

# Capital Area Community Action Agency

Head Start Policy Council Meeting  
Zoom ID# 999.038.9957 Code 642453  
September 22, 2022  
6:00 p.m.

*Thank you to all 2021 – 2022 Policy Council Members for your service*

1. Call to Order
  2. Sign-in/Attendance
  3. Establish a Quorum
  4. Consent
    - a. Policy Council Minutes
  5. Action
    - a. Financial Report
    - b. Personnel Actions
  6. Director's Report
- 
7. Center Updates – What's Working and What's Not
  8. Office of Head Start Updates
  9. Chairperson's Report
  10. Other Business

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Next Meeting: October 20, 2022



United Way of the Big Bend

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



# Head Start Policy Council Meeting

## Minutes

August 18, 2022

1. Meeting called to order at 6: 05 pm
2. Darrel James took roll call, since this is the first meeting with the absence of Nichele Richards. Representatives present included the following: Alexis James, Angela Parks, Melissa Miller, and Sheena Salter.

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

3. Quorum was not established.

4. Consent

- a. Minutes- The minutes could not be reviewed. Not enough members present to consent to accept the minutes.

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 65% respectively. Non-federal share match is at \$497,608 of the \$620,300 target. We are over-benchmark budget in communications due to duplicate telephone services with the new equipment being installed, but should balance out. The Activity fund will be used to cover charges for the Zoom account, and the Parent Activity account will no longer be utilized.

No motion made to accept the financial report due to a quorum not being established. The minutes will be reviewed at the next meeting if a quorum is established.

6. Director's Report

Prior to the beginning of the meeting Tim gave an update of the status of the project of adding renovating the wing of the building in Apalachicola. He announced that the project original cost of \$150,000 had now gone up to \$425,000 due to the economy supply chain and labor shortages. He stated that he is in the process of discussing with the Board of what should be done about this project, especially with the way the current Head Start registrations and enrollments are going in Franklin County. Currently, 14 children are enrolled in the Franklin County Head Start. Angela Parks, a former Head Start parent, asked what about the building we are currently in but Tim explained that the building is not ours, and we have been using it for the last three years, and the community wants their space back to use it for its purpose, which is a

community center. Angela recounted with there are kids in the county that needs the Head Start service, but transportation is the real issue.

Tim reviewed the attached report (see attached). Tim announced that classes was back in session, and that there were still some teacher vacancies. Tim also discussed facilities, curriculum and enrollment (see attached).

7. Program Updates

Ms. Treadwell stated that the school year is going good, and that a teacher is needed at our new Governors Charter location. She also thanked the Policy Council for assisting with approving her recent new hire, but she would need them again to fill other vacancies and that she also received a resignation this week.

Darrel stated that the program's current enrollment is 264, and the program is still registering and enrolling children into the program.

8. Center Updates: Melissa Miller, Sheena Salter, and Angela Parks all announced that their children had moved on to Kindergarten. Sheena stated that her twins wish they could come back to Head Start because they miss Ms. Edwards and Ms. Moore, and that the work they are currently doing in Kindergarten is very familiar to them because they had did it in Head Start. Melissa stated that her child's teacher informed her that head start prepared her child well for kindergarten.

9. Chairperson's Report: None

10. The meeting was adjourned 6:30 p.m.

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

As of July 31, 2022, we have completed ten months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 83%. At month end, the Year to Date Actual Revenue and Expenses are 68% and 68% respectively with a restricted income of \$1,331.

Non-Federal Share (NFS) Match as of June 30, 2022 is \$497,608 of the \$620,300 target. An update for July 2022 will be provided when it is available.

**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.

**Travel In Area - is over the benchmark budget and will likely go over budget for the year but there are funds available in Vehicle Expense.**

**Copies / Printing / Copier – is over benchmark budget with added expenses associated with the start of school.**

Postage and Delivery Expense – is slightly over budget 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 Categories –are at budget and will go over due to some necessary additional trainings for staff. The overall budget can accommodate the overages.**

**Capital Area Community Action Agency**  
**Head Start Programs - Statement of Revenues and Expenditures**  
**For the Ten Months Ended July 31, 2022**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	83%				
<b>Revenue</b>					
Government Contracts - FEDERAL - DIRECT	4000	4,306,159	2,854,184	(1,451,975)	66%
Government Contracts - STATE	4010	453,336	382,487	(70,849)	84%
Government Contracts - LOCAL	4020	55,000	51,509	(3,491)	94%
Grants - Other Not-for-Profits	4100	8,059	8,059	0	100%
Other Revenue	4995	0	6,206	6,206	100%
<b>Total Revenue</b>		<b>4,822,554</b>	<b>3,302,445</b>	<b>(1,520,108)</b>	<b>68%</b>
<b>Expenditures</b>					
Salaries & Wages	6010	2,123,926	1,530,776	593,150	72%
Fringe	6110	615,515	443,807	171,708	72%
Staff Screenings	6180	2,776	2,153	623	78%
Indirect Costs	6210	514,346	357,524	156,822	70%
<b>Travel - In Area</b>	<b>6310</b>	<b>2,000</b>	<b>1,987</b>	<b>13</b>	<b>99%</b>
Office Supplies	6410	13,500	6,122	7,378	45%
Program Supplies	6415	23,724	19,660	4,065	83%
Classroom Supplies	6420	55,810	28,168	27,642	50%
Kitchen Supplies	6430	29,889	9,601	20,288	32%
Medical/Dental Supplies	6440	1,650	0	1,650	0%
<b>Copies/Printing/Copier</b>	<b>6510</b>	<b>10,800</b>	<b>9,680</b>	<b>1,120</b>	<b>90%</b>
<b>Postage and Delivery Expense</b>	<b>6600</b>	<b>1,600</b>	<b>1,633</b>	<b>(33)</b>	<b>102%</b>
Contractual Services/Professional	6710	104,115	17,733	86,382	17%
<b>Contractual Services – Health/Disabilities</b>	<b>6715</b>	<b>205,007</b>	<b>184,287</b>	<b>20,720</b>	<b>90%</b>
Rent/Space Cost	6810	220,651	165,424	55,227	75%
Utilities	6820	112,400	70,444	41,956	63%
General Liability and Property Insurance	6830	20,500	17,801	2,699	87%
<b>Communications</b>	<b>6840</b>	<b>42,000</b>	<b>51,744</b>	<b>(9,744)</b>	<b>123%</b>
Repairs & Bldg Maintenance- Recurring	6850	117,000	115,169	1,831	75%
Repairs & Bldg Maintenance -	6855	52,519	12,068	40,451	
Equipment Maintenance	6910	18,250	14,596	3,654	80%
Vehicle Expense	6920	25,000	18,493	6,507	74%
Equipment Lease	6930	7,750	4,436	3,314	57%
Technology	6940	32,500	17,559	14,941	54%
Fees, Licenses, and Permits	7010	2,100	994	1,106	47%
Dues/Subscriptions	7020	5,500	4,256	1,244	77%
Special Events	7110	1,000	0	1,000	0%
Client Assistance	7210	4,484	1,232	3,252	27%
Equipment/Improvements (\$5,000 or more)	7310	153,441	11,887	141,554	8%
Expendable Equipment	7320	21,500	0	21,500	0%
<b>Registration Fees</b>	<b>7410</b>	<b>0</b>	<b>27</b>	<b>(27)</b>	
<b>Meetings/Workshops/Training</b>	<b>7420</b>	<b>5,800</b>	<b>3,354</b>	<b>2,446</b>	
<b>Training/Staff Development</b>	<b>7430</b>	<b>1,900</b>	<b>2,501</b>	<b>(601)</b>	<b>100%</b>
<b>Training and Technical Assistance</b>	<b>7435</b>	<b>40,998</b>	<b>42,988</b>	<b>(1,990)</b>	
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	11,500	4,545	6,955	40%
Parent Activities	7460	1,200	84	1,116	7%
Raw Food Cost	7510	217,403	128,382	89,021	59%
<b>Total Expenditures</b>		<b>4,822,554</b>	<b>3,301,114</b>	<b>1,521,439</b>	<b>68%</b>
Excess Revenue over (under) Expenditures		0	1,331	1,331	

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

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

July 2022 Head Staff Credit Card Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	7450	255	7/27/2022	83.99 #6700, TIM CENTER, VISA, 7/27/2022, HS RECRUITMENT
HANCOCK CC	1064	6410	251	7/27/2022	158.95 #4466, DARREL JAMES, VISA, 7/27/22, SUPPLIES, FHS
HANCOCK CC	1064	6410	255	7/27/2022	28.98 #4466, DARREL JAMES, VISA, 7/27/22, SUPPLIES
HANCOCK CC	1064	6920	255	7/27/2022	50.00 #4466, DARREL JAMES, VISA, 7/27/22, DETAILING HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	46.67 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	47.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	47.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	57.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	57.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	7/27/2022	25.00 #4466, DARREL JAMES, VISA, 7/27/22, GAS HS VEHICLE
HANCOCK CC	1064	7010	255	7/27/2022	35.00 #4466, DARREL JAMES, VISA, 7/27/22, ANNUAL FEE
HANCOCK CC	1064	7450	255	7/27/2022	788.27 #4466, DARREL JAMES, VISA, 7/27/22, SIGNS, RECRUITMENT
HANCOCK CC	1064	6920	255	7/27/2022	17.10 #6982, FATIMA OLEABHIELE ALEXANDER, /27/2022, CAR TAG
HANCOCK CC	1064	6920	255	7/27/2022	50.00 #6982, FATIMA OLEABHIELE ALEXANDER, VISA, 7/27/2022, GAS
HANCOCK CC	1064	7010	255	7/27/2022	35.00 #8165, NICHELE RICHARDS ROLLE, VISA, 7/27/2022, ANNUAL FEE
HANCOCK CC	1064	7435	255	7/27/2022	3,897.00 #5810, VENITA TREADWELL, 7/27/22, DATA LITERACY, KSMITH

Total 5,423.96



**HANCOCK  
WHITNEY**

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

*GC 4/12*

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

0014AAC - 005590 - 0001 - 0001 - 2

**MEMO STATEMENT**

Account Number  
[REDACTED]

Statement Date

07-27-22



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

\*\*N0005590

**STATEMENT MESSAGES**

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-28	06-28		0000	ANNUAL FEE	M35.00
06-28	06-26	24003412178900011968154	5812	EL JALISCO SOUTHWOOD TALLAHASSEE FL	M39.78
07-04	07-03	24428062184300714456108	5814	MISSION BBQ TALLAHASSEE F TALLAHASSEE FL	M20.90
07-04	07-01	24692162183100855261244	5542	GATE 1194 Q80 TALLAHASSEE FL	M25.00
07-04	07-01	24692162183100655261590	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.67
07-04	07-01	24692162182100103478441	8999	SQ *MILES TO WASH TALLAHASSEE FL	M50.00
07-07	07-06	2401134218700040246702	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
07-08	07-06	24692162188100587504500	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00
07-11	07-08	24692162190100292481404	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00
07-12	07-10	24247602192500609997732	5812	WALK ONS SPORTS BISTREAU TALLAHASSEE FL	M23.34
07-13	07-12	24399002193295002050050	5732	BEST BUY 00004358 TALLAHASSEE FL	M158.95
07-14	07-12	24137462194500778339658	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M28.98
07-18	07-15	24692162197100262065685	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.00
07-25	07-22	24692162204100188110814	5542	GATE 1194 Q80 TALLAHASSEE FL	M57.00
07-25	07-22	24755422203272033966857	2741	FASTSIGNS 172501 850-8942400 FL	M788.27

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,624.79
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,624.79
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 5,000.00





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

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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

[REDACTED]

Statement Date

07-27-22

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-14	07-13	24445002194300564218260	9399	B2P*LEON COUNTY 904-421-7220 FL	M2.00 ✓
07-14	07-13	24445002194300564218344	9399	B2P*LEON COUNTY TALLAHASSEE FL	M15.10 ✓
07-18	07-15	24692162197100970642288	5541	CIRCLE K 05074 TALLAHASSEE FL	M50.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 67.10
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 67.10</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,000.00</b>



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WHITNEY**

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

\*\* 0000001

**MEMO STATEMENT**

Account Number  
████████████████████

Statement Date

07-27-22

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24435652180207130100072	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M3,897.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	████████████████████	NEW PURCHASES AND OTHER CHARGES 3,897.00
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 3,897.00</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 4,000.00</b>



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WHITNEY**

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

\*\* 0000001

**MEMO STATEMENT**

Account Number

Statement Date

07-27-22

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-27	07-27		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22		
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 35.00
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL 35.00</b>
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT 2,500.00</b>



**HANCOCK  
WHITNEY**

*Handwritten:* 8/3/22

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**MEMO STATEMENT**

Account Number

Statement Date

07-27-22



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

\*\*N0004162

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**TRANSACTION DETAIL**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-29	06-28	24906412179150582366134	6968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M45.00 ✓
07-01	06-30	24204292181000178081533	7311	FACB BK 5P322FF4G2 650-5434800 CA	M83.99 ✓
07-15	07-14	24431052195838000717502	5542	MURPHY USA 7785 TALLAHASSEE FL	M48.32 ✓
07-15	07-14	24906412195151782666570	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M53.00 ✓
07-18	07-16	24943002197700691109833	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99 ✓
07-18	07-15	24164072196637000449631	5542	WAWA 5102 00051029 KISSIMMEE FL	M47.60 ✓
07-18	07-14	24692162197100641010238	3509	MARRIOTT ORLANDO WORLD 866-435-7627 FL M19811 ARRIVAL: 07-14-22	M233.45 ✓
07-20	07-18	24692162200100736412237	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.43 ✓
07-20	07-19	2401134220000039243192	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M299.90 ✓
07-26	07-25	24492162206000034788641	7399	ASSOCIATIO* FSAE CAREE HTTPSNAYLOR.C MD	M445.00 ✓
07-27	07-27		0000	ANNUAL FEE	M35.00 ✓
07-27	07-26	24011342207000039064831	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M14.99 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
07-27-22	[REDACTED]	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,376.67
		NEW CASH ADVANCES .00
		CREDITS .00
		<b>STATEMENT TOTAL</b> 1,376.67
		TOTAL IN DISPUTE .00
		<b>CREDIT LIMIT</b> 22,000.00



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



Page: 1 of 1

Statements Dates  
 07/01/2022 - 07/31/2022

Account Number:

Images:

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**\*ZERO CHECKS\* E0**

*GC  
8/5/22*

268            000000 001  
**CAPITAL AREA COMMUNITY ACTION AGENCY  
 HEAD START POLICY COUNCIL  
 PARENT ACTIVITY FUND  
 309 OFFICE PLAZA DR  
 TALLAHASSEE FL 32301**

**GET YOUR PAYCHECK UP TO 2 DAYS SOONER WITH EARLY PAY  
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**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**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
06/30	1,056.70		



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# Capital Area Community Action Agency

## MEMORANDUM

**TO:** Head Start Policy Council and Board of Directors  
**FROM:** Tim Center, CEO and Head Start Director  
**RE:** Head Start Director's Report  
**DATE:** September 20, 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

Staffing looks relatively good but for a couple vacancies. We need a cook and a couple classroom teaching positions filled. Exploring options to increase pay to be more competitive in the sector.

### Facilities

Franklin plans are complete and the General Contractor received bids from subcontractors. Unfortunately, the bids are over budget by about \$300,000. We need a meeting of stakeholders in the community to determine whether this is the best expenditure of funds. Playground equipment is ready for installation. Permits are being applied for.

### Curriculum

Teaching Strategy Gold and Creative Curriculum are supported by Hatch Ignite – the online home game for kids to play connected to the curriculum.

### Enrollment

Enrollment is at 86% with 327 students enrolled. In order to pay more competitive wages for staff and recruit classroom aides to enhance classroom management, we will need to explore reducing enrollment capacity of 378 slots. This would not reduce the budget but permit higher quality support for the enrolled staff.

### Federal and State Regulations

A recent Informational Memorandum from the Acting Director of the Office of Head Start explores how best to be competitive in the new economy to retain and recruit good talent for the Head Start program.



United Way of the Big Bend

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## Family and Community Engagement Manager

### Monthly Monitoring Report – August 2022

#### Program Status

- Total number of enrollments for the **2022-23** school year:
  1. Franklin County Head Start - **14 of 20** families enrolled
  2. Head Start @ Governors Charter - **32 of 50** families enrolled
  3. Jefferson County Head Start - **33 of 37** families enrolled
  4. Louise B. Royal Head Start - **55 of 57** families enrolled
  5. Mabry Street Head Start - **57 of 66** families enrolled
  6. South City Head Start - **119 of 148** families enrolled
- **310 of 378 (82%)** families have been enrolled for Head Start for the **2022-23 school year**
  - All Head Start programs are required to return to full enrollment (**378**) for the 2022-23 school year

#### Policy Council

- 7 participants were in attendance for Policy Council

#### Volunteers

- 7 participants completed 7 hours

#### Family and Community Engagement Activities

- 1 staff meeting

#### Transportation

- No Action

#### Children Health Requirements

<b>Immunizations and Physical examinations</b>	259 Immunizations 255 Physical Examinations
<b>Established medical homes</b>	238
<b>Established dental homes and received dental exams</b>	138 Dental Homes 41 Dental Exams
<b>Hearing screenings</b>	134
<b>Vision screenings</b>	167
<b>Vision Referrals</b>	0

#### Family and Community Engagement

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

### **Corrective Action and Follow Up**

- **COVID-19 Policy and Procedure:** Policy and Procedure have been updated to address COVID-19.
- **Funded Enrollment:** Funded enrollment numbers have been updated at each Head Start Center due to the addition of our new center, Head Start @ Governors Charter.
- **Extended Day:** After School slots are available at Louise B. Royal and South City. Louise B. Royal will serve VPK and School Readiness and South City will serve School Readiness only.
- **Orientation:** Orientation was a success for all head start centers. One hundred ninety-eight families were in attendance via zoom.

### **Strengths**

- New Head Start Center has opened at Governors Charter
- Program makes use of Zoom and ChildPlus to keep families engaged with the program
- We have 82% of our funded enrollment

### **Areas of Concern**

- Opening of new facility in Franklin County
  - Filling 20 slots in Franklin County
  - Keeping classrooms open and not quarantining.
  - Staffing issues and being able to fill all classrooms
  - Providing School Readiness for Extended Day purposes
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## Head Start Mask Announcement

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 [eclkc.ohs.acf.hhs.gov/physical-health/press-release/head-start-mask-announcement](https://eclkc.ohs.acf.hhs.gov/physical-health/press-release/head-start-mask-announcement)

[View the Latest COVID-19 Updates from the Office of Head Start](#)

Today, the U. S. Department of Health and Human Services' Administration for Children and Families (ACF) announced that, in the near future, we intend to publish a final rule that will formally remove the requirement for universal masking in Head Start programs for all individuals ages 2 and older. This will align Head Start program masking requirements more closely with the updated Centers for Disease Control and Prevention (CDC) guidance.

The Office of Head Start (OHS) has not monitored mask use at Head Start programs since February 2022, following updated recommendations from the CDC (Centers for Disease Control and Prevention) on COVID-19 Community Levels. Until the requirement is removed through the published final rule, OHS (Office of Head Start) will continue to not monitor for mask use.

ACF (Administration of Children and Families) and OHS (Office of Head Start) encourage all Head Start grant recipients to continue using a combination of tools to reduce COVID-19 risks in Head Start programs, including those highlighted in the most recent CDC (Centers for Disease Control and Prevention) guidance. ACF (Administration of Children and Families) advises all Head Start programs to monitor the COVID-19 Community Levels and follow recommended CDC (Centers for Disease Control and Prevention) guidelines, which include wearing a high-quality mask indoors when the COVID-19 Community Level is high.

Read more:

[COVID-19](#)

*Last Updated: September 19, 2022*