

Capital Area Community Action Agency

Head Start Policy Council Meeting
Zoom ID# 999.038.9957 Code 642453
May 19, 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. Cost of Living Adjustment
 - d. 2022-2023 Head Start School Calendar
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: June 16, 2022



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



Head Start Policy Council Meeting

Minutes

April 21, 2022

6:00 pm

1. Meeting called to order at 6: 06pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Quineldra Jackson, Rashawn Blake, Samantha Jagwansingh, Alexis James, Crystal Ealey, Sheena Salter, Angela Parks and Melissa 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 39% and 37% respectively with a restrictive income of approximately \$62,632. Non-federal share match is at 52%. We are over benchmark budget in staff screenings, general liability, repairs and maintenance recurring, dues and subscriptions, workshops but should even out over the next few months. Reviewed the credit card statements.

Motion made by Reshawn Blake to accept the financial report and seconded by Alexis James. None opposed, all in favor. Motion passed.

- b. Personnel Actions- No personnel actions at this time. Darrel should be bringing a candidate for consideration for Family Advocate at the next meeting. Melissa asked for the qualifications for the position. Darrel listed and explained the qualifications and also directed members to indeed to share the job posting.

6. Director's Report- Tim reviewed the attached report (see attached). Full staffing in all classrooms except for 1. Goal is to be in the renovated wing of the old high school in Franklin County by the beginning of the school year. More families are utilizing H.A.T.C.H. School calendars should be completed by the next meeting. Tim stated we will be receiving a Cost of

Living Adjustment for staff and he will bring the breakdown of the budget to the next meeting. We are also receiving a Quality Improvement Grant that will also be utilized to increase staff salaries. Tim discussed the 6- week Summer Program. Reshawn asked a question to clarify that the program was not a Head Start program but will be staffed by Head Start staff. Tim confirmed. Angela asked will the program be in Franklin County or Leon County only. Tim stated so far only Leon County as a pilot.

7. 2022-2023 Menu Suggestions- Nichele discussed the current menu suggestions for the upcoming school year. Nichele informed the Council Members of the guidelines and asked for their input on items they would like to see on the menu. Members suggested Fajita's and Taco's.
8. 2022 Head Start Transitions- Ms. Treadwell stated Transition ceremonies will be via Zoom for all centers on May 6th. Each center will also have a drive thru parade for all graduates. Ms. Treadwell gave dates for all activities.
9. Center Updates

Melissa Miller stated everything is going well at the centers. Melissa also asked would parents be able to enter the center next school year. Tim stated that is the goal for next year, as we will maintain the masking requirement until the end of this year. Sheena stated children are preparing for transition at her center. Alexis said everything was good but she would like to know the hours for the 6 week summer program. Ms. Treadwell stated 7:30a.m.-5:00 p.m. Angela said staff and parents are excited about getting in the new building next year. They have also completed some planting.
10. Office of Head Start Updates: Kristen reviewed the C.O.L.A. memo from Office of Head Start. Kristen also informed the Council that this was her last meeting as she accepted another position.
11. Chairperson's Report: No Chairperson's report at this time.
12. Other Business: No other business at this time.
13. The meeting was adjourned 7:00 p.m.

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

As of March 31, 2022, we have completed six months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 50-60%. At month end, the Year to Date Actual Revenue and Expenses are 46% and 44% respectively with a restricted income of \$61,235.

Year to Date Non-Federal Share (NFS) Match reported totals \$375,351 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.

Program Supplies – is slightly over benchmark with a number of purchases related to Covid protocols but should come back into line during the summer months.

Registration Fees – is at budget because there is no item for this in the current budget.

Training / Staff Development - is over budget benchmark due to a number of early year training opportunities. 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 Six Months Ended 3/31/2022

		Total		Total	
	50-60%	Budget -	Current	Budget	
		Original	Year Actual	Variance -	
				Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,306,159	1,830,026	(2,476,133)	42%
Government Contracts - STATE	4010	453,336	314,117	(139,219)	69%
Government Contracts - LOCAL	4020	55,000	37,866	(17,134)	69%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Contributions- Restricted	4210	0	250	250	10%
Special Events	4300	2,000	2,305	305	115%
Commissions-Vending/Photo	4320	0	3,776	3,776	100%
Other Revenue	4995	<u>0</u>	<u>2,076</u>	<u>2,076</u>	100%
Total Revenue		<u>4,824,554</u>	<u>2,198,475</u>	<u>(2,626,079)</u>	46%
Expenditures					
Salaries & Wages	6010	2,123,926	1,005,942	1,117,984	47%
Fringe	6110	615,515	291,710	323,804	47%
Staff Screenings	6180	2,776	1,818	958	65%
Indirect Costs	6210	514,346	234,999	279,347	46%
Travel - In Area	6310	2,000	869	1,131	43%
Office Supplies	6410	13,500	2,336	11,164	17%
Program Supplies	6415	23,724	15,076	8,648	64%
Classroom Supplies	6420	55,810	16,331	39,479	29%
Kitchen Supplies	6430	29,889	7,467	22,422	25%
Medical/Dental Supplies	6440	1,650	0	1,650	0%
Copies/Printing/Copier	6510	10,800	4,464	6,336	41%
Postage and Delivery Expense	6600	1,600	832	768	52%
Contractual Services/Professional	6710	104,115	4,935	99,180	5%
Contractual Services – Health/Disabilities	6715	205,007	122,756	82,251	60%
Rent/Space Cost	6810	220,651	101,082	119,569	46%
Utilities	6820	112,400	44,514	67,886	40%
General Liability and Property Insurance	6830	20,500	12,395	8,105	60%
Communications	6840	42,000	24,021	17,979	57%
Repairs & Bldg Maintenance- Recurring	6850	117,000	68,156	48,844	58%
Repairs & Bldg Maintenance - Nonrecurring	6855	52,519	9,720	42,799	19%
Equipment Maintenance	6910	18,250	8,758	9,492	48%
Vehicle Expense	6920	25,000	10,219	14,781	41%
Equipment Lease	6930	7,750	2,492	5,258	32%
Technology	6940	32,500	17,559	14,941	54%
Fees, Licenses, and Permits	7010	2,100	463	1,637	22%
Dues/Subscriptions	7020	5,500	2,310	3,190	42%
Special Events	7110	3,000	0	3,000	0%
Client Assistance	7210	4,484	633	3,851	14%
Equipment (\$5,000 or more)	7310	153,441	0	153,441	0%
Expendable Equipment	7320	21,500	0	21,500	0%
Registration Fees	7410	0	27	(27)	100%
Meetings/Workshops/Training	7420	5,800	1,363	4,437	24%
Training/Staff Development	7430	1,900	1,170	730	62%
Training and Technical Assistance	7435	40,998	23,562	17,436	57%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	11,500	2,697	8,803	23%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>217,403</u>	<u>96,563</u>	<u>120,840</u>	44%
Total Expenditures		<u>4,824,554</u>	<u>2,137,241</u>	<u>2,687,313</u>	44%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>61,235</u>	<u>61,235</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		32,866			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		202,795			
VPK/SR		131,631			
	620,300	375,351	61%	244,949	39%

March 2022 Head Start CC Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6180	252	3/28/2022	44.66	#5810, VENITA TREADWELL, VISA, 3/28/2022, BK SCRN, ROBERTS
HANCOCK CC	1064	6180	256	3/28/2022	44.66	#5810, VENITA TREADWELL, VISA, 3/28/2022, BK SCRN, ROBERTSON
HANCOCK CC	1064	6415	258	3/28/2022	33.28	#0419, KRISTIN JACKSON RESHARD, VISA, 3/28/2022, PRG SUPP
HANCOCK CC	1064	6420	252	3/28/2022	26.17	#5810, VENITA TREADWELL, VISA, 3/28/2022, CLSRM SUPPLIES
HANCOCK CC	1064	6920	255	3/28/2022	48.00	#4466, DARREL JAMES, VISA, 3/28/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/28/2022	50.01	#4466, DARREL JAMES, VISA, 3/28/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/28/2022	55.01	#4466, DARREL JAMES, VISA, 3/28/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/28/2022	56.01	#4466, DARREL JAMES, VISA, 3/28/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	3/28/2022	53.78	#5810, VENITA TREADWELL, VISA, 3/28/2022, GAS, HS
HANCOCK CC	1064	7420	255	3/28/2022	199.90	#4466, DARREL JAMES, VISA, 3/28/2022, ZOOM
HANCOCK CC	1064	7435	255	3/28/2022	304.00	#6700, TIM CENTER, VISA, 3/28/2022, FHSA, KIMBERLY SMITH
HANCOCK CC	1064	7435	255	3/28/2022	304.00	#6700, TIM CENTER, VISA, 3/28/2022, FHSA, NICHELE ROLLE
HANCOCK CC	1064	7435	255	3/28/2022	46.75	#6700, TIM CENTER, VISA, 3/28/2022, GAS, FHSA
HANCOCK CC	1064	7435	255	3/28/2022	176.00	#6700, TIM CENTER, VISA, 3/28/2022, FHSA, TIM CENTER
HANCOCK CC	1064	7435	255	3/28/2022	23.44	#8165, NICHELE RICHARDS ROLLE, VISA, 3/28/2022, TRAINING
HANCOCK CC	1064	7435	255	3/28/2022	45.00	#8165, NICHELE RICHARDS ROLLE, VISA, 3/28/2022, TRAINING
HANCOCK CC	1064	7450	256	3/28/2022	<u>291.91</u>	#7366, NINA SINGLETON SELF, VISA, 3/28/2022, INDEED
Total					<u>1,802.58</u>	



**HANCOCK
WHITNEY**

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

*bc
4/4/22*

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014DIAA-004124-0001-0001 - 2

MEMO STATEMENT

Account Number

Statement Date

03-28-22



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

**N0004124

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-04	03-03	24431062062063267842458	4784	SUNPASS*ACC87738691.888-865-5362 FL	M30.00
03-04	03-02	24316052062548248142906	5542	SHELL OIL 57529611907 TALLAHASSEE FL	M46.07
03-07	03-03	24316052063548938625755	5542	SHELL OIL57543701916 OCOEE FL	M46.75 <i>FHSA MS</i>
03-07	03-04	24164052064378012639262	5542	EXXONMOBIL 48062046 CARRABELLE FL	M48.24
03-07	03-03	24943002063036021549674	3692	DOUBLETREE ORLANDO ORLANDO FL	M196.63 <i>FHSA MS</i>
				1668322 ARRIVAL: 03-02-22	
03-07	03-04	24943002064036021562874	3692	DOUBLETREE ORLANDO ORLANDO FL	M304.00 <i>FHSA MS</i>
				1668619 ARRIVAL: 03-02-22	
03-07	03-04	24943002064036021562882	3692	DOUBLETREE ORLANDO ORLANDO FL	M304.00 <i>FHSA MS</i>
				1668621 ARRIVAL: 03-02-22	
03-11	03-09	24431052069838003613172	5542	MURPHY EXPRESS 8702 SANTA ROSA BE FL	M53.97
03-14	03-10	24239002070900018516887	9399	TALLAHASSEE CHAMBER OF CO 850-2248116 FL	M695.00
03-17	03-15	74943002075036000000989	3692	DOUBLETREE ORLANDO ORLANDO FL	M20.63 <i>FHSA</i>
03-17	03-16	24943002075700699626447	5734	ADOBE ACORPRO SUBS 408-536-6000 CA	M14.99
03-21	03-20	24692162079100167617435	5942	AMAZON.COM*1N2PN8OK2 AMZN.COM/BILL WA	M28.70
03-21	03-19	240133920790002166073450	5812	VILLAGE INN - PARK TALLAHASSEE FL	M74.11
03-21	03-19	24011342078000041705724	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
03-21	03-17	24388942077630100479424	8299	FLORIDA ASSOCIATION FO 850-2244774 FL	M850.00
03-22	03-21	24692162030100063363453	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M75.71
03-24	03-23	24430992083400908086945	4816	DNH*GODADDY.COM HTTPS://WWW.G AZ	M143.88

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-28-22	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 3,211.95
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 20.63
		STATEMENT TOTAL 3,191.32
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000 - 014537 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

03-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-07	03-04	24275472063956301089658	5211	GULF COAST LUMBER & SUPPL MONTICELLO FL	M33.28

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 33.28
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 33.28
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number



Statement Date

03-28-22

0014DJAA - 005674 - 0001 - 0001 - 2



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

**N0005674

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-04	03-02	24692162062100191635949	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00
03-08	03-07	24011342066000018507206	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
03-09	03-08	24692162067100492814164	5812	SQ *TAZIKIS MEDITERRANEAN TALLAHASSEE FL	M80.00
03-10	03-08	24692162068100106648130	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.01
03-14	03-11	24692162071100507309600	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.01
03-21	03-20	24164072079060144716926	3405	ENTERPRISE RENT-A-CAR TALLAHASSEE FL	M128.15
03-28	03-27	24430992086083333465863	4784	ERAC TOLL 851164157 877-860-1258 FL	M16.54
03-28	03-25	24692162085100853941036	5542	GATE 1194 Q80 TALLAHASSEE FL	M56.01

Personal

*GC
4/16/22*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 631.62
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 631.62
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000 - 012619 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

03-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-07	03-04	24943002064036021562882	3692	DOUBLETREE ORLANDO ORLANDO FL 1668614 ARRIVAL: 03-02-22	M23.44 ✓
03-07	03-04	24164052064378009793874	5542	EXXONMOBIL 97559199 ORLANDO FL	M45.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 68.44
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 68.44
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000-011748-0001-0001-2

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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

03-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-01	02-28	24137462060001435493765	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M411.90 ✓
03-02	03-01	24692162060100913824765	5969	INDEED 203-564-2400 CT	M291.91 ✓
03-09	03-07	24013392067000838855365	5812	RED PIRATE FAMILY GRILL & 850-6701090 FL	M36.06 ✓
03-23	03-22	24137462082001442045420	5411	PUBLIX #1051 TALLAHASSEE FL	M45.04 ✓
03-25	03-23	24427332083710028743025	5814	CHICK-FIL-A #04442 TALLAHASSEE FL	M83.07 ✓

Head Staff

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-28-22	[REDACTED]	NEW PURCHASES AND
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		OTHER CHARGES 867.98
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 867.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000 - 015796 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

03-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
03-09	03-07	24692162067100272817015	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.78 ✓
03-10	03-09	24445002069400177677381	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M26.17 ✓
03-11	03-10	24431062070400679005146	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
03-11	03-10	24431062070400679005161	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
03-11	03-10	24431062069400556008992	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
03-11	03-10	24431062069400556009032	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
03-28-22	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 169.27
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 169.27
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Head Start CC Expenses Feb 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6420	255	2/28/2022	568.50	#6700, TIM CENTER, VISA, 2/28/2022, KIDS HEADPHONES HEAD
HANCOCK CC	1064	7435	255	2/28/2022	375.00	#6700, TIM CENTER, VISA, 2/28/2022, FHSA TRAINING
HANCOCK CC	1064	6920	255	2/28/2022	40.00	#4466, DARREL JAMES, VISA, 2/28/22, HS VEHICLE CLEANING
HANCOCK CC	1064	6920	255	2/28/2022	41.00	#4466, DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	42.00	#4466, DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	45.00	#4466, DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	45.50	#4466, DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	6920	255	2/28/2022	46.01	#4466, DARREL JAMES, VISA, 2/28/22, HS VEHICLE GAS
HANCOCK CC	1064	7420	255	2/28/2022	199.90	#4466, DARREL JAMES, VISA, 2/28/22, ZOOM
HANCOCK CC	1064	6180	255	2/28/2022	70.13	#0419, KRISTIN JACKSON RESHARD, 2/28/2022, BKG SCR
HANCOCK CC	1064	6410	252	2/28/2022	48.00	#0419, KRISTIN JACKSON RESHARD, 2/28/2022, TABLET
HANCOCK CC	1064	7435	250	2/28/2022	799.00	#0419, KRISTIN JACKSON RESHARD, 2/28/2022, TRAINING
HANCOCK CC	1064	6850	251	2/28/2022	76.87	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022, MULCH
HANCOCK CC	1064	6850	251	2/28/2022	54.90	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022, SAND
HANCOCK CC	1064	6920	255	2/28/2022	374.00	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022., TIRES, HS VAN
HANCOCK CC	1064	7010	255	2/28/2022	35.00	#6982, FATIMA OLEABHIELE, VISA, 2/28/2022, ANNUAL FEE
HANCOCK CC	1064	7435	255	2/28/2022	5.70	#8165, NICHELE RICHARDS ROLLE, VISA, 2/28/22, TOLL
HANCOCK CC	1064	6180	255	2/28/2022	25.00	#7366, NINA SINGLETON SELF, 2/28/22, VISA0, BKG SCR HS
HANCOCK CC	1064	7410	255	2/28/2022	27.33	#7366, NINA SINGLETON SELF, 2/28/22, VISA, LEON WRKS EXPO
HANCOCK CC	1064	6420	252	2/28/2022	84.19	#5810, VENITA TREADWELL, VISA, 2/28/22, CLSRM SUPPLIES
HANCOCK CC	1064	6420	255	2/28/2022	25.00	#5810, VENITA TREADWELL, VISA, 2/28/22, CLSRM SUPPLIES
HANCOCK CC	1064	7010	251	2/28/2022	150.00	#5810, VENITA TREADWELL, VISA, 2/28/22, FIRE INSPEC FHS
HANCOCK CC	1064	7010	255	2/28/2022	35.00	#5810, VENITA TREADWELL, VISA, 2/28/22, ANNUAL FEE
HANCOCK CC	1064	6180	255	2/28/2022	44.66	#5810, VENITA TREADWELL, VISA, 2/28/22, BKG SCR ROSIER
LOWES	1064	6415	250	2/28/2022	5.08	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	25.62	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	64.56	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	250	2/28/2022	199.44	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	3.12	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	14.24	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	16.64	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	24.60	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	24.66	#82130109106598, HEAD START, FEBRUARY 2022

LOWES	1064	6415	256	2/28/2022	41.88	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	256	2/28/2022	53.18	#82130109106598, HEAD START, FEBRUARY 2022
LOWES	1064	6415	258	2/28/2022	<u>40.87</u>	#82130109106598, HEAD START, FEBRUARY 2022
				Total	<u>3,771.58</u>	



Don't forget that you get

0% INTEREST FOR 60 DAYS**

Minimum monthly payments required. After 60 days, regular rates apply to any remaining promotional balance for purchases made starting 1/7/22.

**Subject to credit approval. Offer is automatic for purchases made with your Lowe's® Business Advantage. See your credit card agreement for your applicable terms. For details, visit Lowe's.com/BusinessCreditCenter.

1-2

Lowe's® Business Advantage

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$513.89
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$513.89
Credit Limit	\$11,000.00
Available Credit	\$10,486.00
Statement Closing Date	03/02/2022
Days in Billing Cycle	28

Payment Information	
New Balance	\$513.89
Total Minimum Payment Due	\$29.00
Payment Due Date	03/28/2022

Promotion Expiration Notification
NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

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

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
02/22/2022	\$513.89	No Interest With Payment	\$0.00	\$0.00	\$513.89	05/02/2022

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
02/22	02/22	12177	STORE 0417 TALLAHASSEE FL	\$513.89

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 8RTT995, 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.

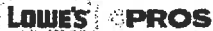
7009 0005 YWG 1 7 2 220302 PAGE 1 of 5 9296 0011 B508 01F07009 211599

Detach and mail this portion with your check. Do not include any correspondence with your check.

Account Number [REDACTED]

Total Minimum Payment Due	Payments Due Date	New Balance
\$29.00	03/28/2022	\$513.89

Handwritten signature



Payment Enclosed: \$. 89



New address or email? Print changes on back.

CAPITAL AREA COMM ACTION
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

211599
#301



Make Payment to: LOWES BUSINESS ACCT/SYNCB
P.O. BOX 530970
ATLANTA, GA 30353-0970



00029000037546 000290000051389 000798213 0109106 59822

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION		184575	
INVOICE #: 12177		LOWE'S BUSINESS ACCOUNT		P.O. #:	
TRANSACTION #: 0		DATE OF SALE : 220222		STORE #: 417	
		AUTHORIZATION : 001225		REGISTER #:	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
00000000911010	PROMAT HIUV5 6-FT X 100-F	3.000	EA	\$66.48	\$199.44
00000000901051	REJUVENATE MICROFIBER MOP	4.000	EA	\$16.14	\$64.56 SC
00000000986236	FA PLUG-IN CO W BATT BACK	2.000	EA	\$26.59	\$53.18 SC
00000000085281	2-CU FT PREMIUM RED MULCH	12.000	BA	\$3.49	\$41.88 SC
00000002626701	JOHN DEERE MAXLITE RUBBER	1.000	EA	\$40.87	\$40.87 J C
00000000935477	GE LED 40W G25 BSC FR 2.7	2.000	EA	\$12.81	\$25.62 MS
00000000076330	11-IN BLK CABLE TIES 100-	2.000	EA	\$12.33	\$24.66 MS
00000001642060	32-OZ REJUVENATE TILE GRO	4.000	EA	\$6.15	\$24.60 SC
00000000010392	QUIKRETE 50-LB PLAY SAND	4.000	BA	\$4.16	\$16.64 SC
00000000099500	DURACELL 9V 4-PACK	1.000	EA	\$14.24	\$14.24 SC
00000000784104	9.9-IN X14-IN DANGR DO NO	2.000	EA	\$2.54	\$5.08 MS
00000001258786	10X14 ANSI CAUTION BLANK	1.000	EA	\$3.12	\$3.12 MS
00000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$513.89		TAX \$0.00		TOTAL INVOICE	\$513.89
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$513.89

1-1



**HANCOCK
WHITNEY**

Handwritten initials/signature

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CHAA - 004306 - 0001 - 0001 - 2

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

02-28-22



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

**N0004306

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-28	24943002028036006767089	3778	FOUR POINTS WESTSHORE TAMPA FL 676708 ARRIVAL: 01-27-22	M154.36
02-07	02-04	74943002035036006793578	3778	FOUR POINTS WESTSHORE TAMPA FL	M18.36or
02-08	02-07	24431062038083756245156	5942	AMAZON.COM*309B16IY3 AMZN AMZN.COM/BILL WA	M149.97
02-09	02-08	24443462039140294464678	4816	DROPBOX*WQQPY25GKV1W DB.TT/CHELP DE	M119.88
02-10	02-08	24755422040150406575199	3654	LOEWS HOTELS 888-3206065 FL 31391478 ARRIVAL: 02-08-22	M240.75
02-16	02-15	24692162046100520746665	5942	AMZN MKTP US*TO3NY2GM3 AMZN.COM/BILL WA	M568.50
02-17	02-16	24943002047700607192099	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
02-17	02-16	24943002047036006850858	3778	FOUR POINTS WESTSHORE TAMPA FL 685085 ARRIVAL: 02-15-22	M154.36
02-21	02-19	24011342050000040427645	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90
02-21	02-18	24207852050166802001043	8699	FLORIDA HEAD START ASSOCI 850-6946477 FL	M875.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,077.71
		NEW CASH ADVANCES .00
		CREDITS 18.36
		STATEMENT TOTAL 2,059.35
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

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

Handwritten: 3/7/22

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CE1AA-005842-0001-0001-2



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

**N0005842

MEMO STATEMENT

Account Number

Statement Date

02-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-02	02-01	24492162032740141238367	8999	SQ *MILES TO WASH TALLAHASSEE FL	M40.00
02-02	01-31	24692162032100577667190	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00
02-07	02-06	24011342037000058292434	4814	ZOOM,US 888-799-9668 WWW.ZOOM.US CA	M199.90
02-07	02-04	24055232036200288200170	7933	DISTRICT 850 TALLAHASSEE FL	M260.62
02-14	02-11	24692162043100097785305	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00
02-16	02-15	24943002047400647000440	5812	SONNY'S BBQ #10 TALLAHASSEE FL	M75.24
02-21	02-17	24692162049100613702168	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.50
02-23	02-21	24692162053100710281812	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00
02-28	02-26	24692162058100625523071	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.01

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
02-28-22	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	795.27
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	.00
Toll Free 1-800-448-8812		STATEMENT TOTAL	795.27
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	5,000.00



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank

bc
 2/27/22

0014CEAAA - 007375 - 0001 - 0001 - 2

MEMO STATEMENT

Account Number

Statement Date

02-28-22



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

**N0007375

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-28	24436652028083742385567	7393	DTIS FINGERPRINT SERV FAIRFAX VA	M70.13
02-09	02-08	24492152040852785482167	4816	SMARTHORIZONS 850-475-4041 FL	M799.00
02-28	02-24	24164072056105001041467	5943	STAPLES 00110726 TALLAHASSEE FL	M48.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 917.13
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 917.13
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

3/7/22

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CEAA - 005422 - 0001 - 0001 - 2



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

**N0005422

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

02-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-08	02-07	24431062038083262401442	4784	SUNPASS*ACC111752084 898-865-6352.FL	M5.70

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	NEW PURCHASES AND OTHER CHARGES 5.70
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 5.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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

loc
3/1/12

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014CEHAA - 004466 - 0001 - 0001 - 2

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
02-28-22



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

**N0004466

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-28	01-27	24692162027100292907001	5969	INDEED 203-564-2400 CT	M501.37
01-31	01-29	24445002030300501778879	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0566673897 ARRIVAL: 01-22-22	M699.93
02-02	02-01	24692162032100096184875	5969	INDEED 203-564-2400 CT	M59.95
02-02	01-31	24445002032300607834681	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0567603655 ARRIVAL: 01-29-22	M199.98
02-03	02-02	24431062033700709709393	9399	FDLE COHINET 850-410-8161 FL	M25.00
02-07	02-04	24492152035743244973655	7399	EB LEON WORKS EXPO 801-413-7200 CA	M54.67
02-09	02-07	24013992039000775647853	5812	RED PIRATE FAMILY GRILL & 850-6701090 FL	M53.98
02-16	02-15	24431062046700790408082	9399	FDLE COHINET 850-410-8161 FL	M25.00
02-16	02-15	24431062046700790411482	9399	FDLE COHINET 850-410-8161 FL	M25.00
02-21	02-19	24692162050100843313659	5969	INDEED 203-564-2400 CT	M500.23

STATEMENT DATE 02-28-22	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,145.11
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,145.11
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



00000000 - 016159 - 0001 - 0001 - 2

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

** 0000001

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

02-28-22

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.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
01-31	01-28	24431062029400678002450	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
01-31	01-28	24431062028400555004711	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
02-14	02-11	24137462043500998394387	5331	FIVE BELOW # 948 TALLAHASSEE FL	M25.00 ✓
02-24	02-24		0000	ANNUAL FEE	M35.00 ✓
02-24	02-23	24445002055400169084998	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M84.19 ✓
02-25	02-24	24122592055027011372691	9399	CITY OF APALACHICOLA APALACHICOLA FL	M150.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02-28-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 338.85
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 338.85
		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
 03/01/2022 - 03/31/2022

Account Number:

Images:

0

***ZERO CHECKS* E0**

237 000000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

Handwritten signature and date: 4/4/22

**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>	<u>Date</u>	<u>Balance</u>
02/28	1,056.70				



000000001



2022-2023 School Calendar
Leon, Jefferson, Franklin

2022 -	August	1	Teachers Report	
		1-5	Teacher Planning/In-Service Days	
		8-9	Teacher Planning/In-Service Days	
		10	Students Report	
	September	5	Labor Day Holiday	
		26	Fall Holiday	
	October	17	Teacher Planning/In-Service Day	
	November	4	Seafood Festival (Franklin County)	
		11	Veterans Day Holiday (All Centers)	
		21-25	Thanksgiving Holidays (Students and Teacher Out)	
	December	19-30	Winter Holidays	
	2023 -	January	2	Winter Holidays
			3	Teacher Planning/In-Service Day
			4	Students and Staff Return
			16	Martin Luther King, Jr. Day Holiday
February		20	Presidents Day Holiday	
March		13-17	Spring Break (Students and Techers Out)	
		20	Teacher Planning/In-Service Day	
		21	Students Return	
April		7	Spring Holiday (Leon, Jefferson & Franklin)	
		10	Easter Holiday (Franklin County)	
May		15	Emancipation Day (Jefferson County)	
		18	Last Day of School	
		19	Emancipation Day (Leon County)	
		22-26	Teacher Planning/In-Service Day	

Proposal 5/16/2022

Family and Community Engagement Manager

Monthly Monitoring Report – April 2022

Program Status

- Total number of enrollments for the **2021-22** school year:
 1. Franklin County Head Start - **18 of 36** families enrolled
 2. Jefferson County Head Start - **33 of 33** families enrolled
 3. Louise B. Royal Head Start - **51 of 57** families enrolled
 4. Mabry Street Head Start - **64 of 64** families enrolled
 5. South City Head Start - **130 of 188** families enrolled
- **296 of 378** families were enrolled for the month of **April 2022**
 - All Head Start programs were required to return to full enrollment (**378**) for the 2021-22 school year by January 2022, but due to the continued Pandemic this rule was relaxed

Policy Council

- 7 participants were in attendance for Policy Council

Volunteers

- 7 participants completed 10 volunteer hours

Family and Community Engagement Activities

- 2 staff meeting, Policy Council, Parent Meeting, and 4 Incredible Years classes

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

Immunizations and Physical examinations	273 Immunizations 270 Physical Examinations
Established medical homes	313
Established dental homes and received dental exams	231 Dental Homes 81 Dental Exams
Hearing screenings	168
Vision screenings	237
Vision Referrals	0

- Number of Breakfast 4,470
- Number of Lunch 4,471
- Number of PM Snack 4,383
- Number of Children with Special Diets 30

Family and Community Engagement

- 7 volunteers were active for April
- 10 hours of In-Kind was reported for April

Corrective Action and Follow Up

- **Head Start:** Focus Area One Monitoring Review was completed on the program.
- **COVID-19 Policy and Procedure:** Classroom closure days have been decreased from 14 to either 10 or 5 days depending on the situation. There were no classroom closures due to COVID-19 during the month of April. Masks are still worn inside all classrooms.
- **Funded Enrollment:** Re-Enrollments are underway. No new students, unless extreme circumstances are presented, will not be enrolled into the program after April 15. Recruitment has begun for the 2022-2023 school year, and management has also begun to search for new sites in the community to address the loss of two classrooms at our South City location for the upcoming school year. The Leadership team met with the administration of Governor Charter's Academy about the possibility of obtaining space at their school.
- **Extended Day:** School Readiness and VPK continue at all of our Leon sites. Management has also addressed the possibility of providing a summer program at the Louise B. Royal location.
- **Family Engagement:** Parent meetings, Policy Council, and Incredible Years continue to keep parents engaged with the Head Start program. An application for another CHSP grant has been applied for through the City of Tallahassee to increase family engagement opportunities.
- **Child Plus:** The program has begun to train with Child Plus professional, Ken Barker, to increase the program's productivity with the program. An on-line application for parents is being created.
- **Health:** In order to increase the knowledge and health service to our parents, we have an intern assisting the program. The survey to assist the program in knowing the most important services desired by the families we serve has been completed.

Strengths

- Addition of Intern to assist with Health services to the families we serve
- Child Plus training contract for entire staff
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- Family & Community Engagement Manager and Parent Engagement Coordinator attended Family Development Credential training
- No classrooms were closed due to COVID-19 for the month

Areas of Concern

- Changing of the Southside community and its effect on South City location
- Finding a new location in Leon County to replace two classrooms that will close at the South City location after this school year
- 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

Fun & Creative
Learning Activities
for Kids Ages 3-5

Capital Area Community Action Agency's

LOUISE

B.

ROYAL SUMMER

PROGRAM

JUNE 6 - JULY 15 2022

CLOSED

JULY 1-4, 2022

Hours: 7:30 am to 5:00 pm



Activities

Comprehensive
Learning Activities
Storytelling
Fun Games
Face Painting
Hands-on Activities
Music & Dance
STEM
And a Lot More...

REGISTER WITH
THE EARLY LEARNING
COALITION

[HTTPS://FAMILYSERVICES.FLORIDA
EARLYLEARNING.COM/](https://familyservices.floridaearlylearning.com/)

60 Slots available

**SPACE IS
LIMITED**