

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID# 999.038.9957 Code 642453
June 17, 2021
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. Refunding Application
6. Director's Report
7. Center Updates- What's Working and What's Not
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for July 15, 2021



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



Head Start Policy Council Meeting

Minutes

May 20, 2021

6:00 pm

1. Meeting called to order at 6: 05pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Danielle Graham, Sheneidra Cummings, Shaquila Martin, Reshawn Blake, Katisa Donaldson, Mildred Richardson and Melissa Miller.

Capital Area Community Action Agency staff and guest present included the following people: Nichele Rolle, Kristin Reshard, Darrel James, Tim Center, and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by members of Policy Council. Members consent to accept the minutes as written. Minutes were accepted for March and April.

5. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are at 50% and 48% respectively. Non-federal share match is at 51%. We are over the budget benchmark in office supplies, contractual services, liability insurance, communications, client assistance, and expendable equipment (Please see attached report for complete list). Parent Activity funds are still available.

A motion to accept the fiscal report was made by Katisa Donaldson and seconded by Reshawn Blake. Motion passed and approved.

- b. Personnel Actions- No personnel actions at this time.
- c. Exposure Control Plan- Kristen discussed the plan and procedure in the event we have blood or bodily fluid at the centers. Major change from other years policy is staff cleaning must wear PPE. The plan was initially discussed last meeting however Kristen has provided the document for review. Staff has been trained this year and recommendations are welcome for next year. (Please review policy in packet for full details).

A motion to approve the adoption of the Exposure Control Plan was made by Joseph Blue and second by Katisa Donaldson.

- d. Immunization Policy- Staff need to provide documentation of Immunization and if not immunized staff must provide written documentation stating so and the reason. The annual physical form is now updated to reflect immunizations. Reshawn asked if staff choose not to be immunized and an outbreak occurred at the center, will staff still get paid while out. Kristen stated it is a case-by-case basis however, staff has been paid in the past.

Motion to approve the immunization policy was made by Joseph Blue and seconded by Reshawn Blake. Motion passed and approved.

6. Director's Report

Tim reviewed the attached report (see attached). Tim stated COLA funds have not yet been released but will be retroactive to October 1, 2020. Agency is also waiting on approval of continuation of COVID grant from last summer; once received a hazard supplemental pay will be granted to staff at the rate of 75 cents an hour if they worked all 750 hours or whatever time they worked. We received notice that the funds for Franklin County renovations are now available. A decision regarding VPK will be made during an upcoming meeting. We received a supplemental grant that will be used to assist with transportation in our Head Start counties. Reshawn asked has there been any progress regarding transitioning students being able to sit in/ visit Kindergarten classes or have a summer program. Tim stated we would not be providing childcare during the summer. Ms. Treadwell informed the council that parents could contact the Early Learning Coalition as a resource to locate childcare. Melissa asked how will transportation work. Tim responded we haven't fully developed the plan as yet but are in the process. He also explained the process from previous years when transportation was provided.

7. Center Updates

Melissa Miller stated everything has been going well and her daughter enjoyed the water day. Danielle stated everything is going well, pictures are back, and Christian won the reading competition at his center. Joseph Blue stated everything is going well at Mabry and he would like to commend the staff on a difficult year.

8. Office of Head Start Updates: Nichele discussed the Information Memorandum from Head Start regarding The American Rescue Plan Funding Increase. We received \$452,000. Tim discussed this in a previous meeting. The memo outlines suggestions for usage of the funds. Another memo not included in the packet discussed plans for Head Start to return back to full enrollment which doesn't include virtual.
9. Chairperson's Report: No chairperson's report at this time.
10. Other Business: Reshawn asked will we return to in person meeting. Tim stated the Board has returned in person and we may have to look into using the media center so we can have more space. Ms. Treadwell informed the Council that Head Start staff received tokens of appreciation.

A Board member also provided snow cones for the staff and it was well received. Tim reminded the staff that we will need a quorum for our next meeting as well to approve our refunding application

11. The meeting was adjourned 6:55 p.m.

**Head Start Financial Statement Narrative
For the Seven Months Ending April 30, 2021
Capital Area Community Action Agency**

As of April 30, 2021, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 58 – 70%. At month end, the Year to Date Actual Revenue and Expenses are 62% and 60% respectively with a mostly restricted income of \$73,130.

Year to Date Non-Federal Share (NFS) Match reported totals \$320,526 of the \$512,345 total match required for the grant period ending September 30, 2021.

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.

Office Supplies – is over the benchmark budget due a large number of Covid-related purchases.

Medical / Dental Supplies – is over budget due to a purchase of needed supplies. While the percentage is high, the original budget was only \$500 so the overage is \$395.

Contractual Services – Health / Disabilities – is over benchmark budget due to the needs of the students. After the close of the school year, staff may determine that more funds are need on the line item to properly start the new school year.

Technology – is over benchmark budget due to the annual Childplus subscription and purchase of anti-virus software. This should come within an acceptable range over the next few months.

Dues and Subscriptions – is over budget due to a number of subscription expenses necessary in response to Covid.

Equipment (\$5,000 or More) – is at budget after the budget amendment. No other expenses are expected here for the remainder of the year.

**Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Seven Months Ended 4/30/2021**

58-70%

		Total Budget -	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	2,302,077	(1,393,454)	62%
Government Contracts - STATE	4010	360,664	208,763	(151,901)	58%
Government Contracts - LOCAL	4020	55,000	33,521	(21,479)	61%
Grants - Other Not-for-Profits	4100	-	12,420	12,420	100%
Grants - All Other Sources	4120	10,000	-	(10,000)	0%
Other Revenue	4995	-	448	448	100%
Total Revenue		<u>4,121,195</u>	<u>2,557,228</u>	<u>(1,563,967)</u>	62%
Expenditures					
Salaries & Wages	6010	1,884,971	1,177,159	707,812	62%
Fringe	6110	546,264	341,235	205,029	62%
Staff Screenings	6180	2,876	553	2,323	19%
Indirect Costs	6210	441,515	275,949	165,566	63%
Travel - In Area	6310	4,000	1,183	2,817	30%
Office Supplies	6410	8,500	8,025	475	94%
Program Supplies	6415	29,185	16,346	12,839	56%
Classroom Supplies	6420	50,347	15,695	34,652	31%
Kitchen Supplies	6430	30,604	8,796	21,808	29%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	20,999	5,994	15,005	29%
Postage and Delivery Expense	6600	1,500	1,059	441	71%
Contractual Services/Professional	6710	31,000	5,144	25,856	17%
Contractual Services - Health/Disabilities	6715	174,225	135,548	38,677	78%
Rent/Space Cost	6810	216,826	122,781	94,045	57%
Utilities	6820	82,397	53,779	28,618	65%
General Liability and Property Insurance	6830	30,000	14,908	15,092	50%
Communications	6840	50,000	32,721	17,279	65%
Repairs & Bldg Maintenance- Recurring	6850	97,200	68,964	28,236	71%
Repairs & Bldg Maintenance -	6855	38,772	6,094	32,678	16%
Equipment Maintenance	6910	19,000	10,326	8,674	54%
Vehicle Expense	6920	31,500	13,550	17,950	43%
Equipment Lease	6930	10,600	2,995	7,605	28%
Technology	6940	15,023	12,849	2,175	86%
Fees, Licenses, and Permits	7010	2,750	621	2,129	23%
Dues/Subscriptions	7020	2,600	3,924	(1,324)	151%
Special Events	7110	2,000	-	2,000	0%
Client Assistance	7210	3,300	1,977	1,323	60%
Equipment (\$5,000 or more)	7310	7,696	7,696	-	100%
Expendable Equipment	7320	13,973	9,386	4,587	67%
Meetings/Workshops/Training	7420	2,000	644	1,356	32%
Training/Staff Development	7430	43,163	18,310	24,853	42%
Advisory/Board Member Expenses	7440	2,500	-	2,500	0%
Advertising	7450	4,598	1,287	3,311	28%
Parent Activities	7460	1,200	-	1,200	0%
Raw Food Cost	7510	217,611	107,708	109,903	49%
Total Expenditures		<u>4,121,195</u>	<u>2,484,098</u>	<u>1,637,097</u>	60%
Excess Revenue over (under) Expenditures		-	73,130	73,130	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending April 30, 2021

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		28,521			
Grants - Other Not for Profits		-			
In-Kind Revenue		273,139			
VPK/SR		18,866			
	512,345	320,526	63%	191,819	37%

Capital Area Community Action Agency
Vendor Activity
From 4/1/2021 Through 4/30/2021

April 2021 Head Start Credit Card Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6850	251	4/27/2021	163.27	#6700, TIM CENTER, VISA, 4/27/2021, BLDG REPAIR, FHS
HANCOCK CC	1064	6920	255	4/27/2021	43.00	#4466. DARREL JAMES, VISA, 4/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2021	43.00	#4466. DARREL JAMES, VISA, 4/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2021	44.25	#4466. DARREL JAMES, VISA, 4/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	4/27/2021	199.90	#4466. DARREL JAMES, VISA, 4/27/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	255	4/27/2021	650.00	#6982, FATIMA OLEABHIELE ALEXANDER VISA, 4/27/2021, TRAINING
HANCOCK CC	1064	6180	251	4/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 4/27/2021, BKGD SCREEN BYRD
HANCOCK CC	1064	6180	256	4/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 4/27/2021, BKGD SCREEN HARRIS
HANCOCK CC	1064	6420	250	4/27/2021	13.00	#5810, VENITA TREADWELL, VISA, 4/27/2021, CLSRM SUPPLIES
HANCOCK CC	1064	6420	255	4/27/2021	59.00	#5810, VENITA TREADWELL, VISA, 4/27/2021, CLSRM SUPPLIES
LOWES	1064	6420	255	4/8/2021	381.34	#82130109084241, HEAD START, SUPPLIES, 4/8/21-4/14/21
LOWES	1064	6850	250	4/8/2021	248.90	#82130109084241, HEAD START, SUPPLIES, 4/8/21-4/14/21
LOWES	1064	6850	256	4/8/2021	<u>42.69</u>	#82130109084241, HEAD START, SUPPLIES, 4/8/21-4/14/21
Transaction Total					<u>1,977.67</u>	



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16321170-000390-0001-0001-2

TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0004390

MEMO STATEMENT

Account Number



Statement Date

04-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-30	03-28	24431051088796621025253	7011	THE BREAKERS HOTEL 5616556661 FL 8A7C9716-81D0-40000000000	M275.00
				ARRIVAL: 03-28-21	
04-01	03-31	24906411090117703208204	5734	BLN*GINGER SOFTWARE IN 866-3127733 MA	M74.88
04-07	04-05	24692161096100466996945	5542	GATE 1194 Q80 TALLAHASSEE FL	M29.00
04-08	04-07	24445001098400170588566	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M22.29
04-08	04-07	24493981098400661000901	5941	ACADEMY SPORTS #112 TALLAHASSEE FL	M39.98
04-08	04-07	24137461098001311926761	5411	PUBLIX #1051 TALLAHASSEE FL	M62.99
04-08	04-06	24055221097200588200820	5814	GUTHRIE'S - MONROE STREE TALLAHASSEE FL	M63.86
04-08	04-06	24692161097100006591106	5814	WHATABURGER 574 TALLAHASSEE FL	M66.33
04-19	04-16	24943001106700563570635	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
04-20	04-19	24011341109000050465645	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
04-21	04-20	24692161110100067521276	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M65.58
04-26	04-23	24431061114400182001541	5251	ACE HDWE APALACHICOLA FL	M77.91
04-26	04-23	24431061114400182001400	5251	ACE HDWE APALACHICOLA FL	M85.36
04-26	04-23	24906411113119552019123	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M420.00

CP
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,598.07
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,598.07
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16321170-066434-0001-0001-2

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


 DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729
 **N0006434

MEMO STATEMENT

Account Number

 Statement Date
 04-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-02	03-31	24692161091100710930521	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
04-07	04-06	24011341096000052317815	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
04-09	04-07	24692161098100952571481	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
04-15	04-13	24692161104100391222268	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.25

gc
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21	_____	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 330.15
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 330.15
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

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



16321170-005024-0001-0001-2



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

**N0005024

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MEMO STATEMENT

Account Number



Statement Date

04-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-15	04-13	74284481104114301421895	0000	INT'L TRANSACTION FEE	M6.50
04-15	04-13	74284481104114301421895	8244	PAYPAL *SIGNUPTRAIN 4029357733	M650.00
04-19	04-17	24492151108852435760336	8999	PAYPAL *BIBLICALINN 402-935-7733 CA	M99.99

GC
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21		
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 756.49
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 756.49
		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



16321170-008915-0001-0001-2

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
***N0008915

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

04-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-01	03-31	24445001091000862959120	5331	DOLLAR TREE TALLAHASSEE FL	M59.00 ✓
04-06	04-05	24431061096400671000832	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
04-06	04-05	24431061096400671000857	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
04-06	04-05	24431061095400559001234	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
04-06	04-05	24431061095400559001259	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
04-19	04-15	24445001106500473325101	5331	DOLLAR-GENERAL #4734 TALLAHASSEE FL	M13.00 ✓
04-26	04-24	24692161114100800355624	5947	TCT* RHYME UNIVERSITY 877-472-3738 MN	M2,274.38 ✓

Je
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,435.70
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,435.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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Offer is available on purchases made at least 5 business days after you become a Lowe's For Pros Loyalty Member with your card registered/enrolled in your Lowe's For Pros Account.

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**Offer subject to credit approval. For details, see disclosure slip at store or visit Lowe's.com/credit.

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CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$300.13
- Payments	\$300.13
- Other Credits	\$0.00
+ Purchases/Debits	\$672.93
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$672.93
Credit Limit	\$11,000.00
Available Credit	\$10,327.00
Statement Closing Date	05/02/2021
Days in Billing Cycle	30

Payment Information	
New Balance	\$672.93
Total Minimum Payment Due	\$29.00
Payment Due Date	05/28/2021

Promotional Purchase Summary

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed Interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
03/05/2021	\$84.52	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/24/2021	\$215.61	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/29/2021	\$151.96	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
04/08	04/08	53435	STORE 0417 TALLAHASSEE FL	\$381.34
04/14	04/14	35482	STORE 0417 TALLAHASSEE FL	\$291.59
04/17	04/17		PAYMENT - THANK YOU	(\$300.13)

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT342, 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.

ACCOUNT # [REDACTED]	CAPITAL AREA COMM ACTION	233743
INVOICE # : 53435	LOWE'S BUSINESS ACCOUNT	P.O. # : 0
TRANSACTION # : 0	DATE OF SALE : 210408	STORE # : 417
	AUTHORIZATION : 000903	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001620177	25.00-OZ FOODIE SWEET BER	16.000	EA	\$4.25	\$68.00
000000001171303	14.60-OZ ORG RD BEL BNKER	10.000	EA	\$4.16	\$41.60
000000001171296	14.60-OZ ORG GRN BELL OLY	10.000	EA	\$4.16	\$41.60
000000000757864	1.5-CU FT VEG/HERB GRDN S	5.000	EA	\$8.07	\$40.35
000000001171179	19.30-OZ SUGAR BABY WATER	10.000	EA	\$2.85	\$28.50
000000001167057	19.30-OZ BRPLES BSH HYB C	10.000	EA	\$2.85	\$28.50
000000001167018	19.30-OZ GYPSY PEPPER PBS	10.000	EA	\$2.85	\$28.50
000000001167002	19.30-OZ BANANA HOT PEPPE	10.000	EA	\$2.85	\$28.50
000000001136823	19.30-OZ JALAPENO HOT PEP	10.000	EA	\$2.85	\$28.50
000000001166884	6-PK GEORGIA HYBRID COLLA	4.000	EA	\$3.78	\$15.12
000000000132959	2-CU FT FLW/VG GARDN SOIL	2.000	EA	\$7.13	\$14.26
000000000901407	V WATERMELON SUGAR BABY H	4.000	EA	\$1.69	\$6.76
000000001020819	ONION SETS YELLOW PEG PBS	1.000	EA	\$4.73	\$4.73
000000001020756	ONION SETS RED PEG PBS	1.000	EA	\$4.73	\$4.73
000000001152879	V WATERMELON CRIMSON SWEE	1.000	EA	\$1.69	\$1.69
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00

SUB \$381.34	TAX \$0.00	TOTAL INVOICE	\$381.34
		CREDITS TOTAL	\$0.00
		BALANCE DUE	\$381.34

ACCOUNT # [REDACTED]	CAPITAL AREA COMM ACTION	233743
INVOICE # : 35482	LOWE'S BUSINESS ACCOUNT	P.O. # : NA
TRANSACTION # : 0	DATE OF SALE : 210414	STORE # : 417
	AUTHORIZATION : 000819	REGISTER # :

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000186797	BHK 30-FT X 50-FT BLUE/GR	2.000	EA	\$124.45	\$248.90
000000000863626	TRUPER STEEL TINE RAKE(-8	3.000	PC	\$14.23	\$42.69
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00

SUB \$291.59	TAX \$0.00	TOTAL INVOICE	\$291.59
		CREDITS TOTAL	\$0.00
		BALANCE DUE	\$291.59

1-2



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



Page: 1 of 1

Statements Dates
 04/01/2021 - 04/30/2021

Account Number:

281 000000 001
CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301

Images:
 0

***ZERO CHECKS* E0**

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS**

Checking Account Summary

PREVIOUS BALANCE	1,055.70	AVERAGE BALANCE
+ 0 CREDITS	.00	1,055.70
- 0 DEBITS	.00	YTD INTEREST PAID
- SERVICE CHARGES	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	1,055.70	

● **Balance By Date**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
03/31	1,055.70		



000000001

Gr
5/11/21

RECEIVED
5/11/21
lms

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: June 15 2021

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

Staffing

A COLA supplemental will be paid once funds are released. A Hazard Pay supplement is also being formulated once funds are released. All staff were provided an end-of-year packet for next school year. The minimum wage for all staff will go to at least \$11 per hour.

Facilities

Maintenance of the facilities continues using contracted services. Franklin renovations of the new facility are being done with a goal of end of July for completion. A new playground will go in in Franklin's location.

Curriculum

Implementation of the Creative Curriculum continues to indicate positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students.

Enrollment

Staff are registering students for the coming year. A radio campaign has completed. Unfortunately, fewer than half of the slots have been accepted. Additional marketing will be needed to avoid last minute issues.

Federal and State Regulations

Community Action Head Start continues to work with and follow local health and education regulations.



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Family and Community Engagement Manager

Monthly Monitoring Report – May 2021

Program Status

- Total number of enrollments for **May** of the **2020-21** school year:
 1. Franklin County Head Start - **18 of 20** families accepted
 2. Jefferson County Head Start - **30 of 37** families accepted
 3. Louise B. Royal Head Start - **40 of 42** families accepted
 4. Mabry Street Head Start - **45 of 56** families accepted
 5. South City Head Start - **102 of 123** families accepted
- **235 of 278** families were enrolled for Head Start for the month of **May**
 - **Community Action will serve 235 families for the 2020-21 school year, not our traditional 378 due to the Pandemic**

Policy Council

- 7 participants were in attendance for Policy Council

Family and Community Engagement Activities

- 1 staff meeting, 3 management meetings
- 5 Parent Meetings via Zoom
- 3 Incredible Years classes for the month of May

Transportation

- Maintenance on Kia Sorrento

Children Health Requirements

Immunizations and Physical examinations	216 Immunizations 220 Physical Examinations
Established medical homes	257
Established dental homes and received dental exams	191 Dental Homes 48 Dental Exams
Hearing screenings	159
Vision screenings	206
Vision Referrals	0

- Filed April 2021 Child Care Food Program claim
- Monitored kitchens
- Monitored children health files
- Number of Breakfast: 2,414
- Number of Lunch: 2,439
- Number of Snack: 2,355
- Number of Children with Special Diets: 15

Volunteers / In-kind

- 7 volunteers were active for May
- 85 hours of In-Kind was reported for May

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** One classroom had to be closed at South City Head Start due to COVID-19 from April 28 – May 7, 2021, and two classrooms a Mabry were closed due to COVID-19 from May 3 – May 14, 2021.
- **Funded Enrollment:** The program will move back to serving 378 children for the 2021 – 2022 school year. Applications are being received for the 2021 – 2022 school year, and families are being registered to begin in August. The radio commercial has ended and now yard signs will be placed around in the communities we serve.
- **Extended Day:** Extended Day will be served at Louise B. Royal, Mabry, and possibly at Jefferson County Head Start.
- **Parent Engagement:** Five parent meetings that included transition ceremonies for the 4 year olds were held via Zoom for the month of May. Drive Thru transition ceremonies for the transitioning students were also held at each Head Start center. Three Incredible Years classes was held during the month of April. Some parents also participated with the Policy Council.

Strengths

- Virtual parent meetings and Incredible Years class
- Applications for the 2021 - 2022 Head Start continue to come in
- Registrations for the 2021 – 2022 school year has begun
- VPK certificates are being received with registration packets

Areas of Concern

- The Franklin County site being ready for the begin of the new school year
- Enrolling 37 children in Franklin County
- Facilities going into the new school year

Capital Area **Community Action** Agency

TO: Nina Self, COO

FROM: Kristin Reshard, Quality Assurance Manager

DATE: June 10, 2021

SUBJECT: June 2021 Monthly Report Summary

Enrollment

The end of the month enrollment for May was 235. The program's funded enrollment is 378. As discussed in Office of Head Start CAMP: Session 1, the requirements for enrollment indicated in the HSPPS are currently waived due to the COVID-19 pandemic; therefore, the program is meeting the current enrollment requirements. The program decided to abandon the enrollment goal of 278 in the interest of health & safety during the COVID-19 pandemic. The program is only accepting new enrollments for categorically eligible individuals.

Disability Services

The end of the month enrollment for students with individualized education plans (IEPs) is ten percent (29/284). The requirement for disability services indicated in the HSPPS 1302.14 (b) is 10 percent of the funded enrollment. For 2020-2021, as discussed in Office of Head Start CAMP: Session 3, the disability enrollment requirement is currently reduced to ten percent of actual enrollment due to the COVID-19 pandemic. Based on the current number of IEPs in Child Plus the program is not on track to reach ten percent of the funded (378), but has met ten percent of our cumulative enrollment (284).



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The year ended with 40 students with concerns awaiting screen or results from the local education authority (LEA). The Disability Service Manager and the Quality Assurance manager met with a representative from the LEA. Due to the statutory time frames for services under the IDEA even students with complete paperwork with in the first two weeks of school could take until January or February to receive their IEPs. This process is further complicated by Head Start allowing 45 days for screenings, the use of outside consultants for dial testing, and the frequent changes in paperwork processing by the LEA.

It should be noted when preparing the 2021-2022 budget the program may want to consider setting additional resources aside to assist the growing number of students entering the program with disability concerns. In the last two years we have seen ~≥20% of students with open concerns. Under the IDEA these students must be provided services/accommodations if needed.

Attendance

The end of the month attendance for May was 66.60 percent. The requirement for enrollment indicated in the HSPPS 1302.16 (b) is 85 percent. As discussed in Office of Head Start CAMP: Session 1, the attendance requirement is currently waived due to the COVID-19 pandemic; therefore, the program is meeting the current requirements. However, it should be noted that attendance has historically trended down this time of year while enrollment remains steady. During the pandemic enrollment is increasing and attendance has started increasing.

DCF Inspections

The program had one DCF inspection and one reinspection in May. Neither South City Head Start (inspection) or Jefferson County Head Start (reinspection) received any violations.

School Readiness Outcomes

Student outcomes improved from Fall 2020 to Spring 2021. There still appears to be a difference in students outcomes recorded an captured through observational methods vs formal summative assessment.

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. Formative assessment data captured and recorded in Teaching Strategies Gold (TSG) and reported through the lens of the Head Start Early Learning Outcomes Framework (HSELOF) reflected:

- 85% of students meet or exceeded expectations with regards to successfully navigating learning experiences by developing the ability to self-regulate in a variety of situations.

- 88% of students meet or exceeded expectations with regards to gaining a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success.
- 86% of students meet or exceeded expectations with regards to learning and developing both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness.
- 78% of students meet or exceeded expectations with regards to developing reasoning, memory, problem solving and thinking skills to connect experiences and organize their world.
- 86% of students meet or exceeded expectations with regards to increasing gross and fine motor skills and understanding self-care skills to fully function and explore in their environment.

Additional summative assessment data was captured for four-year old students. The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. The summative assessment used to measure four-year-old student growth was the Florida Kindergarten Readiness Screener (FLKRS) which is currently Renaissance Star Early Literacy.

- 53% (51/96) of four-year-old students had data in both fall and spring assessment periods.
- 51% (26/51) of four-year-old students had data in both fall and spring assessment started the year below grade level.
- 12 % (6/51) of four-year-old students experienced negative growth.
- 88 % (6/51) of four-year-old students experienced positive growth.
- 27% (14/51) of four-year-old students demonstrated growth at or above 100 points by the end of the year.
- 43% (21/51) of four-year-old students scored a 498 (70% mastery) or above.
- 41% (21/51) of four-year-old students scored a 500 (Florida Kindergarten ready) or above.

Opportunities

The current data raises the following questions and provides the opportunity for additional research and/ or program improvement.

- 1) Why are some four-year-old Head Start students demonstrating negative gains?
- 2) How do we target interventions to help more students score ready? ***

***60% of students scoring 500 or above is the minimum number needed to offer VPK and not end up on probation.

Quality Counts

May 2021



Vital

Note: Students reported in Franklin and Jefferson Counties August 26, 2020 and August 29, 2020 in Leon County.

Enrollment

Enrolled Slots

235



Reserved Slots

0



Vacant(<30 days)

0



Monthly Total

235

Compliance

YES

Cumulative Enrollment

284

Note: Funded enrollment goal is traditionally 378. Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278. (Reports 2001 & 2005)

Note: Spike in cumulative enrollment is due to how data is calculated in Child Plus (CP). CP 2001 will need to be run from the first day to present for an accurate count.

Disability Services

Compliance

Yes

See Notes

Students with IEPs

29

In Child Plus

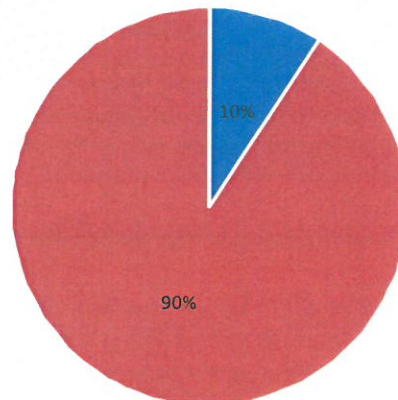
Students with Concerns

40

(Report 3540)

Regulations: 1302.14(b)
(1) & 640(d)(1)

Disability Enrollment



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.
- Due to the COVID-19 pandemic the 10% is based on actual enrollment not funded enrollment. <http://tiny.cc/OHSCAMP2> start at 47 minutes 0 seconds

Attendance

Compliance

YES

Funded Attendance

66.60

Actual Attendance

76.26



NOTES:

- According to OHS CAMP Session 2 Q&A, attendance is defined as each day a child receives services. Examples of eligible services for virtual are home visits and educational sessions. <http://tiny.cc/OHSCAMP2> start at 48 minutes 27 seconds
- Due to the COVID 19 pandemic in an effort to increase physical distance we have reduced our enrollment to 278.
- Per OHS Camp Session 1, Programs will not be penalized for low attendance or variation during the 2020-2021 program year. However, it is critically important that programs track and analyze the cause of absences for all children regardless of what type of services they are receiving. <http://tiny.cc/OHSCAMP1> start at 18 minutes 30 seconds
- Due to local COVID transmission rates, the uncertainty of public education, and safety concerns parents are hesitant to send their young children to Head Start or any child care provider, according to local trends.

(Pulled May 5, 2021 beginning @ 1455 hours for April 1-30, 2021)

Depart of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 20-21 Violations



(DCF Inspection Reports)

Inspection Results February 2021:

- Franklin County Head Start – No inspection.
- Jefferson County Head Start– 05/27/2021– Violation from 03/27/2021 corrected
- Louise B. Royal Head Start– No inspection.
- South City Head Start– 05/18/2021-No violations.
- Mabry Street Family Enrichment Center – No inspection.

Notes:

- DCF is currently conducting limited in person inspections except for renewal applications and complaints. All centers that were not monitored will be monitored in-person when school opens.
- DCF sent an email reminder on 04/30/2021 that influenza virus parent notification and distracted adult brochure will be monitored on the next inspection. As of April 30, 2021, Franklin County Head Start was the only Center to complete second signatures for the Distracted Adult brochure. Non-compliance could lead to violations at the centers who did not comply during future inspections.
- DCF child care licensing emailed to remind of summer closure on 06/09/2021 at 1204 hours.

School Readiness Goals
Capital Area Community Action Agency School Readiness Goals in the Head Start Early Learning Outcome Framework

Central Domains					
Preschooler Domains	Approaches to Learning	Social and Emotional Development	Language and Literacy	Cognition	Perceptual, Motor, and Physical Development
	<p>Goal: Children will learn to successfully navigate experiences by developing the ability to self-regulate in a variety of situations. 85% of students meet or exceeded expectations</p> <p>Objectives: Follow simple rules and routines with increasing independence (1b) Persists with a difficult or non-preferred activity and seeks help when needed (11b) Uses imagination in play and interactions with others to plan, initiate and complete learning activities (11e)</p>	<p>Goal: Children will gain a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success. 88% of students meet or exceeded expectations</p> <p>Objectives: Build positive social relationship with peers and adult in a cooperative manner (2a, 2c, 2d) Recognize and use words/expressions of emotion, learn strategies to manage feelings and control impulses with increase independence (1a)</p>	<p>Goal: Children will learn and develop both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness. 86% of students meet or exceeded expectations</p> <p>Objectives: Listen to, understands and uses increasingly complex language (8a,8b,9a,9b,9c) Utilizes print concepts to understand print (17b) Identify and name letters of the alphabet and their corresponding sounds (16a,b)</p>	<p>Goal: Children will develop reasoning, memory, problem solving and thinking skills to connect experiences and organize their world. 78% of students meet or exceeded expectations</p> <p>Objectives: Uses memory strategies and increased attention (12 a, b) Uses number concepts and operations (20a,b,c) Uses scientific inquiry skills by observing, predicting, comparing and classifying (24)**</p>	<p>Goal: Children will increase gross and fine motor skills and understand self-care skills to fully function and explore in their environment. 86% of students meet or exceeded expectations</p> <p>Objectives: Demonstrates increasing control and strengthen gross motor and small muscles manipulation skills (6) Takes care of own needs appropriately (1c) Demonstrates fine motor strength and coordination with increased success (7 b)</p>
<p>Spring 2020-2021 Assessment Period 3* (AP3*) Outcomes 08/2020-05/2021</p> <p>C= number of percentage points changed between fall and winter NA**= Data not available</p>	<p>Outcomes: 89% (210/235) of Head Start students meet or exceed expectations with regards to following simple rules and routines with increasing independence (1b). C=22 74% (172/232) of Head Start students meet or exceed expectations with regards to persisting with difficult or non-preferred activities and seeks help when needed (11b). C=41 92% (213/232) of Head Start students meet or exceed expectations with regards to showing flexibility and inventiveness in thinking (11e). C=27</p>	<p>Outcomes: 77% (181/235) of Head Start students meet or exceed expectations with regards to forming relationships with adults in class (2a). C=35 97% (227/235) of Head Start students meet or exceed expectations with regards to interacting with their peers (2c). C=28 94% (220/235) of Head Start students meet or exceed expectations with regards to making friends in class (2d). C=39 85% (203/239) of Head Start students meet or exceed expectations with regards to recognizing and using words/expressions of emotion use strategies to manage feelings and control impulses with increased independence (1a). C=30</p>	<p>Outcomes: 85% (198/234) of Head Start students meet or exceed expectations with regards to comprehending increasingly complex language (8a) C=38 95% (222/234) of Head Start students meet or exceed expectations with regards to following directions (8b). C=18 87% (203/234) of Head Start students meet or exceed expectations with regards to using an expanding expressive vocabulary by class (9a). C=35 87% (203/234) of Head Start students meet or exceed expectations with regards to speaking clearly (9b). C=39 89% (209/234) of Head Start students meet or exceed expectations with regards to using conversational grammar (9c). C=32 65% (142/219) of Head Start students meet or exceed expectations with regards to using print concepts (17b). C=21 89% (193/218) of Head Start students meet or exceed expectations with regards to identifying and naming letters (16a). C=25 98% (215/219) of Head Start students meet or exceed expectations with regards to using letter sound knowledge (16b). C=11</p>	<p>Outcomes: 79% (184/232) of Head Start students meet or exceed expectations with regards to using memory strategies to recognize and recall (12a). C=30 85% (197/232) of Head Start students meet or exceed expectations with regards to make connections (12b). C=51 77% (179/232) of Head Start students meet or exceed expectations with regards to counting (20a). C=40 78% (180/232) of Head Start students meet or exceed expectations with regards to quantifying (20b). C=53 82% (190/232) of Head Start students meet or exceed expectations with regards to connecting numerals with their quantities (20c). C=82 67% (160/239) of Head Start students meet or exceed expectations with regards to using scientific inquiry skills by observing, predicting, comparing and classifying (24). C=NA**</p>	<p>Outcomes: 82% (193/234) of Head Start students meet or exceed expectations with regards to demonstrating gross motor manipulative skills (6). C= 35 83% (196/235) of Head Start students meet or exceed expectations with regards to taking care of their own needs appropriately (1c). C=22 94% (219/234) of Head Start students meet or exceed expectations with regards to demonstrating fine motor strength and coordination with increased success (7b). c=32</p>