

# Capital Area Community Action Agency

## Head Start Policy Council Meeting

Zoom ID# 999.038.9957 Code 642453

March 24, 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
6. Director's Report
7. Facilities Update
  - a. Franklin County
  - b. Jefferson County
  - c. Leon County
8. Annual Report
9. Provider Survey
10. Center Updates- What's Working and What's Not
11. Office of Head Start Updates
12. Chairperson's Report
13. Other Business
14. Meeting Adjourned

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Next Meeting: April 21, 2022



United Way of the Big Bend

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[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



# Head Start Policy Council Meeting

## Minutes

February 24, 2022

6:00 pm

1. Meeting called to order at 6: 04pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Katisa Donaldson, Reshaun Blake, Alexis James, Quineildra Jackson, Sheena Salter, Angela Parks and Melisa Miller

Capital Area Community Action Agency staff present included the following people: Nichele Rolle, Venita Treadwell, Kristin Reshard, Nina Self, Darrel James, and Cynthia Valencic.

3. Quorum was established.

4. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as written.

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 25% and 23% respectively with a restrictive income of approximately \$125,000. Non-federal share match is at 39%. We are over benchmark budget in technology, postage, dues and subscriptions, workshops but should even out over the next few months. Lowes credit card was compromised and they sent out a new card.

Motion made by Katisa Donaldson to accept the financial report and seconded by Quineildra Jackson. None opposed, all in favor. Motion passed.

- b. Personnel Actions- No personnel actions at this time.
- c. Selection Criteria- Darrel James reviewed the selection criteria and explained how it is utilized. Darrel asked for the input of the Council members on new criteria that should be added or any which should be removed. Members were satisfied with the criteria and the points allotted for each. There were no changes made

Motion made by Katisa Donaldson to accept and approve the selection criteria for the 2022-2023 school year and seconded by Angela Parks. None opposed, all in favor. Motion passed.

6. Director's Report

Tim reviewed the attached report (see attached). We will continue to encourage mask in our centers for both staff and students. Melissa asked if vaccines become available to our age students would it become mandated for children to receive the vaccination. Tim stated it will not be mandated but we may possibly make our centers a site where children can become vaccinated. Sheena Salter asked could we offer testing as well. Tim explained Kristin is working with a company to possibly make this happen. Kristen stated we just received our database license and management will discuss how to roll this program out for our parents and families. Playground equipment is being delivered in Franklin County at the new location; lease will hopefully be finalized soon. Tim encouraged H.A.T.C.H. and explained the importance of it and the data it provides. Sheena asked is there a way to implement a reward system for H.A.T.C.H. Tim stated great idea and we will definitely check into it.

7. Documents and Reports- Nichele Rolle discussed the documents and reports members will discuss, approve, and analyze during their tenure on Policy Council. Members did not have any questions about the documents and reports.

8. Lead Testing Reports- Kristen discussed the lead testing results informing the Policy Council members that no lead was found at or above the actionable level. We will however be conducting lead remediation work just to ensure we are providing the safest water supplies for our students. We no longer use water fountains at our center; instead, we have water coolers dispensers from an independent water supply.

9. Head Start Family Survey- Kristen discussed the survey and how the PIR informed us that certain areas in our health outcomes could be improved and we would like the input of our parents. The survey is a Google Form survey and should be accessible easy. Members did not have and questions or changes. Survey will be sent out via email/text and the link will be posted on our Facebook page.

10. School Readiness Goals- Kristen reviewed the winter scores for the Head Start Early Learning Outcome Framework. Most students showed gains in all categories; however scientific inquiry should improve later in the school year due to the time the skill takes to develop. Ms. Treadwell stated they recently did a classroom supply order and 85% of the supplies were for the science centers to encourage and meet our goals.

11. Center Updates

Melissa Miller stated center is doing well and she is looking forward to transition this year. Sheena stated everything is going well at center; however she is concerned about the flow of traffic going the wrong way at South City. Angela Parks stated everything is going great and they are looking forward to the Black History month performances and are ready to move into the new building.

12. Office of Head Start Updates: No Office of Head Start Updates at this time.
13. Chairperson's Report: No Chairperson's report.
14. Other Business: The meeting for next month will be moved to March 24<sup>th</sup> due to Spring Break. The policy Council agreed to the change. Congratulations to Angela for closing on a new home. Katisa Donaldson said she can be of assistance with connections/staff for the testing sites at our centers when needed.
15. The meeting was adjourned 7:10 p.m.

**Head Start Financial Statement Narrative  
For the Four Months Ending January 31, 2022  
Capital Area Community Action Agency**

As of January 31, 2022, we have completed four months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 33-40%. At month end, the Year to Date Actual Revenue and Expenses are 32% and 30% respectively with a restricted income of \$114,957.

Year to Date Non-Federal Share (NFS) Match reported totals \$291,047 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.

***Staff Screenings- is over the budget benchmark due to an influx of new employees and re-screening of current employees for compliance.***

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 & Maintenance - Recurring – is slightly over benchmark budget but when combined with Nonrecurring is within an acceptable range.***

Dues and Subscriptions – is over the benchmark budget but should come into line over the course of the year. Head Start Association dues are typically paid in the first quarter of the fiscal year.

Meetings/ Workshops / Trainings - is over budget benchmark due to a number of early year training opportunities and the expense of online meeting software. This number should come within acceptable variance within the next few months.

**Capital Area Community Action Agency**  
**Head Start Programs Statement of Revenues and Expenditures**  
**For the Four Months Ended 1/31/2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,419,925	1,175,012	(3,244,913)	27%
Government Contracts - STATE	4010	263,543	327,084	63,541	124%
Government Contracts - LOCAL	4020	55,000	27,618	(27,382)	50%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Other Revenue	4995	0	675	675	100%
Total Revenue		<u>4,746,527</u>	<u>1,538,447</u>	<u>(3,208,080)</u>	32%
Expenditures					
Salaries & Wages	6010	1,969,768	680,836	1,288,932	35%
Fringe	6110	570,840	197,254	373,586	35%
<b>Staff Screenings</b>	<b>6180</b>	<b>2,500</b>	<b>1,540</b>	<b>960</b>	<b>62%</b>
Indirect Costs	6210	477,668	158,908	318,760	33%
Travel - In Area	6310	2,000	369	1,631	18%
Office Supplies	6410	9,000	1,150	7,850	13%
Program Supplies	6415	49,066	8,575	40,491	17%
Classroom Supplies	6420	42,500	12,349	30,151	29%
Kitchen Supplies	6430	28,089	5,218	22,871	19%
Medical/Dental Supplies	6440	1,500	0	1,500	0%
Copies/Printing/Copier	6510	10,000	2,803	7,197	28%
Postage and Delivery Expense	6600	1,500	507	993	34%
Contractual Services/Professional	6710	104,115	1,777	102,338	2%
Contractual Services – Health/Disabilities	6715	202,007	66,943	135,064	33%
Rent/Space Cost	6810	218,629	67,121	151,508	31%
Utilities	6820	107,000	28,792	78,208	27%
<b>General Liability and Property Insurance</b>	<b>6830</b>	<b>20,000</b>	<b>9,692</b>	<b>10,308</b>	<b>48%</b>
Communications	6840	42,000	15,426	26,574	37%
<b>Repairs &amp; Bldg Maintenance- Recurring</b>	<b>6850</b>	<b>115,000</b>	<b>47,653</b>	<b>67,348</b>	<b>41%</b>
Repairs & Bldg Maintenance - Nonrecurring	6855	49,519	0	49,519	0%
Equipment Maintenance	6910	18,000	4,379	13,621	24%
Vehicle Expense	6920	145,000	7,278	137,722	5%
Equipment Lease	6930	7,500	1,721	5,779	23%
Technology	6940	70,758	17,559	53,199	25%
Fees, Licenses, and Permits	7010	2,000	207	1,793	10%
<b>Dues/Subscriptions</b>	<b>7020</b>	<b>5,000</b>	<b>2,310</b>	<b>2,690</b>	<b>46%</b>
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	4,059	474	3,585	12%
Equipment (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	20,000	0	20,000	0%
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>2,000</b>	<b>1,028</b>	<b>972</b>	<b>51%</b>
Training/Staff Development	7430	36,208	10,444	25,764	29%
Training and Technical Assistance	7435	40,998	10,311	30,687	25%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	7,500	2,405	5,095	32%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>206,662</u>	<u>58,459</u>	<u>148,203</u>	28%
Total Expenditures		<u>4,746,527</u>	<u>1,423,490</u>	<u>3,323,037</u>	30%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>114,957</u>	<u>114,957</u>	

**Capital Area Community Action Agency, Inc.**  
**Head Start NFS Match Requirements**  
**For the Month Ending January 31, 2022**

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		42,123			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		131,552			
VPK/SR		109,313			
	<b>620,300</b>	<b>291,047</b>	<b>47%</b>	<b>329,253</b>	<b>53%</b>

HEAD START Credit Card Expenses Jan 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6920	255	1/27/2022	30.00	#4466, DARREL JAMES, VISA, 1/27/22, GAS HS CAR
HANCOCK CC	1064	6920	255	1/27/2022	40.00	#4466, DARREL JAMES, VISA, 1/27/22, GAS HS CAR
HANCOCK CC	1064	6920	255	1/27/2022	42.00	#4466, DARREL JAMES, VISA, 1/27/22, GAS HS CAR
HANCOCK CC	1064	6920	255	1/27/2022	42.01	#4466, DARREL JAMES, VISA, 1/27/22, GAS HS CAR
HANCOCK CC	1064	6920	255	1/27/2022	48.00	#4466, DARREL JAMES, VISA, 1/27/22, GAS HS CAR
HANCOCK CC	1064	7420	255	1/27/2022	199.90	#4466, DARREL JAMES, VISA, 1/27/22, ZOOM
HANCOCK CC	1065	6415	255	1/27/2022	90.28	#4466, DARREL JAMES, VISA, 1/27/22, MASKS
HANCOCK CC	1065	6415	255	1/27/2022	94.85	#4466, DARREL JAMES, VISA, 1/27/22, MASKS
HANCOCK CC	1064	7435	250	1/27/2022	97.49	#0419, KRISTIN RESHARD, VISA, 1/27/2022, BROWN-BOOKS
HANCOCK CC	1064	7435	255	1/27/2022	698.00	#0419, KRISTIN RESHARD, VISA, 1/27/2022, TRAINING
HANCOCK CC	1064	6410	250	1/27/2022	19.98	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - CHAIR MAT
HANCOCK CC	1064	6415	250	1/27/2022	65.88	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - PROG SUPPLIES
HANCOCK CC	1064	6415	252	1/27/2022	22.98	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - PROG SUPPLIES
HANCOCK CC	1064	6415	252	1/27/2022	24.98	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - PROG SUPPLIES
HANCOCK CC	1064	6415	252	1/27/2022	48.40	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - PROG SUPPLIES
HANCOCK CC	1064	6840	250	1/27/2022	274.92	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - COMCAST
HANCOCK CC	1064	6850	251	1/27/2022	31.96	#6982, FATIMA ALEXANDER, VISA, 1/27/2022 - MULCH/RAKE
HANCOCK CC	1064	7435	255	1/27/2022	6.50	#8165, NICHELE ROLLE, VISA, 1/27/2022, TOLLS, ORLANDO TRAIN
HANCOCK CC	1064	6180	255	1/27/2022	178.64	#7366, NINA SINGLETON SELF, VISA, 1/27/2022, HS ADMIN BKG
HANCOCK CC	1064	6180	250	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN
HANCOCK CC	1064	6180	250	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN RYLES
HANCOCK CC	1064	6180	250	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN SPANN
HANCOCK CC	1064	6180	252	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN
HANCOCK CC	1064	6180	252	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN DAVIS
HANCOCK CC	1064	6180	252	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN EADES
HANCOCK CC	1064	6180	252	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN POITIER
HANCOCK CC	1064	6180	255	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN
HANCOCK CC	1064	6180	255	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN EVANS
HANCOCK CC	1064	6180	255	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN
HANCOCK CC	1064	6180	255	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN ROLLE
HANCOCK CC	1064	6180	256	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN ALLEN
HANCOCK CC	1064	6180	256	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN BROWN
HANCOCK CC	1064	6180	256	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN CLARK
HANCOCK CC	1064	6180	258	1/27/2022	44.66	#5810, VENITA TREADWELL, VISA, 1/27/2022 BKG SCREEN

Total CC 2,726.67





**HANCOCK  
WHITNEY**

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

*Visa BusinessCard*  
**Statement of Account**  
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DARREL JAMES  
CAPITAL AREA CAA  
309 OFFICE PLAZA DR  
TALLAHASSEE FL 32301-2729

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**MEMO STATEMENT**

Account Number

Statement Date

01-27-22

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-30	12-28	24692161363100171979638	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.01
01-07	01-05	24692162006100137105121	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
01-07	01-06	24011342006000038580475	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
01-13	01-11	24692162012100610460540	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00
01-17	01-14	24692162015100980539557	5542	GATE 1194 Q80 TALLAHASSEE FL	M30.00
01-17	01-14	24116412014083731882450	5734	NEWEGG MARKETPLACE 800-390-1119 CA	M90.28
01-17	01-14	24492162014000037142400	8299	HELMETFITTING.COM WWW.HELMETFIT AL	M94.85
01-24	01-21	24692162022100180235254	5542	GATE 1194 Q80 TALLAHASSEE FL	M40.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 587.04
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 587.04
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 5,000.00



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

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**MEMO STATEMENT**

Account Number



Statement Date

01-27-22

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-11	01-10	24431062010083256486377	4784	SUNPASS*ACC111752084 888-865-5352 FL	M6.50 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 6.50
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 6.50
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,500.00



**HANCOCK  
WHITNEY**

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

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**MEMO STATEMENT**

Account Number

[REDACTED]

Statement Date

01-27-22

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-24	01-21	24247602021300568814904	8299	CONSCIOUS DISCIPLINE 407-366-0233 FL	M698.00 ✓
01-26	01-25	24906412025139277384557	5942	TALLAHASSEE CC BKST #795 800-3815151 IL	M97.49 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 795.49
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 795.49
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00



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

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**MEMO STATEMENT**

Account Number



Statement Date

01-27-22

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-10	01-07	24431062008400188000064	5251	ACE HDWE APALACHICOLA FL	M31.96 ✓
01-19	01-19	24692162019100740395809	4899	COMCAST/XFINITY 800-266-2278 FL	M284.92 ✓
01-21	01-20	24692162020100729536859	5200	LOWES #00417* TALLAHASSEE FL	M182.22 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 499.10
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 499.10
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 2,000.00



**HANCOCK  
WHITNEY**

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NEW ORLEANS LA 70161-1750

**MEMO STATEMENT**

Account Number

Statement Date

01-27-22

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

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**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-30	12-29	24692161363100616827004	5969	INDEED 203-564-2400 CT	M505.63
01-03	01-01	24692162001100781837586	5969	INDEED 203-564-2400 CT	M83.78
01-03	01-01	24445002002300436249388	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0563620828 ARRIVAL: 12-31-21	M149.99
01-03	12-31	24445002001300362525984	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0562615518 ARRIVAL: 12-25-21	M899.94
01-06	01-05	24431062006400675003557	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062006400675003581	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062006400675003615	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062006400675003623	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-06	01-05	24431062005400552006658	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24431062005400552006716	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24431062005400552006757	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24431062005400552006773	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-06	01-05	24013392005000432872118	4225	PODS #102 888-7767637 FL	M49.50
01-07	01-04	74445002005300656134213	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0563792519 ARRIVAL: 01-01-22	M50.00cr
01-07	01-04	74445002005300656134395	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249318 ARRIVAL: 01-04-22	M150.00cr
01-07	01-04	74445002005300656134544	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249451 ARRIVAL: 01-04-22	M300.00cr
01-07	01-04	74445002005300656134478	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249391 ARRIVAL: 01-04-22	M350.00cr
01-10	01-07	24137462008500921273511	5942	TALLAHASSEE CC BKST #795 TALLAHASSEE FL	M538.75

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 5,631.05
		NEW CASH ADVANCES .00
		CREDITS 850.00
		<b>STATEMENT TOTAL 4,781.05</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 10,000.00</b>



**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

**MEMO STATEMENT**

Account Number

Statement Date

01-27-22

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-10	01-08	24445002009300473083552	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564249528 ARRIVAL:01-04-22	M699.93
01-12	01-11	24013392011001010282136	4225	PODS #102 888-7767637 FL	M49.50
01-12	01-11	24692162011100291753552	5969	INDEED 203-564-2400 CT	M500.17
01-17	01-15	24445002016300444135474	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0564786834 ARRIVAL:01-08-22	M699.93
01-20	01-19	24692162019100292706080	5969	INDEED 203-564-2400 CT	M500.36
01-24	01-22	24445002023300476694597	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0565725871 ARRIVAL:01-15-22	M699.93
01-26	01-25	24431062025700749651993	9399	FDLE CCHINET 850-410-8161 FL	M25.00
01-26	01-25	24431062025700749655747	9399	FDLE CCHINET 850-410-8161 FL	M25.00
01-26	01-25	24431062025700749658089	9399	FDLE CCHINET 850-410-8161 FL	M25.00



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NEW ORLEANS LA 70161-1750



00000000-015812-0001-0002-2

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

\*\* 0000001

**MEMO STATEMENT**

Account Number



Statement Date

01-27-22

**STATEMENT MESSAGES**

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Whitney Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-04	01-03	24431062004400673003338	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003353	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003387	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003445	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003478	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003494	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
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01-04	01-03	24431062004400673003635	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003650	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
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01-04	01-03	24431062004400673003817	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003833	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062004400673003858	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
01-04	01-03	24431062003400550006405	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
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01-04	01-03	24431062003400550006603	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006629	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006728	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006793	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006819	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550006843	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
01-27-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 669.90
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		<b>STATEMENT TOTAL 669.90</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>



**HANCOCK  
WHITNEY**

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



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

**MEMO STATEMENT**

Account Number

Statement Date

01-27-22

**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
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01-04	01-03	24431062003400550007015	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550007031	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
01-04	01-03	24431062003400550007056	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25





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



Page: 1 of 1

Statements Dates  
 01/01/2022 - 01/31/2022

Account Number:  
 4620332

Images:  
 0

**\*ZERO CHECKS\* E0**

*Handwritten signature*

260 000000 001  
**CAPITAL AREA COMMUNITY ACTION AGENCY  
 HEAD START POLICY COUNCIL  
 PARENT ACTIVITY FUND  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301**

**EFFECTIVE FEB 1 2022 DOMESTIC OUTGOING WIRE WILL BE 30.00  
 INTERNATIONAL OUTGOING 45.00 INTERNATIONAL INCOMING 25.00**

**Checking Account Summary**

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

● **Balance By Date**

Date	Balance	Date	Balance
12/31	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:** March 16, 2022

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

### Staffing

Full staff but for two classrooms.

### Facilities

Franklin renovations will commence now that a lease has been executed. A new playground will go in at Franklin's location.

### 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.

### Federal and State Regulations

Federal Monitoring will take place using the Focus Area 1 Monitoring Protocol - <https://eclkc.ohs.acf.hhs.gov/federal-monitoring/article/fiscal-year-fy-2022-head-start-monitoring-protocols>. The monitoring elements will be reviewed by Head Start staff over a weekly review period. Preliminary work was done by staff in February in preparation.

COVID performance standards are currently enjoined at the federal court level.



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



# Annual Report

Capital Area  
**Community Action**  
Agency

**HEAD START PROGRAM**

**20  
21**



# Agency Overview...

Capital Area Community Action Agency, Inc. (Capital Area), is a social service agency. Our Mission is to provide a comprehensive, seamless system of services and resources to reduce the detrimental effects of poverty, empower low-income citizens with skills and motivation to become self-sufficient and improve the overall quality of their lives, and our community.

Capital Area has four primary programs: Low-Income Home Emergency Assistance Program (LIHEAP), Family Self-Sufficiency (Getting Ahead/Staying Ahead), Weatherization, and Head Start. Head Start is an early childhood development program that serves low-income three and four-year-old children and their families. The purpose of the Head Start program is to promote school readiness by enhancing the social and cognitive development of children through offering educational, health, nutritional, social, and other services to enrolled children and their families. This report will share the Head Start outcomes for the 2020-2021 school year.

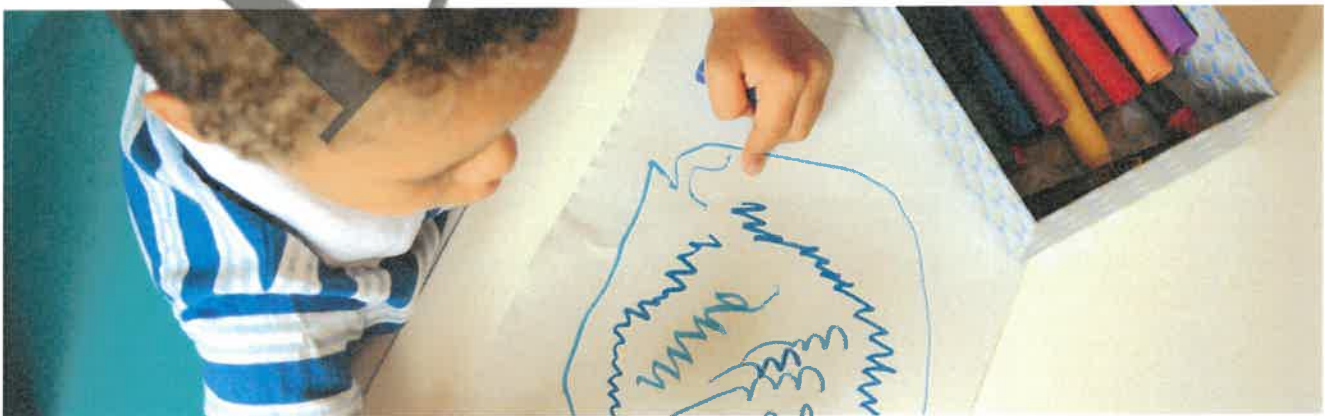


# Program Overview

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The 2020-2021 school year began six months into the COVID-19 pandemic. Due to the uncertainty that surrounded the pandemic temporary changes to our program design were needed. The changes focused on prioritizing the health and safety of students and staff. Some of the changes that were implemented included:

- Reducing classroom enrollments to accommodate 54 sq ft of space per child to allow for social distancing within the classrooms
- Providing each child their own school supply box to reduce sharing materials
- Disinfecting shared materials with disinfectant wands and Zonos after hours
- Serving pre-plated meals to students
- Providing tooth brushing kits for home use, so students could practice tooth brushing skills at home
- Encouraging students and staff to only interact with individuals in their classroom while at school
- Reducing outside visitors
- Encouraging parents to engage with their centers virtually





## Enrollment

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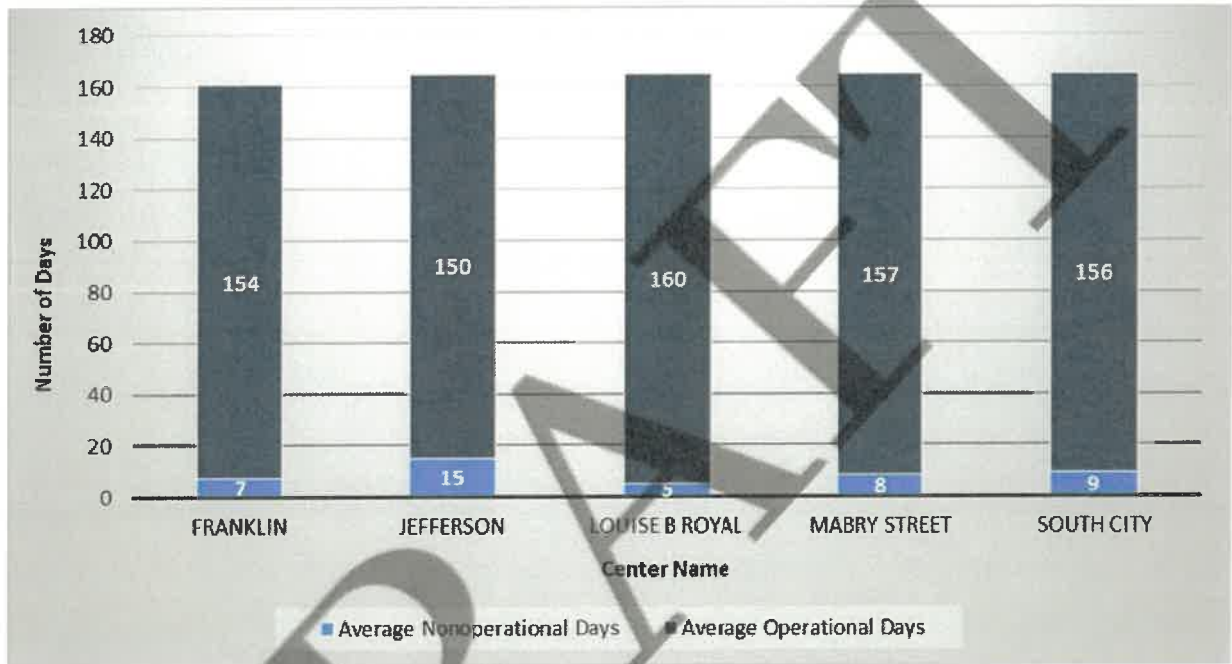
Capital Area Head Start had pandemic-related challenges that impacted enrollment and attendance during the 2020-2021 School Year. More than 80 Head Start staff administered the Head Start program to 284 students from 263 families. The usual funded enrollment for Capital Area is 378. During 2020-2021, the program operated at about 57% of funded capacity. Traditionally, Capital Area Head Start reaches full-funded enrollment, but due to social distancing requirements and parent apprehension about returning to in-person education, full-funded enrollment was not reached. To boost enrollment numbers, Capital Area served students from families with income between 100-130% of the federal poverty level (FPL). Students with incomes between 100-130% of FPL made up 1% of enrollment.

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# Attendance

## Operational vs Nonoperational Days by Center



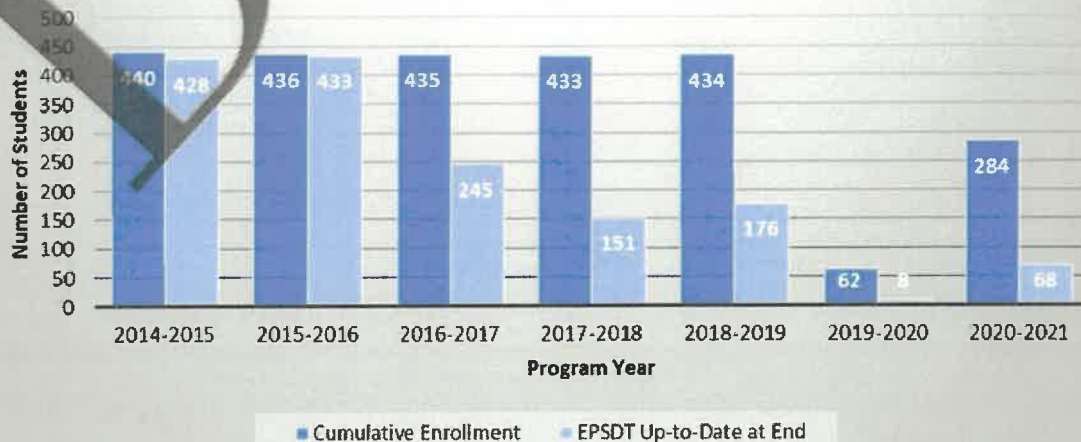
During 2020-2021, the program planned for 161 operational days. Due to cases of COVID-19 in the centers, the number of actual operational days varied by the center. COVID-19 did not impact the number of operational vs non-operational days much because of the precautions taken.

# Medical Services



Over the last 5 years, 39% of children were up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) schedule for well child care. The number of students who are up-to-date on the Florida EPSDT schedule has not reached above 50% since 2016-2017. The majority of children enrolled in the Head Start program struggle with getting their hematocrit and hemoglobin results. The COVID-19 pandemic compounded the problem. As a result of the pandemic the Women, Infants, and Children (WIC) program stopped screening students in-house and now refers recipients back to their primary care physicians. The program will investigate barriers and solutions for families struggling to obtain their hematocrit and hemoglobin scores during the 2021-2022 program year.

**Cumulative Enrollment Compared to Comprehensive Medical Exam According to EPSDT by Program Year**



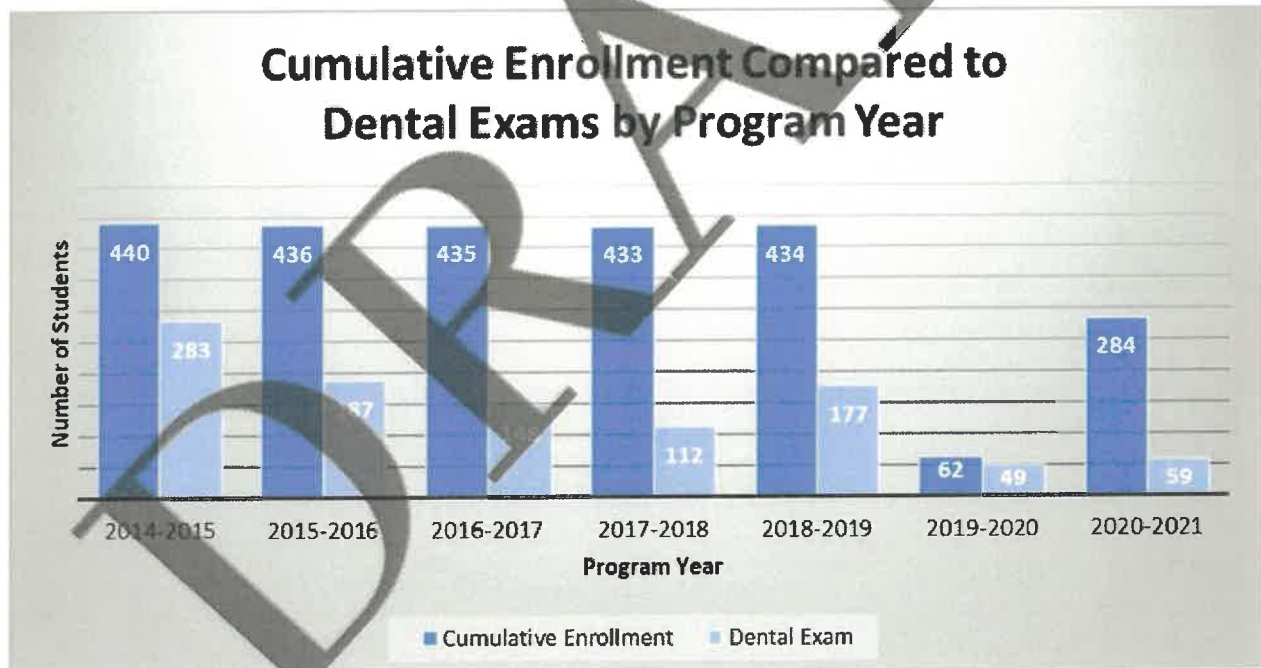


# Dental Services



Dental program data shows that between 2014-2021, the program had challenges with assisting children with receiving a professional dental exam. Data indicates that the program never reached above 79% of all children who have completed a professional dental examination during the program year. On average over the last 5 years, only 33% of completed a professional dental examination during the program year and despite the program's efforts to link families with a dental home providing dental cleaning onsite and referral back to a dental office. Trying to find and overcome barriers to dental exams will be a focus area in 2021-2022.

**Cumulative Enrollment Compared to Dental Exams by Program Year**



# Student Outcomes

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

Capital Area HSELOF outcomes are based on an aggregation of teachers' anecdotal notes entered into Teaching Strategies Gold (TSG) and formative assessment data provided by Ignite by Hatch. By the end of the 2019-2020 school year, teachers reported observing the following outcomes:

- Approximately, 85% of children learned to successfully navigate learning experiences by developing the ability to self-regulate in a variety of situations
- Approximately, 78% of children developed reasoning, memory, problem-solving, and thinking skills to connect experiences and organize their world.
- Approximately, 87% of children learned and developed both receptive and expressive language skills to build a strong emergent literacy foundation to promote school readiness.
- Approximately, 86% of children increased gross motor skills, fine motor skills, and could use self-care skills to fully function and explore in their environment.
- Approximately, 88% of children gained a sense of identity and belonging through social interactions and positive emotional connections in order to experience personal success.



# School Readiness Outcomes Continued...

When Florida began using Renaissance Star Early Literacy® in 2017, the program went from exceeding the minimum readiness rates to being considered a low-performing provider. The team realized we needed a plan, to ensure we were providing quality service and able to demonstrate measurable growth. In order to quantify students' progress, in 2019 we added Renaissance Star Early Literacy and in 2020 we also began using Ignite by Hatch to comprehensively assess students. Renaissance is the Florida Kindergarten Readiness Screener (FLKRS). Four-year-old students are assessed 2-3 times a year with Renaissance. Renaissance is a summative assessment however, the two other assessments help students and teachers. The goal score is 500.

## 2020-2021 Fall to Spring FLKRS Scores



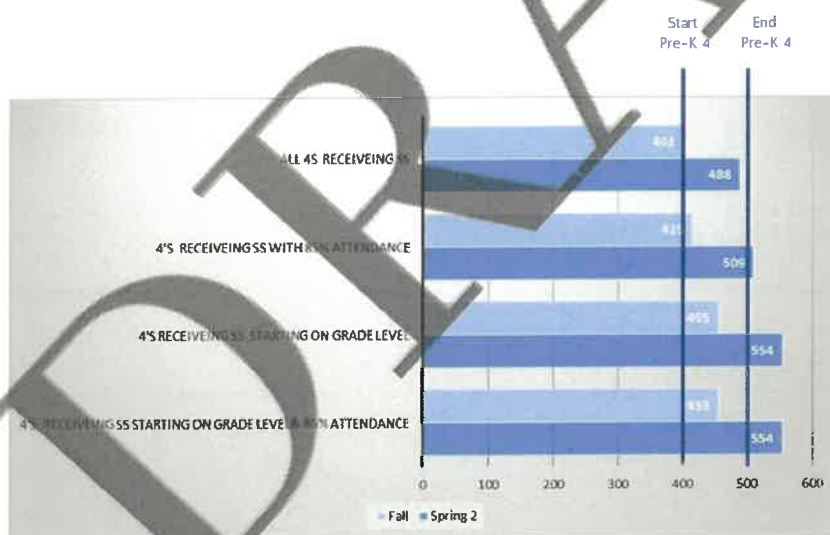
The 2020-2021 scores collected by an independent observer revealed that on average students who attend the Capital Area Head Start program exceed the 50 points standard growth percentage set by test developers. Further, students that show the most growth start on grade level and attend 85% of the time.

# School Readiness Outcomes for Students Receiving Special Services

Four-year-old students that receive special services are assessed 2-3 times a year with Renaissance, just like their peers. Although assessing students receiving special services can be challenging, it is important to provide detailed information so appropriate decisions may be made to continue to foster the child's growth and development despite any identified concern.

The 2020-2021 scores collected by an independent observer revealed that on average students who attend the Capital Area Head Start program and received a special service showed on average an 85 point growth from Fall to Spring.

## Students Receiving Special Services Fall to Spring FLKRS Scores

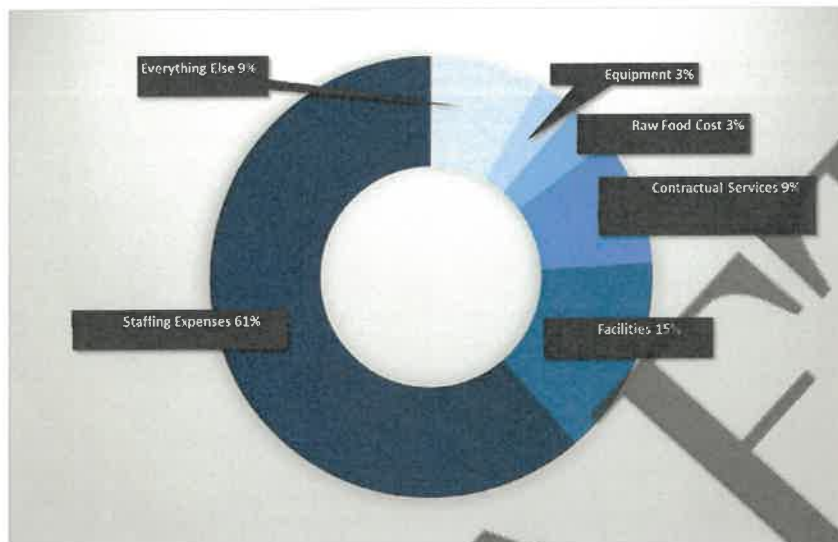


Further, on average students who received special service and started on grade level performed better than students in the general Head Start population. It should be noted that 100% of the students in the special service population who started on grade level attend at least 85% of the time. It is likely that students receiving special services' high attendance levels combined with extra services contributed to their high scores.

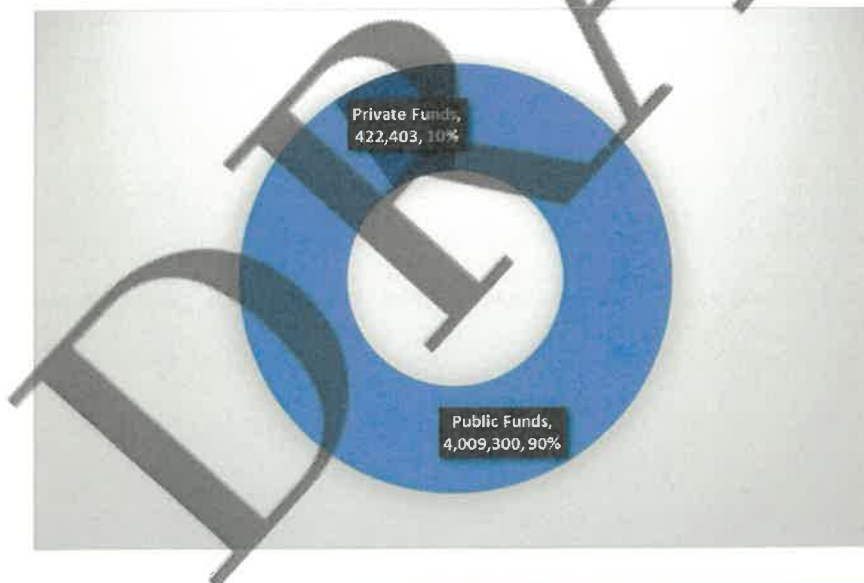
# Financial Review

During the 2021-2022 Fiscal year the Capital Area Community Action Agency Head Start program received funds from the office of Head Start, the Community Human Service Partnership in collaboration with Leon County, the Division of Early Learning (School Readiness & VPK), and the US Department of Agriculture's Child Care Food Program. Total funding from all sources during the 2021-2022 year was ~\$4,174,111. Capital Area's top expenditures are in staffing expenses, facilities, and contractual services.

## Top 5 Head Start Expense Categories in 2020-2021



## Total Amount of Public and Private Funds Received



# Capital Area Community Action Agency - Provider Survey

1. Are you currently taking new patients?

Mark only one oval.

- Yes
- No
- Waitlist

2. Is patient lab work completed in your office?

Mark only one oval.

- Yes Skip to question 4
- No Skip to question 3
- Patient Choice Skip to question 4

## Lab Work

3. What lab does your facility use?

Mark only one oval.

- Quest
- LabCorp
- Both
- Other: \_\_\_\_\_

## Community Needs

4. What do you think are the three most important issues that effect health and wellbeing in our community?

Check all that apply.

- Access to health services
- Preventative Health Services
- Environmental Health
- Mental Health
- Nutrition

Other:  \_\_\_\_\_

5. What are the greatest unmet needs in the community you serve?

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6. What adverse health effects to healthcare services have you witnessed relative to COVID-19 ?

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**Social Determinants of Health**

7. What types of social determinants of health do you observe within your practice (Check all that apply)?

*Check all that apply.*

- Gender
- Age
- Race/Ethnicity
- Sexual Orientation
- Income Status
- Education

Other:  \_\_\_\_\_

**Community Partnerships**

8. Would you be willing to partner with Capital Area Community Action Agency Head Start to provide healthcare services to our clients?

*Mark only one oval.*

- Yes    *Skip to question 9*
- No    *Skip to section 7 (Thank you!)*
- Not now, please ask again next year.    *Skip to section 7 (Thank you!)*

Tell us more

9. In what ways?

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10. Is there something we can do to support you?

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11. Practice Name

---

12. Your name

---

13. Contact information for best method of contact.

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Thank you!

We appreciate your feed back! Your response will help us serve children and their families better!

This content is neither created nor endorsed by Google.

Google Forms



**Family and Community Engagement Manager**

**Monthly Monitoring Report – February 2022**

**Program Status**

- Total number of enrollments for the **2021-22** school year:
  1. Franklin County Head Start - **17 of 36** families enrolled
  2. Jefferson County Head Start - **32 of 33** families enrolled
  3. Louise B. Royal Head Start - **49 of 57** families enrolled
  4. Mabry Street Head Start - **63 of 64** families enrolled
  5. South City Head Start - **134 of 188** families enrolled
- **295 of 378** families were enrolled for the month of **February 2022**
  - 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**

- 7 participants completed 9 hours

**Family and Community Engagement Activities**

- 2 staff meetings

**Transportation**

- The bus purchase for Franklin County remains on hold.
- No field trips for the month.
- No maintenance issues with vehicles, only cleaning

**Children Health Requirements**

<b>Immunizations and Physical examinations</b>	275 Immunizations 275 Physical Examinations
<b>Established medical homes</b>	281
<b>Established dental homes and received dental exams</b>	209 Dental Homes 99 Dental Exams
<b>Hearing screenings</b>	186
<b>Vision screenings</b>	244
<b>Vision Referrals</b>	0

- Number of Breakfast 3,969
- Number of Lunch 3,974
- Number of PM Snack 3,900
- Number of Children with Special Diets 30

### Family and Community Engagement

- 7 volunteers were active for February
- 9 hours of In-Kind was reported for February

### 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. Classroom closure days have been decreased from 14 to either 10 or 5 days depending on the situation.
- **Funded Enrollment:** Re Enrollments are underway. 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. Two classrooms have been opened 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. The Incredible Years Curriculum has started.

### Strengths

- 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 through the Hatch virtual program.

### Areas of Concern

- Opening of new facility in Franklin County
- Staffing issues and being able to fill all classrooms
- Losing two classrooms at the South City location next year

# Quality Counts

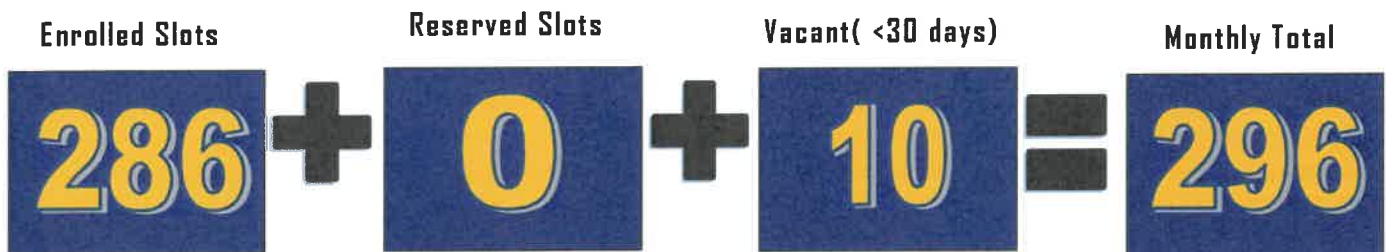
February 2022



## Vital

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

## Enrollment



### Compliance

**YES**

### Cumulative Enrollment

**334**

#### 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

**NO**

See Notes

### Students with IEPs

**19**

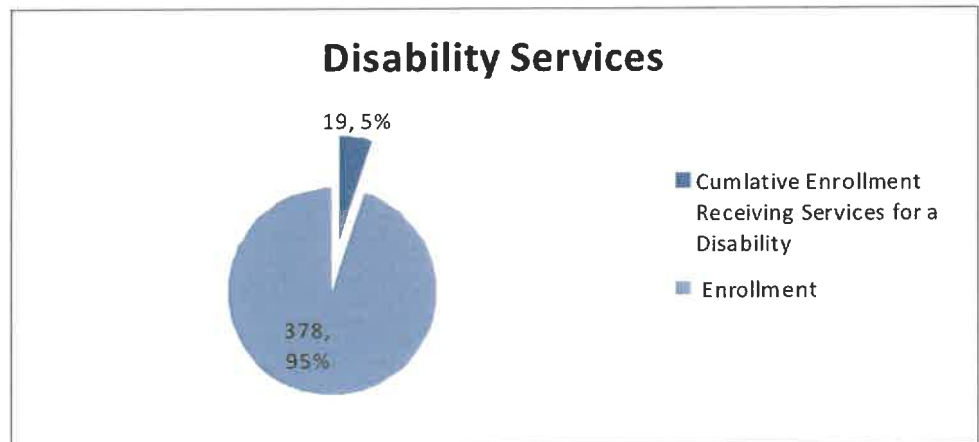
In Child Plus

### Students with Concerns

**42**

(Report 3540)

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



#### 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

**65.98**

## Actual Attendance

**74.50**

\*Funded enrollment in CP adjusted to 321



**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 March 9, 2022 beginning @ 1355 hours for February 1-28, 2022)

# Department of Children & Families Violations

**Inspections This Month**

**3**

**Violations This Month**

**0**

**Cumulative 21-22 Violations**

**2**

(DCF Inspection Reports)

## Inspection Results January 2022:

- Franklin County Head Start –02/23/2022– no violations
- Jefferson County Head Start– No inspection
- Louise B. Royal Head Start– No inspection.
- South City Head Start– 02/22/2022-no violations
- Mabry Street Family Enrichment Center – 02/17/2022-no violations

# Hatch Usage and Outcomes

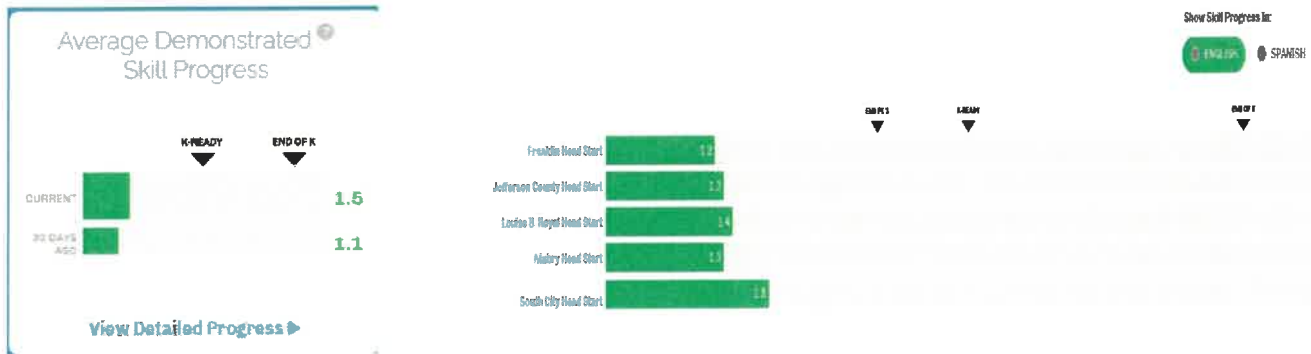
A national study of preschool and pre-kindergarten children conducted by the Center for Educational Measurement and Evaluation UNC Charlotte found that when Hatch was used with fidelity for 30 minutes a week/120 minutes a month over a six month period children demonstrated 2 developmental levels of growth 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 2021-2022 program year.

## Program Usage



Average Hatch usage for 02/1/2022– 02/28/2022 was under the recommended thirty minutes a week at all centers except South City. We would expect Hatch usage to be ~120+ minutes per student. Students at South City also have the highest child outcomes. Center averages ranged between ~95-~121 up from ~28- minutes and ~74 minutes last month.

## Program Outcomes



Average demonstrated skill progress on pulled 03/09/2022 was 1.5. We would hope Hatch demonstrated progress for this period was between 2.1 and 3.5. Actual demonstrated progress was 1.2-1.8. 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. The average score reported in the average score captured by Hatch 30 days ago was a 1.1 and our current score on 03/09/2022 was a 1.5. We are moving in the right direction.