Services - Health/Disabilities	6715	170,837	161,472	9,365	95%
Rent/Space Cost	6810	150,000	166,808	(16,808)	111%
Utilities	6820	62,500	62,213	287	100%
General Liability and Property Insurance	6830	21,000	23,745	(2,745)	113%
Communications	6840	37,530	34,870	2,660	93%
Repairs & Bldg Maintenance- Recurring	6850	75,000	66,405	(9,583)	113%
Repairs & Bldg Maintenance -	6855	-	18,178		
Equipment Maintenance	6910	14,000	12,135	1,865	87%
Vehicle Expense	6920	37,350	19,319	18,031	52%
Equipment Lease	6930	8,500	4,806	3,694	57%
Technology	6940	12,500	11,619	881	93%
Fees, Licenses, and Permits	7010	1,500	1,108	392	74%
Dues/Subscriptions	7020	2,500	2,269	231	91%
Expendable Equipment	7320	5,000	2,412	2,588	48%
Registration Fees	7410	2,000	5,688	(3,688)	284%
Meetings/Workshops/Training	7420	14,850	12,953	1,897	87%
Training/Staff Development	7430	40,998	15,094	25,904	37%
Advisory/Board Member Expenses	7440	2,000	1,504	496	75%
Advertising	7450	2,000	139	1,862	7%
Parent Activities	7460	1,200	-	1,200	0%
Raw Food Cost	7510	180,139	162,422	17,717	90%
Total Expenditures		<u>4,018,037</u>	<u>3,195,291</u>	<u>822,746</u>	80%
Excess Revenue over (under) Expenditures		<u>-</u>	<u>172,516</u>	<u>172,516</u>	

Capital Area Community Action Agency
 Vendor Activity
 From 5/1/2019 Through 5/31/2019

May 2019 Head Start Credit Card Expenses

Vendor Name	Code	Transaction Description	Document Description	Effective Date	Expenses
HANCOCK WHITNEY BANK	6920	FUEL FOR CO. CAR	ACCT#XXXX6623- DARREL JAMES	5/27/2019	42.00
HANCOCK WHITNEY BANK	6920	FUEL FOR CO. CAR	ACCT#XXXX6623- DARREL JAMES	5/27/2019	42.00
HANCOCK WHITNEY BANK	6920	TIRE FOR CO. VEHICLE- TRUCK	ACCT#XXXX6623- DARREL JAMES	5/27/2019	115.00
HANCOCK WHITNEY BANK	6920	TIRE FOR CO. VEHICLE- TRUCK	ACCT#XXXX6623- DARREL JAMES	5/27/2019	185.00
HANCOCK WHITNEY BANK	7410	REGISTRATION- TRAINING W/ THE GRAVELLY	ACCT#XXXX6623- DARREL JAMES	5/27/2019	265.00
HANCOCK WHITNEY BANK	7440	FOOD FOR ADVISORY COMMITTEE	ACCT#XXXX6623- DARREL JAMES	5/27/2019	50.00
HANCOCK WHITNEY BANK	6715	COUNSELING FOR FRANKLIN STUDENT- TAUTMAN	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	40.00
HANCOCK WHITNEY BANK	6715	COUNSELING FOR FRANKLIN STUDENT- TAUTMAN	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	40.00
HANCOCK WHITNEY BANK	6850	COUNSELING FOR FRANKLIN STUDENT- TAUTMAN	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	40.00
HANCOCK WHITNEY BANK	6855	SAND FOR PLAYGROUND/ SNAKE REPELLANT	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	121.84
HANCOCK WHITNEY BANK	6855	DUMP FEE FOR CLEAN UP SO. CITY HEAD START	ACCT# XXXX6982/ FATIMA OLEABHIELE	5/27/2019	11.50
HANCOCK WHITNEY BANK	7430	BOOKS FOR SHANTESHIA RYLES	ACCT#XXXX7303- KRISTIN JACKSON RESHARD	5/27/2019	46.60
HANCOCK WHITNEY BANK	7010	NOTARY RENEWAL	ACCT#XXXX7303/KRISTIN JACKSON-PREPAY	5/14/2019	171.00
HANCOCK WHITNEY BANK	7430	REGION IV LEADERSHIP	ACCT#XXXX7303/KRISTIN JACKSON-PREPAY	5/14/2019	951.48
HANCOCK WHITNEY BANK	7430	SERVS SAFE CLASS	ACCT#XXXX7303/KRISTIN JACKSON-PREPAY	5/14/2019	190.89
HANCOCK WHITNEY BANK	7420	PARENT ENGAGEMENT MEETING	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	50.00
HANCOCK WHITNEY BANK	7440	POLICY COUNCIL- FOOD	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	20.38
HANCOCK WHITNEY BANK	7440	POLICY COUNCIL- FOOD	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	105.66
HANCOCK WHITNEY BANK	7440	POLICY COUNCIL- FOOD	ACCT# XXXX8165- NICHELE RICHARDS	5/27/2019	112.35
HANCOCK WHITNEY BANK	7430	REGISTRATION - REG. IV CONFERENCE	ACCT#XXXX7366- NINIA SINGLETON	5/27/2019	650.00
HANCOCK WHITNEY BANK	7430	TRAINING FOR ANTENETTE LARKIN	ACCT#XXXX5180- VENITA TREADWELL	5/27/2019	349.00
HANCOCK WHITNEY BANK	6920	FUEL FOR CO. VEHICLE	ACCT#XXXX8380- ANNE ROBINSON	5/27/2019	5.88
HANCOCK WHITNEY BANK	6410	PADLOCK AND CHAIN LESS TAX CHARGED	ACCT# XXXX8921- TERRY MUTCH	5/27/2019	72.96
LOWES	6855	ACCT# 82130109084241 FOR MAY 2019	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	12.10
LOWES	6855	ACCT# 82130109084241 FOR MAY 2019	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	22.77
LOWES	6855	ACCT# 82130109084241 FOR MAY 2019	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	37.98
LOWES	6855	LOOK FOR ADMIN HEALTH SUPPLY DOOR	ACCT# 82130109084241 FOR MAY 2019	5/31/2019	14.22

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3,765.61



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

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 Statement of Account
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1631470-003765-0001-0001-2

DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0003765

MEMO STATEMENT

Account Number



Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-02	24226389123091003230915	5411	WAL-MART #1077 TALLAHASSEE FL	M122.86
05-06	05-04	24231689125091041341314	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	M15.98
05-06	05-02	24692169123100190340396	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
05-06	05-04	24692169125100453112397	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
05-06	05-04	24231689125837000077947	5331	FAMILY DOLLAR #0525 TALLAHASSEE FL	M61.42
05-06	05-03	24226389124400008306019	5411	WAL-MART #4520 TALLAHASSEE FL	M148.04
05-13	05-10	24765019131400004171921	5812	CANOPY ROAD CAFE TALLAHASSEE FL	M150.00
05-21	05-20	24492159140894607979008	7392	PAYPAL *GRAVELYGROU 402-935-7733 CA	M265.00
05-22	05-22	74270849142100010661119	0000	BRANCH PAYMENT - THANK YOU	M2,965.81
05-22	05-21	24445009142001025141715	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M115.00
05-24	05-23	24445009144001064090714	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M185.00

Recruiting Event held @
 Cascades Park

Handwritten signature
 6/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[Redacted]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,047.30
		NEW CASH ADVANCES .00
		CREDITS 2,965.81
		STATEMENT TOTAL 1,918.51 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



HANCOCK
WHITNEY

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

**N0005562

MEMO STATEMENT

Account Number

Statement Date

05-27-19

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
✓05-01	04-30	24988949120017034050560	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
✓05-06	05-03	24071059124627141283383	5251	MARPAN RECYCLING LLC TALLAHASSEE FL	M11.50 ✓
✓05-07	05-06	24431069127400188000990	5251	ACE HDWE APALACHICOLA FL	M121.84 ✓
05-08	05-07	24988949127017036147672	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
05-22	05-22	74270849142100010661218	0000	BRANCH PAYMENT - THANK YOU	M894.46 ✓
05-23	05-22	24988949142017035384822	8011	SACRED HEART HLTH SYS 850-416-4475 FL	M40.00 ✓
✓05-24	05-23	24013399143003138080810	5999	AWARDS4U TALLAHASSEE FL	M42.95 ✓
✓05-27	05-24	24013399144003284606284	5999	AWARDS4U TALLAHASSEE FL	M15.00 ✓

GC
6/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 311.29
		NEW CASH ADVANCES 00
		CREDITS 894.46
		STATEMENT TOTAL 583.17 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 2,000.00



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16321470-007762-0001-0001-7

KRISTIN JACKSON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0007762

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-06	05-03	24445009123200128647221	5942	FLINTUMIBKSTORE #7859 305-348-2691 FL	M46.60
05-09	05-09	24492159129717525093047	7922	EB CRAWFORDVILLE FL S 801-413-7200 CA	M190.89
05-17	05-16	24431069136722255158107	3640	HYATT REGENCY ATLANTA 8885886308 GA 228978218885886308 ARRIVAL: 06-16-19	M951.48
05-22	05-22	74270849142100010661135	0000	BRANCH PAYMENT - THANK YOU	M1,313.37

5/20 Notary fee \$171⁰⁰ hasn't applied to this statement. Look for on June statement. I was prepaid 5/21/19 to clear credit limit.

Handwritten signature/initials

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,188.97
		NEW CASH ADVANCES 00
		CREDITS 1,313.37
		STATEMENT TOTAL 124.40 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 2,000.00



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



16321470 - 000861 - 0001 - 0001 - 2
NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0006661

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-30	04-29	24186169119207399500220	5814	BURGER KING #5641 TALLAHASSEE FL - <i>Personal Exp</i>	M4.30
04-30	04-29	24231689120837000008392	5331	FAMILY DOLLAR #5975 TALLAHASSEE FL	M50.00 ✓
05-02	05-01	24445009122001035396980	5411	PUBLIX #852 TALLAHASSEE FL	M24.16 ✓
05-02	05-01	24445009122400146002620	5411	WM SUPERCENTER #1077 TALLAHASSEE FL	M40.00 ✓
05-03	05-02	24326889122796007473837	5812	HOOTERS OF LEON TALLAHASSEE FL	M78.55 ✓
05-09	05-08	24013399126001128048697	5462	NOTHING BUNDT CAKES 220 TALLAHASSEE FL	M18.50 ✓
05-09	05-08	24428069128300594326142	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M187.35 ✓
05-15	05-14	24445009135400151204017	5411	WM SUPERCENTER #1408 TALLAHASSEE FL	M48.51 ✓
05-17	05-16	24445009137000952136174	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M20.38 ✓
05-17	05-16	24431059137200188400862	5812	HARRY'S OF TALLAHASSEE TALLAHASSEE FL	M112.35 ✓
05-22	05-22	74270849142100010661176	0000	BRANCH PAYMENT - THANK YOU	M1,375.78 ✓
05-22	05-21	24445009142001025148900	5411	PUBLIX #852 TALLAHASSEE FL	M11.27 ✓
05-22	05-21	24445009142001025148827	5814	HUNGRY HOWIE'S #0145 TALLAHASSEE FL	M105.66 ✓

for 6/26/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 701.03
		NEW CASH ADVANCES 00
Toll Free 1-800-448-8812		CREDITS 1,375.78
		STATEMENT TOTAL 674.75 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 2,500.00



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HANCOCK WHITNEY BANK
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16321470-004928-0001-0001-2


 NINA SINGLETON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0004928

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-03	05-02	24431069122026705879551	9399	FDLE CCHINET 850-410-8161 FL	M24.00 ✓
05-09	05-08	24755429128261282180663	3513	WESTIN CHARLOTTE 704-3752600 NC 2205021 ARRIVAL 05-08-19	M224.74 ✓
05-10	05-09	24906419129072829335225	5968	SMK*SURVEYMONKEY.COM 971-2445555 CA	M37.00 ✓
05-21	05-20	24493989140200166500046	8299	REGION IV HEAD START 770-490-9198 GA	M650.00 ✓
05-24	05-24	74270849144100010666666	0000	BRANCH PAYMENT - THANK YOU	M1,790.08

bc 6/3/19

STATEMENT DATE 05-27-19	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 935.74
Toll Free 1-800-448-8812		NEW CASH ADVANCES 00
		CREDITS 1,790.08
		STATEMENT TOTAL 854.34 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 6,000.00



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16321470-0099 110-0001-0001 2

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

**N0009110

MEMO STATEMENT

Account Number
 [REDACTED]

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-08	24755429127121277447074	8220	TCC CASHIERS OFFICE 850-2018525 FL	M720.00
05-22	05-22	74270849142100010681234	0000	BRANCH PAYMENT - THANK YOU	M655.05
05-23	05-22	24492159142894682740430	8299	PAYPAL *LOVING GUID 402-935-7733 FL	M349.00 ←

6/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
05-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,069.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	00
		CREDITS	655.05
Toll Free 1-800-448-8812		STATEMENT TOTAL	413.95
		TOTAL IN DISPUTE	00
		CREDIT LIMIT	4,000.00



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16321470 000033 0001 0001 2

ANNE ROBINSON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-09	05-08	24399009128295044023870	5732	BEST BUY 00004358 TALLAHASSEE FL 3362-12410	M24.99
05-09	05-07	24247609128200136423336	7531	MCDUGALDS SERVICE AND TI BLOUNTSTOWN FL 6310	M36.95
05-20	05-17	24431069138722163816232	3840	GRAND HYATT TAMPA BAY TAMPA FL 22363653 ARRIVAL: 05-13-19 3465-630	M636.00
05-22	05-22	74270849142100010661192	0000	BRANCH PAYMENT - THANK YOU	M984.16
05-23	05-22	24228389143091002884256	5411	WAL-MART #0488 QUINCY FL 3320-2010	M140.00
05-24	05-22	24692169143100884061450	5542	GATE 1194 Q80 TALLAHASSEE FL -	M11.75
05-24	05-23	24445009144400160364579	5411	WM SUPERCENTER #4520 TALLAHASSEE FL 3330	M200.00

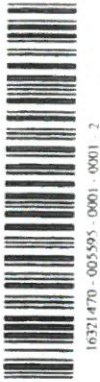
Handwritten signature and date: 6/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,049.69
		NEW CASH ADVANCES .00
		CREDITS 984.16
		STATEMENT TOTAL 65.53
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16371470-005595-0001-0001-2



TERRY MUTCH
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0005595

MEMO STATEMENT

Account Number

Statement Date

05-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-01	04-30	24299109120004002587521	5542	MARATHON PETRO164327 TALLAHASSEE FL - 1051 receipt	M54.50
05-06	05-03	24692169123100584011031	5542	CHEVRON 0048061 TALLAHASSEE FL	✓M58.00
05-13	05-09	24692169130100348929539	5542	GATE 1194 Q80 TALLAHASSEE FL	✓M55.00
05-20	05-19	24431069139026645088256	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	✓M24.99
05-20	05-18	24431069138722161474190	3640	GRAND HYATT TAMPA BAY TAMPA FL 22422759 ARRIVAL: 05-12-19	✓M795.00
05-21	05-20	24512399140028169688628	7542	OASIS EXPRESS WASH TALLAHASSEE FL	✓M17.20
05-22	05-22	74270849142100010661093	0000	BRANCH PAYMENT - THANK YOU	M746.87
05-22	05-20	24316059141548918038202	5542	SHELL OIL 57542530506 TALLAHASSEE FL	M50.38
05-24	05-23	24231689144091023012807	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	✓M78.43
05-27	05-23	24316059144548001038116	5542	SHELL OIL 57542530506 TALLAHASSEE FL - 1051 receipt	✓M54.25

6/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,187.75
		NEW CASH ADVANCES 00
		CREDITS 746.87
		STATEMENT TOTAL 440.88
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 2,500.00



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CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$535.32	New Balance	\$87.07
- Payments	\$535.32	Total Minimum Payment Due	\$25.00
- Other Credits	\$0.00	Payment Due Date	06/28/2019
+ Purchases/Debits	\$87.07		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$87.07		
Credit Limit	\$11,000.00		
Available Credit	\$10,912.00		
Statement Closing Date	06/02/2019		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
05/13	05/13	08937	STORE 0417 TALLAHASSEE FL	\$12.10
05/15	05/15	10231	STORE 0716 TALLAHASSEE FL	\$22.77
05/16	05/16	07236	STORE 0417 TALLAHASSEE FL	\$52.20
05/18	05/18		PAYMENT - THANK YOU	(\$535.32)

Handwritten: (37.95 + 14.22)

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is EBTT742, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 8 Months Ending May 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		44,254			
Grants - Other Not for Profits		8669			
In-Kind Revenue		350,270			
VPK/SR		174,120			
	881,324	577,313	66%	304,011	34%



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



Page: 1 of 1

Statements Dates
 05/01/2019 - 05/31/2019

RECEIVED
 JUN 11 2019

Account Number:

Images:

0

***ZERO CHECKS* E0**

346 010000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

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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
04/30	1,187.68				



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 6/11/19

Capital Area Community Action Agency

Leon and Jefferson County Head Start 2019-2020 Regular Calendar

2019

July	29	Teachers Report
	29 - 31	Teacher Planning/In-service Days
August	1 - 2	Teacher Planning/In-service Days
	5 - 9	Teacher Planning/In-service Days
	12	First Day of School (Students Report)
September	2	Labor Day Holiday
	3	VPK Program Begins
	30	Fall Holiday
October	14	Teacher Planning/In-service Day
November	11	Veterans Day Holiday
	25-29	Thanksgiving Holidays (Students & Teachers Out)
December	23 - 31	Winter Holidays (Districtwide)

2020

January	1-3	Winter Holidays
	6	District Staff & Teachers Return
	6	Teacher Planning/In-service Day (Students Out)
	7	Students Report
	20	Martin Luther King Holiday
February	17	Presidents Day Holiday
March	16 - 20	Spring Break (Students & Teachers Out)
	23	Teacher Planning/In-service Day (Students Out)
	24	Students Return
April	10	Spring Holiday
May	20	Last Day of School Head Start Students
	20	Last day of School VPK Students
	22	Last Day of School Teachers
	25	Memorial Day Holiday

Capital Area Community Action Agency

Franklin County Head Start 2019-2020 Regular Calendar

2019

July	29	Teachers Report
	29 -31	Teacher Planning/In-service Days
August	1 - 2	Teacher Planning/In-service Days
	5 - 9	Teacher Planning/In-service Days
	14	First Day of School (Students Report)
September	2	Labor Day Holiday
October	7-11	Fall Break
	14	Teacher Planning/In-service Days
November	11	Veterans Day Holiday
	27-29	Thanksgiving Holidays (Students & Teachers Out)
December	23 - 31	Winter Holidays (Districtwide)

2020

January	1-3	Winter Holidays
	6	Teacher Planning/In-service Day (Students Out)
	7	Students Report
	20	Martin Luther King Holiday
February	14	Teacher Planning Day (Students Out)
	17	Presidents Day Holiday
March	13	Teacher Planning/In-service Day (Students Out)
	23	Teacher Planning/In-service Day (Students Out)
April	6-10	Spring Break
May	1	Teacher Planning/In-service Day (Students Out)
	19	Teacher Planning/In-service Day (Students Out)
	15	Last Day of School Head Start Students
	22	Last Day of School Teachers
	25	Memorial Day Holiday

Head Start Pre-Service 2019 Agenda

Theme: Quality, It Begins with Me and It Ends with Me!

Day 1: Monday, July 29, 2019 Report to Head Start Center 8:00 am – 4:30 pm

TSG Center Classroom Arrangement – Teachers Only

Day 2: Tuesday, July 30, 2019 Teachers Report to Red Cross 8:00 am – 4:30 pm

Cooks Report to Red Cross

8:00 am Ice Breaker

8:30 Tim Center, CEO and Head Start Director Welcome and Address

Nina Self, COO Matters of Concern

Mutual of America Insurance and Personal Finance

Meet the Program Managers

Anne Robinson, Terry Mutch, Victoria Mathis, Darrel James

Active Shooter Video

COOKS excused after video to work on orders.

10:30 am Donna Fowler, Teaching Strategies Gold Trainer

12:30 pm LUNCH ON YOUR OWN/Professional Appointments

1:30 Teaching Strategies Gold Training Continues

2:00 **COOKS** - REPORT TO HEAD START CONFERENCE ROOM FOR TRAINING

3:30 BREAK

3:45 – 4:30 Wrap-up and Review

Day 3: Wednesday, July 31, 2019 Teachers Report to Red Cross 8:00 am – 4:00 pm

Cooks Report to Head Start Centers

8:00 am Ice-Breaker

8:30 – 4:30 Teaching Strategies Gold Trainer Donna Fowler will present today

Ms. Fowler will announce breaks and lunch (Professional Appointments)

7/7/19

Week 2: August 5 – 9, 2019:

The second week has been reduced to one day in the classroom.

Thursday, August 8th is the last day to complete classrooms and be ready for the Meet and Greet from 2:00 – 3:00 pm. Any teacher interested in classroom preparation during this second week may continue to work in the classroom but will not be paid.

Cooks will report to their centers on Monday and Tuesday only for the second week.

Director's Meetings:

Thursday, August 8, 2019

Report to the American Red Cross

8:00 - 1:00 pm

Leadership Training for Directors

Attire: Business Casual

Meet and Greet in Centers

2:00 – 3:00 pm

Date: 7/8/19

Family and Community Engagement Manager Monthly Monitoring Report – May 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled	17	33	83	56	188	377
Number of Student Withdrawals for Month	0	0	0	1	0	1
Number of Vacancies	0	0	0	0	0	0
Number of Students on Wait List	0	0	20	17	20	57
Number of VPK Students Enrolled	N/A	N/A	N/A	16	69	85
Number of School Readiness Students Registered	N/A	N/A	N/A	6	9	15
FAMILY STATUS						
Number of Family Needs Assessment	17	33	83	56	188	377
Family Partnership Agreement						
Number of FPA Initiated (45)	17	33	83	56	188	377
Number of FPAs in progress (February)	17	13	83	57	186	353
Number of FPAs completed (May)	17	13	83	57	188	378

Center	Head Start Enrollment and Attendance		
	Funded	Enrollment on 5/31/19	Average Daily Attendance (ADA)
Franklin	17	17	77.78%
Jefferson	33	33	77.78%
Mabry	83	83	73.32%
Royal	57	56	75.93%
South City	188	188	80.73%
Total	378	377	78%

Family and Community Engagement Manager Monthly Monitoring Report – May 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	1	3	7	4	12	27
Domestic Violence Referrals	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	0
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	1	0	2	0	3	6
Education Referral	0	0	0	0	0	0
Employment	0	0	0	0	0	0
Parent Meetings/Trainings						
Parent Committee Meetings	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0
Number of Parents in attendance on Policy Council	1	0	1	1	1	4
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes						0
Number of Family Activities/Events Coordinated	1	2	1	1	1	6
Number of Family Activities Specific to Male Engagement	0	0	0	0	0	0
Number of Parent Trainings Conducted	0	0	0	0	0	0
Number of Volunteer Orientations	0	0	0	0	0	0
Home Visits	Franklin	Jefferson	Mabry	Royal	South City	
Required Home Visit Follow up (February)	0	0	0	0	0	0
Number of Additional Home Visits/Meetings	0	0	0	0	0	0
Number of Contacts documented in Case Notes	10	0	30	21	47	98
Number of Contacts documented per absenteeism	0	0	12	15	18	45

Family and Community Engagement Manager Monthly Monitoring Report – May 2019

Number of Files Reviewed	0
Review of Parent Board	0
Volunteers (PEC)	
Number of Volunteers	85
Total of Program In kind	151 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	4
Maintenance	2
Trainings	1

Family and Community Engagement Manager
 Monthly Monitoring Report – May 2019

HEALTH SPECIALIST	Total
PRE-ENROLLMENT REQUIREMENTS	
Up to date immunizations	367
Expired/Missing immunizations	10
Up to date Physicals	367
Expired/Missing Physicals	10
Number of individual Health Care Plan	11
Number of Children with Health Insurance	348
ENROLLMENT	
Number of children with dental home	295
Number of dental home referrals	0
Completed dental exams	172
Incomplete dental exams	205
Needed dental treatment	46
Receiving dental treatment	13
Completed dental treatment	2
Number of medical home	377
Number of medical home referrals to Advocates	0
45 DAYS REQUIREMENT	
Vision screenings	341
Vision referrals	0
Hearing screenings	308
Hearing Referrals	0
Growth Assessment	361
BMI Referrals	0

Family and Community Engagement Manager
Monthly Monitoring Report – May 2019

90 DAYS REQUIREMENT	Total
Number of dental/medical home established	295/377
Number of dental exams	172
Number of children requiring dental treatment	46
Number of completed dental treatment	2
Number of dental cleaning / fluoride treatment	332
Hematocrit / Hemoglobin	176
Blood Lead	196
Blood Pressure	336
NUTRITION	
Number of Breakfast	4,429
Number of Lunch	5,275
Number of PM Snacks	4,199
Number of Children with Special Diets	23
MONITORING ACTIVITIES	
Health Files Review	3
Child Care Food Program Tool	4
Kitchen Inspection Tool	4

Family and Community Engagement Manager Monthly Monitoring Report – May 2019

Corrective Action and Follow Up
<p>Funded Enrollment</p> <ul style="list-style-type: none"> • The program did not meet the required funded Average Daily Attendance requirement for May. <p>Extended Day</p> <ul style="list-style-type: none"> • VPK will be offered as Extended Day at South City, Mabry and Royal for the 2019 – 2020 school year. <p>Referrals</p> <ul style="list-style-type: none"> • Referral training will continue with pre-service training.
Strengths
<ul style="list-style-type: none"> • The Family Engagement Team continues to recruit families for the 2019-20 school year. • The Family Engagement Team is working with local professionals to improve the participation of families with the program. • Families are submitting VPK certificates for next school term.

Family and Community Engagement Manager Monthly Monitoring Report – May 2019

Areas of Concerns and Barriers
<p>The local school system will be providing VPK to 106 additional students next school term.</p> <p>Filling the 188 slots at the South City location.</p>

Professional Development
<p>Bi-weekly Management Team Meetings</p> <p>Monthly Team Meetings</p>

Family and Community Engagement Manager Monthly Monitoring Report – May 2019

Manager Monitoring Activities

Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 school year

Ensuring documentation in ChildPlus is current to ensure PIR information is correct

Reviewing Child Care Food Program monthly reports

Monitoring Recruitment Activities

Submitted by:

Darrel James

Date: 6-13-19