

ALPI HEAD START/EARLY HEAD START

Memo

To: Policy Council Members
From: Tamarind L. Hill, Policy Council Chairperson
Date: March 6, 2019
Re: Policy Council Meeting

This is to inform you that the next Policy Council meeting will be held on Wednesday, April 17, 2019 at 12:30pm at the following location:

**ALPI Administrative Office
2202 Avenue Q
Fort Pierce, FL 34950
(772) 466-2631
Time: 12:30pm**

Should you need transportation or babysitting services, please contact Myrna Rodriguez, Program Operations Director at (772) 466-2631 Ext. 11 or 14.

I look forward to seeing all of you there.

xc: Chief Executive Officer
Deputy Director
Program Operations Directors
Managers

ALPI HEAD START/EARLY HEAD START POLICY COUNCIL MEETING

ALPI ADMINISTRATIVE OFFICE

2202 Avenue Q, Fort Pierce, FL

April 17, 2019

Policy Council Members

<input type="checkbox"/> Scarlet M. Vega	FD	<input type="checkbox"/> Crystal Booker	QTHSC II	<input type="checkbox"/> Yolanda Robinson	GWT	<input type="checkbox"/> Felicia Sweeting-Harris	CR
<input type="checkbox"/> Nikyta L. Woods	LP	<input type="checkbox"/> Jasmine Troutman	QTHSC II	<input type="checkbox"/> CurShawnda Brown	GWT	<input type="checkbox"/> Linda Halpin	CR
<input type="checkbox"/> Olivia Smith	LP	<input type="checkbox"/> Teaira Reed	GT	<input type="checkbox"/> Tamarind L. Hill	FCDC	<input type="checkbox"/> Dr. George Grace	CR
<input type="checkbox"/> Noelia Garcia	CDFS	<input type="checkbox"/> Danyella Jackson	GT	<input type="checkbox"/> Donna Gibson	CR		
<input type="checkbox"/> Shantol Britton	CDFS	<input type="checkbox"/> Mislane Charles	CC/HS	<input type="checkbox"/> Josephine Howard	CR		

Policy Council Alternates

<input type="checkbox"/> Elza Laurent	LP	<input type="checkbox"/> Tiara King	GT	<input type="checkbox"/> Orliehea Plowden	GWT	<input type="checkbox"/> Lakayla Jackson	FCDC
<input type="checkbox"/> TBA	LP	<input type="checkbox"/> Anthony L. Smith	GT	<input type="checkbox"/> Priscilla Spears	GWT		
<input type="checkbox"/> Amaryllis Rosario	CDFS	<input type="checkbox"/> Suntory Safford	QTHSC II	<input type="checkbox"/> Raquel Bizzell	FD		
<input type="checkbox"/> Andrew Hendricks	CDFS	<input type="checkbox"/> Lamonica Murphy	QTHSC II	<input type="checkbox"/> Grace Potts	CC/HS		

Caroline W. Looney, Deputy Director

Donita Brunson, Family & Community Partnerships Manager

Iris Rivera, Health Services Manager

Aletta Stroder, Program Operations Director – Polk

Myrna Rodriguez, Program Operations Director - St. Lucie

Alisa Thornton, Early Childhood Development Education Services Manager

AGENDA

WHAT	HOW	WHO	ACTION	TIME
1. CALL TO ORDER	Call Meeting	Tamarind L. Hill	None	1 minute
2. ROLL CALL	Roll Call	Yolanda Robinson, Secretary	None	5 minutes
3. MISSION STATEMENT	Read Mission	All members	None	1 minute
4. SECRETARY'S REPORT ✓ Policy Council Minutes – March 13, 2019	Present	Yolanda Robinson, Secretary	Approval	2 minutes
5. ELECTION – Vice-Chairperson	Present	Tamarind L. Hill	Approval	5 minutes
6. CONSENT AGENDA ✓ Head Start/Early Head Start: Program Operations Director ✓ Head Start/Early Head Start: Program Operations Director ✓ Parent Committee Report - Child Development and Family Services Center ✓ Parent Committee Report - Lincoln Park Head Start Center ✓ Parent Committee Report - Francina Duval Head Start Center ✓ Parent Committee Report - Garden Terrace Head Start Center ✓ Parent Committee Report - Queen Townsend Head Start Center II ✓ Parent Committee Report - George W. Truitt Family Services Center ✓ Parent Committee Report - Frostproof Child Development Center	Present	Tamarind L. Hill	Approval	4 minutes
7. POLICY COUNCIL COMMITTEE REPORTS ✓ Personnel/Grievance: a. Human Resources ✓ Grants/Fiscal: a. Financial Reports b. Sunshine Account Statement & USDA Reimbursement Report c. Non-Federal Report	Present	Committee Representatives	Approval	10 minutes
8. REPORTS ✓ Board of Directors Representative	Present	Josephine Howard, Board Rep.	Approval	2 minutes
9. OLD BUSINESS ✓ Program Annual Self-Assessment ✓ 2019-2020 HS/EHS Grant Application	Present	Tamarind L. Hill	Information	2 minutes
10. NEW BUSINESS ✓ National Head Start Association Dollar Per Child Campaign ✓ Code of Business Conduct and	Present	Tamarind L. Hill	Approval	5 minutes
11. ADJOURNMENT	Present	Tamarind L. Hill	Approval	1 minute

HEAD START/EARLY HEAD START MISSION STATEMENT

The mission of the Head Start/Early Head Start Program is to provide the families we serve with the resources necessary to increase self-sufficiency, promote social competence and enhance the quality of life in the community of which we are a part.

Therefore, "our family" is dedicated to creating an environment that promotes learning, growth, development, independence, and inter-dependence through a total commitment to excellence.

Policy Council

March 13, 2019

Minutes and Attendance

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
March 13, 2019

MINUTES

1. CALL TO ORDER

Tamarind L. Hill, Policy Council Vice-Chairperson called the meeting to order at 1:06 p.m.

2. ROLL CALL

Yolanda Robinson, Policy Council Secretary conducted the roll call. Members present: Scarlet M. Vega, Shantol Britton, Crystal Booker, Jasmine Troutman, Yolanda Robinson, and Tamarind L. Hill.

Community Representatives present: Donna Gibson, Josephine Howard, Felicia Sweeting-Harris and Dr. George Grace.

Excused Member: Linda Halpin.

A quorum was established.

Guests present: Arlene Dobison, CEO and William Holt, Board of Directors Chairperson.

Staff present: Caroline Looney, Myrna Rodriguez and Aletta Stroder.

3. MISSION STATEMENT

Policy Council Members read the Mission Statement.

4. SECRETARY'S REPORT

Tamarind L. Hill asked members if there were any questions to the minutes from February 20, 2019. There were no questions or corrections.

Josephine Howard made a motion to approve the Secretary's Report as presented. Yolanda Robison seconded. Motion carried.

5. CONSENT AGENDA

Tamarind L. Hill presented the Consent Agenda for approval and asked if there was item(s) that needed to be discussed separately. Dr. George Grace asked for clarity regarding the inspections reported in the reports. Mrs. Looney provided the response. No additional questions were presented.

Josephine Howard made a motion to approve the Consent Agenda as presented. Crystal Booker seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Aletta Stroder presented and distributed the Human Resources listings of new hires dated March 13, 2019 for review and approval. The Human Resources listings included new hires: 1 Teacher and 3 Caregivers.

Additionally, Ms. Stroder presented one termination for ratification. Ms. Stroder explained that the Policy Council Executive Committee met on March 1, 2019 to approve the termination. Donna Gibson asked a question regarding the dates of the approval for the termination. Myrna Rodriguez explained that due to an oversight, the termination was not submitted at the November's 2018 Policy Council meeting, therefore, for that reason we are asking for the ratification at this time.

Dr. George Grace asked about the agency's grievance process. Arlene Dobison, CEO provided a brief overview of the agency's grievance policy, that included the differences between a grievance and an appeal.

Josephine Howard made a motion to approve the Policy Council Human Resources Listings to include new hires, termination and the ratification as presented. Donna Gibson seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

At this time, Scarlet M. Vega left the meeting and Jasmine Troutman joined the meeting.

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports that were included in the monthly package and asked if there were any questions or concerns regarding the financial reports. No questions were asked.

Additionally, Ms. Rodriguez presented the 2019-2020 Head Start and Early Head Start Grant Application for review and approval. Ms. Rodriguez stated that previously, at the, January 16, 2019 meeting, the ACF-OHS Funding Management Letter was presented for approval to begin the development of the Grant Application for Head Start and Early

Head Start. The letter indicated the funding level to include the Training and Technical Assistance and 1.77% Cost-of-Living Adjustment for Head Start of \$5,622,548.00 to serve 691 preschool children and their families in St. Lucie County; as well as the funding level to include the Training and Technical Assistance and the 1.77% Cost-of-Living for Early Head Start of \$2,196,983.00 to serve 140 children and their families in St. Lucie and Polk Counties. Ms. Rodriguez also presented a comparison of the funding levels for FY 2018-2019 and FY 2019-2020 and provided a brief explanation of the difference between the two years.

Felicia Sweeting-Harris made a motion to approve the Financial Reports and the 2019-2020 Head Start and Early Head Start Grant Application to include the Training and Technical Assistance and the 1.77% Cost-of-Living Adjustment (COLA) funding as presented. Dr. George Grace seconded. Motion carried.

7. REPORT

Board of Directors: Josephine Howard provided an overview of the Program Governance Training/Orientation that was held on February 23, 2019 in Orlando, FL and stated that the training/orientation was very successful.

Felicia Sweeting-Harris made a motion to approve the Board of Directors Report as presented. Crystal Booker seconded. Motion carried.

At this time, Jasmine Troutman left the meeting and Shantol Britton joined the meeting.

8. OLD BUSINESS

Myrna Rodriguez presented the 2019 Program Self-Assessment Report and Corrective Action Plan for review and approval. Ms. Rodriguez provided an overview of the content of the report as well as highlighted the process of the assessment. Ms. Rodriguez provided a review of the non-compliances that included activities, timelines, person responsible, evidence/documentation supporting the correction and the status of the progress. Dr. George Grace commented on the non-compliances at the contracted sites and the impact that those non-compliances will have to the program. Ms. Rodriguez emphasized the importance and the accountability placed on the contracted sites and the impact of the contractual agreements. Additionally, Arlene Dobison, CEO provided feedback on the report and addressed the accountability of the program staff as well as the contracted providers.

Felicia Sweeting-Harris made a motion to approve the Head Start/Early Head Start 2019 Program Self-Assessment Report and Corrective Action Plan as presented. Yolanda Robinson seconded. Motion carried.

9. NEW BUSINESS

No new business was presented at this time; however, Mr. William Holt, Board of Directors Chairperson provided words of encouragement and emphasized the importance of being involved in the program.

10. ADJOURNMENT

Adjournment was at 2:04 p.m.



Policy Council Secretary

AGRICULTURAL AND LABOR PROGRAM, INC.
2018-2019 POLICY COUNCIL MONTHLY MEETING ATTENDANCE

CENTER	NAME	OCT 3, 2018	NOV 2018	DEC 2018	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018	JUNE 2018	JULY	AUG	SEPT
Lincoln Park Head Start	Cobie B. Tai	P	P	A	E	A	A						
Lincoln Park Head Start	Nikyta L. Woods	P	P	P	P	A	A						
Garden Terrace Head Start	Teaira Reed			P	P	P	A						
Garden Terrace Head Start	Danyella Jackson	P	P	A	E	P	A						
Queen Townsend HSC II	Crystal Booker	P	A	P	E	P	P						
Queen Townsend HSC II	Jasmine Troutman	P	A	P	P	A	P						
Child Development & Family Services	Noelia Garcia			P	P	A	A						
Child Development & Family Services	Shantel Britton	P	A	P	P	A	A						
Francina Duval Head Start	Scarlet M. Vega	A	P	P	A	A	P						
George W. Truitt Family Services	Yolanda Robinson	P	P	P	E	P	P						
George W. Truitt Family Services	CurShaunda Brown			P		P	A						
Frostproof Child Development	Tamarind L. Hill	P	P	P	E	P	P						
HS Contracted Site St. Lucie	Mislane Charles	A	A	A	A	A	A						
Community Representative	Felicia Sweeting-Harris	P	P	P	A	A	P						
Community Representative	Linda Halpin	E	E	P	E	P	E						
Community Representative	Donna Gibson	A	P	P	P	P	P						
Community Representative	Dr. George Grace	P				P	P						
Board Representative	Josephine Howard	E	P	P	P	p	P						

Total Representatives Present:

CENTER	NAME	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
ALTERNATES													
Lincoln Park Head Start	Elza Laurent	E											
Lincoln Park Head Start	Steve Durand Estima	P											
Garden Terrace Head Start	Anthony L. Smith						P						
Garden Terrace Head Start	Tiara King												
Queen Townsend HSC II	Lamonica Murphy												
Queen Townsend HSC II	Suntory Safford			P									
Child Development & Family Services	Amaryllis Rosario						P						
Child Development & Family Services	Andrew Hendricks												
Francina Duval Head Start	Raquel Bizzell												
George W. Truitt Family Services	TBA												
George W. Truitt Family Services	Orlethea Plowden												
Frostproof Child Development	Lakayla Jackson	P		P									
HS Contracted Site St. Lucie	Grace Potts												

P - PRESENT

E - EXCUSE

A - ABSENT

 NO MEETING

Program Financial Reports

Florida Department of Health

3/26/2019

11:05AM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2019 Termination Date: _____

Add'l Doc Required: _____ ADR Reason: _____ Meal Disallowance: _____

Legal Name: AGRICULTURAL LABOR PROG. INC. FEIN: 591634148001

D/B/A: AGRICULTURAL LABOR PROG. INC.

Mailing Address: P.O. BOX 3126 WINTER HAVEN, FL 33885

Program Manager: DOBISON, ARLENE Phone: (863) 956-3491 Ext: 206

Email: adobison@alpi.org

Claim Information

Status: Submitted Entered By: 0501

Claim Month/Year: 2/2019 Date Received: 03/26/2019 11:04:41AM

Revision #: 0

Operating Days: 19 Average Daily Participation: 696

Sites Operated:

PNP: 0 OSHCC: 0 For-Profit: 0 HS: 7 Church: 0 Public: 0 Total: 7

Children Enrolled by Category:

Free 826 Reduced 0 Non-needy 0 Total 826

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>13,132</u>	<u>0</u>	<u>13,127</u>	<u>12,560</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$69,226.00</u>	Meal Earnings:	<u>\$78,386.25</u>
Administrative Expenditures	<u>\$7,173.00</u>	Cash-In-Lieu:	<u>\$3,084.86</u>
Total Expenditures	<u>\$76,399.00</u>	Total Earnings:	<u>\$81,471.11</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$81,471.11</u>

Florida Department of Health

3/26/2019

11:05AM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2019 Claim Month/Year: 2/2019 Revision #: 0

Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$14,958.56	\$588.91	\$15,547.47
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,741.57	\$146.88	\$3,888.45
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$8,351.80	\$332.06	\$8,683.86
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$8,642.50	\$339.58	\$8,982.08
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$9,238.73	\$364.25	\$9,602.98
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$10,593.59	\$413.60	\$11,007.19
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$22,859.50	\$899.58	\$23,759.08
			\$78,386.25	\$3,084.86	\$81,471.11

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183



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66/E00/0175/0/11
0121005033586
02/28/2019
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Account Statement

AGRICULTURAL AND LABOR PROGRAM INC
SUNSHIN FUND FOR HEAD START
PO BOX 3126
WINTER HAVEN FL 33885-3126

Questions? Please call
1-800-786-8787

Reminder:

Clients using any non-SunTrust ATM located in the U.S. are charged a \$3 fee, and are charged a \$5 fee for using ATMs located outside the U.S. The ATM owner may also charge an additional fee. For clients who use their debit card for transactions in a currency other than U.S. dollars, the exchange rate will be increased by 3%. See the Business Accounts Fee Schedule at www.suntrust.com/businessfeeschedule for more information.

Account Summary	Account Type	Account Number	Statement Period
	TOTAL BUSINESS BANKING	0121005033586	02/01/2019 - 02/28/2019

Description	Amount	Description	Amount
Beginning Balance	\$17,567.47	Average Balance	\$17,567.47
Deposits/Credits	\$0.00	Average Collected Balance	\$17,567.47
Checks	\$0.00	Number of Days in Statement Period	28
Withdrawals/Debits	\$0.00		
Ending Balance	\$17,567.47		

Overdraft Protection	Account Number	Protected By
	0121005033586	Not enrolled
For more information about SunTrust's Overdraft Services, visit www.suntrust.com/overdraft .		

Balance Activity History	Date	Balance	Collected Balance
	02/28	17,567.47	17,567.47

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.

MONTHLY NON-FEDERAL SHARE REPORT SUMMARY
(Due by the 7th of each month)

MONTH REPORTING: MARCH 2019			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	DACH4179		
FAA PERIOD	Beginning	7/1/2018	Ending 6/30/2019

FAA TYPE	REFUNDING	TOTAL
80% Federal Share	\$ 7,877,534.00	\$ 7,877,534.00
20% Non-Federal	\$ 1,969,384.00	\$ 1,969,384.00

MONTHLY TYPE CATEGORY	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BALANCE	%
VOLUNTEERS	\$ 6,99,324.00	\$ -	\$ 24,500.92	\$ 23,432.84	\$ 36,785.60	\$ 36,139.42	\$ 28,652.92	\$ 25,403.87	\$ 28,245.52	\$ 24,057.44				\$ 228,718.53	\$ 412,605.47	35%
SPACE COST	\$ 571,150.00	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83				\$ 428,862.47	\$ 142,787.53	75%
OTHER	\$ 758,910.00	\$ -	\$ 77,583.94	\$ 107,880.29	\$ 128,365.55	\$ 82,705.37	\$ 79,075.77	\$ 81,746.70	\$ 99,036.73	\$ 69,722.23				\$ 776,116.58	\$ 32,793.42	96%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	0%
TOTAL	\$ 1,969,384.00	\$ 47,595.83	\$ 149,680.69	\$ 178,908.96	\$ 212,246.98	\$ 166,440.62	\$ 155,324.52	\$ 154,746.40	\$ 174,878.08	\$ 141,375.50	\$ -	\$ -	\$ -	\$ 1,381,197.50	\$ 588,188.42	70%

CERTIFICATION		DATE	4/3/2019
PROGRAM OPERATIONS DIRECTOR'S	Myma Rodriguez	DATE	4/3/2019
CERTIFIED BY:	Myma Rodriguez	DATE	4/3/2019

Comments:	
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ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	PLAN	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D
Parents	831	0	567	976	998	1227	1027	870	1111	882				7659.00
Professionals	50	0	15	25	41	28	16	8	18	13				164.00
Hours			1811.95	1998.28	2946	2209.19	2775.2	2159.62	2364.68	2041.73				18109.63

Definitions:
Parents (i.e., biological parent, legal guardian (to include grandparent))
Professional (i.e., Physician, Dentist, Nurse, Therapist, etc.)

FOR THE MONTH OF: MARCH 2019
CONTRACT DATE: JULY 1, 2018- JUNE 30, 2019

Budget/Cost Adjustment Comments:

The Travel Line Item has exceeded the allocated amount for the year; however, the expenses are automatically adjusted based on the overall budget.

CEO APPROVAL

DATE 4/9/19

INFORMATION USED FROM THE PRELIMINARY FINANCIAL REPORT PRINTED ON 04/04/2019 @ 4:22:45 PM

Progress Reports

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

St. Lucie County

Head Start/Early Head Start Department of St. Lucie County

March 2019

MONTHLY REPORT

Submitted By: Myrna Rodriguez Date: April 3, 2019

DEPARTMENTS ACTIVITIES SUMMARY

(E.g., Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources, etc.)

Program Design and Management, Facilities, Materials, and Equipment

Planning/Communication/Internal Reporting:

- Participated in the Senior Management Directors Meeting held on March 12, 2019 facilitated by Arlene Dobison, Chief Executive Officer. Items for discussion included: Committees and Councils Appointment, Regional Councils, Shared Drive Update, orientation of new employees related to Financial Policies, Timelines, program progress reports, etc.
- Participated in the Lead Management Meeting held on March 14, 2019 facilitated by Caroline Looney, Deputy Director. The meeting discussion included: Grant Application Status, Emails, Mental Health/Nutrition Contracts, Business Cards, etc.
- Participated and hosted the Technical Assistant Transition System meeting on March 7, 2019. The participants included various agencies that serve children birth to five to include St. Lucie, Martin and Indian River Counties. The items for discussion included inter-agencies agreement renewals, person responsible/changes, changes in the scope of services, etc.
- Coordinated and facilitated the Policy Council Monthly Meeting that was held on March 13, 2019. Ten (10) members participated in the meeting. The Policy Council action/approval items included but were not limited to the Human Resources Listings, Program Financial Reports, 2019-2020 Head Start/Early Head Start Funding Grant Application, and Program Self-Assessment Report and Corrective Action Plan, etc.
- Conducted the site visits to centers with the CEO, Arlene Dobison on March 5-6, 2019. Ms. Dobison also met with the service area managers regarding the Program Self-Assessment Report and Corrective Action Plan on March 7, 2019 to provide feedback on the results.

Community Relations/Collaborations:

- Early Learning Coalition of St. Lucie County
- St. Lucie County Public Schools
- HAND's Dental Clinic of St. Lucie County
- Kids Connected by Design – Healthy Start/Healthy Families/Home Visitation Program
- CokeFlorida.Com new partnership

Human Resources:

- During this reporting period, we conducted an interview for the Teacher Assistant position. A Teacher and an Instructional After School Aide were provided with an orientation/training prior to beginning on their specific roles.

Computer Assisted Tutorial Program (CAT):

- Program Coordinator met with Sandy Mack, Program Specialist from St. Lucie County Children's Services Council on March 27, 2019. Mr. Mack discussed the partnerships with businesses in the community that are providing free field trips to students during the summer.
- The Computer Assisted Tutorial Program (CAT) has served seventy-seven (77) students year-to-date.

Program Governance:

- Coordinated and facilitated the Policy Council Monthly Meeting that was held on March 13, 2019. Ten (10) members participated in the meeting. The Policy Council action/approval items included but were not limited to the Human Resources Listings to include new hires and termination; Program Financial Reports; 2019-2020 Head Start/Early Head Start Funding Grant Application, and Program Self-Assessment Report and Corrective Action Plan, etc.

GOAL 1: Create additional educational experiences and opportunities for staff – Objective 1.1-1.5.

- Head Start Teachers and Teacher Assistants participated in the In-Service Training facilitated by the Mental Health Disabilities Specialist and the Early Childhood Development and Education Services Manager on March 25, 2019. The training topic was Conscious Discipline: Self Care for Teachers - Taking care of yourself before you can take care of your Students. Staff received 2 training hours.
- Family Services Workers and Administrative Assistants participated in the In-Service Training facilitated by the Family and Community Partnerships Manager on March 25, 2019. The training topic was Eligibility Review and Family Engagement. Staff received 2 training hours.

- Bus Drivers and Bus Monitors participated in the In-Service Training facilitated by the Transportation Coordinator on March 25, 2019. The training topic was Transportation Requirements. Staff received 2 training hours.
- All Head Start staff participated in the In-Service Training facilitated by Tykes and Teens on March 25, 2019. The training topic was Trauma Informed Care. Staff received 2 training hours.
- Child Development Services Managers, Teachers, Teacher Assistants, a Caregiver, Family Services Worker and Maintenance Worker completed online trainings presented by the Office of Early Learning. Staff received 1-2 training hours for each course. Training topics included the following:
 - ✓ Precautions in Transporting Children
 - ✓ Safety in the Environment
 - ✓ Preventing Child Abuse and Supporting Children in Trauma
 - ✓ Planning for Emergencies
 - ✓ Child Safety and Prevention
 - ✓ Supporting the Social-Emotional Development of Preschool Children
 - ✓ Health and Sanitation
 - ✓ Safe Sleep Practice
 - ✓ Supporting the Social-Emotional Development of Children in the Mixed-Age Groupings
 - ✓ Supporting the Social-Emotional Development of Infants and Toddlers

Facilities:

- Facilities Specialist worked closely with the Maintenance Staff as well as the Child Development Services Managers in maintaining all facilities/offices clean and free of debris; in order to maintain a healthy and safe environment for the children, families and staff.
- Facilities Specialist completed several projects generated by Work Requests such as: replacing batteries, light bulbs, toilet seats, a toddler cot, a stepping stool, and carpets. A door was also repaired.
- Facilities Specialist coordinated with CDL Solutions for an estimate regarding modifications of classroom doors at the ALPI Garden Terrace Head Start Center on March 13, 2019. Other vendors such as Door R Us, E.G. Doors, and Windows, Palm Doors Replace and Repairs were also contacted for estimates.

Health and Safety:

- The Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure that all centers have the necessary cleaning supplies to perform daily sanitation activities as per the Daily Facility Checklist.

- The Facility Specialist distributed cleaning supplies to all the centers; supplies included: Garbage Bags, Paper Towels, Rinse Free, Bleach, Teachers Cleaning Towels, Cleaning Cloths, Toilet Paper, Disinfectant Spray, Kleenex, Gloves, Soap, Shoe Covers and other items as needed.

Monitoring:

- The Early Learning Coalition of St. Lucie County monitored the Lincoln Park Head Start Center. The center was found in 100% compliance.
- Florida Department of Children and Families inspected/monitored the Queen Townsend Head Start Center II. The center was found in 100% compliance.

Fiscal:

- The program generated non-federal (In-Kind) during this reporting period from activities such as: Parents Volunteering, Professionals, and Donations from all the St. Lucie County Head Start/Early Head Start Centers.
- Processed fiscal related activities such as requisitions, purchase orders, invoices, and payroll.
- Coordinated and facilitated several management staff meetings to discuss the 2019-2020 Head Start and Early Head Start Grant Application and its supporting documentation to include, but not limited to the Training and Technical Assistance Plan, Program Self-Assessment Report and Corrective Action Plan, Program Goals and Measurable Objectives, etc.

Additionally, participated in informal meetings with directors in preparation of the grant application. The grant application was submitted on March 27, 2019.

IT Support Services:

- Continued to work closely with the agency's IT support staff in all IT related concerns and/or problems.

Family and Community Partnerships:

- Family Support Services Coordinators continued to complete intake applications, verify applications, place families on the Head Start/Early Head Start waitlist and complete enrollment applications. Information was also provided to families about services provided in the local community.
- Family Support Services Coordinators continued to provide technical assistance to the Child Development Services Managers and the Family Services Workers with the verification of Intakes and any issues or concerns with PROMIS or the enrollment process.

- Family Support Services Coordinators participated in the Bouncing Back: Recovering from Hurricane Irma and Preparing for the Future event sponsored by Catholic Charities on March 15, 2019. Information regarding services available through the Head Start and Early Head Start Program was provided to participants in efforts of recruitment.
- Family Support Services Coordinators went live on La Gigante 1330 WJNX located in Fort Pierce on March 21, 2019. An announcement was made in Spanish and Creole regarding the services available through the Head Start and Early Head Start Programs, which reached listeners on the Treasure Coast in efforts of recruitment.
- Family Support Services Coordinator and a Child Development Services Manager participated in the Far From Druggan event sponsored by Roundtable of St. Lucie County, Inc. on March 21, 2019. Information regarding services available through the Head Start and Early Head Start Program was provided to participants in efforts of recruitment.
- Family Support Services Coordinators continued to conduct recruitment at local apartment complexes, health departments, libraries, gymnasium, etc. Family Support Services Coordinators obtained contact information from several families, scheduled appointments, and completed the application process.
- Funded enrollment for the month of March for St. Lucie County consisted of 755. The breakdown included 691 preschool children, 56 infants/toddlers, and 8 pregnant women for a total of 755. There were four (4) drops, six (6) new enrollments and one transfer in the Head Start Program. There were three (3) new enrollments in the Early Head Start Program and two (2) drops in the Pregnant Women Program.

Early Childhood and Health Services:

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for March were provided. An activities packet was created based on the Head Start Child Development and Early Learning Framework (3-5 year olds) and the Florida Early Learning and Developmental Standards for Four Year Olds. The activities encourage parents/guardians to work with their children for 10-15 minutes each day through hands-on learning experiences that require minimal materials. A literacy activity along with a reading log is included to promote literacy growth in the home. Items included in the folders were as follows:
 - ✓ Nightly Reading Record
 - ✓ Calendars
 - ✓ Various Games
 - ✓ Sight Words
- Education Childhood Education Coordinator participated in the Education Team meeting on March 8, 2019. The purpose of the meeting was to analyze, discuss and provide strategies from the aggregated data from the VPK and Teaching Strategies Assessments and to plan for the CLASS Observations.

- Education Childhood Education Coordinator meet with staff from the Queen Townsend Head Start Center II on March 15, 2019 to discuss and finalize plans for the Annual Family Fun Fair event being held on April 6, 2019.
- Early Childhood Education Coordinator conducted mentoring/coaching at the George W. Truitt Family Services Center and the Queen Townsend Head Start Center II. The Early Childhood Education Coordinator provided teachers with additional support in behavior management, transitions, curriculum implementation and modeled engaging story time activities.
- Education Childhood Education Coordinator provided small group support at the Garden Terrace Head Start Center and the Queen Townsend Head Start Center II. The Early Childhood Education Coordinator provided additional instructional support to the children that scored below expectations in a specified area of the VPK assessment. Additional instruction was provided in the areas of Print Knowledge and Phonological Awareness.
- Education Childhood Education Coordinator, Health Services Manager, and the Mental Health and Disabilities Specialist conducted CLASS observations; the CLASS Assessment Tool was used to monitor engaging teacher-child interactions and environments that supports the children's development and learning goals. Following the observations, the teaching staff was provided with immediate feedback. CLASS observations were conducted at the following centers:
 - ✓ George W. Truitt Family Services Center
 - ✓ Lincoln Park Head Start Center
 - ✓ Learning Tree Academy
 - ✓ Frostproof Child Development Center
 - ✓ Garden Terrace Head Start Center
 - ✓ Queen Townsend Head Start Center II
 - ✓ Child Development and Family Services Center
 - ✓ Francina Duval Head Start Center
- Health Services Manager received an update from the HANDS Dental Clinic meeting held on March 8, 2019. Topics discussed included but were not limited to:
 - ✓ Ervin Valcin, Dental Hygienist/Pediatric Dental Coordinator continues to provide follow up care for those students who require further treatment
 - ✓ HANDS Pediatric Dental Program has screened over 1,000 students and provided over 500 students with sealants; the screenings include Head Start and Early Head Start children
 - ✓ Strategic Planning will begin next month for Dental Services
 - ✓ Upcoming St. Lucie County Oral Health Coalition meeting will be held on August 22, 2019 at the Logistics Center

- Health Services Manager facilitated dental exams through HANDS Dental Clinic for children at the ALPI Queen Townsend Head Start Center II on March 29, 2019.
- Health Services Manager completed the second Growth Chart Assessments for the Francina Duval, Garden Terrace, and Learning Tree Academy. Growth Charts indicating concerns were submitted to the Nutrition Consultant for follow-up.
- Mental Health and Disabilities Specialist submitted four (4) referrals for children with concerns; and coordinated two (2) evaluations and attended two (2) eligibility staffing's with Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children that were referred for services and Individual Education Plans were developed.
- As of March the following table represents the total number of children that have been determined as children with disabilities:

FUNDED ENROLLMENT			HEAD START			691
			EARLY HEAD START (St. Lucie 64)			64
Total 10%= 75 children						
1	Health Impairments	0	13	How many age 0?		0
2	Emotional/Behavior Disorders	0	14	How many age 1?		0
3	Speech/Language Impairments	66	15	How many age 2?		2
4	Mental Retardation	0	16	How many age 3?		28
5	Hearing Impairments/Deafness	0	17	How many age 4?		41
6	Orthopedic Impairments	0	18	How many age 5?		0
7	Visual Impairments/Blind	0	19	How many over income?		3
8	Learning Disabilities	0	20	How many pre-diagnosed?		31
9	Autism	0	21	How many dropped to date?		2
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current		70
11	Other Impairments	4	23	How many evaluated and found not eligible?		1
12	Total With Disabilities	70	24	How many suspected?		24

TRANSPORTATION:

- Transportation services were provided to 133 children to and from the centers for the month of March.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: new tires installed on Bus #3 and maintenance on Bus #6.
- Transportation Coordinator facilitated the Transportation Requirements training with the Bus Drivers and Bus Monitors during In-Service Training on March 25, 2019. Topics discussed included but was not limited to the following:
 - ✓ Florida Department of Children and Families online training and certification
 - ✓ Transportation Operational Procedures
 - ✓ On board bus instructional demonstration regarding proper sizing and adjustment of child seat safety harnesses

DEFICIENT AREA(S):

None

PROPOSED STRATEGY TO CORRECT DEFICIENCY (IES):

None

SPECIAL ACCOMPLISHMENTS:

None

BOARD RELATED ACTIVITIES:

None

CRITICAL CONCERNS / CHALLENGES:

None

WORKSHOPS / TRAINING / CONFERENCES, ETC.:

None

UPCOMING EVENTS:

- Early Learning Coalition Board Meeting – April 3, 2019
- St. Lucie Early Learning Coalition Family Fun Fair – April 6, 2019
- Senior Management Meeting – April 9, 2019
- Lead Team Meeting – April 11, 2019
- Health Services Advisory Council Meeting – April 11, 2019
- Dental Coalition Meeting – April 12, 2019
- Policy Council Meeting – April 17, 2019
- Board of Director's Meeting – April 27, 2019
- Program Director's Meeting – April 29, 2019
- Management Planning Meeting – April 29, 2019
- Service Area Staff Meeting – April 29, 2019

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: March, 2019		DATE:	THIS MONTH	TO DATE
CENTER:				
ERSEA				
1. Enrollment				
a.	The number of EHS and HS Children served (As of 9/1).	EHS	3 YEARS	4 YEARS
		3	6	0
b.	Of the number of HS children in A1, the number in the VPK program.	0	0	0
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0	0
				891
				480
				323
				480
2. Of the number of HS Children eligible for kindergarten				
3. Dropouts				
a.	Number of EHS and HS children who have dropped	2	0	4
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0
				96
				12
4. Attendance/ADA				

SERVICE DELIVERY		EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement					
1. Total number of Head Start Families					
a.	Of these, the number of two parent families	3	5	8	813
b.	Of these, the number of single parent families	0	1	1	169
c.	Of these, the number of families receiving assistance under TANF Program	3	4	7	670
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	0	2	2	32
e.	Of these, the number of families over income	0	2	2	96
			0	0	56
2. Total number of families identified as needing services or identified an interest in the following areas:					
a.	Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0	3	3	14
b.	Housing assistance such as subsidies, utilities, repairs, etc.	0	1	1	20
c.	Counseling or mental health services	0	2	2	24
d.	Education/Literacy/English as a Second Language	0	1	1	26
e.	Adult education such as GED program and college education	0	0	0	31
f.	Job Training	0	2	2	36
g.	Substance abuse prevention or treatment	0	0	0	36
h.	Child Abuse and Neglect Services/Training	0	0	0	0
i.	Domestic violence services	0	0	0	0
j.	Child support assistance	0	0	0	0
k.	Health education	0	2	2	94
l.	Assistance to families of incarcerated individuals	0	1	1	4
m.	Parent Education	9	90	99	730
n.	Marriage education	0	0	0	1
o.	Asset building services (such as financial education, opening savings and checking account etc.	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
B. Early Childhood Development and Health Services				
1. Number of EHS and HS Children who have completed the following screenings:				
a. Height	2	7	9	826
b. Weight	2	7	9	826
c. Vision	3	4	7	852
d. Hearing	3	4	7	857
e. Speech/Language	1	12	13	270
f. Behavioral	1	13	14	529
g. Developmental	1	11	12	410
h. Blood Pressure	1	16	17	821
i. Hemoglobin	2	18	20	838
j. Lead	1	15	16	821
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment	0	0	0	0
3. Of the number referred in B2, the number who have completed follow up or received treatment	0	0	0	0
4. The number of EHS and HS children receiving or received treatment for the following:				
a. Anemia	0	2	2	94
b. Asthma	2	10	12	69
c. Hearing Difficulties	0	0	0	0
d. Overweight	0	2	2	51
e. Vision Problems	0	5	5	8
5. Number of EHS and HS children enrolled in Medicaid	1	4	5	813
6. Number of EHS and HS children with private insurance	0	0	0	22
7. Number of EHS and HS children with "Medical Home"	3	6	9	510
8. Number of EHS and HS children who have completed a professional dental examination	1	6	7	827
9. Of the children in B8, the number of children diagnosed as needing treatment	0	2	2	70
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	1	1	69
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	0
12. Number of EHS and HS children with up-to-date immunizations	2	5	7	436
13. Number of EHS and HS children with complete immunizations	0	21	21	503
14. Number of EHS and HS children with current physicals	3	6	9	884
15. Number of EHS and HS children receiving WIC services	3	1	4	441
16. Number of EHS and HS children receiving meals via Child Care Food Program	0	0	0	0
17. Number of teacher and caregivers home visits completed (1 st)	0	0	0	620
18. Number of teacher and caregivers home visits completed (2 nd)	47	563	610	610
19. Number of parent/teacher/ caregivers conferences completed	0	0	0	702
20. Number of EHS/HS with baseline assessments completed	0	0	0	0
21. Number of EHS/HS with mid-year assessments completed	0	0	0	0
22. Number of EHS/HS with final assessments completed	0	0	0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE
C. Father Engagement				
Number of father/father figures who were engaged in the following activities during this program:				
a) Family assessment	0	0	0	30
b) Family goal setting	0	1	1	25
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	8	8	40
d) Head Start program governance, such as participation in the Policy Council	0	0	0	9
e) Parenting education workshops	1	0	1	20
D. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	3	3	70
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	3	3	70
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	3	3	70
4. Number of EHS and HS children with suspected disabilities	0	0	0	21
5. Number of referred EHS and HS children awaiting testing or staffing	0	3	3	24
6. Number of EHS and HS children referred for mental health services outside of the program	0	1	1	4
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	1	1	4
8. Of the children in E7, the number the MH Professional Consultant provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	1	1	4
10. Number of children the MH Professional provided an individual mental health assessment	0	1	1	4
11. Number of children the MH Professional facilitated a referral for mental health services	0	0	0	3
12. Number of MDT's meetings	0	0	0	0
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0	0	0	0
E. Pregnant Women Services				
1. Indicate the number of pregnant women who received the following services while enrolled in EHS				
a. Prenatal and postpartum health care			0	4
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			0	2
d. Substance abuse treatment			0	2
e. Prenatal education on fetal development			0	0
f. Information on the benefits of breastfeeding			0	0
F. Transportation				
1. Number of children receiving transportation services			5	186
2. Number of field trips taken			0	1
Comment:				
SIGNATURE: <i>Lorena Concepcion</i>	JOB TITLE: Family Support Services Coordinator	DATE: 4/1/19		

Progress Reports

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

Polk County

HEAD START/EARLY HEAD START DEPARTMENT

April 2019

Policy Council Report

Submitted by: Aletta Stroder, Program Operations Director Polk County

DEPARTMENTS ACTIVITIES SUMMARY

(Eg, Partnerships, Community Involvement, Advocacy, Public Relations, Funding Sources,)

Program Design and Management, Facilities, Materials, and Equipment

Planning/Communication/Internal Reporting/ Governance:

- Participated in the Senior Meeting of the CEO, March 13, 2019 items discussed:
 - Introduction of Agnes and Phyllis
 - Toll Fees
 - Committees and Council Appointments
 - Review and Update Contracts
 - Shared Drive Update
 - Orientation of new employees (financial policies)
 - Timelines
- Participated in the Child Development Directors Lead Team Meeting March. 14, 2019 agenda items included
 - CCFP (food invoices, check request) it was requested that invoices/check request are sent timely to Office Supervisor.
 - CFSD-one division, one management
 - Health Services Managers invitation to monthly meetings
 - PIR (Program Information Report) it was requested that statistical reports are sent to Family Community Partnership Manager to be tracked and assessed in preparation for PIR
 - Self-Assessment update and follow
 - Staffing Patterns was discussed by Education Manager
 - Supplies Distributed as they come in to classrooms
 - T/TA updates on finalizing
- Participated in the Directors Meeting March. 14, 2019 items discussed:
 - Annual Administrative Day Conference April 26, 2019 requested that admin staff participate; and if there were additional business card needs.
 - Contracts/Review Update forward to Deputy
 - Consultants (mental health/nutrition) review contracts for upcoming year
 - Draft Calendar Directors to work on June 25 to address grants timelines
 - Emails (copy CEO on all emails)
 - 5 Year Grant Updates June 25 create timeline for all pertinent division projects.
 - HSPS/Operational Standards updates PCN review due March 31, 2019
 - Pre-Service all staff are to be together first day; but the Deputy will do a survey to all staff to see what their preferences are. The discussion was based on the Directors requesting to do center based training rather than all staff coming together.
 - Team -Directors to work together on all CDFSD documents
 - Early Learning Coalition (ELC) provider portal has been updated for 2019-2020 program year as requested by ELC.

- Program Operations Director participated in Policy Council March 6, 2019 items approved and/or discussed where as follows:
 - Consent Agenda Items
 - Human Resources Hires and Terminations
 - Financial Reports
 - 2019-2020 Head Start and Early Head Start Grant Application
 - Program Self-Assessment Report and Corrective Action
- Baycare/Winter Haven Hospital provided assessments:
 - March 1, 2019 at JumpStart Child Development & March 8 & 13 at Frostproof Child Development no social/emotional concerns noted.
- Statistical Reporting Training
 - Health Services Manager, Admin. Assistant, Office Supervisor, Center Manager, Program Director, Family Services Worker all participated training.
- Program Operations Director participated in the Grant Application process throughout the month of March which was submitted to the Office of Head Start, March 27, 2019
- FCDC ADA 85% (55 enrolled) and JumpStart 84 % (18 enrolled) Total Average Daily Attendance (ADA) 85% for Polk County
- Enrollment for VPK 14, ADA 86% & enrollment 19 @ SR-90%
- VPK enrollment 14 and School Readiness 19
- DCF Re-inspection February 28, 2019 there were no non-compliances
- DCF licenses renewal inspection March 21, 2019 program was in compliance e
- Participated in the Staff Appreciation Planning Committee March 20, 2019

Facilitated Program Directors Management In-Service Training March 7 discussion topics included:

- Service Delivery Process (1304.20 (b)(3))
- End of Year Activities
- Home Visits
- Self-Assessment and additional program support for providers
- CLASS observations

Parent Meeting Chair conducted parent meeting. March 8 2019 discussions will include:

- Attendance Requirements and Reporting for March
- Program Self-Assessment Updates
- CLASS observations
- Dr. Sues Reading Activities and The Goodwill Program came and supplied each child with books.

Record Keeping & Reporting

- Statistical reports attached for review
- Disability reports Polk County has 5 suspected children and (2) children with disabilities dropped enrolled with disabilities

Human Resources

- FCDC had no new hires for March

Facilities Updates for the Month of March

- Grounds & Pest Control were maintained through March

- Staff received all necessary supplies ie. diapers, wipes and cleaning supplies in order to ensue a healthy and safe learning environment.
- Fence damaged during Hurricane Irma was repaired

Monitoring

- Winter Haven Behavioral Health observed both Polk County sites in March
- CLASS observations were conducted in March by the Education Team

Fiscal

- The program generated non-federal (in-kind) during the month of March that included volunteering from parents and professionals
- All financial invoices, requisitions, and payroll were submitted timely
- School Readiness and Childcare services generated for the month of March and all funding has been reported to fiscal.

IT Support Services

- Frostproof Child Development campus was assessed in March for WIFI to improve services.

Family and Community Partnerships

- Family Services staff participated in trainings in St. Lucie County

Nurturing Fatherhood Program

- Dads didn't meet in the month of March

Early Childhood & Health Services

- First aid kits, cleaning & sanitation supplies were provided to all classrooms
- Caregivers met 2nd benchmark for ELC Pay for Performance Quality Rating Improvement System (QRIS)
- Education Coordinator in Polk participated in CLASS observation process
- Health Services Manager participated in Service Delivery Team meetings in March
- Education Coordinator completed classroom observations, mentoring and coaching to the education staff.

Program Deficiencies if applicable:

n/a

Proposed Strategy to Correct Deficiency/ (ies)

n/a

Special Accomplishments:

- Parents and children participated in Science Fair in March
- Polk County met Average Daily Attendance for March
- DCF Licensing inspection no findings

Five Year Strategic Plan Related Achievements:

- **Goal 1. Create Additional Educational Experiences for Staff**
 - Develop a better educated and more highly skilled workforce
 - Staff participated in Statistical Reporting Training by Family Community Partnership Manager
- **Goal 2. Devise a Plan of Upward Mobility within the Agency**
 - Provide individual opportunities for creativity
 - Internal postings for positions are shared with internal staff
 - Program staff participate in Self-Assessment, Staff Appreciation Planning, Service Delivery Team Meetings, and CLASS observations
- **Goal 3. Partner with Other Entities for More Efficient Service Delivery**
 - Explore membership in community service organizations and aggressively seek fundraising opportunities with banks vendors etc.
 - Polk County community partners like the Care Center who have donated perishables, clothing and other items to the center for families to assist with obtaining or attaining self-sufficiency.
 - Polk County partnered with Central Florida Health Care to provide trainings at Frostproof Child Development Center
 - Goodwill Program provided reading materials for all children
- **Goal 4. Target New Areas of Expansion**
 - Expand Programmatic Thrusts
 - Polk County's VPK and School Readiness program continues to grow 35 over the last (2) years.
- **Goal 5. Enhance Program Development for and Service Delivery to Children and Their Families**
 - Create opportunities for academic success for children
 - Teachers were provided training during the Annual Meeting to further assist with their professional development goals.
 - WH Behavioral Health continue to provide observations and mental health consultations to children and staff
 - Computers have been ordered for all classrooms to enhance learning experience for VPK /School Readiness classrooms.
 - Individual meetings, mentoring and coaching is provided to all teaching staff monthly.

Special Projects: N/A

Critical Concerns/Challenges:

- n/a

UPCOMING EVENTS

- Senior Meeting April 9, 2019
- Week of the Young Child April 9-12
- Parent Committee Meeting April 12, 2019
- Policy Council Meeting April 17, 2019
- Center Closed April 19 Good Friday
- Board of Directors Meeting April 27, 2019
- Administrative Professional Training April 26, 2019
- NHSA Conference April 29-May 2


ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: March 2019	
CENTER: ALPI FROSTPROOF/JUMPSTART Early Head Start	DATE: March 2019

ERSEA	THIS MONTH	TO DATE
1. Enrollment		
a. The number of EHS and HS Children served (As of 8/1)	EHS 4 3 YEARS 4 YEARS	4 89
b. Of the number of HS children in A1, the number in the VPK program.	0	0
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0
2. Of the number of HS Children eligible for kindergarten		38
3. Dropouts		
a. Number of EHS and HS children who have dropped	5	5
b. Of the number in B1, the number who dropped prior to 45 days of attendance	0	0
4. Attendance/ADA	85 %	85%

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families	3		3	83
a. Of these, the number of two parent families	1		1	26
b. Of these, the number of single parent families	2		2	57
c. Of these, the number of families receiving assistance under TANF Program	0		0	1
d. Of these, the number of families receiving Supplemental Security Income (SSI)	0		0	4
e. Of these, the number of families over income	0		0	0
2. Total number of families identified as needing services or identified an interest in the following areas:				
a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	2		2	2
b. Housing assistance such as subsidies, utilities, repairs, etc.	0		0	14
c. Counseling or mental health services	8		0	0
d. Education/Literacy/English as a Second Language	0		0	0
e. Adult education such as GED program and college education	1		1	70

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	
0	0	1	4	9	16	25	36	49	64	81	100	121	144	169	196	225	256	289	324	361	400	441	484	529	576	625	676	729	784	841	900	961	1024	1089	1156	1225	1296	1369	1444	1521	1600	1681	1764	1849	1936	2025	2116	2209	2304	2401	2500	2601	2704	2809	2916	3025	3136	3249	3364	3481	3600	3721	3844	3969	4096	4225	4356	4489	4624	4761	4900	5041	5184	5329	5476	5625	5776	5929	6084	6241	6400	6561	6724	6889	7056	7225	7396	7569	7744	7921	8100	8281	8464	8649	8836	9025	9216	9409	9604	9801	10000



ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

8. Number of EHS and HS children who have completed a professional dental examination	0			0	84
9. Of the children in B8, the number of children diagnosed as needing treatment	0			0	1
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0			0	1
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0			0	0
12. Number of EHS and HS children with up-to-date immunizations	4			4	104
13. Number of EHS and HS children with complete immunizations	0			0	1
14. Number of EHS and HS children with current physicals	4			4	104
15. Number of EHS and HS children receiving WIC services	3			3	66
16. Number of EHS and HS children receiving meals via Child Care Food Program	5			5	73
17. Number of teacher and caregivers home visits completed (1 st)	0			0	76
18. Number of teacher and caregivers home visits completed (2 nd)	48			48	48
19. Number of parent/teacher/ caregivers conferences completed	0			0	76
20. Number of EHS/HS with baseline assessments completed	0			0	76
21. Number of EHS/HS with mid-year assessments completed	0			0	0
22. Number of EHS/HS with final assessments completed	0			0	0
SERVICE DELIVERY cont'd	EHS	HS	THIS MONTH	TO DATE	
C. Mental Health and Disabilities					
1. Number of EHS and HS children with a diagnosed disability	0		0	4	
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0		0	4	
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0		0	0	
4. Number of EHS and HS children with suspected disabilities	0		0	5	
5. Number of referred EHS and HS children awaiting testing or staffing	1		1	5	
6. Number of EHS and HS children referred for mental health services outside of the program	0		0	0	
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	2		2	2	
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0		0	0	
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0		0	0	
10. Number of children the MH Professional provided an individual mental health assessment	2		2	2	
11. Number of children the MH Professional facilitated a referral for mental health services	0		0	0	
12. Number of MDT's meetings	0		0	0	
13. Of the number of MDT meetings, the number of children the team determined to have a disability	0		0	0	
1. Indicate the number of pregnant women who received the following services while enrolled in EHS					
a. Prenatal and postpartum health care			0	5	
b. Mental health intervention and follow up			0	0	
c. Substance abuse prevention			0	0	
d. Substance abuse treatment			0	0	

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

e. Prenatal education on fetal development	0	5
f. Information on the benefits of breastfeeding	0	5
1. Number of children receiving transportation services	0	0
2. Number of field trips taken	0	0

SIGNATURE: Christine Wilson	JOB TITLE: CDSM	DATE: 3/31/2019
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Parent Committee Reports

**The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form**

Center: CDFSC

Date: March, 2019

Center Activities Summary:

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- Second Home Visits were successfully conducted during, the month.
- Mental Health classroom consultations took place during the month.
- Special activities for the month; Assisted with Kindergarten Enrollment/Applications Transition training.
- Successfully conducted the Annual Science Fair where approx. 40 projects were on display and approx. 25 parents participated with their child in the actual show and tell process of the activity.
- Parent/child engagement activity took place on behalf of dental awareness month of which approximately 50 families worked with their child/ren at home to create a poster relating to good dental hygiene. Each classroom also completed a class project a wat to reiterate good dental hygiene practices.
- The second height/weight assessment were completed on all children needing 6 month re-assessment to ensure proper growth sprouts.
- The second Class Observation took place during the month to ensure proper teacher/child interactions that supports the child's learning and development in the areas of Emotional support, Classroom Organization and Instructional Support.

Parent Committee Meeting:

(Discussed topics, trainings, special speaker, etc.)

- Parent Committee Meeting topics; First Home visit process,
- Parent training topics; Kindergarten Transition/application process.

▪ **Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)

None

Upcoming Events:

Mass recruitment/Enrollment

Submitted by: Crystal Dames, CDSM

Revised 01/2008

The Agricultural and Labor Program, Inc.
**Head Start/Early Head Start
Parent Committee Report Form**

Center: Francina Duval

Date: January 2019

Center Activities Summary:

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

For the Month of March the children are continue to learn about Recycling. This topic will help children understand the meaning of reduce, Reuse, and recycle. The children will also learn what items to throw away and where it goes. The children were also learning about the characteristic of trees in the community. Who lives in trees and what food come from trees.

Parent Committee Meeting:

(Discussed topics, trainings, special speaker, etc.)

- Parent Committee Meeting was held on March 14, 2019

Action Items for Policy Council:

(Items that require Council approval such as use of the Parent Activity Funds)

- None at this time

Upcoming Events:

Parent Meeting will be on the 11th of April
April 10th Staff Meeting
April 6th St. Lucie Early Learning Coalition Family Fun Day
The week of young child April 8th-12th
The week of 22th-26th Earth Day Celebration Recycling Activities
April 5th Poetry Reading Day
April 15th Math Awareness

Submitted by: Mary A. Brunson-CDSM

**The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form**

Center: Garden Terrace Head Start Center

Date: March 2019

Center Activities Summary:

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- 2nd Home Visits: Completed and Submitted by Teaching Staff for the month of March 2019.
- Special Projected. Seuss Birthday Celebration: March 1, 2019 Children and Staff had a great fun day: Nutrition/ Fun activity: Green eggs/hams, Apples Game, Sock painting, Hat's and others make and take activity. Refreshments: children made Dr. Seuss Hat (Strawberry's and Banana's). Also Librarian Gabe Gresham from Zora Neale Hurston Branch of St. Lucie County Library interact with children and reading Dr. Seuss Books.
- Mental Health On-Site Wellness Consultation visit conducted on March 13, 2019.
- Kindergarten Meeting On-Site with Wednesday, March 13, 2019; St. Lucie County School Board: Student Assignment Office conducted a presentation for Kindergarten parents for the school year 2019 -2020.
- CLASS (Classroom Assessment Scoring System Classroom Observation conducted on Tuesday, March 26, 2019.
- VRP (Violence reduction Program) Reading on March 26, 2019. Presentation on-site 1hrs. All children at center received a reading book to take home.
- Fire Drill Conducted on March 28, 2019.
- ALPI Recruitment conducted on March 28, 2019 Family Services Coordinator and Also Center Manager and center staff's Conducted a recruitment through the neighborhood.

Parent Committee Meeting: March 14, 2019

(Discussed topics, trainings, special speaker, etc.)

- Empower Parent Involvement: Parent – Child Engagement to Promote School Readiness package and Center Activities for month of March 2019.
- Empower parents to register their children for Kindergarten 2019 -2020, Begin April 1st, 2019.

Action Items for Policy Council:

(Items that require Council approval such as use of the Parent Activity Funds)

- n/a

Upcoming Events: National Children Dental Health Month

- Monthly Staff Meeting – April 4, 2019
- St. Lucie Early Learning Coalition Family Fun Fair – April 6, 2019
- National Music Appreciation Day/ ALPI Recruitment Day) April 8, 2019
- Parent Meeting – April 11, 2019

Submitted by: Candra Monroe - Child Development Services Manager

The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form

Center: ALPI George W. Truitt Family Services Center **Date:** February 28, 2019

Center Activities Summary:

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

IRSC International Reading Club.....	March 1, 2019
Planting a Garden.....	March 1, 2019
2 nd Home- Visit Begin.....	March 1-15, 2019
Parents Reading Engagement Week (Dr. Seuss).....	March 1-8, 2019
Parent Committee Meeting.....	March 12, 2019
Kindergarten Meeting.....	March 13, 2019
Science Fair.....	March 15, 2019
Wear the color Green.....	March 15, 2019
Spring Break.....	March 18-22, 2019
In- Services Training.....	March 25, 2019
United State Attorney's Reading Team.....	March 26, 2019

Parent Committee Meeting:

President Yolanda Robinson provided green eggs and ham breakfast for the Parents.

Action Items for Policy Council:

None at this time.

(Items that require Council approval such as use of the Parent Activity Funds)

None at this time.

Upcoming Events:

Poetry Reading Day.....	April 5, 2019
St. Lucie Early Learning Coalition Family Fun Fair...../.....	April 6, 2019
Parent Committee Meeting.....	April 9, 2019
IRSC International Reading Club.....	April 12, 2019
Math Awareness Week.....	April 15-18, 2019
Policy Council Meeting.....	April 17, 2019
Wear the color Spring Color.....	April 18, 2019
Holiday for All.....	April 19, 2019
Week of the Young Child.....	April 8-12, 2019
Earth Day.....	April 22, 2019
United State Attorney's Reading Team.....	April 23, 2019
Arbor Day.....	April 26, 2019

Submitted by : Donna Hammond, CDSM

**The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form**

Center: Lincoln Park Head Start

Date: 3/29/19

Center Activities Summary:

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- Parent/Child Engagement Activity followed PCM meeting was successful.
- Conducted 2nd Height/Weight Screenings.
- STEM "All about Science Week" was successful as children, parents and staffs were engaged in projects to enhance children's development.
- 2nd Home Visits completed:
- Dr. Seuss's Week: Parents came out to read and engage in classroom activities with children.
- CLASS Observations conducted by management team.
- Mental Health Onsite Consultation

Parent Committee Meeting: Held on March 13, 2019

(Discussed topics, trainings, special speaker, etc.)

- Parent Involvement (Donita Brunson, FCPM)
- Parent/Child Engagement: Lending Library
- STEM "All About Science" Week
- Kindergarten Enrollment
- Children's Attendance/Arrival/Departure

Action Items for Policy Council:

(Items that require Council approval such as use of the Parent Activity Funds)

- none

Upcoming Events:

- Poetry Reading Day: 4/5/19
- ELC Family Fun Fair 4/6/19
- Picture Day: 4/12/19
- Math Awareness Week: 4/15-18/19
- Earth Recycling Day: 4/22/19
- Arbor Day: 4/26/19

Submitted by: Glenda Johnson

The Agricultural and Labor Program, Inc.
**Head Start/Early Head Start
Parent Committee Report Form**

Center: QTHSC II

Date: March 6, 2019

Center Activities Summary:

(Accomplished activities such as education/curriculum, parent trainings, field trips, screenings, community partnerships/involvement, special events, etc.)

- **VPK 2019-20 Online Registration Details;** The parents were urged to apply for VPK and to complete the process as soon as possible by printing out and signing the certificate. Parents were reminded that assistance is always available and that space in the program is limited.
- **Recruiting for Head Start;** Parents were urged to let everyone that they know who has an age eligible child to apply for the program. Parents were encouraged to speak about their positive Head Start experiences to friends and family members.
- **Arriving for school on time;** Parents were reminded that they need to bring children to school between 8 and 9 AM so that children can be present for the instructional portion of the day.
- **Upcoming 2nd Home Visits;** Parents were urged to please be at home during the time that they have confirmed a Home Visit and to use Home Visit times to address concerns with the teacher on a one to one basis.

Parent Committee Meeting:

(Discussed topics, trainings, special speaker, etc.)

- Registration for Kindergarten 2019-20 Speaker; Angie Moreno from SLCSB Student Assignment shared information about online registration that will begin on April 1, 2019. Expanded zoning for the blue and green areas were discussed as were school choices and magnet schools. Parents were reminded that current physicals and immunizations were mandatory for all kindergarten students. The representative shared that schools would have computer kiosks where they could apply and receive assistance. Parents were given registration packets to assist with preparations for the open enrollment period. Each parent that took a packet initialed a roster.

Action Items for Policy Council:

(Items that require Council approval such as use of the Parent Activity Funds)

- None at this time.

Upcoming Events:

- 3/11-15/19 SCIENCE FAIR WEEK
- 3/15/19 Lucky Day Celebration! Wear Green!
- 3/18/19- 3/22/19 SPRING BREAK! NO SCHOOL.
- 3/25/19 In Service Day, NO SCHOOL

Submitted by: 

The Agricultural and Labor Program, Inc.
Early Head Start
Frostproof Child Development Center
Parent Committee Report

Center: Frostproof CDC/EHS

Date: March 2019

Center Activities Summary:

Accomplished activities such as educational/curriculum, parent training, field trips, screenings, community partnerships/involvement, and special events, etc.

- FCDC met ADA month of March
- Fire Drill was conducted during the month of March with the DCF Inspector present.
- Service Delivery Team Meeting was conducted for the month of March.
- Policy Council Meeting was held in Fort Pierce during the month of March.
- We had a total of (15) VPK (19) School Readiness and (56) EHS children enrolled in Frostproof and (20) enrolled at Jumpstart.
- Management Team Meeting was held during the month of March.
- Parent Committee Meeting was held on 3/8/19.
- Pest control services were provided during the month of March.
- We conducted Science Fair during the month of March.
- Story Hour was conducted by Mrs. Carmen Cruz from The Goodwill Program of Sebring, FL she read to the VPK/SR classroom discuss the story, ask them open ended questions and gave each child their personal book during the month of March.
- Behavioral Specialist observed classrooms during the month of March.
- DCF monitored the program for our license renewal.
- Science Fair was conducted on 3/21/19 for parents and children.

(Discussed topics, trainings, special speaker, etc.)

- Staff completed Phase I of the PFP OEL Training during the month of March.

Action Items for Policy Committee Meeting:

- To approve March's report.

Upcoming events:

- Spring Break 3/25-29/2019
- Parent Meeting 4/12/2019.
- Policy Council Meeting 4/17/2019.
- Good Friday Holiday 4/19/2019.



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Interactive training series on how to encourage children to make healthy choices. Includes free CEUs!

Healthy Habits for Life Activity Kit

Free materials for short and fun classroom activities about fruits, vegetables, physical movement, and more.



Farm to ECE Initiatives

Smarter Mealtimes

Training on easy changes to snack and meal times that encourage children to try and enjoy healthy foods.

Child Care Gardens

Engage young learners through all five senses and grow fresh food for taste tests and classroom lessons.



Hands-on Help

Policy changes

Develop standards that support healthy foods, physical activity, limited screen time, water access, and more.

Florida ECE Award

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As an officer, employee and/or agent, I pledge to abide by the Code of Business Conduct, furthermore, I understand that no officer, employee and/or agent, is excused from the manifestation of this Code in everyday practices and operations.

I Pledge (check)

- ☐ a. Any services to be rendered must be by written contract and approved by the Chief Executive Officer;
- ☐ b. Business activities and transactions are to be conducted with honesty and integrity, and in accordance with moral, ethical and legal standards;
- ☐ c. Funds or assets of the agency shall not be used for political campaign contributions. Grant monies received through the agency will not be used for lobbying efforts;
- ☐ d. Political campaign contributions will not be made by or on behalf of the agency, which includes direct expenditures or contributions, in cash or property, to candidates for nomination or election to public office or to political parties, for indirect assistance or support;
- ☐ e. Personal contracts with agency contractors and vendors are prohibited. Employees and agents are to engage in legitimate approved written contracts that describe specific services and not solicit gifts or private recognition from contractors;
- ☐ f. Employees or agents are not to have a direct or indirect personal interest in the business of any supplier or client;
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- ☐ n. Board members, employees, or agents may not have a significant financial interest in any property which ALPI purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which ALPI does business.

Name

Date

(Rev. 1/2017)



CONFLICT OF INTEREST STATEMENT

I have read and am familiar with the ALPI board policy concerning conflict of interests, and I have initialed the line opposite the appropriate paragraph below.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this board.

_____ During the past year, neither I, nor to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy of this board, except such interest or action fully disclosed below:

Advisory and/or Policy Council Member signature:

Date:

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City of Ft. Pierce, County of St. Lucie, Department of Education, Adult Migrant Division, Florida Department of Health, Florida Non-Profit Housing, Inc., St. Lucie County School Board, Youth and Family Alternatives, Workforce Development Board of Flagler and Volusia Counties and Early Learning Coalition of St. Lucie County, Inc.

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Millions of American children are in desperate need of the window of opportunity for success in life that Head Start provides. Through Dollar per Child (DPC), NHSA ensures that the voices of these at-risk children and their families are heard.

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Why is this campaign so important?

Power structures in Washington are constantly changing, whether in Congress or with the new Administration. In the past year, hundreds of new bureaucrats have come to Washington, many with the power to impact Head Start programs across the country. NHSA needs your support to ensure we have the ability to develop new relationships, continue to cultivate existing ones and unleash external experts to influence policymakers and their staffs

[Read more about the importance of DPC](#)

Where do your contributions go?

NHSA's advocacy work ensures that every single Head Start child, family, and program has their voice represented in the halls of Congress, before the White House, and in your state capital. Your contributions over past years have enabled NHSA's advocacy to achieve far-reaching success

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Shortly after the end of this year's campaign on July 1st, we will officially recognize our top program, state and regional contributors and each will receive a free registration to the Early Childhood Innovation Summit this summer.

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National Head Start Association

Attention: Dollar Per Child Campaign Coordinator
P O Box 829929
Philadelphia, PA 19182 9929



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