

Capital Area Community Action Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Zoom ID# 999.038.9957 Code 642453
January 20, 2022
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. Board Representation Approval
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 February 17, 2022



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
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Head Start Policy Council Meeting

Minutes

November 18, 2021

6:00 pm

1. Meeting called to order at 6: 06pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Ryneshia Bruce, Melissa Miller, Alexis James, Crystal Ealey, Angela Parks, Katisa Donaldson and Sheena Salter.

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

3. Quorum was established.

4. Action Items

- a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative (see attached). Revenue and expenditures are 103% and 98% respectively; could change as end of the year closeout is not complete and is still in drafts. Large item on ledger is for playground equipment purchased closer to the end of the year. Non-federal share match is at 95%. Office supplies are over budget benchmark due to COVID and needed items for safety and precaution. Medical/ dental supplies are over budget benchmark as well as postage. Cynthia explained that some line items are over budget benchmark due to front loading cost at the beginning of the school year.

A motion to accept the fiscal report was made by Katisa Donaldson and seconded by Alexis James. No objections. Motion passed and approved.

- b. Personnel Actions- Personnel actions for a new hire Keisha Louis (Lead Teacher South City), Latoya Robertson (Part time assistant teacher South City), Bria Mitchell(Lead Teacher at South City), and Rose Howard (Assistant Teacher Jefferson County). Sheena Salters asked is there any information about candidates experience, Nichele Rolle explained usually Ms. Treadwell provides that information however, she was out of town and personnel actions was received from another staff.

A motion to approve above-mentioned individuals for hire was made by Crystal Ealey and second by Alexis James. There were no objections to the motion. Motion passed and approved.

5. Director's Report- Tim reviewed the attached report (see attached). Teaching vacancies are still available which is making it harder to find substitute teachers; which in had stops us from opening additional classes to obtain full enrollment. Tim reported approximately 75% of staff

are vaccinated and orders require that staff that is not must provide a medical/ religious exemption and get weekly testing. Jefferson County is getting new playground and hopefully renovations in Franklin can begin the first week in December. Tim discussed H.A.T.C.H. Tim mentioned a possibility of a service testing our students at the centers but will keep parents informed if this happens. Angela Parks asked how long will renovations take in Franklin. Tim stated the plan was to have it done by the Christmas so we could move over Christmas break however, that does not seem like it would happen and we will most likely remain in our original location the rest of the school year.

6. Head Start 101: Monitoring- Tim explained what monitoring is and who conducts monitoring of our program. Tim informed the Council that monitors not only talk to staff but sometimes also speaks with the governing board. Kristen Reshard gave a training/ presentation on the monitoring protocol and the different terms they use for data that policy council members already receive.
7. Head Start Early Learning Outcomes Framework HSELOF- Kristin Reshard explained and discussed the purpose of the HSELOF to the Council.
8. Center Updates- Melissa stated her child attends Mabry and is excited because she is learning how to spell different words. No concerns at the moment but would like to see what is happening in the class sometimes. She understands because of COVID parents can't at the moment. Crystal stated everything is going well and he is talking a lot more so that is great. He had a few issues in the beginning because he wasn't able to communicate as effectively but that is changing. Alexis stated her child at LBR is doing great with recognizing her name and shapes. Teachers are good with communicating and there are no concerns at the moment. Sheena stated her girls are ready to read and she is happy about that. Angela stated Franklin County is excited about eventually moving into the new spot and her son is doing well in the program. Angela also mentioned that Getting Ahead is also a great program and she has learned much from the class.
9. Office of Head Start Updates: No Office of Head Start updates.
10. Chairperson's Report: No chairperson's report, however Melissa appreciates the fact teacher is using Class Dojo.
11. Other Business: Nichele stated Head Start is still enrolling and applications for the new year will start being accepted in January. Nichele discussed having an in person meeting for December and the members agreed on the idea. Meeting will be December 9th.
12. The meeting was adjourned 7:14 p.m.

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

As of November 30, 2021, we have completed two months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 17-20%. At month end, the Year to Date Actual Revenue and Expenses are 20% and 17% respectively with a restricted income of \$124,589.

Year to Date Non-Federal Share (NFS) Match reported totals \$199,410 of the \$620,300 total match required for the grant period ending September 30, 2022.

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.

General Liability and Property Insurance – is historically over the benchmark budget at the beginning of the fiscal year due to the initial down payment of 25% in October. Over the course of the year, the percentage over should even out with no additions.

Repairs & Building Maintenance- Recurring is over the benchmark budget but when combined with Nonrecurring, it is right on target.

Technology - is over the benchmark budget but should come into line over the next few months.

Dues and Subscriptions – is over the benchmark budget due to an annual software license being recorded in this category instead of technology. Staff is working to make the correction.

Meetings / Workshops / Trainings - is over budget due to a number of early year training opportunities. It should even out of the course of the year. Combined with Training / Staff Development and T & TA, this percentage should come in under budget.

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

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

**Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Two Months Ended 11/30/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	17-20%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,740,116	584,736	(3,155,380)	16%
Government Contracts - STATE	4010	263,543	185,112	(78,431)	70%
Government Contracts - LOCAL	4020	0	34,323	34,323	100%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Contributions- Restricted	4210	0	82	82	100%
Other Revenue	4995	0	448	448	100%
Total Revenue		<u>4,011,718</u>	<u>812,759</u>	<u>(3,198,959)</u>	20%
Expenditures					
Salaries & Wages	6010	1,857,140	307,192	1,549,948	17%
Fringe	6110	538,200	89,024	449,176	17%
Staff Screenings	6180	2,500	496	2,004	20%
Indirect Costs	6210	450,552	71,722	378,830	16%
Travel - In Area	6310	2,000	27	1,973	1%
Office Supplies	6410	9,000	809	8,191	9%
Program Supplies	6415	16,000	3,436	12,565	21%
Classroom Supplies	6420	42,500	1,143	41,357	3%
Kitchen Supplies	6430	28,089	2,773	25,316	10%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	10,000	1,824	8,176	18%
Postage and Delivery Expense	6600	1,500	160	1,340	11%
Contractual Services/Professional	6710	15,000	1,777	13,223	12%
Contractual Services – Health/Disabilities	6715	167,170	41,669	125,501	25%
Rent/Space Cost	6810	218,629	33,333	185,296	15%
Utilities	6820	107,000	15,966	91,034	15%
General Liability and Property Insurance	6830	20,000	6,930	13,070	35%
Communications	6840	42,000	9,375	32,625	22%
Repairs & Bldg Maintenance- Recurring	6850	85,000	25,861	59,139	30%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,519	0	39,519	0%
Equipment Maintenance	6910	18,000	2,919	15,081	16%
Vehicle Expense	6920	25,000	3,937	21,063	16%
Equipment Lease	6930	7,500	938	6,562	13%
Technology	6940	31,000	13,923	17,077	45%
Fees, Licenses, and Permits	7010	2,000	35	1,965	2%
Dues/Subscriptions	7020	5,000	2,310	2,690	46%
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	4,059	0	4,059	0%
Expendable Equipment	7320	10,000	0	10,000	0%
Meetings/Workshops/Training	7420	500	628	(128)	126%
Training/Staff Development	7430	1,500	10,444	(8,944)	696%
Training and Technical Assistance	7435	40,998	4,551	36,447	11%
					36%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	2,500	2,356	144	94%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>206,662</u>	<u>32,614</u>	<u>174,048</u>	16%
Total Expenditures		<u>4,011,718</u>	<u>688,170</u>	<u>3,323,548</u>	17%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>124,589</u>	<u>124,589</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		29,333			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		76,350			
VPK/SR		85,669			
	620,300	199,410	32%	420,890	68%

Head Start CC Charges Nov 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6410	256	11/29/2021	39.98	#0419. KRISTEN JACKSON RESHARD, VISA, 11/29/2021 SUPPLIES
HANCOCK CC	1064	7435	110	11/29/2021	212.63	#0419. KRISTEN JACKSON RESHARD, VISA, 11/29/2021 HOTEL BE
HANCOCK CC	1064	7435	110	11/29/2021	212.63	#0419. KRISTEN JACKSON RESHARD, VISA, 11/29/2021 HOTEL. KJR
HANCOCK CC	1064	6920	255	11/29/2021	200.00	#4466, DARREL JAMES, VISA, 11/29/2021, BUS CLEANING
HANCOCK CC	1064	6920	255	11/29/2021	29.00	#4466, DARREL JAMES, VISA, 11/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	11/29/2021	35.00	#4466, DARREL JAMES, VISA, 11/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	11/29/2021	40.00	#4466, DARREL JAMES, VISA, 11/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	11/29/2021	45.00	#4466, DARREL JAMES, VISA, 11/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	11/29/2021	45.01	#4466, DARREL JAMES, VISA, 11/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	11/29/2021	47.00	#4466, DARREL JAMES, VISA, 11/29/2021, GAS HS VEHICLE
HANCOCK CC	1064	7420	255	11/29/2021	199.90	#4466, DARREL JAMES, VISA, 11/29/2021, ZOOM MEETING
HANCOCK CC	1064	7430	255	11/29/2021	(56.00)	#4466, DARREL JAMES, VISA, 11/29/2021, REFUND HOTEL, 7/2021
HANCOCK CC	1064	7435	110	11/29/2021	212.63	#4466, DARREL JAMES, VISA, 11/29/2021, HOTEL TRAIN, ANDERSON
HANCOCK CC	1064	7435	110	11/29/2021	235.13	#4466, DARREL JAMES, VISA, 11/29/2021, HOTEL TRAIN, JAMES
HANCOCK CC	1064	7435	110	11/29/2021	212.63	#4466, DARREL JAMES, VISA, 11/29/2021, HOTEL, TRAIN, BRAY
HANCOCK CC	1064	7420	255	11/29/2021	57.42	#8165, NICHELE RICHARDS, VISA, 11/29/2021, PARENT MEETING
HANCOCK CC	1064	7435	255	11/29/2021	235.13	#8165, NICHELE RICHARDS, VISA, 11/29/2021, HOTEL
HANCOCK CC	1064	7435	255	11/29/2021	246.38	#8165, NICHELE RICHARDS, VISA, 11/29/2021, HOTEL
HANCOCK CC	1064	7450	000	11/29/2021	1,628.55	#7366, NINA SINGLETON SELF, VISA, 11/29/2021, RECRUITMENT
HANCOCK CC	1064	6180	258	11/29/2021	44.66	#5810, VENITA TREADWELL, VISA, 11/29/2021, BKG RANDOLPH
HANCOCK CC	1064	6180	258	11/29/2021	44.66	#5810, VENITA TREADWELL, VISA, 11/29/2021, BKG L. JONES
HANCOCK CC	1064	6180	258	11/29/2021	44.66	#5810, VENITA TREADWELL, VISA, 11/29/2021, BKG RANDOLPH
HANCOCK CC	1064	6420	250	11/29/2021	56.16	#5810, VENITA TREADWELL, VISA, 11/29/2021, SUPPLIES
Total					4,068.16	



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

**N0006035

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Account Number

Statement Date

11-29-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-29	10-27	74755421301153012253418	3535	HILTON TAMPA DOWNTOWN 813-2043000 FL 833708 ARRIVAL: 07-21-21	M56.00cr
11-01	10-28	24692161302100847224116	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00✓
11-08	11-05	24692161310100120095654	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00✓
11-08	11-06	24011341310000036523462	4814	ZOOM.US 888-798-9666 WWW.ZOOM.US CA	M199.90✓
11-15	11-12	24692161316100028712305	8999	SQ *MILES TO WASH TALLAHASSEE FL	M35.00✓
11-15	11-12	24492151316852077504461	8999	PAYPAL *DERRICKBUTLER1976 402-935-7733 CA	M200.00✓
11-17	11-15	24692161320100931496230	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.01✓
11-19	11-17	24692161322100408037234	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00✓
11-26	11-23	24692161328100482914807	5542	GATE 1194 Q80 TALLAHASSEE FL	M29.00✓
11-29	11-27	24755421332733323502682	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583398 ARRIVAL: 11-27-21	M212.63✓
11-29	11-27	24755421332733323502708	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583406 ARRIVAL: 11-27-21	M212.63✓
11-29	11-27	24755421332733323502658	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583380 ARRIVAL: 11-27-21	M235.13cr

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-29-21	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 1,301.30
		NEW CASH ADVANCES .00
		CREDITS 56.00
		STATEMENT TOTAL 1,245.30
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



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Statement Date

11-29-21

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

**N0007808

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-09	11-08	24399001312295044082010	5732	BEST BUY 00004358 TALLAHASSEE FL	M39.98 ✓
11-29	11-27	24755421332733323500355	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583397 ARRIVAL: 11-27-21	M212.63 ✓
11-29	11-27	24755421332733323502690	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583401 ARRIVAL: 11-27-21	M212.63 ✓

*62
1/4/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-29-21	XXXXXXXXXXXX	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 465.24
Toll Free	1-800-448-8812	NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 465.24
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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

**N0005542

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Account Number
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Statement Date

11-29-21

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-18	11-18	24692161322100266753427	4899	COMCAST/XFINITY 800-266-2278 FL	M57.42 ✓
11-29	11-27	24755421332733323502674	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583387 ARRIVAL: 11-27-21	M235.13 ✓ cr
11-29	11-27	24755421332733323502666	3504	SIGNIA BY HILTON BONNET C 407-5973600 FL 1583382 ARRIVAL: 11-27-21	M246.38 ✓ cr

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-29-21	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 538.93
Toll Free	1-800-448-8812	NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 538.93
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



HANCOCK WHITNEY

HANCOCK WHITNEY BANK
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NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0035829

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Account Number

Statement Date

11-29-21

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** Attention ** Your account is in dispute for \$799.92. This amount has not been included in the finance charge or minimum payment calculation.

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-28	10-27	24692161300100647316510	5734	CB*WINZIP 800-799-9570 IL	M69.95
10-29	10-28	24137461302001508233389	5411	PUBLIX #1051 TALLAHASSEE FL	M29.99
11-01	10-28	24445001302300556713634	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0553361954	M85.00
11-01	10-27	24445001302200131264287	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0553361935	M510.00
11-01	10-31	24692161304100819931548	5969	INDEED 203-564-2400 CT	M517.17
11-01	10-30	24445001304300535781312	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0552680789	M699.93
11-02	11-01	24692161305100595795413	5969	INDEED 203-564-2400 CT	M106.57
11-05	11-04	24431061308700740714824	9399	FDLE CCHINET 850-410-8161 FL	M25.00
11-05	11-04	24431061308700740838771	9399	FDLE CCHINET 850-410-8161 FL	M25.00
11-05	11-04	24431061308700740845362	9399	FDLE CCHINET 850-410-8161 FL	M25.00
11-08	11-06	74137461310100390478566	7011	BUCCANEER INN ST GEORGE ISL FL	M300.00cr
11-08	11-06	24692161310100546735156	5969	INDEED 203-564-2400 CT	M500.37
11-08	11-04	24445001309300583100869	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0553487200	M595.00
11-08	11-06	24445001311300533782503	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0553865477	M699.93
11-11	11-10	24431061314700773979049	9399	FDLE CCHINET 850-410-8161 FL	M25.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-29-21		
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 8,359.32
		NEW CASH ADVANCES .00
		CREDITS 300.00
		STATEMENT TOTAL 8,059.32
		TOTAL IN DISPUTE 799.92
		CREDIT LIMIT 10,000.00



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Statement Date

11-29-21

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-12	11-10	24445001315300613975577	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0554627140 ARRIVAL: 11-04-21	M610.00
11-15	11-11	24445001317600170985465	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0555692890 ARRIVAL: 11-10-21	M85.00
11-15	11-13	24445001319600145417386	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0555028496 ARRIVAL: 11-06-21	M699.93
11-16	11-15	24692161319100593663534	5969	INDEED 203-564-2400 CT	M504.44
11-22	11-20	24013391324002110388942	4225	PODS #102 888-7767637 FL	M256.18
11-22	11-20	24445001325300538891733	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0556212662 ARRIVAL: 11-13-21	M699.93
11-22	11-20	24445001325300538891659	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0555811279 ARRIVAL: 11-11-21	M765.00
11-24	11-23	24431061327700753410028	9399	FDLE CCHINET 850-410-8161 FL	M25.00
11-26	11-23	24988941328017039984562	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M200.00
11-29	11-27	24445001332300518944800	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0557380612 ARRIVAL: 11-20-21	M699.93



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
[REDACTED]

Statement Date
11-29-21

0014MYAA - 008984 - 0001 - 0001 - 2



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

**N0008984

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-09	11-08	24445001313400207158986	5300	SAMS CLUB #8120 TALLAHASSEE-FL	M65.48 ✓
11-17	11-16	24137461321001489701060	5411	PUBLIX #782 TALLAHASSEE FL	M56.16 ✓
11-18	11-17	24445001322400190143119	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M29.36 ✓
11-18	11-17	24692161322100163327184	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M30.94 ✓
11-19	11-18	24431061323400677000377	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
11-19	11-18	24431061323400677000401	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
11-19	11-18	24431061323400677000500	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
11-19	11-18	24431061322400554000848	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
11-19	11-18	24431061322400554000889	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
11-19	11-18	24431061322400554001044	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓

*Ch
revised*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
11-29-21	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 315.92
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 315.92
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



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



Page: 1 of 1

Statements Dates
 11/01/2021 - 11/30/2021

Account Number:

Images:

0

***ZERO CHECKS* E0**

261 000000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

Handwritten:
 12/1/21

**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**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
10/31	1,056.70		



00000001

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: January 12, 2022

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

Staffing

COVID-19 continues to drive the economy and staffing issues. We have a few teaching vacancies that are hard to fill. We have open slots not yet filled to give teachers jobs where we can open new classrooms. Quarantine guidance changes weekly. We continue to provide support to all staff where paid-time off is needed.

Facilities

Once finalized, Franklin renovations will commence once a lease is signed. A new playground will go in at Franklin's location. A recent meeting with the contractor and City Manager provide a positive outlook to beginning work on the project soon.

Curriculum

Implementation of the Creative Curriculum indicates positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students. Staff shared HATCH login information with all families to encourage learning at home. This has been very helpful for quarantined families.

Enrollment

Staff continue to enroll and registering students for the coming year. There are nearly 100 slots still available to register students. Registration and enrollment is now open for 2022-2023 school year.



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www.CapitalAreaCommunityActionAgency.org



Federal and State Regulations

Community Action Head Start continues to work with and follow local health and education regulations. Head Start issued a directive following the President's Executive Order requiring all Head Start staff to be vaccinated for COVID-19 by January 4.

UPDATE: This rule is being challenged in federal court. We will continue to operate under the new rules as proposed.

Family and Community Engagement Manager

Monthly Monitoring Report – December 2021

Program Status

- Total number of enrollments for the **2021-22** school year:
 1. Franklin County Head Start - **16 of 36** families enrolled
 2. Jefferson County Head Start - **31 of 33** families enrolled
 3. Louise B. Royal Head Start - **47 of 57** families enrolled
 4. Mabry Street Head Start - **63 of 64** families enrolled
 5. South City Head Start - **113 of 188** families enrolled
- **270 of 378** families were enrolled for the month of **December 2021**
 - All Head Start programs are required to return to full enrollment (**378**) for the 2021-22 school year

Policy Council

- 11 participants were in attendance for Policy Council

Volunteers

- 11 participants completed 8 hours

Family and Community Engagement Activities

- 1 staff meeting

Transportation

- The bus purchase for Franklin County remains on hold.
- Purchased and Installed Child Check Alarm system on bus
- Oil change for 2016 Kia Sorento
- No field trips for the month.
- No maintenance issues with vehicles, only cleaning

Children Health Requirements

Immunizations and Physical examinations	249 Immunizations 243 Physical Examinations
Established medical homes	265
Established dental homes and received dental exams	186 Dental Homes 87 Dental Exams
Hearing screenings	151
Vision screenings	230
Vision Referrals	0

- Number of Breakfast 2,533
- Number of Lunch 2,234
- Number of PM Snack 2,493
- Number of Children with Special Diets 30

Family and Community Engagement

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

Corrective Action and Follow Up

- **COVID-19 Policy and Procedure:** The Head Start Management Team discuss all COVID classroom cases with the Department of Children and Families before any decision is made to close classroom with COVID cases, or to keep them open.
- **Funded Enrollment:** Family Advocates are working daily to register families for open slots in the program. There is a Wait List building but currently all classrooms are not staffed and children cannot be moved off the Wait List into classrooms that are not staffed. A new classroom will open at the South City location in January.
- **Extended Day:** After School slots are available at Louise B. Royal, Mabry, and South City. School Readiness and Volunteer Prekindergarten children are receiving extended day services. Some families are requesting private pay for the extended day program.
- **Family Engagement:** Parent meetings and Policy Council has begun and parents are participating. Male Engagement activities will begin in November.
- **Vacant Family Advocate Position:** The new Family Advocate has begun at South City and is transitioning nice in the new position.

Training

- The Family and Community Engagement Manager, Family Services Specialist, Parent Engagement Coordinator, and two Family Advocates attended the Parent and Family Engagement Conference.

Strengths

- All Leon County centers now offer extended day services.
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- Although classrooms have to be closed, families and students are still kept engaged with the program.
- Partnership with Comcast to offer discounted internet services to families without internet.
- A new classroom will open at the South City location in January.

Areas of Concern

- Opening of new facility in Franklin County
- Filling additional 20 slots in Franklin County in January.
- Staffing issues and being able to fill all classrooms

Quality Counts

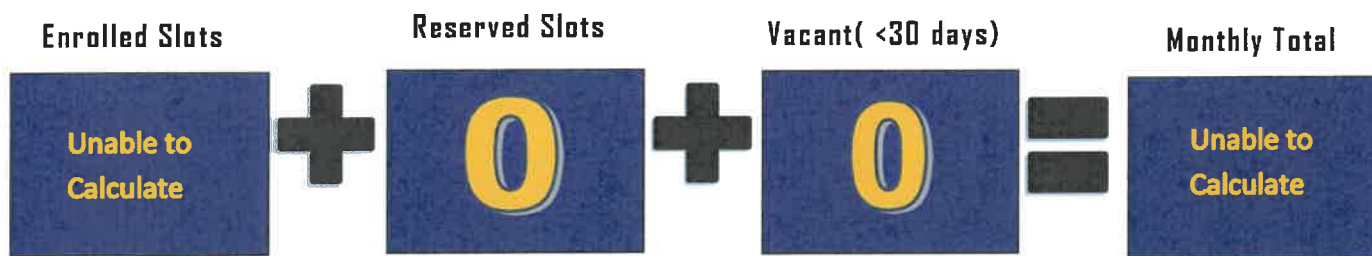
December 2021



Vital

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

Enrollment



Compliance

YES

Cumulative Enrollment

300

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 enrollment turnover due to SC01-010 having no funded enrollment specified. Child Plus administrator contacted.

Disability Services

Compliance

Yes

See Notes

Students with IEPs

11

In Child Plus

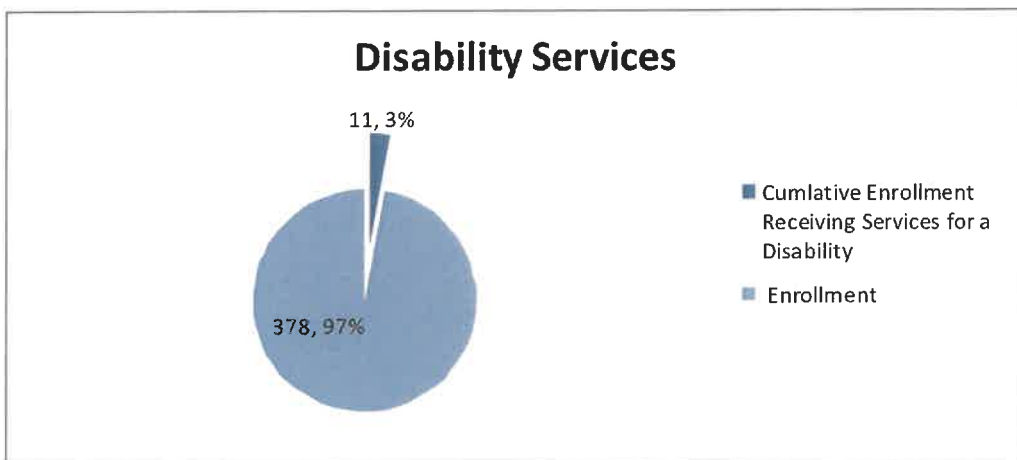
Students with Concerns

35

(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



Funded Attendance



Actual Attendance



*Funded enrollment in CP is set to 284



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 December 3, 2021 beginning @ 1111 hours for November 1-30, 2021)

Dept of Children & Families Violations

Inspections This Month



Violations This Month



Cumulative 21-22 Violations



(DCF Inspection Reports)

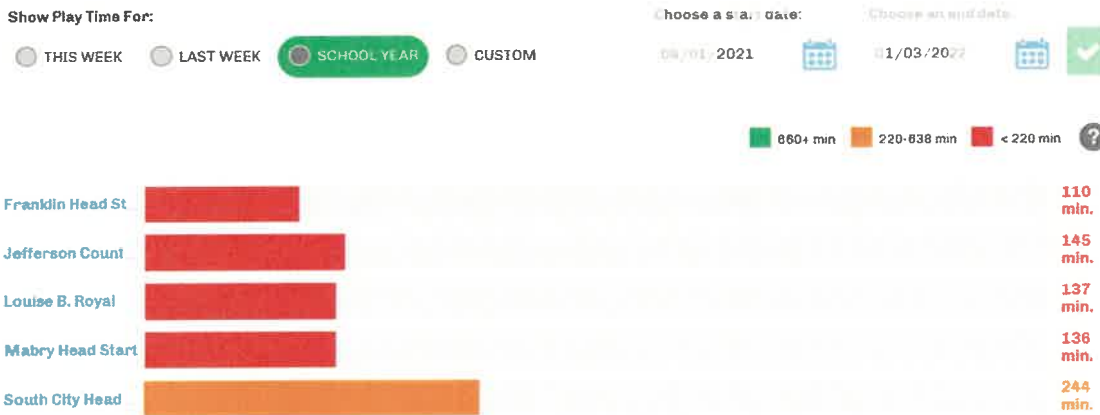
Inspection Results August 2021:

- 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 – Inspection 12/29/2021/-Not monitored due to holiday closure.

Hatch Usage and Outcomes

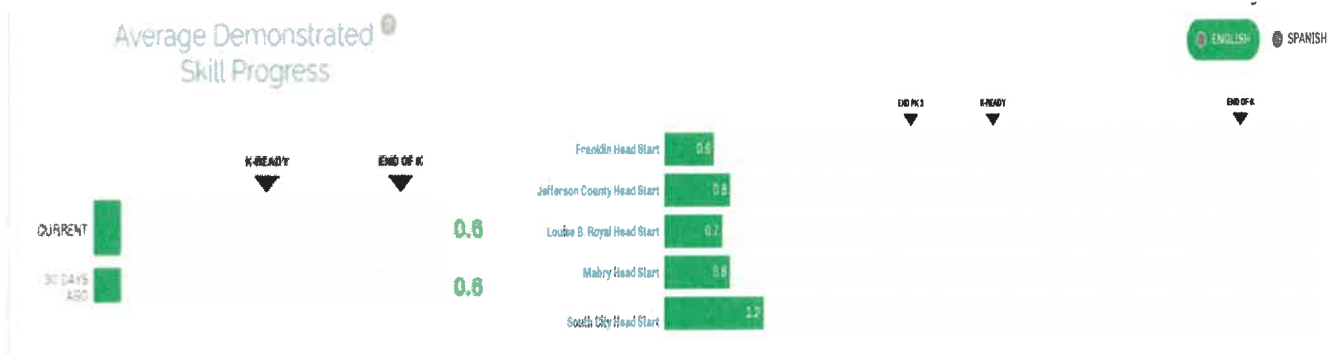
A national study of preschool and pre-kindergarten children conducted by the Center for Educational Measurement and Evaluation UNC Charlotte found that when Hatch was used with fidelity for 30 minutes a week/120 minutes a month over a six month period children demonstrated 2 developmental levels of growth across all domains. In effort to support continuous quality improvement (CQI) at the center and program level the program will track Hatch implementation to fidelity and outcomes for the remaining 5 months of the 2021-20222 program year.

Program Usage



Average Hatch usage for 09/2021 to 12/31/2021 was under the recommended thirty minutes a week. We would expect Hatch usage to be ~500 minutes per student. Average usage was between ~110– minutes and ~244 minutes.

Program Outcomes



Average demonstrated skill progress on Hatch between 09/2021 to 12/31/2021 was .6. We would hope Hatch demonstrated progress for this period was between 1.5 and 2. Actual demonstrated progress was .6 –1.2. A number of factors can influence students ability to demonstrate progress. From a CQI perspective we would like the current score to be higher that the score from the previous 30 days.