

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
September 19, 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. 2017-2018 Annual Report
 - d. Head Start Goals
 - e. Refunding Application
6. Center Updates- What's Working and What's Not
7. Director's Report
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for October 17, 2019



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

August 22, 2019

6:00pm

1. Teleconference meeting called to order at 6: 17 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Lakeisha Lloyd (R), Kim Wilson (R), Kadeshia Blair (AR), Tiffany Similien (CR), Luciana Brown (CR), and Katessia Carr (R).

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

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). We have 32% of non-federal share match remaining as of June.

Tiffany made a motion to approve the May financial report; Katessia second the motion. Motion was approved. Luciana made a motion to approve the June financial report; Lakeisha second the motion. Motion approved.

- b. Personnel Actions- Doretta Williams (teacher candidate), Asha Campbell (teacher candidate), Shakendra Battles (Cook candidate), Mia Clement (part-time teacher candidate). There is still 1 vacancy in Franklin County for a Lead Teacher. Policy Council received personnel information on each candidate to aid in their decision.

Luciana made a motion to approve the personnel actions for the above mentioned candidates and motion was seconded by Katessia Carr. Motion approved.

6. Center Updates

Katessia Carr- Son no longer with program but is doing well in Kindergarten.

Lakeisha Lloyd- Everything seems to be working well at Mabry. Lakeisha stated orientation went well.

Kadeshia Blair- no update at the time for Mabry.

Kim Wilson- Everything seems to be going well at Louise B. Royal and she will make an effort to talk to more parents at the center. No complaints.

7. Director's Report: Tim stated we were fully enrolled at the beginning of school. Tim mentioned we are currently completing the paperwork to accept school readiness. Lauren asked how long is that process; Ms. Treadwell said it should take about 2-3 weeks. Lauren asked what prompted the change because she was under the impression we were not going to do school readiness. Tim stated we had an interest from families after they were surveyed. Tim asked for suggestions on what to do with parents who do not pay school readiness invoices. Tim stated the School Board approved \$1000 reduction for rent at South City and is retroactive to last year. The City Commission in Franklin County is working on contract approval for our location; we are currently going month to month. Deidre Mitchell from HHS will be coming for a visit October 21-23. Tim gave information on company who will be writing grant. Tim discussed a proposed amended budget (New indirect cost rate, increase in classroom supplies, increase in contractual health services, and decrease in Training and Technical Assistance). Lauren asked Cynthia how much carryover do we actually spend to cover our budget normally. Cynthia stated we never had to but does believe we will have to use our surplus revenue this year. Lauren asked with some of the cuts how will the Head Start program be affected. Tim stated parents will not see any decrease in services or staff. Luciana asked does this amended budget affect teacher salary; Ms. Treadwell stated we did not do a 2 week pre-service this year and 1 teacher position was split into 2 floater positions. Tim also mentioned staff does not have to forcefully take time without pay.

Luciana made a motion to approve the amended Head Start budget to replace the previously approved budget and Katessia seconded the motion. Vote taken and motion approved.

8. Program Updates: Ms. Treadwell informed PC members Curriculum night will be held at each center September 17th from 4pm-5pm. Meet and greet went well. Ms. Treadwell asked for the members opinion regarding time for the curriculum night. Kim stated it would be best to have curriculum night twice. 2pm-3pm for the 3 year olds and later for the 4 year olds. Kim wants more notice for Head Start meetings because a week is not enough notice for some people. Darrel discussed current enrollment numbers (1 more needed in Jefferson, 1 more needed at Mabry, 2 needed at Louise B. Royal, and 11 needed at South City). Darrel believes this may be due to 4 year old students who went to Leon County schools expanded VPK program. 100 enrolled in extended day and 40 slots remain.
9. Office of Head Start Updates: No office of Head Start Updates at this time.
10. Chairperson's Report: No chairperson's report at this time.

11. Other Business: Kim stated Head Start Facebook is doing great, she enjoys the post. Luciana inquired what is the update on LCS on referrals for ESE services. Ms. Treadwell stated this year we are already testing and referring children earlier in an attempt to expedite the process. Leon County Schools is already booked with servicing the children through October. Tim stated Brooke Brunner from LCS pledged to have a specialist at the South Center once a week. Ms. Treadwell stated services are also being delayed due to the time it takes for parents to sign consent forms. Kristin stated we did meet our 10% disability quota for the year.

12. The meeting was adjourned at 7:21 p.m.

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

As of July 31, 2019, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83%. At month end, the Year to Date Actual Revenue and Expenses are 93% and 88% respectively, with income of \$197,711. 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.

Year to Date Non-Federal Share (NFS) Match totals \$623,157, or 71% 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 80-85%.

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.

Copies/Printing/Copier – is over the benchmark budget but is actually almost \$1,500 less than the YTD for the prior year.

Contractual Services – Health/Disabilities – is above the budget benchmark, but may not be over for the year if new spending is delayed until October 1.

Rent/Space Cost – is over the budget and will exceed budget by approximately \$60,000 by year end. CACAA did negotiate a reduced lease amount at South City which has helped keep this overage from increasing.

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.

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

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.

Communications – is over the 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) and will be over budget at year end.

Equipment Maintenance – is over the 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 – are over the benchmark budget. Technology will go over budget due to existing contracts but Dues and Subscriptions should include all expenses for 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 74%). 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 10 Months Ended 7/31/19

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	3,110,114	(415,183)	88%
Government Contracts - STATE	4010	426,240	568,076	141,836	133%
Government Contracts - LOCAL	4020	53,500	51,282	(2,218)	96%
Grants - Other Not-for-Profits	4100	13,000	10,836	(2,164)	83%
Contributions- Restricted	4210	0	2,157	2,157	100%
Total Revenue		<u>4,018,037</u>	<u>3,742,464</u>	<u>(275,573)</u>	93%
Expenditures					
Salaries & Wages	6010	1,975,376	1,682,964	292,412	85%
Fringe	6110	562,588	470,290	92,298	84%
Staff Screenings	6180	2,500	245	2,255	10%
Indirect Costs	6210	520,986	424,101	96,885	81%
Travel - In Area	6310	3,500	2,800	700	80%
Travel - Out of Area	6315	500	35	465	7%
Office Supplies	6410	7,500	5,151	2,349	69%
Program Supplies	6415	24,017	22,962	1,055	96%
Classroom Supplies	6420	38,246	32,547	5,698	85%
Kitchen Supplies	6430	12,721	16,067	(3,346)	126%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	12,000	11,526	474	96%
Postage and Delivery Expense	6600	1,200	840	360	70%
Contractual Services/Professional	6710	15,000	11,293	3,707	75%
Contractual Services - Health/Disabilities	6715	170,837	161,867	8,970	95%
Rent/Space Cost	6810	150,000	183,495	(33,495)	122%
Utilities	6820	62,500	76,622	(14,122)	123%
General Liability and Property Insurance	6830	21,000	28,189	(7,189)	134%
Communications	6840	37,530	45,030	(7,500)	120%
Repairs & Bldg Maintenance- Recurring	6850	75,000	73,806	1,194	130%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	23,452	(23,452)	
Equipment Maintenance	6910	14,000	15,135	(1,135)	108%
Vehicle Expense	6920	37,350	23,744	13,606	64%
Equipment Lease	6930	8,500	5,957	2,543	70%
Technology	6940	12,500	13,267	(767)	106%
Fees, Licenses, and Permits	7010	1,500	1,273	227	85%
Dues/Subscriptions	7020	2,500	2,269	231	91%
Expendable Equipment	7320	5,000	2,437	2,563	49%
Registration Fees	7410	2,000	5,688	(3,688)	74%
Meetings/Workshops/Training	7420	14,850	12,953	1,897	
Training/Staff Development	7430	40,998	24,127	16,871	
Advisory/Board Member Expenses	7440	2,000	1,504	496	75%
Advertising	7450	2,000	379	1,622	19%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	180,139	162,468	17,671	90%
Total Expenditures		<u>4,018,037</u>	<u>3,544,753</u>	<u>471,772</u>	88%
Excess Revenue over (under) Expenditures		0	197,711	197,711	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 10 Months Ending July 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		51,290			
Grants - Other Not for Profits		10,836			
In-Kind Revenue		386,911			
VPK/SR		174,120			
	881,324	623,157	71%	258,167	29%

Head Start Credit Card Statements July 2019

Vendor Name	GL Code	Transaction Description	Document Description	Effective Date	Expenses
HANCOCK WHITNEY BANK	7010	NOTARY RENEWAL	#XXXXXXXX7303-KRISTIN JACKSON RESHARD	7/29/2019	171.00
HANCOCK WHITNEY BANK	7430	FIU ADMISSION - M MOUSSA	#XXXXXXXX7303-KRISTIN JACKSON RESHARD	7/29/2019	30.00
HANCOCK WHITNEY BANK	7430	M MOUSSA TRANSCRIPT	#XXXXXXXX7303-KRISTIN JACKSON RESHARD	7/29/2019	23.5
HANCOCK WHITNEY BANK	7430	FIU ONLINE - KUMBA JANNEH	#XXXXXXXX7303-KRISTIN JACKSON RESHARD	7/29/2019	53.00
HANCOCK WHITNEY BANK	6920	GATE - GAS FOR COMPANY CAR	#XXXXXXXX6623 - DARREL JAMES	7/29/2019	43.00
HANCOCK WHITNEY BANK	6920	GATE - GAS FOR COMPANY CAR	#XXXXXXXX6623 - DARREL JAMES	7/29/2019	45.00
HANCOCK WHITNEY BANK	6920	GATE - GAS FOR COMPANY CAR	#XXXXXXXX6623 - DARREL JAMES	7/29/2019	45.00
HANCOCK WHITNEY BANK	6510	OFFICE DEPOT - CARDSTOCK	#XXXXXXXX6982 FATIMA OLEABHIELE ALEXANDER	7/29/2019	18.39
HANCOCK WHITNEY BANK	6415	OFFICE DEPOT - SUPPLIES	#XXXXXXXX8165 - NICHELE RICHARDS ROLLE	7/29/2019	116.97
HANCOCK WHITNEY BANK	6415	RESOURCES FOR EDUCATORS - NUTRITION NUGGET	#XXXXXXXX8165 - NICHELE RICHARDS ROLLE	7/29/2019	248.50
HANCOCK WHITNEY BANK	7010	VISA ANNUAL FEE	#XXXXXXXX8165 - NICHELE RICHARDS ROLLE	7/29/2019	35.00
HANCOCK WHITNEY BANK	6420	PRESCHOOL TEACHING GUIDE	ACCT#XXX5810- VENITA TREADWELL	7/29/2019	97.50
LOWE'S	6410	ID KEY TAGS	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	22.60
LOWE'S	6410	KEY FOR JEFFERSON	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	1.41
LOWE'S	6410	KEY FOR MARRY	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	1.41
LOWE'S	6420	RED/ BLUE DUCT TAPE FOR ALL CENTERS (HELD IN OFFICE)	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	66.30
LOWE'S	6420	STORAGE CONTAINERS FOR LBR	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	113.68
LOWE'S	6855	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	344.08
LOWE'S	6855	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	ACCT#XXX84241- JULY 2019/SUPPLIES MAINT	7/30/2019	537.94
					2,014.28

Transaction



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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

MEMO STATEMENT

Account Number

████████████████████

Statement Date

07-29-19



163221061-007802 0001 0001 2

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

**N000760E

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-03	07-02	24436549184010498947321	5045	TASKSTREAM LLC 212-8682717 NY	M53.00 ✓
07-04	07-03	24761979184083326709563	7375	COLLEGE TRANSCRIPT 847-716-3000 IL	M6.75 ✓
07-10	07-10	24210739191083304583184	8699	COLLEGE TRANSCRIPT 703-742-4200 VA	M14.50 ✓
07-12	07-12	24431069193026755734999	8220	FIU ADMISSIONS 305-348-7184 FL	M30.00 ✓
07-18	07-18	74270849199100010874706	0000	BRANCH PAYMENT - THANK YOU	M751.55
07-18	07-17	74431069198722000251546	3640	HYATT REGENCY ATLANTA ATLANTA GA	M698.61 cr ✓
07-19	07-18	24761979199083340850628	7375	COLLEGE TRANSCRIPT 847-716-3000 IL	M2.25 ✓
07-25	07-24	24755429206132068514448	7299	AARON NOTARY APPOINTMENT 800-3505161 FL	M171.00 ✓

Handwritten signature/initials

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-29-19	████████████████████	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 277.50
		NEW CASH ADVANCES .00
		CREDITS 1,450.16
		STATEMENT TOTAL 1,172.66 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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MEMO STATEMENT

Account Number

Statement Date

07-29-19



06422100 003783 0001 0001 2



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

***N00003783

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-10	07-08	24692169190100152535831	5542	GATE 1194 Q80 TALLAHASSEE FL	M43 00
07-18	07-18	74270849199100010674896	0000	BRANCH PAYMENT - THANK YOU	M2,080 22
07-18	07-16	24692169198100159538335	5542	GATE 1194 Q80 TALLAHASSEE FL	M45 00
07-25	07-23	24692169205100517625585	5542	GATE 1194 Q80 TALLAHASSEE FL	M45 00

Handwritten signature and date: 8/17/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-29-19	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 133.00
		NEW CASH ADVANCES 00
		CREDITS 2,080.22
		STATEMENT TOTAL 1,947.22 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 3,000.00



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1632100-005547 0001-0001-7



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

***N0005547

MEMO STATEMENT

Account Number



Statement Date

07-29-19

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-05	07-03	24137469185100244573752	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M18 39
07-18	07-18	74270849199100010874680	0000	BRANCH PAYMENT - THANK YOU	M626 25

Handwritten signature
8/27/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-29-19		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 18.39
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 626.25
		STATEMENT TOTAL 607.86 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

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MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

07-29-19



1632100-006777 0901 0001 2



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

**NDD06777

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-18	07-18	74270849199100010874755	0000	BRANCH PAYMENT - THANK YOU	M287.88
07-19	07-18	24692169199100189621837	5192	RESOURCES FOR EDUCATORS 800-394-5052 VA	M248.50 ✓
07-29	07-29		0000	ANNUAL FEE	M35.00 ✓
07-29	07-25	24137469207100230391585	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M116.97 ✓



STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-29-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 400.47
		NEW CASH ADVANCES 00
		CREDITS 287.88
		STATEMENT TOTAL 112.59
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 2,500.00



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163271001-0099148-0001-0001



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

**N0009148

MEMO STATEMENT

Account Number

Statement Date

07-29-19

STATEMENT MESSAGES

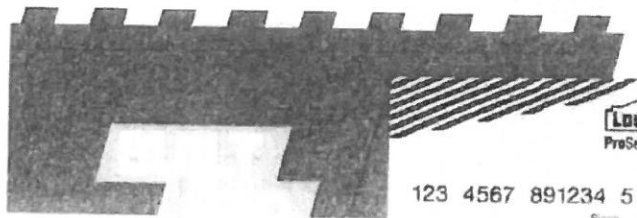
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-12	07-10	24789309192876000639545	2741	TEACHING STRATEGIES 301-8340818 MD	M97 50
07-12	07-11	24431069192206535800044	8220	CHALLENGER LEARNING CEN 850-645-7827 FL	M420 00
07-18	07-18	74270849199100010874797	0000	BRANCH PAYMENT - THANK YOU	M1,204 01

Handwritten signature
8/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-29-19	4802-XXXX-XXXX-5810	
CUSTOMER SERVICE CALL Toll Free		NEW PURCHASES AND OTHER CHARGES 517 50
		NEW CASH ADVANCES 00
		CREDITS 1,204 01
		STATEMENT TOTAL 686 51 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 4,000 00



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Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
 Account Number [REDACTED]

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 Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$818.91
- Payments	\$818.91
- Other Credits	\$0.00
+ Purchases/Debits	\$1,087.42
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$1,087.42
Credit Limit	\$11,000.00
Available Credit	\$9,912.00
Statement Closing Date	08/02/2019
Days in Billing Cycle	31

Payment Information	
New Balance	\$1,087.42
Total Minimum Payment Due	\$46.00
Payment Due Date	08/28/2019

Handwritten signature: [Signature]

Transaction Summary				
Tran Date	Post Date	Reference Number: Invoice Number	Description of Transaction or Credit	Amount
07/14	07/14		PAYMENT - THANK YOU	(\$818.91)
07/22	07/22	11849	STORE 0716 TALLAHASSEE FL	\$882.02
07/24	07/24	08600	STORE 0417 TALLAHASSEE FL	\$205.40

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 EBTT242 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
 07/01/2019 - 07/31/2019

Account Number:
 4620332

Images:
 0

***ZERO CHECKS* E0**

356 010000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

**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
06/30	1,187.68				



010000001

Handwritten signature and date: 09/15

HEAD START

ANNUAL REPORT

2017 / 2018

WHAT WE DO

Capital Area Community Action Agency, Inc. (Community Action), is a private non-profit organization-501(c)(3). Our Mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community.

83

staff with the help of

251

volunteers served

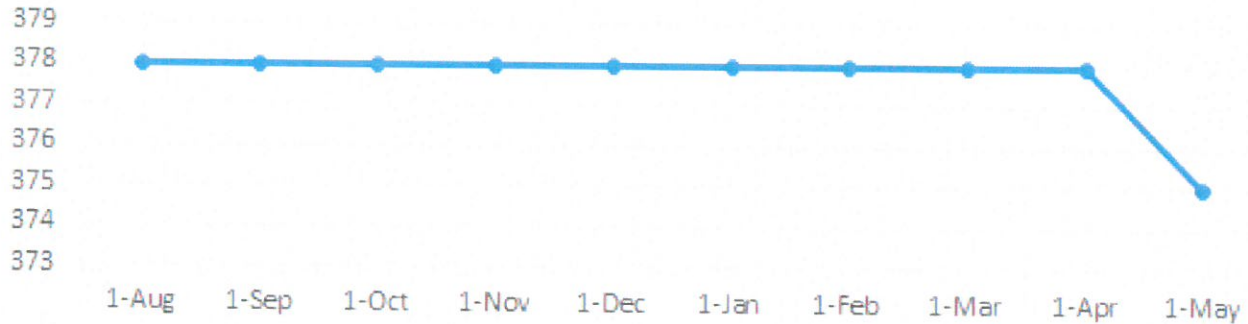
433

students



Community Action has four signature programs: Low Income Home Emergency Assistance Program (LIHEAP), Family Self-Sufficiency (Getting Ahead/Staying Ahead), Weatherization, and Head Start. Head Start is an Early Childhood Development Program that serves low-income three and four year old children and their families. The purpose of the Head Start program is to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and their families.

End of the Month Enrollment

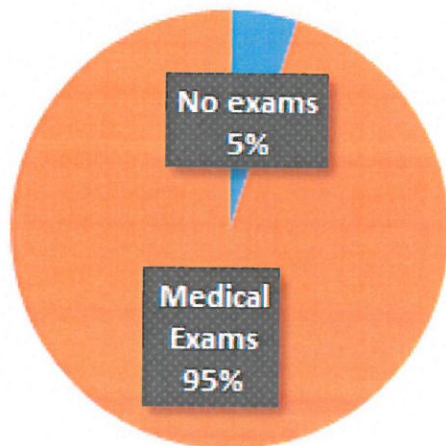


ENROLLMENT

Community Action Head Start program served 433 students during the 2017-2018 school year. Of the 433 students 98.4% (426) were below 100% of the federal poverty level. Fifty-five students left the program during the year.

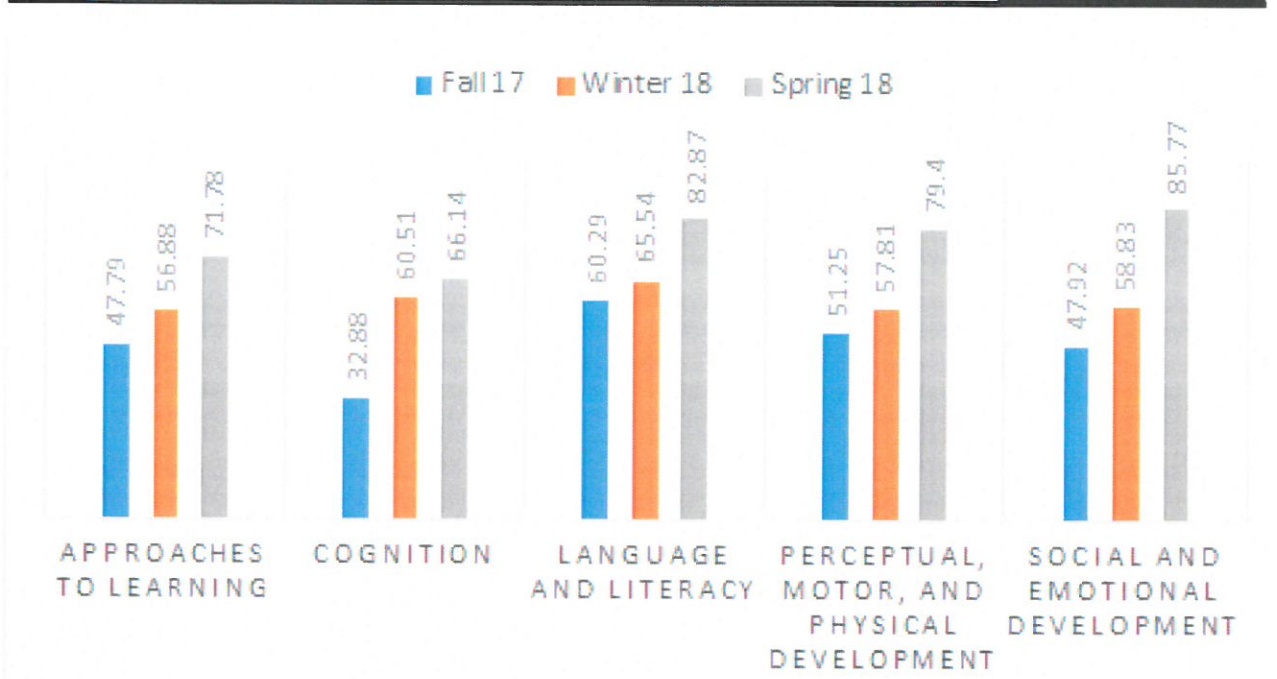
The required funded enrollment to maintain grant compliance for Community Action's Head Start program is 378. Ninety-two percent of the time Community Action was 99.9% fully enrolled. Community Action had challenges maintaining funded enrollment during May as some students whom had parents enrolled in college left for the summer.

Student Medical Exams



MEDICAL AND DENTAL EXAM COMPLIANCE

Community Action ensured that 95% (412/433) of Head Start program participants had access to medical care within 30 days of being enrolled. Community action also ensured that 77% (327/433) had access to a dental exam provided by a dentist. Students who were unable to make it to their dental home were offered an onsite dental cleaning at least once during the program year.

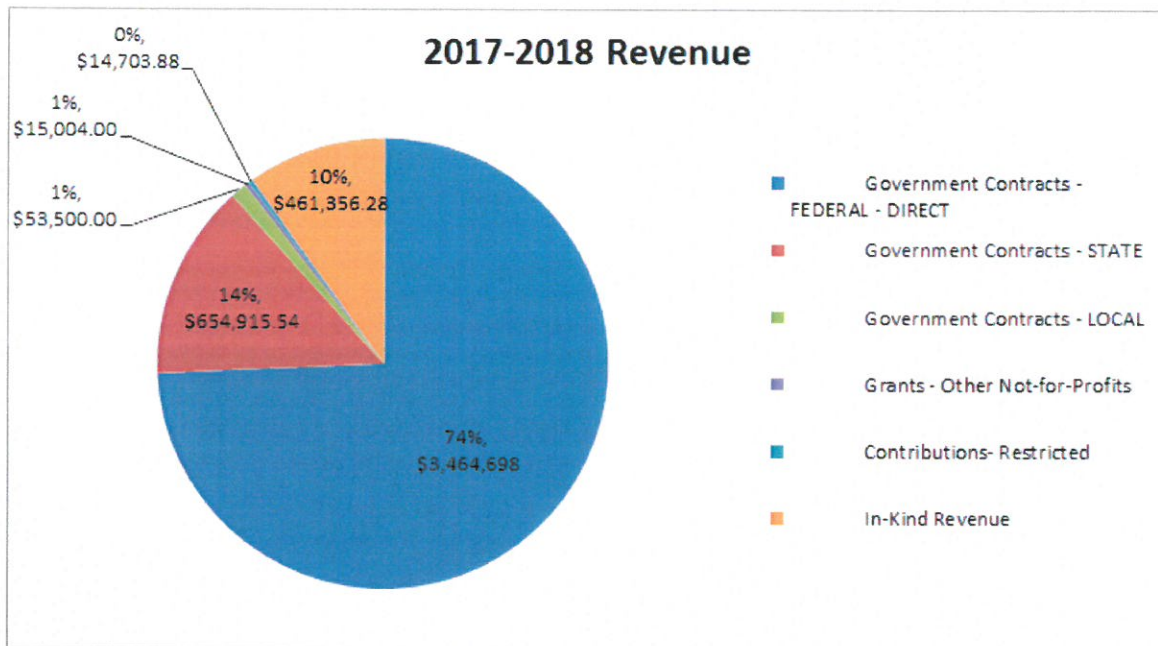


HSELOF Student Outcomes

The Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF) presents five broad areas of early learning, referred to as central domains. The framework is designed to show the continuum of learning for infants, toddlers, and preschoolers. The HSELOF is grounded in comprehensive research around what young children should know and be able to do during their early years.

Community Action HSELOF outcomes are based on an aggregation of teachers' anecdotal notes entered in to Teaching Strategies Gold (TSG). By the end of the 2017-2018 school year teachers reported observing the following outcomes:

- 71.78 % of children learned to successfully navigate learning experiences by developing the ability to self-regulate in a variety of situation
- 66.14% of children developed reasoning, memory, problem solving and thinking skills to connect experiences and organize their world.
- 82.87% of children learned and developed both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness.
- 79.40% of children increased gross motor skills, fine motor skills, and could use self-care skills to fully function and explore in their environment.
- 85.77% of children gained a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success.



Explanation of Budget

The Community Action Head Start program budget is composed of six primary sources of revenue: federal government contracts, state government contracts, local contracts, grants from other non-for-profit organizations, restricted contributions, and in-kind revenue. The two largest sources of our revenue are federal government contracts and state government contracts.

Third party in-kind contributions count toward satisfying a cost-sharing or non federal share matching requirement. Community Action Head Start program is required to generate 10% in-kind as non federal share match. For the 2017-2018 year this number totaled \$461,356.28.

During the 2017-2018 school year 251 volunteers gave over 825 hours to help the Community Action Head Start program meet our match.



**251
VOLUNTEERS
GAVE 825+
HOURS**

Together we can...

"reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient, and improve the overall quality of their lives, and our community!"

Goal #	Long Term Goals	Objectives	Expected Outcomes	Measure
1	Become the provider of choice for families experiencing homelessness with children 3-4 years old.	<p>Develop a written plan to support children in families experiencing homelessness.</p> <p>Develop or enhance partnerships with various agencies that will be needed to serve children in families experiencing homelessness.</p> <p>Target outreach efforts directed at families experiencing homelessness to facilitate families' participation in Head Start.</p> <p>Increase the number of children in families experiencing homelessness served.</p>	Increase the number of children in families experiencing homelessness served.	PIR Count
2	Make Head Start facilities the model for best practice early childhood safety.	<p>Develop a plan to regularly update indoor and outdoor materials and equipment to comply with best practices.</p> <p>Ensure staff receive timely training on environmental health and safety practices.</p> <p>Relocate, remodel, or repair facilities, materials, and equipment when needed to model best practices in environmental health and safety.</p>	Increase the quality of Head Start facilities to set a solid foundation for success for children and their families.	DCF Inspection Reports Incident/Accident Report Data
3	Encourage and support staff in continually expanding their knowledge and skills to implement the best practices.	<p>Support a teaching staff with credentials in accordance with the revised Head Start Act Requirements. This includes 50% of Teachers with a bachelor degree and 50% of Teacher Assistants with associate degree.</p> <p>Support staff training outside of the agency to enhance employee skills and professional networks.</p> <p>Identify and train staff of special topics that are local, regional, and national issues.</p>	Increase positive student outcomes.	Child Assessment Data
4	Provide families with the skills needed to transition out of poverty.	Increase parental awareness of program offered educational experience designed to increase their self sufficiency.	Increase positive family outcomes.	

	מגוון וזמין ונגיש.		<p>Increase the number of parents whom participate in agency offered educational experiences.</p> <p>Increase the number of Head Start eligible children we can serve.</p> <p>Provide services to ALICE (Asset Limited, Income Constrained, Employed) families and their children who qualify for subsidized care.</p> <p>Establish and consistently offer a set number of full working day slots.</p>		
5	Broaden the impact and reach of services provided.			Increase positive student and family outcomes.	PIR Subsidized Care Data
6	Promote healthy families.		Provide structured physical activity to promote physical well being.	Increase positive student and family outcomes.	<p>Sign-in Sheets</p> <p>Incident/Accident Report Data</p>