

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID# 999.038.9957 Code 642453
September 16, 2021
6:00 p.m.

Thank you to all 2020-2021 Policy Council members for your service



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. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for October 21, 2021



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



Head Start Policy Council Meeting

Minutes

August 19, 2021

6:00 pm

1. Meeting called to order at 6: 05pm
2. Roll call was taken by Darrel James. Representatives present included the following: Danielle Graham, Joseph Blue, Keosha Lamb, Re'Shaun Blake, Melissa Miller, Katisa Donaldson and Shaquilla Johnson.

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

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by members of Policy Council. Minutes were adopted.

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 73% and 70% respectively. We are in the budget benchmarks. Non-federal share match is at 76%. Medical/ dental supplies are over budget but can be worked out at the end of the year. The Lowe's credit card bill is higher this month due to repairs underway at the centers in preparation for the beginning of school.

A motion to accept the fiscal report was made by Joseph Blue and seconded by Katisa Donaldson. Vote taken and all in favor. Motion passed and approved.

- b. Personnel Actions- Ms. Treadwell is bringing 6 personnel actions to the meeting for approval. Mia Cummings in Franklin County (teacher), Yolanda Tally at Mabry Head Start (Asst. teacher), Chrishenda Jones (Asst.teacher/ VPK) and Rose Cassius (VPK teacher) at Louise B. Royal, Debra Warner at South City (cook) and Letisha Berry- Rolle at South City (Teacher asst.)

A motion to approve the new hires in block was made by Katisa Donaldson and was seconded by Reshaun Blake. Vote taken and all in favor. Motion passed and approved.

6. Director's Report

Tim reviewed the attached report (see attached). Tim reported 184 children reported to class on the first day of school, however another 70 is needed. The Pre-k offered by the school system is also under enrolled. The pandemic and hesitancy is most likely the cause. Tim asked the Council members to share any ideas for recruitment. We will eventually be moving in the new wing of the old High School in Franklin County. Tim reminded the parents of the benefits of utilizing H.A.T.C.H. at home.

7. Center Updates- Danielle Graham stated that drop off and pick up was fine, however a few parents had a few concerns with the process of turning in paperwork beforehand. Darrel stated that parents are aware of paperwork needed prior to the start of school however not all utilize the time provided during the summer. Darrel also stated we now have access to immunizations via the database for the students. Joseph Blue stated everything went well at Mabry for the first day but a few parents still complained about now being able to enter the classroom but understood it was for safety purposes. Shaquilla stated everything was good in Jefferson and staff was welcoming.

8. Office of Head Start Updates: Darrel James reviewed the information memorandum in the packet from Office of Head Start addressing some terminology changes. (Please see memorandum in packet)

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

10. Other Business: Melissa Miller was grateful and excited she was able to get VPK and her daughter can stay until 5:00 p.m. Tim encouraged more parents to sign up for the extended day program.

11. The meeting was adjourned 6:45 p.m.

**Head Start Financial Statement Narrative
For the Ten Months Ending July 31, 2021
Capital Area Community Action Agency**

As of July 31, 2021, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 84%. At month end, the Year to Date Actual Revenue and Expenses are 76% and 76% respectively with a mostly restricted income of \$32,517.

Year to Date Non-Federal Share (NFS) Match reported totals \$412,149 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 to 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.

Postage and Delivery Expense - is over the benchmark budget with a number of start of the school year mailings. This number should finish right on track.

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.

Repairs & Bldg Maintenance – Recurring – is over benchmark budget but when combined with nonrecurring, the total is at 77% and right on budget.

Technology - is currently over the benchmark budget due a budget adjustment but should stay under budget for the year.

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

**Head Start Financial Statement Narrative
For the Ten Months Ending July 31, 2021
Capital Area Community Action Agency**

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

Expendable Equipment – is slightly over the benchmark budget due to the replacement of several computers.

Meetings/ Workshops / Trainings – is over the budget but when combined with Training Staff Development, it is well within the parameters.

Advertising – is over budget primarily due to an advertising campaign to attract new students to the program.

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending July 31, 2021

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		36,725			
Grants - Other Not for Profits		-			
In-Kind Revenue		356,558			
VPK/SR		18,866			
	512,345	412,149	80%	100,196	20%

Head Start Credit Card Purchases July 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6920	255	7/27/2021	38.50	#4466, DARREL JAMES, VISA, 7/27/2021, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2021	42.34	#4466, DARREL JAMES, VISA, 7/27/2021, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2021	45.00	#4466, DARREL JAMES, VISA, 7/27/2021, GAS, HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2021	843.00	#4466, DARREL JAMES, VISA, 7/27/2021, TIRES FOR KIA
HANCOCK CC	1064	7020	255	7/27/2021	199.90	#4466, DARREL JAMES, VISA, 7/27/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	255	7/27/2021	36.75	#4466, DARREL JAMES, VISA, 7/27/2021, GAS, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	62.01	#4466, DARREL JAMES, VISA, 7/27/2021, GAS, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	670.50	#4466, DARREL JAMES, VISA, 7/27/2021, HOTEL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	4.14	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	4.39	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	10.00	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	12.56	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	12.87	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	20.92	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	22.22	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	33.27	#4466, DARREL JAMES, VISA, 7/27/2021, MEAL, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	112.00	#4466, DARREL JAMES, VISA, 7/27/2021, PARKING, ONE GOAL
HANCOCK CC	1064	7430	255	7/27/2021	334.60	#4466, DARREL JAMES, VISA, 7/27/2021, RENTAL CAR, ONE
HANCOCK CC	1064	6940	255	7/27/2021	20.00	#7303, KRISTIN JACKSON RESHARD, VISA, 7/27/2021,
HANCOCK CC	1064	7430	255	7/27/2021	210.00	#7303, KRISTIN RESHARD, VISA, 7/27/2021, FOODHANDLER
HANCOCK CC	1064	7430	255	7/27/2021	625.00	#7303, KRISTIN RESHARD, VISA, 7/27/2021, ONE GOAL REGISTR.
HANCOCK CC	1064	7430	255	7/27/2021	175.00	#7303, KRISTIN RESHARD, VISA, 7/27/2021, BLENDIED BRAIDED
HANCOCK CC	1064	6510	255	7/27/2021	489.00	#7366, NINA SINGLETON SELF, VISA, 7/27/2021, RACK CARDS
HANCOCK CC	1064	7450	255	7/27/2021	2,372.51	#7366, NINA SINGLETON SELF, VISA, 7/27/2021, INDEED HS
HANCOCK CC	1064	7420	000	7/27/2021	3,270.00	#6700, TIM CENTER, VISA, 7/21/2021 HOTEL ONE GOAL CONF.
LOWES	1064	6850	250	7/1/2021	11.36	#82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY
LOWES	1064	6850	250	7/1/2021	37.99	#82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY
LOWES	1064	6850	250	7/1/2021	193.73	#82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY
LOWES	1064	6850	252	7/1/2021	495.72	#82130109084241, BUILDING MAINTENANCE SUPPLIES, JULY

Transaction 10,405.28



**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

07-27-21

00141AAA-006504-0001-0001-2



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

**N0006504

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STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-02	06-30	24692161182100974555709	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.34 ✓
07-05	07-02	24226381184091007732745	5411	WAL-MART #1077 TALLAHASSEE FL	M314.82 ✓
07-07	07-06	24011341187000046929907	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
07-15	07-13	24692161195100699785040	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
07-16	07-14	24755421196171969826526	3504	HILTON ADVPURCH8002367113 MEMPHIS TN 1008693362 ARRIVAL: 07-13-21	M670.50 ✓
07-19	07-16	24011341197000035538687	4789	TURO INC.* TRIP JUL 21 HTTPSTURO.COM CA	M334.60 ✓
07-20	07-19	24445001201000849926355	5532	DISCOUNT-TIRE-CO FLT-01 TALLAHASSEE FL	M843.00 ✓
07-21	07-19	24692161201100310035686	5542	GATE 1194 Q80 TALLAHASSEE FL	M38.50 ✓
07-22	07-21	24427331202720203538866	5814	MCDONALD'S F32610 GAINESVILLE FL	M4.14 ✓
07-22	07-21	24137461203001383082917	5912	CVS/PHARMACY #04181 TAMPA FL	M4.39 ✓
07-22	07-21	24493981202286294300278	5499	I 9 FOOD MART INC TAMPA FL	M10.00 ✓
07-23	07-22	24013391203003544192534	5812	TROPICAL SMOOTHIE CAFE FL TAMPA FL	M12.87 ✓
07-23	07-22	24137461203100430787492	5813	TST* THE PINT AND BREW TA TAMPA FL	M22.22 ✓
07-26	07-23	74755421205152058265408	3535	HILTON TAMPA DOWNTOWN 813-2043000 FL 833708 ARRIVAL: 07-21-21	M670.49cr ✓
07-26	07-23	24040481205200089100443	5814	ZAXBY'S BROOKSVILLE FL	M12.56 ✓
07-26	07-25	24137461206001126192269	5812	TST* HOBBIT AMERICAN GRIL TALLAHASSEE FL	M20.92 ✓
07-26	07-22	24000971204019501180661	5812	JERK HUT JAMAICAN GRIL 813-9776777 FL	M33.27 ✓
07-26	07-23	24692161205100152649012	5542	CHEVRON 0301920 TALLAHASSEE FL	M36.75 ✓
07-26	07-23	24164071204637000523148	5542	WAWA STORE 51500051540 TAMPA FL	M62.01 ✓
07-26	07-23	24755421205152058263721	3535	HILTON TAMPA DOWNTOWN TAMPA FL 833708 ARRIVAL: 07-21-21	M112.00 ✓
07-26	07-23	24755421205152058265106	3535	HILTON TAMPA DOWNTOWN 813-2043000 FL 833708 ARRIVAL: 07-21-21	M670.49 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-21		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 3,490.28
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 670.49
		STATEMENT TOTAL 2,819.79
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

07-27-21

0014AAA-008424-0001-0001-2



KRISTIN JACKSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301-2729

**N0008424

Handwritten signature/initials
8/2/21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-30	06-29	24492151180637747424353	5818	MULTIPL0TTR.COM MULTIPL0TTR.C MD	M20.00 ✓
07-15	07-14	24492161195000011899143	8299	CCCRT CCCRT.ORG FL	M625.00 ✓
07-22	07-21	24717051202272027288727	8220	UF IFAS LEON COUNTY EXT TALLAHASSEE FL	M210.00 ✓
07-27	07-26	24760621208300000228319	7399	FELDESMAN TUCKER LEIFER F 202-4668960 DC	M175.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-21		
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,030.00
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,030.00
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**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

GL
01/3/21

MEMO STATEMENT

Account Number

Statement Date

07-27-21

00141AAA - 004745 - 0001 - 0001 - 2



NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301-2729

**N0004745

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24226381180400007415157	5411	WAL-MART #4520 TALLAHASSEE FL	M550.00
07-01	06-29	24892161181100829210865	5969	INDEED 203-564-2400 CT	M500.06
07-05	07-02	24692161184100363849802	5969	INDEED 203-564-2400 CT	M45.64
07-06	07-05	24692161187100369974957	5969	INDEED 203-564-2400 CT	M500.36
07-09	07-07	24692161189100914129683	5969	INDEED 203-564-2400 CT	M502.37
07-12	07-10	24692161192100243760245	5969	INDEED 203-564-2400 CT	M515.27
07-15	07-13	24692161195100374684302	7311	IN *OPTAMARK LLC 508-3695745 MA	M730.00
07-16	07-14	24692161196100188408707	5969	INDEED 203-564-2400 CT	M514.87
07-19	07-18	24493981200400865000498	5941	ACADEMY SPORTS #112 TALLAHASSEE FL	M89.98
07-20	07-18	24692161200100263370206	5969	INDEED 203-564-2400 CT	M506.38
07-22	07-21	24431061202700811930793	9399	FDLE OCHINET 850-410-8161 FL	M25.00
07-22	07-20	24692161202100766672445	7311	IN *OPTAMARK LLC 508-3695745 MA	M488.00

STATEMENT DATE 07-27-21		ACCOUNT NUMBER	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812			NEW PURCHASES AND OTHER CHARGES	4,968.93
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	4,968.93
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	11,000.00

7/27/21 VISA RECONCILIATION

	A	B	C	D	E	F	G	H	I	J
1	Vendor	Fund	G/L	Activity	Location	Category	Amount	Tax - 9990	TOTAL	Allocation
2	Optamark	1064	6510				\$ 489.00	\$ -	\$ 489.00	\$ 489.00
3	Indeed	1064	7450				\$ 470.34	\$ -	\$ 470.34	
4	Indeed	1064	7450				\$ 502.37	\$ -	\$ 502.37	
5	Indeed	1064	7450				\$ 515.27	\$ -	\$ 515.27	
6	Indeed	1064	7450				\$ 514.87	\$ -	\$ 514.87	
7	Indeed	1064	7450				\$ 369.66	\$ -	\$ 369.66	\$ 2,372.51
8	FDLE	3366	6180				\$ 25.00	\$ -	\$ 25.00	\$ 25.00
9	Academy Sports	3366	7320				\$ 89.98	\$ -	\$ 89.98	\$ 89.98
10	Indeed	3366	7450				\$ 45.64	\$ -	\$ 45.64	
11	Indeed	3366	7450				\$ 500.06	\$ -	\$ 500.06	
12	Indeed	3366	7450				\$ 30.02	\$ -	\$ 30.02	
13	Optamark	3366	7450				\$ 547.50	\$ -	\$ 547.50	\$ 1,123.22
14	Optamark	3368	7450				\$ 182.50	\$ -	\$ 182.50	\$ 182.50
15	Indeed	3465	7450				\$ 136.72	\$ -	\$ 136.72	\$ 136.72
16	Walmart	6115	7210				\$ 550.00	\$ -	\$ 550.00	\$ 550.00
17									\$ -	
18	TOTAL DUE:						\$ 4,479.93	\$ -	\$ 4,968.93	\$ 4,968.93
19										
20	7/5/21 Invoice									
21	7/8/21 Invoice									
22	7/18/21 Invoice									



**HANCOCK
WHITNEY**

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

Visa BusinessCard
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MEMO STATEMENT

Account Number

Statement Date

07-27-21

0014AAA - 004535 - 0001 - 0001 - 2



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

**N0004535

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-13	07-12	24943001194634001158393	3001	AMERICAN AIR0012187741413 FORT WORTH TX TIMOTHY CENTER DEPARTURE: 08-23-21 TLH MQ C OLT AA C BOS AA C DCA	M370.90 ✓
07-19	07-16	24943001197700798193880	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99 ✓
07-20	07-18	74431051200796603338011	7011	THE BREAKERS HOTEL 5618558661 FL	M275.00cr
07-20	07-19	24707801200027016687947	7399	HAPPY DIY SHOP CRAWFORDVILLE FL	M235.40 ✓
07-20	07-19	24013391200003062471834	4900	TALQUIN ELECTRIC COOPERAT 850-6277651 FL	M285.00
07-20	07-19	24011341200000048458387	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90 ✓
07-22	07-21	24755421203122037404565	7399	HILTON TAMPA DOWNTOWN COH 813-2043000 FL	M3,270.00 ✓
07-26	07-22	24692161204100300736464	5968	GAN*1558TALLHDEMOCOIRC 888-426-0491 IN	M65.58 ✓

*Ch
8/2/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-21		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 4,541.77
		NEW CASH ADVANCES .00
		CREDITS 275.00
		STATEMENT TOTAL 4,266.77
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00

LOWE'S PROS Lowe's For Pros Loyalty[^] Members can get



0% INTEREST FOR 60 DAYS**

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.

Learn more at Lowe's.com/ProCreditOffer.

^{*}Loyalty program subject to Loyalty Terms & Conditions. Details at Lowe's.com/lfp/terms.

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

1-2

Lowe's[®] Business Advantage

CAPITAL AREA COMM ACTION

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Customer Service: 1-800-444-1408

Summary of Account Activity		Payment Information	
Previous Balance	\$986.90	New Balance	\$738.80
- Payments	\$986.90	Total Minimum Payment Due	\$31.00
- Other Credits	\$0.00	Payment Due Date	08/28/2021
+ Purchases/Debits	\$738.80		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$738.80		
Credit Limit	\$11,000.00		
Available Credit	\$10,261.00		
Statement Closing Date	08/02/2021		
Days in Billing Cycle	31		

Transaction Summary				Amount
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	
07/06	07/06	67241	STORE 0417 TALLAHASSEE FL	\$193.73
07/09	07/09	07081	STORE 0417 TALLAHASSEE FL	\$37.99
07/14	07/14	29603	STORE 0716 TALLAHASSEE FL	\$507.08
07/16	07/16		PAYMENT - THANK YOU	(\$986.90)

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D

Signature
8/19/21

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBT042, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.



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



Page: 1 of 1

Statements Dates

07/01/2021 - 07/31/2021

Account Number:

283 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**

Ge 06/30/21

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

Checking Account Summary

PREVIOUS BALANCE	1,056.70	AVERAGE BALANCE
+ 0 CREDITS	.00	1,056.70
- 0 DEBITS	.00	YTD INTEREST PAID
- SERVICE CHARGES	.00	.00
+ INTEREST PAID	.00	
ENDING BALANCE	1,056.70	

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
06/30	1,056.70				



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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: September 13, 2021

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

Staffing

With the opening of classes, there has been continued monitoring for COVID-19 symptoms and test results. Several classrooms and one center have had to close for quarantine. Managing with the Department of Health has resulted in our ability to continue to provide services.

Facilities

Once finalized, Franklin renovations will commence and a lease is signed. A new playground will go in at Franklin's location. Bathroom design is holding the project up.

Curriculum

Implementation of the Creative Curriculum indicates positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students. HATCH was shared with all families to encourage learning at home. This has been very helpful in cases where families are quarantined away from the Center.

Enrollment

Staff continue to enroll and registering students for the coming year. More than half of the slots are filled.

Federal and State Regulations

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



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



Family and Community Engagement Manager

Monthly Monitoring Report – August 2021

Program Status

- Total number of enrollments for the **2021-22** school year:
 1. Franklin County Head Start - **13 of 36** families enrolled
 2. Jefferson County Head Start - **31 of 33** families enrolled
 3. Louise B. Royal Head Start - **41 of 57** families enrolled
 4. Mabry Street Head Start - **59 of 64** families enrolled
 5. South City Head Start - **107 of 188** families enrolled
- **251 of 378** families have been enrolled for Head Start for the **2020-21 school year**
 - All Head Start programs are required to return to full enrollment (**378**) for the 2021-22 school year

Policy Council

- 7 participants were in attendance for Policy Council

Volunteers

- 11 participants completed 15.5 hours

Family and Community Engagement Activities

- 2 staff meetings

Transportation

- Head Start Director has decided to purchase a bus for transportation in Franklin County, but the purchase has not occurred.
- The 2003 Bluebird Bus passed the annual inspection

Children Health Requirements

Immunizations and Physical examinations	238 Immunizations 235 Physical Examinations
Established medical homes	210
Established dental homes and received dental exams	142 Dental Homes 18 Dental Exams
Hearing screenings	143
Vision screenings	164
Vision Referrals	0

- Menus for the 2021-22 school year are complete and approved

Family and Community Engagement

- 11 volunteers were active for August
- 15.5 hours of In-Kind was reported for August

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** Policy and Procedure have been updated to address COVID-19.
- **Funded Enrollment:** Office of Head Start states that funded enrollment must be met by January 2022. Currently we are at 251. Franklin County will open with 20 slots available, but the remaining 16 will not be filled until the new facility is opened in January 2022. Franklin may cause an issue with the program meeting its funded enrollment.
- **Extended Day:** After School slots are available at Louise B. Royal, Mabry, and South City. No families have enrolled at South City, but families are enrolled at Louise B. Royal and Mabry.
- **Orientation:** Orientation was a success for all head start centers. One hundred eighty-seven families were in attendance via zoom.

Strengths

- 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
- We met our Average Daily Attendance for August.
- More families seem to be interested in attending Head Start.

Areas of Concern

- Opening of new facility in Franklin County
- Filling 36 slots in Franklin County
- Keeping classrooms open and not quarantining.
- Staffing issues and being able to fill all classrooms
- Providing School Readiness for Extended Day purposes
- Safely serving families during the 2021-22 school year

Quality Counts

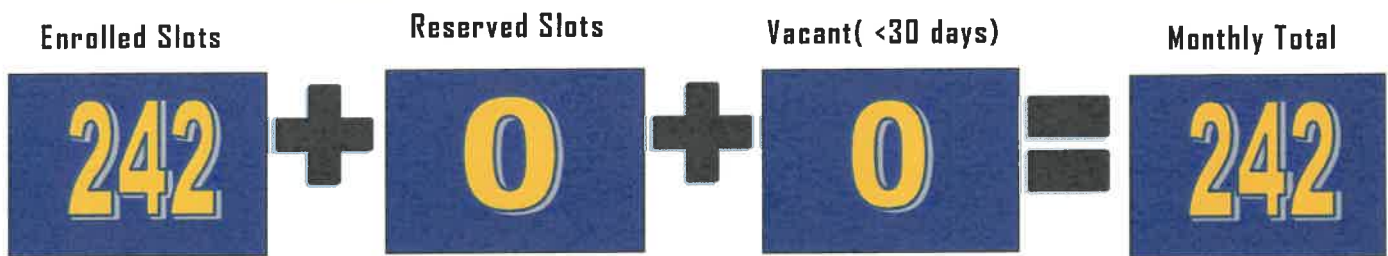
August 2021



Vital

Note: Students reported to school on August 18, 2021.

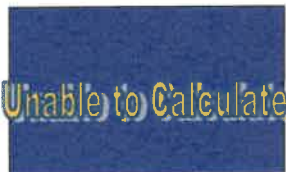
Enrollment



Compliance



Cumulative Enrollment



Notes:

- Funded enrollment goal is traditionally 378. Due to the COVID 19 pandemic recruitment continues to be a challenge. (Report s 2001 & 2005)
- According to ACF-PI-HS-21-04 Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. Reported enrollment in January 2022 is the first month of enrollment that OHS will evaluate for the under-enrollment process.
- We are unable to calculate the cumulative enrollment due to MB2 having no funded enrollment specified.

Disability Services

Compliance



Students with IEPs



Students with Concerns



(Report 3540)

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

Disability Services



NOTES:

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

Attendance

Compliance

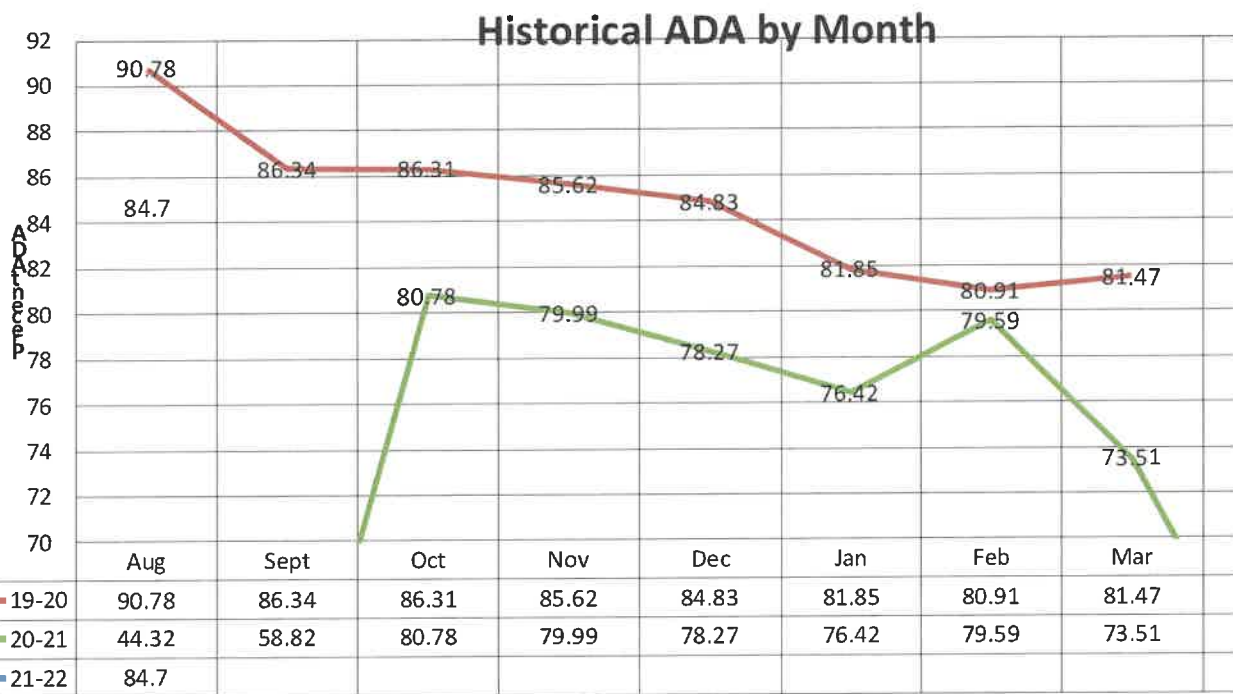
YES

Funded Attendance

65.17

Actual Attendance

84.7



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 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 September 8 2021 beginning @ 1632 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 August 2021:

- Franklin County Head Start – No inspection.
- Jefferson County Head Start– No inspection.
- Louise B. Royal Head Start– No inspection.
- South City Head Start– No inspection
- Mabry Street Family Enrichment Center – 08/18/2021

Facility Environment CCF Handbook, Section 3.1 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) -The facility did not have electrical outlet covers or the outlet covers were not in place. – CLASS 2

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.
-

EAGLE: Engaging Advocates and Governance Leadership Executives

A Virtual Training Event

October 5-6, 2021

10:00 AM – Noon CT each day

(11 AM – 1 PM ET/9 – 11 AM MT/8 – 10 AM PT)



EAGLE: Engaging Advocates and Governance Leadership Executives is the most recent version of T/TAS at WKU's highly sought-after Head Start/Early Head Start program governance training program.

Strong leadership and governance is a critical component of any Head Start/Early Head Start program. Current events necessitate an informed, engaged group of leaders that understand the requirements, responsibilities, and opportunities afforded by becoming a guiding voice for the program. **EAGLE** focuses on how the role of decision makers involves oversight, total engagement and fundamental governance skills. It provides detailed information to enable members of the Governing Body, policy group(s), and the management team to articulate their roles and responsibilities in the overall operation of the program.

The shared governance model is empowering, educational, and promotes equity. **EAGLE** participants with no governance background will be prepared to contribute to important conversations and make critical decisions for program development. Participants with previous experience will better understand the intricacies of federal grant administration, state and local requirements, as well as working cooperatively with stakeholder leadership. Participant staff supporting Governance activities will better understand the role they play in providing quality data and input which best informs program decision makers. Staff will also be better prepared to provide governance training.

In addition to fulfilling the federally mandated training requirement for newly elected Governing Body and Policy Council members, this session also reviews the fundamentals of parliamentary procedure; discusses innovative engagement strategies for members and families; and tackles conducting governance activities in the new normal of COVID-19. There is also a focus on incorporating equity into program development. This is an important and timely training for anyone involved in program governance.

EAGLE is a two-part virtual training applicable to any Head Start/Early Head Start grantee. Whether staff working with parents and community representatives or new members of the Governing Body, Policy Council, and Parent Committee, this training supports development of confident leaders that will safeguard your program and support services that best serve your community. Join seasoned trainers Robin Gadsden-Dupree and Krystal Heinzen Lindsey for **EAGLE: Engaging Advocates and Leadership Executives**. Participants will receive the *EAGLE: Engaging Advocate and Leadership Executives* workbook that supports the training and includes relevant regulations and other useful resources.

Registration is limited and only available until **September 24, 2021**. The Standard Registration Fee is \$500 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$460 per person. (Please visit www.ttas.org for information on how to become a subscriber.) For details on registering, please see page 3.

Learning Outcomes

- ★ Participants will gain a better understanding of the regulations and responsibilities of Head Start/Early Head Start Governance;
- ★ Participants will gain a better understanding of their role in oversight activities of program planning and reporting;
- ★ Participants will become more familiar with parliamentary procedure; and
- ★ Participants will understand how to train the Governing Body and Policy Council on eligibility.