

# Capital Area Community Action Agency

**Head Start Policy Council Meeting**  
2813 South Meridian Street, Tallahassee  
Conference Call # 712.770.5505 Code 598472  
March 26, 2020  
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. Director's Report
7. Center Updates- What's Working and What's Not
8. Enrollment Update
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

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**Next Meeting: Scheduled for April 23, 2020**



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



# Head Start Policy Council Meeting

## Minutes

February 20, 2020

6:00 pm

1. Meeting called to order at 6: 00pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Lauren Johnson, Lakeisha Lloyd, Kim Wilson, Yolonda Ervin, Helen Rose, Sheila Hicks, Tiffany Similien, and Deaundra Stean.

Capital Area Community Action Agency staff present included the following people: Tim Center, Nichele Rolle, Venita Treadwell, Kristin Reshard, Darrel James, Anastacia Kizer 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 with the correction of the word “rising” under the financial report.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 38% and 37% respectively. Non-federal share match is at 38%. We are over the benchmark budget in some line items and over in others (please refer to financial report). Postage and delivery are under the benchmark budget. Policy Council member asked what was line item 7210 Client Assistance. Cynthia stated it was CHSP grant used for gas cards etc. Parent Activity fund will be used in March for a CPR/Choking/AED training for parents.

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

- b. Personnel Actions- No Personnel actions at this time.
- c. Self-Assessment Timeline- Kristen reviewed the attached Self-Assessment timeline and explained the purpose of the assessment. Kristen explained that Head Start will need the participation of some of the Policy Council members to complete the assessment.

Members were asked to volunteer on 1 of the teams. A member asked for the teams to be listed to help the council choose a team to volunteer on.

A motion to hear the Self-Assessment timeline was made by Lauren Johnson and second by Lakeisha Lloyd. Motion accepted. Vote was taken to approve the Self-Assessment timeline; all in favor and none opposed. Vote passed.

- d. Nomination of Board Representation- Tim informed the Policy Council that a member needed to be nominated to represent the Council on the Agency's Board of Directors. Lauren Johnson and Kim Wilson were nominated. Sheila Hicks conducted the motion as the Vice Chairperson for Kimberly Wilson.

A motion to nominate Kim Wilson to represent the Policy Council/ Low income sector on the Board was made by Lauren Johnson and second by Tiffany Similien. Motion accepted. Vote was taken; all in favor and none opposed. Vote passed. A motion to nominate Lauren Johnson as the Community Rep to sit on the Board was made by Tiffany Similien and second by Lakeisha Lloyd. Vote was taken; all in favor and none opposed.

- e. Field Trip Policy- Last month we did not have a quorum to approve the Field Trip policies that were discussed. New policies included information about trip must be posted with address, parents must be given notices and checklist. Lauren asked do parents have to fill out a volunteer form to chaperone. Mrs. Treadwell stated they fill out an in-kind form.

A motion to approve the field trip policies was made by Lauren Johnson and second by Lakeisha Lloyd. Vote was taken; all in favor, none opposed.

## 6. School Readiness Scores

Mrs. Treadwell reviewed the attached School Readiness Scores and acknowledged that our scores weren't as good as other providers in our area. The curriculum has been updated to the 6<sup>th</sup> edition and coaching has increased for extended day teachers and gains have been noted. Mrs. Treadwell stated we will continue to work our plan and teach to fidelity and analyze the student's attendance in regard to VPK program. Kim asked is this the same curriculum and Mrs. Treadwell stated yes but we were not using it to the full extent. The curriculum has been taught to fidelity from the beginning of the school year. Lauren asked do we do an in-house monitoring regarding assessing ourselves before the monitors; Tim stated we weren't doing it before, but we are now. Tim also stated the Governor is concerned with school readiness scores across the state. Tim stated we purchased FLICKERS to help teach the children how to take the test as issues taking the test were noted. Tim noted that this exam does not measure the social and emotional work that is happening with the children. Education and Family Engagement will be hosting a literacy and math night to assist parents with helping their children over the weekend, school year and summer. Kristen asked for the Policy Council's assistance in informing parents of the Math and Literacy Night. Sheila Hicks was concerned with the timing of the classes for the

parents; Tim ensured her that we did not wait for the test scores to come in before we acknowledged any issue, we have been having parent meetings since the beginning of school however the turn outs are very low. Sheila would like to see more “push” at the centers for the meetings and more reminders for the parents. Nichele took notes but also informed the Council that signs are posted and text and email are sent. Tim will work with Mrs. Treadwell on a corrective action plan. Tim ensured the Council that the staff is taking efforts to improve the scores for next year.

7. Center Updates

Lakeisha Lloyd- No updates at the current time.

Sheila Hicks- Everything is going well at the center. Her child was tested at Lively and will be attending Sable Palm Elementary next year.

Kim Wilson- Things at Royal are going well. The field trip to the pet store went excellent and children enjoyed themselves. She appreciates the children are able to connect the trips to their current curriculums.

Yolonda Ervin- Everything is going well so far. Things we talked about last meeting are being implemented in the classroom and she is glad to see that.

Helen Rose- Field trip process is going well, however the field trip to Goodwill did not seem planned out and may have been a lack of communication. Library field trip went well.

8. Director’s Report: Tim reviewed his attached Director’s Report (see attached report).

9. Program Updates- Kristen and Darrel reviewed their attached reports (see attached reports).

10. Office of Head Start Updates: Kristen reviewed the attached memorandums from The Office of Head Start. The first memo does not apply to our program because we exceed the required number of hours. The 2<sup>nd</sup> memo was in regards to how Head Start calculates the 10% disability status.

11. Chairperson’s Report: No chairperson’s report at this time.

12. Other Business: Nichele stated that some of the parent fund money can be used to pay for parent’s entrance fees on field trips.

13. The meeting was adjourned at 7:46 p.m.

**Head Start Financial Statement Narrative  
For the Four Months Ending January 31, 2020  
Capital Area Community Action Agency**

As of January 31, 2020, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 44% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 49% and 48% respectively, 4% above expectations, with mostly restricted net income of \$25,137. This mostly restricted net income is expected to be completely spent prior to grant end.

Year to Date Non-Federal Share (NFS) Match reported totals \$325,799, which is 49% of the \$660,993 total match required for the fiscal year ending June 30, 2020.

**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.

Salaries, Fringe and Indirect – is 3-4% over benchmark budget but, if watched closely, should come in at budget with the reduction in June labor costs.

Program Supplies – is currently over the benchmark budget due to an abundance of needs at the beginning of the year.

Postage and Delivery Expenses – are under benchmark considerably due to a credit received in December.

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.

**Utilities - is over the budget benchmark and is forecast to be over by at least \$12,000 at the current average of \$8200 per month.**

**Repairs & Building Maintenance – Recurring – is over the benchmark budget and is forecast to be over budget by \$14,000 at the current average spending of \$9200 per month.**

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.

**Head Start Financial Statement Narrative  
For the Four Months Ending January 31, 2020  
Capital Area Community Action Agency**

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

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

Technology – is over budget primarily due to the yearly Teaching Strategies subscription and virtual learning software. This is a category that uses most of its budget at the beginning of the school year and, with a 9 month budget, the funds do not cover the yearly fees.

**Expendable Equipment - is over the benchmark budget due to the purchase of a convection oven.**

Meetings/Workshops/Training and Training/Staff Development - are 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.

Raw Food – is over the benchmark budget. This is up \$7000 over the same period last year. Program staff stated that an RFP for Raw Food will be issued in the near future. Part of the increase is due to requirements for certain foods which have a higher cost. Management will look into reducing the frequency of food delivery in order to decrease delivery charges.

Capital Area Community Action Agency  
 HDST Programs Statement of Revenues and Expenditures  
 For the 4 Months Ended 1/31/2020

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	2,697,910	1,287,019	(1,410,891)	48%
Government Contracts - STATE	4010	429,119	237,923	(191,196)	55%
Government Contracts - LOCAL	4020	40,125	19,878	(20,247)	50%
Grants - Other Not-for-Profits	4100	3,420	4,560	1,140	133%
Contributions- Restricted	4210	0	279	279	
Commissions-Vending/Photo	4320	0	878	878	
<b>Total Revenue</b>		<u>3,170,574</u>	<u>1,550,538</u>	<u>(1,620,036)</u>	49%
<b>Expenditures</b>					
Salaries & Wages	6010	1,482,574	707,961	774,612	48%
Fringe	6110	429,126	207,948	221,177	48%
Staff Screenings	6180	1,100	90	1,010	8%
Indirect Costs	6210	346,956	168,072	178,884	48%
Travel - In Area	6310	3,000	366	2,634	12%
Office Supplies	6410	5,579	1,137	4,442	20%
<b>Program Supplies</b>	<b>6415</b>	<b>20,989</b>	<b>11,254</b>	<b>9,735</b>	<b>54%</b>
Classroom Supplies	6420	37,875	354	37,521	1%
Kitchen Supplies	6430	27,642	8,946	18,696	32%
Medical/Dental Supplies	6440	757	200	558	26%
Copies/Printing/Copier	6510	12,950	3,718	9,232	29%
Postage and Delivery Expense	6600	900	(26)	926	-3%
Contractual Services/Professional	6710	29,250	180	29,070	1%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>129,706</b>	<b>78,494</b>	<b>51,213</b>	<b>61%</b>
Rent/Space Cost	6810	171,000	71,400	99,600	42%
<b>Utilities</b>	<b>6820</b>	<b>59,664</b>	<b>32,925</b>	<b>26,739</b>	<b>55%</b>
General Liability and Property Insurance	6830	28,000	11,353	16,647	41%
Communications	6840	39,000	18,560	20,440	48%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>68,250</b>	<b>36,925</b>	<b>31,325</b>	<b>54%</b>
<b>Repairs &amp; Bldg Maintenance - Nonrecurring</b>	<b>6855</b>	<b>17,250</b>	<b>16,871</b>	<b>379</b>	<b>98%</b>
Equipment Maintenance	6910	14,250	5,887	8,363	41%
<b>Vehicle Expense</b>	<b>6920</b>	<b>21,000</b>	<b>11,576</b>	<b>9,424</b>	<b>55%</b>
Equipment Lease	6930	6,450	2,806	3,645	43%
<b>Technology</b>	<b>6940</b>	<b>13,680</b>	<b>13,331</b>	<b>349</b>	<b>97%</b>
Fees, Licenses, and Permits	7010	1,125	193	932	17%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>1,875</b>	<b>1,512</b>	<b>363</b>	<b>81%</b>
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	1,800	95	1,705	5%
<b>Expendable Equipment</b>	<b>7320</b>	<b>2,250</b>	<b>3,352</b>	<b>(1,102)</b>	<b>149%</b>
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>2,370</b>	<b>1,628</b>	<b>742</b>	<b>69%</b>

Capital Area Community Action Agency  
 HDST Programs Statement of Revenues and Expenditures

For the 4 Months Ended 1/31/2020

<b>Training/Staff Development</b>	<b>7430</b>	<b>31,376</b>	<b>18,882</b>	<b>12,494</b>	<b>60%</b>
Advisory/Board Member Expenses	7440	1,125	479	646	43%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
<b>Raw Food Cost</b>	<b>7510</b>	<b><u>156,680</u></b>	<b><u>88,933</u></b>	<b><u>67,747</u></b>	<b>57%</b>
Total Expenditures		<u>3,170,574</u>	<u>1,525,401</u>	<u>1,645,173</u>	48%
Excess Revenue over (under) Expenditures		(0)	<u>25,137</u>	<u>25,137</u>	



Capital Area Community Action Agency, Inc.  
Head Start NFS Match Requirements  
For the 4 Months Ending January 31, 2020

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		19,878			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		198,843			
VPK		102,517			
	<b>660,993</b>	<b>325,799</b>	<b>49%</b>	<b>335,194</b>	<b>51%</b>

Capital Area Community Action Agency  
Vendor Activity  
From 1/1/2020 Through 1/31/2020

Head Start CC Expenses Feb 2020

Vendor ID	Fund Code	GL Code	Activity Code	Expenses	Transaction Description	Original Invoice/Credit Number
HANCOCK CC	1064	6310	255	7.19	ACCT#7303, KRISTEN JACKSON RESHARD, 2/21/2020 - KEYS	022120-KJR
HANCOCK CC	1064	6415	255	247.11	ACCT#4466, DARREL JAMES, 2/21/2020 - ID BADGES HS	022120-DJ
HANCOCK CC	1064	6415	258	129.00	ACCT#4466, DARREL JAMES, 2/21/2020 - CART JEFFERSON	022120-DJ
HANCOCK CC	1064	6420	251	30.00	ACCT#7303, KRISTEN JACKSON RESHARD, 2/21/2020 -	022120-KJR
HANCOCK CC	1064	6440	255	63.34	ACCT#4466, DARREL JAMES, 2/21/2020 - MEDICAL SUPPLIES	022120-DJ
HANCOCK CC	1064	6820	258	1,029.17	ACCT#7366, NINA SINGLETON SELF, DUKE ENERGY BILL	022120-NSS
HANCOCK CC	1064	6850	251	69.90	ACCT#4466, DARREL JAMES, 2/21/2020 - PLAY SAND	022120-DJ
HANCOCK CC	1064	6920	255	50.02	ACCT#4466, DARREL JAMES, 2/21/2020 - GAS HS VEHICLE	022120-DJ
HANCOCK CC	1064	6920	255	41.00	ACCT#4466, DARREL JAMES, 2/21/2020 - GAS HS VEHICLE	022120-DJ
HANCOCK CC	1064	6920	255	27.98	ACCT#6982, FATIMA ALEXANDER, 2/21/2020, HS VEHICLE	022120-FOA
HANCOCK CC	1064	6920	255	22.39	ACCT#5810, VENITA TREADWELL, GAS WAP VEHICLE	022120-VT
HANCOCK CC	1064	7430	250	1,677.30	ACCT#6982, FATIMA ALEXANDER, TUITION HS-SHANTESHA	022120-FOA
HANCOCK CC	1064	7430	250	1,026.50	ACCT#7303, KRISTEN JACKSON RESHARD, TUITION	022120-KJR
HANCOCK CC	1064	7430	256	417.24	ACCT#7303, KRISTEN JACKSON RESHARD, TUITION KUMBA	022120-KJR
HANCOCK CC	1064	7440	255	5.19	ACCT#8165, NICHELE RICHARDS ROLLE, POLICY COUNCIL	022120-NRR
HANCOCK CC	1064	7440	255	41.88	ACCT#8165, NICHELE RICHARDS ROLLE, POLICY COUNCIL	022120-NRR

**4,885.21**



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank

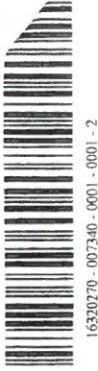
HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20



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

\*\*N0007340

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-10	01-09	24445000010400183911570	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M63.34
01-10	01-10	24692160010100396342116	7399	QUICKIDCARD.COM 917-640-5388 NY	M279.45
01-13	01-10	24692160011100287836670	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.02
01-13	01-09	24207850010166301596900	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M129.00
01-16	01-16	74270840016100011540884	0000	BRANCH PAYMENT - THANK YOU	M2,865.49
01-17	01-16	24431060017400180000297	5251	ACE HDWE APALACHICOLA FL	M69.90
01-20	01-17	24692160018100668253043	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00
01-27	01-25	24445730028600114236179	5311	MACYS TALLAHASSEE TALLAHASSEE FL	M26.87

*Handwritten signature and date: 2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 659.58
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 2,865.49
		<b>STATEMENT TOTAL</b> 2,205.91 cr
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 3,000.00



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank

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



1630270-005398-0001-0001-2

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

\*\*N0005398

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-10	24137460011001545212646	5533	AUTOZONE #0305 TALLAHASSEE FL	M27.98
01-16	01-16	74270840016100011540900	0000	BRANCH PAYMENT - THANK YOU	M305.97
01-27	01-23	24388940024939148659949	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M43.30
01-27	01-23	24388940024939148659931	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M1,634.00

*gpc*  
*2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,705.28
		NEW CASH ADVANCES .00
		CREDITS 305.97
		<b>STATEMENT TOTAL</b> 1,399.31
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00

CAPITAL  
Payee  
Vendr

**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

01-27-20



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

\*\*N0007851

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-12	74692160012100687626998	5942	AMAZON.COM AMZN.COM/BILL WA	M2.02 cr
01-13	01-12	74692160012100676200904	5942	AMAZON.COM AMZN.COM/BILL WA	M8.00 cr
01-13	01-12	74692160012100731264192	5942	AMAZON.COM AMZN.COM/BILL WA	M21.27 cr
01-13	01-11	24692160011100388625980	5942	AMAZON.COM*4K3312IZ3 AMZN.COM/BILL WA	M114.65 ✓ ←
01-13	01-11	24692160011100399008861	5942	AMAZON.COM*QC1FD93Z3 AMZN.COM/BILL WA	M333.88 ✓ ←
01-22	01-21	24269750021900010900118	7399	PRECISION LOCKSMITH 850-8777297 FL	M7.19 ✓ ←
01-23	01-21	24137460022500775495877	5331	FIVE BELOW # 948 TALLAHASSEE FL	M30.00 ✓ ←
01-27	01-23	24388940024939148660004	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M26.50 ✓ ←
01-27	01-23	24388940024939148659998	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M1,000.00 ✓ ←

2/4/20  
JC

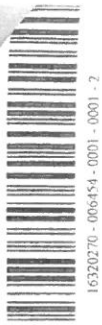
<b>STATEMENT DATE</b> 01-27-20	<b>ACCOUNT NUMBER</b> [REDACTED]	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,512.22
		NEW CASH ADVANCES .00
		CREDITS 31.29
		<b>STATEMENT TOTAL</b> 1,480.93
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20



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

\*\*N0006454

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-16	01-16	74270840016100011540983	0000	BRANCH PAYMENT - THANK YOU	M1,996.84
01-17	01-16	24137460017001406195298	5411	WINN-DIXIE #0086 TALLAHASSEE FL	M5.19 ✓ ←
01-17	01-16	24445000017000830786186	5814	HUNGRY HOWIE'S #0145 TALLAHASSEE FL	M41.88 ✓ ←

*Handwritten signature and date: 2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	
<p><b>CUSTOMER SERVICE CALL</b></p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 47.07
		NEW CASH ADVANCES .00
		CREDITS 1,996.84
		<b>STATEMENT TOTAL</b> 1,949.77 cr
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,500.00

**HANCOCK  
WHITNEY**

HANCOCK WHITNEY BANK  
P.O. BOX 61750  
NEW ORLEANS LA 70161-1750

Visa BusinessCard  
Statement of Account  
Issued by Hancock Whitney Bank

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date  
01-27-20



15320270-004857-0001-0001-2  
NINA SINGLETON  
CAPITAL AREA CAA  
309 OFFICE PLZ  
TALLAHASSEE FL 32301-2729  
\*\*N0004857

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-02	12-31	24436540001010798119894	8999	SOCIETYFORHUMANRESOURCE 800-2837476 VA	M184.00 ✓
01-03	01-02	24692160002100508197390	4900	SPEEDPAY:DUKE-ENERGY 800-777-9898 NC	M510.07 ✓
01-03	01-02	24692160002100508197101	4900	SPEEDPAY:DUKE-ENERGY 800-777-9898 NC	M519.10 ✓
01-15	01-14	24137460015001376938349	9402	USPS PO 1188920683 TALLAHASSEE FL	M7.45 ✓
01-16	01-16	74270840016100011541007	0000	BRANCH PAYMENT - THANK YOU	M25.00 ✓

*Handwritten signature and date: 2/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
01-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,220.62
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	25.00
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL</b>	<b>1,195.62</b>
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	6,000.00



**HANCOCK  
WHITNEY**

*Visa BusinessCard*  
**Statement of Account**  
Issued by Hancock Whitney Bank

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



16320270-0099007-0001-0001-2

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

\*\*N0009007

**MEMO STATEMENT**

Account Number

Statement Date

01-27-20

**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](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-13	01-09	24692160010100626488895	5541	GATE 1194 Q80 TALLAHASSEE FL	M22.39 ✓ ←
01-16	01-16	74270840016100011541064	0000	BRANCH PAYMENT - THANK YOU	M26.26

*YOC  
6/21/4/10*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-20	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 22.39
		NEW CASH ADVANCES .00
		CREDITS 26.26
		<b>STATEMENT TOTAL 3.87 cr</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>





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



Page: 1 of 1

Statements Dates  
 01/01/2020 - 01/31/2020

Account Number:  
 4620332

Images:  
 0

**\*ZERO CHECKS\* E0**

336 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
12/31	1,187.68		



010000001

*gc*  
*2/11/2020*  
*2/11/2020*  
*msj*

Capital Area  
**Community Action**  
Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** March 19, 2020

---

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

### Staffing

With the COVID-19 pandemic response, we are following the state Board of Education direction to local school districts and plan to keep Centers closed during through April 15. Staff salaries and benefits will be uninterrupted during this time per Department of Health and Human Services guidelines.

### Facilities

All facilities will get a deep cleaning of all materials and surfaces on Monday, March 23<sup>rd</sup>. The HVAC is being replaced at Mabry Head Start. The monthly rent will be adjusted up slightly. We continue to review alternative facility options and plan to pursue disaster relief funding through Head Start.

### Curriculum

Staff are reviewing online professional development options for teachers who are home during the closure. Available funds are being used to implement a professional development plan developed in concert with Teaching Strategies to implement the Creative Curriculum.

### Enrollment

Centers are at full enrollment. Re-enrollment is taking place now and registration recruitment will begin in the following weeks.

### Federal and State Regulations

HHS reports that DRS decisions are being made and timely notice will be given to grantees.



United Way of the Big Bend


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





## Coronavirus Prevention and Response

---

 [eclkc.ohs.acf.hhs.gov/physical-health/article/coronavirus-prevention-response](https://eclkc.ohs.acf.hhs.gov/physical-health/article/coronavirus-prevention-response)

The Office of Head Start (OHS) recognizes that grantees are concerned about the impact Coronavirus Disease 2019 (COVID-19) may have on their programs. Head Start and Early Head Start programs should take steps to prevent the introduction and spread of coronavirus among their staff, children, and families. Through collaboration and coordination with local health departments, programs can take steps to disseminate information about the disease and its potential transmission.

COVID-19 is an emerging global disease. There is more to learn about its transmission, severity, and other features, as well as what may happen in the United States. The U.S. Centers for Disease Control and Prevention (CDC) provides up-to-date information about prevention, symptoms, testing, and the current situation. They also offer interim guidance to help administrators of public and private child care programs and K–12 schools prevent the spread of COVID-19 among students and staff.

### Program Closure

In response to COVID-19, OHS is advising grantees to coordinate with local health authorities and implement their existing policies and procedures related to closure of Head Start and Early Head Start centers during infectious disease outbreaks. Closure of centers in areas heavily impacted by COVID-19 is an important element of containing and limiting its spread.

Many Head Start and Early Head Start programs are following the lead of school systems and local health authorities and closing centers.

If program operations are impacted by the coronavirus, please reach out to your Regional Office to inform them of any programmatic changes.

### Wages and Benefits

In recognition of the unique circumstances associated with COVID-19, OHS is directing programs to continue to pay wages and provide benefits for staff unable to report to work during center closures necessary to address COVID-19.

This additional emergency response flexibility is important to ensure critical grants management activities can continue during closures. It will help ensure staff are ready and able to return to work as soon as it is possible to resume operations. This flexibility remains in effect through April 30, 2020 unless further extended by OHS.

During center closures, employees should continue to engage families and to deliver services to the extent possible, remotely.

## Additional Flexibilities

The guidance from [ACF-HS-IM-19-01 General Disaster Recovery Flexibilities](#) can be applied to programs impacted by COVID-19. While we often think of disasters as natural events such as hurricanes and earthquakes, health emergencies can also form the basis of a disaster declaration.

## Child and Adult Care Food Program (CACFP) Flexibilities

Caring and creative programs understand their communities best and are looking for ways to support them.

Head Start and Early Head Start programs may provide meals and snacks to children during center closures. The U.S. Department of Agriculture (USDA) has waived its group setting meal requirement for closed schools and [authorized special flexibilities](#) for many states. These waivers include the Child and Adult Care Food Program (CACFP). Grantees may work with their state CACFP agency to determine whether similar flexibilities that can support the ongoing availability of meals and snacks for enrolled children are available during Head Start and Early Head Start program closures. In the event of an extended center closure, perishable food should be safely disposed of in a way that minimizes waste, such as donation to a local food bank or distribution to enrolled families.

CACFP, funded through USDA, covers most of the cost of meals and snacks for enrolled Head Start and Early Head Start children. A program must use funds from the USDA Food, Nutrition, and Consumer Services child nutrition programs as the primary source of payment for meal services. Head Start and Early Head Start funds may be used to cover those allowable costs not covered by the USDA.

OHS reminds programs in affected areas to follow local guidance from health departments and other authorities, including not working when sick, social distancing, and group size limitations. Possible strategies for providing food to children during center closures include the following:

- Programs could assemble bags of food, including formula for enrolled infants, and deliver them to homes in agency school buses or other agency vehicles. Families could come out to collect the bags or they could be delivered to the door.
- Food could be assembled and families could pick it up at a center or other location. Care should be taken to avoid large groups and prevent anyone who is sick from coming to collect food. This could include a "drive-through" station in areas where families have cars.

- Programs could check with local schools, churches, or other community organizations to see if there are partnership opportunities to increase the efficiency of food distribution.

## How Coronavirus-2019 Spreads

The virus is thought to spread mainly from person to person:

- When they are in close contact with one another (within about 6 feet)
- Via respiratory droplets produced when an infected person coughs or sneezes
  - These droplets may be inhaled or can land in the mouths or noses of people who are nearby
- By touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes
  - This is not thought to be the main way the virus spreads

People are thought to be most contagious when they are sickest. Some spread may be possible before people show symptoms, but this is not thought to be the main way the virus spreads.

## Prevention Strategies

Currently, there is no vaccine to prevent coronavirus disease. The best way to prevent illness is to avoid exposure. The following everyday actions can help prevent the spread of respiratory diseases:

- Avoid close contact with people who are sick
- Frequently wash your hands with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue or the inside of your elbow, then throw the tissue in the trash and wash your hands
- Clean and disinfect objects and surfaces using cleaning, sanitizing, and disinfecting solutions
  - Follow manufacturer label directions to determine strength, purpose, and stay time

For more information, see:

- [Caring for Our Children \(CFOC\) 3.3.0.1. Routine Cleaning, Sanitizing, and Disinfecting](#)
- [How to Clean and Disinfect Schools to Help Slow the Spread of Flu](#)

Wash your hands often with soap and water for at least 20 seconds. This is especially important after going to the bathroom, before eating, and after cleaning, blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if they are visibly dirty.

- [Handwashing: Clean Hands Save Lives](#)
- [CFOC 3.2.2. Hand Hygiene](#)

The U.S. Environmental Protection Agency (EPA)-registered surface disinfectant products on the [Disinfectants for Use Against SARS-CoV-2 list](#) have qualified under EPA's emerging viral pathogen program for use against SARS-CoV-2, a coronavirus that causes COVID-19. Coronaviruses are enveloped viruses, meaning they are one of the easiest types of viruses to kill with the appropriate disinfectant product.

CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including coronavirus.

These are everyday habits that can help prevent the spread of several viruses. CDC also has [specific guidance for travelers](#) .

## Preparedness Planning

Programs can work with local health departments and other emergency responders to prepare for a pandemic outbreak. Consider using resources such as:

- [Child Care and Preschool Pandemic Influenza Planning Checklist](#) [PDF, 125KB]
- [Preparing Child Care Programs for Pandemic Influenza](#)

## Treatment

There is no specific antiviral treatment recommended for the coronavirus at this time. People who think they may have been exposed to coronavirus should contact their healthcare provider immediately.

Topic: [Physical Health](#)

Keywords: [Child illnesses](#), [Diseases](#), [Hand-washing](#)

*Last Updated: March 16, 2020*

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

Requirement	Franklin	Jefferson	Mabry	Royal	South City	Total
<b>PROGRAM STATUS (Monthly)</b>						
Number of Students Enrolled	16	32	83	56	183	370
Number of Student Withdrawals for Month	1	1	0	1	5	8
Number of Vacancies over 30 days	0	0	0	0	0	0
Number of Students on Wait List	0	4	14	8	19	45
Number of VPK Students Enrolled	N/A	N/A	19	29	59	107
<b>FAMILY STATUS</b>						
Number of Family Needs Assessment	17	33	83	57	188	378
<b>Family Partnership Agreement</b>						
Number of FPA Initiated (45)	17	33	83	56	148	337
Number of FPAs in progress (February)	17	33	83	56	148	337
Number of FPAs completed (May)						

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 2/29/20
Franklin	17	16
Jefferson	33	32
Mabry	83	83
Royal	57	56
South City	188	183
<b>Total</b>	<b>378</b>	<b>370</b>
		August Average Daily Attendance (ADA)
		73.10%
		75.76%
		80.93%
		87.37%
		80.53%
		80.90%

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

<b>Number of Referrals (Review referrals)</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Emergency Assistance (Food, shelter, clothing)	3	1	7	5	26	42
Domestic Violence Referrals	0	0	0	0	0	1
Substance Abuse Referrals (prevention or treatment)	1	0	0	0	0	1
Child Abuse or Neglect Referrals	0	0	0	0	0	0
Assistance for incarcerated Family Members	2	0	0	0	0	2
Education Referral	8	0	4	2	0	14
Employment Referral	3	0	3	0	1	7
<b>Parent Meetings/Trainings</b>						
Parent Committee Meetings	1	1	1	1	1	5
Number of Parents at the Parent Committee Meetings	4	7	3	5	6	25
Number of Male Parents at Parent Committee Meetings	0	1	1	0	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)	1	1	1	1	1	5
Number of Parents in attendance on Policy Council	1	1	2	2	2	8
Number of Coordinated Trainings for Policy Council	0	0	0	0	0	0
Number of Parenting Classes	0	0	0	0	0	0
Number of Family Activities/Events Coordinated	0	0	0	0	0	0
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
<b>Home Visits</b>						
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	12	28	27	54	121	242
Number of Contacts documented per absenteeism	14	17	18	21	47	117



## Family and Community Engagement Manager Monthly Monitoring Report – February 2020

<b>Number of Files Reviewed</b>	84
<b>Review of Parent Board</b>	2
<b>Volunteers (PEC)</b>	
Number of Volunteers	65
Total of Program In kind	97 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	1
Family Advocate Workers Trainings	1
Community Meetings	0

<b>Transportation</b>	
Field Trips	9
Maintenance	0
Trainings	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – February 2020

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	365
Expired/Missing immunizations	5
Up to date Physicals	363
Expired/Missing Physicals	7
Number of Individual Health Care Plan	11
Number of Children with Health Insurance	337
<b>ENROLLMENT</b>	
Number of children with dental home	301
Number of dental home referrals	0
Completed dental exams	116
Incomplete dental exams	254
Needed dental treatment	16
Receiving dental treatment	4
Completed dental treatment	0
Number of medical home	370
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	312
Vision referrals	8
Hearing screenings	291
Hearing Referrals	10
Growth Assessment	358
BMI Referrals	0

Family and Community Engagement Manager  
 Monthly Monitoring Report – February 2020

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	301
Number of dental exams	116
Number of children requiring dental treatment	4
Number of completed dental treatment	0
Hematocrit / Hemoglobin	161
Blood Lead	183
Blood Pressure	313
<b>NUTRITION</b>	
Number of Breakfast	4,459
Number of Lunch	4,676
Number of PM Snacks	4,371
Number of Children with Special Diets	15
<b>MONITORING ACTIVITIES</b>	
Health Files Review	10
Child Care Food Program Tool	1
Kitchen Inspection Tool	2

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

## Corrective Action and Follow Up

### Funded Enrollment / Average Daily Attendance

- 378 were enrolled during the month of February. Franklin, Jefferson, Mabry, and South City were out of compliance with their Average Daily Attendance. Franklin had children out sick, Jefferson had children with chronic absences, Mabry also had students with chronic absences, and South City had a combination of children withdrawing and with chronic absences.

### Monitoring

- Corrective actions were completed for the files monitored last reporting period. The next round of monitoring will take place during self-assessment and in April.

### Parent Engagement

- The program continues to engage families through Readie Rosie, Volunteering, Parent Meetings, and Field Trips. The program is in the process of completing a new CHSP grant to provide funding for Parent Engagement activities.

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

## Strengths

The program is actively seeking new locations for the 2020-2021 school year, and funding may be available to support the process.

Head Start staff is becoming more involved with the Getting Ahead program with hopes of getting the families we serve involved.

The Family and Community Engagement Team met with Early Head Start to explore ways to strengthen the partnership.

The Family and Community Engagement Team met with Parks and Recreation to explore ideas on forming a partnership through their sports programs.

## Areas of Concerns and Barriers

School Readiness and VPK programs.

Replacing computers for Family Advocates

Maintaining wait lists, especially in the rural counties.

Families withdrawing from the South City location.

# Family and Community Engagement Manager Monthly Monitoring Report – February 2020

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

<b>Manager Monitoring Activities</b>
Verifying Head Start eligibility for all families enrolling in the program for the 2019-20 and 2020-21 school years.
PIR data
Monitoring recruitment activities
Monitoring Family and Community Engagement Activities

Family and Community Engagement Manager  
Monthly Monitoring Report – February 2020

Submitted by: Darrel James

Date: 2-19-20

# Quality Counts

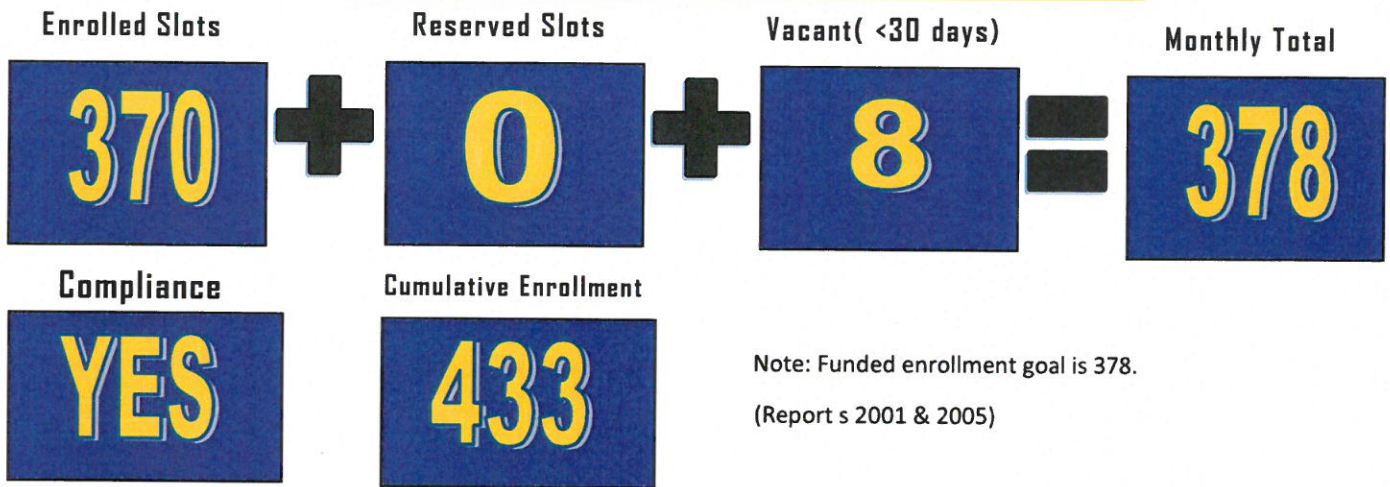
February 2020



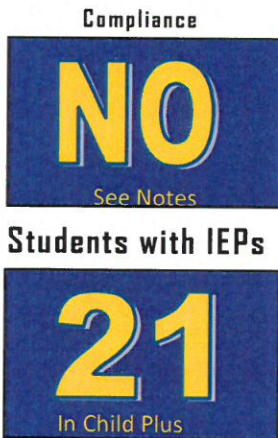
## Vital Statistics

### Enrollment

(Pulled beginning March 11, 2020 @ 1431 hours for February 1—29, 2020)



## 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 January and September, the program must have reached 10 percent at some time during the current program year.
- In addition to the students above, who are currently in Child Plus:
  - \* 17 students have information at LCS and we are awaiting testing results
  - \* 9 students are waiting on parents to provide proof of residency for LCS
  - \* 6 students are waiting on parental consent for testing



# Attendance

Compliance

**NO**

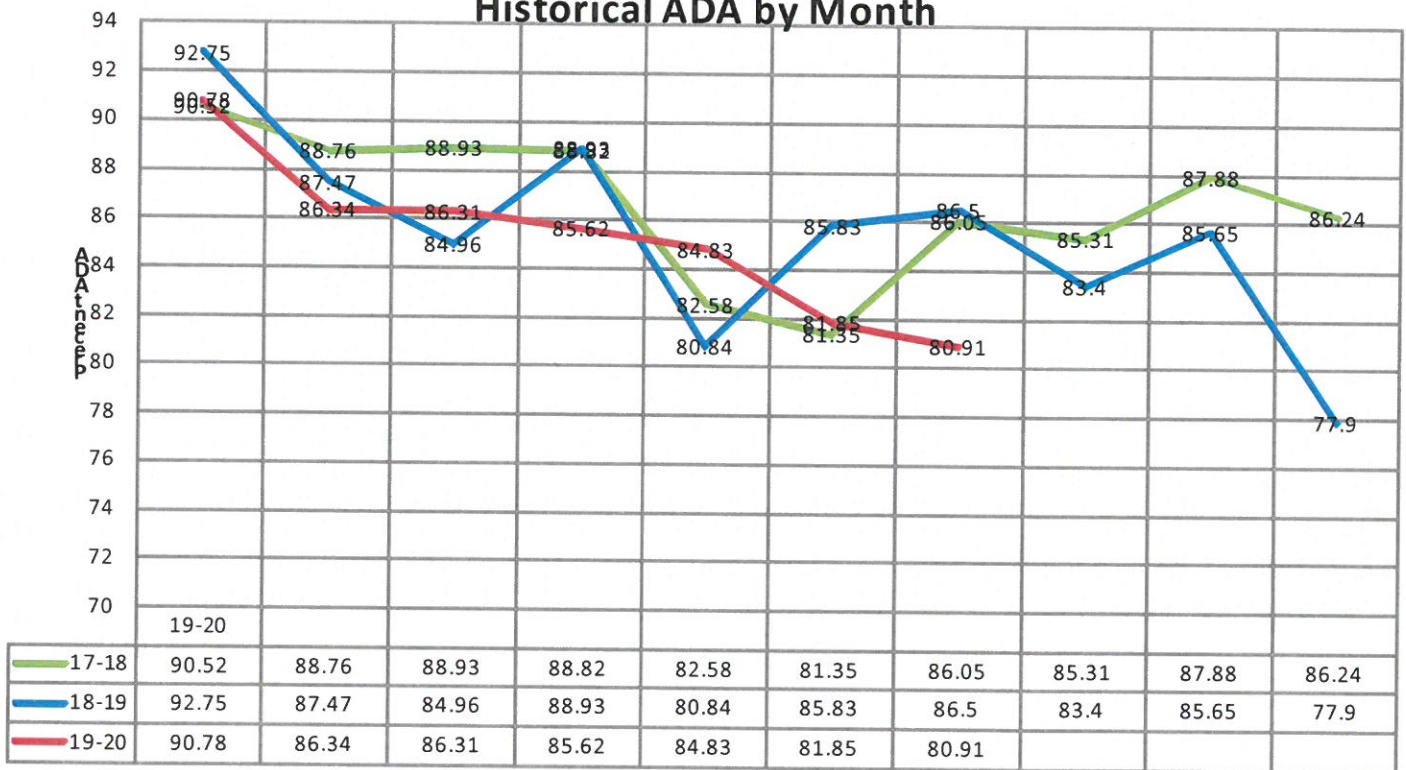
Funded Attendance

**79.79**

Actual Attendance

**80.91**

Historical ADA by Month



NOTES:

- 2019-2020 February attendance was lower than the historical average for this 5 year grant cycle.
- At this point in the school year 123 (~33%) 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 96 (~25%) 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 February 11, 2020 beginning @ 1511 hours for February 1-29, 2020)



# 2019-2020 Goal 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 7 staff on increasing their education (1=MS, 3= BS, 2=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 .

# Department of Children & Families Violations

January 2020

## Inspections This Month



## Violations This Month



## Cumulative 19-20 Violations



(DCF Inspection Reports)

- Franklin County Head Start -No Inspection
- Jefferson County Head Start– Inspection 03/05/2020
  - 17-06 The facility's fencing walls or gate area had gaps that could allow children to exit the outdoor play area. CCF Handbook, Section 3.5.1, B (CLASS 2) Due 03/26/2020
- Louise B. Royal Head Start– Inspection 02/27/2020
  - 32-07 The ground cover or other protective surface under the [climber and swings] was not maintained. CCF Handbook, Section 3.12, D— (CLASS 3) Due 03/26/20
- South City Head Start– No Inspection
- Mabry Street Family Enrichment Center –No Inspection

## LEON COUNTY:

Leon County Schools is coordinating with Second Harvest and United Way to box meals for next week March 23-27th.

Drive through pick up of food boxes will begin on the 23rd at the following sites:  
Apalachee elementary, Chaires, Ft. Braden, Hartsfield, WT Moore, Oakridge, Pineview, Riley, Ruediger, Sabal Palm, Springwood, Woodville, Fairview, and Nims.

Summer Break Spot: Will be activated 3/23, Sites not listed on map as of yet. <https://summerbreakspot.freshfromflorida.com/>

Coosh's Bayou Rouge Northside  
Free Kids Lunches  
6267 Old Water Oak Road  
(850) 894-4110  
11 a.m. — 1 p.m.  
March 17 — TBD

Good Vibes Food Truck (Ft, Braden Area)  
Free meals to kids  
22400 Blountstown Hwy at the Sunoco Gas Station

Leon Fruit and Nut Exchange  
Free to anyone and will deliver  
Tabitha Frazier  
(850) 766-3217 (texting preferred)

Jimmy John's  
Free Little John Sandwiches  
All Tallahassee Locations  
1080 W. Tennessee Street  
2047 Pensacola Street  
1925 Apalachee Parkway  
1890 Thomasville Road  
1450 Timberlane Road  
699 W. Gaines Street  
1704 Capital Circle NE  
11 a.m.—2 p.m.  
March 16—March 31

\*Mention this ad when ordering

\*Child must be present

\*Only one Little John per child

\*Not valid on delivery orders; in shop or drive-thru only

Sahara Café  
Free Kids Lunch Bag with Chicken Wrap and Cookie  
1135 Apalachee Parkway  
March 17— 31  
\*Take-out only  
\*No purchase necessary

The Seineyard Seafood Restaurant  
Free Fried Chicken Tenders for Kids  
8056 Woodville Hwy, Woodville, FL 32362  
11 a.m.—3 p.m.  
\*Dine-in only

Uncle Maddios  
Free Kids Meals  
All Tallahassee Locations  
1435 East Lafayette Street  
3122 Mahan Drive, Suite 103  
During business hours until school is back in session  
\*Curbside pickup available  
\*No purchase necessary  
\*Online kids meal ordering code forthcoming, but you can order by phone and in-person

TC Bakery, featuring Ma Mary's  
Free kids meals  
614 Eugenia Street  
11 a.m.—2 p.m.  
March 23rd – March 28

Ms. Dee's Kitchen  
Free Breakfast for Children  
717 Old Bainbridge Road  
7 a.m.—9 a.m.  
March 17—20 & March 24—27  
\*Child must be present

Peppers Mexican Grill and Cantina at Village Square  
Free kids meals  
1425 Village Square Boulevard, Suite 5  
11 a.m.—12 noon  
March 16—March 30  
\*Dine-in or Pick-up  
\*No purchase necessary

## Help Shelf Tallahassee Locations

Shelf stable goods located in blue boxes on the property. take and give what you can and need.

AMI Kids

Big Bend Cares

Center Point Church

Fire Station 12

Frenchtown Heritage Hub

Legal Services of North Florida

Leon County Veterans Services