

ALPI HEAD START/EARLY HEAD START

Memo

To: Policy Council Members
From: Yolanda Robinson, Policy Council Chairperson
Date: November 14, 2019
Re: Policy Council Meeting

This is to inform you that the next Policy Council meeting will be held on Thursday, November 21, 2019 at 5:00pm at the following location:

**ALPI Administrative Office
2202 Avenue Q
Fort Pierce, FL 34950
(772) 466-2631
Time: 5:00pm**

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

November 21, 2019

Policy Council Members

| | | | | | | | |
|-------------------------------------------|------|-----------------------------------------------|----------|----------------------------------------------|------|-------------------------------------------|----|
| <input type="checkbox"/> Vernea Jones | FD | <input type="checkbox"/> Joseph Young | QTHSC II | <input type="checkbox"/> Yolanda Robinson | GWT | <input type="checkbox"/> Tamarind L. Hill | CR |
| <input type="checkbox"/> Nikyta L. Woods | LP | <input type="checkbox"/> Sharon Zachery | QTHSC II | <input type="checkbox"/> Anthony Smith | GWT | <input type="checkbox"/> Linda Halpin | CR |
| <input type="checkbox"/> Kayla Taveras | LP | <input type="checkbox"/> Teaira Reed | GT | <input type="checkbox"/> Barbara Jean Aponte | FCDC | <input type="checkbox"/> Dr. George Grace | CR |
| <input type="checkbox"/> Peter Negron Jr. | CDFS | <input type="checkbox"/> Tomeka Lowery-Warren | GT | <input type="checkbox"/> Donna Gibson | CR | | |
| <input type="checkbox"/> Danielle Ryan | CDFS | <input type="checkbox"/> Arelys Montes | CC/HS | <input type="checkbox"/> Josephine Howard | CR | | |

Policy Council Alternates

| | | | | | | | |
|--------------------------------------------|------|-------------------------------------------|----------|--------------------------------------------|-------|--------------------------------------------|------|
| <input type="checkbox"/> Cobie Tai | LP | <input type="checkbox"/> Chasity BENnett | GT | <input type="checkbox"/> Llena Hills | GWT | <input type="checkbox"/> Khenda B. Daniels | FCDC |
| <input type="checkbox"/> Andrea Joseph | LP | <input type="checkbox"/> Shawonda Buckner | GT | <input type="checkbox"/> Cristal Sanchez | GWT | | |
| <input type="checkbox"/> Amarillis Rosario | CDFS | <input type="checkbox"/> Kavir Alvarado | QTHSC II | <input type="checkbox"/> Miriam De La Cruz | FD | | |
| <input type="checkbox"/> Shacora Harris | CDFS | <input type="checkbox"/> Correy Barron | QTHSC II | <input type="checkbox"/> Sheryolanda Smith | 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 | Yolanda Robinson, Chairperson | None | 1 minute |
| 2. ROLL CALL | Roll Call | Teaira Reed, Secretary | None | 5 minutes |
| 3. MISSION STATEMENT | Read Mission | All members | None | 1 minute |
| 4. SECRETARY'S REPORT ✓ Policy Council Minutes – October 3, 2019 | Present | Teaira Reed, Secretary | Approval | 2 minutes |
| 5. 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 | Yolanda Robinson, Chairperson | Approval | 2 minutes |
| 6. 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 |
| 7. REPORTS ✓ Board of Directors Representative | Present | Josephine Howard, Board Rep. | Approval | 2 minutes |
| 8. OLD BUSINESS ✓ Board of Director's Retreat, Orlando, FL | Present | Yolanda Robinson, Chairperson | Information | 2 minutes |
| 9. NEW BUSINESS ✓ Child Outcomes/School Readiness Final 2018-2019 Report ✓ CLASS 2018-2019 Final Report ✓ 2018-2019 Program Information Report (PIR) HS/EHS ✓ 2019-2020 Policy Council Major Timelines | Present | Yolanda Robinson, Chairperson | Information | 10 minutes |
| 10. ADJOURNMENT | Present | Yolanda Robinson, Chairperson | 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

Minutes and Attendance
October 3, 2019

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
October 3, 2019

MINUTES

1. CALL TO ORDER

Yolanda Robinson, Policy Council Chairperson called the meeting to order at 6:40 p.m.

2. ROLL CALL

Teaira Reed, Policy Council Secretary conducted the roll call. Members present: Vernea Jones, Nikyta L. Woods, Kayla Taveras, Joseph Young, Teaira Reed, Yolanda Robinson, Anthony Smith, and Barbara Jean Aponte.

Community Representatives present: Josephine Howard, Tamarind L. Hill and Dr. George Grace.

Alternates present: Kavir Alvarado (with voting rights), and Llema Hills.

Members excused: Linda Halpin and Donna Gibson.

A quorum was established.

Staff present: Caroline Looney, Myrna Rodriguez, Aletta Stroder, Donita Brunson, Alisa Thornton and Iris Rivera.

3. MISSION STATEMENT

Policy Council Members read the Mission Statement.

4. SECRETARY'S REPORT

Teaira Reed asked members if there were any questions to the minutes from September 11, 2019. No questions or corrections were made.

Anthony Smith made a motion to approve the Secretary's Report as presented. Nikyta L. Woods seconded. Motion carried.

5. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Caroline Looney presented and distributed the Human Resources list of new hires dated October 3, 2019 for review and approval. The Human Resources listing of new hires included, 2 Teacher Assistants.

Nikyta L. Woods made a motion to approve the Policy Council Human Resources Listing as presented. Kayla Taveras seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include, Program Financial Report, Food Program Reimbursement, and the Non-Federal Share.

Yolanda Robinson made a motion to approve the Financial Reports as presented. Anthony Smith seconded. Motion carried.

Myrna Rodriguez presented the Grant Application for Martin County to provide Head Start and Early Head Start Services. Ms. Rodriguez provided an overview of the Grant Application Abstract and the funding opportunities requirements. Ms. Rodriguez also explained that the Board of Directors approved the submission on September 28, 2019 Meeting. The Grant Application is for both programs, Head Start and Early Head Start for \$2,534,263.00 and Startup cost of \$225,000.00.

Yolanda Robinson made a motion to approve the Martin County Grant Application to provide Head Start and Early Head Start as presented. Josephine Howard seconded. Motion carried.

6. REPORT

Board of Directors: Josephine Howard provided an overview of the Board of Directors meeting that was held on September 28, 2019.

Nikyta L. Woods made a motion to approve the Board of Directors Report as presented. Barbara Jean Aponte seconded. Motion carried.

7. OLD BUSINESS

Yolanda Robinson along with Josephine Howard provided information about the upcoming Board of Directors Retreat scheduled for November 22-24, 2019. The retreat will take place in Orlando, Florida.

8. NEW BUSINESS

Myrna Rodriguez distributed flyers about the upcoming events to include the following: Head Start Awareness Celebrations, Eastern Region Advisory Committee Luncheon and Board of Directors Retreat.

9. ADJOURNMENT

Adjournment was at 7:32 p.m.

Policy Council Chairperson

AGRICULTURAL AND LABOR PROGRAM, INC.
2019-2020 POLICY COUNCIL MONTHLY MEETING ATTENDANCE

| CENTER | NAME | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT |
|-------------------------------------|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|------|
| Lincoln Park Head Start | Kayla Taveras | P | | | | | | | | | | | |
| Lincoln Park Head Start | Nikyta L. Woods | P | | | | | | | | | | | |
| Garden Terrace Head Start | Teaira Reed | P | | | | | | | | | | | |
| Garden Terrace Head Start | Tomeka Lowery-Warren | A | | | | | | | | | | | |
| Queen Townsend HSC II | Joseph Young | P | | | | | | | | | | | |
| Queen Townsend HSC II | Kavir Alvarado | P | | | | | | | | | | | |
| Child Development & Family Services | Danielle Ryan | A | | | | | | | | | | | |
| Child Development & Family Services | Peter Negron Jr. | A | | | | | | | | | | | |
| Francina Duval Head Start | Vernea Jones | P | | | | | | | | | | | |
| George W. Truitt Family Services | Yolanda Robinson | P | | | | | | | | | | | |
| George W. Truitt Family Services | Anthony Smith | P | | | | | | | | | | | |
| Frostproof Child Development | Barbara Aponte | P | | | | | | | | | | | |
| HS Contracted Site St. Lucie | Arelys Montes | A | | | | | | | | | | | |
| Community Representative | Tamarind L. Hill | P | | | | | | | | | | | |
| Community Representative | Linda Halpin | E | | | | | | | | | | | |
| Community Representative | Donna Gibson | E | | | | | | | | | | | |
| Community Representative | Dr. George Grace | P | | | | | | | | | | | |
| Board Representative | Josephine Howard | P | | | | | | | | | | | |

| CENTER | NAME | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT |
|-------------------------------------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|------|
| ALTERNATES | | | | | | | | | | | | | |
| Lincoln Park Head Start | Cobie Tai | | | | | | | | | | | | |
| Lincoln Park Head Start | Arndrea Joseph | | | | | | | | | | | | |
| Garden Terrace Head Start | Chasity Bennett | | | | | | | | | | | | |
| Garden Terrace Head Start | Shwonda Buckner | | | | | | | | | | | | |
| Queen Townsend HSC II | Correy Barron | | | | | | | | | | | | |
| Queen Townsend HSC II | Saharon Zachery | | | | | | | | | | | | |
| Child Development & Family Services | Shacora Harris | | | | | | | | | | | | |
| Child Development & Family Services | Amaryllis Rosario | | | | | | | | | | | | |
| Francina Duval Head Start | Mirian De La Cruz | | | | | | | | | | | | |
| George W. Truitt Family Services | Llena Hills | P | | | | | | | | | | | |
| George W. Truitt Family Services | Cristal Sanchez | | | | | | | | | | | | |
| Frostproof Child Development | TBA | | | | | | | | | | | | |
| HS Contracted Site St. Lucie | Sheryolanda Smith | | | | | | | | | | | | |

P - PRESENT

E - EXCUSE

A - ABSENT

 **NO MEETING**

Program Financial Reports

Florida Department of Health

10/24/2019

9:46AM

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: LOONEY, CAROLINE W Phone: (863) 956-3491 Ext: 215
 Email: clooney@alpi.org

Claim Information

Status: Submitted Entered By: 0501gniede
 Claim Month/Year: 9/2019 Date Received: 10/24/2019 09:45:48 AM
 Revision #: 0
 Operating Days: 17 Average Daily Participation: 690

Sites Operated:

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

Children Enrolled by Category:

Free 814 Reduced 0 Non-needy 0 Total 814

Meals Claimed:

| Breakfast | Morning Snack | Lunch | Afternoon Snack | Supper | Evening Snack |
|---------------|---------------|---------------|-----------------|----------|---------------|
| <u>11,690</u> | <u>0</u> | <u>11,727</u> | <u>11,292</u> | <u>0</u> | <u>0</u> |

| | | | |
|-----------------------------|---------------------|----------------------|--------------------|
| Operating Expenditures | <u>\$102,000.00</u> | Meal Earnings: | <u>\$72,113.15</u> |
| Administrative Expenditures | <u>\$10,285.00</u> | Cash-In-Lieu: | <u>\$2,785.14</u> |
| Total Expenditures | <u>\$112,285.00</u> | Total Earnings: | <u>\$74,898.29</u> |
| Income | <u>\$0.00</u> | Adjustments: | <u>\$0.00</u> |
| | | Total Reimbursement: | <u>\$74,898.29</u> |

Florida Department of Health

10/24/2019

9:46AM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2019 Claim Month/Year: 9/2019 Revision #: 0

| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
|-------------------------|----------------------|------------------------|--------------------|-------------------|--------------------|
| 23901/23901 | ALPI CHILD DEVELOPME | 198 NW MARION AVENUE | \$15,851.16 | \$613.70 | \$16,464.86 |
| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
| 23889/23889 | ALPI FRANCINA C DUVA | 1035 S. 27TH CIRCLE | \$3,683.77 | \$142.26 | \$3,826.03 |
| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
| 23890/23890 | ALPI FROSTPROOF CHIL | 701 HOPSON RD. | \$7,239.03 | \$280.96 | \$7,519.99 |
| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
| 23899/23899 | ALPI GARDEN TERRACE | 1110 32ND STREET | \$8,109.38 | \$312.55 | \$8,421.93 |
| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
| 23898/23898 | ALPI GEORGE W. TRUIT | 1814 NORTH 13TH STREET | \$8,096.80 | \$311.12 | \$8,407.92 |
| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
| 23892/23892 | ALPI LINCOLN PARK HE | 1400 AVENUE M | \$9,861.41 | \$378.33 | \$10,239.74 |
| Site Num/ Center Num | Site Name | Address | Meal Earnings | Cash-In-Lieu | Total Earning |
| 23902/23902 | ALPI QUEEN TOWNSEND | 2202 AVENUE Q | \$19,271.60 | \$746.22 | \$20,017.82 |
| | | | \$72,113.15 | \$2,785.14 | \$74,898.29 |

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

| MONTH REPORTING: OCTOBER 2019 | | | | |
|-------------------------------|-----------------------------|-----------------|--------|-----------|
| PROGRAM TYPE | HEAD START/EARLY HEAD START | | | |
| GRANT # | 04CH4739 | | | |
| FAA PERIOD | Beginning | 7/1/2019 | Ending | 6/30/2020 |
| FAA TYPE | REFUNDING | TOTAL | | |
| 80% Federal Share | \$ 7,819,532.00 | \$ 7,819,532.00 | | |
| 20% Non-Federal | \$ 1,954,863.00 | \$ 1,954,863.00 | | |

| CATEGORY | PLAN | July | August | September | October | November | December | January | February | March | April | May | June | YTD | BALANCE | % |
|------------|-----------------|--------------|---------------|---------------|---------------|----------|----------|---------|----------|-------|-------|-----|------|---------------|-----------------|-----|
| VOLUNTEERS | \$ 638,303.00 | \$ - | \$ 12,407.16 | \$ 18,057.46 | \$ 28,131.61 | | | | | | | | | \$ 58,596.23 | \$ 579,706.77 | 9% |
| SPACE COST | \$ 571,150.00 | \$ 47,595.83 | \$ 47,595.83 | \$ 47,595.83 | \$ 47,595.83 | | | | | | | | | \$ 190,383.32 | \$ 380,766.68 | 33% |
| OTHER | \$ 745,430.00 | \$ - | \$ 69,829.00 | \$ 90,201.93 | \$ 109,563.51 | | | | | | | | | \$ 269,624.44 | \$ 475,805.56 | 36% |
| CASH | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | | \$ - | \$ - | 0% |
| TOTAL | \$ 1,954,863.00 | \$ 47,595.83 | \$ 129,831.99 | \$ 155,855.22 | \$ 185,320.95 | | | | | | | | | \$ 518,603.99 | \$ 1,436,279.01 | 27% |

| | | | |
|-----------------------------------------------|--|------|------------|
| CERTIFICATION | | DATE | 11/17/2019 |
| PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez | | DATE | 11/17/2019 |
| CERTIFIED BY: Myrna Rodriguez | | DATE | 11/17/2019 |

| | |
|--------------------------------------------------------------------|--|
| Comments: Categories: Volunteers and Other is YTD St. Louis County | |
|--------------------------------------------------------------------|--|

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

| VOLUNTEERS | PLAN | July | August | September | October | November | December | January | February | March | April | May | June | YTD |
|---------------|------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---------|
| Parents | 831 | 0 | 650 | 712 | 683 | | | | | | | | | 2225.00 |
| Professionals | 50 | 0 | 10 | 0 | 16 | | | | | | | | | 26.00 |
| Hours | | 0 | 1245 | 1376.54 | 1876.33 | | | | | | | | | 4497.87 |

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

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

October 2019

MONTHLY REPORT

Submitted By: Myrna Rodriguez Date: November 5, 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:

- Coordinated and assisted with the facilitation of the annual Program Governance Orientation/Training held on October 1-2, 2019. JFK Consultant conducted the Orientation/Training. Several topics discussed included but were not limited to:
 - ✓ Head Start Performance Standards Program Governance
 - ✓ Policy Council Structure
 - ✓ Agency Umbrella
 - ✓ Parent Committees
 - ✓ Policy Council Responsibilities
 - ✓ Parent Volunteers
 - ✓ Election of the Policy Council Officers i.e., Chairperson, Vice-Chairperson, Secretary, Treasure, and Board Representative
- Participated in the monthly Early Learning Coalition of St. Lucie County Board of Director's meeting on October 2, 2019. The items for discussion included, financial reports, status of EFS MOD, audit, policies, etc.
- Coordinated and assisted with the facilitation of the first Policy Council Meeting that was held on October 3, 2019. The Policy Council action/approval items included but were not limited to the Human Resources Listing of new hires and terminations.
- Facilitated and participated a special meeting with the Health Department of St. Lucie County on October 4, 2019, to discuss and promote resources for the pregnant women enrolled in the Early Head Start Program as well as the Communitywide Baby Shower.
- Participated in the monthly VPK Conference call on October 11, 2019. The items for discussion included, VPK Providers Readiness Rate, FLKRS updates, Phonological Awareness Train the Trainer, family engagement activities, etc.
- Participated in the Senior Director's meeting held on October 15, 2019. Al Miller facilitated this meeting. The items for discussion included, travel, financial information, program progress, Hurricane Dorian, etc.

- Conducted site visits in the areas of Stuart, Indiantown and Hobe Sound on October 18 and 21, 2019 to seek potential childcare partners for the upcoming funding opportunity in Martin County for Head Start and Early Head Start.
- Participated in the monthly Lincoln Park Advisory Committee (LPAC) meeting on October 24, 2019. Discussion items included Roundtable of St. Lucie County updates, crime updates and community upcoming events.
- Facilitated a conference call with the YMCA of Martin County, Florida on October 25, 2019, regarding the support and commitment for the funding application for Head Start and Early Head Start. Discussion items included services, support system, curriculum, policies, etc.
- Coordinated and facilitated the Annual Head Start Awareness Celebration held on October 26, 2019 in the grounds of the ALPI Queen Townsend Head Start Center II located at 2202 Avenue Q, Fort Pierce, Florida. Approximately over 200 families and their children attended the event. The community partners also embraced the event by being present and providing information to families. The community partners included but were not limited to Sherriff's Department, PNC Mobile Learning Adventure Unit, Zumba Instructor, etc.

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
- CocaFlorida.Com new partnership

Human Resources:

- During this reporting period, recommendation for hires for temporary positions for the Head Start program were submitted; of which two candidates were approved/hired (Substitute Teacher Assistants) along with the Early Childhood Education Coordinator. New employee orientations were conducted before employees initiate their duties and responsibilities.
- In addition, the program conducted interviews for the Teacher, Teacher Assistant and Bus Driver positions; of which most of the classroom positions (Teacher/Teacher Assistant) declined due to rate of pay, credentials, or background screenings.

- In St. Lucie County, as of October 31, 2019, the Head Start Program has 14 vacancies to include the following:
 - ✓ 2 Teachers
 - ✓ 9 Teacher Assistants
 - ✓ 1 Administrative Assistant
 - ✓ 1 Bus Driver
 - ✓ 1 Bus Monitor

Computer Assisted Tutorial Program (CAT):

- The ALPI Computer Assisted Tutorial (CAT) Program enrolled one (1) new student bringing the year to date total to 48.
- Program Coordinator, Instructor After School, and the Instructional After School Aide participated in Case Studies using a Trauma Informed Lens on October 24, 2019. Teens and Tykes Inc. facilitated the training.
- Mr. Sandy Mack, Program Specialist from Children's Services Council of St. Lucie County visited the new location of the CAT Program on October 23, 2019. Mr. Mack loved the new location.

Program Governance:

- Coordinated and participated in the first Policy Council meeting held on October 3, 2019. Thirteen (13) Policy Council members were present. Items for discussion included: Human Resources Listing, Monthly Program Progress Reports, etc.

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

- Child Development Services Managers/Coordinators, Teachers, Teacher Assistants, Caregivers, and Kitchen Helpers participated in the Basic Principals of Behavior, Using Positive Behavior Support Methods in the Classroom training on October 14, 2019. Christina Morales, Pieces of the Puzzle Behavior Analysis facilitated the training. Staff received 6 training hours.
- Child Development Services Managers/Coordinators, Teachers, Teacher Assistants, Caregivers and Kitchen Helpers participated in the Active Supervision training on October 14, 2019. The Health Services Manager facilitated the training. Staff received 6 training hours.
- Child Development Services Managers/Coordinators, Teachers, Teacher Assistants and Caregivers participated in the CLASS Overview training on October 14, 2019. The Early Childhood Development and Education Services Manager facilitated the training. Staff received 6 training hours.

- Family Support Services Coordinators, Family Services Workers and the Administrative Assistants participated in the Family Partnerships Agreements training on October 14, 2019. The Family and Community Partnerships Manager facilitated the training. Staff received 6 training hours.
- Bus Drivers and Bus Monitors participated in the Transportation Safety training on October 14, 2019. The Transportation Coordinator facilitated the training. Staff received 6 training hours.

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 light bulbs and ceiling tiles, and repairing air conditioning units and a main entrance office door. A deep freezer was also replaced at the George W. Truitt Family Services Center.
- Facilities Specialist coordinated with Fire Equipment to conduct the Annual Fire Extinguishers Inspections/Recertification's at all the St. Lucie County Head Start/Early Head Start centers on October 1, 2019.
- Facilities Specialist coordinated with All Area Moving Company to relocate cleaning and maintenance supplies to new storage area at the Administrative Office on October 5, 2019.
- Facilities Specialist coordinated with KAPLAN to receive and assess a vast order of supplies that were delivered at the Administrative Office on October 7, 2019.
- Facilities Specialist coordinated with Richmond Electric to install an electrical box cover at the Child Development and Family Services Center on October 8, 2019.
- Facilities Specialist coordinated with Kenny's Pressure Cleaning to complete the pressure cleaning work needed at the Child Development and Family Services Center on October 12, 2019.
- Facilities Specialist completed the Annual Program Inventory at all St. Lucie County Head Start/Early Head Start Centers and the Administrative Office on October 18, 2019.
- Received license renewal from the Florida Department of Children and Families Licensing Unit for the Lincoln Park Head Start Center. Certificate is effective October 26, 2019 through October 25, 2020.

- License renewal application was submitted to the Florida Department of Children and Families Licensing Unit for the Queen Townsend Head Start Center II on October 30, 2019

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 Food Services Coordinator, Teri Smith monitored the George W. Truitt Family Services Center on October 17, 2019. No non-compliances were noted.
- The St. Lucie County Fire Marshal's conducted the required Annual Fire Inspection at the Queen Townsend Head Start Center II on October 21, 2019. No violations were noted.
- The St. Lucie County School Board conducted the required Annual Fire Inspection at the Queen Townsend Head Start Center II on October 24, 2019. No violations were noted.

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.

IT Support Services:

- Continued working closely with the agency's IT support staff in all IT related concerns and/or problems related to the relocation of the ALPI Administrative Office and Wi-Fi access at all centers.

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, Family Services Workers and the Administrative Assistants participated in the Family Partnerships Agreements training on October 14, 2019. Skills to enhance the family outcomes process was reviewed and discussed.
- Family Support Services Coordinators attended and participated in the Head Start Awareness Celebration Event on October 26, 2019. Family Support Services Coordinators assisted with registration, greeted and assisted parents and guests. The Family Support Services Coordinators also used this event as a recruitment opportunity.
- Family Support Services Coordinators continued the ongoing process of recruitment by visiting several community businesses/neighborhoods to include the following: UP St. Lucie County, HANDS Clinic, Treasure Coast Trailer Park, Delaware Avenue Community Restaurants, etc.
- Funded enrollment for the month of October 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 twelve (12) drops and nineteen (19) new enrollments in the Head Start Program, two (2) drops and four (4) 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 October 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
- Health Services Manager facilitated the Active Supervision training on October 14, 2019. Participants included the Child Development Services Managers/Coordinators, Teachers, Teacher Assistants, Caregivers and Kitchen Helpers.

- The Pregnant Mother's Meeting/Training was held at the George W. Truitt Family Services Center on October 17, 2019. Sonya Gabriel, Community Health Nursing Consultant at the Department Of Health facilitated the meeting/training. Topics discussed included: The Duloc Program, Postpartum Recovery, past experiences of parents, etc.
- Health Services Manager facilitated dental services for children from Francina Duval, Lincoln Park, and the Learning Tree Academy at the Indian River State College on October 23, 2019. Five Dental Instructors and Dental Assistants provided the services. A total of 45 dental exams were completed.
- Health Services Manager facilitated dental services for children in the Early Head Start Program at the George W. Truitt and Child Development and Family Services Centers with Dr. Dermody in Port St. Lucie, Florida on October 28, 2019.
- Health Services Manager facilitated dental services for children from the Queen Townsend Head Start Center II with HANDS Dental Program on October 23-25, 2019.
- Health Services Manager facilitated the Health Services Advisory Committee Meeting on October 24, 2019.
- Health Services Manager continued to follow-up on health concerns by submitting Health Summary information forms to physicians for additional follow-up and completing health alerts
- Health Services Manager and the Mental Health and Disabilities Specialist were a part of the team that completed the CLASS Observations at all Head Start/Early Head Start Centers in St. Lucie and Polk Counties.
- Mental Health and Disabilities Specialist completed and submitted nineteen (19) referrals for Early Steps/Florida Diagnostic Learning Resources System (FDLRS) for children with concerns and coordinated five (5) evaluations and attended one (1) eligibility staffing for children that were referred for services and Individual Education Plans were developed.
- Mental Health and Disabilities Specialist completed and submitted three (3) referrals for Mental Health Services.

- As of October 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 | 37 | 15 | How many age 2? | 2 |
| 4 | Mental Retardation | 0 | 16 | How many age 3? | 29 |
| 5 | Hearing Impairments/Deafness | 0 | 17 | How many age 4? | 8 |
| 6 | Orthopedic Impairments | 0 | 18 | How many age 5? | 0 |
| 7 | Visual Impairments/Blind | 0 | 19 | How many over income? | 0 |
| 8 | Learning Disabilities | 0 | 20 | How many pre-diagnosed? | 12 |
| 9 | Autism | 0 | 21 | How many dropped to date? | 0 |
| 10 | Traumatic Brain Injury | 0 | 22 | How many IEP's/IFSP current | 39 |
| 11 | Other Impairments | 2 | 23 | How many evaluated and found not eligible? | 0 |
| 12 | Total With Disabilities | 39 | 24 | How many suspected? | 36 |

TRANSPORTATION:

- Transportation services were provided to 133 children to and from the centers for the month of October.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: STOP Arm Flasher and Air Conditioner Condenser Fan on Bus 3.
- Transportation Coordinator arranged transportation services with the Health Services Manager to the Dental Clinic at the Indian River State College on October 23, 2019. A total of thirty-three children were seen by the dentist.
- Received a new 2020 Bus and put into service starting October 30, 2019.

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 – November 6, 2019
- Dental Coalition Meeting – November 8, 2019
- Holiday – November 11, 2019
- Education Team Meeting – November 12, 2019
- Senior Management Meeting – November 12, 2019
- GWT Pregnant Women Meeting/Training – November 14, 2019
- Lead Team Meeting – November 14, 2019
- Program Director's Meeting – November 18, 2019
- Family Services Meeting – November 19, 2019
- Child Care Provider Meeting - November 20, 2019
- Policy Council Meeting – November 21, 2019
- LPAC Meeting – November 22, 2019
- Management Staff Planning Meeting – November 22, 2019
- Thanksgiving Break – November 25-29, 2019

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

| REPORT FOR THE MONTH OF: October | | DATE: | | 10/31/19 | |
|-----------------------------------------------------------|------------------------------------------------------------------------------------|-------|---------|----------|-----|
| CENTER: | | | | | |
| ERSEA | | | | | |
| 1. Enrollment | | | | | |
| a. | The number of EHS and HS Children served (As of 9/1). | EHS | 3 YEARS | 4 YEARS | 814 |
| | | 6 | 11 | 8 | |
| b. | 25Of the number of HS children in A1, the number in the VPK program. | 0 | 0 | 8 | 466 |
| c. | Of the number of EHS and HS Children in A1, the number enrolled for a second year. | 0 | 0 | 0 | 274 |
| 2. Of the number of HS Children eligible for kindergarten | | 8 | | | |
| 3. Dropouts | | | | | |
| a. | Number of EHS and HS children who have dropped | 2 | 7 | 5 | 65 |
| b. | Of the number in B1, the number who dropped prior to 45 days of attendance. | 0 | 1 | 1 | 50 |
| 4. Attendance/ADA | | | | | |

| SERVICE DELIVERY | | EHS | HS | THIS MONTH | TO DATE |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----|-----|------------|---------|
| A. Family and Community Engagement | | | | | |
| 1. | Total number of Head Start Families | 4 | 17 | 21 | 752 |
| a. | Of these, the number of two parent families | 1 | 3 | 4 | 149 |
| b. | Of these, the number of single parent families | 3 | 14 | 17 | 703 |
| c. | Of these, the number of families receiving assistance under TANF Program | 1 | 0 | 1 | 18 |
| d. | Of these, the number of families receiving Supplemental Security Income (SSI) | 2 | 4 | 6 | 131 |
| e. | Of these, the number of families over income | 0 | 0 | 0 | 66 |
| 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 | 0 | 0 | 1 |
| b. | Housing assistance such as subsidies, utilities, repairs, etc. | 0 | 4 | 4 | 6 |
| c. | Counseling or mental health services | 0 | 8 | 8 | 9 |
| d. | Education/Literacy/English as a Second Language | 0 | 22 | 22 | 24 |
| e. | Adult education such as GED program and college education | 0 | 14 | 14 | 29 |
| f. | Job Training | 0 | 2 | 2 | 7 |
| g. | Substance abuse prevention or treatment | 0 | 0 | 0 | 32 |
| h. | Child Abuse and Neglect Services/Training | 0 | 0 | 0 | 0 |
| i. | Domestic violence services | 0 | 0 | 0 | 0 |
| j. | Child support assistance | 0 | 8 | 8 | 8 |
| k. | Health education | 0 | 3 | 2 | 13 |
| l. | Assistance to families of incarcerated individuals | 0 | 16 | 16 | 16 |
| m. | Parent Education | 0 | 144 | 144 | 300 |
| n. | Marriage education | 0 | 0 | 0 | 175 |
| 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 | 11 | 26 | 37 | 809 |
| b. Weight | 11 | 26 | 37 | 809 |
| c. Vision | 0 | 30 | 30 | 793 |
| d. Hearing | 0 | 0 | 0 | 794 |
| e. Speech/Language | 0 | 40 | 40 | 350 |
| f. Behavioral | 5 | 49 | 54 | 467 |
| g. Developmental | 5 | 25 | 30 | 329 |
| h. Blood Pressure | 6 | 102 | 108 | 750 |
| i. Hemoglobin | 4 | 81 | 85 | 729 |
| j. Lead | 4 | 83 | 87 | 713 |
| 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 | 0 | 0 | 0 |
| b. Asthma | 0 | 0 | 0 | 35 |
| c. Hearing Difficulties | 0 | 0 | 0 | 0 |
| d. Overweight | 0 | 0 | 0 | 0 |
| e. Vision Problems | 0 | 0 | 0 | 0 |
| 5. Number of EHS and HS children enrolled in Medicaid | 0 | 62 | 62 | 667 |
| 6. Number of EHS and HS children with private insurance | 0 | 0 | 0 | 14 |
| 7. Number of EHS and HS children with "Medical Home" | 7 | 21 | 28 | 805 |
| 8. Number of EHS and HS children who have completed a professional dental examination | 4 | 130 | 134 | 752 |
| 9. Of the children in B8, the number of children diagnosed as needing treatment | 0 | 38 | 38 | 38 |
| 10. Of the children diagnosed in B9, the number of children who received or are receiving treatment | 0 | 8 | 8 | 8 |
| 11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only) | 4 | 13 | 17 | 17 |
| 12. Number of EHS and HS children with up-to-date immunizations | 0 | 7 | 7 | 401 |
| 13. Number of EHS and HS children with complete immunizations | 0 | 35 | 35 | 403 |
| 14. Number of EHS and HS children with current physicals | 7 | 21 | 28 | 805 |
| 15. Number of EHS and HS children receiving WIC services | 0 | 10 | 10 | 404 |
| 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) | 40 | 461 | 501 | 501 |
| 18. Number of teacher and caregivers home visits completed (2 nd) | 0 | 0 | 0 | 0 |
| 19. Number of parent/teacher/ caregivers conferences completed | 0 | 0 | 0 | 0 |
| 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 | 6 | 6 | 7 |
| b) Family goal setting | 0 | 7 | 7 | 8 |
| c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.) | 0 | 23 | 23 | 56 |
| d) Head Start program governance, such as participation in the Policy Council | 0 | 0 | 0 | 0 |
| e) Parenting education workshops | 0 | 3 | 3 | 10 |
| D. Mental Health and Disabilities | | | | |
| 1. Number of EHS and HS children with a diagnosed disability | 0 | 3 | 3 | 37 |
| 2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP | 0 | 3 | 3 | 37 |
| 3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C | 0 | 3 | 3 | 37 |
| 4. Number of EHS and HS children with suspected disabilities | 0 | 4 | 4 | 36 |
| 5. Number of referred EHS and HS children awaiting testing or staffing | 0 | 4 | 4 | 36 |
| 6. Number of EHS and HS children referred for mental health services outside of the program | 0 | 0 | 0 | 0 |
| 7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health | 0 | 3 | 3 | 7 |
| 8. Of the children in E7, the number the MH Professional provided three or more consultations. | 0 | 0 | 0 | 4 |
| 9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health. | 0 | 3 | 3 | 7 |
| 10. Number of children the MH Professional provided an individual mental health assessment | 0 | 3 | 3 | 7 |
| 11. Number of children the MH Professional facilitated a referral for mental health services | 0 | 3 | 3 | 7 |
| 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 | 0 | 0 |
| b. Mental health intervention and follow up | | 0 | 0 | 0 |
| c. Substance abuse prevention | | 0 | 0 | 0 |
| d. Substance abuse treatment | | 0 | 0 | 6 |
| e. Prenatal education on fetal development | | 6 | 6 | 6 |
| f. Information on the benefits of breastfeeding | | 0 | 0 | 0 |
| F. Transportation | | | | |
| 1. Number of children receiving transportation services | | 15 | 15 | 172 |
| 2. Number of field trips taken | | 1 | 1 | 1 |
| Comment: | | | | |
| Adjustments made to questions B1.a – j to last month's report due to reporting system update. | | | | |
| SIGNATURE: | <i>Lisandro Concepcion</i> | JOB TITLE: | Family Support Services Coordinator | DATE: |
| | | | | 11/5/19 |

Progress Reports

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

Polk County

HEAD START/EARLY HEAD START DEPARTMENT

November 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, October 15, 2019:
- Participated in the Child Development Directors Lead Team Meeting October 10, 2019
- Participated in the Directors Meeting October 10 2019, items discussed: Annual report, ACF Survey; Correspondence; FY20-AMS 2.0; Focus Report, Head Start Awareness Month, Team Agreements.
- Participated in Southern Regional Advisory Council Annual Meeting Oct. 21, 2019
- Facilitated meeting Oct. 24, 2019 with Polk County Provider
- Participated in Policy Council Orientation Oct. 1, 2019
- Attended ELC Board of Directors meeting October 16, 2019
- Polk ADA 85% Frostproof Child Development ADA 88% & JumpStart 82%
- ELC provided the School Readiness Program an IPAD
 - Enrollment for EHS Frostproof (56) Jumpstart (20)
 - 31 School Readiness/VPK 2019-2020
 - 90-day health assessments are complete minus 10 dental screenings of children that were absent 9/24/19

Record Keeping & Reporting

- Statistical reports attached for review
- Disability report for Polk County has 3 children with IFSP 9 suspected children

Human Resources

- Polk County has (2) FSW positions and (2) Caregiver positions and (5) staff awaiting to complete the CDA's process.

Facilities Updates for the Month October

- Fixed Asset Inventory Completed Oct. 25, 2019
- Grounds & Pest Control were maintained through October
- Staff received all necessary supplies ie. diapers, wipes and cleaning supplies in order to ensue a healthy and safe learning environment.
- Inventory Facility Inspections, Daily Facility Checklist were completed and no hazards identified.
- Emergency Lock Down Drill was conducted Oct. 29, 2019
- FCDC security system is in the process of being upgraded due to being damaged during Hurricane Irma.

Monitoring

- CLASS monitoring's were conducted Oct. 29, 2019 results pending

- CCF Site Review Monitoring Oct. 30, 2019: Posted menu all children should receive menu posted; some children received a different credible snack however it was different than what was planned on the menu. Met with staff to discuss immediately to ensure compliance going forward.

Fiscal

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

Family and Community Partnerships

- Parent Committee met and elected its officers for 2019-2020

Nurturing Fatherhood Program

- Fatherhood Program met Donuts with Dad with Dad Oct. 17, 2019 (photos attached)
- led by coordinator Dr. George Grace topic the Communication and Expressing our Feelings.

Early Childhood & Health Services

- First aid kits, cleaning & sanitation supplies were provided to all classrooms
- Allergies and Emergency contact information has been updated for the program year.
- Early Childhood Education Coordinator participated in the Region IV Training, Oct. 7-11
- Finalizing Checkpoints training was provided to VPK instructors

Program Deficiencies if applicable:

- Jumpstart attendance for October 82% (ADA 85%)

Proposed Strategy to Correct Deficiency/ (ies)

- Family Community Partnership Manager working with provider to address attendance through a corrective action plan

Special Accomplishments:

- Head Start Awareness and Fall Festival was October 25, 2019 (photos attached).

Special Projects:

N/A

Critical Concerns/Challenges:

- Certification for Child Care Staff has been a challenge due to system changes with provider. We have several teaching staff who have been waiting to start the CDA process or renew their CDA. In addition, we have (2) positions for teachers that we've had challenges filling due location, and CDA requirement.

UPCOMING EVENTS

- Spirit Week Nov. 4-8, 2019
- Fatherhood Meeting, Employment & Financial Literacy Nov. 7, 2019

- Parent Committee Meeting November 8, 2019
- Veterans Day Nov. 11, 2019 Centers Closed
- Gratitude Luncheon Nov. 15, 2019
- Policy Council November 21, 2019
- Nov. 25 & Nov. 26 Hurricane Make-up Days
- Nov. 27-29 Centers Closed

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

0

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

| ERSEA | THIS MONTH | TO DATE |
|---------------------------------------------------------------------------------------|---------------------|---------|
| 1. Enrollment | | |
| a. The number of EHS and HS Children served (As of 8/1) | EHS 3 YEARS 4 YEARS | 77 |
| 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 | 51 |
| 2. Of the number of HS Children eligible for kindergarten | | |
| 3. Dropouts | | |
| a. Number of EHS and HS children who have dropped | 0 | 9 |
| b. Of the number in B1, the number who dropped prior to 45 days of attendance | 0 | 9 |
| 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 | 3 | 77 |
| a. Of these, the number of two parent families | 0 | 0 | 0 | 22 |
| b. Of these, the number of single parent families | 3 | 3 | 3 | 55 |
| c. Of these, the number of families receiving assistance under TANF Program | 0 | 0 | 0 | 0 |
| d. Of these, the number of families receiving Supplemental Security Income (SSI) | 0 | 0 | 0 | 4 |
| e. Of these, the number of families over income | 0 | 0 | 0 | 0 |
| 2. Total number of families identified as needing services or identified an interest in the following areas: | 0 | 0 | 0 | 0 |
| a. Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.) | 4 | 4 | 4 | 4 |
| b. Housing assistance such as subsidies, utilities, repairs, etc. | 22 | 22 | 22 | 22 |
| c. Counseling or mental health services | 0 | 0 | 0 | 1 |
| d. Education/Literacy/English as a Second Language | 0 | 0 | 0 | 0 |
| e. Adult education such as GED program and college education | 35 | 35 | 35 | 35 |
| f. Job Training | 15 | 15 | 15 | 15 |
| g. Substance abuse prevention or treatment | 0 | 0 | 0 | 0 |

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

| | | | | | |
|---------------------------------------------------------------------------------------------------------------|----|--|--|----|----|
| h. Child Abuse and Neglect Services/Training | 0 | | | 0 | 0 |
| i. Domestic violence services | 0 | | | 0 | 0 |
| j. Child support assistance | 0 | | | 0 | 0 |
| k. Health education | 23 | | | 23 | 23 |
| l. Assistance to families of incarcerated individuals | 0 | | | 0 | 0 |
| m. Parent Education | 72 | | | 72 | 72 |
| n. Marriage education | 0 | | | 0 | 0 |
| SERVICE DELIVERY cont'd | | | | | |
| B. Early Childhood Development and Health Services | | | | | |
| 1. Number of EHS and HS Children who have completed the following screenings: | | | | | |
| a. Height | 38 | | | 38 | 77 |
| b. Weight | 38 | | | 38 | 7 |
| c. Vision | 0 | | | 0 | 0 |
| d. Hearing | 14 | | | 14 | 66 |
| e. Speech/Language | 14 | | | 14 | 66 |
| f. Behavioral | 0 | | | 0 | 0 |
| g. Developmental Screening | 14 | | | 14 | 66 |
| h. Blood Pressure | 0 | | | 0 | 0 |
| i. Hemoglobin | 23 | | | 23 | 32 |
| j. Lead | 26 | | | 26 | 34 |
| 2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment | 0 | | | 0 | 0 |
| 3. Of the number referred in B2, the number who have completed follow up or received treatment | 0 | | | 0 | 0 |
| 4. The number of EHS and HS children receiving or received treatment for the following: | 0 | | | 0 | 0 |
| a. Anemia | 0 | | | 0 | 0 |
| b. Asthma | 0 | | | 0 | 3 |
| c. Hearing Difficulties | 0 | | | 0 | 0 |
| d. Overweight | 0 | | | 0 | 0 |
| e. Vision Problems | 0 | | | 0 | 0 |
| 5. Number of EHS and HS children enrolled in Medicaid | 0 | | | 0 | 0 |
| 6. Number of EHS and HS children with private insurance | 0 | | | 0 | 0 |
| 7. Number of EHS and HS children with "Medical Home" | 9 | | | 9 | 77 |
| 8. Number of EHS and HS children who have completed a professional dental examination | 61 | | | 61 | 61 |
| 9. Of the children in B8, the number of children diagnosed as needing treatment | 0 | | | 0 | 0 |
| 10. Of the children diagnosed in B9, the number of children who received or are receiving treatment | 0 | | | 0 | 0 |
| 11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only) | 0 | | | 0 | 0 |

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

| | | | | |
|-----------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------|----------------|
| 12. Number of EHS and HS children with up-to-date immunizations | 46 | | 46 | 77 |
| 13. Number of EHS and HS children with complete immunizations | 1 | | 1 | 1 |
| 14. Number of EHS and HS children with current physicals | 5 | | 5 | 77 |
| 15. Number of EHS and HS children receiving WIC services | 0 | | 0 | 0 |
| 16. Number of EHS and HS children receiving meals via Child Care Food Program | 0 | | 0 | 0 |
| 17. Number of teacher and caregivers home visits completed (1 st) | 52 | | 52 | 52 |
| 18. Number of teacher and caregivers home visits completed (2 nd) | 0 | | 0 | 0 |
| 19. Number of parent/teacher/ caregivers conferences completed | 0 | | 0 | 0 |
| 20. Number of EHS/HS with baseline assessments completed | 52 | | 52 | 52 |
| 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 | 3 |
| 2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP | 0 | | 0 | 3 |
| 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 | 3 | | 3 | 9 |
| 5. Number of referred EHS and HS children awaiting testing or staffing | 6 | | 6 | 6 |
| 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 | 0 | | 0 | 0 |
| 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. | 1 | | 1 | 1 |
| 10. Number of children the MH Professional provided an individual mental health assessment | 0 | | 0 | 0 |
| 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 | | | 8 | 8 |
| b. Mental health intervention and follow up | | | 1 | 1 |
| c. Substance abuse prevention | | | 0 | 0 |
| d. Substance abuse treatment | | | 0 | 0 |
| e. Prenatal education on fetal development | | | 0 | 0 |
| f. Information on the benefits of breastfeeding | | | 8 | 8 |
| 1. Number of children receiving transportation services | | | | |
| | | | 0 | 0 |
| 2. Number of field trips taken | | | | |
| | | | 0 | 0 |

ALPI HEAD START /EARLY HEAD START MONTHLY STATISTICS REPORT

| | | | | | |
|------------|------------------|------------|------|-------|------------|
| SIGNATURE: | Christine Wilson | JOB TITLE: | CDSM | DATE: | 10/31/2019 |
|------------|------------------|------------|------|-------|------------|

Parent Committee Reports

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

Center: CDFSC

Date: October, 2019

Center Activities Summary:

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

- First Home Visits successfully completed.
- Completion of the required 45 day screenings such as Hearing & Vision, Speech/Language, Developmental and Behavior was validated as being completed in the time frame allotted.
- The 45 day screening letter were completed and given to parents informing of the individual screening results and possible follow up process if warranted.
- The first growth charts were pulled and submitted to the Health Manager for review and possible follow up. Parent of children with identified concerns will be contacted by the Nutritionist to initiate the follow up process.
- Class observations completed during the week of October 21st. While we have not received the official result, we did however receive positive feedback of the developmental appropriateness of the activities observed.
- Special activities for the month; Head Start Awareness Celebration, which included fun filled games that promoted physical health and development. Character Day where the children were able to dress up in their favorite story book character.
- In honor of Breast Cancer Awareness Month, staff and children wore pink and participated in a parade around the premises.
- The Annual Fall festival/Parent Resource Fair took place on 10/31 and was once again successful. The children were able to dress up as their favorite story book character and the parents were able to visit the tables/booths of vendor who offers services which caters to the needs of low income families.

Parent Committee Meeting:

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

- Parent Committee Meeting topics; First Home visit, 90 day screenings, FPA initiation process, and HS Awareness month.

▪ **Action Items for Policy Council:**

(Items that require Council approval such as use of the Parent Activity Funds)
None

Upcoming Events:

90 day Screening Validation

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 HEAD START

Date: October 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 October the children have been learning about sand and insects, all of the parents brought in projects on the different activities, all of the children explained how their activity was put together and the materials that was used.

Parent Committee Meeting:

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

The parent meeting was October 11th with a few parents, the meeting was changed to the 24th of October along with the Breast Cancer program. The speakers were Mrs. Bradwell and Mrs. Rosemarie Lane, they did a great job with the presentations.

Action Items for Policy Council:

- None
-

Upcoming Events:

November 1th will be national character counting week

November 7th this Native American Heritage Day

November 8th will be the final 90/Day screening validation

November 11th Holiday (Veterans Day)

November 13th will be Center Stone soup Book day

November 15th Gratitude Celebration

November 19th Autumn Harvest Feast Day

Submitted by: Mary Brunson

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

Center: Garden Terrace

Date: October 2019

Center Activities Summary:

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

- Service Delivery Team Meeting throughout the month of October 1– 31, 2019. Required 90 Day Health Screenings and Follow up with referrals children receiving Services and Health (Asthma and Allergy Alert. PROMIS tracking included during this process and 1st Home Visits/FPA (October 1 – 31, 2019).
- Policy Council Orientation Training was conducted October 1-3, 2019, Four elected officers attended training from the center level.
- Eastern Region Annual Meeting on Saturday, October 19, 2019 at the C.A. Moore Elementary School. Parents and children attended meeting and children also performed at the program.
- Head Start Awareness Celebration on Saturday, October 26, 2019. Parents and children join with Agency staffs in the Head Start Awareness Celebration, included center activity booth, P NC Bank Activity and others Community Resources vendors.
- Fire Drill conducted on October 23, 2019.
- The Violence Reduction Partnership (VRP) Pre-K Reading Program visit center on October 23, 2019, reading activities with children.
- 1st Home Visit conducted and completed through the month of October 1 – 31, 2019 with Educational staff and Family Service Worker.

Parent Committee Meeting: October 10, 2019

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

- Trainer: Mr. Robert Campbell; On-Site Wellness Consultant; Sun Coast Agency of St. Lucie County

Action Items for Policy Council:

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

- n/a

Upcoming Events: November 2019 (90 Day Health Screenings Validation)

- Parks Recreation – Presentation of Safety – November 5, 2019
- Monthly Staff Meeting – November 7, 2019
- Parent Meeting – November 14, 2019
- Autumn Harvest Feast Celebration – November 19, 2019

Submitted by: Sandra Monroe - CDSM

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

Center: ALPI George W. Truitt Family Services Center **Date:** October 31, 2019

Center Activities Summary:

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

Program Governance Orientation/Training.....October 1-3, 2019
Parent Committee Meeting.....October 10, 2019
In-Services.....October 9, 14, 2019
Pregnant Mom's Meeting.....October 19, 2019
Breast Cancer Walk (wear Pink).....October 22, 2019
US Attorney's Office Readers.....October 22, 2019
Community Reader.....October 25, 2019
International Club Readers (IRSC).....October 26, 2019
Special Olympic Awareness Month.....October 1-30, 2019

Parent Committee Meeting:

None at this Time.

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:

National Character Counts Week.....November 4-8, 2019
Holiday for All.....November 11, 2019
Parent Committee Meeting.....November 12, 2019
Stone Soup Book Day.....November 13, 2019
Pregnant Mom Meeting/Training.....November 14, 2019
Gratitude Celebration.....November 15, 2019
US Attorney's Office Readers.....November 19, 2019
Autumn Harvest Feast Celebration.....November 19, 2019
Policy Council Meeting.....November 21, 2019
IRSC International Club.....November 22, 2019
Holiday for All.....November 25-29, 2019

Submitted by: Donna Hammond

The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form
For October 2019

Center: ALPI Lincoln Park Head Start Center

Date: 10/16/2019

Center Activities Summary:

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

- 49 parents were in attendance during October PCM meeting.
- 27 parents were engaged in parent/child engagement activity following the PCM.
- 1st Home Visits completed. Teachers discussing screenings/assessments results, assisted parents with planning individual objectives for each child's IPP, reviewed baseline report for VPK Assessment APA Period.
- "October Parent/Child Engagement Package", issued/ returned by parents.
- 90 day screening process ongoing to be completed within the time frame allotted. (i.e. dental, hemoglobin, lead, blood pressure, height/weight)
- 46 children awarded perfect attendance certificates for September 2019.
- Policy Council Members present: Kayla Tavares, Cobie Tai and Arndrea Joseph, Nykita Woods

Parent Committee Meeting: Held on October 16, 2019

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

- Sun-Coast Mental Health Specialists (Speakers: Robert Campbell/Nancy Miller)
- Arrival/Departure (Drop-off/Pick-up Cellphone Use Distraction)
- Attendance/Absence
- Change of Clothing/Blanket
- Parent Drop-off/Pick-up Parking (Blocking Driveway for School Bus)
- Birthdays/Holiday Celebrations
- Parent/Child Engagement packets (discussion)
- Eastern Region Luncheon/Meeting discussed.
- Head Start Awareness Day discussed.

Action Items for Policy Council:

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

None

Upcoming Events:

National Character Count Week: November 4-6, 2019

Native Heritage Day: November 7, 2019

Stone Soup Day: November 13, 2019

Gratitude Celebration: November 15, 2019

Autumn Harvest Feast: November 19, 2019

Submitted by: Glenda Johnson, CDSM

Revised 01/2008

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

Center: QTHSC II

Date: October 24, 2019

Center Activities Summary:

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

- **Education;** Parents were advised that First Home visits were underway and should be completed shortly. They were advised to please keep Home Visit appointments or to notify the office if they had to reschedule for any reason. Parents were reminded that VPK students may be in a different classroom at pick up time on their teacher's home visit day.
- **Health/Dental/Nutrition Services;** Parents were reminded that the 90 day screening deadline is approaching and that all lead, hemoglobin and dental results must be turned in to the office as soon as possible. Parents were also reminded that physicals and shot records must be kept current as a part of their Parent Agreement, which was signed at enrollment. Parents were encouraged to keep ALL physical and shot appointments because they are hard to obtain.
- **Family Services;** parents were advised to see their FSW regarding initiating the FPA. The FPA was briefly defined for the parents.
- **Program Governance;** It was shared that the new Policy council representatives and alternates were trained at the beginning of this month.

Parent Committee Meeting:

- **Mental Health/Disabilities Services;** A flier was provided with information about domestic violence services available to parents. There was a brief discussion about the way that domestic violence affects children. Parents were urged to turn to their FSW for any assistance they might need if they feel as though they are victims of domestic abuse.
- **Head Start Awareness Celebration;** Parents were informed that this is to be held on Saturday, October 26th, 2019. Details were discussed and a flier was provided.

Action Items for Policy Council: None at this time.

- a. **Upcoming Events;** 10/26 Head Start Awareness Celebration Sponsored by PNC Bank
- b. 10/31 Teachers dress like Students/Students dress like Teachers Day
- c. 11/4-8 Character Counts Week
- d. 11/9 No SCHOOL; Veteran's Day
- e. 11/15 Gratitude Day Celebration

Submitted by: Carol Smith

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

Center: Frostproof CDC/EHS

Date: November 2019

Center Activities Summary

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

- FCDC ADA for the month of October was (88%)
- Parent Meeting was held on 10/8/19, items discussed: ADA, Head start Monitoring, parent volunteering in the program
- Fatherhood Meeting held on 10/18/19
- Lock down drill was conducted October 29, 2019
- We had a total of (52) EHS children and (4) pregnant mothers, enrolled in Frostproof
- (16) EHS children and (4) pregnant mothers enrolled at Jumpstart for the month of October
- Pest control services were provided during the month of October
- All staff wore pink on 10/4/19/Wear Pink Day"
- All EHS classrooms were CLASS Observed on 10/29/19
- Fatherhood Program met 10/18 Donuts with Dad topic "The Importance of Expressing Emotions and Feelings"
- Professional Development Day was conducted on October14, 2019
- Head Start Awareness Fall Festival was held on 10/25/19, very successful over (60) parent and community participated

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

- Sophia Harris from the CBSG was one of our guest speakers at the October parent meeting along with staff from CFHC, they spoke on Cancer Awareness

Action Items for Policy Committee Meeting: approve October Report

- **Upcoming events:**
- Fatherhood Meeting will be held on 11/7/19
- Parent Meeting will be held on 11/8/2019
- Veterans Day on 11/11/19 we will be closed
- Policy Council Meeting will be held on 11/21/19
- Thanksgiving luncheon for children and parents Nov. 15, 2019
- Board Retreat will be held on November 22-23, 2019
- Storm make-up days Nov. 25-26, 2019



ALPI HEAD START/EARLY HEAD START

2019-2020 POLICY COUNCIL MEETING SCHEDULE

Orientation/Training - October 1-2, 2019

October 3, 2019

November 21, 2019

December 19, 2019

January 16, 2020

February 20, 2020

March 12, 2020

April 16, 2020

May 21, 2020

June 4, 2020

LOCATION

ALPI Administrative Office
2202 Avenue Q
Fort Pierce, FL 34950

TIME

5:00 pm