



ALPI Head Start/Early Head Start

Memo

To: Policy Council Members
From: Quinata Nanton, Chairperson
Date: March 12, 2024
Re: Policy Council Meeting

This is to inform you that the Monthly Policy Council meeting will be held on Tuesday, March 26, 2024 at **6:00 p.m.** at the following location:

ALPI Administrative Office
2202 Avenue Q
Fort Pierce, FL 34950
Time: 6:00 p.m.

Should you need transportation or babysitting services, please contact Diana Garcia-Contreras, Office Supervisor, at (772) 466-2631 Ext. 14.

I look forward to seeing all of you there.

xc: Arlene Dobison, CEO



**ALPI HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING
Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
Date: March 26, 2024 | Time: 6:00 PM**

Policy Council Representatives

Center	Representative	P/A/E	Center	Representative	P/A/E	Center	Representative	P/A/E	Center	Representative	P/A/E
CDFSC	Vann Ryan Marshall		QTHSCII	Viviana Morales		LPHSC	Crystal Campbell		CR	Anne-Marie A. Shultz	
CDFSC	TBA		QTHSCII	TBA		6THSC	Quinata Nanton		CR	Marjorie Gaskin	
CDFSC	Llydia Gordon		QTHSCII	Sharon Flagg		CR	John Cesar				
BWTFSC	Toni Clean		FCDC	Christa Jones		CR	TBA				
BWTFSC	Jocelyn Lee		FDHSC	Kylene Culbert-Dougherty		CR	Linda Halpin				

(P-Present A-Absent E-Excuse)

CEO: Arlene Dobison, CEO
Staff: Alisa Thornton, Senior Manager

AGENDA

WHAT	HOW	WHO	ACTION	TIME
1. CALL TO ORDER	Call Meeting	Quinata Nanton, Chairperson	None	1 minute
2. ROLL CALL	Roll Call	Toni Mclean, Secretary	None	2 minutes
3. MISSION STATEMENT	Read Mission	All Members	None	2 minutes
4. Secretary's Report Recommendation: Policy Council Meeting Minutes: December 19, 2023	Present	Toni Mclean, Secretary	Approval	2 minutes
5. APPROVAL OF CONSENT AGENDA <ul style="list-style-type: none"> ✓ Parent Committee Report – Child Development & 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 – George W. Truitt Family Services Center ✓ Parent Committee Report – Queen Townsend Head Start Center II ✓ Parent Committee Report – Frostproof Child Development Center 	Present	Quinata Nanton, Chairperson	Approval	2 minutes
6. PROGRAM REPORT <ul style="list-style-type: none"> ✓ Head Start/Early Head Start Program Progress Report 	Present	Quinata Nanton, Chairperson	Approval	2 minutes
7. POLICY COUNCIL FINANCIAL INFORMATION <ul style="list-style-type: none"> ✓ Program Financial Reports 	Present	Quinata Nanton, Chairperson	Approval	5 minutes
8. Under-enrollment Corrective Action	Present	Arlene Dobison, CEO	Approval	5 minutes
9. BOARD OF DIRECTOR'S REPORT <ul style="list-style-type: none"> ✓ Board of Directors Report 	Present	Board Representative	Approval	2 minutes
10. OLD BUSINESS <ul style="list-style-type: none"> ✓ Agency Code of Business Conduct Pledge Statement – Signature required ✓ Conflict of Interest Statement – Signature required 	Present	Quinata Nanton, Chairperson	None	5 minutes
11. NEW BUSINESS <ul style="list-style-type: none"> ✓ Head Start/Early Head Start Selection Criteria ✓ Sunshine Funds – Balance \$20,961.98 ✓ Selection Criteria Scale ✓ Approval of Head Start Grant Application 	Present	Quinata Nanton, Chairperson	None	2 minutes
12. ADJOURNMENT	Present	Quinata Nanton, Chairperson	Approval	1 minute

HEAD START/EARLY HEAD START MISSION STATEMENT

To provide a program that supports the growth and development of children from birth to age 5, focusing on early learning, health, and family well-being, while engaging parents to play an active role in promoting positive child outcomes.

POLICY COUNCIL



MINUTES & ATTENDANCE



The Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
February 20, 2024

MINUTES

1. CALL TO ORDER

Quinata Nanton, Policy Council Chairperson called the meeting to order at 6:12 p.m.

2. ROLL CALL

Quinata Nanton, Policy Council Chairperson conducted the roll call. Members present: Viviana Morales, Christa Jones, Quinata Nanton, Crystal Campbell, John Cesar, Sharon Flagg, and Llydia Gordon.

Alternates present with voting capacity: Chelinne Savon

Staff present: Alisa Thornton and Arlene Dobison.

3. MISSION STATEMENT

All members read the Mission Statement.

4. CONSENT AGENDA

Quinata Nanton 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.

Linda Halpin made a motion to approve the Consent Agenda as presented. Sharon Flagg seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

5. PROGRAM REPORT

Arlene Dobison presented the program progress and statistical report, including progress towards the program's goals and objectives, ERSEA, Human Resources, etc.

Viviana Morales made a motion to approve the Program Report as presented. Linda Haplin seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

6. POLICY COUNCIL FINANCIAL INFORMATION

Arlene Dobison presented the financial reports, including the Head Start/Early Head Start Notice of Award, VPK/School Readiness and the Childcare Food Program Reimbursement. Ms. Dobison provided an overview of the reports.

Kylene Culbert-Dougherty made a motion to approve the Financial Information as presented. Viviana Morales seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

7. BOARD OF DIRECTORS REPORT

Board of Directors: Arlene Dobison provided a brief overview of the Board of Directors activities. New policy council members will attend more in-depth training during this session. The Shared Governance training will be held on February 24, 2024, in Orlando, Florida.

Kylene Culbert-Dougherty made a motion to approve the Board of Directors Report as presented. Crystal Campbell seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

8. OLD BUSINESS

N/A

9. NEW BUSINESS

N/A

10. ADJOURNMENT

Quinata Nanton, Policy Council Chairperson asked for approval to adjourn the meeting. Kylene Culbert-Dougherty made a motion to adjourn the meeting. Sharon Flagg seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

Meeting was adjourned at 6:53 p.m.

Policy Council Secretary

**The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
2023-2024 MEETING ATTENDANCE ROSTER**

CENTER	NAME	Orientation 10/2/23	Orientation 10/3/2023	Training 10/17/2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024
LPHSC	Crystal Campbell				A	P		P				
GTHSC	Quinata Nanton	P	P	P	P	P		P				
FDHSC	Kylene Culbert-Dougherty	P	P	P	P	A		P				
GWTFSC	Toni Mclean	P	P	P	P	P		A				
GWTFSC	TBA	P	P	P	A	A						
CDFSC	Vann Ryan Marshall	P	P	P	P	P		E				
CDFSC	TBA	P	P	P	A	A						
CDFSC	TBA	P	P	A	A	A						
QTHSCII	Viviana Morales	P	P	P	P	P		P				
QTHSCII	TBA	P	P	P	A	A						
QTHSCII	TBA	P	P	P	A	A		P				
FCDC	Christa Jones	P	P	P	P	P		P				
CR	Marjorie Gaskin			P	P	P		E				
CR	Linda Halpin				P	A		P				
CR	John Cesar				P	P		P				
CR	Anne-Marie Shultz				A	A		A				
CR	TBA											
LPHSC	Johnesha Bryant					A		A				
GTHSC	Teaira Reed	P	P	P		A		A				
FDHSC	Zykecia Thornton	P	P	P		A		A				
GWTFSC	Chelinne Savon	P	P			A		P				
GWTFSC	Jocelyn Lee	P	P		P	P		A				
QTHSCII	Sharon Flagg	P	P		P	P		P				
QTHSCII	Fritz Gerald Jean	P	P		P	A		A				
QTHSCII	Smith Saint Juste	P				A		A				
FCDC	Jocelyn O'Neil	P	P			A		A				
CDFSC	Jovial Heslop					A		A				
CDFSC	TBA					A						
CDFSC	Llydia Gordon	P	P	P	P	P		P				

P: Present A: Absent E: Excuse

Updated 11/2023

POLICY COUNCIL



FINANCIAL REPORTS



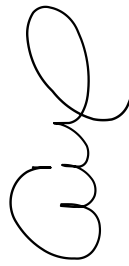
The Agricultural and Labor Program, Inc. Grant Number:04CH01115106

Head StartProgram Year 2022 - 2023

For the Month Ended February 2024

Budgeted Line Items	Approved Budget	Current Expenditures	Year To Date Expenditures	Obligations	Budget Balance	Percentage Spent	Prior Year Expenses 2022-2023
Salaries and Wages	\$ 5,680,692.00	\$ 626,578.46	\$ 868,681.65	\$ -	\$ 4,812,010.35	15.29%	\$ -
Fringe Benefits	\$ 1,476,062.00	\$ 257,772.00	\$ 291,125.77	\$ -	\$ 1,184,936.23	19.72%	\$ -
Travel	\$ 47,000.00	\$ 7,756.94	\$ 8,266.52	\$ -	\$ 38,733.48	17.59%	\$ -
Training and Technical Assistance	\$ 135,611.00	\$ 10,331.63	\$ 11,976.63	\$ 2,934.54	\$ 120,699.83	8.83%	\$ -
Equipment	\$ 31,000.00	\$ 4,954.35	\$ 8,957.09	\$ 11,365.24	\$ 10,677.67	28.89%	\$ -
Supplies	\$ 299,560.00	\$ 153,076.68	\$ 195,026.42	\$ 64,188.05	\$ 40,345.53	65.10%	\$ -
Contractual	\$ 1,504,317.00	\$ 124,164.90	\$ 97,401.21	\$ 774,481.62	\$ 632,434.17	6.47%	\$ -
Other	\$ 836,915.00	\$ 181,418.28	\$ 283,747.93	\$ 9,688.63	\$ 543,478.44	33.90%	\$ -
Indirect Cost	\$ 931,705.00	\$ 102,758.85	\$ 156,212.92	\$ -	\$ 775,492.08	16.77%	\$ -
CCFF/Food Cost	\$ 762,622.33	\$ 135,478.85	\$ 495,323.83	\$ 74,222.50	\$ 193,076.00	64.95%	\$ -
Non Federal Share	\$ 2,735,716.00	\$ -	\$ 74,458.33	\$ -	\$ 2,661,257.67	2.72%	\$ -
Total	\$ 14,441,200.33	\$ 1,604,290.94	\$ 2,491,178.30	\$ 936,880.58	\$ 11,010,206.91	\$ 2.80	\$ -

Budget and/or Cost Adjustments: This budget includes COLA & QI funding. Also, an additional \$24,000 for Health/Dental insurance cost that was submitted under the category "Other" has been added to the Fringe Benefits line item. Therefore the NOA Fringe Benefits will not match this budget line item. Many of the line items are overexpended, however the overall budget has a balance of \$1,773,989.29



CEO Approval

Date

3/25/2024

POLICY COUNCIL



**NARRATIVE & STATISTICAL
REPORT**



Helping People. Changing Lives.



Child Development and Family Services Division

**Monthly Narrative and
Statistical Report:
March 2024**

PROGRESS

The Agricultural and Labor Program, Inc.

Enrolling Now!

Head Start/Early Head Start

2024 - 2025 School Year



An exceptional early learning program, offering FREE comprehensive services to:

- INFANTS
- TODDLERS
- PREGNANT WOMEN
- CHILDREN W/ DISABILITIES

Serving St. Lucie, Martin and Polk Counties.

APPLY ONLINE TODAY
www.alpi.org/head-start

or call

772.466.2631 Martin & St. Lucie Counties

863.635.3396 Polk County



We deliver developmental, cultural and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts.

ALPI is a VPK & School Readiness Provider. ALL centers are NAEYC accredited and GOLDSTAR.



Child Development and Family Services Division

MONTHLY REPORT: February 2024

DEPARTMENT ACTIVITIES

(e.g., Partnerships, Community Investment, Advocacy, Public Relations, Funding Sources, Etc.)

Partnerships/Community Investments

- Attended meeting with FL SNAP E & T Environment on February 8, 2024 along with the Family Community and Partnerships Manager and the Chief Executive Officer. The meeting was a presentation to our program to show services offered by way of the SNAP program to include job training, grant funded by the National Community Action Partnership.
- Attended a meeting with Behavior Intervention Therapy, LLC. (BITS), service provider on February 12, 2024. The meeting was to discuss ways the agency can benefit children enrolled in an early childhood program that may be dealing with challenging behaviors, autism, and developmental delays. The agency discussed making connections and building partnerships with the local providers, as well as Head Start.
- Attended and participated in the Head Start Disabilities Workshop on February 15, 2024 with the St. Lucie County School Board and Office of Early Learning. Discussion continued around meeting the needs of children with disabilities and how all agencies can better service the population of children with limited resources.
- Participated in the Early Childhood Conference on February 17, 2024. A total of 50 ALPI's Head Start/Early Head Start teaching staff attended the conference and received training on Brain Building activities for young children. The agency supported the event by maintaining and setting up the hospitality room, which vendors were able to access during break. Two Managers assisted with registration.
- The CAT Program Coordinator, Chief Executive Officer and the Child Development Senior Manager gave a presentation to the Children's Services Council of St. Lucie County on February 21, 2024. The required presentation detailed intricate parts the grant application submitted for the after school C.A.T. Program, for the 2024 -2025 year.
- Center Managers attended a mandatory compliance meeting with the Office of Early Learning on February 22, 2024. The Compliance Manager for the Early Learning Coalition of St. Lucie County trained providers on parental choice, sign in sheets and acceptable signatures from parents.
- Program Support Specialist Meeting on February 28, 2024. Discussed under-enrollment, planned T&TA visit, Carry-over funding, Low-Cost Extension application, Teacher waivers, and Grant renewal.



Child Development and Family Services Division MONTHLY REPORT: February 2024

- Family Community and Partnerships Manager facilitated training for the Family Services staff on the February 15, 2024. GoEngage training provided on the intake/application process.
- Family Community and Partnerships Manager coordinated services for the Nurturing Fatherhood Program and set up a bowling night with dad. The event took place on the February 22, 2024 at the St. Lucie Bowling Alley and over 25 dads participated.
- Family Community and Partnerships Manager attended and participated in the Shared Governance Training in Orlando on February 24, 2024. Provided an overview/training on ERSEA to the Board of Directors and Advisory Councils.

Program Governance

- The Policy Council Chairperson and the Policy Council Board Representative attended the 2024 New Board Members Training on February 23, 2024. The training consisted of their roles and responsibilities, processes, and reporting procedures as a Board of Directors Member.
- Four Policy Council members attended the 2024 Shared Governance Training on February 24, 2024. The training entailed ROMA, data understanding, ERSEA, Head Start selection process, the history of community action, and roles and responsibilities of Regional Advisory Committees, Policy Council and the Board of Directors.

Senior Management Oversight Monthly Activities

- Attended training webinar on Making Informed Business Decisions for Early Childhood Business operations by Tara Franklin on February 7, 2024. The training explored the pivotal role of data in evaluating needs across all facets of the educational business.

Education – Progress Towards Program Goals

- Fast Star Assessments were conducted on all four-year-old VPK children and finalized on February 7, 2024. All centers met compliance for the Early Learning Coalitions timeframe of testing. The data is a mid-year report that shows progression of children's kindergarten readiness. This data is used by teaching staff to plan individual and group instruction.
- Two teachers in the program completed their forty-five hours of director credential training on February 8, 2024. The two staff members completed the course to obtain a director's credential as a part of the agency's succession planning.
- All teaching staff and Center Managers completed the mandatory and new DCF School Readiness courses on February 16, 2024. The staff completed the mandatory nine hours of training for the courses Health and Nutrition in the School Readiness Program (4 hours) and the Safety Practices in the School Readiness Program (5 hours). These courses must be completed by June 2024 to ensure compliance with Early Learning Coalition.



Child Development and Family Services Division MONTHLY REPORT: February 2024

- Twelve staff members to include Center Managers and the Senior Manager enrolled in the Preschool Micro credential course that began on February 19, 2024. Staff have an opportunity to earn a \$2,000.00 one-time stipend, once certification course is successfully completed. The course objective is to build early literacy skills in teachers to better support young children.

Health – Progress Towards Program Goals

- Partnership with Orthodontics offices in the community's yearly "Give a Child a Smile" Campaign, that provides dental services for children with no dental insurance. This campaign is done during Dental Awareness Month to bring attention to good oral health.
- On-going screenings and assessments on newly enrolled children. Health Services continue to coordinate needed services, as well as follow-up on services currently being received for enrolled children and families.
- As of February 2024, the program has 14 children considered over or underweight. In keeping with the requirements and responsibilities of the nutrition consultant we collaborated with parents to develop eating plans that promote healthy metabolism, good immune response, and a healthy body weight. Health Services works closely with the Nutrition Consultant in the following activities:
 - ✓ Discussing and analyzing current eating habits of our students (Reviewing the menus)
 - ✓ Providing strategies and information to parents based on the children's needs
 - ✓ Working with physicians for children with special concerns
- Health Services continued to work with the Local Educational Agency (LEA) from St. Lucie County & Martin County and has completed forty-nine (49) Individualized Education Plans (IEPs) in St. Lucie, Martin and Polk Counties, developed six (6) Individual Family Support Plans (IFSP's) with Early Steps for children birth to 2.5 years of age, between September through February. ALPI has thirty (30) pending referrals of suspected disabilities for review and further evaluation to the LEA and Early Steps. In addition, the Mental Health /Disabilities Specialist is working with parents and the LEA to provide support during our LEA Evaluation and Staffing meetings.
- Mental Health Disabilities Specialist and our Mental Health Consultants continued to work with families of children with behavior concerns. Partnership with Local Behavior Specialist/Analyst that provides Registered Behavior Technicians (RBT) as a support in the classroom to address individual children. In addition, Health Services is in the process of working to develop a partnership with BITS ABA Services, to address the needs of children that have been identified by a Neurologist as needing behavioral services.



Child Development and Family Services Division MONTHLY REPORT: February 2024

- The Facilities Specialist as part of the weekly/monthly site visits/informal monitoring to all centers continues to ensure compliance with the Daily Facility Checklist.
- Facilities Specialist completed several projects generated by Work Requests such as: replacing ceiling tiles, light bulbs, and electric ballasts; also repaired several bathrooms, an air conditioning unit and carpet cleaning.

Program Compliance

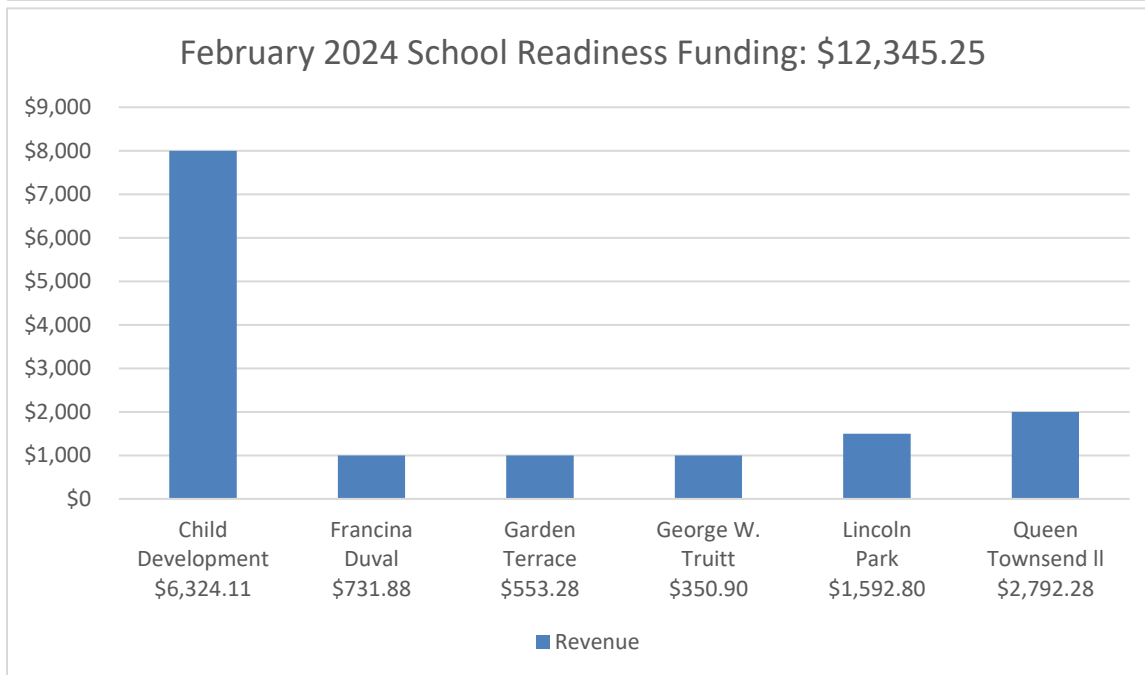
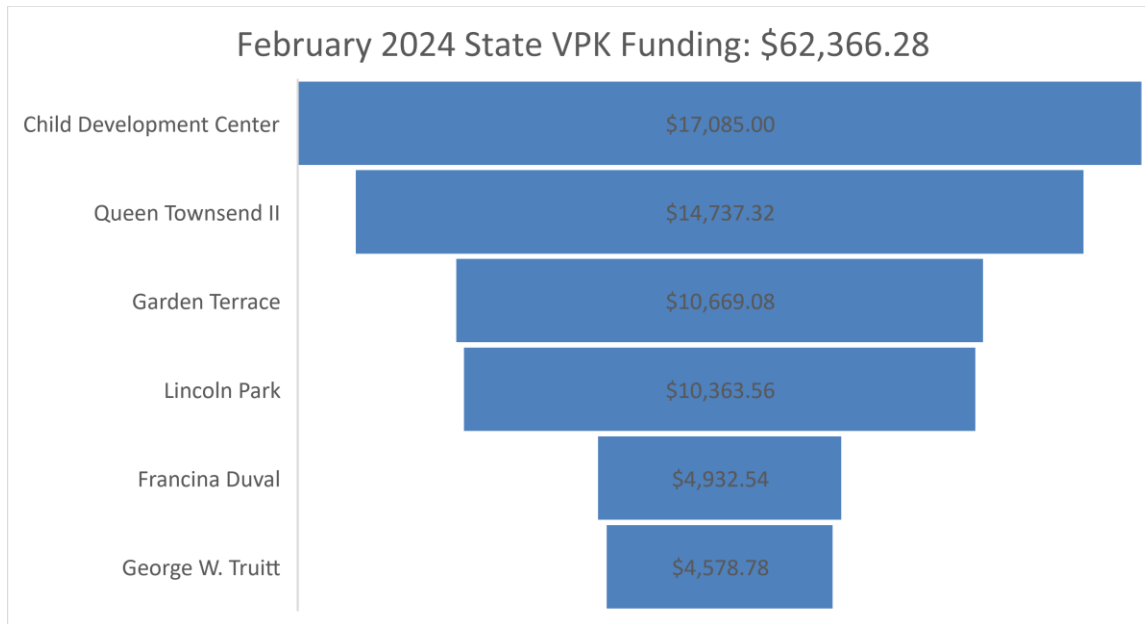
- The Office of Early Learning of St. Lucie County monitored three sites during this reporting period. These sites included:
 - Queen Townsend Head Start Center II was monitored on February 5, 2024, compliance met.
 - Francina Duval Head Start Center was monitored on February 12, 2024, compliance met.
 - Garden Terrace Head Start Center was monitored on February 26, 2024, compliance met.
- The Francina Duval and Lincoln Park Head Start Centers passed the NAEYC renewal accreditation process. The results were received on February 15, 2024. The centers will maintain accreditation as a high-quality program for the next five years.
- Attended and participated in the Region IV Full Enrollment Initiative Community of Practice on February 13, 2024. The Community of Practice provided opportunities for programs to join other programs also on under-enrollment plans and program initiatives towards full enrollment status.
- Attended and participated in the Region IV Root Cause: Family Circumstances Community of Practice on February 20, 2024. The community of practice gave programs in under enrollment strategies to identify and explore barriers and opportunities for reaching more families due to obstacles and openings to enrollment.
- The first quarterly Under Enrollment Report has been submitted to Region IV Head Start program specialist. The report detailed what the program has been working on to meet full enrollment. Activities included attending hiring events, attending community events for recruitment of children and staff, attending community of practice sessions and canvassing the community.



Child Development and Family Services Division

MONTHLY REPORT: February 2024

FY 2023-2024 State Funding By Month/By Services



Child Development and Family Services Division MONTHLY REPORT: February 2024

Grants/Funding

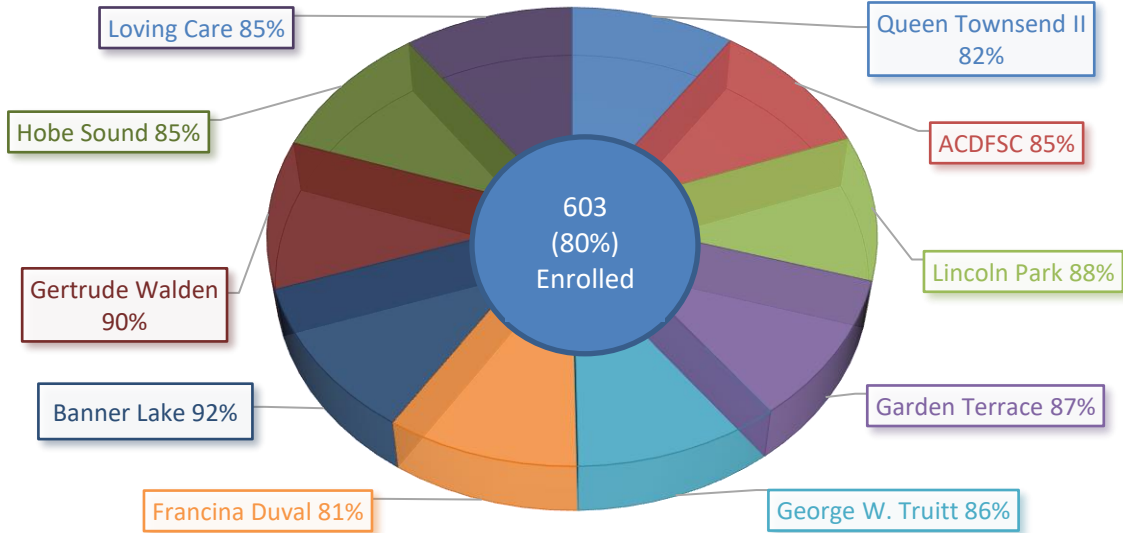
- To Date, we have not received feedback on the \$310,000 One-Time Supplement request submitted and discussed in September 2023.
- During this reporting period, we have worked with the Regional Office Grant Specialist regarding the Carryover Request which has been revised as instructed. We have also, submitted a Low-cost extension based on the recommendations made by the Grant Specialist. Both items have been submitted via HSES.
- We submitted the revised Non-federal Waiver for the 2021 -2022 and 2022-2023 fiscal year, based on the revised SF425 Final Report. The waiver for the 2021-2022 has been approved.



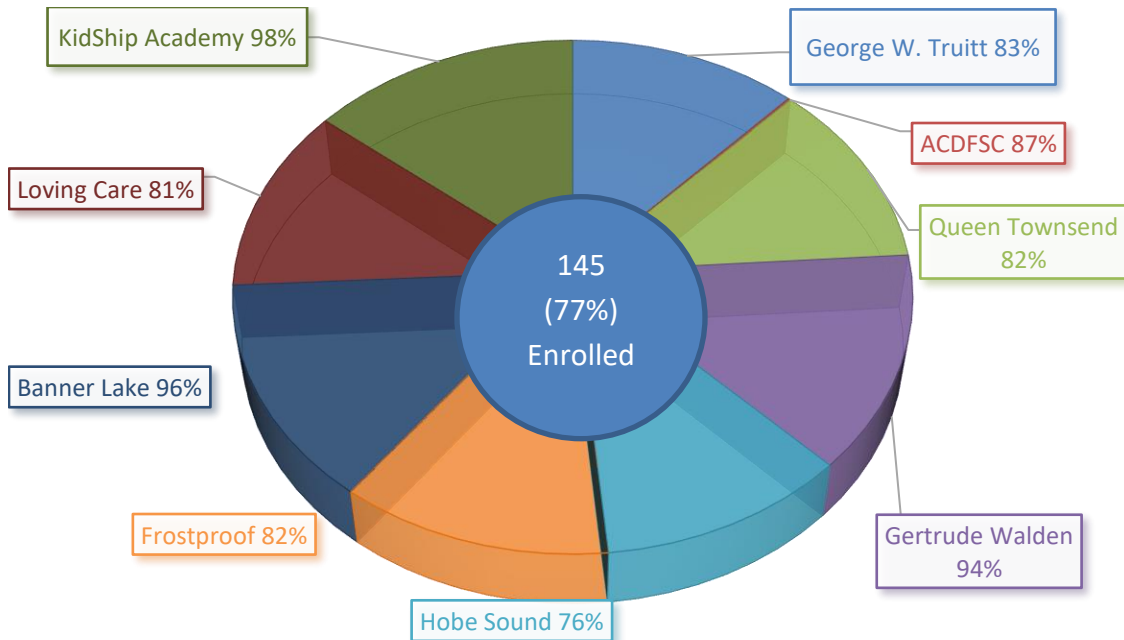
Child Development and Family Services Division MONTHLY REPORT: February 2024

2023-24 Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

FEBRUARY ATTENDANCE BY CENTER HEAD START ADA 86%

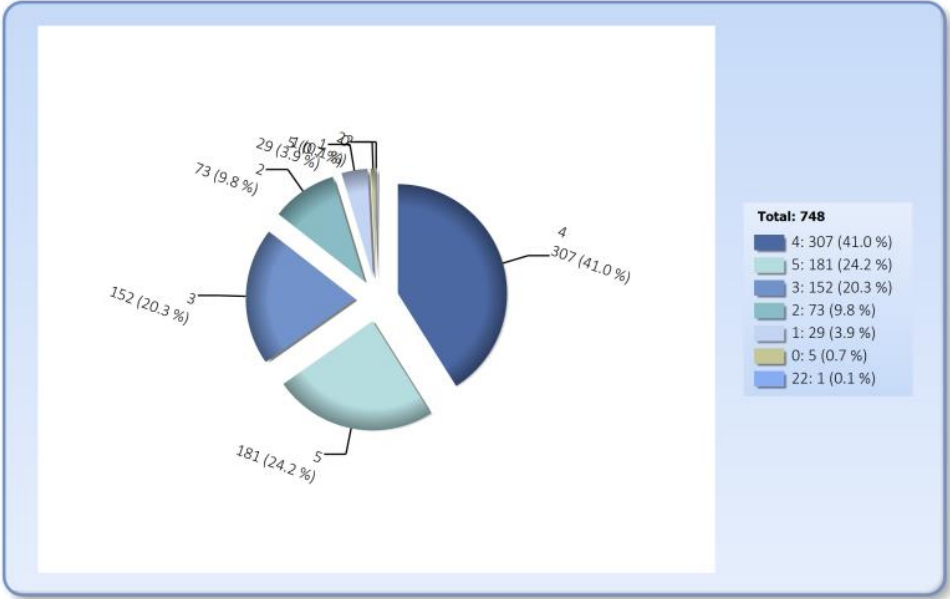


FEBRUARY 2024 ATTENDANCE BY CENTER EARLY HEAD START ADA 87%

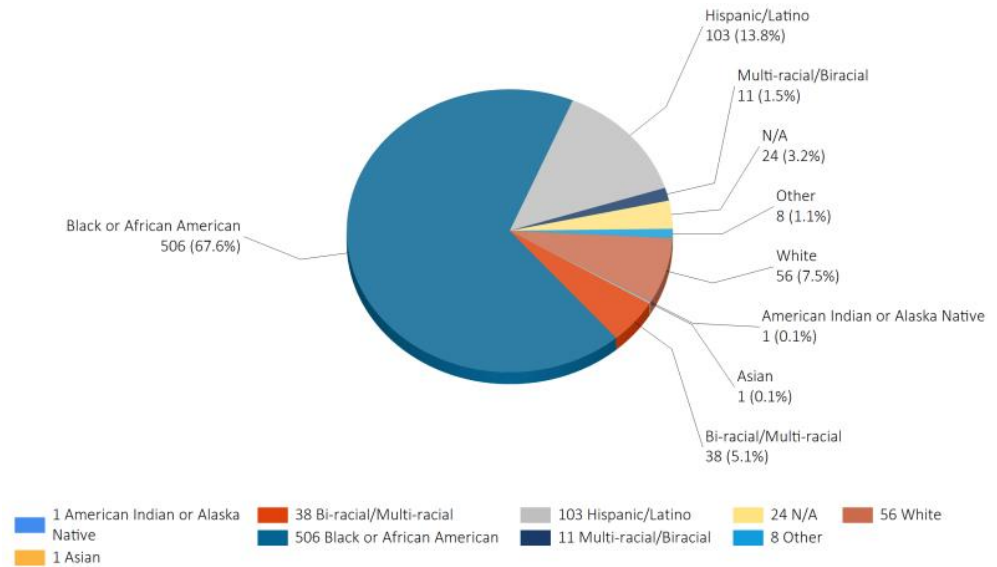


Child Development and Family Services Division MONTHLY REPORT: February 2024

Children by Age: 748

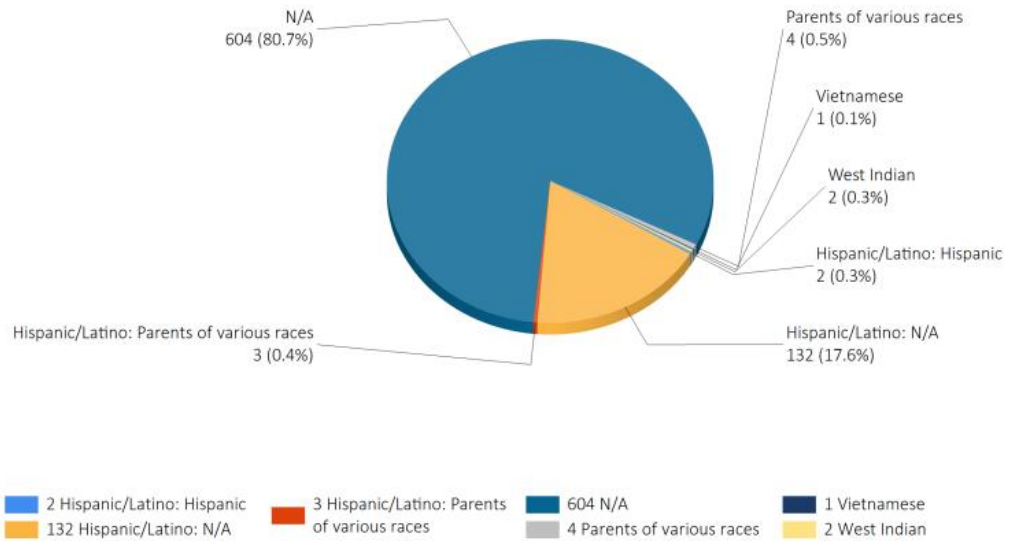


Children by Race: 748

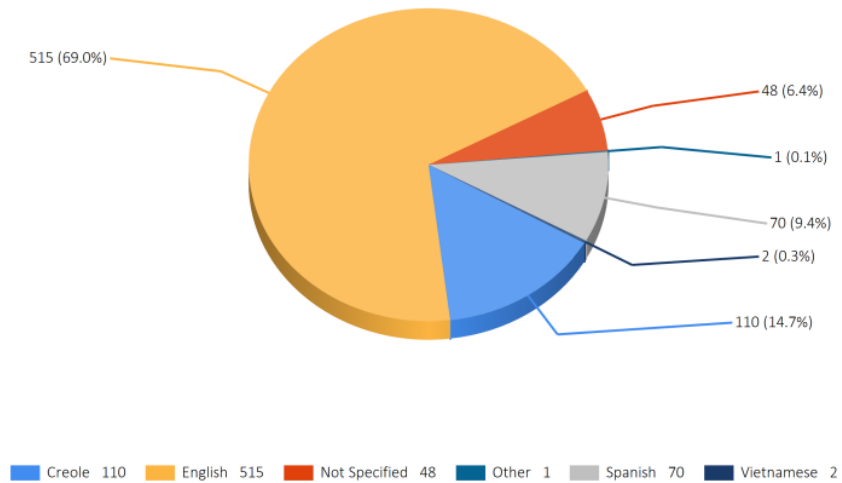


Child Development and Family Services Division MONTHLY REPORT: February 2024

Children by Ethnicity: 748



Children by Language: 746



Languages		
Creole	110	14.7%
English	515	69.0%
Not Specified	48	6.4%
Other	1	0.1%
Spanish	70	9.4%
Vietnamese	2	0.3%
Total:	746	



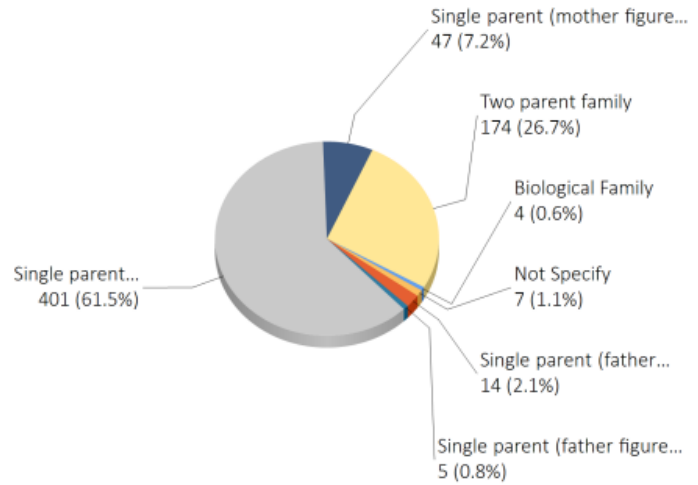
Child Development and Family Services Division

MONTHLY REPORT: February 2024

Family Type or Parent Type:

Family Type or Parent Type

- Biological Family
- Not Specify
- Single parent (father figure only)
- Single parent (father figure only) living w/partner
- Single parent (mother figure only)
- Single parent (mother figure only) living w/partner
- Two parent family

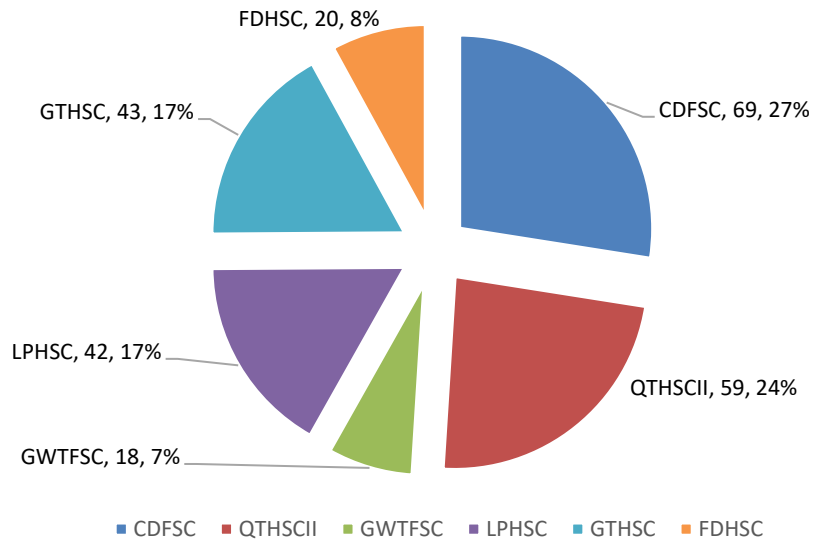


Family Type	Count of Families
Biological Family	608
Legal Guardianship	4
Other relative(s)	2
Foster family	1
Type Not Specified	30
Grandparent	3
Other family type	4
Total Single-Parent Families	467
Two Parent Families	
Grand Total:	652

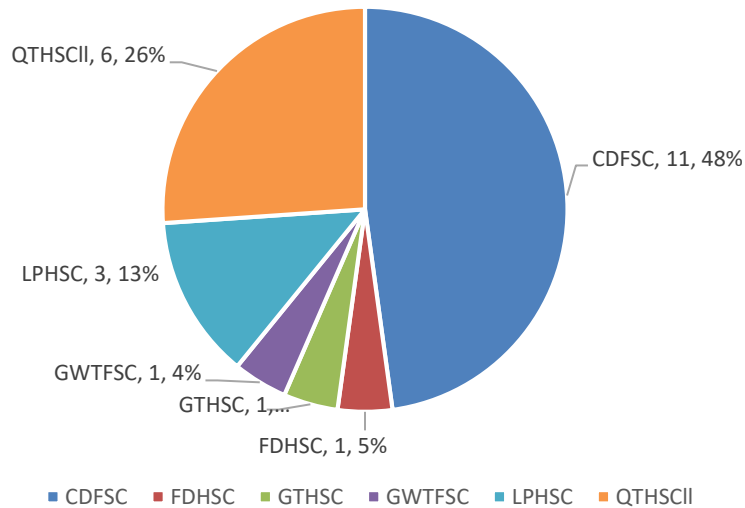


Child Development and Family Services Division MONTHLY REPORT: February 2024

FEBRUARY: 251 Children Received VPK Services



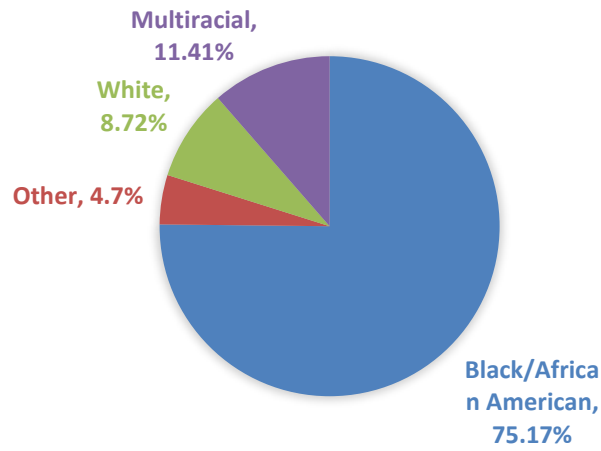
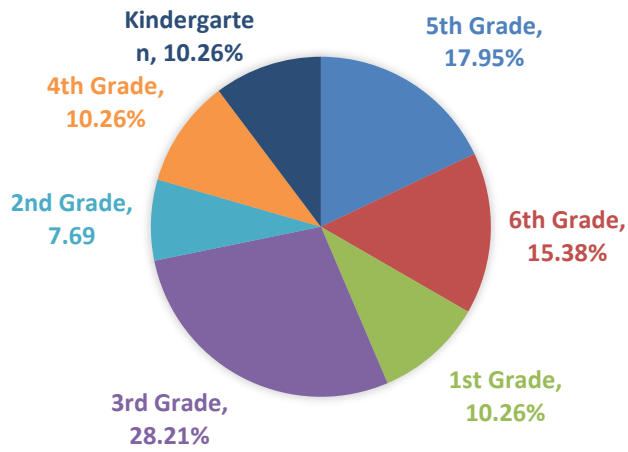
FEBRUARY: 23 Children Received School Readiness Services



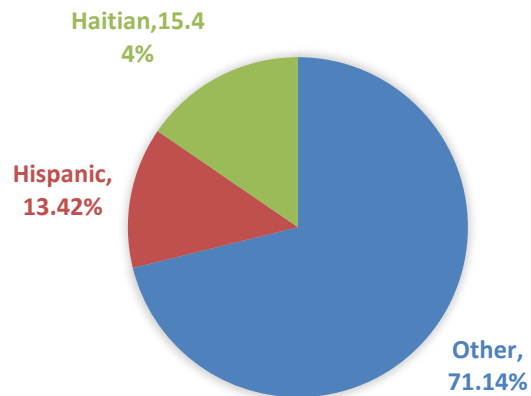
Child Development and Family Services Division

MONTHLY REPORT: February 2024

CAT- Afterschool Program- 2023-24 Children Served YTD: 149



149 Students Race



149 Students Ethnicity



Child Development and Family Services Division
MONTHLY REPORT: February 2024

Under Enrollment Deliverables

- Submitted the first quarterly under enrollment report to the Office of Head Start on February 29, 2024.
- Interviewed potential teaching staff and hired one Teacher Assistant (Garden Terrace Head Start Center) and one Lead Teacher (Child Development and Family Services Center).



POLICY COUNCIL



PARENT COMMITTEE REPORTS

All Centers



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

Center: ALPI Child Development & Family Services Center Date: 2/13/2024

Center Activities Summary:

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

- Fast Start Early Literacy Assessment for all VPK children parent letters went out the month of February. Teachers shared results on how the children are progressing towards meeting Kindergarten Readiness.
- Dental Health Celebration-February 12-16, 2024: Children and families worked on dental posters and shared with the classroom
- Friendship Day was on February 14, 2024: Children wore the color Read and gave out friendship cards to their peers
- Fatherhood Activity was on February 23, 2024: Dads were invited to make a healthy snack with their child

Parent Committee Meeting:

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

- Open Choice for Kindergarten Registration was shared with the parents. Representative, Angela Moreno (School Board Parent Information Specialist) attended the meeting and shared important updates with parents.
- Family Services Workers provided the center telephone number and asked parents to call in any excused absences and tardiness to say in compliance with timely report.

Action Items for Policy Council:

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

- N/A

Upcoming Events:

- Celebrating Read Across America on March 1, 2024

Submitted by: Alisa Thornton, Senior Manager

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

Center: ALPI Francina Duval Head Start Center

Date: 2/8/2024

Center Activities Summary:

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

- Fast Start Early Literacy Assessment for all VPK children parent letters went out the month of February. Teachers shared results on how the children are progressing towards meeting Kindergarten Readiness.
- Physicals and Immunization Record (updates as needed)
- Dental Health Celebration-February 12-16, 2024: Children and families worked on dental posters and shared with the classroom
- Friendship Day was on February 14, 2024: Children wore the color Read and gave out friendship cards to their peers
- Fatherhood Activity was on February 23, 2024: Dads were invited to make a healthy snack with their child

Parent Committee Meeting:

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

- Parent Training: Community Resources/Involvement: Trainer: Alisa Thornton, Senior Manager. Discussed local community resources such as Blackburn Building (Indian River State College) that provides trainings and certifications on various trades and The city of Fort Pierce, which provides training on GED education. Discussed ways parents can get involved in the community to help make a difference.

Action Items for Policy Council:

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

- N/A

Upcoming Events:

- Celebrating Read Across America on March 1, 2024

Submitted by: Alisa Thornton, Senior Manager

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

Center: Frostproof Child Development Center

Date: 02/29/2024

Center Activities Summary:

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

- Wellness activity for EHS parents (breathing techniques)
- Family Engagement Activity (for children to participate in at home)
- Attendance/Recruitment
- Physicals and Immunization Record (updates as needed)

Parent Committee Meeting:

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

- CSBG trained on the services that are provided through achieving self-sufficiency which is offered through receiving financial services, job skills workshops, job development, and one on one management. All services are received based on eligibility and living within the Polk County area.
- United Way trained on receiving free health care plan for all residents who live in Polk County. They also have a mobile food pantry that supports all families who are in need of receiving food on a monthly basis.
- Mental Health Consultant trained on parents achieving fifty ways to take a break. Our Mental Health Consultant provided illustrations on how parents can step away from the everyday stressors which occur.

Action Items for Policy Council:

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

- N/A

Upcoming Events:

- February 05-09, 2024: Black History Week
- February 07, 2024: World Read Aloud Day
- February 12, 2024: Dental Health Activities
- February 19, 2024: Holiday
- February 22, 2024: Kindness Day Activity
- February 26-29, 2024: Activities for children

Submitted by: Aletha Johnson Child Development Services Manager

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

Center: ALPI Garden Terrace Head Start Center

Date: February 2024

Center Activities Summary:

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

- Service Delivery Team Meeting throughout the month February 2024. Follow-up referrals, Physicals and Immunizations Record, Dental Follow-up, Teaching Strategies GOLD Reports (Check Point 2) and Classroom Data Analysis, Follow up (FPA) Family Partnership Agreements.
- Monthly Staff Meeting on February 13, 2024.
- Friendship Day (Valentines) on February 14, 2024, Enrichments activities in classroom with children and Center/Teaching staff.
- Nutrition Follow – up (1st Growth Chart on February 16, 2024 by Dietician.
- 2024 St. Lucie County Early Childhood Conference on Saturday, February 17, 2024. In-personal center staff attended event.
- On-Site Monthly Classroom Observation on February 14 and 20, 2024 by Healing Waters Counseling.
- Black History Museum Tour, February 23, 2024 (Come enjoy some fun and refreshments as we take a tour of the past and present history: Featuring African America Historians).
- ELC Monitoring on-site by Resources Specialist on February 26, 2024 (All Classrooms).
- Fire Drill conducted on February 20, 2024.

Parent Committee Meeting: February 08, 2024

National Children Dental Health Month/Black History Month

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

- Parent Meeting/Parent Training: Ms. Vohondra Anderson, Mental Health/Disability Specialist
- Training Topic. Community Resources/Involvement

Action Items for Policy Council:

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

- n/a

Upcoming Events: National Nutrition Month

- March 2, 2024 – Dr. Seuss (Birthday) Dr. Seuss Day National Read Arose America Day
Center Group Activity March 4 – 8, 2024
- March 7, 2024 – Monthly Staff Meeting
- March 14, 2024 - Parent Meeting
- March 4 – 8, 2024 National Science Week
- March 18 – 22, 2024 Spring Break

Submitted by: Sandra Monroe, Child Development Services Manager
Revised 01/2008

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

Center: ALPI George W. Truitt Date: February 14, 2024

Center Activities Summary:

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

- **Education:** Shared the Curriculum with parents Head Start children study is Simple Machines, EHS study is Healthy foods and Community Helpers. Parents was advised that ALPI provides high quality services for children and parents. VPK parents was reminded to make sure they sign monthly parental choice certificate.
- **Health/Dental/Nutrition/Services:** FSW reminded Parents that physicals and shot records must be kept current as a part of their Parent Agreement, which was signed at enrollment. Shared information on National Mentoring Month Also National Birth Defects Month.
- **Family Services:** Shared with parents the recertification process, make sure shot records and physicals are up-to-date. Discussed the importance of children being in attendance ADA at least 85% each day.
- **Program Governance:** In-Service training for staff.

Parent Committee Meeting:

- **Governance Training/ Policy Council Orientation:** Parents were informed that Policy Council meeting will be held on February 20,2024.

Action Items for Policy Council: None at this time.

Upcoming Events;

1. Nurturing Fatherhood Program Sports Week3/4-8/2024.
2. Science Week 3/4-8/2024.
3. Spring Break 3/18-22/2024.
4. Pregnant Moms Meeting 3/15/2024.
5. Green Day Celebration 3/28/2024.
6. Holiday 3/29/2024.

Submitted by: Carol Smith, Child Development Service Manager

The Agricultural and Labor Program, Inc.
Head Start/Early Head Start
Parent Committee Report Form
For February 2024

Center: ALPI Lincoln Park Head Start Center

Date: February 13, 2024

Center Activities Summary:

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

- 27 parents were in attendance during in-person PCM.
- Parenting Education on Community Resources/Involvement) Literature from IRSC Blackburn Building.
- Pre-K Educational Study for February, "Simple Machines" as children were educated on topic.
- Healing Waters Counseling conducted site visit with teaching staff/children on 2.15.2024.
- Friendship Dance conducted on 2.14.2024.
- iThink Finance Representatives shared banking information with families during "Car Rider Day" on 2.21.2024.
- Black History Program conducted on 2.29.2024 to educate children on African Americans.
- Attorney Donald Watson shared stories on Leaving Charleston Harbor and Ray Charles with children and staff on 2.29.2024.

Parent Committee Meeting: Held on February 13, 2024

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

- St. Lucie County School District "Student Assignment Representatives" shared information on kindergarten enrollment and timeline to register online.
- Bowl with Dad information and sign in were available to families for event on 2.22.2024.
- VPK 2024-2025 Enrollment process for returning children.
- Change of clothing and child-size blanket requested for all children.
- Parent Agreement Form Updated to release for "Child(ren) Pick-Up".
- "Health Reminder Notices" Scheduling appointments before upcoming expiration dates.

Action Items for Policy Council:

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

None

Upcoming Events:

- Read Across America Day 3.1.2024.
- Science Week 3.4-8.2024.
- Nurturing Fatherhood Sports Week 3.4-8.2024.
- Plant a seed Day on 3.6.2024.
- Shape Scavenger Hunt 3.15.2024.
- Spring Break 3.18-22.2024.
- Father's Bring Your Child to School on 3.27.2024.
- Alphabet Scavenger Hunt 3.28.2024.
- Holiday for All 3.29.2024.

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 Queen Townsend Head Start Center II

Date: 2/29/2024

Center Activities Summary:

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

- Participated in Black History activities, such as wearing African attire, decorating the building, and hosting a black history potluck. 2/2024
- Teachers celebrated Black History in their classrooms by completing activities related to black creators with their students. 2/2024
- Teachers participated in Early Learning Coalition Educational Conference. They enjoyed the experience and appreciated the resources provided to them. 2/17/2024
- Staff and children participated in Spirit Week, which included Hat Day, Mix-N-Match, Crazy Socks, and Pajama Day. Parents and children were excited to wear their pajamas, some students even wore robes on top of their pajamas. 2/26/24-2/29/24.

Parent Committee Meeting:

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

- a. Zoom sign-in: Zakiya reminded parents who joined via Zoom to type their and the child's name into the chat. As well as muting their sound.
- b. Zakiya, CDSM greeted the parents and explained the agenda.
- c. Zakiya then reminded parents about providing a change of clothes for children, As well as to join us on 2/26-2/29/24 for spirit week. Parents could find details about daily attire on the parent calendar.
- d. Zakiya facilitated discussion pertaining to parent self-care by offering each parent a strip of paper that included a type of self-care practice and the parent shared why the practice was important while Zakiya created a web poster to display parents' feedback. Parents on Zoom participated. As well as a Healing Waters counselor offered her kudos to the parents for being so insightful. The counselor also offered words of encouragement in hopes that the parents would truly implement self-care.

Action Items for Policy Council:

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

- N/A

Upcoming Events:

- Science Week: 3/4/2024-3/8/2024
- Spring Break 3/18/2024-3/22/2024

Submitted by: Zakiya McGhie, CDSM

Revised 01/2008

**ALPI HEAD START/EARLY HEAD START
POLICY COUNCIL
2023-2024 MAJOR TASKS AND TIMELINES**

October 2-3,2023	<ul style="list-style-type: none"> • Policy Council Orientation/Training <ul style="list-style-type: none"> ○ PowerPoint Presentation ○ Roles and Responsibilities ○ Election of Officers ○ Overview of Policy Council Monthly Meeting Package
October 17,2023	<ul style="list-style-type: none"> • First Policy Council Meeting
November 14, 2023	<ul style="list-style-type: none"> • Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Conflict of Interest ○ Code of Business Conduct ○ Approval: Agency Personnel Policies: Standards of Conduct ○ Approval: Agency Fiscal Management Policies and Procedures ○ Approval: Impasse Procedures
November 17-18,2023	<ul style="list-style-type: none"> • Policy Council participates in the Board of Directors Retreat to review, and discuss items to include but not limited to: <ul style="list-style-type: none"> ○ Review of Program's Long and Short Goals and Objectives ○ Target Service Areas ○ Program Monitoring Reports ○ Program Annual Self-Assessment Report & Corrective Action Plan ○ Staff Qualification and Development Report ○ School Readiness/Child Outcomes Reports ○ Program Funding
December 19, 2023	<ul style="list-style-type: none"> • Policy Council Meeting <ul style="list-style-type: none"> ○ Program Operational Policies and Procedures
January 16, 2024	<ul style="list-style-type: none"> • Policy Council Monthly Meeting
January 27, 2024	<ul style="list-style-type: none"> • Policy Council participates in the Agency Corporate Meeting/Luncheon
February 20, 2024	<ul style="list-style-type: none"> • Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Approval: Selection Criteria Scale
February 24, 2024	<ul style="list-style-type: none"> • Policy Council participates in the Annual Board of Directors Orientation
March 26, 2024	<ul style="list-style-type: none"> • Policy Council Monthly Meeting
April 16, 2024	<ul style="list-style-type: none"> • Policy Council Monthly Meeting
April 23-25, 2024	<ul style="list-style-type: none"> • Policy Council participates in the Annual Program Self-Assessment process
May 14, 2024	<ul style="list-style-type: none"> • Policy Council Monthly Meeting
June 11, 2024	<ul style="list-style-type: none"> • Policy Council Monthly Meeting
June 22, 2024	<ul style="list-style-type: none"> • Policy Council participates in the Annual Agency Picnic
July 2024	<ul style="list-style-type: none"> • No meeting

NOTE: Monthly Policy Council Approval include, but are not limited to: program progress reports, program financial reports, parent committee reports, human resources action, grant applications and/or amendments, etc.



CODE OF BUSINESS CONDUCT PLEDGE STATEMENT

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

I Pledge (check)

- a. Any services to be rendered must be by written contract and approved by the Chief Executive Officer;
b. Business activities and transactions are to be conducted with honesty and integrity, and in accordance with moral, ethical and legal standards;
c. Funds or assets of the agency shall not be used for political campaign contributions. Grant monies received through the agency will not be used for lobbying efforts;
d. Political campaign contributions will not be made by or on behalf of the agency, which includes direct expenditures or contributions, in cash or property, to candidates for nomination or election to public office or to political parties, for indirect assistance or support;
e. Personal contracts with agency contractors and vendors are prohibited. Employees and agents are to engage in legitimate approved written contracts that describe specific services and not solicit gifts or private recognition from contractors;
f. Employees or agents are not to have a direct or indirect personal interest in the business of any supplier or client;
g. Employees or agents are not to accept any salary, fee, commission nor other compensation from any supplier, or client;
h. Employees or agents are not to accept any personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors;
i. A contractor, vendor, employee nor agent shall be retained to perform any service except for legitimate business purposes and in accordance with applicable policies;
j. No department nor program is excused from the manifestation of this Code.
k. No employee nor agent is excused from the manifestation of this Code in everyday practices and operations.
l. Board members, employees and agents are prohibited from receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which obligate or induce the board member, employee and agent to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of ALPI in mind.
m. Board members, employees and agents are prohibited from knowingly disclosing information about ALPI to those who do not have a need to know or whose interest may be adverse to ALPI, either inside or outside ALPI. Nor may board members, employees or agents in any way use such information to the detriment of ALPI
n. Board members, employees, or agents may not have a significant financial interest in any property which ALPI purchases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which ALPI does business.

Name

Date



CONFLICT OF INTEREST STATEMENT

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

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

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

Advisory and/or Policy Council Member signature:

Date:

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

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