

Capital Area **Community Action** Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID # 864.1843.6073 Code 642453
July 23, 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
 - c. Annual Report
 - d. Facilities Grant
6. Director's Report
7. Reopening Plans
8. Stay at Home Updates
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: TBD



United Way of the Big Bend

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



Head Start Policy Council Meeting

Minutes

June 18, 2020

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Kim Wilson. Representatives present included the following: Lauren Johnson, Kim Wilson, Ralph Campbell, Ashley Stockton, and Sheila Hicks.

Capital Area Community Action Agency staff present included the following people: Tim Center, Venita Treadwell, Kristin Reshard, Darrel James, and Cynthia Valencic.
3. No Quorum was established.
4. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative through April 30th (see attached). We are operating on a 9 month budget. Revenue and expenditures are at 82% and 72% respectively. Non-federal share match is at 78%. A little over \$100 was used from the parent fund before COVID forced us to be out; that account is separate and the money has not been drawn out yet but will be.

Quorum was not established. No motion made to accept the financial report.

- b. Personnel Actions- No Personnel actions at this time.
- c. Non- Federal Share- A waiver will need to be requested.

Quorum was not established. No motion made to accept the financial report.

6. Director's Report

Tim reviewed the attached report. Tim stated at the moment we have strong commitments from teachers to return in August. Center Directors will have training June 22 and 23rd. Startup funds may be reduced by \$87,000; letter of appeal was submitted to HHS to fully fund us. We are located on Jefferson County school grounds and the property is being auctioned off, however it does not include the land where our Head Start Center and playground are located.

TITUS is building a facility in town and has asked us to place a Head Start program in the facility (5 classrooms). Franklin and Jefferson County are fully enrolled. A survey has been sent out to parents regarding their concerns/ opinions about reopening in August. Kim asked about the corrective action regarding the curriculum. Tim explained because our VPK score was low we needed to develop a corrective action plan for the Early Learning Coalition to monitor. Tim stated we still have the ability to operate VPK. Lauren asked to see the overview of the correction plan. Kristin stated Pam has it and Tim stated it will be emailed the following day. Lauren asked Darrel about the online application process; Darrel addressed it under Office of Head Start Updates. Tim asked parents what they would like to see in August regarding school reopening. Kim stated she would like us to prepare for distance learning for parents who aren't comfortable sending their children back to school. Darrel informed the Policy Council of a great program called Hatch he had a meeting with that may be perfect for distance learning, if we have to return to online learning. He is not sure parents will opt in for virtual childcare but have begun looking at options. Ashley asked how will children with IEP's be assisted if we go to virtual learning. Tim deferred to Mrs. Treadwell and she stated we don't have many right now due to the time lapse with Leon County Schools but we will have to work closely with LCS. More information will be collected regarding this matter in the coming weeks. Kristin stated that parents were contacted to see if they wanted to continue their services and if so they were provided therapy through the end of the school year. Sheila asked will we be providing the families with tablets like LCS. Tim stated we do not currently have the funds to do that, however an individual is willing to donate 75-100 computers to us once reprogrammed.

7. Stay at Home Updates

Kim Wilson- Kim is still working during the pandemic. Everyone is doing well and she is considering distant learning for her children.

Ralph Campbell. - Everything is going well

Sheila Hicks- Sheila is doing well and trying to decide what route to take for the return to school.

Lauren Johnson-Lauren is doing well. Her son actually enjoyed virtual learning and is taking a math course online.

Ashley Stockton- Everything is going well.

8. Office of Head Start Updates: Darrel stated the online application is working but we have to use the ChildPlus application which doesn't allow the parent to submit their documents, so they either have to bring it in or scan it. Parents also have the ability to download the paper application. To date 143 are registered and 57 are waiting to be registered and 42 incomplete applications. Jefferson and Franklin are full and the numbers will be increased in those counties to decrease the numbers needed in Leon County. Facebook ad campaign is going well and a radio ad will be completed next week.

9. Chairperson's Report: No chairperson's report at this time.

10. Other Business: Lauren asked is there an update on the grant. Tim responded we do not have a notice of award yet and are still waiting to hear from HHS. Deidre Mitchell stated we should be receiving an email from Grant Solutions shortly, as early as Friday. Kim mentioned that we did not have a quorum for the last 2 meetings and encouraged the members to reach out to other members so action items and reports could be approved.

11. The meeting was adjourned at 7:15 p.m.

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

As of May 31, 2020, we have completed eight months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 89% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 87% and 84% respectively with mostly restricted net income of \$76,654. 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 \$554,526, which is 84% 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 – fringe and indirect are over benchmark budget and will finish slightly over budget but salaries will stay under due to the PPP loan kicking in for May salaries.

Contractual Services/Health-Disabilities – is slightly over the budget but should stay at this number unless there are bills yet to be received for student services prior to closure.

Utilities- is over the budget benchmark but the PPP loan will be used for the May and June utility bills so we should finish within budget.

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 budget due to a large number of repairs in the centers as well as extra lawn services and rubber mulch required by DCF.

Equipment Lease - copy overages have been charged here instead of to Copies/Printing/Copier Maintenance/Paper/Toner which is well under budget. Fiscal will work with Head Start to make corrections on the AFPs and move with a journal entry.

Technology – is over benchmark 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

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

beginning of the school year and, with a 9 month budget, the funds do not cover the yearly fees.

Dues and Subscriptions- is over budget due to a prior year adjustment that was moved from 9/19 to 10/19 and the NHSA dues.

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

Capital Area Community Action Agency
 Head Start Programs Statement of Revenue and Expenditures
 For the Eight Months Ended 5/31/2020

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,751,241	2,363,876	(387,365)	86%
Government Contracts - STATE	4010	429,119	396,919	(32,201)	92%
Government Contracts - LOCAL	4020	40,125	30,034	(10,091)	75%
Grants - Other Not-for-Profits	4100	<u>3,420</u>	<u>4,560</u>	<u>1,140</u>	133%
Total Revenue		<u>3,223,905</u>	<u>2,795,389</u>	<u>(428,517)</u>	87%
Expenditures					
Salaries & Wages	6010	1,513,496	1,213,359	300,137	80%
Fringe	6110	438,087	424,965	13,122	97%
Staff Screenings	6180	1,100	160	941	15%
Indirect Costs	6210	354,199	343,473	10,726	97%
Travel - In Area	6310	3,000	877	2,123	29%
Office Supplies	6410	5,579	2,216	3,363	40%
Program Supplies	6415	20,989	15,822	5,167	75%
Classroom Supplies	6420	37,875	1,061	36,815	3%
Kitchen Supplies	6430	27,642	11,666	15,976	42%
Medical/Dental Supplies	6440	757	200	558	26%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,950	5,488	7,462	42%
Postage and Delivery Expense	6600	900	361	539	40%
Contractual Services/Professional	6710	29,250	12,062	17,188	41%
Contractual Services - Health/Disabilities	6715	129,706	132,968	(3,262)	103%
Rent/Space Cost	6810	171,000	142,920	28,080	84%
Utilities	6820	59,664	58,314	1,350	98%
General Liability and Property Insurance	6830	28,000	18,092	9,908	65%
Communications	6840	39,000	33,506	5,494	86%
Repairs & Bldg Maintenance- Recurring	6850	68,250	64,953	3,297	95%
Repairs & Bldg Maintenance - Nonrecurring	6855	23,455	28,085	(4,630)	120%
Equipment Maintenance	6910	14,250	10,812	3,438	76%
Vehicle Expense	6920	21,000	18,083	2,917	86%
Equipment Lease	6930	6,450	6,241	209	97%
Technology	6940	13,680	13,380	300	98%
Fees, Licenses, and Permits	7010	1,125	433	692	38%
Dues/Subscriptions	7020	1,875	2,772	(897)	148%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	1,800	95	1,705	5%
Expendable Equipment	7320	2,250	3,352	(1,102)	149%
Meetings/Workshops/Training	7420	2,370	1,688	682	71%
Training/Staff Development	7430	31,376	28,430	2,946	91%
Advisory/Board Member Expenses	7440	1,125	577	548	51%
Advertising	7450	2,625	15	2,610	1%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	<u>156,680</u>	<u>122,309</u>	<u>34,371</u>	78%
Total Expenditures		<u>3,223,905</u>	<u>2,718,734</u>	<u>505,171</u>	84%
Excess Revenue over (under) Expenditures		(0)	<u>76,654</u>	<u>76,654</u>	

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the 8 Months Ending May 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		31,764			
Grants - Other Not for Profits		4,560			
In-Kind Revenue		310,106			
VPK		208,096			
	660,993	554,526	84%	106,467	16%

May 2020 Head Start Credit Card Transactions

Vendor Name	Expenses	GL Code	Fund Code	Effective Date	Document Description	Document Number	Transaction Description
HANCOCK WHITNEY BANK	69.99	7430	1064	5/27/2020	KRISTIN JACKSON RESHARD, #7303, VISA,	052720-KJR	KRISTIN JACKSON RESHARD, #7303, 5/27/2020, CLASSROOM
HANCOCK WHITNEY BANK	799.00	7430	1064	5/27/2020	KRISTIN JACKSON RESHARD, #7303, VISA,	052720-KJR	KRISTIN JACKSON RESHARD, #7303, 5/27/2020, SMART
HANCOCK WHITNEY BANK	14.99	7450	1064	5/27/2020	DARREL JAMES, #4466 VISA, 5/27/2020	052720-DJ	DARREL JAMES, #4466, 5/27/2020, ADVERTISING RECRUITMENT
HANCOCK WHITNEY BANK	764.11	6415	1064	5/27/2020	DARREL JAMES, #4466 VISA, 5/27/2020	052720-DJ	DARREL JAMES, #4466 5/27/2020, COVID PROTECTION,
HANCOCK WHITNEY BANK	630.38	6420	1064	5/27/2020	VENITA TREADWELL, #5810, VISA,	052720-VT	VENITA TREADWELL, #5810, 5/27/2020, TASSLES, TRANSITION
							<u>2,278.47</u>
Total HANCOCK CC -							<u>2,278.47</u>
Report Opening/Current							
Report Transaction Totals							<u>2,278.47</u>
Report Current Balances							

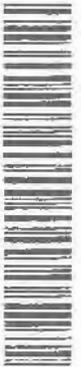


**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

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MEMO STATEMENT

Account Number

Statement Date

05-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-04	05-03	74431080124083003836567	5942	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	96.72 cr ←

AP 20 0503 4/27/2020
1064/6410/255/600 -
6/4/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES .00
		NEW CASH ADVANCES .00
		CREDITS 96.72
		STATEMENT TOTAL 96.72 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**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

[REDACTED]

Statement Date

05-27-20

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

**N0000316

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-06	24492150127852857746184	4816	SMARTHORIZONS 850-475-4041 FL	M799.00
05-19	05-19	24692160140100303783173	5942	AMAZON.COM*M794N3ZQ0 AMZN.COM/BILL WA	M75.24

6/14/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-20	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 674.24
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 874.24
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Toll Free 1-800-448-8812



**HANCOCK
WHITNEY**

HANCOCK WHITNEY BANK
PO BOX 81750
NEW ORLEANS LA 70161-1750



16321480-007283-0001-0001-2



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

***NOQ07285

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MEMO STATEMENT

Account Number



Statement Date

05-27-20

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STATEMENT MESSAGES

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TRANSACTION DETAIL

It find details

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-07	05-06	24493680128026451888948	5968	ZOOM.US 888-799-9686 CA	M14.99
05-20	05-18	24207850140185901359568	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M680.83

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6/4/20*

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 875.82
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 875.82
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

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

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Statement of Account
Issued by Hancock Whitney Bank



1602180 - 000766 - 0001 - 0001 - 2



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

**N0009566

MEMO STATEMENT

Account Number

~~XXXXXXXXXXXX~~

Statement Date

05-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-20	05-19	24892160140100576490896	5947	TCT* RHYME UNIVERSITY 877-472-9738 MN	M630.38 ←

*Ed
6/4/20*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
05-27-20	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 630.38
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 630.38
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



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 Gulfport, MS 39502-4019
 Return Service Requested



Page: 1 of 1

Statement Dates
 05/01/2020 - 05/31/2020

Account Number:

Images:

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***ZERO CHECKS* ED**

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

**IF YOU'RE FACING A FINANCIAL HARDSHIP BECAUSE OF COVID-19
 WE'RE HERE TO HELP. CONTACT US TODAY AT 800-448-8812.**

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
04/30	1,187.68				



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Ed
 05/15/20



HEAD START

ANNUAL REPORT

2018/2019

Capital Area
Community Action
Agency



Agency Overview...

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

Community Action offers a continuum of services to help people in crisis improve the overall quality of their lives, and our community. Services offered include Low Income Home Emergency Assistance Program (LIHEAP), Family Self-Sufficiency (Getting Ahead/Staying Ahead), Weatherization, and Head Start.

Head Start is an early childhood development program that serves low-income three and four year old children and their families. The purpose of the Head Start program is to promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and their families.

Head Start Program Overview

During the 2018-2019 School Year ...

92

HEAD START STAFF

with the help of...

429

VOLUNTEERS

administered the Head Start Program to ...

434

HEAD START STUDENTS AND THEIR FAMILIES.





ENROLLMENT

Community Action Head Start program is funded to serve 378 students. During the 2018-2019 school year the program served 434 students. Of the 434 students 89.8% (390) were below 100% of the federal poverty level. Fifty-six students left the program during the year.

Community Action's Head Start program is funded at 378 slots. Community Action had challenges maintaining funded enrollment during 2018-2019.

MEDICAL AND DENTAL EXAM COMPLIANCE



Community Action ensured that 100% (434/434) of Head Start program participants had access to medical care within 30 days of being enrolled.

Community Action also ensured that ~68% (295/433) had access to a dental exam provided by a dentist. Students who were unable to make it to their dental home were offered an onsite dental cleaning at least once during the program year.

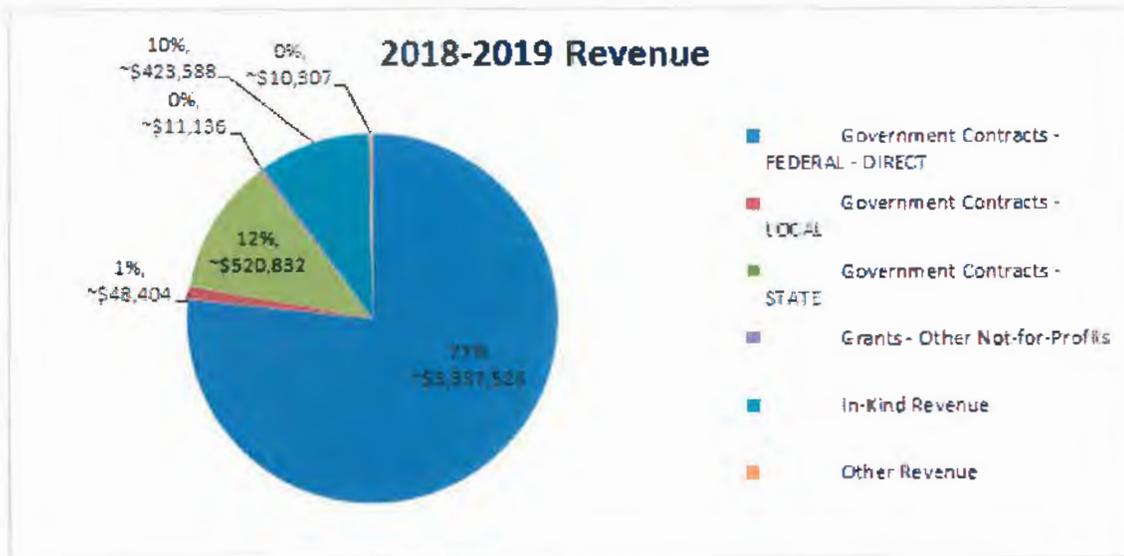


Student Outcomes

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

Community Action early learning outcomes are based on an aggregation of teachers' anecdotal notes entered in to Teaching Strategies Gold (TSG). By the end of the 2018-2019 school year, teachers reported observing the following outcomes:

- 77.6 % of children learned to successfully navigate learning experiences by developing the ability to self-regulate in a variety of situation
- 74.98% of children developed reasoning, memory, problem solving and thinking skills to connect experiences and organize their world.
- 87.66% of children learned and developed both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness.
- 89.22% of children increased gross motor skills, fine motor skills, and could use self-care skills to fully function and explore in their environment.
- 85.72% of children gained a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success.



Budget

The Department of Health and Human Services (HHS) awards Community Action the Head Start grant for \$3,337,523. The grant requires a 20% match from non-federal resources. The Community Action Head Start program budget is composed of six primary sources of revenue: federal government contracts, state government contracts, local contracts, grants from other non-for-profit organizations, restricted contributions, and in-kind revenue. The two largest sources of our revenue are federal and state government contracts.

Third party in-kind contributions count toward satisfying a cost-sharing or non federal share matching requirement. Community Action Head Start program is required to generate 10% in-kind as non federal share match. For the 2018-2019 year this number totaled ~ \$423,588. During the 2018-2019 school year 429 volunteers gave over 1,493 hours to help the Community Action Head Start program meet our match.



Conclusion

In conclusion, this annual report provides an overview of the services provided to the families and children over the past year. The student outcomes section indicates a significant percentage of students in Head Start classes demonstrate progress in their early childhood education. Lastly, the budget overview illustrates the sources of funds used to support services to the families and children to promote school readiness through enhancing students' cognitive, social, and emotional development.

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: July 16, 2020

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

Staffing

Center Staff are to be briefed on re-opening plans and answer questions about the Agency response to the pandemic. Franklin County has a teacher opening.

Pre-service is scheduled to begin Monday, August 3, and will take place through video conference and Center-focused.

Facilities

Summer work orders have been completed. Start-up funds for the renovations to Franklin County Wing A of the Van Johnson Complex were cut to \$100,000. Kenneth Taite will serve as General Contractor. He managed the Louise B. Royal renovation.

As part of the Disaster Recovery Grant process, the Agency would like to submit grant applications for a Project Manager to compile the materials necessary for the grant applications for the following facility projects.

- Franklin County - \$250,000 to complete the renovations and enable the relocation into the Van Johnson Complex to restore 37 slots to the county.
- Leon - Louise B. Royal - \$50,000 – drainage/erosion project in playground.
- Leon - Welaunee Head Start Center with Titus Academy - \$2.1 million – five classrooms on a joint site plan. Reduces South City by up to five classrooms.
- Leon - Mahan Drive Head Start Center – \$1.2 million – relocation of Mabry to five acre property and new facility modeled after The Learning Pavilion.
- Jefferson – \$550,000 – Work with school district to purchase land and build permanent structure.



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www.CapitalAreaCommunityActionAgency.org



Curriculum

To complement the Creative Curriculum from Teaching Strategies, we will invest in Ignite from Hatch which provides online home-based lessons that families can access should it be necessary.

Enrollment

Jefferson and Franklin Counties are full. Mabry and Royal are full. South City still has capacity for registration.

Looking at a 31% reduction in capacity to permit social distancing at 50 square feet per student. Classrooms will be kept discrete with minimal visits. Personal protection equipment is being obtained for staff and students.

Delivery of products could delay planned opening of August 19 in Leon County.

Federal and State Regulations

Staff are monitoring HHS for guidance on re-opening. HHS has indicated that grantees should follow local health and education regulations. Federal Quality Improvement and COVID grants should be awarded shortly.

Family and Community Engagement Manager

Monthly Monitoring Report – June 2020

Program Status

- Total cumulative enrollment for the **2019-20** school year was **462**
- Total number of registrations for the upcoming **2020-21** school year:
 1. Franklin County Head Start - **20 of 20** families accepted
 2. Jefferson County Head Start - **37 of 37** families accepted
 3. Louis B. Royal Head Start - **37 of 42** families accepted
 4. Mabry Street Head Start - **56 of 56** families accepted
 5. South City Head Start - **78 of 123** families accepted
- **228 of 278** families have been registered for Head Start
 - Due to COVID-19, in order to allow for social distancing, Community Action Head Start will reduce class sizes in line with the best practices recommended in *Caring for Our Children fourth edition CFOC4**. **Community Action will serve 278 families for the upcoming 2020-21 school year, not our traditional 378**

Policy Council

- 6 participants were in attendance for Policy Council

Volunteers

- 5 participants completed 6.25 hours

Family and Community Engagement Activities

- 4 staff meetings, 3 Webinars, COVID-19 staff task force meeting

Transportation

- Maintenance completed on truck and van

Children Health Requirements

Immunizations and Physical examinations	370 Immunizations 307 Physical Examinations
Established medical homes	412
Established dental homes and received dental exams	333 Dental Homes 113 Dental Exams
Hearing screenings	314
Vision screenings	330
Vision Referrals	8

- Menus for the 2020-21 school year are in progress
- Due to COVID-19, classrooms will not practice family style dining, or teeth brushing
 - In home oral health care kits will be sent home with children

Family and Community Engagement

- 6 volunteers were active for June
- 26 hours of In Kind was reported for June

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Policy and Procedure are being developed to address COVID-19.
- **Funded Enrollment:** Due to Registrations at Louise B. Royal and South City are still be completed to fill the remaining 50 Head Start slots. A radio commercial, Facebook Ads, yard signs, and flyers are some of the advertisement being used to assist with recruitment.
- **Extended Day:** After School slots will be available for families working and/or in school at the Louise B. Royal and Mabry sites through the School Readiness program provided by the Early Learning Coalition of the Big Bend.
- **Orientation:** Orientation for Head Start families is on August 4 for Franklin and Jefferson Counties. Orientation for Leon County families is on August 11.

Strengths

- A staff task force met to implement Policy and Procedure for COVID-19
- Smaller classrooms for 2020-21 school year
- Glick grant was awarded to assist families with COVID related issues
- Program makes use of Zoom and ChildPlus to keep families engaged with the program

Areas of Concern

- All families enrolling for the 2020-21 school year
- Safely serving families during the 2020-21 school year
- Extended day program

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Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

 eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-20-04

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Head Start Transportation Services and Vehicles During the COVID-19 Pandemic ACF-IM-HS-20-04

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-IM-HS-20-04
2. **Issuance Date:** 06/22/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Transportation Services; Vehicles; COVID-19 Pandemic

Information Memorandum

To: All Head Start and Early Head Start Agencies and Delegate Agencies

Subject: Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

Information:

School buses and allowable alternate vehicles are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the

capacities of local public healthcare systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce risk should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

Support Transportation Staff Safety

- Strongly encourage staff members who are sick to stay home, particularly those who have tested positive or are showing COVID-19 symptoms . Sick staff members should not return to work until the criteria to discontinue home isolation are met , in consultation with healthcare providers and state and local health departments. Staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health . The U.S. Centers for Disease Control and Prevention (CDC) has recommendations sick people should follow .
- Send home staff experiencing symptoms during work hours.
- Assign vulnerable workers alternate duties that minimize their contact with children, families, and other employees, if possible.
- Make available and ensure the use of cloth face coverings per CDC recommendations. Vehicle operators should wear a cloth face covering only if it will not interfere with safe driving. Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Make available and ensure the use of hand hygiene supplies per CDC recommendations. Key times to clean hands:
 - Before and after eating, preparing, or handling food and drinks
 - After using the toilet
 - After coming in contact with bodily fluid
 - After blowing your nose, coughing, or sneezing
 - After handling garbage

Additional times to clean hands:

- Before and after work shifts and breaks
- After touching frequently touched surfaces, such as handrails
- After putting on, touching, or removing cloth face coverings

Use of Head Start Vehicles During Periods of Service Interruption

Based on public health guidance, programs may temporarily stop regular program operations, including center-based, family child care, and home-based services. During this time, to the extent possible, employees should continue to engage families and deliver critical services remotely. Programs should continue to provide children with supplies they would receive normally through the program, such as diapers, formula, snacks, meals, and learning supplies.

When programs use agency vehicles to transport food and supplies, they should:

- Minimize contact between vehicle operators and other staff, children, and families as they load and deliver supplies.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies, as described above. Ensure staff maintain at least 6 feet (about two adult arms' length) between each other and families receiving supplies.

Use of Head Start Vehicles to Provide Transportation Services for Children

For programs that are currently operating:

- Minimize contact between vehicle operators and other staff. If possible, stay at least 6 feet from other people.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies as described above.
- Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4°F (38°C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.
- Position children as far apart as possible, preferably 6 feet apart, with one child per bench and no consecutive rows. If children are coming from the same home, they may sit together. If possible, ensure children sit 6 feet away from the vehicle operator.
- Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.
- Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that young children do not understand the need for physical distancing. They rely on adults for their safety and care.
- Vehicle operators should avoid touching surfaces often touched by bus passengers, to the extent possible. Staff should use gloves if touching surfaces contaminated by body fluids.

Fluctuating Service

Programs should check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. As community conditions continue to change, some programs may need to adjust their program operations and services.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

Clean Vehicles Between Each Use

Programs should clean and disinfect vehicles between each use pursuant to CDC's recommended process using products that are U.S. Environmental Protection Agency-approved for use against the virus that causes COVID-19. Be sure to thoroughly clean and disinfect commonly touched surfaces. Ensure safe and correct use of cleaning and disinfection products, including storing products securely away from children. Cleaning products should not be used near children. Staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.
- For seatbelts, and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine- or ammonia-based solutions may cause deterioration of safety restraint components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.
- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the CDC for additional information, particularly:

- Interim Guidance for Administrators of US K–12 Schools and Child Care Programs
- Guidance for Child Care Programs That Remain Open
- Child Care Decision Tool
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
- What Bus Transit Operators Need to Know About COVID-19

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

See PDF Version of Information Memorandum:

[Head Start Transportation Services and Vehicles During the COVID-19 Pandemic \[PDF, 97KB\]](#)
Historical Document