

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
December 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
6. Center Updates- What's Working and What's Not
7. Director's Report
8. Program Update
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: Scheduled for January 16, 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

November 21, 2019

6:00 pm

1. Meeting called to order at 6:06 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson (CR), Lakeisha Lloyd (R), Kim Wilson (R), Yolanda Ervin (R), Helen Rose (R), Ralph Campbell (R), Sheila Hicks (AR), Katisa Donaldson (CR), and Whitney Anderson.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Venita Treadwell, and Laura Ward
3. Quorum was not established. Any items needing approval will be tabled until next meeting.
4. Policy Council New Member Training- Nichele conducted 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. Laura conducted a brief fiscal training and Cynthia will go more in to depth at next meeting. 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- Elections were held and members were voted as follows: Kim Wilson- Chairperson, Sheila Hicks- Vice Chairperson, and Katisa Donaldson- Secretary.
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- Laura Ward reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue is at 106% and 107% for expenditures. Non-federal share match was met for the school year by 104%. We are over in some line items and over in others (please refer to financial report). No quorum; tabled until November's meeting.

A motion to hear the financial report was made by Lauren and second by Katisa. Motion accepted. Vote was taken to approve the financial report; all in favor and none opposed. Vote passed.

A motion to revisit last month's tabled financial report was made by Whitney and second by Sheila. Vote was taken to approve last month's financial report; all in favor and none opposed. Vote passed.

- b. Personnel Actions- No Personnel actions at this time.
- c. By-laws- The Policy Council By- Laws were reviewed by members. Nichele explained the by-laws and asked were there any questions or changes regarding the document. No questions were asked and by- laws were accepted by the council.

A motion to hear and review the By-laws was made by Lakeisha and second by Whitney. Vote was taken to approve the By-laws for the 2019-2020 school year; all in favor and none opposed. Vote passed.

8. Center Updates

Yolandra Ervin- Everything is going fine, however her and her husband are concerned with the supervision in the classrooms in the morning. Sometimes more than 1 teacher should be in the classroom to help out with children who may be a little rambunctious early in the morning. Ms. Treadwell listened to the concerns about supervision in the mornings and will address them with the Center Directors.

Lakeisha Lloyd- Everything is ok but she did hear from 2 parents that their children seem scared to come to school. Lakeisha is not sure why but wanted to bring it to the attention of the Policy Council.

Sheila Hicks- Everything is going great. She appreciates that the teachers do not congregate on the playground and that they actually interact with the children. She is concerned about the change of weather/clothes. Nichele stated that she did remind the parents at the parent meeting but will also place it in the newsletter. Tim suggested to also send it to parents via text.

Kim Wilson- Everything is working well at the center. She and other parents enjoyed the pumpkin contest.

Helen Rose- Helen would like to publicize her email for other parents to have. Helen stated that field trip notices should be placed in center/ on doors with information of where children are going and the address. She had difficulty getting the address for the pumpkin patch trip. It was stated that posting it may be a safety concern however; Ms. Treadwell will ensure that teachers pass out notices with field trip information for parents. Helen also states that she sometimes stays in the afternoon to volunteer and she notices that 1 of the teachers teach through dance moves and she believes that is great for the group of children in her class. Lauren stated that we should also let parents know about fire drills.

Ralph Campbell- Everything is going well and he appreciates the program.

9. Director's Report: Tim would like all Policy Council members to contribute ideas for the meeting, not just the chairperson. Tim explained to the new members the details of our 5 year grant and also gave them information about our CLASS scores and what it meant. Tim stated the agency should receive new scores in December. A facilities boot camp was suggested by the Office of Health and Human Services and will take place in the spring. Head Start enrollment looks good (see report). Tim informed the Policy Council we will not be accepting new VPK students after December 20th but we are still recruiting for School readiness students. Policy Council members asked for clarification about VPK and Tim provided it.
10. Program Updates- Mrs. Treadwell stated she requested teachers to do a brief program or celebration for the winter holiday. At January's in-service there will be a safety training for active shooters in the preschool setting. Policy Council members were interested in the training and asked if they could attend. Mrs. Treadwell stated she would send the information to Nichele so it could be emailed to members if they wanted to attend.
11. Office of Head Start Updates: No updates at this time.
12. Chairperson's Report: No chairperson's report at this time.
13. Other Business: No other business at this time.
14. The meeting was adjourned at 7:47 p.m.

**Head Start Financial Statement Narrative
For the Month Ending October 31, 2019
Capital Area Community Action Agency**

As of October 31, 2019, we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 11% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 11% and 10% respectively, with mostly restricted net income of \$33,726.

Year to Date Non-Federal Share (NFS) Match reported totals \$101,905, which is 15% of the \$660,993 total match required for the fiscal year ending June 30, 2019.

Expenditure Variances and Explanations

The Head Start 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 ninth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, 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 currently over the benchmark budget due to an abundance of needs at the beginning of the year.

Medical and Dental Supplies – is another line item that is a “front loaded” expense. It should even out over the course of the year.

Postage – is currently over the benchmark budget and staff will keep an eye on this line item.

Contractual Services/Health-Disabilities – is over the budget benchmark due to the large number of assessments that are done during the first 3 months of the school year. This item is expected to decrease in following months.

General Liability and Property Insurance – is over the budget benchmark due to payment of the binder but is expected to even out over the year.

Repairs & Bldg Maintenance – Nonrecurring – is over the benchmark budget due to a large number of repairs in the centers as well as extra lawn services.

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder but is expected to decrease in following months.

**Head Start Financial Statement Narrative
For the Month Ending October 31, 2019
Capital Area Community Action Agency**

Dues and Subscriptions – is currently over the benchmark budget but should level out over the course of the year.

Technology – is over benchmark budget primarily due to the yearly Teaching Strategies subscription and a virtual learning software. This is a category that uses most of its budget at the beginning of the school year.

Training/Staff Development - is over the budget benchmark due to a number of trainings in the early part of the fiscal year. It is expected to even out over the year.

Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
From 10/1/2019 Through 10/31/2019

		Head Start Current Period Actual	Head Start Programs Current Period Actual	Combined Actual	9 Month Head Start Budget	9 Month Budget Head Start Programs	Combined 9 Month Budget	%
Revenue								
Government Contracts - FEDERAL - DIRECT	4000	279,460	0	279,460	2,643,973	0	2,643,973	11%
Government Contracts - STATE		0	76,521	76,521	0	449,315	449,315	17%
Government Contracts - LOCAL		0	0	0	0	40,125	40,125	0%
Grants - Other Not For Profits		<u>0</u>	<u>4,560</u>	<u>4,560</u>	<u>0</u>	<u>3,420</u>	<u>3,420</u>	133%
Total Revenue		279,460	81,081	360,541	2,643,973	492,860	3,136,833	11%
Expenditures								
Salaries & Wages	6010	106,354	11,496	117,850	1,299,035	191,422	1,490,456	8%
Fringe	6110	30,821	3,331	34,153	376,460	54,950	431,411	8%
Staff Screenings	6180	0	0	0	862	188	1,050	0%
Indirect Costs	6210	24,911	2,693	27,604	301,589	47,197	348,786	8%
Travel - In Area	6310	22	0	22	2,625	375	3,000	1%
Office Supplies	6410	417	0	417	5,204	464	5,667	7%
Program Supplies	6415	3,480	58	3,538	20,239	1,095	21,334	17%
Classroom Supplies	6420	203	0	203	36,375	2,120	38,495	1%
Kitchen Supplies	6430	545	1,906	2,451	6,000	22,859	28,859	8%
Medical/Dental Supplies	6440	136	0	136	750	20	770	18%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,713	0	1,713	10,500	929	11,429	15%
Postage and Delivery Expense	6600	194	0	194	900	15	915	21%
Contractual Services/Professional	6710	0	60	60	23,250	2,646	25,896	0%
Contractual Services - Health/Disabilities	6715	33,706	0	33,706	101,294	5,201	106,496	32%
Rent/Space Cost	6810	17,775	0	17,775	155,896	0	155,896	11%
Utilities	6820	10,279	0	10,279	59,664	1,016	60,680	17%
General Liability and Property Insurance	6830	5,491	0	5,491	21,000	0	21,000	26%
Communications	6840	5,735	0	5,735	39,000	0	39,000	15%
Repairs & Bldg Maintenance- Recurring	6850	7,967	0	7,967	68,250	0	68,250	12%
Repairs & Bldg Maintenance - Nonrecurring	6855	6,096	0	6,096	17,250	0	17,250	35%
Equipment Maintenance	6910	1,460	0	1,460	14,250	0	14,250	10%
Vehicle Expense	6920	4,814	0	4,814	21,000	0	21,000	23%
Equipment Lease	6930	781	0	781	6,450	0	6,450	12%
Technology	6940	7,585	0	7,585	13,681	233	13,914	55%

Capital Area Community Action Agency
Head Start Programs Statement of Revenues and Expenditures
From 10/1/2019 Through 10/31/2019

Fees, Licenses, and Permits	7010	0	0	0	1,125	0	1,125	0%
Dues/Subscriptions	7020	1,512	0	1,512	1,875	0	1,875	81%
Special Events	7110	0	0	0	1,500	0	1,500	0%
Client Assistance	7210	0	0	0	0	1,800	1,800	0%
Expendable Equipment	7320	413	0	413	2,250	0	2,250	18%
Meetings/Workshops/Training	7420	50	512	562	300	2,070	2,370	24%
Training/Staff Development	7430	6,679	0	6,679	0	0	0	100%
Training and Technical Assistance	7435	0	0	0	30,749	0	30,749	0%
Advisory/Board Member Expenses	7440	160	0	160	1,125	0	1,125	14%
Advertising	7450	0	0	0	2,625	0	2,625	0%
Parent Activities	7460	0	0	0	900	0	900	0%
Raw Foods	7510	<u>0</u>	<u>27,461</u>	<u>27,461</u>	<u>0</u>	<u>158,262</u>	<u>158,262</u>	17%
Total Expenditures		279,299	47,516	326,815	2,643,973	492,860	3,136,833	10%
Net Income		<u>161</u>	<u>33,565</u>	<u>33,726</u>	(0)			

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 1 Month Ending October 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		\$ 1,245			
Grants - Other Not for Profits		\$ 6,667			
In-Kind Revenue		\$ 61,050			
VPK/SR		\$ 32,944			
	660,993	\$ 101,905	15%	559,088	85%

HDST CC Purchases October 2019

Vendor ID	Fund Code	GL Code	Activity Code	Expenses	Transaction Description	Original Invoice/Credit Number
HANCOCK CC	1064	6440	251	2.00	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - DENTAL SUPPLIES	111419VISA-KR
HANCOCK CC	1064	6440	251	29.95	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - DENTAL SUPPLIES	111419VISA-KR
HANCOCK CC	1064	6940	255	500.00	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - OBSERVER RECERT	111419VISA-KR
HANCOCK CC	1064	7430	110	348.00	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - AIRFARE B.EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	109.00	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - BUS B. EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	109.14	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - HOTEL B EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	260.78	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - HOTEL B.EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	460.00	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - REGIST. B. EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	23.63	#7303, KRISTEN JACKSON RESHARD, 10/28/19-FLIGHT INS. B.EVANS	111419VISA-KR
HANCOCK CC	1064	7430	256	30.00	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - KUMBA/FIU	111419VISA-KR
HANCOCK CC	1064	7430	256	205.30	#7303, KRISTEN JACKSON RESHARD, 10/28/19 - KUMBA/FIU	111419VISA-KR
HANCOCK CC	1064	6440	255	104.33	#6623, DARREL JAMES, 10/28/19, DENTAL SUPPLIES	111419 VISA-
HANCOCK CC	1064	6920	255	44.00	#6623, DARREL JAMES, 10/28/19, GAS FOR HS VEHICLE	111419 VISA-
HANCOCK CC	1064	6920	255	51.00	#6623, DARREL JAMES, 10/28/19, GAS FOR HS VEHICLE	111419 VISA-
HANCOCK CC	1064	7430	110	1,767.00	#6623, DARREL JAMES, 10/28/19 - REGISTRATION, 3 STAFF, TRAIN	111419 VISA-
HANCOCK CC	1064	7430	110	795.00	#6623, DARREL JAMES, 10/28/19, HOLTEL-KIZER, TRAINING	111419 VISA-
HANCOCK CC	1064	7320	250	139.80	ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19, SWING SEATS	111419-VISA-
HANCOCK CC	1064	7320	250	273.32	ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19, SWING SEATS	111419-VISA-
HANCOCK CC	1064	7440	255	12.78	ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19 - ADVIS. BD	111419-VISA-
HANCOCK CC	1064	7440	255	29.95	ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19 - ADVIS. BD	111419-VISA-
HANCOCK CC	1064	7440	256	33.05	#8165, NICHELE RICHARDS ROLLE, 10/28/19 POLICY COUNCIL	111419VISA-NR
HANCOCK CC	1064	7440	256	83.99	#8165, NICHELE RICHARDS ROLLE, 10/28/19 POLICY COUNCIL	111419VISA-NR
HANCOCK CC	1064	6420	250	6.00	#5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, MABRY	111419 VISA-VT
HANCOCK CC	1064	6420	251	1.00	#5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES,FRNKLN	111419 VISA-VT
HANCOCK CC	1064	6420	252	3.00	#5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, ROYAL	111419 VISA-VT
HANCOCK CC	1064	6420	252	6.70	#5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, ROYAL	111419 VISA-VT
HANCOCK CC	1064	6420	256	10.00	#5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, SC	111419 VISA-VT
HANCOCK CC	1064	6420	258	2.00	#5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, JEFF	111419 VISA-VT

HANCOCK CC	1064	6920	251	25.00 #5810. VENITA TREADWELL, 10/28/19, GAS HS CAR TO FRANKLIN	111419 VISA-VT
HANCOCK CC	1064	7430	110	150.76 #5810. VENITA TREADWELL, 10/28/19, HOTEL JUDY GREEN	111419 VISA-VT
				5,616.48	
LOWES	1064	6855	250	338.22 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWE'S
LOWES	1064	6855	251	2.68 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWE'S
LOWES	1064	6855	252	117.62 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWE'S
LOWES	1064	6855	255	118.28 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWE'S
LOWES	1064	6855	256	35.08 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWE'S
LOWES	1064	6855	258	167.16 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWE'S
				779.04	
Report				<u>6,395.52</u>	

Report Current



**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

XXXXXXXXXXXX

Statement Date

10-28-19



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

***N0007567

*for
11/2/19*

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-04	10-03	24431069277400184001057	5251	ACE HDWE APALACHICOLA FL	M2.00
10-04	10-03	24431069277400184000919	5251	ACE HDWE APALACHICOLA FL	M29.95
10-04	10-02	24073149276900015660793	8220	TTAS WEB 270-7453026 KY	M460.00
10-10	10-10	74270849283100011182668	0000	BRANCH PAYMENT - THANK YOU	M242.10
10-10	10-09	24492159282717197222273	6300	ALLIANZ TRAVEL INS ALLIANZINS.US VA	M23.63
10-10	10-09	24445009283600115621178	7011	HOTEL*DELTA EXPEDIA.COM NV	M260.78
10-11	10-09	24717059283872831426614	3058	DELTA AIR 0062402733316 DELTA.COM CA EVANS/BARBARA DEPARTURE: 12-10-19 TLH DL E ATL DL E SAV DL E ATL DL E TLH	M348.00
10-15	10-15	24431069288026814994341	8220	FIU ADMISSIONS 305-348-7184 FL	M30.00
10-15	10-14	24445009288600112981919	7011	ORBITZ*7484785485931 ORBITZ.COM NV	M109.14
10-16	10-14	24251389288017037095866	4131	RED COACH INC 877-733-0724 FL	M109.00
10-18	10-16	24388949290432530001357	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M5.30
10-18	10-16	24388949290432530001340	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M200.00
10-25	10-24	24492159297637141654848	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M500.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-19	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,077.80
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 242.10
		STATEMENT TOTAL 1,835.70
		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



16323010-003667-0001-0001-2



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

**N0003667

600
113119

MEMO STATEMENT

Account Number
~~XXXXXXXXXXXX~~

Statement Date

10-28-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-01	24692169275100500458668	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.00
10-10	10-10	74270849283100011182684	0000	BRANCH PAYMENT - THANK YOU	M469.62
10-10	10-09	24435659283207130700062	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M1,767.00
10-14	10-11	24231689285722543328914	7011	HARD ROCK HOTEL-DAYTONA 3869477300 FL 1043413869477300	M795.00
10-17	10-16	24226389290400004018152	5411	WAL-MART #4520 TALLAHASSEE FL ARRIVAL: 10-06-19	M104.33
10-23	10-21	24692169295100921952766	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-19	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,761.33
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 469.62
		STATEMENT TOTAL 2,291.71
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

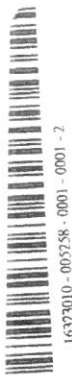


HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
10-28-19



1632010-003758-0001-0001-2
FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005256

*Go
11/3/19*

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-10	10-10	74270849283100011182700	0000	BRANCH PAYMENT - THANK YOU	M92.70
10-10	10-08	24717059282162828054491	5941	SWINGSET MALL 800-9857659 WA	M273.32 ✓
10-17	10-16	24226389290091005293843	5411	WAL-MART #3307 CRAWFORDVILLE FL	M17.96 ✓
10-23	10-22	24231689295083314006272	5812	PANERA BREAD #600984 TALLAHASSEE FL	M12.78 ✓
10-23	10-22	24137469296001418390922	5411	PUBLIX #852 TALLAHASEE FL	M29.95 ✓
10-28	10-24	24717059298172980978959	5941	SWINGSET MALL 800-9857659 WA	M139.80 ✓

STATEMENT DATE 10-28-19	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 473.81
		NEW CASH ADVANCES .00
Toll Free 1-800-448-8812		CREDITS 92.70
		STATEMENT TOTAL 381.11
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

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




 NICHELE RICHARDS
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0006373

MEMO STATEMENT

Account Number

Statement Date

10-28-19

*LOC
11/15/19*

STATEMENT MESSAGES

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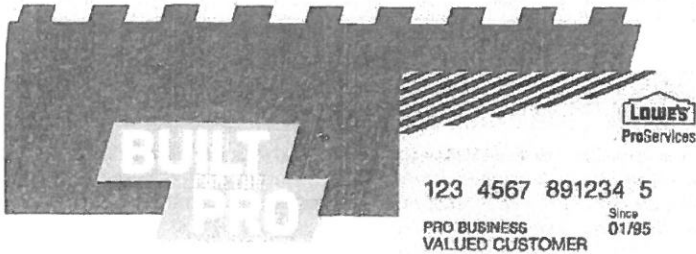
TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-02	24247609275300539335599	5812	BAMBOO WOK TALLAHASSEE FL	M120.40 ✓
10-10	10-10	74270849283100011182742	0000	BRANCH PAYMENT - THANK YOU	M1,045.06
10-11	10-09	24431069283400417000274	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M193.49 ✓
10-18	10-17	24137469291001470587394	5411	PUBLIX #1051 TALLAHASSEE FL	M33.05
10-18	10-17	24801979291400074000635	5812	A TOWN WINGS TALLAHASSEE FL	M83.99 ✓
10-18	10-17	24431069291400642002012	5812	SONNY'S BBQ #10 TALLAHASSEE FL	M179.80 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 610.73
		NEW CASH ADVANCES .00
		CREDITS 1,045.06
		STATEMENT TOTAL 434.33 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$0.00	New Balance	\$779.04
- Payments	\$0.00	Total Minimum Payment Due	\$33.00
- Other Credits	\$14.47	Payment Due Date	11/28/2019
+ Purchases/Debits	\$793.51		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$779.04		
Credit Limit	\$11,000.00		
Available Credit	\$10,220.00		
Statement Closing Date	11/02/2019		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/07	10/07	34610	STORE 0417 TALLAHASSEE FL	\$245.81 ✓
10/23	10/23	07132	STORE 0417 TALLAHASSEE FL	\$216.73 ✓
10/23	10/23	24128	STORE 0417 TALLAHASSEE FL	\$89.59 ✓
10/23	10/23		STORE 0417 TALLAHASSEE FL	(\$14.47) ✓
10/25	10/25	08559	STORE 0417 TALLAHASSEE FL	\$241.38 ✓

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: EBT442, 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
 10/01/2019 - 10/31/2019

Account Number:
 4620332

Images:
 0

***ZERO CHECKS* E0**

348 010000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

Handwritten signature

**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
09/30	1,187.68				



010000001

Quality Counts

November 2019



Vital Statistics

(Pulled December 2, 2019 beginning @ 0800 hours for November 1–30, 2019)

Enrollment

Compliance

YES

Current Enrollment

378

Cumulative Enrollment

405

Note: Funded enrollment goal is 378.

Disability Services

(Reports 2001 & 2005)

Compliance

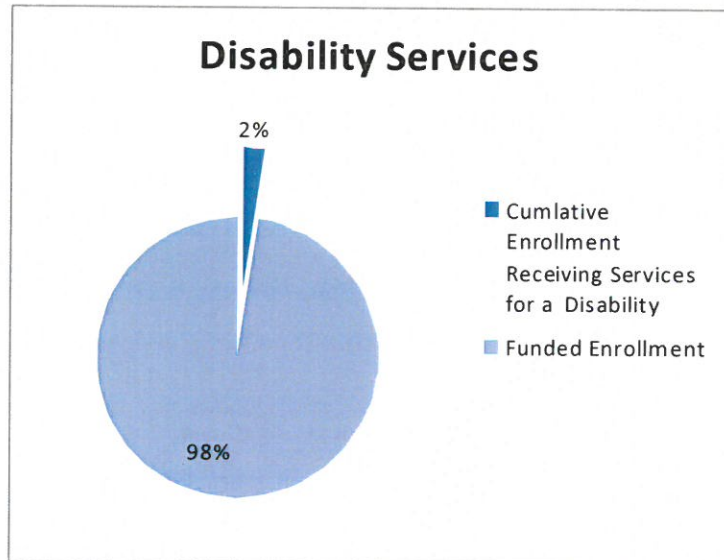
YES
See Note

Students with Disabilities

9

Students with Concerns

53



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.

Attendance

Compliance

YES

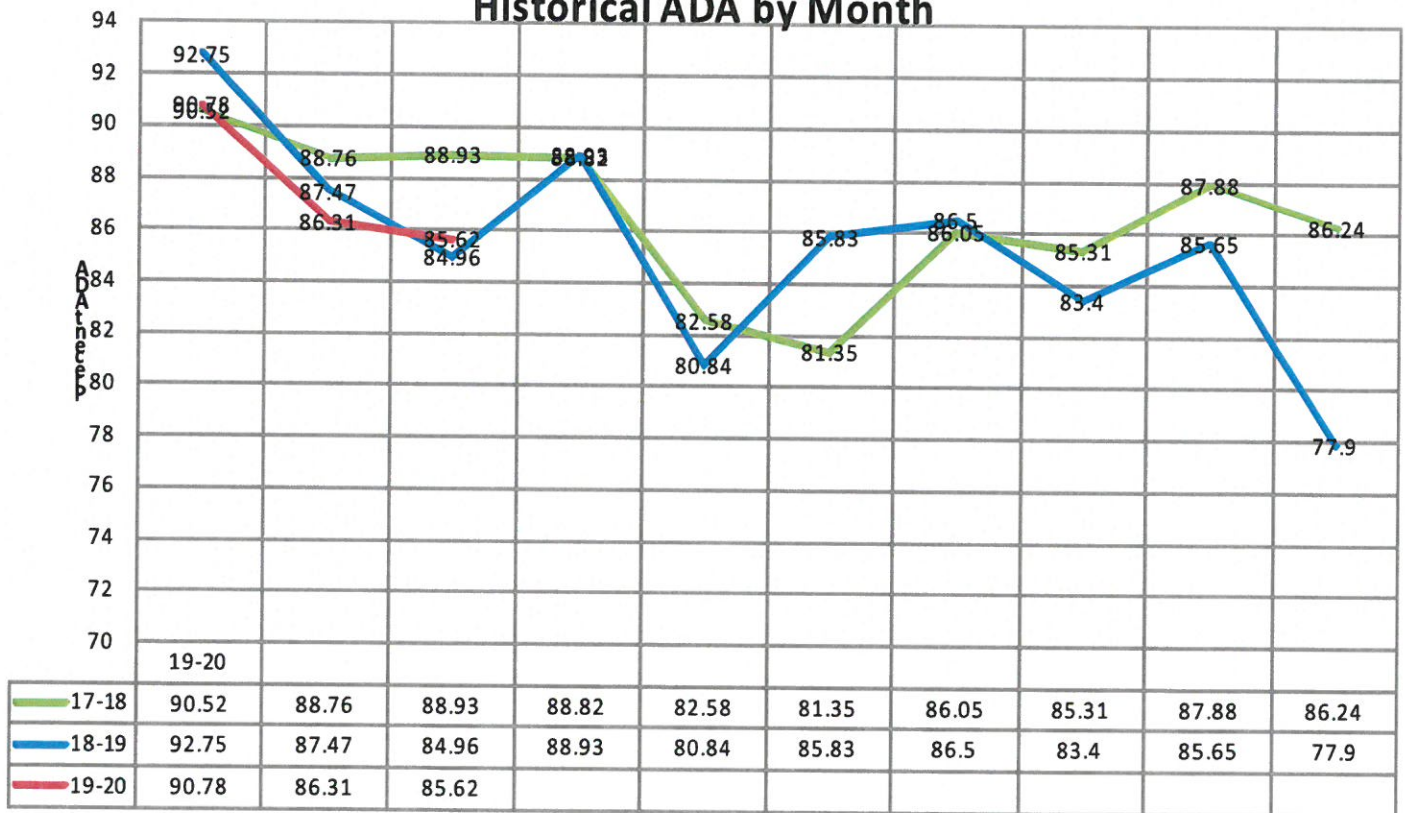
Funded Attendance

83.83

Actual Attendance

84.83

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 66 (17%) 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 115 (30%) 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 December 2, 2019 beginning @ 1112 hours for November 1-30, 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

November 2019

Inspections This Month

1

Violations This Month

0

Cumulative 19-20 Violations

5

(DCF Inspection Reports)

- Louise B. Royal Head Start had a DCF Inspection on 11/15/2019. There were no violations.
- Jefferson County Head Start had a DCF Inspection on 11/21/2019. There were no violations.
- South City Head Start should expect as DCF inspection by the end of January, based on historical data.
- Mabry Street Family Enrichment center should anticipate DCF inspection before Christmas break, based on historical data.