

ALPI HEAD START/EARLY HEAD START

Memo

To: Policy Council Members
From: Yolanda Robinson, Policy Council Chairperson
Date: December 11, 2019
Re: Policy Council Meeting

This is to inform you that the next Policy Council meeting will be held on Thursday, December 19, 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
December 19, 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"/> Amarillis Rosario	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"/> Uena Hills	GWT	<input type="checkbox"/> Khenda B. Daniels	FCDC
<input type="checkbox"/> Amdrea Joseph	LP	<input type="checkbox"/> Shawonda Buckner	GT	<input type="checkbox"/> Cristal Sanchez	GWT		
<input type="checkbox"/> Danielle Ryan	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 – November 21, 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 ✓ Federal Review – Focus Area 1 ✓ Federal – Regional Office Representative Visit	Present	Yolanda Robinson, Chairperson	Information	2 minutes
9. NEW BUSINESS ✓ Operational Policies and Procedures ✓ Personnel/Fiscal Management Policies and Procedures ✓ Impasse Policy and Procedure	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

November 21, 2019

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
November 21, 2019
MINUTES

1. CALL TO ORDER

Yolanda Robinson, Policy Council Chairperson called the meeting to order at 5:17 p.m.

2. ROLL CALL

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

Community Representatives present: Donna Gibson, Josephine Howard, Tamarind L. Hill, Linda Halpin and Dr. George Grace.

Alternates present: Kavir Alvarado (with voting rights), Miriam De La Cruz, Llema Hills and Arndrea Joseph.

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 October 3, 2019. No questions or corrections were made.

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

At this time, Aletta Stroder provided a brief training on the Robert Rules of Order. Ms. Stroder also provided examples of action items.

5. CONSENT AGENDA

Yolanda Robinson presented the Consent Agenda for approval and asked if there was item(s) that needed to be discussed separately. No questions regarding the consent agenda were asked.

Nikyta L. Woods made a motion to approve the Consent Agenda as presented. Kayla Taveras seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Aletta Stroder presented and distributed the Human Resources list of new hires dated November 21, 2019 for review and approval. The Human Resources listing of new hires included, 1 Early Childhood Education Coordinator, 1 Teacher, 1 Teacher Assistant, and 1 Caregiver. Terminations included, 1 Teacher Assistant and 1 Caregiver.

Teaira Reed made a motion to approve the Policy Council Human Resources Listing as presented. Barbara Jean Aponte 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, Food Program Reimbursement and the Non-Federal Share.

Dr. George Grace made a motion to approve the Financial Reports as presented. Tamarind L. Hill seconded. Motion carried.

7. REPORT

Board of Directors: Josephine Howard provided a brief reminder of the upcoming Board of Directors Retreat scheduled for November 22-24, 2019 in Orlando, Florida.

Kayla Taveras made a motion to approve the Board of Directors Report as presented. Nikyta L. Woods seconded. Motion carried.

8. OLD BUSINESS

The Board of Directors Retreat information was covered under the Board of Directors Report provided by Josephine Howard.

9. NEW BUSINESS

Myrna Rodriguez presented the 2018-2019 Final School Readiness/Child Outcomes Report as well as the 2018-2019 Final CLASS Observation Report. Ms. Rodriguez provided a brief overview of the information presented.

Nikyta L. Woods made a motion to approve the 2018-2019 Final School Readiness/Child Outcomes Report and the 2018-2019 Final CLASS Observation Report as presented. Peter Negrón Jr. seconded. Motion carried.

Additionally, Myrna Rodriguez presented the Policy Council 2019-2020 Meeting Scheduled and stated that the 2018-2019 Program Information Reports will be provided at the next meeting in December.

Tamarind L. Hill expressed her concern regarding the set meeting time. Mrs. Hill recognized that she was not present when members voted on the day/time of the meetings and asked for consideration of changing the time. Policy Council members expressed

several consideration for discussion. Therefore, Ms. Rodriguez asked if the discussion could continue at the next meeting due to time constrained and other matters that needed additional discussion. All members agreed to continue the discussion at the next meeting.

10. ADJOURNMENT

Adjournment was at 6:45 p.m.

Policy Council Chairperson

THE AGRICULTURAL AND LABOR PROGRAM, INC.

2019-2020 POLICY COUNCIL MONTHLY MEETING ATTENDANCE ROSTER

CENTER	REPRESENTATIVE NAME	OCT. 19	NOV. 19	DEC. 19	JAN. 20	FEB. 20	MARCH 20	APRIL 20	MAY 20	JUNE 20	SEPT. 20
FDHSC	Vemea Jones	P	P								
LPHSC	Nikyta L. Woods	P	P								
LPHSC	Kayla Taveras	P	P								
CDFSC	Peter Negron Jr.	A	P								
CDFSC	Danielle Ryan	A	A								
QTHSCII	Joseph Young	P	P								
QTHSCII	Kavir Alvarado	P	P								
GTHSC	Teara Reed	P	P								
GTHSC	Tomeka Lowery-Warren	A	A								
GWTFSC	Yolanda Robinson	P	P								
GWTFSC	Anthony Smith	P	P								
FCDC	Barbara Jean Aponte	P	P								
FCDC	TBA	A	A								
CC/HS	Arelis Montes	A	A								
CR	Donna Gibson	E	P								
CR	Josephine Howard	P	P								
CR	Tamarind L. Hill	P	P								
CR	Linda Halpin	E	P								
CR	Dr. George Grace	P	P								

CENTER	ALTERNATE NAME	OCT. 19	NOV. 19	DEC. 19	JAN. 20	FEB. 20	MARCH 20	APRIL 20	MAY 20	JUNE 20	SEPT. 20
FDHSC	Miriam De La Cruz		P								
LPHSC	Cobie Tai										
LPHSC	Amdrea Joseph		P								
CDFSC	Shacora Harris										
CDFSC	Amaryllis Rosario										
QTHSCII	Correy Barron										
QTHSCII	Saharon Zachery										
GTHSC	Chasity Bennett										
GTHSC	Shwonda Buckner										
GWTFSC	Llena Hills	P	P								
GWTFSC	Cristal Sanchez										
FCDC	TBA										
FCDC	TBA										
CC/HS	Sheyolanda Smith										

P- PRESENT

E- EXCUSE

A- ABSENT

Program Financial Reports

Florida Department of Health

11/25/2019
2:45PM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2020 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: 10/2019 Date Received: 11/25/2019 14:44:55 PM
 Revision #: 0
 Operating Days: 22 Average Daily Participation: 707

Sites Operated:

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

Children Enrolled by Category:

Free 1,494 Reduced 0 Non-needy 0 Total 1,494

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>14,886</u>	<u>0</u>	<u>14,929</u>	<u>14,316</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$91,961.00</u>	Meal Earnings:	<u>\$91,755.17</u>
Administrative Expenditures	<u>\$2,993.00</u>	Cash-In-Lieu:	<u>\$3,545.62</u>
Total Expenditures	<u>\$94,954.00</u>	Total Earnings:	<u>\$95,300.79</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$95,300.79</u>

Florida Department of Health

11/25/2019
2:45PM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2020 Claim Month/Year: 10/2019 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	\$19,900.08	\$769.97	\$20,670.05
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$4,520.10	\$175.27	\$4,695.37
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$9,814.16	\$380.95	\$10,195.11
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$10,367.00	\$399.00	\$10,766.00
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$10,237.92	\$394.25	\$10,632.17
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$12,233.40	\$469.77	\$12,703.17
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$24,682.51	\$956.41	\$25,638.92
			\$91,755.17	\$3,545.62	\$95,300.79

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

MONTH REPORTING: NOVEMBER 2019			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	6ACH1729		
FAA PERIOD	Beginning	7/11/2019	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

SAFETY/TYPE CATEGORY	PLUM	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D	BA/ANCE	%
VOLUNTEERS	\$ 638,303.00	\$ -	\$ 12,407.16	\$ 18,057.46	\$ 28,131.61	\$ 43,232.43								\$ 101,828.66	\$ 536,474.34	16%
SPACE COST	\$ 571,150.00	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83								\$ 237,978.15	\$ 333,170.85	42%
OTHER	\$ 745,430.00	\$ -	\$ 69,809.00	\$ 90,201.93	\$ 109,593.51	\$ 71,120.86								\$ 340,745.10	\$ 404,684.90	46%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	0%
TOTAL	\$ 1,954,863.00	\$ 47,595.83	\$ 129,831.99	\$ 155,865.22	\$ 185,320.95	\$ 161,948.92								\$ 680,552.91	\$ 1,274,330.09	35%

CERTIFICATION
PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez
CERTIFIED BY: Myrna Rodriguez

DATE: 12/4/2019
DATE: 12/4/2019

Comments: Categories: Volunteers and Other is YTD St. Lucie County.

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	PLUM	July	August	September	October	November	December	January	February	March	April	May	June	Y-T-D
Parents	831	0	650	712	863	863							0	3118.00
Professionals	50	0	10	0	16	8							0	34.00
Hours		0	1245	1376.54	1876.33	1547.28							0	6045.15

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

November's VPK is only an estimated amount.

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

November 2019

MONTHLY REPORT

Submitted By: Myrna Rodriguez Date: December 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 monthly Early Learning Coalition of St. Lucie County Board of Directors Meeting on November 6, 2019. The items for discussion included, financial reports, status of EFS MOD, Audit update, School Readiness True-Up update, etc.
- Facilitated a Queen Townsend Head Start Center II Tour with the Chief Operations Officer of the YMCA of the Treasure Coast on November 6, 2019. The purpose of the tour was to introduce ALPI to the YMCA Official and to showcase our work with the children. YMCA is one of the two Child Care Providers that are committed to working with ALPI thru a contractual agreement to serve Head Start and Early Head Start children in Martin County.
- Participated in the monthly OEL Infants and Toddlers State-wide Discussion and Training on November 12, 2019. The discussion was about the Southeast Region Early Education priorities.
- Participated in the monthly VPK Conference Call on November 13, 2019. The items for discussion included, VPK Providers Readiness Rate Calculations, FLKRS updates, children progress/learning gains, family engagement activities, etc.
- Participated in the monthly Lead Team Meeting on November 14, 2019. The Deputy Director facilitated the meeting. Items of discussion included, Focus Area 1 Monitoring, service area reports, division annual report, etc.
- Participated in a special meeting held on November 14, 2019 to discuss FY2020 Focus Area 1 and responses for all the service areas of the program operations. Directors and Managers participated in this discussion.
- Participated in a conference call with several staff members to include the Human Resources Director on November 18, 2019. The items for discussion included issues related to educational mandates, current credentials, professional development, etc.

- Participated in the monthly Senior Directors Meeting held on November 22, 2019. The Finance Director facilitated the meeting. Items for discussion included, 2020-2025 ALPI's Strategic Plan, quarterly newsletter, Board Retreat, Program's progress, Annual Meeting, 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, three recommendations for hire for temporary positions for the Head Start program were submitted.
- In addition, the program conducted interviews for the Child Development Services Manager and Teacher Assistant positions; of which most of the classroom positions (Teacher Assistant) declined due to rate of pay, credentials, or background screenings.
- In St. Lucie County, as of November 29, 2019, the Head Start Program has 14 vacancies to include the following:
 - ✓ 1 Teacher
 - ✓ 9 Teacher Assistants
 - ✓ 1 Administrative Assistant
 - ✓ 1 Family Services Worker
 - ✓ 1 Bus Driver
 - ✓ 1 Bus Monitor

Computer Assisted Tutorial Program (CAT):

- The ALPI Computer Assisted Tutorial (CAT) Program enrolled two (2) new students bringing the year to date total to 50.
- The ALPI Computer Assisted Tutorial (CAT) Program staff met with Dr. Aletha DuPont from Tykes and Teens on November 18, 2019 to discuss strategies and tips for dealing with children with behaviors.

Program Governance:

- Participated in the Policy Council Monthly Meeting held on November 21, 2019. Eighteen members participated of which fifteen had voting rights. Items of discussion included, minutes, consent agenda, financial reports; human resources new hires/terminations, Board Retreat, etc.

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

- Two Caregivers participated in the Action Art training on November 2, 2019. Karen Cartwright and Jennifer Mead from the Early Learning Coalition of St. Lucie County presented the training. Staff received 2 training hours.
- A Child Development Services Manager, Administrative Assistant, Family Services Worker, Bus Monitor, 2 Bus Drivers, 3 Teachers and 4 Teacher Assistants completed the Adult, Child, and Infant CPR, AED, and Basic First Aid course. The training was presented by the American Safety and Health Institute. Staff received 8 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 an electric ballast and light bulbs at several centers.
- We are in the process of preparing for the second meeting with the Fort Pierce Housing Authority regarding the potential donated land. The meeting will be held on December 10, 2019 to discuss the next steps in the process to obtain the donation.
- Facilities Specialist coordinated with the St. Lucie County School Board to repair an air conditioning unit at the Queen Townsend Head Start Center II on November 4, 2019.
- Facilities Specialist coordinated with Fitzpatrick Plumbing to repair a bathroom sink at the George W. Truitt Family Services Center and to repair a bathroom at the Queen Townsend Head Start Center II on November 12, 2019.
- Facilities Specialist coordinated with Richmond Electric to repair a light at the Garden Terrace Head Start Center on November 12, 2019.
- Facilities Specialist coordinated with Port St. Lucie Glass and Mirror to repair a window at the Lincoln Park Head Start Center on November 15, 2019.
- Facilities Specialist coordinated with Fire Equipment Services to conduct the annual fire system inspection at the Administrative Office and the Queen Townsend Head Start Center II on November 24, 2019.

- License renewal application was submitted to the Florida Department of Children and Families Licensing Unit for the Garden Terrace Head Start Center on November 26, 2019.
- Facility Specialist meet with the following vendors to get estimates for replacing the air conditioning unit in the kitchen prep room at Child Development and Family Services Center: Artic Air Conditioning & Heat, Cuestas Air Conditioning & Heat, and Speedy Air Conditioning.

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:

- St. Lucie County Fire Marshal's conducted the required Annual Fire Inspection at the Garden Terrace Head Start Center on November 1, 2019. No violations were noted.
- Food Services Coordinator monitored the Garden Terrace and Lincoln Park Head Start Centers on November 7, 2019. No non-compliances were noted.
- Florida Department of Children and Families conducted the annual license renewal inspection/monitoring at the Queen Townsend Head Start Center II on November 13, 2019. 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.

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 worked on the recruitment task plan for the upcoming program year. Several changes were made to address potential recruitment locations and formulated a recruitment calendar. The recruitment task plan will be submitted to the Program Operational Director for review and approval.
- Family Support Services Coordinators started the process of reviewing the Early Head Start Waitlist to identify the children that will be age eligible for the upcoming Head Start program next year.
- Family Support Services Coordinators continued with the recruitment process by networking with several agencies in the community that include but are not limited to: Up Center, community services, etc.
- Family Support Services Coordinators and the Family Services Workers attended the monthly Family Services Meeting held on November 15, 2019. The meeting was facilitated by the Family and Community Partnerships Manager. Topics discussed included but were not limited to the following: Social Services Certification Course that will begin on December 4, 2019, selected staff taking course, etc.
- Funded enrollment for the month of November 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 six (6) drops and six (6) new enrollments in the Head Start Program and two (2) drops and two (2) new enrollments in the Early Head Start Program.

Early Childhood and Health Services:

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for November 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

- Early Childhood Education Coordinator completed the VPK Director Credential and Mathematical Thinking of Early Learners trainings on November 18, 2019. The purpose of completing the trainings was to fulfill the requirements needed for the VPK Director Endorsement.

- Early Childhood Education Coordinator completed the Trauma-Informed Care for Child Care Professionals and the Overview of Florida Core Competencies for Early Care and Education trainings on November 19, 2019. The purpose of completing the trainings was to fulfill the requirements needed for the Trauma Endorsement for Directors Credential.

- Early Childhood Education Coordinator conducted informal observations and provided classroom modeling and support at the Garden Terrace Head Start Center on November 21, 2019. The purpose of conducting observations was to become acquainted with the center staff and to develop strong foundational relationships to have an effective Mentor/Coaching program.

- The Pregnant Mother's Meeting/Training was held at the George W. Truitt Family Services Center on November 12, 2019. Nancy Miller, Mental Health Consultant facilitated the meeting/training. Topics discussed included: Labor and Delivery, Postpartum Recovery, etc.

- Health Services Manager participated in the Kesier University Advisory Board Meeting held on November 14, 2019.

- Health Services Manager and the Mental Health and Disabilities Specialist participated in the Focua Area 1 Review Meeting held on November 18, 2019.

- Health Services 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 coordinated with Kim Rogers, Nutrition Consultant, to monitor all centers/classroom to identify children whose growth charts indicated that they may have the propensity to be over or underweight. Packages will be provided to each family with information for all children that were identified as have a concern. The packages will also include information that will allow the families to contact Mrs. Rogers or the Health Services Manager if they would like personal consultations.
- Health Services Manager and the Mental Health and Disabilities Specialist were part of the team that conducted Quality Assurance Monitoring at all centers in both St. Lucie and Polk County's, to ensure safety and services are being provided.
- Mental Health and Disabilities Specialist coordinated eleven (11) evaluations and attended one (1) eligibility staffing for children that were referred for services and an Individual Education Plan was developed.
- Mental Health and Disabilities Specialist completed and submitted four (4) referrals for Mental Health Services.

- As of November 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 139 children to and from the centers for the month of November.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: several safety and performance defects that were submitted as warranty claims.
- Transportation services were provided for children from the Francina Duval and Queen Townsend Head Start Center II to a clinical group appointment on November 13, 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 – December 4, 2019
- Senior Management Meeting – December 10, 2019
- GWT Pregnant Women Meeting/Training – December 12, 2019
- Lead Team Meeting – December 12, 2019
- Dental Coalition Meeting – December 13, 2019
- Program Director's Meeting – December 16, 2019
- Management Staff Planning Meeting – December 16, 2019
- Policy Council Meeting – December 19, 2019
- Holiday – December 24-26, 2019

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: November, 2019		DATE:	12/2/19
CENTER:			
ERSEA	THIS MONTH	TO DATE	
1. Enrollment			
a. The number of EHS and HS Children served (As of 9/1).	EHS 2	3 YEARS 5	4 YEARS 1
b. 8Of the number of HS children in A1, the number in the VPK program.	0	0	1
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	5	1
2. Of the number of HS Children eligible for kindergarten			
3. Dropouts			
a. Number of EHS and HS children who have dropped	2	3	3
b. Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	1
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	2	6	8	760
b. Of these, the number of single parent families	1	1	2	151
c. Of these, the number of families receiving assistance under TANF Program	0	0	0	18
d. Of these, the number of families receiving Supplemental Security Income (SSI)	2	0	2	133
e. Of these, the number of families over income	0	1	1	67
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	4
b. Housing assistance such as subsidies, utilities, repairs, etc.	1	5	6	12
c. Counseling or mental health services	1	3	3	12
d. Education/Literacy/English as a Second Language	0	1	1	25
e. Adult education such as GED program and college education	0	12	12	41
f. Job Training	0	0	0	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	0	0	8
k. Health education	0	0	0	13
l. Assistance to families of incarcerated individuals	0	0	0	16
m. Parent Education	0	355	355	656
n. Marriage education	0	0	0	0
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	3	5	8	817
b. Weight	3	5	8	817
c. Vision	3	4	7	800
d. Hearing	3	3	6	800
e. Speech/Language	0	8	8	358
f. Behavioral	3	14	17	484
g. Developmental	2	5	7	336
h. Blood Pressure	2	6	8	758
i. Hemoglobin	2	25	27	756
j. Lead	2	31	33	746
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	4	0	4	671
6. Number of EHS and HS children with private insurance	0	0	0	14
7. Number of EHS and HS children with "Medical Home"	5	5	10	815
8. Number of EHS and HS children who have completed a professional dental examination	21	23	44	796
9. Of the children in B8, the number of children diagnosed as needing treatment	0	5	5	43
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	0	2	2	10
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	0	0	0	17
12. Number of EHS and HS children with up-to-date immunizations	3	4	7	408
13. Number of EHS and HS children with complete immunizations	0	15	15	418
14. Number of EHS and HS children with current physicals	5	5	10	815
15. Number of EHS and HS children receiving WIC services	0	0	0	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)	0	0	0	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	0	0	7
b) Family goal setting	0	0	0	8
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	0	0	56
d) Head Start program governance, such as participation in the Policy Council	0	0	0	0
e) Parenting education workshops	0	0	0	10
D. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	0	0	37
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	0	0	37
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	0	0	37
4. Number of EHS and HS children with suspected disabilities	0	0	0	36
5. Number of referred EHS and HS children awaiting testing or staffing	0	0	0	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	7	7	14
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	7	7	14
10. Number of children the MH Professional provided an individual mental health assessment	0	2	2	9
11. Number of children the MH Professional facilitated a referral for mental health services	0	2	2	9
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
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			0	0
d. Substance abuse treatment			0	6
e. Prenatal education on fetal development			0	6
f. Information on the benefits of breastfeeding			0	0
F. Transportation				
1. Number of children receiving transportation services			10	182
2. Number of field trips taken			1	2
Comment:				
SIGNATURE:	Family Support Services Coordinator		DATE:	12/2/19

Polk County Progress Reports

Head Start/Early Head Start Monthly Narrative
& Head Start/Early Head Start Statistical will be
distributed at the meeting on
December 19, 2019.

Parent Committee Reports

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

Center: CDFSC

Date: 11/27/2019

Center Activities Summary:

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

- 90 day screening process successfully completed within the time frame allotted. (i.e. dental, hemoglobin, lead, height & weight)
- 90 Day screening letters completed and given to parents sharing results of the required screenings and necessary follow up if warranted.
- Average Daily Attendance maintained throughout the month.
- Child Care Food Program Site monitoring took place. The results of monitoring showed compliance in all areas.
- Parent/Child Engagement classroom activity took place during the month where the parents were able to enjoy the different hands on activities prepared for their individual classrooms.
- Perfect Attendance Ceremony took place at the end of the Parent Committee meeting. Ceremonies are held monthly to encourage regular daily attendance.
- The children were able to receive training on water safety.
- Attorney Donald Watson visited the center during the month to read to the children as a way to promote language and literacy.
- Community partner PNC visited the site and met with staff who was interested in budgeting, saving and investments.
- The management team conducted the Health and Safety quarterly monitoring.

Parent Committee Meeting: Held on November 12, 2019

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

- Child Baseline reporting process
- 90 day screening follow up process
- 1ST Parent Conference
- Parent/Child Engagement packets (discussion)

Action Items for Policy Council:

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

Upcoming Events:

- Winter Program

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: November 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 November the children have been learning about reduce reuse and recycle for the month. The children have been doing different activities with the reuse items that is found around there homes. The children have also been learning the different letters and the sounds that they make.

Parent Committee Meeting:

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

The parent meeting was Thursday November 14th with going over how parents need to volunteer to build up the center IN/KIND for each month. The parents also talked about changing the time of the parent meeting to 4:00 in the afternoon. This will start in December.

Action Items for Policy Council:

- None
-

Upcoming Events:

November 2nd starts our first parent teacher conference
November 4th starts our wildlife day
November 9th starts the center seasonal change activities week
November 11th staff meeting
November 12th center parent meeting
November 17th center family tradition celebration
November 23rd-31th will be winter break for staff

Submitted by: Mary Brunson

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

Center: Garden Terrace

Date: November 2019

Center Activities Summary:

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

Center Validation – 90 Days Screenings

- Service Delivery Team Meeting throughout the month of November 2019. Requirements 90 Days Health Screenings and Follow up with referrals children receiving Services and Health (Asthma and Allergy Alert). New children (Health Screenings and Developmental Screenings) and FPA Family Partnership Agreements, etc. PROMIS tracking included during this process.
- Saint Lucie County Fire District Annual Inspection, November 1, 2019.
- Saint Lucie County Aquatics – (Water Safety) visit center on November 5, 2019
- Monthly Staff Meeting conducted: Overview of Administrative Update and Center Up-Coming Activities, etc., on November 7, 2019.
- Child Care Food Monitoring on November 7, 2019 conducted by Terri Smith and Lisa Self (ALPI).
- Wellness On-Site visit on November 13, 2019 by Robert Campbell of St. Lucie County Sun Coast Agency
- The Violence Reduction Partnership – VRP Pre-K Reading on November 15, 2019. On-site visit to classroom implementing reading and also classroom activity.
- Center Activity: Thanksgiving Dinner festival on November 20, 2019 (Included children, Center Staff and Parents), Also fun activities in the classroom.
- Fire Drill conducted on November 21, 2019

Parent Committee Meeting: November 12, 2019

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

- Parent Meeting and Parent Training: Trainer -: Kevin Singletary; Kids at Hope Project Coordinator & Treasure Hunter, Topic: Successful Parenting – Successful Children.
- Brief Introduction and Overview of November 2019: Monthly calendar and Center Activities.

Action Items for Policy Council:

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

- n/a

Upcoming Events: December 2018

- 1st Parent/Teacher Conferences – December , 2019
- Parent Meeting/Parent Training – December 12, 2019
- Family Tradition Celebration (Children Around The World) – December 17, 2019
- Winter Festival – December 20, 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: November 21, 2019

Center Activities Summary:

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

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

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:

1st Parent/Teacher Conference.....December 2-6, 2019
Wildlife Consideration Day.....December 4, 2019
Winter Seasonal Change Activities Week.....December 9-13, 2019
Parent Committee Meeting.....December 10, 2019
Pregnant Mom Meeting/Training.....December 12, 2019
US Attorney's Office Readers.....December 17, 2019
Family Tradition Celebration.....December 17, 2019
Policy Council Meeting.....December 19, 2019
IRSC International Club.....December 20, 2019
Holiday for All.....December 23-31, 2019

Submitted by: Donna Hammond

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

Center: ALPI Lincoln Park Head Start Center

Date: 11/25/2019

Center Activities Summary:

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

- Forty-six parents attended PCM meeting on 11/13/19.
- Perfect Attendance certificates were presented to thirty-six children for the month of October on 11/13/19.
- Thirty parents were engaged in parent/child activities following PCM on 11/13/19.
- St. Lucie Parks & Recreation conducted a water safety presentation on 11/15/19 to children and staff.
- Seventeen Parents participated/engaged in the Autumn Harvest Feast on 11/19/19.
- Restoring the Broken Inc., issued Fall Boxes/Turkeys to 63 Families and 18 staff for the upcoming holiday break on 11/21/19.
- Quality Assurance Monitoring conducted 11/21/19.
- 90 day screening process completed within the time frame allotted. (i.e. dental, hemoglobin, lead, blood pressure, height/weight)
- 85% Average Daily Attendance maintained throughout the month.

Parent Committee Meeting: Held on November 13, 2019

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

- Rm. 2 Performance during opening of PCM meeting (I'm A Head Start Kid/Song)
- Children's Attendance (Importance of on-time Arrival/Departure).
- Mental Health Consultation monthly, encouraged parents to utilize needed service.
- Parent/Child Engagement packets (discussion)
- Stone Soup Day Classroom Activity.
- No School Days for November 2019 (11/25-29/19).

Action Items for Policy Council:

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

None

Upcoming Events:

- 1st Parent/Teacher Conference begins 12/2/19.
- Next PCM Meeting- 12/11/19.
- Family Tradition Celebration on 12/17/19.
- Winter Seasonal Change: 12/9-12/19.
- Story-time with SLC Librarian 12/20/19.

Submitted by: Glenda Johnson, CDSM

Revised 01/2008

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

Center: ALPI QTHSC II

Date: 11/13/2019

Center Activities Summary:

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

- **Education:** Parents were advised how important it is that their children be in attendance at school each and every day. To make sure our ADA is above 85%. Parents were reminded that ALPI is committed to providing high Quality Early Childhood services to all children and Families.
- **Health/Dental/Nutrition Services:** Shared with parents how important it is to make sure your child has an updated physical and shot record.
- **Family Services:** Parents were advised to collaborate with the FSW regarding the FPA. Shared information about 90 day screenings.
- **Program Governance:** It was shared with parents that a policy council meeting would be held on November 21, 2019.

Parent Committee Meeting:

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

- **Mental Health/Disabilities Services:** Encouraged parents to utilize our Mental Health Consultant if they are going through difficult times and need someone to talk to.
- **Harvest Feast Celebration:** Parents were informed that this is to be held on November 22, 2019. Details were discussed and a flier was provided.

Action Items for Policy Council: None at this time.

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

Upcoming Events:

- a. 11/15/2019 Gratitude Celebration
- b. 11/22/2019 Harvest Feast Celebration
- c. 12/2/2019 Parent Teacher Conference

Submitted by: Carol Smith, CDCC

**Polk County Parent Committee Report
will be distributed at the meeting on
December 19, 2019.**