

ALPI HEAD START/EARLY HEAD START

Memo

To: Policy Council Members
From: Yolanda Robinson, Policy Council Chairperson
Date: February 6, 2020
Re: Policy Council Meeting

This is to inform you that the next Policy Council meeting will be held on Thursday, February 13, 2020 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
February 6, 2020

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"/> Kavir Alvarado	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"/> Jennifer Reed	GT	<input type="checkbox"/> Teah Butler	FCDC	<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"/> Amdrea Joseph	LP	<input type="checkbox"/> Tierra Shannon	GT	<input type="checkbox"/> Cristal Sanchez	GWT		
<input type="checkbox"/> Amarillis Rosario	CDFS	<input type="checkbox"/> Sharon Zachery	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 – January 16, 2020	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 ✓ ALPI Corporate Luncheon ✓ Operational Policies and Procedures	Present	Yolanda Robinson, Chairperson	Information	2 minutes
9. NEW BUSINESS ✓ Grant Application Workshop ✓ Program Annual Self-Assessment	Present	Yolanda Robinson, Chairperson	Information	5 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.

Program Financial Reports

Florida Department of Health

1/30/2020
9:02AM

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: 12/2019 Date Received: 01/30/2020 09:02:21 AM
 Revision #: 0
 Operating Days: 15 Average Daily Participation: 685

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>10,216</u>	<u>0</u>	<u>10,238</u>	<u>9,662</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$71,162.00</u>	Meal Earnings:	<u>\$62,791.30</u>
Administrative Expenditures	<u>\$3,928.00</u>	Cash-In-Lieu:	<u>\$2,431.50</u>
Total Expenditures	<u>\$75,090.00</u>	Total Earnings:	<u>\$65,222.80</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$65,222.80</u>

Florida Department of Health

1/30/2020

9:02AM

Child Care Food Program**Child Care Center Claim****AN: 501 Fiscal Year: 2020 Claim Month/Year: 12/2019 Revision #: 0**

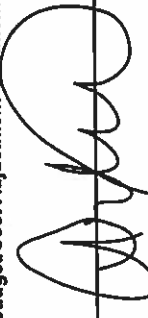
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$14,496.79	\$561.21	\$15,058.00
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,105.83	\$120.41	\$3,226.24
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$5,899.87	\$229.18	\$6,129.05
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$6,960.74	\$267.90	\$7,228.64
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,098.98	\$274.55	\$7,373.53
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$8,527.94	\$327.27	\$8,855.21
Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$16,701.15	\$650.98	\$17,352.13
			\$62,791.30	\$2,431.50	\$65,222.80

THE AGRICULTURAL AND LABOR PROGRAM, INC.
HEAD START/EARLY HEAD START PA - 22/25 & PA - 20/21
FINANCIAL STATUS REPORT
(due by the 15th of each month)

FOR THE MONTH OF: NOVEMBER 30, 2019
CONTRACT DATE: JULY 1, 2019- JUNE 30, 2020

BUDGET CATEGORIES	ACTUAL COST THIS MONTH	CUMULATE COST TO DATE	APPROVED BUDGET PA 22/25	APPROVED BUDGET PA 22/25 GOLA	APPROVED BUDGET PA 20/11 TTTA	APPROVED BUDGET PA 22/25 PROGRAM IMP.	TOTAL APPROVED BUDGETS (Financial Award)	BUDGET BALANCE	PRIOR YEAR DECEMBER 2018 YTB EXPENSES
PERSONNEL	\$ 1,467,376.93	\$ 1,467,376.93	\$ 4,439,606.00	\$ 77,284.00	\$ -	\$ -	\$ 4,516,870.00	\$ 3,049,493.07	\$ 1,444,192.68
FRINGE	\$ 427,247.40	\$ 427,247.40	\$ 1,205,353.00	\$ 20,977.00	\$ -	\$ -	\$ 1,226,330.00	\$ 799,082.60	\$ 408,800.66
TRAVEL	\$ 18,041.97	\$ 18,041.97	\$ 31,500.00	\$ -	\$ -	\$ -	\$ 31,500.00	\$ 13,458.03	\$ 17,117.15
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES	\$ 37,040.62	\$ 37,040.62	\$ 68,388.00	\$ -	\$ -	\$ -	\$ 68,388.00	\$ 31,357.38	\$ 45,186.69
CONTRACTUAL	\$ 85,413.29	\$ 85,413.29	\$ 219,079.00	\$ 3,877.00	\$ 116,057.00	\$ -	\$ 338,013.00	\$ 252,599.71	\$ 108,043.35
OTHER	\$ 473,689.74	\$ 473,689.74	\$ 874,006.00	\$ 19,131.00	\$ -	\$ -	\$ 893,137.00	\$ 419,447.26	\$ 416,337.25
INDIRECT COST	\$ 297,923.52	\$ 297,923.52	\$ 732,535.00	\$ 12,749.00	\$ -	\$ -	\$ 745,284.00	\$ 447,360.48	\$ 275,443.14
TOTAL GRANT FUNDS	\$ 2,806,733.47	\$ 2,806,733.47	\$ 7,570,477.00	\$ 133,998.00	\$ 116,057.00	\$ -	\$ 7,819,532.00	\$ 5,012,798.53	\$ 2,716,220.93
NON-FEDERAL SHARE	\$ 381,775.02	\$ 381,775.02	\$ 1,882,620.00	\$ 33,488.00	\$ 28,764.00	\$ -	\$ 1,954,883.00	\$ 1,573,107.98	\$ 432,756.20
TOTAL	\$ 3,188,508.49	\$ 3,188,508.49	\$ 9,453,097.00	\$ 167,497.00	\$ 143,821.00	\$ -	\$ 9,774,415.00	\$ 6,585,906.51	\$ 3,148,977.13

Budget/Cost Adjustment Comments:



CEO APPROVAL

January 28, 2020

DATE

INFORMATION USED FROM THE PRELIMINARY FINANCIAL REPORT PRINTED ON 12/27/2019 @ 9:29:02 AM

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

MONTH REPORTING: JANUARY 2020			
PROGRAM TYPE	HEAD START/EARLY HEAD START		
GRANT #	NACH1739		
FAA PERIOD	Beginning	7/1/2019	Ending 6/30/2020

FAA TYPE	REFUNDING	TOTAL
50% Federal Share	\$ 7,819,532.00	\$ 7,819,532.00
20% Non-Federal	\$ 1,954,863.00	\$ 1,954,863.00

CATEGORY	January	February	March	April	May	June	YTD	BALANCE	%
VOLUNTEERS	\$ 6,361,303.00	\$ -	\$ 12,407.16	\$ 18,057.46	\$ 28,131.61	\$ 28,335.86	\$ 22,322.26	\$ 487,365.40	24%
SPACE COST	\$ 571,150.00	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 47,595.83	\$ 237,979.19	59%
OTHER	\$ 745,430.00	\$ -	\$ 89,629.00	\$ 90,201.93	\$ 109,593.51	\$ 75,632.81	\$ 84,706.19	\$ 235,993.23	68%
CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL	\$ 1,954,863.00	\$ 47,595.83	\$ 129,631.99	\$ 155,855.22	\$ 185,320.95	\$ 143,564.50	\$ 154,624.28	\$ 961,337.82	51%

CERTIFICATION	DATE	DATE
PROGRAM OPERATIONS DIRECTORS: Myrna Rodriguez	2/6/2020	
CERTIFIED BY: Myrna Rodriguez	DATE	DATE
	2/6/2020	

Comments: Categories: Volunteers and Other YTD St. Lucie County amt. of which includes an estimated amount of VPK Reimbursement of \$81,822.72 for January 2020.

ESTIMATED VOLUNTEER PARTICIPANTS YEAR-TO-DATE

VOLUNTEERS	January	February	March	April	May	June	YTD
Parents	831	0	660	712	863	1004	4874.00
Professionals	50	0	10	0	16	28	65.00
Hours	0	0	1245	1378.54	1876.33	1547.28	1573.81

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

Policy Council

Minutes and Attendance
January 16, 2020

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
January 16, 2020
MINUTES

1. CALL TO ORDER

Yolanda Robinson, Policy Council Chairperson called the meeting to order at 5:26 p.m.

2. ROLL CALL

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

Community Representatives present: Donna Gibson, Josephine Howard, and Dr. George Grace.

Alternates present: Chasity Bennett, Llena Hills, and Miriam De La Cruz.

Member excused: Tamarind L. Hill.

A quorum was established.

Staff present: Caroline Looney, Myrna Rodriguez, 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 December 19, 2019. No questions or corrections were made.

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

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.

Barbara Jean Aponte made a motion to approve the Consent Agenda as presented. Anthony Smith seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: No Human Resources listing was presented.

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include, Child Care Food Program Reimbursement and the Non-Federal Share. Ms. Rodriguez stated that the program's Financial Report along with the Sunshine Account Statement will be presented at the next meeting.

Josephine Howard made a motion to approve the Financial Reports as presented. Donna Gibson seconded. Motion carried.

7. REPORT

Board of Directors: Josephine Howard provided a brief overview of the upcoming Agency Luncheon on January 25, 2020 in Orlando, Florida and brief overview of the Board activities including, revised mission statement, strategic planning, etc.

Teaira Reed made a motion to approve the Board of Directors Report as presented. Danielle Ryan seconded. Motion carried.

8. OLD BUSINESS

Myrna Rodriguez provided an explanation regarding the program operational policies and procedures and stated that they should be ready for review and approval at the next meeting.

9. NEW BUSINESS

Caroline Looney presented the ACF-OHS Funding Letter for the FY 2020-2021, followed by Myrna Rodriguez who provided a brief overview of the funding letter. Additionally, a Grant Application workshop was scheduled for January 28, 2020 at 12:30 pm.

10. ADJOURNMENT

Adjournment was at 5:58 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	Vernea Jones	P	P	P	P						
LPHSC	Nikyta L. Woods	P	P	P	P						
LPHSC	Kayla Taveras	P	P	A	A						
CDFSC	Peter Negrón Jr.	A	P	P	P						
CDFSC	Danielle Ryan	A	A	P	P						
QTHSCII	Joseph Young	P	P	P	P						
QTHSCII	Kavir Alvarado	P	P	P	A						
GTHSC	Teaira Reed	P	P	P	P						
GTHSC	Jennifer Ford			P	P						
GWTFSC	Yolanda Robinson	P	P	P	P						
GWTFSC	Anthony Smith	P	P	P	P						
FCDC	Barbara Jean Aponte	P	P	P	P						
FCDC	Teah Butler			P	A						
CC/HS	Arelys Montes	A	A	A	A						
CR	Donna Gibson	E	P	P	P						
CR	Josephine Howard	P	P	P	P						
CR	Tamarind L. Hill	P	P	E	E						
CR	Linda Halpin	E	P	P	P						
CR	Dr. George Grace	P	P	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	P	P						
LPHSC	Cobie Tai										
LPHSC	Amdrea Joseph		P								
CDFSC	Shacora Harris										
CDFSC	Amaryllis Rosario										
QTHSCII	Correy Barron										
QTHSCII	Saharon Zachery										
GTHSC	Chasity Bennett			P	P						
GTHSC	Tierra Shannon			P							
GWTFSC	Llena Hills	P	P		P						
GWTFSC	Cristal Sanchez										
FCDC	TBA										
FCDC	TBA										
CC/HS	Sheyolanda Smith										

P- PRESENT

E- EXCUSE

A- ABSENT

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

January 2020

MONTHLY REPORT

Submitted By: Myrna Rodriguez Date: February 6, 2020

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 Early Learning Coalition of St. Lucie County Board of Director's monthly meeting held on January 8, 2020. Items of discussion included, financial information, waitlist, school readiness true-up update, etc.
- Participated in the Pre-K St. Lucie County Committee held on January 8, 2020, to discuss the status of the Annual Pre-K Conference scheduled for February 1, 2020 at the Fort Pierce Central High School. ALPI will sponsor the conference as well as volunteer in the planning and execution of the event.
- Participated in the monthly VPK Conference call on January 8, 2020. The items for discussion included, preliminary VPK Providers Readiness Rate timelines, resources, webinars, celebrating literacy week, etc.
- Participated in the Senior Director's monthly meeting on January 14, 2020, facilitated by Cheryl Burnham. The report included several discussions to include but not limited to, Agency Annual Meeting, Annual Report, program progress, etc.
- Participated in the Lead Team monthly meeting on January 16, 2020, facilitated by Caroline Looney. Items for discussion included but were not limited to, travel authorization, attendance, HR Census, etc.
- Participated in the Agency Leadership Training held on January 23-24, 2020. Training topics included but were not limited to, Hiring best fit, accountability, sexual harassment, FMLA, etc. The Agency's Human Resources staff presented the training.
- Participated in the Agency Annual Corporate Luncheon held on January 25, 2020, in Orlando, Florida. The event was a success and the feedback received from staff was positive. Three Policy Council Officers participated to include, Chairperson, Secretary and Treasurer.

- Coordinated and facilitated a Policy Council Grant Application Workshop on January 28, 2020. Items discussed and reviewed included, ACF-OHS FY 2020-2021 Funding Letter i.e., Head Start Slots, Early Head Start Slots, and Training and Technical Assistance funding.

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:

- In St. Lucie County, as of January 31, 2019, the Head Start/Early Head Start Program has 24 vacancies to include the following:
 - ✓ 3 Teacher
 - ✓ 14 Teacher Assistants
 - ✓ 1 Administrative Assistant
 - ✓ 1 Family Services Worker
 - ✓ 1 Bus Driver
 - ✓ 1 Bus Monitor
 - ✓ 1 Child Development Services Manager
 - ✓ 2 Caregivers
- During this reporting period, we (Program Operations Director and Early Childhood Education Coordinator) conducted interviews for the Teacher Assistant position. Four Teacher Assistants were provided with an orientation/training prior to beginning on their specific roles.

Computer Assisted Tutorial Program (CAT):

- The ALPI Computer Assisted Tutorial (CAT) Program year to date total is 57.
- Completed and submitted the first Quarterly Report for the 2019-2020 Program Year. The report showed that we have served 51 students from the period of October 1, 2019 through December 31, 2019.
- Currently working on the 2020-2021 Program Year Grant Application that is due on February 5, 2020.
- Program Coordinator met with Sandy Mack, Program Specialist from Children's Services Council of St. Lucie County on January 27, 2020, to discuss possible opportunities for the summer program.

Program Governance:

- The Policy Council monthly meeting was held on January 16, 2020. Seventeen members participated of which fourteen had voting rights. Items of discussion included, minutes, consent agenda, financial reports; ACF-OHS Funding Letter, etc.

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

- All staff participated in the Agency's 52nd Annual Training Conference "*We, the branches, are as strong as our roots*", held on January 24-25, 2020. Staff received 10 training hours. Training topics included the following:
 - ✓ Foundation for Customer Service
 - ✓ Time Management
 - ✓ Just Getting Ahead in a Just Getting by World: Understanding Poverty in our Community
 - ✓ Civility or Incivility that is the Question?

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: repairing a vacuum, paper towel dispenser, and entrance door; replacing light bulbs; cleaning carpets; and delivering a new vacuum, laundry detergent, cone cups, and curriculum supplies, etc.
- Continued to work towards the potential donation of the land from the Fort Pierce Housing Authority. The Fort Pierce Housing Authority has provided us with a sale agreement for review and it has been submitted to the appropriate channel for approval.
- Facilities Specialist coordinated with Rooter One for plumbing services due to clogged lines at the Administrative Office and to repair a commode at the Queen Townsend Head Start Center on January 10, 2020.
- Facilities Specialist coordinated with Port St. Lucie Glass and Mirror to replace window glasses at the Francina Duval and George W. Truitt Family Services Centers on January 17, 2020.
- Facilities Specialist coordinated with Richmond Electric to repair a breaker at the Child Development and Family Services Center on January 21, 2020.
- Facilities Specialist coordinated with Rooter One for plumbing services due to clogged lines at the Administrative Office on January 28, 2020.

- Facilities Specialist meet with A Great Fence Company to acquire bids for the installation of panic gates at the Francina Duval, Lincoln Park, and Child Development and Family Services Centers on January 28, 2020.

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 Child Care Food Program monitored the Francina Duval, Garden Terrace, and Lincoln Park Head Start Centers. No non-compliances 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 continued to conduct the community mass recruitment by visiting local community partners and other agencies, providing agency flyers with locations and contact information for clients in need of the Head Start/Early Head Start Program.

- Family Support Services Coordinators attended the Management Staff Meeting held on January 15, 2020 to review updates of the agency's confidential policies, self-assessment, summer hours, recruitment and enrollment, and the upcoming 2020-2021 planning calendar.
- Family Support Services Coordinators attended the monthly Family Services Staff meeting held on January 21, 2020. The Family and Community Partnership Manager facilitated the meeting and reviewed the intake application.
- Family Support Services Coordinators attended and participated as facilitators at ALPI's 2020 Annual Staff Training Conference and Luncheon on January 24-25, 2020 in Orlando, Florida.
- Funded enrollment for the month of January 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 eleven (11) drops, eight (8) new enrollments, and one (1) transfer in the Head Start Program, one (1) drop and two (2) new enrollments in the Early Head Start Program, and two (2) re-enrollments.

Early Childhood and Health Services:

- The Parent-Child Engagement to Promote School Readiness Folders (PCEPSR) for January 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 participated in the monthly VPK Conference Call hosted by the Office of Early Learning on January 8, 2020.
- Early Childhood Education Coordinator and the Mental Health and Disabilities Specialist participated in the Education Team Meeting on January 14, 2020, to discuss mentoring/coaching, classroom observations and curriculum.
- Early Childhood Education Coordinator conducted classroom observations at Garden Terrace Head Start Center on January 14, 2020. Met with the teaching team and Child Development Services Manager to provide feedback, modeling, and developed an improvement plan.

- Early Childhood Education Coordinator attended the STEM (Science, Technology, Engineering, and Mathematics) Training hosted by the Early Learning Coalition of St. Lucie County on January 14, 2020.
- Early Childhood Education Coordinator, Health Services Manager, and the Mental Health and Disabilities Specialist attended the Management Staff Meeting held on January 15, 2020; to review updates of the agency's confidential policies, self-assessment, summer hours, recruitment and enrollment, and the upcoming 2020-2021 planning calendar.
- Early Childhood Education Coordinator participated in collaboration meetings with St. Lucie Public Schools' VPK Specialist on January 15 and 27, 2020; to discuss the Hospitality Room for the St. Lucie County Early Educator's Conference – Shake, Rattle, & Roll: Music and Movement being held on February 1, 2020.
- Early Childhood Education Coordinator attended and participated as a facilitator at ALPI's 2020 Annual Staff Training Conference and Luncheon on January 24-25, 2020 in Orlando, Florida.
- Early Childhood Education Coordinator attended the monthly Provider's Meeting hosted by Early Learning Coalition of St. Lucie County on January 28, 2020. Topics discussed included: 2020 Census, Administrative Update, Fiscal Update, Family Service Department Update, Program Department Update, and Announcements.
- Health Services Manager facilitated the second entrance meeting with Kesler University Nutrition Students on January 7, 2020. Items discussed included but were not limited to the following:
 - ✓ List of activities and assignments
 - ✓ Intern Activities
 - ✓ Preceptor Activities
 - ✓ Review and Observations
 - ✓ Volunteer Rules
- Health Services Manager received an up-date from the Dental Health Coalition meeting held on January 12, 2020. Items discussed included but were not limited to the following:
 - ✓ Give Kids a Smile 2020
 - ✓ Ongoing exams at Head Start
- Health Services Manager participated in the Lead Team Meeting held on January 16, 2020. Topics of discussion for Health Services included:
 - ✓ Preparation For Dental Awareness
 - ✓ Follow-up on Health Concerns
 - ✓ Nutrition Follow-up

- Health Services Manager submitted follow-up information to all centers for children with low hemoglobin readings. The parents were provided with information about anemia and a letter explaining how it affects their child's health and development. For children not receiving WIC services, a referral was provided for the parents to take to the office and apply for services if applicable.
- Health Services Manager followed-up on Health, Nutrition, and Dental Concerns. Health Alerts were provided for new children and up-dates were provided as needed.
- Mental Health and Disabilities Specialist completed staff training session assignments, finalized trainers, and completed training agendas for ALPI's 2020 Annual Staff Training Conference and Luncheon on January 24-25, 2020 in Orlando, Florida.
- Mental Health and Disabilities Specialist participated in a conference call on January 27, 2020 with the annual meeting committee team and the Chief Executive Officer to discuss ALPI's 2020 Annual Staff Training Conference and Luncheon.
- Mental Health and Disabilities Specialist coordinated fourteen (14) evaluations and attended four (4) eligibility staffing's for children that were referred for services and an Individual Education Plan was developed.
- Mental Health and Disabilities Specialist submitted two (2) referrals for Mental health Services.

- As of January 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	41	15	How many age 2?	2
4	Mental Retardation	0	16	How many age 3?	32
5	Hearing Impairments/Deafness	0	17	How many age 4?	9
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?	1
10	Traumatic Brain Injury	0	22	How many IEP's/IFSP current	43
11	Other Impairments	2	23	How many evaluated and found not eligible?	0
12	Total With Disabilities	43	24	How many suspected?	36

TRANSPORTATION:

- Transportation services were provided to 144 children to and from the centers during the month of January.
- Transportation Coordinator assisted with having repairs that included but were not limited to the following: front tires replaced, and both front and rear axles realigned on Bus 1.
- Transportation Coordinator coordinated the second of three bus evacuation drills on January 15-16, 2020 at all Head Start/Early Head Start Centers. The third and final evacuation drills are scheduled for March.

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:

- Annual Pre-K Conference – February 1, 2020
- Early Learning Coalition Board Meeting – February 5, 2020
- St. Lucie County Transition Providers Meeting – February 10, 2020
- Senior Management Meeting – February 11, 2020
- Lead Team Meeting – February 13, 2020
- Dental Coalition Meeting – February 14, 2020
- Holiday – February 17, 2019
- GWT Pregnant Women Meeting/Training – February 20, 2020
- Policy Council Meeting – February 20, 2020
- Board of Directors Orientation – February 22, 2020
- Program Director's Meeting – February 24, 2020
- Management Staff Planning Meeting – February 24, 2020
- LPAC Meeting – February 27, 2020

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

REPORT FOR THE MONTH OF: January 2020					
CENTER:	DATE:		2/3/2020		
ERSEA	THIS MONTH TO DATE				
1. Enrollment					
a.	The number of EHS and HS Children served (As of 9/1).	EHS	3 YEARS	4 YEARS	
		2	6	2	843
b.	Of the number of HS children in A1, the number in the VPK program.	0	0	3	7
c.	Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	0	0	280
2. Of the number of HS Children eligible for kindergarten				3	473
3. Dropouts					
a.	Number of EHS and HS children who have dropped	1	5	6	94
b.	Of the number in B1, the number who dropped prior to 45 days of attendance.	0	0	0	53
4. Attendance/ADA					
SERVICE DELIVERY					
A. Family and Community Engagement					
1. Total number of Head Start Families					
a.	Of these, the number of two parent families	2	7	9	779
b.	Of these, the number of single parent families	0	1	1	154
c.	Of these, the number of families receiving assistance under TANF Program	2	6	8	725
d.	Of these, the number of families receiving Supplemental Security Income (SSI)	0	0	0	18
e.	Of these, the number of families over income	0	2	2	137
2. Total number of families identified as needing services or identified an interest in the following areas:		0	0	0	67
a.	Emergency Crisis intervention/Assistance (food, clothing, shelter, etc.)	0	3	3	7
b.	Housing assistance such as subsidies, utilities, repairs, etc.	0	3	3	15
c.	Counseling or mental health services	0	0	0	12
d.	Education/Literacy/English as a Second Language	0	0	0	25
e.	Adult education such as GED program and college education	0	3	3	44
f.	Job Training	0	0	0	7
g.	Substance abuse prevention or treatment	0	1	1	33
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	12	119	131	787
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	1	0	1	828
b. Weight	1	0	1	828
c. Vision	1	8	9	817
d. Hearing	1	8	9	817
e. Speech/Language	0	12	12	370
f. Behavioral	0	12	12	496
g. Developmental	1	9	10	346
h. Blood Pressure	1	14	15	782
i. Hemoglobin	1	10	11	778
j. Lead	1	11	12	766
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	87
b. Asthma	0	3	3	58
c. Hearing Difficulties	0	0	0	1
d. Overweight	0	0	0	14
e. Vision Problems	0	0	0	3
5. Number of EHS and HS children enrolled in Medicaid	1	11	12	691
6. Number of EHS and HS children with private insurance	0	0	0	14
7. Number of EHS and HS children with "Medical Home"	2	6	8	833
8. Number of EHS and HS children who have completed a professional dental examination	0	7	7	803
9. Of the children in B8, the number of children diagnosed as needing treatment	0	6	6	50
10. Of the children diagnosed in B9, the number of children who received or are receiving treatment	2	2	4	14
11. Of the children examined in B8, the number of children who received preventive (care X-ray Cleaning Only)	2	7	9	26
12. Number of EHS and HS children with up-to-date immunizations	0	8	8	416
13. Number of EHS and HS children with complete immunizations	0	29	29	472
14. Number of EHS and HS children with current physicals	2	6	8	833
15. Number of EHS and HS children receiving WIC services	1	4	5	414
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	4	0	4	11
b) Family goal setting	4	0	4	12
c) Involvement in child's Head Start child development experiences (e.g. home visits, parent/teacher conf.)	0	9	9	65
d) Head Start program governance, such as participation in the Policy Council	0	0	0	0
e) Parenting education workshops	0	1	1	11
D. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0	0	4	41
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0	0	4	41
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0	0	4	41
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	2	2	2
7. Number of EHS and HS children the MH Professional Consultant with staff about child's behavior/mental health	0	2	2	16
8. Of the children in E7, the number the MH Professional provided three or more consultations.	0	0	0	0
9. Number of children the MH Professional consulted with the parent about their child's behavior/mental health.	0	2	2	16
10. Number of children the MH Professional provided an individual mental health assessment	0	2	2	11
11. Number of children the MH Professional facilitated a referral for mental health services	0	2	2	11
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	6
b. Mental health intervention and follow up			0	0
c. Substance abuse prevention			0	6
d. Substance abuse treatment			0	6
e. Prenatal education on fetal development			0	6
f. Information on the benefits of breastfeeding			0	6
F. Transportation				
1. Number of children receiving transportation services			8	202
2. Number of field trips taken			0	2
Comment:				
SIGNATURE:	<i>Lisandro Concepcion</i>	JOB TITLE:	Family Support services coordinator	DATE:
				2/4/2020

Progress Reports

Head Start/Early Head Start Monthly Narrative

Head Start/Early Head Start Statistical

Polk County

HEAD START/EARLY HEAD START DEPARTMENT

February 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 Directors meeting 1/14/2020
- Participated in the Child Development Directors Lead Team Meeting 1/16/2020
- Participated in the Directors Meeting 01/16/2020, items discussed: Advances/authorizations to incur travel, Center Attendance and late parents, funding guidance letter, HR census, internal/external correspondence, monthly reports, volunteers
- Participated in Joint Management II Professional Development Training and Annual Meeting 1/24-01/25/2020.
- Facilitated training to staff on Holiday Pay; Extended Hours, and In-kind 1/30/2020
- Facilitated provider meeting and provided training and technical assistance on the Sick Policy and Absenteeism and Attendance 1/29/2020.
- Participated in the ELC meeting 1/15/2020
- All Teaching Strategies Gold checkpoints were completed for winter.
- VPK AP2 Assessments were completed
 - Polk ADA 76% due to numerous sick children
 - Enrollment for EHS Frostproof (53) Jumpstart (20)
 - 31 School Readiness/VPK 2019-2020

Record Keeping & Reporting

- Statistical reports attached for review
- Disability report for Polk County has 2 children with IFSP 6 suspected children

Human Resources

- Polk County following positions are posted throughout Polk County and Human Resources is assisting with the process. Polk County has (1) FSW positions (accepted new job with another company); (2) Caregiver (resigned took other positions with other companies outside of Frostproof) (1) Health Services Manager (transferred departments), (1) Education Coordinator (resigned for health reasons).

Facilities Updates for the Month January

- Grounds & Pest Control were maintained through January
- 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.
- Fire Drill was conducted January

Monitoring

- Classroom Assessments were completed by behavioral specialist 1/31/2020.

Fiscal

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

Family and Community Partnerships

- CSBG conducted parent trainings; and US Census Rep provided training and application assistance.
- Central Florida Health Care provided training on “Allergies and the Common Cold understanding the difference.

Nurturing Fatherhood Program

- Fatherhood Program met in January and hosted the 2020 Fatherhood Car Show highlighting the importance of car safety and seat belts.

Early Childhood & Health Services

- First aid kits, cleaning & sanitation supplies were provided to all classrooms
- Parent conferences were completed the month of January

Program Deficiencies if applicable:

- ADA for January is irregular due to the children falling ill due to constant change of weather.

Proposed Strategy to Correct Deficiency/ (ies)

- Educate parents on benefits of attendance and ensuring children are dressed as the weather dictates.

Special Accomplishments:

- Polk County’s Fatherhood Program hosted the 2020 Car show where parents created cars for their children to promote car safety (photos below)



Special Projects: n/a

Critical Concerns/Challenges:

UPCOMING EVENTS

- February 3, 2020 Senior Directors Meeting
- February 14, 2020 Polk-In-Service/Recruitment Event
- February 17, 2020 Agency Holiday
- February 19, 2020 ELC meeting
- February 20, 2020 Policy Council Meeting
- February 21, 2020 Parent Meeting
- February 18-20 Region IV Head Start Conference
- February 21-22 Shared Governance Training
- February 24-27 Program Self-Assessment

CLUSTER MONTHLY DISABILITY REPORT
Local Program Information
2019-2020

Agency Name: ALPI FROSTPROOF

Date Form Completed: 01/31/2020

Aletta Stroder

☒ JAN ☐ FEB ☐ MAR ☐ APR ☐ MAY ☐ JUNE
☐ JULY ☐ AUG ☐ SEPT ☐ OCT ☐ NOV ☐ DEC

Person Completing This Form

Information from all Delegates included ☐ YES ☐ NO ☒ N/A

SECTION A: DISABILITY CHILD INFORMATION									
		HS	EHS	DELEGATE			HS	EHS	DELEGATE
	Funded Enrollment		76						
	Actual Enrollment		76						
CHILDREN WITH DISABILITIES					TOTAL NUMBER WITH DISABILITIES				
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		0		15	How many age 2?		6	
4	Mental Retardation		0		16	How many age 3?		1	
5	Hearing Impairments/Deafness		0		17	How many age 4?		0	
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?		3	
9	Autism		0		21	How many dropped to date?		1	
10	Traumatic Brain Injury		0		22	How many IEP's/FSP current		6	
11	Other Impairments		4		23	How many evaluated and Found not eligible?		2	
12	Total With Disabilities		0		24	How many suspected?		4	

SECTION B: QUESTIONNAIRE	
1. Any specific request for training and technical assistance? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please explain.	
2. Any specific problems with coordination of disability services? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
3. Returning Children with IFSP Angel Aponte Kamdyn Plair Adan Cruz dropped 12/20/19 IFSP received Celiann Cachola Taurus Wells Kaleeb Aviles	Follow-Up to follow from Early Steps for: Kayden Hamilton Carmelo Saavedra Jose Hernandez Jayvion Jackson

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

7-10

REPORT FOR THE MONTH OF: January 2020	
CENTER: ALPI FROSTPROOF/JUMPSTART Early Head Start	DATE: January 2020

ERSEA	THIS MONTH	TO DATE
1. Enrollment		
a. The number of EHS and HS Children served (As of 8/1)	9	8
b. Of the number of HS children in A1, the number in the VPK program.	0	0
c. Of the number of EHS and HS Children in A1, the number enrolled for a second year.	0	51
2. Of the number of HS Children eligible for kindergarten		
3. Dropouts		
a. Number of EHS and HS children who have dropped	4	18
b. Of the number in B1, the number who dropped prior to 45 days of attendance	0	9
4. Attendance/ADA	76%	76%

SERVICE DELIVERY	EHS	HS	THIS MONTH	TO DATE
A. Family and Community Engagement				
1. Total number of Head Start Families	9	9	9	88
a. Of these, the number of two parent families	0	0	0	22
b. Of these, the number of single parent families	9	9	9	66
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.)	1	1	1	5
b. Housing assistance such as subsidies, utilities, repairs, etc.	1	1	1	44
c. Counseling or mental health services	0	0	0	1
d. Education/Literacy/English as a Second Language	4	4	4	4
e. Adult education such as GED program and college education	0	0	0	35
f. Job Training	0	0	0	15
g. Substance abuse prevention or treatment	0	0	0	0

REVISED 2011

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

		EHS	HS	THIS MONTH	TO DATE
h.	Child Abuse and Neglect Services/Training	0		0	0
i.	Domestic violence services	1	1	1	1
j.	Child support assistance	0	0	0	0
k.	Health education	0	0	0	23
l.	Assistance to families of incarcerated individuals	0	0	0	0
m.	Parent Education	0	0	0	90
n.	Marriage education	0	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	0		0	77
b.	Weight	0		0	77
c.	Vision	0		0	67
d.	Hearing	0		0	102
e.	Speech/Language	0		0	67
f.	Behavioral	0		0	0
g.	Developmental Screening	0		0	67
h.	Blood Pressure	0		0	0
i.	Hemoglobin	0		0	32
j.	Lead	0		0	34
2. Of the number in B1, the number referred for follow up or diagnosed as needing treatment					
3. Of the number referred in B2, the number who have completed follow up or received treatment					
4. The number of EHS and HS children receiving or received treatment for the following:					
a.	Anemia	0		0	0
b.	Asthma	0		0	3
c.	Hearing Difficulties	0		0	1
d.	Overweight	0		0	0
e.	Vision Problems	0		0	0
5.	Number of EHS and HS children enrolled in Medicaid	9		9	88
6.	Number of EHS and HS children with private insurance	0		0	0
7.	Number of EHS and HS children with "Medical Home"	0		0	77
8.	Number of EHS and HS children who have completed a professional dental examination	0		0	66
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	14		14	105
13. Number of EHS and HS children with complete immunizations	0		0	1
14. Number of EHS and HS children with current physicals	9		9	95
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)	0		0	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	0		0	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
23. Number of EHS/HS with final assessments completed	0		0	0
SERVICE DELIVERY cont'd				
C. Mental Health and Disabilities				
1. Number of EHS and HS children with a diagnosed disability	0		0	6
2. Of the EHS and HS children in E1 with a diagnosed disability, the number with an IEP or IFSP	0		0	6
3. Of the EHS and HS children in E1 with a diagnosed disability, the number determined by LEA or Part C	0		0	
4. Number of EHS and HS children with suspected disabilities	0		0	9
5. Number of referred EHS and HS children awaiting testing or staffing	0		0	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.	0		0	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	0		0	8
b. Mental health intervention and follow up	3		3	4
c. Substance abuse prevention	0		0	0
d. Substance abuse treatment	0		0	0
e. Prenatal education on fetal development	0		0	0
f. Information on the benefits of breastfeeding	8		8	8
1. Number of children receiving transportation services				
2. Number of field trips taken	0		0	0

ALPI HEAD START/EARLY HEAD START MONTHLY STATISTICS REPORT

SIGNATURE:	Christine Wilson	JOB TITLE:	CDSM	DATE:	1/31/2020
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Parent Committee Reports

The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form
For January 31, 2020

Center: CDFSC

Date: 1/31/20

Center Activities Summary:

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

- VPK Assessment APII successfully completed and submitted for data processing.
- The Agency's Annual Meeting was a success as expressed by staff.
- The parent committee meeting took place during the month where approximately 50 plus families was able to attend.
- Classroom monitoring took place throughout the month and staff was informed of results and strategies to enhance daily interactions with the children.
- Perfect Attendance Ceremony took place directly following the PCM where approximately 50 children received certificates as away to promote regular attendance.
- Teaching Strategies Gold/VPK School Readiness Data Analysis reports were completed by teaching staff to be utilized during lesson planning to enhance the identified weaknesses of individual children.
- FSWs are currently assisting parents of returning children complete the VPK application process for the up 2020-/2021 program year. 80% of the applications have been completed to this point and would be forwarded for further processing.
- Mental Health Consultant was on site for consultations.
- Initiated one on one training for new hirer. (T/A)

Parent Committee Meeting: Omitted

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

Action Items for Policy Council:

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

Upcoming Events:

- Mass Recruitment and Kindergarten Enrollment
- Parent/Child Engagement Activity (Valentines Ball and hands on classroom activity)

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: January 2020

Center Activities Summary:

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

For the month of January, the children have been learning about Simple machine, and how to work the simple machines.

Parent Committee Meeting:

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

The parent meeting was Thursday January 9th with going over how parents need to volunteer to build up the center IN/KIND for each month. The parents was given snack after the program, we had a great turn out for the parent meeting.

Action Items for Policy Council:

- None
-

Upcoming Events:

January 6th children returned back from winter break
January 8th VPK Assessment AP2 Begins
January 9th Parent Meeting
January 13th Hibernation Celebration Week
January 20 Know school Holiday
January 21th MLK Celebration Week
January 24th Agency Annual training Conference
January 29th 100 Day celebration Activities

Submitted by: Mary Brunson

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

Center: Garden Terrace Head Start Center

Date: January 2020

Center Activities Summary:

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

- Center renewal/received new center license for the school year 2019 - 2020
- Service Delivery Team Meeting throughout the month of January 2020. Follow – up Health concerns, suspected children for Disabilities (St. Lucie School District) (FDLRS), etc. Schedule Appointments for children: Evaluate and Staffing. And Files, review Cum. /Education Files. Nutrition Follow – up referrals with children under and overweight conducted by Dietitian. And also Teaching Strategies GOLD and Follow – up FPA. Also Health /Developmental Screenings for all new children.
- VPK Assessments Period APII Meeting conducted with Teachers on January 7, 2020. VPK Assessments begin January 8 – 30, 2020.
- Monthly Staff Meeting conducted on January 10, 2020: : The following Topics Discuss: Employee Driving Requirements, Attendances/ADA, Parent Meeting/Training,): Annual Meeting/Luncheon & Staff Training Conference, VPK Assessment Period AP2, First Aid/CPR Training and Policies/Procedures #120 Attire at the Workplace.
- Fire Drill conducted on January 15, 2020. Center Activity: Office Staff, Teaching and children.
- Child Care Food Program Site Monitoring conducted on January 17, 2020 By Terri Smith: QA and Lisa self; FS.
- Wellness Onsite visit conducted on January 22, 2020 by Robert Campbell, MHC.
- VRP Pre-K Reading Program (Violence Reduction Partnership) conducted on January 28, 2020. On-Site visit to classroom implementing reading and also classroom activity, included children and Teaching Staff.

Parent Committee Meeting: January 9, 2020

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

- Empower Parent Involvement:: Parent – Child Engagement to Promote School Readiness package and Center activities for the month of January 2020
- Parent Training: Health Education; Trainer Pamela Turner: American Heart Association.

Action Items for Policy Council:

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

- n/a

Upcoming Events: National Children Dental Health Month

- Monthly Staff Meeting – February 6, 2020
- Black History Tour – February 3 – 7, 2020
- Dental Health Activities Week – February 10 – 14, 2020
- Parent Meeting- February 13, 2020
- Friendship Day Celebration – February 14, 2020
- Program Annual Self- Assessment Week – February 18 – 21, 2020

Submitted by: Sandra Monroe, Child Development Services Manager

Revised 01/2008

The Agricultural and Labor Program, Inc.
ALPI George W. Truitt Family Service Center
Parent Committee Meeting/Training
1814 N. 13th Street, Fort Pierce, FL 34952

Center: George W. Truitt Family Services Center

Date: January 2020

Center Activities Summary:

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

- Introduction of new Child Development Service Manager
- Parent Committee Meeting January 14, 2020
- Monthly Staff meeting Conducted January 9, 2020. The following topics discuss from Monthly Planning Calendar and all center events and activities for the month of January.
- VPK Assessment AP 2 begin for the month of January 8-30, 2020. All VPK Assessment completed.
- Kim Rogers Nutritionist visit the site
- Germain Louis and Lisandra C. Conducted Cum File Review
- Bus Evacuation drill January 16, 2020
- MLK Door Celebration
- Annual Meeting January 23-25, 2020

Parent Committee Meeting: January 14, 2020

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

- Parent Meeting and Parent training Topic:
- No school
- Arrival and Departure
- Parent/child Engagement Activity
- VPK Assessment 2
- VPK Enrollment
- 45/90 days screening
- Family Partnership Agreement

Action items for Policy Council:

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

- N/A

Upcoming Events: February 2020

- Annual Pre-K Conference- St. Lucie –February 1, 2020
- Monthly Staff Meeting- February 6, 2020
- Parent Meeting/ Parent Training- February
- Dental Health Activities Week
- Program Annual Self- Assessment

Submitted by: Sheneka Davis, CDSM

Revised 01/2008

The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form
For January 2020

Center: ALPI Lincoln Park Head Start Center

Date: 1/31/2020

Center Activities Summary:

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

- 33 parents attended PCM meeting. Ms. Johnson, CDSM reviewed and discussed topics on the agenda due to the absence of PCM Chair Ismaïne Mervil.
- Policy Council Alternate, Nykita Woods's briefed parents on discussions during December's policy council meeting.
- Educational screenings conducted on three new enrollees.
- January Parent/Child Engagement Package, issued to parents during the month. Parents were encouraged to work with child on activities present on calendar by initialing only the days engaged and confirm by signing at the bottom page.
- 89% Average Daily Attendance was met throughout the month.
- Perfect Attendance Certificates issued to 40 children for the month of December 2019.
- 26 parents were engaged in parent/child activities following PCM meeting in their child's classroom.

Parent Committee Meeting: Held on January 15, 2020.

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

- Faces/Laces were discussed to inform parents of ensuring children arrive and depart well-groomed with maintaining healthy hygiene's and preventing falling over untied shoelaces.
- VPK Assessments APA 2 began 1/8/2020. Encourage parents to have children in attendance daily so assessments are completed and submitted in a timely manner.
- VPK 2020-2021 Enrollment process began 1/6/2020 for returning children. Parents were encouraged too visit child's FSW to sign up for VPK for next year school term.
- Parent/Child Engagement packets discussed to let parents know the importance of being actively engaged with children on skills to enhance their development.
- Parents were encouraged to ensure a change of clothing and blanket is in the child's cubby daily.
- Children arrival and departure discussed to ensure children receives the full 6 or 9 hours of services to enhance their academic performance provided by the agency.
- No School Days for the month of January were shared with parents for 1/20/2020 (Dr. MLK Holiday) & 1/24/2020 (Agency Annual Meeting).
- 100th School Day Celebration flyers with resources to select activities given to parents to create activities relating to number of days school has been in session.
- Volunteering in classrooms are on freeze until further notice shared with parents.

Action Items for Policy Council:

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

Upcoming Events:

- 2020-2021 Mass Recruitment Activities Begin 2/3/2020.
- Black History Week 2/3-7/2020.
- Dental Health Activities Week 2/10-12/2020.
- PCM Meeting scheduled for 2/12/2020.
- Kindness in Action Day: 2/13/2020.
- Friendship Gala 2/14/2020.
- Program Annual Self-Assessment: 2/18-19/2020.
- Transition Activities to Public Schools Begin 2/21/2020.

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: January 31, 2020

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 VPK Assessment AP2 begins January 8 and were underway and should be completed shortly. AP2 is a tool used to track the progress of the child. Explained to parents the importance of working with their children at home. Informed the parent, Engagement Take Home Activities are great resources to help their child to improve academically and be successful in accomplishing their goals.
- **Health/Dental/Nutrition Services:** Parents were 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 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 with parents that a policy council meeting will be held on January 16, 2020.

Parent Committee Meeting:

- **Mental Health/Disabilities Services:** A flier was provided with information about Birth Defects. There was a brief discussion about healthy ways to prevent birth defects. Parents were encouraged if they are in need of talking to someone about being depressed we have a Mental Health consultant that can assist them.
- **Agency Annual Training Conference:** Parents were informed that this is to be held on Saturday, January 24, 2020. Also shared with parents there will be no school on January 23, 2020.

Action Items for Policy Council: None at this time.

- a. **Upcoming Events; 1/13/2020 QT Hibernation Celebration**
- b. 1/20/2020 Holiday MLK Birthday
- c. 1/24/2020 Agency Annual Training Conference
- d. 1/29/2020 100 Day Celebration Activities
- e. 1/31/2020 QT Scavenger Hunt

Submitted by: Carol Smith, CDCC

Revised 01/2008

THE AGRICULTURAL AND LABOR PROGRAM INC

The Agricultural and Labor Program, Inc.

Early Head Start

Frostproof Child Development Center

Parent Committee Report For

Center: Frostproof CDC/EHS

Date: January 2020

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 January was (76%)
- Parent Meeting was held on 1/10/2020, items discussed: ADA, EHS Federal Review, parent volunteering in the program (10) ten hours are more, 2020 Census and the Fatherhood Box Car Show.
- Fire drill was conducted December 1/29/2020
- Fire Marshal approved the center to apply for new license
- We had a total of (72) EHS children and (2) pregnant mothers, enrolled in Frostproof and (2) pregnant mothers enrolled at Jumpstart for the month of December, we had ~~1~~ to drop in Frostproof and (1) to drop at Jumpstart
- Management Team Meeting was held during the month of January
- The Fatherhood Box Car Show was held on 1/17/2020
- Pest control services were provided during the month of January
- We had (2) two caregivers to apply for her National CDA

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

- Attended Agency Annual Banquet and Training on 1/23-25/2020 in Orlando, FL
- We had a representative from the Census Bureau as guest speaker for t Parent Meeting
- We had a guest speaker from Central Florida Health Care for Parent Meeting
- We had a guest speaker from the Domestic Violence Department for Parent Meeting

Action Items for Policy Committee Meeting:

- To approve January minutes.

Upcoming events:

- Staff Development Day 2/14/2020
- Parent Meeting 2/14/2020
- Presidents Day 2/17/2020

- None for this month

UPCOMING EVENT:

- Parent Meeting will be held on 2/14/2020
- Policy Council meeting will be held on 2/19/2020
- Presidents Day 2/17/2020
- Staff Development Day 2/14/2020

FACILITIES:

- None for this month

FAMILY SERVICE AND COMMUNITY PARTNERSHIP:

- We had a total of enrolled a total of (54) fifty-four children and (2) two pregnant mothers at Frostproof, during the month of January; (16) sixteen children, (4) four pregnant mothers at Jumpstart; (08) SR and (19) VPK for Frostproof, our ADA for the month was (76%).

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the Healthiest State in the Nation

Dear Parents:

The Florida Department of Health reports influenza activity levels have increased notably over the last few weeks. **The Florida Department of Health is encouraging families to get vaccinated for influenza as soon as possible. Influenza vaccines are safe and the best way to protect against influenza and its potentially severe complications.**

Influenza can cause mild to severe illness. Serious outcomes of influenza infection can result in hospitalization or death. Some people, such as young children, the elderly, and people with certain health conditions are at higher risk for serious complications from influenza. Some children are at especially high risk for influenza-related complications: children less than five years old, American Indian and Alaskan Native children, and children with chronic health problems.

While rare, influenza-associated pediatric deaths are reported each season, most often in unvaccinated children with underlying health conditions. Last season, six influenza-associated pediatric deaths were reported in Florida, and all six occurred in children who were not fully vaccinated. Influenza vaccination has been shown to significantly reduce a child's risk of dying from flu. For more information, please visit www.cdc.gov/flu/parents/index.htm.

The best ways to protect your child and your family during influenza season are to:

1. Get vaccinated.
2. Keep sick family members home.
3. Contact your health care provider if you or your child are experiencing flu-like symptoms (common symptoms include fever, cough, sore throat, runny or stuffy nose, body aches, and headache).
4. Follow your physician's guidance on treatment.
5. Take additional steps to prevent flu by staying away from people who are sick, frequently washing your hands with soap and warm water, and avoiding touching your eyes, nose, and mouth as much as possible.

Annual influenza vaccination is crucial for children with underlying health conditions including asthma, diabetes, heart disease, and neurological and neurodevelopmental conditions. Children less than six months old are too young to be vaccinated, which is why it is so important to make sure the people around them are vaccinated.

The School Readiness Program in St. Lucie County is offering the influenza vaccine to all children at no cost. If you would like your child to receive the flu vaccine, please contact your childcare center with additional information.

Sincerely,

Joann Fenty, RN

Mission:
To protect, promote & improve the health
of all people in Florida through integrated
state, county & community efforts



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the Healthiest State in the Nation

January 6, 2020

Dear Principal or Administrator:

Influenza activity levels are increasing across the state and the nation, especially in children. So far this season, over 80% of all outbreaks have been reported in facilities serving children. The best way to defend against seasonal influenza and its potentially severe complications in children is to ensure they receive a seasonal influenza vaccine each year. **We ask that you please advise students, teachers, and staff to get vaccinated. We also strongly recommend that you send a letter home to parents encouraging them to vaccinate their children and keep sick children home from school (draft letter provided).**

People infected with influenza are most likely to pass the disease to others early in course of their illness (within the first three days after symptoms begin). **This means it is important to review school illness exclusion policies with staff, teachers, and parents to ensure parents keep children sick with influenza symptoms home.** Symptoms of influenza often include fever, cough, sore throat, runny nose, body aches, headaches, or fatigue. Influenza vaccines are safe and continue to be the best way to protect students, teachers, staff, and their families from influenza infection. The Advisory Committee on Immunization Practices continues to recommend influenza vaccine to everyone aged 6 months and older.

The Florida Department of Health urges schools to help fight the spread of influenza by:

- **Sending a letter to parents encouraging influenza vaccination and reminding them to keep sick children home;** provided on our website: [FloridaHealth.gov/diseases-and-conditions/influenza/flu-resources.html](https://www.floridahealth.gov/diseases-and-conditions/influenza/flu-resources.html), as well as "The Flu: A Guide for Parents" fact sheet found here: www.cdc.gov/flu/highrisk/parents.htm?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fflu%2Fparents%2Findex.htm.
 - To locate influenza vaccine, contact your physician, your local county health department, or visit: [FloridaHealth.gov/findaflushot](https://www.floridahealth.gov/findaflushot).
- **Encouraging both teachers and staff to get vaccinated.**
- **Rapidly identifying sick students, teachers, and staff; and ensuring they stay home when they are sick.**
- **Promoting good respiratory etiquette:** students, teachers, and staff should cover their noses and mouths with a tissue when coughing or sneezing, wash their hands often with soap and warm water, and avoid touching their eyes, noses, or mouths.
- **Cleaning and disinfecting commonly handled surfaces or objects on a regular basis.**
- **Contacting your local county health department right away to report any suspected outbreaks of influenza or influenza-like illness.**

Florida Department of Health
Office of the State Surgeon General
4052 Bald Cypress Way, Bin A-00 • Tallahassee, FL 32399-1701
PHONE 850/245-4210 • FAX: 850/922-9453
[FloridaHealth.gov](https://www.floridahealth.gov)

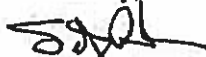


Accredited Health Department
Public Health Accreditation Board

School Principals and Administrators
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January 6, 2020

For more information on preventing influenza and for school-specific resources, please visit: www.cdc.gov/flu/school/. Please reach out to your local county health department with any questions (FloridaHealth.gov/CHDEpiContact). Thank you for your important contribution to protecting the health of those in the community you serve!

Sincerely,

A handwritten signature in black ink, appearing to read 'SAR', is positioned above the printed name.

Scott A. Rivkees, MD
State Surgeon General