

Capital Area Community Action Agency

Head Start Policy Council Meeting
Zoom ID# 999.038.9957 Code 642453
August 18, 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. Summer Updates (if any)
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: September 22, 2022



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



Head Start Policy Council Meeting

Minutes

July 21, 2022

6:00 pm

1. Meeting called to order at 6: 04pm
2. Darrel James took roll call. Representatives present included the following: Quineldra Jackson, Samantha Jagwansingh, Alexis James, Asia Crawford, Angela Parks and Melissa Miller.

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

3. Quorum was established.

4. Consent

- a. Minutes- All present members of Policy Council reviewed the minutes. Members consent to accept the minutes as written.

Motion to accept the minutes as written by Alexis James and seconded by Angela Parks

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 62% and 62% respectively with a restrictive income of approximately \$25,341. Non-federal share match is at 76%. We are over benchmark budget in contractual services- Health/disabilities and program supplies but is expected to even out. No questions regarding the financial report. Cynthia will check on why parent activity fund does not have a charge for May as the council agreed to use it for zoom.

Motion made by Quineldra Jackson to accept the financial report and seconded by Asia Crawford. None opposed, all in favor. Motion passed.

- b. Personnel Actions- No personnel actions at this time. However, Parent Engagement Coordinator will be vacant, as Nichele has accepted a position at another agency. Ms. Treadwell only has 1 teacher and 1 teacher assistant position vacant but they should be filled by the beginning of school.

6. Director's Report- Tim reviewed the attached report (see attached). Staffing is looking good. We will be opening new facility/classrooms at Governor's Charter Academy. Sub-contractor bids are in for Franklin County facilities and discussions about playground are happening. The goal is to move from the 6th street rec center to the new location over the fall break in October. There has been approximately a 25% increase in the cost of renovations and we must find funding as inflation has affected the budget that was set. We are approximately 60% enrolled for the new school year.
7. Orientation- Darrel stated orientation will be August 4th and 5th and notifications will go out early next week. Due to the rise in COVID again, the orientation will be via Zoom. There will be an in person meet and greet the week after orientation.
8. Center Updates- Melissa stated things are going well over the summer and her daughter has been going to the library and reading books with her sisters. Angela stated her child is excited about Kindergarten. Angela asked could she still be a part of the Policy Council. Nichele responded that she will be on the council until September when new member is voted in but she can speak with the Parent Engagement Coordinator about becoming a community rep. Alexis said everything is fine, however the summer program ended 2 days earlier due to COVID and she wanted to know if she would be refunded. Tim stated he does not believe so because things were purchased in advance in preparation for the week. Alexis stated she really enjoyed the summer program. Quineldra stated there were no updates at the time. Asia daughter will be attending NFC as she received a Maclay Scholarship. Samantha's daughter is excited about going to school.
9. Office of Head Start Updates: Tim reviewed OHS update, which stated if there is extra money in the budget please reward staff with bonuses to retain them. Tim stated there has already been 2 years of raises in order to get to competitive salaries but he does not believe there is extra money in the budget.
10. Chairperson's Report: Melissa stated she is glad parents enjoyed the summer program. Melissa congratulated Nichele on new opportunity.
11. Other Business: No other business
12. The meeting was adjourned 6:40 p.m.

**Head Start Financial Statement Narrative
For the Nine Months Ending June 30, 2022
Capital Area Community Action Agency**

As of June 30, 2022, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75-80%. At month end, the Year to Date Actual Revenue and Expenses are 65% and 65% respectively with a restricted income of \$13,110.

Non-Federal Share (NFS) Match as of June 30, 2022 is \$497,608 of the \$620,300 target.

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.

Postage and Delivery Expense – is slightly over the benchmark budget and will most likely go over budget for the year with the costs associated with the beginning of the school year but there are available funds in the Office Supply category.

Contractual Services – Health/Disabilities – is over the benchmark budget with EOY assessments but should come into line over the summer months.

Communications – is over the benchmark budget and will go over budget for the year due to duplicate expenses associated with the change in service providers.

Training and Technical Assistance – is over the benchmark budget and will go over without careful controls over the next 4 months. There are available funds in Meetings / Workshops / Training for in service trainings.

Capital Area Community Action Agency
Head Start Programs - Statement of Revenues and Expenditures
For the Nine Months Ended June 30, 2022

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,306,159	2,698,275	(1,607,884)	63%
Government Contracts - STATE	4010	453,336	382,487	(70,849)	84%
Government Contracts - LOCAL	4020	55,000	48,507	(6,493)	88%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Other Revenue	4995	0	5,371	5,371	100%
Total Revenue		4,822,554	3,142,699	(1,679,854)	65%
Expenditures					
Salaries & Wages	6010	2,123,926	1,464,740	659,186	69%
Fringe	6110	615,515	424,655	190,860	69%
Staff Screenings	6180	2,776	2,153	623	78%
Indirect Costs	6210	514,346	342,095	172,251	67%
Travel - In Area	6310	2,000	1,415	585	71%
Office Supplies	6410	13,500	5,781	7,719	43%
Program Supplies	6415	23,724	19,660	4,065	83%
Classroom Supplies	6420	55,810	25,767	30,043	46%
Kitchen Supplies	6430	29,889	9,570	20,319	32%
Medical/Dental Supplies	6440	1,650	0	1,650	0%
Copies/Printing/Copier	6510	10,800	8,433	2,367	78%
Postage and Delivery Expense	6600	1,600	1,473	127	92%
Contractual Services/Professional	6710	104,115	16,703	87,412	16%
Contractual Services – Health/Disabilities	6715	205,007	183,965	21,042	90%
Rent/Space Cost	6810	220,651	155,111	65,540	70%
Utilities	6820	112,400	64,482	47,918	57%
General Liability and Property Insurance	6830	20,500	16,449	4,051	80%
Communications	6840	42,000	41,439	561	99%
Repairs & Bldg Maintenance- Recurring	6850	117,000	97,293	19,707	83%
Repairs & Bldg Maintenance - Nonrecurring	6855	52,519	4,297	48,222	8%
Equipment Maintenance	6910	18,250	14,596	3,654	80%
Vehicle Expense	6920	25,000	14,040	10,960	56%
Equipment Lease	6930	7,750	3,857	3,893	50%
Technology	6940	32,500	17,559	14,941	54%
Fees, Licenses, and Permits	7010	2,100	728	1,372	35%
Dues/Subscriptions	7020	5,500	4,256	1,244	77%
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	4,484	1,183	3,302	26%
Equipment (\$5,000 or more)	7310	153,441	11,887	141,554	8%
Expendable Equipment	7320	21,500	0	21,500	0%
Registration Fees	7410	0	27	(27)	
Meetings/Workshops/Training	7420	5,800	2,354	3,446	63%
Training/Staff Development	7430	1,900	2,501	(601)	
Training and Technical Assistance	7435	40,998	39,071	1,927	95%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	11,500	3,672	7,828	32%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,403	128,375	89,028	59%
Total Expenditures		4,822,554	3,129,589	1,692,965	65%
Excess Revenue over (under) Expenditures		0	13,110	13,110	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending June 30, 2022

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		43,507			
Grants - Other Not for Profits		8,059			
In-Kind Revenue		293,396			
VPK/SR		152,646			
	620,300	497,608	80%	122,692	20%

CACAA Head Start CC Expenses June 2022

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6840	252	6/27/2022	81.26	#6700, TIM CENTER, VISA, 6/27/2022, VONAGE HEAD START
HANCOCK CC	1064	6840	256	6/27/2022	123.19	#6700, TIM CENTER, VISA, 6/27/2022, VONAGE HEAD START
HANCOCK CC	1064	6840	258	6/27/2022	45.66	#6700, TIM CENTER, VISA, 6/27/2022, VONAGE HEAD START
HANCOCK CC	1064	6920	255	6/27/2022	50.00	#4466, DARREL JAMES, VISA, 6/27/2022, CAR WASH HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	53.00	#4466, DARREL JAMES, VISA, 6/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	55.02	#4466, DARREL JAMES, VISA, 6/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	62.01	#4466, DARREL JAMES, VISA, 6/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	66.00	#4466, DARREL JAMES, VISA, 6/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	67.01	#4466, DARREL JAMES, VISA, 6/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	15.07	#4466, DARREL JAMES, VISA, 6/27/2022, UBER
HANCOCK CC	1064	6920	255	6/27/2022	67.01	#4466, DARREL JAMES, VISA, 6/27/2022, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/27/2022	12.10	#4466, DARREL JAMES, VISA, 6/27/2022, UBER
HANCOCK CC	1064	7010	256	6/27/2022	263.00	#4466, DARREL JAMES, VISA, 6/27/2022, LICENSE, KITCHEN, SC
HANCOCK CC	1064	7020	255	6/27/2022	150.00	#4466, DARREL JAMES, VISA, 6/27/2022, DUES, LDERSHP TAL
HANCOCK CC	1064	7420	255	6/27/2022	199.90	#4466, DARREL JAMES, VISA, 6/27/2022, ZOOM
HANCOCK CC	1064	7435	255	6/27/2022	2.64	#8165, NICHELE RICHARDS ROLLE, VISA, 6/27/2022
HANCOCK CC	1064	7450	000	6/27/2022	65.12	#7366, NINA SINGLETON SELF, VISA, 6/27/2022, INDEED
HANCOCK CC	1064	6410	255	6/27/2022	16.79	#5810, VENITA TREADWELL, VISA, 6/27/2022, MOUSE
HANCOCK CC	1064	6420	250	6/27/2022	39.99	#5810, VENITA TREADWELL, VISA, 6/27/2022, CLASSRM SUPP
HANCOCK CC	1064	6420	251	6/27/2022	39.99	#5810, VENITA TREADWELL, VISA, 6/27/2022, CLASSRM SUPP
HANCOCK CC	1064	6420	252	6/27/2022	39.99	#5810, VENITA TREADWELL, VISA, 6/27/2022, CLASSRM SUPP
HANCOCK CC	1064	6420	255	6/27/2022	119.97	#5810, VENITA TREADWELL, VISA, 6/27/2022, CLASSRM SUPP
HANCOCK CC	1064	6420	256	6/27/2022	79.98	#5810, VENITA TREADWELL, VISA, 6/27/2022, CLASSRM SUPP
HANCOCK CC	1064	6420	258	6/27/2022	39.99	#5810, VENITA TREADWELL, VISA, 6/27/2022, CLASSRM SUPP
LOWES	1064	6420	255	6/30/2022	11.36	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6420	255	6/30/2022	140.34	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6420	256	6/30/2022	4.54	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6420	256	6/30/2022	4.54	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6420	256	6/30/2022	4.55	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6420	256	6/30/2022	4.55	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6420	256	6/30/2022	9.08	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	6.63	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	18.98	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	23.70	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	250	6/30/2022	47.56	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	251	6/30/2022	6.63	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	251	6/30/2022	23.70	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	252	6/30/2022	6.63	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	252	6/30/2022	23.70	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	256	6/30/2022	13.26	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	256	6/30/2022	18.96	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	256	6/30/2022	35.55	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	258	6/30/2022	6.63	#82130109106598, HEAD START, JUNE 2022
LOWES	1064	6850	258	6/30/2022	23.70	#82130109106598, HEAD START, JUNE 2022

Total 2,189.28


Handwritten initials: *gk 8/17/22*



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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

0014GWAA-005391-0001-0001 - 2


 DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729
 **N0005391

MEMO STATEMENT

Account Number

Statement Date

06-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-26	24692162147100578873072	5542	GATE 1194 Q80 TALLAHASSEE FL	M86.00 ✓
06-01	05-31	24431062151091074013256	9399	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M263.00 ✓
06-06	06-03	24692162154100660743637	8999	SQ *MILES TO WASH TALLAHASSEE FL	M50.00 ✓
06-06	06-03	24692162155100334577360	5542	GATE 1194 Q80 TALLAHASSEE FL	M53.00 ✓
06-07	06-06	24011342157000037327818	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90 ✓
06-09	06-07	24692162159100622884748	5542	GATE 1194 Q80 TALLAHASSEE FL	M62.01 ✓
06-15	06-13	24692162185100554085451	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.02 ✓
06-20	06-18	24492152169717249266412	4121	UBER TRIP HELP.UBER.COM CA	M12.10
06-20	06-18	24492152169715210307280	4121	UBER TRIP HELP.UBER.COM CA	M15.07
06-20	06-17	24692162169100904271901	5542	GATE 1194 Q80 TALLAHASSEE FL	M67.01 ✓
06-24	06-22	24239002174900017417155	9399	TALLAHASSEE CHAMBER OF CO 850-2248116 FL	M150.00 ✓
06-27	06-23	24692162175100844726693	5542	GATE 1194 Q80 TALLAHASSEE FL	M67.01 ✓

STATEMENT DATE 06-27-22	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,060.12
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,060.12
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

06-27-22

STATEMENT MESSAGES

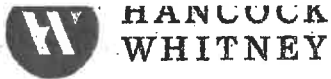
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-02	05-31	24789302152327601943061	9222	CITATION PROCESSING CENTE 949-7526937 CA	M78.50

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 78.50
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 78.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

Handwritten signature



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|||||
 NICHELE RICHARDS
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729
 **N0004983

MEMO STATEMENT

Account Number
 [REDACTED]

Statement Date

06-27-22

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-18	06-12	24430992163083315083029	4784	HERTZ TOLL 549844805 877-411-4300 FL	M2.64

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll-Free: 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2.64
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2.64
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

JP
6/27/22



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MEMO STATEMENT

Account Number
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Statement Date

06-27-22



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

**N0004146

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-27	24164072147741843018783	4215	FEDEX 84301878 800-4633339 TN	M43.03
06-02	06-01	24692162152100143958523	8999	INDEED 208-564-2400 CT	^{HS} M65.12
06-06	06-02	74445002154300765369261	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0590663772 ARRIVAL: 06-02-22	M4,578.00cr
06-06	06-03	24164072154741843622337	4215	FEDEX 84362233 800-4633339 TN	M32.80
06-06	06-04	24000972156344509949909	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 139047 ARRIVAL: 06-02-22	M390.00
06-08	06-06	24000972158353306472989	3502	BEST WESTERN WAKULLA INN CRAWFORDVILLE FL 139046 ARRIVAL: 06-01-22	M520.00
06-20	06-16	24445002168300594945157	3818	MAINSTAY SUITES FL799 PORT SAINT JO FL 0593685958 ARRIVAL: 06-15-22	M6,821.95

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 7,872.90
		NEW CASH ADVANCES .00
		CREDITS 4,578.00
		STATEMENT TOTAL 3,294.90
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 10,000.00



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

** 0000001

MEMO STATEMENT

Account Number

Statement Date

06-27-22

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-13	06-10	24455012161141008860407	5300	SAMSLUB #8120 TALLAHASSEE FL	M49.67
06-13	06-10	24226382162400004643629	5411	WAL-MART #4520 TALLAHASSEE FL	M160.24
06-15	06-14	24137462166001544347996	5411	PUBLIX #852 TALLAHASEE FL	M14.37
06-24	06-22	24137462174500849798431	5943	OFFICE DEPOT #447 TALLAHASSEE FL	M39.99
06-24	06-22	24137462174500849798506	5943	OFFICE DEPOT #447 TALLAHASSEE FL	M79.98
06-24	06-22	24137462174500849798357	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M256.73

Summer Pled.
CLASS. RETURN S W?

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-22	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 600.98
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 600.98
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$39.86
+ Purchases/Debits	\$474.45
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$434.59
Credit Limit	\$11,000.00
Available Credit	\$10,565.00
Statement Closing Date	07/02/2022
Days in Billing Cycle	30

Payment Information	
New Balance	\$434.59
Total Minimum Payment Due	\$29.00
Payment Due Date	07/28/2022

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
06/09/2022	\$236.67	No Interest With Payment	\$0.00	\$0.00	\$236.67	09/02/2022
06/16/2022	\$140.34	No Interest With Payment	\$0.00	\$0.00	\$140.34	09/02/2022
06/30/2022	\$97.44	No Interest With Payment	\$0.00	\$0.00	\$97.44	09/02/2022

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 5RTT995, or call toll-free 1-800-444-1408.

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

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



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



Page: 1 of 1

Statements Dates
 06/01/2022 - 06/30/2022

Account Number:

249 000000 001
**CAPITAL AREA COMMUNITY ACTION AGENCY
 HEAD START POLICY COUNCIL
 PARENT ACTIVITY FUND
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301**

Handwritten signature

Images:

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 JUL 08 2022
***ZERO CHECKS* E0**

**GET YOUR PAYCHECK UP TO 2 DAYS SOONER WITH EARLY PAY
 LEARN MORE AT HANCOCKWHITNEY.COM/EARLY-PAY**

Checking Account Summary

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

● **Balance By Date**

Date	Balance	Date	Balance
05/31	1,056.70		



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Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: August 15, 2022

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

Staffing

Classes are back in session. A couple teaching vacancies are to be filled. Still waiting for the release of COLA funds to be able to award retroactive payments for staff and activate the staff salary raises for Center Directors and main office staff. Additionally, educational attainment bonuses are due. Additional salary increases are being considered in order to retain staff.

Facilities

The new Center in the Governors Charter Academy is open. New classroom furniture has been received. Kenneth Taite, Owner of Haggai Construction and General Contractor, continues to get new updated quotes from subcontractors for the renovations at Franklin Head Start. The progress has been stalled due to new mechanical drawings needed for air conditioning.

Curriculum

The Teaching Strategies Creative curriculum is being fully implemented and the Hatch Ignite for home use on phones, tablets, and computers has been renewed.

Enrollment

Centers are nearing two-thirds full at 238. Recruitment and enrollment continues.

Federal and State Regulations

None at this time.



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www.CapitalAreaCommunityActionAgency.org

