

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
November 21, 2019
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Policy Council New Member Training
 - a. Roberts Rule of Order
5. Officer Elections
6. Consent
 - a. Policy Council Minutes
7. Action
 - a. Financial Report
 - b. Personnel Actions
 - c. By-Laws
8. Center Updates- What's Working and What's Not
9. Director's Report
10. Program Update
11. Office of Head Start Updates
12. Chairperson's Report
13. Other Business
14. Meeting Adjourned

Next Meeting: Scheduled for December 19, 2019



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



Capital Area Community Action Agency Head Start

HEAD START PROGRAM GOVERNANCE POLICY COUNCIL TRAINING



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Welcome to the Policy Council

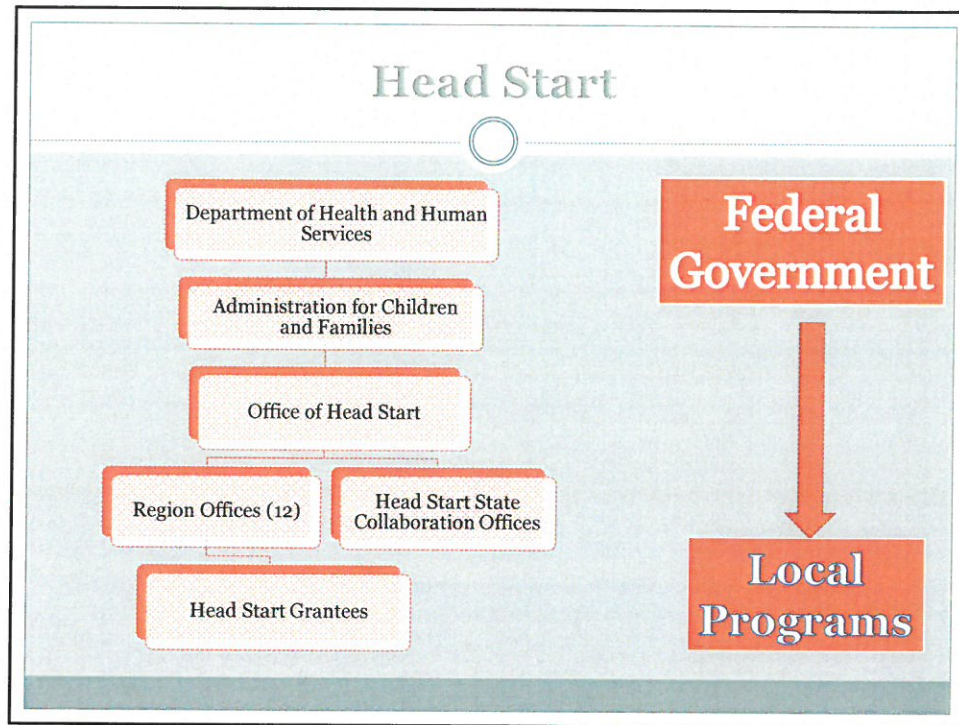


OUR GOAL

To ensure that all three and four year old children that participate in Head Start enter school ready to learn

PROGRAM PHILOSOPHY

All children can succeed if given the proper tools to learn and develop in a healthy way. By providing them with a variety of educational experiences in all domains of learning, we foster cognitive development as well as creativity and self-expression



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Purpose of Head Start

Promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development—


- (1) in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and
- (1) through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

Head Start Act (Sec 636)


Early Childhood Education




Learning Centers




Special Visitors




Field Trips



Outdoor Activities





Large & Small Group

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What We Do



Head Start comprehensive services include:

- Education
- Screenings and follow-up for health, development, and behavior
- Health and safety
- Social and emotional health
- Nutrition
- Family goal-setting
- Social services
- Transition services
- Services for children with disabilities



What We Do



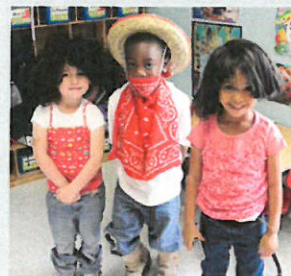
- Comprehensive services are delivered in a learning environment that is individualized to support children's growth in the five essential domains.
- A minimum of 10 percent of a program's total enrollment must be children with disabilities.
- Additionally, Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage.



What We Do



- Head Start encourages the role of parents as their child's first and most important teachers.
- Programs build relationships with families that support positive parent-child relationships, family well-being, and connections to peers and community.



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In Order to Continue to Serve



Our agency must...

- Have an **ACTIVE** Policy Council!
- Meet regulations:
 - **FEDERAL PERFORMANCE STANDARDS**
 - State of Florida Child Care licensing regulations
 - HS Policy and Procedures

Continuous improvement of Head Start is crucial to success


Parents are the reason Head Start still exists today!!!

IN-KIND FORMS must be completed and matched by all volunteers!!



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Policy Council Eligibility



- **The Policy Council must be comprised of two types of representatives:**
 - parents of currently enrolled children
 - community representatives
- At least **51%** of the members must be **parents/guardians of currently enrolled children**
- All parent members must be elected or re-elected annually
- All community representatives must be selected annually
- Each center elects 1 representative and 1 alternate for every 50 children in the center
- Each representative has 1 vote in Policy Council

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Officers' Roles



CHAIRPERSON

- Presides at all meetings and maintain order
- Helps to set agenda
- Serves on committees and coordinates activities
- Works closely with the Head Start Director
- Acts as the official representative of the Council
- Is knowledgeable of the By-laws, HS policies and requirements and performs other duties as assigned


VICE-CHAIRPERSON

- presides in absence of the Chairperson or whenever the chair is vacated
- performs other duties as needed




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Officers Roles Continued



- The **SECRETARY** shall record the minutes of every Policy Council meeting and maintain copies of important information including: by-laws, standing rules, roster of members, and performs other duties as assigned.





WHAT CAN BE EXPECTED WHILE SERVING ON POLICY COUNCIL?




Policy Council



- **SHARE** with the council the parent engagement activities at your child's center
- **APPROVE** or disapprove policies brought to the Policy Council
- **GIVE** input on hiring staff, designing new program options, evaluating the program and so much more
- **REVIEW** fiscal reports to ensure the program has resources available and are using responsibly

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Policy Council



- **PARTICIPATE** in discussions concerning program vision and obtain recommendations from parent committees
- **ANALYZE** plans, goals, and objectives
- **PROVIDE** input on relevant community issues
- **TRAVEL** as a representative of HS parents and the agency to trainings or events

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Policy Council



Reports Reviewed by Policy Council

- Program planning, policies, and Head Start operations;
- Monthly financial statements, including credit card expenditures;
- Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- Monthly reports of meals and snacks provided through the USDA programs ;
- Financial audit;
- Annual self-assessment, including any findings related to such assessment;
- Communitywide strategic planning and needs assessment of the program, including any applicable updates;
- Communication and guidance from the Head Start Office
- Program Information Report (PIR)

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Policy Council

- **Be respected as a HS parent and an important member of a decision making team**
- **Need to attend a mandatory Policy Council training for PC members**
- **Receive travel dollars from your home to meetings and back (\$0.445 per mile)**
- **Free babysitting or receive a \$7.25 reimbursement per hour to help with babysitting costs**
- **Receive dinner at the monthly meeting**

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The Future

Continuous improvement of Head Start is crucial to success

Parents are the reason HS still exists today!!

Head Start Policy Council Meeting

Minutes

October 17, 2019

5:30pm

1. Meeting called to order at 5: 48 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Lakeisha Lloyd (R), Natasha Jones (R), and Sheila Hicks (AR).

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 not established. Any items needing approval will be tabled until next meeting.
4. Policy Council New Member Training- Nichele conducted a training for all new members as well as returning members (please see packet and green folder for PowerPoint and documents reviewed). Members were made aware of their responsibilities while serving on the Policy Council and documents they may receive for their review or approval during their term. Tim conducted training on Roberts Rule of Order and the procedure members will follow each meeting. Cynthia provided a fiscal training in which she explained what each line item represented on the budget. Members were informed that they have the option to get reimbursed for a portion of their travel to and from the meeting as well as outside babysitting fees.
5. Officer Elections- Officer Elections were not held this meeting due to attendance. Elections will be held during November's meeting.
6. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as typed.
7. Action Items
 - a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue is at 101% and 96% for expenditures. We have 20% of non-federal share match remaining as of August. We are over in some line items and over in others (please refer to financial report). Lauren stated that our projection rate for the revenue seems that if we continue to move forward we will not have enough surplus to cover. Tim stated that is correct and we will take a line of credit but do not have a definite number at the moment. Cynthia stated we are still receiving bills and may not be able to close out the fiscal year until November. Lauren asked about a credit card charge that stated

“donation to Red Cross” and Tim clarified it is not a donation it is actually a charge for when we rent space in their facilities, however that is how it is coded by Red Cross. LaKeisha wanted to ensure that Head Start is still following through with the plan discussed previously to not go over budget in the new school year. Tim stated yes and discussed some of the steps we have taken so far to meet the goal.

No quorum; tabled until November’s meeting.

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

c. By-Laws- By-Laws were reviewed and members were encouraged to read over them again to determine if changes need to be made. By-Laws are scheduled to be adopted for the new year in the November meeting. By-Laws are posted online as well as in the packet members received.

No quorum; tabled until November’s meeting

8. Center Updates

Natasha Jones- Son is loving school and always talks about Mr. Tom his bus driver. Teachers are very hands on and involved with teaching the children. She loves the color wars they have each week. Everything is going great.

Lakeisha Lloyd- No problems at the center currently. There was an issue with another student who was overly affectionate towards her child but the issue has been resolved.

Sheila Hicks- Everything is going great and she was very impressed with the organization of the pumpkin patch field trip. She loved how the teachers made sure they have the correct count. Ms. Sheila gave plenty of kudos to Mr. Tom (bus driver) on how involved he is with each child. Sheila stated Mr. Tom also came into the classroom and talked with the students about their field trip. She was very impressed with the safety on the trip as well as the timely manner issues are addressed at the center.

Whitney Anderson- She is concerned with the lack of bonding between her child and teacher and has expressed her concern. She is also having a problem with 5:00 pick up and feel that this creates an issue for working parents. She is unsure if she will be able to keep her daughter with Head Start due to pick up time. Jason and Ms. Hawkins have been working with her regarding this issue. Darrel asked what time she is arriving to pick up her child and informed her she actually has until 5:15 p.m. Darrel will make it clear with staff that parents have until 5:15 p.m.

9. Director’s Report: Tim stated that staff received the 1st draft of the grant and it is being reviewed by staff for editing purposes. Tim stated members will receive the final copy to review before submission. Tim informed the Council that Dierdre Mitchell (grant specialist from HHS) will be visiting next week for 3 days and will be requesting to meet with Policy Council members during that time.

10. Office of Head Start Updates: Memorandum regarding Accounting Simplification for Head Start and Early Head Start (included in packet).
11. Chairperson's Report: No chairperson's report at this time.
12. Other Business: Ms. Treadwell informed the members that November 2nd 10am-12noon will be the 3rd annual science fair.
13. The meeting was adjourned at 7:07 p.m.

**Head Start Financial Statement Narrative
For the Twelve Months Ending September 30, 2019
Capital Area Community Action Agency**

As of September 30, 2019, we have completed twelve months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100%. At month end, the Year to Date Actual Revenue and Expenses are 106% and 107% respectively, with income of -\$42,488.

It should be noted that while the HeadStart school year ends 4 months before the Agency's fiscal year ends, the HeadStart school year starts approximately 6 weeks before the Agency's fiscal year begins. Therefore, managers must keep in mind various school year startup costs and budget/spend accordingly.

Moving forward, as Internal Reports are provided on the 25th of the month for the prior month's expenses, please review areas that are within your responsibility. For instance, if the yearly budget for a line item is \$12,000, theoretically you have \$1000 to spend each month. If during the first month of the year more is needed in that line item, adjustments need to be made the following month or the next few months to stay within budget. If you split responsibility for a line item, you may need fiscal to give you more details and confer with your partner on that line item. A spreadsheet for expenses incurred is highly encouraged and fiscal is happy to provide updates for comparison.

Year to Date Non-Federal Share (NFS) Match totals \$916,021 or 104% of the \$881,324 total match required for the fiscal year ending September 30, 2019.

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 over budget but on track with the previous year's expenses. Next year's budget has been adjusted accordingly.

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 budget but is actually is \$4,000 less than the 2017.2018 expenses for the year.

**Head Start Financial Statement Narrative
For the Twelve Months Ending September 30, 2019
Capital Area Community Action Agency**

Contractual Services – Health/Disabilities – is above the budget benchmark due to increased services.

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 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.

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 (155% 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 over the budget. 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 Year Ended September 30, 2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	3,525,297	0	100%
Government Contracts - STATE	4010	426,240	674,839	248,599	158%
Government Contracts - LOCAL	4020	53,500	53,500	0	100%
Grants - Other Not-for-Profits	4100	13,000	13,003	3	100%
Contributions- Restricted	4210	0	2,157	2,157	
Total Revenue		<u>4,018,037</u>	<u>4,268,796</u>	<u>250,759</u>	106%
Expenditures					
Salaries & Wages	6010	1,975,376	2,050,162	(74,786)	104%
Fringe	6110	562,588	574,861	(12,273)	102%
Staff Screenings	6180	2,500	320	2,180	13%
Indirect Costs	6210	520,986	518,450	2,536	100%
Travel - In Area	6310	3,500	3,348	152	96%
Travel - Out of Area	6315	500	35	465	7%
Office Supplies	6410	7,500	5,533	1,967	74%
Program Supplies	6415	24,017	29,275	(5,258)	122%
Classroom Supplies	6420	38,246	33,013	5,233	86%
Kitchen Supplies	6430	12,721	20,842	(8,121)	164%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	12,000	15,521	(3,521)	129%
Postage and Delivery Expense	6600	1,200	840	360	70%
Contractual Services/Professional	6710	15,000	11,293	3,707	107%
Contractual Services - Health/Disabilities	6715	170,837	187,194	(16,357)	
Rent/Space Cost	6810	150,000	222,154	(72,154)	148%
Utilities	6820	62,500	97,387	(34,887)	156%
General Liability and Property Insurance	6830	21,000	26,386	(5,386)	126%
Communications	6840	37,530	54,289	(16,759)	145%
Repairs & Bldg Maintenance- Recurring	6850	75,000	87,349	(12,349)	168%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	38,740	(38,740)	
Equipment Maintenance	6910	14,000	18,095	(4,095)	129%
Vehicle Expense	6920	37,350	25,137	12,213	67%
Equipment Lease	6930	8,500	6,876	1,624	81%
Technology	6940	12,500	13,267	(767)	106%
Fees, Licenses, and Permits	7010	1,500	1,411	89	94%
Dues/Subscriptions	7020	2,500	2,269	231	91%
Expendable Equipment	7320	5,000	3,395	1,605	68%
Registration Fees	7410	2,000	5,688	(3,688)	80%
Meetings/Workshops/Training	7420	14,850	13,846	1,004	
Training/Staff Development	7430	40,998	26,907	14,091	
Advisory/Board Member Expenses	7440	2,000	1,794	206	90%
Advertising	7450	2,000	379	1,622	19%
Parent Activities	7460	1,200	18	1,182	2%
Raw Food Cost	7510	180,139	214,942	(34,803)	119%
Total Expenditures		<u>4,018,037</u>	<u>4,311,284</u>	<u>(293,247)</u>	107%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(42,488)</u>	<u>(42,488)</u>	

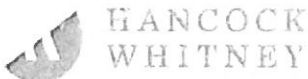
Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the 12 Months Ending September 30, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		53,500			
Grants - Other Not for Profits		13,003			
In-Kind Revenue		513,059			
VPK/SR		336,459			
	881,324	916,021	104%	-34,697	-4%

Capital Area Community Action Agency
Vendor Activity
From 9/1/2019 Through 9/30/2019

HANCOCK CC - HANCOCK WHITNEY BANK - Sept 2019

Vendor Name	Code	Transaction Description	Document Description	Date	Expenses
HANCOCK WHITNEY BANK	6855	MULCH & SAND FRANKLIN HS CENTER	# 6700, TIM CENTER 9/27/19	9/27/2019	488.70
HANCOCK WHITNEY BANK	7430	STAFF DEVELOPMENT - KIMBERLY SMITH -	# 7303, KRISTIN JACKSON RESHARD,	9/27/2019	66.27
HANCOCK WHITNEY BANK	7430	STAFF DEVELOPMENT - KIMBERLY SMITH -	# 7303, KRISTIN JACKSON RESHARD,	9/27/2019	80.63
HANCOCK WHITNEY BANK	7430	STAFF DEVELOPMENT - KIMBERLY SMITH -	# 7303, KRISTIN JACKSON RESHARD,	9/27/2019	95.20
HANCOCK WHITNEY BANK	6855	REPAIR OVEN AT STAND ALONE KITCHEN - SC	# 6623, DARREL JAMES, 9/27/19	9/27/2019	211.80
HANCOCK WHITNEY BANK	6920	GAS FOR HS VEHICLE	# 6623, DARREL JAMES, 9/27/19	9/27/2019	47.00
HANCOCK WHITNEY BANK	6920	GAS FOR HS VEHICLE	# 6623, DARREL JAMES, 9/27/19	9/27/2019	50.00
HANCOCK WHITNEY BANK	6715	PHYSICAL FOR SC STUENT	# 6623, DARREL JAMES, 9/27/19	9/27/2019	35.00
HANCOCK WHITNEY BANK	6855	DIAGNOSTIC- BROWNS REPAIR-	# 8165, NICHELE RICHARDS ROLLE, 9/27/19	9/27/2019	111.00
HANCOCK WHITNEY BANK	7440	POLICY COUNCIL MEETING - FOOD	# 8165, NICHELE RICHARDS ROLLE, 9/27/19	9/27/2019	5.98
HANCOCK WHITNEY BANK	7440	POLICY COUNCIL MEETING - FOOD	# 8165, NICHELE RICHARDS ROLLE, 9/27/19	9/27/2019	118.27
HANCOCK WHITNEY BANK	6920	HS VEHICLE CLEANING	# 8380, ANNE ROBINSON, 9/27/19	9/27/2019	14.95
HANCOCK WHITNEY BANK	6420	CLASSROOM SUPPLIES - TSG	# 5810, VENITA TREADWELL, 9/27/19	9/27/2019	89.26
HANCOCK WHITNEY BANK	6420	CLASSROOM SUPPLIES - TSG	# 5810, VENITA TREADWELL, 9/27/19	9/27/2019	10.00
HANCOCK WHITNEY BANK	6820	CITY OF MONTICELLO UTILITY BILL JEFFERSON	# 5810, VENITA TREADWELL, 9/27/19	9/27/2019	305.88
				Transaction	1,729.94



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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-27-19



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

***N0004562

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-13	09-13	74270849256100011083158	0000	BRANCH PAYMENT - THANK YOU	M968.44
09-13	09-12	24431089256083917695547	4784	SUNPASS*ACC87738691 888-865-5352 FL	M30.00
09-13	09-11	24299109255001502265670	5542	7-ELEVEN 34912 WINDERMERE FL	M33.76
09-16	09-14	74431089257722000783710	3640	HYATT RGNCY GRND CYPRESS ORLANDO FL	M27.38cr
09-16	09-12	24431089256722788673592	3640	HYATT RGNCY GRND CYPRESS ORLANDO FL	M246.38
				23345725 ARRIVAL: 09-11-19	
09-17	09-16	24431089259026563031043	5734	ADOBE *ACROPRO SUBS 800-833-6887 CA	M14.99
09-19	09-18	74210739261083000336788	8398	COMMUNITY ACTION PARTNER WASHINGTON DC	M545.00cr
09-19	09-18	24431069262400182000272	5251	ACE HDWE APALACHICOLA FL	M488.70
09-23	09-20	24692169263100341171235	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M59.13
09-25	09-24	24040839267900019301318	5812	NEWK'S EATERY TALLAHASSEE TALLAHASSEE FL	M136.99

STATEMENT DATE

09-27-19

ACCOUNT NUMBER

[REDACTED]

ACCOUNT SUMMARY

NEW PURCHASES AND	
OTHER CHARGES	1,009.95
NEW CASH ADVANCES	.00
CREDITS	1,540.82
STATEMENT TOTAL	530.87 cr
TOTAL IN DISPUTE	.00
CREDIT LIMIT	6,000.00

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812



HANCOCK
WHITNEY

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-27-19

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

***NOC07729

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-02	08-30	74137469242300684167158	5942	FL-AM-UNIV-BKSTORE #7530 TALLAHASSEE FL	M77.05 ^{cr}
09-09	09-06	24137469249300618115578	5942	FL-AM-UNIV-BKSTORE #7530 TALLAHASSEE FL	M95.20
09-12	09-11	24431069254083342932723	5942	AMAZON.COM*MO36P3K40 AMZN AMZN.COM/BILL WA	M80.63
09-13	09-12	24692169255100379688050	5942	AMZN MKTP US*GG3RV8OS3 AMZN.COM/BILL WA	M66.27
09-16	09-13	74270849259259000000826	0000	PAYMENT RECEIVED -- THANK YOU	M931.70

STATEMENT DATE
09-27-19

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	242.10
NEW CASH ADVANCES	.00
CREDITS	1,008.75
STATEMENT TOTAL	766.65 ^{cr}
TOTAL IN DISPUTE	.00
CREDIT LIMIT	2,000.00



HANCOCK
WHITNEY

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-27-19



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

**N0003754

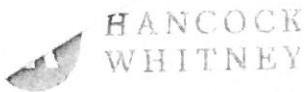
STATEMENT MESSAGES

Save time and money Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit visasavingsedge.com

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-10	09-06	24493989252286117900033	5065	CRSS 850-421-1211 FL	M211.80 ✓
09-11	09-10	24210739253207771800053	8041	TLC CHIROPRACTIC, INC. TALLAHASSEE FL	M35.00 ✓
09-13	09-13	74270849256100011083117	0000	BRANCH PAYMENT - THANK YOU	M285.89 ✓
09-18	09-16	24692169260100206162603	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.00 ✓
09-27	09-25	24692169269100595440363	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00 ✓
09-27	09-25	24137469269500663785010	5814	KRISPY KREME #451 TALLAHASSEE FL	M125.82 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
09-27-19		NEW PURCHASES AND OTHER CHARGES 469.62
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES 00
		CREDITS 285.89
		STATEMENT TOTAL 183.73
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 3,000.00



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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-27-19



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

***0006559

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
09-06	09-05	24137479249010808148385	8999	BROWN'S REFRIGERATION 850-8772226 FL	M111.00
09-09	09-06	24226389250091003949048	5411	WAL-MART #1077 TALLAHASSEE FL	M159.10
09-11	09-10	24428089253300601201665	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M461.12
09-16	09-13	74270849259259000000818	0000	PAYMENT RECEIVED -- THANK YOU	M196.48
09-19	09-17	24137469261001408496540	5411	PUBLIX #852 TALLAHASSEE FL	M99.93
09-20	09-19	24137469263600220987475	5411	PUBLIX #1051 TALLAHASSEE FL	M5.98
09-23	09-19	24431069263400417000328	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M118.27
09-26	09-25	24137469269600253885178	5411	PUBLIX #887 TALLAHASSEE FL	M25.66
09-26	09-25	24801978269400074000443	5812	A TOWN WINGS TALLAHASSEE FL	M64.00

STATEMENT DATE
09-27-19

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	1 045.06
NEW CASH ADVANCES	.00
CREDITS	196.48
STATEMENT TOTAL	848.58
TOTAL IN DISPUTE	.00
CREDIT LIMIT	2,500.00

ANCOCK
WHITNEY

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

09-27-19

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

**N0009739

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24765019240091938000102	7542	SUPER SUDS TALLAHASSEE FL	M14.95
08-30	08-29	24431069241026791047515	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791049974	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791053877	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791055393	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791061078	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791061458	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791063777	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791066366	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791068867	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791069071	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791080896	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791082587	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791087206	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791091315	9399	FDLE CCHINET 850-410-8161 FL	M25.00
08-30	08-29	24431069241026791093485	9399	FDLE CCHINET 850-410-8161 FL	M25.00
09-02	08-30	24692169242100395072707	5942	AMZN MKTP US*MO1WJ8QC1 AMZN.COM/BILL WA	M25.00
09-06	09-04	24137469248100201665588	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M62.46
09-09	09-06	24431069249200507000017	9399	FL DRIVERS LICENSES V10 PEMBROKE PINE FL	M87.72
09-11	09-10	24755429253642535969456	8220	FAMU WEB CARD PAYMENTS 850-4125045 FL	M25.00
09-16	09-13	74270849259259000000834	0000	PAYMENT RECEIVED -- THANK YOU	M891.72
09-25	09-24	24164079267105975983314	5111	STAPLS7225216684000002 877-8267755 GA	M235.79
09-25	09-24	24164079267105235983310	5111	STAPLS7225216684000001 877-8267755 GA	M117.64
09-26	09-26		0000	ANNUAL FEE	M632.00
09-26	09-24	24692169268100983707976	5542	GATE 1194 Q80 TALLAHASSEE FL	M35.00
					M20.04

STATEMENT DATE

09-27-19

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	2,261.53
NEW CASH ADVANCES	.00
CREDITS	235.79
STATEMENT TOTAL	2,025.74
TOTAL IN DISPUTE	.00
CREDIT LIMIT	2,000.00

COCK
WHITNEY

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

REIVED
03

MEMO STATEMENT

Account Number

Statement Date

09-27-19

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0008962

STATEMENT MESSAGES

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FY18-19

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-28	08-27	24445009240000843141783	5331	DOLLAR TREE TALLAHASSEE FL	M10 00 ✓
08-28	08-27	24226389240400004907546	5411	WAL-MART #4520 TALLAHASSEE FL	M89 26 ✓
09-11	09-10	24207859253178400263891	9399	NEXBILLPAY, LLC 205-9451126 AL	M8 58 ✓
09-11	09-09	24207859253267000149012	9399	CITY OF MONTICELLO, 850-3420292 FL	M297 30 ✓
09-13	09-13	74270849256100011083133	0000	BRANCH PAYMENT - THANK YOU	M363 10

363 28

CR

0.00

STATEMENT DATE
09-27-19

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	405 14
NEW CASH ADVANCES	00
CREDITS	363.10
STATEMENT TOTAL	42 04
TOTAL IN DISPUTE	00
CREDIT LIMIT	4,000.00



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



Page: 1 of 1

Statements Dates

09/01/2019 - 09/30/2019

Account Number:

4620332

Images:

0

***ZERO CHECKS* EO**

354 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
08/31	1,187.68				



010000001

ms
10/11/19
ms
10/11/19

**CAPITAL AREA COMMUNITY ACTION AGENCY
BY-LAWS OF THE HEAD START POLICY COUNCIL**

Article I Name

The name of this organization shall be the Capital Area Community Action Agency's Policy Council, whose headquarters are based in Tallahassee, Florida.

Article II Purposes and Functions

Section 1 Purposes

The purpose shall be to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and appendix A, for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

- a. Serve as a link to the Parent Committee, the Board of Directors, public and private organizations, and the communities they serve. Provide information, initiate suggestions and reports to and from these groups.
- b. Assist Parent Committees in communication with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- e. Establish and maintain procedures for working with the Board of Directors to resolve community complaints about the program.

Section 2 Functions

The general functions of the Capital Area Community Action Agency's Head Start Policy Council, in accordance with 1304.50, are to work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

- a. All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of

such applications to DHHS/ACF.

- b. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
- c. Procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program.
- d. The composition of the Policy Council and the procedures by which policy group member are chosen.
- e. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR 1305.
- f. Location of centers or classes.
- g. The annual self-assessment of the agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
- h. The annual independent audit.
- i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- j. Recommendations to hire or terminate the Head Start Director and any person who works primarily for the Head Start Program. The Executive Director of the agency shall submit applications to the Policy Council for the Head Start Director's position along with a recommendation. The Executive Director shall make recommendations to the Policy Council to terminate the Head Start Director. The final decision made in both cases will be the result of a joint effort between the council and the Board of Directors.

Article III **Membership**

Section 1 **Composition**

At least 51% of the membership of the Capital Area Community Action Agency's Head Start Policy Council shall be comprised of parents of currently enrolled children.

Section 2

Categories

Membership shall be comprised of two types of representatives: parents of children currently enrolled and community representatives.

- a. Each Head Start Parent Committee will elect one parent member per every 50 children to serve on the Council and one alternate per every 50 children, who will act in place of the representative in his or her absence. An alternate is classified as a member and is subject to the same term limitations as the regular member.
- b. There will be one (1) representative from the Board of Directors of the Capital Area Community Action Agency.
- c. Not more than 49% community representatives will be selected from businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low income children and families as well as early education and care. Former Head Start parent may also be community representatives.
- d. The Capital Area Community Action Agency's Board of Directors will propose the procedures for election of parent members and the selection of community representatives. The proposals must be approved by the Policy Council.

Section 3

Term of Office

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than five (5) one-year terms in a lifetime.

Section 4

Voting Rights

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by, or for, any member.

Section 5

Termination of Membership

A member of the Policy Council can be terminated if absent from three (3) consecutive meetings, or a total of four (4) meetings during a year, without having submitted a legitimate excuse to the Chairperson or Head Start staff prior to the meeting. A member of the Policy Council may also be terminated if the member violates the signed Standards of Conduct for program staff, consultant, and volunteers.

Section 6

Resignation

A member shall provide a written statement of resignation to the Policy Council Chairperson.

Section 7 Vacancy
All Parent Committees should elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

Section 8 Nepotism
No agency staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

Article IV Selection, Terms and Duties

Section 1 Officers
The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer (optional). Other officers shall be elected as deemed necessary by the Council.

Section 2 Election and Term of Office
Each officer shall be elected by the full membership of the Policy Council when members are seated for that year, and shall serve a term of one (1) year. The Council will be seated in September of each year.

Section 3 Removal
Any officer or member of the Council who fails to perform the duties as outlined in the By-Laws, can be removed by a two-thirds vote of the membership.

Section 4 Chairperson
The Chairperson shall preside at all meetings and maintain order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start staff and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start Director as necessary; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements and performs other duties as assigned.

Section 5 Vice-Chairperson
The Vice-Chairperson shall preside in the absence of the Chairperson or whenever the Chairperson temporarily/ permanently vacates the chair. In case of resignation or death of the Chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

Section 6 Secretary

The Secretary shall record the minutes of every Policy Council meetings; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; keep a file of all correspondence received; read correspondence as needed; maintain a file of minutes; assist the Chairperson in following the agenda and record and read motions as they are made; read minutes of the last meeting; and perform other duties as assigned.

Section 7 Treasurer

The Treasurer shall be responsible for making quarterly reports of the Parent Activity Accounts and shall serve in the absence of the Secretary and shall assist in performing duties whenever necessary.

Article V Committees

The Policy Council may appoint committees as are necessary for special projects.

Article VI

Section 1 Regular Meetings

Regular Meetings of this Policy Council will be held monthly on a date and at a time decided upon by the Council and at a place provided by the program.

Section 2 Special/Call Meetings

There will be special meetings of council only when there is a need. All special meetings shall be called by the chairperson at least 48 hours in advance.

Section 3 Notice of Meetings

Written notices shall be mailed to each member at least five (5) working days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. The agenda may be amended, if necessary, and with approval of the Council at the meeting. Notices of special meetings shall be made by telephone notification and/or overnight mail to each member at least 48 hours prior to the date of the meeting, with an explanation for the meeting.

Section 4 Quorum

51% of the filled slots on the Council must be present to constitute a quorum in order to transact business for regular or special meetings. In the event there is no quorum and action is required before the next meeting, the members can vote by email or by telephone. This will be coordinated by the Parent Engagement Coordinator.

Members of the Council who live in the outlying counties may attend meetings via distance technology, except when adverse personnel actions are to be addressed. Any member may attend via conference call, when necessary.

Article VII Amendments

These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting. All amendments must be approved by a two-thirds vote of the Policy Council.

Chairperson, Board of Director _____ Date _____

Chairperson of Policy Council _____ Date _____

Approved: 11/15/04

Revised 01/16/14

Revised 02/12/15

Revised 08/20/15

Revised 06/29/17

By-Laws

Quality Counts

October 2019



Vital Statistics

(Pulled November 12, 2019 beginning @ 0800 hours for October 1—31, 2019)

Enrollment

Compliance

NO

Current Enrollment

378

Cumulative Enrollment

381

Note: Funded enrollment goal is 378.

(Report s 2001 & 2005)

Disability Services

Compliance

YES

See Note

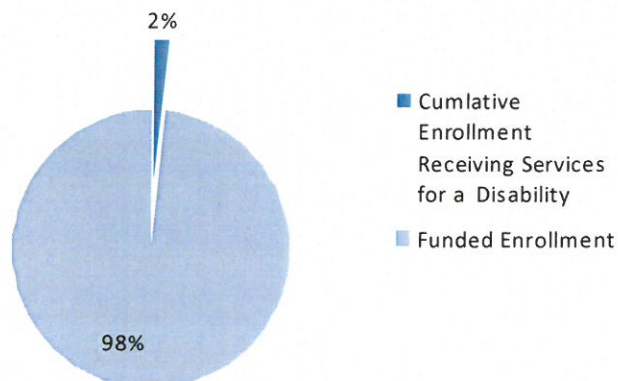
Students with Disabilities

6

Students with Concerns

13

Disability Services



NOTES:

Per the 2016 Head Start ERSEA review protocol, programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and December, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between January and September, the program must have reached 10 percent at some time during the current program year.

October 2019

Attendance

Compliance

YES

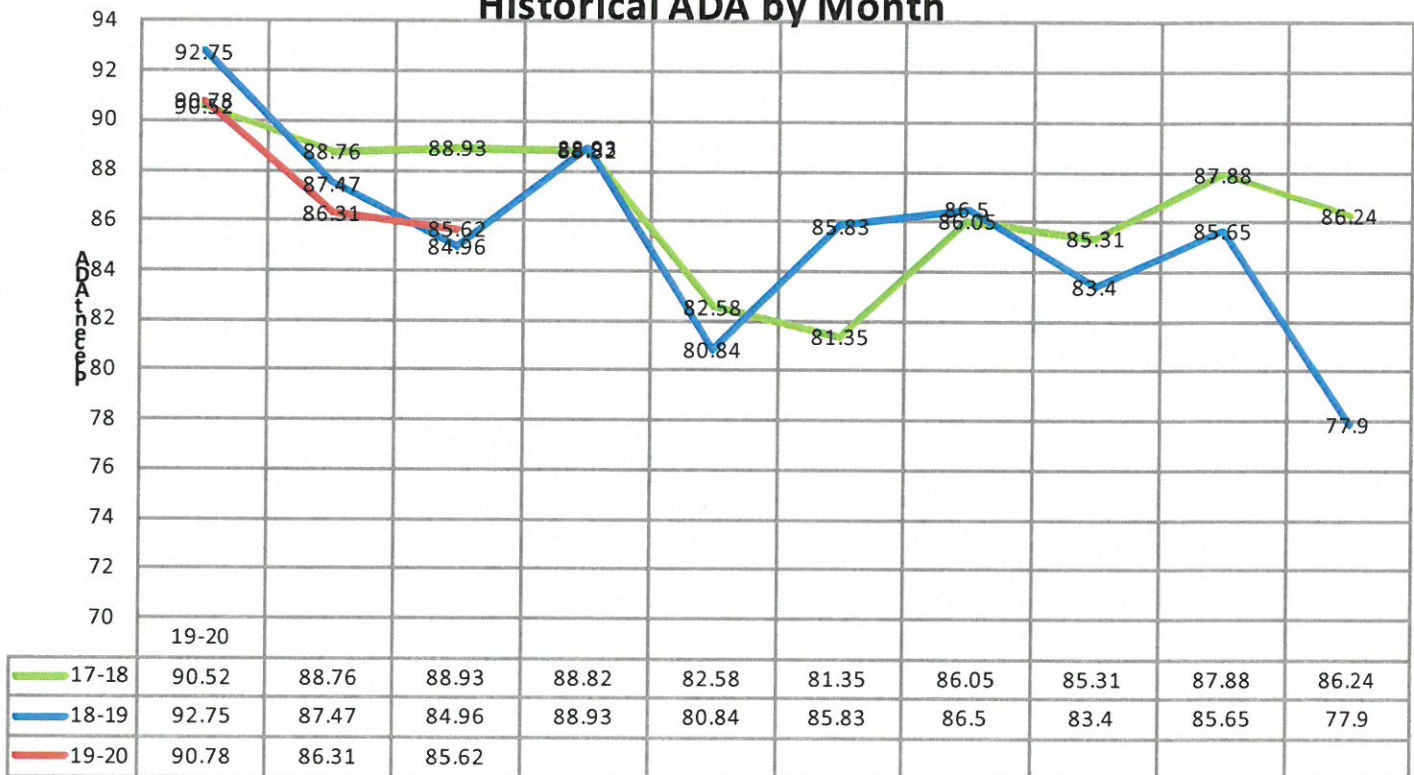
Funded Attendance

84.49

Actual Attendance

85.62

Historical ADA by Month



NOTES:

- 2019-2020 October attendance was lower than the historical average for this 5 year grant cycle.
- At this point in the school year 106 (28%) students have been absent for between 10% and 20% of the days offered to them and are at risk of missing 10% of the program.
- At this point in the school year 78 (21%) students have been absent for more than 20% of the days offered to them and are at risk of missing 20% of the program. (Report 2336 or 2306).

(Pulled November 12, 2019 beginning @ 1532 hours for October 1-31, 2019)



2018-2019 Goals Progress



Long Term Goals	Short Term Objectives	Activities/Outcomes
Reduce the caseloads of Family Advocates to allow for more direct services to families.	Research ways that caseloads can be reduced. This includes a time study to see where they are currently focusing their efforts, and a possible redistribution of the workload.	The average case load has been reduced to 47.25. The mode is 54.
Develop partnerships with various agencies that will enable us to identify and serve Head Start eligible students who are homeless or in foster care more effectively.	Partner with the Big Bend Homeless Coalition to enroll students of homeless families that are housed in local shelters.	Members of the Head Start Management team met with the HOPE family shelter team and are working on a direct referral system. Foster (2) and homeless (10) enrollment is up during 2019-2020
Relocate all Head Start centers to state of the art facilities.	As leases expire on current facilities renegotiate to renovate, or relocate better facilities to lease or purchase as funding permits.	Progress continues to be made on the Franklin County Early Education Center.
Create a more robust Family Engagement Plan and increase family involvement.	Increase family involvement to 10% the first year, and an additional 5% each year thereafter.	Teaching staff trained. Directors retrained on Ready Rosie.
Establish a consolidated service center on the south side of Leon County to make services more accessible.	Offer expanded services at the South City Head Start location.	LIHEAP services are offered at centers for families.
Restructure our organization to allow for seamless delivery of services.	Design and plan for a "one stop shop" for Agency services for all clients that seek us for any type of assistance.	Currently we have six Head Start team members that participated in Getting Ahead and have used the knowledge learned to better their employment. We also have one Head Start parent enrolled in Getting Ahead.
Increase the number of Head Start eligible children we can serve as well as provide services to children who qualify for subsidized care.	Create opportunities to provide services to children of families in targeted areas who aren't eligible for Head Start.	We renewed our school readiness contract for the 2019-2-20 school year.
Assist staff in obtaining the education credentials as outlined in the Head Start Performance Standards and to provide opportunities for continuous learning for staff to ensure the agency is able to provide a high quality education to Head Start Students.	At least 50% of Teachers will have a bachelor degree and at least 50% of Teacher Assistants will have an associate degree.	The Agency is currently supporting 10 staff on increasing their education (1=MS, 5= BS, 3=AA, 1= CDA).
Expand our obesity prevention program to include Jefferson and Franklin Counties.	Provide exercise activity to students enrolled in Franklin and Jefferson counties.	UF/IFAS will conduct a nutrition and exercise Program for Franklin staff and students. The training is scheduled for November 19-December 18th .

Depart of Children & Families Violations

October 2019

Inspections This Month

1

Violations This Month

0

Cumulative 19-20 Violations

5

(DCF Inspection Reports)

Franklin County Head Start has a re-inspection. All prior violations were cured.

Family and Community Engagement Manager

Monthly Monitoring Report – October 2019

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
PROGRAM STATUS (Monthly)						
Number of Students Enrolled	17	33	83	56	186	375
Number of Student Withdrawals for Month	1	2	4	2	5	14
Number of Vacancies	0	0	0	1	2	3
Number of Students on Wait List	0	6	22	16	17	61
Number of VPK Students Enrolled	N/A	N/A	20	30	60	110
FAMILY STATUS						
Number of Family Needs Assessment	17	33	83	56	186	375
Family Partnership Agreement						
Number of FPA Initiated (45)	17	33	79	48	117	294
Number of FPAs in progress (February)						
Number of FPAs completed (May)						

Head Start Enrollment and Attendance		
Center	Funded	Enrollment on 10/31/19
Franklin	17	17
Jefferson	33	33
Mabry	83	83
Royal	57	56
South City	188	186
Total	378	375
		85.61%

Family and Community Engagement Manager

Monthly Monitoring Report – October 2019

Number of Referrals (Review referrals)	Franklin	Jefferson	Mabry	Royal	South City	Total
Emergency Assistance (Food, shelter, clothing)	4	8	7	5	9	33
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	1	0	1	2
Assistance for incarcerated Family Members	3	2	0	2	1	8
Education Referral	2	5	2	3	4	16
Employment Referral	1	4	5	3	5	18
Parent Meetings/Trainings						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	6	7	5	2	14	34
Number of Male Parents at Parent Committee Meetings	0	1	0	1	2	4
Number of parents Committee meetings attended (Family Advocate)	1	1	1	1	1	5
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	1	1	1	3
Number of Parents in attendance on Policy Council	1	0	1	0	2	4
Number of Coordinated Trainings for Policy Council	1	1	1	1	1	5
Number of Parenting Classes	0	0	0	0	0	5
Number of Family Activities/Events Coordinated	2	2	3	2	6	15
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						
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	6	21	67	48	169	311
Number of Contacts documented per absenteeism	0	0	11	6	21	38

Family and Community Engagement Manager Monthly Monitoring Report – October 2019

Number of Files Reviewed	35
Review of Parent Board	2
Volunteers (PEC)	
Number of Volunteers	94
Total of Program In kind	179 hours
FAMILY AND COMMUNITY	
Family Advocate Workers Meetings	0
Family Advocate Workers Trainings	0
Community Meetings	0

Transportation	
Field Trips	13
Maintenance	4
Trainings	0

Family and Community Engagement Manager
Monthly Monitoring Report – October 2019

HEALTH SPECIALIST		Total
PRE-ENROLLMENT REQUIREMENTS		
Up to date immunizations		362
Expired/Missing immunizations		9
Up to date Physicals		358
Expired/Missing Physicals		13
Number of Individual Health Care Plan		11
Number of Children with Health Insurance		310
ENROLLMENT		
Number of children with dental home		247
Number of dental home referrals		0
Completed dental exams		73
Incomplete dental exams		298
Needed dental treatment		9
Receiving dental treatment		0
Completed dental treatment		0
Number of medical home		345
Number of medical home referrals to Advocates		0
45 DAYS REQUIREMENT		
Vision screenings		228
Vision referrals		0
Hearing screenings		179
Hearing Referrals		0
Growth Assessment		352
BMI Referrals		0

Family and Community Engagement Manager
Monthly Monitoring Report – October 2019

90 DAYS REQUIREMENT		Total
Number of dental home established		247
Number of dental exams		73
Number of children requiring dental treatment		0
Number of completed dental treatment		62
Hematocrit / Hemoglobin		169
Blood Lead		188
Blood Pressure		303
NUTRITION		
Number of Breakfast		6,616
Number of Lunch		6,946
Number of PM Snacks		6,477
Number of Children with Special Diets		15
MONITORING ACTIVITIES		
Health Files Review		0
Child Care Food Program Tool		4
Kitchen Inspection Tool		4

Family and Community Engagement Manager Monthly Monitoring Report – October 2019

Corrective Action and Follow Up	
Funded Enrollment	<ul style="list-style-type: none"> Although we had three vacancies at the end of the month, we did have 378 students to attend Head Start for the month of October.
Extended Day	<ul style="list-style-type: none"> VPK is offered at South City, Mabry, and Louise B. Royal. We now have 110 of the 140 slots filled. If we are approved for School Readiness, we will fill the remaining 30 slots at Mabry and Louise B. Royal.
Parent Engagement	<ul style="list-style-type: none"> Parent meetings and the Male Engagement activities has begun for this school year. We are looking for ways to increase the number of participants with Parent Meetings and Male Engagement. Families are being texted through Child Plus to remind the parents of activities to increase the parent engagement.
Attendance / Late Policy	<ul style="list-style-type: none"> The Family and Community Engagement Team and Education Team continue to work together to improve the Attendance Policy.

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Strengths
<p>The Education and Family Engagement Team continue to work together for program improvement.</p> <p>The Head Start Team continue to work together to assist with the grant for Head Start.</p> <p>Child Care Food Program Application has been renewed.</p>

Areas of Concerns and Barriers
<p>Extended Day program.</p> <p>Replacing computers for Family Advocates</p>

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Professional Development
<p>Bi-weekly management and team meetings</p> <p>Management Team Meetings</p>

Manager Monitoring Activities
<p>Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 school year.</p> <p>PIR data</p> <p>Monitoring recruitment activities</p> <p>Monitoring Family and Community Engagement Activities</p>

Submitted by: Darrel James

Date: