



ACADIA PARISH SCHOOL BOARD  
HEAD START PROGRAM



POLICY COUNCIL

**MEMORANDUM**

**TO:** Policy Council Representatives/ Alternates  
**FROM:** LaTanya Evans – Head Start Director  
**DATE:** Tuesday, September 12, 2023  
**SUBJECT:** **UPCOMING COUNCIL MEETING – SEPTEMBER**

**WELCOME TO ALL 2023-2024 POLICY COUNCIL MEMBERS FOR HEAD START!**

Your first meeting and the Induction of the 2023-2024 Head Start Policy council will be held on:

**THURSDAY, SEPTEMBER 21, 2023 at 6:00 p.m.**  
**HEAD START CENTRAL OFFICE CONFERENCE ROOM**  
**800 NORTH WESTERN AVENUE – CROWLEY, LA 70526**

**IMPORTANT – QUORUM NEEDED**

IMPORTANT – THIS IS THE INDUCTION FOR THE NEWLY ELECTED POLICY COUNCIL MEMBERS. IF THERE IS NOT A QUORUM OF THE FORMER PC MEMBERS, THEN THE NEW PC MEMBERS WILL BE SEATED AND THEY WILL ACT ON THE MEETING ITEMS.

**IF YOU NEED A SITTER, PLEASE CALL THE OFFICE AT 337-783-6377.**

We want to make your attendance as convenient as possible. Child sitting services will be provided and we can also arrange to provide transportation for those who may need it.

**ALL POLICY COUNCIL REPRESENTATIVES, ALTERNATES AND COMMUNITY REPRESENTATIVES ARE ASKED TO CALL AS SOON AS POSSIBLE AND LET US KNOW THAT YOU WILL ATTEND.**

RSVP at 783-6377, ask for ext. 231 (Janet).

For our new members, as Parent Representatives, Alternates, or Community Representatives, it is important for you to attend the 1<sup>st</sup> meeting of the council. We have enclosed the regular meeting packet which includes the meeting agenda. We will assist you and answer any questions you may have concerning this information. Parent Representatives should be prepared to give updates on activities at your center. You may get this information from your Site Supervisor prior to the meeting.

LaTanya Evans  
Head Start Director

## AGENDA

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### ACADIA PARISH SCHOOL BOARD - HEAD START PROGRAM POLICY COUNCIL

THURSDAY, SEPTEMBER 21, 2023 - 6:00 P.M.

HEAD START CENTRAL OFFICE CONFERENCE ROOM  
800 NORTH WESTERN AVENUE - CROWLEY, LA 70526

#### SECTION I. OPENING ITEMS:

- A. Call to Order
- B. Prayer/ Pledge of Allegiance
- C. Welcome/ Recognize New Representatives/ Recognize Guests, Staff & Visitors
- D. Roll Call – determine if there is a quorum
- E. Consider Approval of Agenda/ state revisions, if any
- F. Consider Approval of Minutes of Meeting held August 24, 2023
- G. Consider Approval of Minutes of Meeting – Special Meeting held August 29, 2023

#### SECTION II. REPORTS:

- A. Center Reports
- B. Treasurer's Report
- C. Head Start Director's Report
- D. Budget Report and Approval of Any Budget Adjustments, if needed

#### SECTION III. ROUTINE ITEMS (ACTION ITEMS):

- A.

#### SECTION IV: NEW BUSINESS (DISCUSSION ITEMS):

- A. 2023-2024 Policy Council Members (*Chairperson retires 2022-2023 council members*)
- B. Presiding Officer recognizes new members (*2022-2023 Chairperson presides*)
- C. Induction of New Policy Council (*Head Start Director presides*)
- D. Election of Chairperson (*Head Start Director presides*)
- E. Election of Vice Chairperson (*newly seated Chairperson presides*)
- F. Election of Secretary (*newly seated Chairperson presides*)
- G. Election Treasurer (*newly seated Chairperson presides*)
- H. Election of Parliamentarian (*newly seated Chairperson presides*)
- I. Election of Chaplain (*newly seated Chairperson presides*)
- J. Pledge of Officers (*Head Start Director presides – council officers sign Officer's Pledge*)
- K. Pledge of Members (*Head Start Director presides – council members sign Code of Ethics and Member's Pledge*)

#### NEW COUNCIL MEETING BEGINS

- A. Confidentiality Training (*Head Start Director presides*)
- B. Confidentiality Pledge (*Head Start Director presides - council members sign Confidentiality Pledge*)
- C. Policy Council Training and Meeting Agenda Plan (*Head Start Director presides*)
- D. Policy Council Work Plan (*Head Start Director presides*)
- E. Regular Meeting Day (*Chairperson presides - council establish meeting days for 2023-2024 council*)

#### SECTION V. OLD BUSINESS (ACTION ITEMS):

**SECTION VI. CORRESPONDENCE REVIEW:**

**SECTION VII. ADJOURNMENT:**

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MINUTES OF MEETING – THURSDAY, AUGUST 24, 2023 – 6:00 P.M. – REGULAR MEETING

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MEETING CALLED BY: Eric Jolivette, Council Chairperson  
NOTE TAKER: Program Secretary via Google Meet Recording  
COUNCIL PRESENT: Eric Jolivette, James Etta Davis, Rachael Clayton, Kristy Johnson, Brian Mouton, Cassidy Kondert  
STAFF/ GUESTS PRESENT: LaTanya Evans, Sonjatina Wilridge, Janet Walker

**AGENDA TOPICS:**

**SECTION I. OPENING ITEMS: CALL TO ORDER, PRAYER/ PLEDGE OF ALLEGIANCE, WELCOME/ RECOGNIZE NEW REPRESENTATIVES/ RECOGNIZE GUESTS, STAFF & VISITORS, ROLL CALL**

The Acadia Parish Head Start Policy Council met for a regularly scheduled meeting on Thursday, August 24, 2023 via Google Meet. Eric Jolivette, Chairperson, called the meeting to order at 6:07p.m. Sonjatina Wilridge led the prayer. Pledge done in unison. Chairperson called for recognition of those persons present in the meeting. Kristy Johnson, Council Secretary, called the roll.

QUORUM PRESENT

**CONSIDER APPROVAL OF AGENDA/ STATE REVISIONS, IF ANY:**

Council reviewed the agenda. Add Item A. Acadia Parish Head Start Substitute Pay Rates under Section III. Routine Items (Action Item).

Motion made by Rachael Clayton; second Brian Mouton. MOTION CARRIED

**CONSIDER APPROVAL OF MINUTES OF MEETING HELD AUGUST 3, 2023:**

Council reviewed the minutes of the August 3<sup>rd</sup> meeting.

Motion made by Rachael Clayton; second by Brian Mouton. MOTION CARRIED

**CONSIDER APPROVAL OF MINUTES OF MEETING HELD JULY 13, 2023:**

Council reviewed the minutes of the July 13<sup>th</sup> meeting.

Motion made by Rachael Clayton; second by Kristy Johnson. MOTION CARRIED

**SECTION II. ROUTINE ITEMS (ACTION ITEMS):**

**RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF ACADIA PARISH HEAD START SUBSTITUTE PAY RATES**

Ms. Evans presented the 2023-2024 Head Start Substitute Pay Rates. A lengthy discussion was held. Further review of the item is needed. A special meeting will be held to discuss the Head Start substitute pay rates on Tuesday, August 29, 2023 at 6:00 p.m.

Council tabled item for further review on Tuesday, August 29, 2023.

**SECTION III. ADJOURNMENT:**

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:37 p.m.

MEETING ADJOURNED

Minutes prepared – Program Secretary via Google Meet  
Approved by Policy Council – September 21, 2023 – YES / NO

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Eric Jolivette, Policy Council Chairperson

**MINUTES OF MEETING – TUESDAY, AUGUST 29, 2023 – 6:00 P.M. – REGULAR MEETING**

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MEETING CALLED BY: Eric Jolivette, Council Chairperson  
NOTE TAKER: Program Secretary via Google Meet Recording  
COUNCIL PRESENT: Eric Jolivette, James Etta Davis, Rachael Clayton, Kristy Johnson, Brian Mouton  
STAFF/ GUESTS PRESENT: LaTanya Evans, Sonjatina Wilridge, Rosaline Landry, Kelly Rogers, Charleen Domingue

**AGENDA TOPICS:**

**SECTION I. OPENING ITEMS: CALL TO ORDER, PRAYER/ PLEDGE OF ALLEGIANCE, WELCOME/ RECOGNIZE NEW REPRESENTATIVES/ RECOGNIZE GUESTS, STAFF & VISITORS, ROLL CALL**

The Acadia Parish Head Start Policy Council met for a special meeting on Tuesday, August 29, 2023 via Google Meet at 6:00 p.m. Eric Jolivette, Chairperson, called the meeting to order at 6:17p.m. Sonjatina Wilridge led the prayer. Pledge done in unison. Chairperson called for recognition of those persons present in the meeting. Kristy Johnson, Council Secretary, called the roll.

QUORUM PRESENT

**CONSIDER APPROVAL OF AGENDA/ STATE REVISIONS, IF ANY:**

Council reviewed the agenda.

Motion made by Rachael Clayton; second by Kristy Johnson. MOTION CARRIED

**SECTION II. ROUTINE ITEMS (ACTION ITEMS):**

**RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF ACADIA PARISH HEAD START SUBSTITUTE PAY RATES**

Ms. Evans presented a copy of Acadia Parish School Board Substitute Pay Rates to the council in comparison with the proposed substitute pay rates for Head Start.

Motion made by Rachael Clayton; second by Kristy Johnson. MOTION CARRIED

**SECTION III. ADJOURNMENT:**

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:39 p.m.

MEETING ADJOURNED

Minutes prepared – Program Secretary  
Approved by Policy Council – September 21, 2023 – YES / NO

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Eric Jolivette, Policy Council Chairperson

TREASURER'S REPORT

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- *As of 08.31.2023*

**ACADIA PARISH SCHOOL BOARD / POLICY COUNCIL  
MONTHLY TREASURER'S REPORT**

**MEETING DATE:** 09.21.2023  
**STATEMENT DATE:** 08.31.2023

**OPENING STATEMENT BALANCE:** EXPLANATIONS: \$1,201.94

**DEPOSITS** \$0

**CHECKS CLEARED:**

Date	Serial	Amount	RE:
<b>CLOSING BALANCE:</b> \$1,201.94			

**RECONCILING ITEMS** \$0

**OUTSTANDING DEPOSITS**

**OUTSTANDING CHECKS**

Date	Serial	Amount	RE:
(no checks)			

**RECONCILED BALANCE** \$0

**BOOK TRANSACTIONS TO POST:** \$0

**BILLS TO PAY:**

**BALANCE ON BOOKS:** \$1,201.94

\_\_\_\_\_  
Treasurer's Signature



**PART 1301 PROGRAM GOVERNANCE**

- **PROGRAM GOVERNANCE TRAINING** – Training on Program Governance is scheduled for Saturday, September 16<sup>th</sup> at 9:00 a.m. in the Head Start Central Office Conference Room. This training is mandatory and held annually for the Head Start Policy Council and Acadia Parish School Board members.

**1302.101 MANAGEMENT SYSTEM**

- Conference held with Lisa Tarrant on August 28<sup>th</sup>.
- CLASS Pre-Site Planning Call held with Dionne Ray on August 29<sup>th</sup>.
- On-site CLASS Observations will be conducted the week of October 9<sup>th</sup>; 15 classrooms will be observed.
- Office of Head Start Fiscal Year 2024 Focus Area 2 Informational Session will be held on Thursday, September 14<sup>th</sup>.
- **MUNIS ACCOUNTING SYSTEM** - The accounting program has been upgraded and only displays accurate expenditures with incorrect budget and balances. Head Start's budget is usually changed to reflect the amount granted in the Notice of Award, which includes all sources of funding. We have not be able to adjust the 2023-2024 budget as of now. These issues will be corrected as soon as notification is received from Acadia Parish School Board.

**1302 SUBPART I—HUMAN RESOURCES MANAGEMENT**

**1302.90 PERSONNEL POLICIES**

- **STAFFING**
  - Medical Leave – One (1) Teacher, one (1) Teacher Assistant, one (1) Teacher and one (1) Site Supervisor
- **OPEN POSITIONS** – The program is currently seeking classroom substitutes.

### **1302.30 EDUCATION**

- A program must ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.
- Acadia Parish Head Start has a total of 41 students with identified IEPs:
  - AP Church Point – eight (8) children have been identified with an IEP;
  - AP Estherwood – three (3) children have been identified with an IEP;
  - AP Ross – 12 children have been identified with an IEP;
  - AP Rayne – 18 children have been identified with an IEP.
  - Teachers are providing academic support to help these students to achieve the skills needed for progress identified on their IEP.

### **1302.60 DISABILITIES**

- Site Supervisors met for their monthly meeting on September 1<sup>st</sup>. A few items discussed included: On-site CLASS Review to be held in October, Teacher and Site Supervisor concerns of children with behaviors, Teaching Strategies Gold trainings and how well staff has been working as a unit to get the beginning of the year started.
- Education/ Disabilities Specialist has a Community of Practice scheduled with Ashley Steele on September 19<sup>th</sup>.

*Reports submitted by: Kelly Rogers – Education/ Disabilities Specialist*

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### **1302.40 CHILD HEALTH AND DEVELOPMENTAL SERVICES**

- The program has had five (5) students and two (2) staff members diagnosed with COVID-19. Custodians and staff are continuing extra cleaning and sanitizing the buildings.

### **1302.42 CHILD HEALTH STATUS**

- Family Advocates (FAs) are currently updating children's files with current physicals, dentals, immunizations, heights and weights and any other health-related concerns.
- The 45-day deadline for sensory screening (hearing and vision) is September 29<sup>th</sup>.
- The 90-day deadline for physicals and dentals is November 16<sup>th</sup>.

### **1302.44 CHILD NUTRITION**

- Children with food allergies have been identified and menus have been adjusted to incorporate their needs.

### **1302.45 CHILD MENTAL HEALTH**

- Mental Health Consultant is scoring behavior assessments filled out by parents. They will begin observations on those students that show a concern.

*Report submitted by Rosaline Landry – Health/ Mental Health/ Nutrition Specialist*

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## **1302—SUBPART A ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE**

### **1302.13 RECRUITMENT OF CHILDREN**

- Family Advocates are still accepting applications and placing those children on the waitlist. The remaining classrooms will be filled with an increase of students and staff.

### **1302.15 ENROLLMENT**

- The school year is off to a great start. Family Advocates are working diligently toward full enrollment. At this time, we do not have full enrollment (291 children):
  - AP Estherwood – 16
  - AP Church Point – 54
  - AP Rayne – 91
  - AP Ross – 130

### **1302.16 ATTENDANCE**

- September is Attendance Awareness Month and the program will recognize children with perfect attendance this month.

*Report submitted by: Sonjatina Wilridge – Family Partnerships/ Community Engagement Specialist*

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### **1302.47(1) FACILITIES**

- Summer 2023 was an extremely busy time for the Facilities Department! A number of repairs and upgrades were completed, including playground re-design, installation of new playground equipment, refurbishing of old playground equipment, new fencing and security gates, pavilion construction, installation of rubberized playground surfacing, parking lot maintenance, new restroom flooring, ramp upgrades, indoor / outdoor painting and more!
- There are a number of recommendations for facilities improvements needed at leased facilities. A meeting was held in July with the landlord to address those issues and communications are ongoing.
- All centers were inspected by the Office of the State Fire Marshall and LA Department of Health & Sanitation. All received satisfactory inspections and were given approval to operate.
- All centers received license renewals from the LA Department of Education ( Bureau of Licensing).

#### **1302.47(4) SAFETY TRAINING**

- A pre-service training was held prior to opening year where all staff received review and training on emergency evacuation procedures. All teachers will be required to include in their lesson plan, an overview & "teaching" of the following drill procedures to students:
  - Fire Drills - conducted monthly
  - Lock Down Drills - conducted 2x's per year in October and November
  - Bus Evacuation Drills – conducted 3x's per year in September, January and April
  - Tornado Drills – conducted 3x's per year during tornado season in March, April and May
- Monthly fire drills were satisfactorily conducted at all of the centers for the month of August

#### **1303.4 IN-KIND/ NON-FEDERAL SHARE**

- Acadia Parish Head Start receives 80% of its funding from a federal grant and the other 20% must be secured via donations to the program. That 20% is referred to as In-Kind or non-federal share. More information on this will be provided at future policy council meetings and packets and reports are turned in.

#### **1303.71 VEHICLES**

- Head Start buses received summer maintenance, cleaning and DOT inspections by D.S. Bus South. All buses are running efficiently with no repair issues reported to date.

#### **1303.72 VEHICLE OPERATION**

- The first day of Head Start bus services for the 2023-2024 program year began on August 17<sup>th</sup>. Routes ran satisfactorily at the Church Point, Rayne and Ross Head Start centers.

#### **1303.73 TRIP ROUTING**

- Presently, the program is providing transportation services to approximately 162 students within the service areas of Church Point, Crowley and Rayne. The service area is within a 5 mile radius of each school.
- Requests for school bus transportation are still being received and routes are being adjusted to accommodate parents' needs and requests.
- All routes are running within the 1-hour limit as federal mandate dictates.

*Report submitted by: C. Domingue – Program Operations Specialist*

## REPORTS

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- BUDGET REPORT – AUGUST 2023
- CREDIT CARD CHARGES – AUGUST 2023
- BILL PAYMENT EDITS – AUGUST 2023

**2023-2024**

**BUDGET REPORT**

**FOR**

**August 2023**

- 570 HEADSTART (PG. 1-~~5~~)
- H-001 T T A (PG. 6)
- H-006 AMERICAN RESCUE (PG. 6)
- H-012 COVID (PG. 7)

# ACADIA PARISH SCHOOL BOARD - LIVE

## YEAR-TO-DATE BUDGET REPORT



FOR 2024\_02

ACCOUNTS FOR:	HEADSTART	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACT'L	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H0000003	44340	3,099,965	0	3,099,965	3,371,452.00	0.00	-3,099,965.00	0.0%
H0000003	45230	-762,256	0	-762,256	0.00	0.00	-762,256.00	0.0%
H1210000	5301	20,676	0	20,676	3,349.20	0.00	17,326.80	16.2%
H1210000	5610	1,000	0	1,000	0.00	0.00	1,000.00	0.0%
H1500000	5260	170,519	0	170,519	0.00	0.00	170,519.00	0.0%
H1500000	5582	300	0	300	0.00	0.00	300.00	0.0%
H1530000	5115	452,276	0	452,276	27,960.39	0.00	424,315.61	6.2%
H1530000	5119	42,687	0	42,687	7,646.34	0.00	35,040.66	17.9%
H1530000	5210	45,263	0	45,263	7,682.00	0.00	37,581.00	17.0%
H1530000	5225	7,023	0	7,023	504.55	0.00	6,518.45	7.2%
H1530000	5231	135,406	0	135,406	6,738.46	0.00	128,667.54	5.0%
H1530000	5610	7,700	0	7,700	106.00	0.00	7,594.00	1.4%
H1530000	5615	27,300	0	27,300	14,122.30	0.00	27,300.00	0.0%
H1531000	5115	279,976	0	279,976	14,122.30	0.00	265,853.70	5.0%
H1531000	5119	33,885	0	33,885	5,076.62	0.00	33,885.00	0.0%
H1531000	5210	28,968	0	28,968	198.58	0.00	23,891.38	17.5%
H1531000	5225	4,374	0	4,374	3,403.46	0.00	4,175.42	4.5%
H1531000	5231	70,702	0	70,702	1,092.15	0.00	67,298.54	4.8%
H2120000	5115	40,992	0	40,992	2,470.00	0.00	39,899.85	2.7%
H2120000	5210	2,470	0	2,470	15.02	0.00	2,470.00	0.0%
H2120000	5225	685	0	685	263.21	0.00	669.98	2.2%
H2120000	5231	11,705	0	11,705	361.80	0.00	11,441.79	2.2%
H2130000	5330	46,023	0	46,023	0.00	0.00	45,661.20	0.8%
H2130000	5582	300	0	300	790.00	0.00	300.00	0.0%
H2130000	5610	7,026	0	7,026	4,801.60	0.00	6,236.00	11.2%
H2134000	5210	8,065	0	8,065	790.56	0.00	21,806.40	18.0%
H2134000	5225	386	0	386	61.46	0.00	7,274.44	9.8%
H2134000	5231	6,599	0	6,599	1,157.18	0.00	324.54	15.9%
H2300000	5530	17,422	0	17,422	81.05	0.00	5,441.82	17.5%
H2300000	5610	1,500	0	1,500	1,083.18	0.00	402.95	16.7%
H2300000	5622	23,300	0	23,300	85.78	0.00	16,338.82	6.2%
H2311000	5890	78,841	0	78,841	8,880.00	0.00	1,413.82	5.7%
H2329000	5111	6,637	0	6,637	13,267.30	0.00	14,470.00	38.1%
H2329000	5114	7,830	0	7,830	1,216.26	0.00	65,574.14	16.8%
H2329000	5210	1,401	0	1,401	180.12	0.00	6,636.63	0.0%
H2329000	5225	23,948	0	23,948	3,197.41	0.00	6,613.74	15.5%
H2329000	5231	300	0	300	0.00	0.00	1,220.88	12.9%
H2329000	5582	3,464	0	3,464	0.00	0.00	20,750.59	13.4%
H2400000	5521	13,000	0	13,000	3,463.65	0.00	300.00	0.0%
H2400000	5530	14,862	0	14,862	1,800.43	0.00	11,199.57	13.8%
H2400330	5582	250	0	250	990.00	0.00	13,872.00	6.7%
							250.00	0.0%

*Budgets are correct in computer yet*  
*Correct expenses*

# ACADIA PARISH SCHOOL BOARD - LIVE



## YEAR-TO-DATE BUDGET REPORT

FOR 2024\_02

ACCOUNTS FOR: 570	HEADSTART	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H2410000	5114	51,958	0	51,958	4,295.95	.00	47,662.05	8.3%
H2410000	5115	102,100	0	102,100	.00	.00	102,100.00	.0%
H2410000	5210	8,218	0	8,218	3,082.52	.00	5,135.48	37.5%
H2410000	5225	2,234	0	2,234	54.19	.00	2,179.81	2.4%
H2410000	5231	38,207	0	38,207	1,035.32	.00	37,171.68	2.7%
H2510000	5114	28,739	0	28,739	5,147.50	.00	23,591.50	17.9%
H2510000	5210	7,051	0	7,051	1,216.26	.00	5,834.74	17.2%
H2510000	5225	417	0	417	64.28	.00	352.72	15.4%
H2510000	5231	7,128	0	7,128	.00	.00	7,128.00	.0%
H2510000	5340	300	0	300	106.16	.00	193.84	35.4%
H2600000	5430	15,558	0	15,558	490.44	.00	15,067.56	3.2%
H2600000	5582	600	0	600	47.12	.00	552.88	7.9%
H2600000	5610	20,000	0	20,000	1,115.81	.00	18,884.19	5.6%
H2600000	5615	5,000	0	5,000	.00	.00	5,000.00	.0%
H2600000	5626	1,700	0	1,700	194.53	.00	1,505.47	11.4%
H2600000	5730	65,000	0	65,000	.00	.00	65,000.00	.0%
H2620000	5116	77,270	0	77,270	6,024.13	.00	71,245.87	7.8%
H2620000	5210	7,051	0	7,051	.00	.00	7,051.00	.0%
H2620000	5225	1,121	0	1,121	86.81	.00	1,034.19	7.7%
H2620000	5231	300	0	300	522.62	.00	-222.62	174.2%
H2620000	5411	21,327	0	21,327	1,149.33	.00	20,177.67	5.4%
H2620000	5421	9,356	0	9,356	208.75	.00	9,147.25	2.2%
H2620000	5430	90,079	0	90,079	573.30	.00	89,504.17	6.6%
H2620000	5441	42,000	0	42,000	7,000.00	.00	35,000.00	16.7%
H2620000	5530	9,300	0	9,300	1,742.20	.00	7,557.80	18.7%
H2620000	5621	13,000	0	13,000	304.51	.00	12,695.49	2.3%
H2620000	5622	66,800	0	66,800	9,023.12	.00	57,776.88	13.5%
H2624000	5430	5,500	0	5,500	314.00	.00	5,186.00	5.7%
H2629000	5430	1,900	0	1,900	104.00	.00	1,796.00	5.5%
H2630000	5424	1,376	0	1,376	.00	.00	1,376.00	.0%
H2650000	5430	2,500	0	2,500	67.09	.00	2,432.91	2.7%
H2721000	5116	1,288	0	1,288	.00	.00	1,288.00	.0%
H2721000	5210	50,499	0	50,499	3,746.39	.00	46,752.61	7.4%
H2721000	5225	12,407	0	12,407	2,141.64	.00	10,265.36	17.3%
H2721000	5231	733	0	733	45.01	.00	687.99	6.1%
H2721000	5233	1	0	1	.00	.00	1.00	.0%
H2721000	5233	13,938	0	13,938	1,034.00	.00	12,904.00	7.4%
H2721000	5233	3,986	0	3,986	.00	.00	3,986.00	.0%
H2721000	5626	6,500	0	6,500	.00	.00	6,500.00	.0%
H2721000	5890	500	0	500	.00	.00	500.00	.0%
H2723000	5430	10,000	0	10,000	.00	.00	10,000.00	.0%
H2731000	5115	32,634	0	32,634	1,926.23	.00	30,707.77	5.9%
H2731000	5225	474	0	474	27.93	.00	446.07	5.9%



# ACADIA PARISH SCHOOL BOARD - LIVE

## YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

ACCOUNTS FOR: 570 HEADSTART	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
H2731000 5231 TRS	8,125	0	8,125	240.11	.00	7,884.89	3.0%
H2731000 5233 SCHOOL EMPLOYEES	1	0	1	256.66	.00	-255.66	*****
H2830540 5335 MEDICAL DOCTORS	1,900	0	1,900	25.00	.00	1,875.00	1.3%
H2830540 5339 OTHER PROFESSIONA	0	0	0	815.25	.00	815.25	100.0%
H2830540 5540 ADVERTISING	3,000	0	3,000	.00	.00	3,000.00	0.0%
H3100000 5320 PURCHASED EDUCATI	9,017	0	9,017	.00	.00	9,017.16	0.0%
H3100000 5582 TRAVEL EXPENSE RE	200	0	200	.00	.00	200.00	0.0%
H3100000 5631 PURCHASED FOOD	23,581	0	23,581	.00	.00	23,581.00	0.0%
H3100000 5730 EQUIPMENT	0	0	0	2,200.00	.00	-2,200.00	100.0%
H3110000 5430 REPAIRS & MAINTEN	13,231	0	13,231	.00	.00	13,231.00	0.0%
H3110000 5610 MATERIALS AND SUP	2,600	0	2,600	118.00	.00	2,482.00	4.5%
H3111000 5119 OTHER SALARIES	14,328	0	14,328	2,585.48	.00	11,742.52	18.0%
H3111000 5210 GROUP INSURANCE	4,344	0	4,344	425.70	.00	3,918.30	9.8%
H3111000 5225 MEDICARE/MEDICAID	3,209	0	3,209	33.08	.00	3,175.92	15.8%
H3120000 5231 TRS	3,554	0	3,554	623.11	.00	2,930.89	17.5%
H3120000 5116 SERVICE WORKERS	23,284	0	23,284	7,143.07	.00	16,140.93	30.7%
H3120000 5225 MEDICARE/MEDICAID	338	0	338	103.58	.00	234.42	30.6%
H3120000 5231 TRS	6,117	0	6,117	1,721.48	.00	4,395.52	28.1%
H3121000 5111 OFFICIALS/ADMINIS	19,858	0	19,858	3,122.76	.00	16,735.24	15.7%
H3121000 5225 MEDICARE/MEDICAID	289	0	289	45.19	.00	243.81	15.6%
H3121000 5231 TRS	4,925	0	4,925	372.46	.00	4,552.54	7.6%
H3121000 5233 SCHOOL EMPLOYEES	0	0	0	435.33	.00	-435.33	100.0%
H3300000 5114 CLERICAL/SECRETAR	27,702	0	27,702	4,712.45	.00	22,989.55	17.0%
H3300000 5115 AIDES	77,464	0	77,464	1,707.99	.00	75,756.01	2.2%
H3300000 5119 OTHER SALARIES	83,187	0	83,187	14,986.29	.00	68,200.71	18.0%
H3300000 5210 GROUP INSURANCE	17,172	0	17,172	2,182.46	.00	14,989.54	12.7%
H3300000 5225 MEDICARE/MEDICAID	2,877	0	2,877	285.19	.00	2,591.81	9.9%
H3300000 5231 TRS	49,237	0	49,237	5,159.02	.00	44,077.98	10.5%
H3300000 5582 TRAVEL EXPENSE RE	464	0	464	.00	.00	464.00	0.0%
H3300000 5610 MATERIALS AND SUP	3,300	0	3,300	150.00	.00	3,150.00	4.5%
H3300000 5612 MAT & SUPPL OTHER	1,200	0	1,200	.00	.00	1,200.00	0.0%
H5200000 5890 MISCELLANEOUS EXP	762,256	0	762,256	.00	.00	762,256.00	0.0%
H5200000 5933 INDIRECT COSTS	182,858	0	182,858	.00	.00	182,858.00	0.0%
TOTAL HEADSTART	0	0	0	223,251.86	.00	-223,251.86	100.0%
TOTAL REVENUES	-3,862,221	0	-3,862,221	.00	.00	-3,862,221.00	
TOTAL EXPENSES	3,862,221	0	3,862,221	223,251.86	.00	3,638,969.14	

# 2023-2024 Credit Card Charges

## August - 2023

- Wal – Marts
- Shop Rite (gas)
- Sam's Club
- VISA

HS.08.14.23

**August 2023 Statement**

Open Date: 07/15/2023 Closing Date: 08/15/2023

Account: 4798 5100 6808 4314

**Visa® Business Bonus Rewards Card**

**Elan Financial Services**

1-866-552-8855

BUS 30 ELN 5 8 9

ACADIA HEAD START  
LATANYA EVANS (CPN 001871487)

<b>New Balance</b>	<b>\$3,858.22</b>
<b>Minimum Payment Due</b>	<b>\$163.00</b>
<b>Payment Due Date</b>	<b>09/10/2023</b>

<b>Reward Points</b>	
Earned This Statement	2,322
Reward Center Balance	46,904
as of 08/14/2023 ✓	
For details, see your rewards summary.	

*Balance = 1963.72*

<b>Activity Summary</b>		
Previous Balance	+	\$1,894.50
Payments		\$0.00
Other Credits		\$0.00
Purchases	+	\$1,857.56
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	+	\$39.00
Interest Charged	+	\$67.16
<b>New Balance</b>	=	<b>\$3,858.22</b>
<b>Past Due</b>		<b>\$19.00</b>
<b>Minimum Payment Due</b>		<b>\$163.00</b>
Credit Line		\$27,000.00
Available Credit		\$23,141.78
Days in Billing Period		32



Inv# HS.08.14.23 \$1963.72  
CARDMEMBER SERVICE  
08/14/2023 # Pages 31 FP31 DOC283S2326

**Payment Options:**

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 001871487

**BANK of COMMERCE**  
And Trust Company

*10077*

0047985100680843140000163000003858224

24-Hour Elan Financial Services: 1-866-552-8855

to pay by phone  
 to change your address

**APPROVED**

Account Number	4798 5100 6808 4314
Payment Due Date	9/10/2023
New Balance	\$3,858.22
Minimum Payment Due	\$163.00

000042701 01 SP 000638537136268 P Y

Amount Enclosed \$ \_\_\_\_\_

ACADIA HEAD START  
LATANYA EVANS  
PO BOX 1585  
CROWLEY LA 70527-1585

Elan Financial Services  
P.O. Box 790408  
St. Louis, MO 63179-0408



**RECEIVED**  
AUG 22 2023  
BY: \_\_\_\_\_

ACADIA HEAD START  
LATANYA EVANS (CPN 001871487)

Elan Financial Services ( 1-866-552-8855

**Bonus Rewards**

**Rewards Center Activity as of 08/14/2023**

Rewards Center Activity*	0
Rewards Center Balance	46,904

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	1,858	12,425
25% Monthly Bonus	464	3,106
<b>Total Earned</b>	<b>2,322</b>	<b>15,531</b>

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

**Important Messages**

**Paying Interest:** You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

The minimum payment includes a past due amount which is payable immediately upon receipt of this statement. If this amount has already been mailed, please disregard this notice. If you cannot immediately forward this past due amount, please contact our collection department at 1-877-838-4347 to make other suitable arrangements for payment.

**Transactions**

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
07/17	07/13	0362	CHEF ROYS RAYNE LA	\$433.40	_____
07/17	07/13	0370	CHEF ROYS RAYNE LA	\$156.00	_____
07/17	07/14	3849	LDOE CCCBC 225-3426311 LA	\$40.00	_____
07/17	07/14	3872	LDOE CCCBC 225-3426311 LA	\$40.00	_____
07/24	07/21	0797	HILTON HOTELS NEW ORLEANS LA FOLIO: 4079050	\$34.29	_____
07/24	07/21	0756	SHELL OIL 10000990001 KENNER LA	\$34.01	_____
07/26	07/25	9540	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$125.00	_____
07/26	07/25	6347	TEACHSTONE TRAINING WWW.TEACHSTON VA	\$125.00	_____
07/31	07/28	6633	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
07/31	07/28	0045	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
07/31	07/28	6635	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
08/07	08/04	0957	GATTIS PIZZA - CROWLEY CROWLEY LA	\$84.00	_____
08/09	08/08	6014	LDOE CCCBC 225-3426311 LA	\$40.00	_____
08/09	08/08	6345	LDOE CCCBC 225-3426311 LA	\$40.00	_____

Continued on Next Page

ACADIA HEAD START  
LATANYA EVANS (CPN 001871487)

Elan Financial Services ( 1-866-552-8855

**Transactions**

**Purchases and Other Debits**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/10	08/09	2032	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
08/10	08/09	7505	LDOE CCCBC 225-3426311 LA	\$40.00	_____
08/10	08/09	7661	LDOE CCCBC 225-3426311 LA	\$40.00	_____
08/10	08/09	8073	LDOE CCCBC 225-3426311 LA	\$40.00	_____
08/10	08/09	8263	LDOE CCCBC 225-3426311 LA	\$40.00	_____
08/10	08/09	4601	CHEVRON 0109131 RAYNE LA	\$50.61	_____
08/14	08/11	9700	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
08/14	08/11	9461	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
08/15	08/14	4799	LDOE LICENSING 225-3426311 LA	\$25.00	_____
08/15	08/14	0224	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$55.75	_____
08/15	08/14	1188	LDOE CCCBC 225-3426311 LA	\$40.00	_____
08/15	08/14	2186	LDOE CCCBC 225-3426311 LA	\$40.00	_____
<b>TOTAL THIS PERIOD</b>				<b>\$1,857.56</b>	

**Fees**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/10	08/10		LATE FEE - PAYMENT DUE ON 08/10	\$39.00	_____
<b>TOTAL FEES THIS PERIOD</b>				<b>\$39.00</b>	

**Interest Charged**

Post Date	Transaction Description	Amount	Notation
08/15	INTEREST CHARGE ON PURCHASES	\$67.16	_____
<b>TOTAL INTEREST THIS PERIOD</b>		<b>\$67.16</b>	

*Handwritten:* 125100008  
5340

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$29.00 <sup>CR</sup>
Total Interest Charged in 2023	\$136.71

**Company Approval** *(This area for use by your company)*

Signature/Approval: \_\_\_\_\_

Accounting Code: \_\_\_\_\_

## REQUEST FOR SUPPLIES

School/Department HSCO

Date 7-14-2023

Vendor VISA  
Complete name & address

**Will be completed by Central Office:**

Fund: \_\_\_\_\_ Name: POLICY COUNCIL TRAINING

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

To be used for: _____ Date: _____
---

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	MEALS EOY PC TRAINING & BANQUET	1	\$433.40	\$433.40
	HELD @ CHEF ROY'S RESTAURANT			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<i>Receipts on back</i>			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Shipping and Handling				
TOTAL				\$433.40

Form Rev 02-02-22

REQUESTED BY *Rosalie Landuy*  
(TEACHER)

APPROVED BY \_\_\_\_\_  
(PRINCIPAL)

APPROVED BY \_\_\_\_\_  
(DIRECTOR/SUPERVISOR)

DATE 7/14/23

**NOTE:** Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**

*PC  
H. 3301-890 H001*

## REQUEST FOR SUPPLIES

School/Department HSCO

Date 7-14-2023

Vendor VISA  
Complete name & address

**Will be completed by Central Office:**

Fund: \_\_\_\_\_ Name: POLICY COUNCIL TRAINING

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

To be used for: _____ Date: _____
---

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	ROOM CHARGE EOY TRAINING & BANQUET	1	\$156.00	\$156.00
	MEETING HELD @ CHEF ROY'S RESTAURANT			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	<i>Receipt on back</i>			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Shipping and Handling</b>				
<b>TOTAL</b>				<b>\$156.00</b>

Form Rev 02-02-22

REQUESTED BY *Resa Landry*  
(TEACHER)

APPROVED BY \_\_\_\_\_  
(PRINCIPAL)

APPROVED BY \_\_\_\_\_  
(DIRECTOR/SUPERVISOR)

DATE 7/14/23

**NOTE:** Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** OND22YSBS1

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 07/14/2023

<b>Invoice No.</b>	<b>Application ID</b>	<b>Name</b>	<b>Amount</b>
102420	126145	CORMIER, AIMEE GUIDRY	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)



## About This Message

This email was sent to JWALKER@ACADIA.K12.LA.US. You received this email to confirm the activity described above on your SLA - DOE CCCBC account.

### Account Related Questions:

Do not reply to this message with account related questions. If you wish to submit a question, please contact one of our Customer Service Representatives at 255-342-2716 or email us at: LDECCCBCprocessing@la.gov

### SLA - DOE CCCBC

1201 North Third Street Baton Rouge LA 70808 United States of America

---

**SLA - DOE CCCBC** <DOE\_CCCBC@billerpayments.com>

Fri, Jul 14, 2023 at  
1:39 PM

To: JWALKER@acadia.k12.la.us

Dear LATANYA EVANS,

This email is to confirm a payment instruction received on 07/14/2023 through Online Payment Processing for your SLA - DOE CCCBC account number ending XXXX6877.

A one-time payment of \$40.00 has been scheduled with a date of 07/14/2023. The fees include the administrative fee to Louisiana Department of Education (LDOE), a fee to the Department of Children and Family Services (DCFS) to search the State Central Registry (SCR), and additional fees charged by Louisiana Department of Education for additional states an applicant may have resided in within the last five (5) years, if applicable. The funding source that will be debited for this payment is your account number ending XXXX4314.

The unique confirmation number for this payment is OND22YSK6B.

[Quoted text hidden]



HILTON NEW ORLEANS RIVERSIDE  
 TWO POYDRAS STREET  
 NEW ORLEANS, LA 70130  
 United States of America  
 TELEPHONE 504-561-0500 • FAX 504-568-1721  
 Reservation  
 www.hilton.com or 1 800 HILTONS

GUILLORY, JOSEPH  
 2410 PRUDENCE HWY  
 CHURCH POINT LA 70525  
 UNITED STATES OF AMERICA

Room No: 845/Q2D  
 Arrival Date: 7/18/2023 4:48:00 PM  
 Departure Date: 7/21/2023 11:09:00 AM  
 Adult/Child: 2/0  
 Cashier ID: BHILL1  
 Room Rate: 179.00  
 AL:  
 HH # 1589713351 GOLD  
 VAT #  
 Folio No/Che 4079050 A

Confirmation Number: 3358704960

HILTON NEW ORLEANS RIVERSIDE 8/23/2023 4:36:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
7/21/2023	*LE CROISSASNT	LINTR	23490534	\$34.29		
7/21/2023	VS *4314	DGUERRE RO	23490651		(\$34.29)	
**BALANCE**						\$0.00

# REQUEST FOR SUPPLIES

School/Department HSCO

Date 7-28-23

Vendor VISA  
Complete name & address

**Will be completed by Central Office:**

Fund: \_\_\_\_\_ Name: \_\_\_\_\_

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

To be used for:
_____
Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	GAS FOR TRAVERSE HEAD START CONFERENCE	1	\$34.01	\$34.01
				\$0.00
				\$0.00

Welcome to Shell  
3206 Williams  
Kenner LA 70062

SHELL  
3206 WILLIAMS BLVD  
KENNER, LA  
70065  
10000990001  
07/21/2023 000499243  
01:04:30 PM

PUMP# 6  
REGULAR 10.767G  
PRICE/GAL \$3.159  
FUEL TOTAL \$ 34.01

TOTAL = \$ 34.01  
CREDIT \$ 34.01

VISA CREDIT  
USD\$34.01  
XXXX XXXX XXXX 4314  
Chip Read  
APPROVED  
AUTH # 311200  
TIV # 203976  
Mode: Issuer  
AID: A0000000031010  
TVR: 0000000000  
IAD: 06610A30A000  
TSI: 0000  
ARC: 00

Please come again

				\$0.00
				\$0.00
				\$0.00
Shipping and Handling				
TOTAL				\$34.01

Form Rev 02-02-22

REQUESTED BY: Rosalie Landry  
(TEACHER)

APPROVED BY \_\_\_\_\_  
(PRINCIPAL)

APPROVED BY \_\_\_\_\_  
(DIRECTOR/SUPERVISOR)

DATE \_\_\_\_\_

**NOTE:** Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**

T/TA

### REQUEST FOR SUPPLIES

School/Department HSCO

Date JULY 25, 2023

Vendor: TEACHSTONE  
Complete name & address

**Will be completed by Central Office:**

Fund: VISA Name: \_\_\_\_\_

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Phone: 1-877-401-8007

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

To be used for:  
\_\_\_\_\_  
Date: \_\_\_\_\_

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	RECERTIFICATION TEST FOR CLASS	1	\$125.00	\$125.00
	PRE-SCHOOL CLASS			\$0.00
				\$0.00
	ROSALINE LANDRY			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Shipping and Handling				
TOTAL				\$125.00

Form Rev 02-02-22

REQUESTED BY Kelly Rogers  
(TEACHER)

APPROVED BY [Signature]  
(PRINCIPAL)

APPROVED BY \_\_\_\_\_  
(DIRECTOR/SUPERVISOR)

DATE \_\_\_\_\_

**NOTE:** Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**

### REQUEST FOR SUPPLIES

School/Department HSCO

Date JULY 25, 2023

Vendor TEACHSTONE  
Complete name & address

**Will be completed by Central Office:**

Fund: VISA Name: \_\_\_\_\_

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Phone: 1-877-401-8007

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

To be used for:
_____
Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	RECERTIFICATION TEST FOR CLASS	1	\$125.00	\$125.00
	PRE-SCHOOL CLASS			\$0.00
				\$0.00
	KELLY ROGERS			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Shipping and Handling				
TOTAL				\$125.00

Form Rev 02-02-22

REQUESTED BY Kelly Rogers  
(TEACHER)

APPROVED BY [Signature]  
(PRINCIPAL)

APPROVED BY \_\_\_\_\_  
(DIRECTOR/SUPERVISOR)

DATE \_\_\_\_\_

NOTE: Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**



KELLY ROGERS <krogers@acadia.k12.la.us>

---

## Your Teachstone Training LLC receipt [#1017-5155]

1 message

---

**Teachstone Training LLC**

<receipts+acct\_1BtHuSlk8D9HqQKm@stripe.com>

Reply-To: Teachstone Training LLC <finance@teachstone.com>

To: krogers@acadia.k12.la.us

Tue, Jul 25, 2023 at

12:36 PM

## Receipt from Teachstone Training LLC

Receipt #1017-5155

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$125.00	Jul 25, 2023, 1:35:13 PM	<b>VISA</b> - 4314

### SUMMARY

Order #137249 for krogers@acadia.k12.la.us \$125.00

**Amount charged** \$125.00

If you have any questions, contact us at [finance@teachstone.com](mailto:finance@teachstone.com) or call at +1 866-998-8352.

## REQUEST FOR SUPPLIES

School/Department HEAD START CENTRAL OFFICE

Date 07/28/2023

Vendor IDENTOGO

Complete name & address

4422 AMBASSADOR CAFFERY PKWY

LAFAYETTE LA

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

**Will be completed by Central Office:**

Fund: \_\_\_\_\_ Name: \_\_\_\_\_

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

To be used for: _____ Date: _____
---

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	AIMEE G CORMIER - FINGERPRINT SCAN	1	\$55.75	\$55.75
				\$0.00

identoC  
 4422 Ami  
 Crossroads Sq  
 Lafayette, Louisiana 70508-6706



Date: 07/28/2023@09:19 A  
 Customer: AIMEE G. CORMIE  
 UE ID: UZ7S4X7F

**Services**  
 LA - LDOE Early Learning Centers \$55.75  
**SubTotal:** \$55.75  
**Total:** \$55.75  
**Payment**  
 Credit Card ending in (4314) \$55.75  
**Amount Paid:** \$55.75

**Credit Card Authorization**  
 By signing, I authorize IDEMIA and/or their agents to charge my credit card for service (s) performed and/or products purchased. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Signature

	Shipping and Handling	
	TOTAL	\$55.75

Form Rev 02-02-22

REQUESTED BY  APPROVED BY \_\_\_\_\_ (PRINCIPAL)  
 (TEACHER)

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 (DIRECTOR/SUPERVISOR)

**NOTE:** Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**





## REQUEST FOR SUPPLIES

School/Department HEAD START CENTRAL OFFICE

Date 07/28/2023

Vendor IDENTOGO

Complete name & address

4422 AMBASSADOR CAFFERY PKWY

LAFAYETTE LA

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

**Will be completed by Central Office:**

Fund: \_\_\_\_\_ Name: \_\_\_\_\_

Org: \_\_\_\_\_

Object: \_\_\_\_\_ Project: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

To be used for:  _____
Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	LAURIE A FAULK - FINGERPRINT SCAN	1	\$55.75	\$55.75

Identogo C  
 4422 Ambassador Caffery Pkwy  
 Crossroads South Shopping Ctr Ste G  
 Lafayette, Louisiana 70508-6706



Date: 07/28/2023@09:37 AM  
 Customer: LAURIE A. F.  
 UE ID: UZ7S4X

**Services**  
 A - LDOE Early Learning  
 Centers

Sub Total: \$55.75  
**Total: \$55.75**

Payment: \$55.75  
 Credit Card ending in (4314)

**Amount Paid: \$55.75**

**Credit Card Authorization**  
 By signing, I authorize IDEMIA and/or their agents to charge my credit card for service (s) performed and/or products purchased. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Signature

	Shipping and Handling	
	TOTAL	\$55.75

Form Rev 02-02-22

REQUESTED BY \_\_\_\_\_ APPROVED BY \_\_\_\_\_  
 (TEACHER) (PRINCIPAL)

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 (DIRECTOR/SUPERVISOR)

**NOTE:** Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.

**DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES**

DEFERRED ORDER

\*\*\* Order Due: 11:30AM \*\*\*

Gattis Pizza Crowley  
2218 N. Parkerson  
Crowley, LA 70526  
Phone: 337-763-0754  
www.gattispizza.com

ACADIA HEADSTART  
337-783-6377  
Pick Up

5 Large Original Large School Pizza 42.00  
5 Large Original Large School Pizza 42.00

Subtotal 84.00  
Tax 0.00  
Total 84.00

Visa 4314 Payment 84.00

Tip  
Total \$84.00

\*\*\* Guest Copy \*\*\*

Paid in Full

Order #2 Date 8/4/2023

Served By Kirstin B.

DEFERRED ORDER

\*\*\* Order Due: 11:30AM \*\*\*

Tell us how we did!  
Go to [www.legattis.com](http://www.legattis.com)

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONP32S66TN

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/08/2023

Invoice No.	Application ID	Name	Amount
104622	128874	FRANCIS, KEOSHA KAREN	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONP32SYP1D

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/08/2023

Invoice No.	Application ID	Name	Amount
104574	128321	SINGLETON, JONI N	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)



Status as of 08/08/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 08/08/2023  
 UE ID: UZ7S-4YBKRH  
 Service: 27N4H8 - LDOE Early Learning Centers  
 Estimated Amount Due: \$55.75

**COUPON CODE:**  
**27N4H1G7B553KR8Z7**

We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card  
 Card holder must be present at the time of payment.  
 Cash will not be accepted.

27N4H8 - Louisiana LDOE Early Learning Centers Appointment De

Lafayette, LA

IdentoGO  
4422 Ambassador Caffery Pkwy  
Crossroads South Shopping Ctr Ste G Lafayette, LA 70508-6706  
 (<https://maps.google.com/?q=30.16712,-92.06137>)  
 View Map (<https://maps.google.com/?q=30.16712,-92.06137>)

Appointment Time:

08/09/2023 @ 9:10 AM

Please provide 24 hours notice when canceling/rescheduling an a

Cancel Appointment

Re

IdentoGO Center (2800003)  
 4422 Ambassador Caffery Pkwy  
 Crossroads South Shopping Ctr Ste G  
 Lafayette, Louisiana 70508-6706



Date: 08/09/2023@09:01 AM  
 Customer: JONI N. SINGLETON  
 UE ID: UZ7S4YBKRH

Services

LA - LDOE Early Learning Centers	\$55.75
----------------------------------	---------

SubTotal:	\$55.75
<b>Total:</b>	<b>\$55.75</b>

Payment

Auth Code: 27N4H1G7B553KR8Z7	\$55.75
---------------------------------	---------

<b>Amount Paid:</b>	<b>\$55.75</b>
---------------------	----------------

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONPX2S7YV1

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/09/2023

Invoice No.	Application ID	Name	Amount
104855	129098	BERNARD, JACQUELINE MISCHELLA	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONPX2S79L6

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/09/2023

<b>Invoice No.</b>	<b>Application ID</b>	<b>Name</b>	<b>Amount</b>
104849	129092	ISTRE, JESSICA CHRISTINE	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONPX2S7B3P

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/09/2023

Invoice No.	Application ID	Name	Amount
104868	129104	ROBERTS, SANDRA ANTHONY	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)







(250-0953)

Status as of 08/09/2023

**Pre-Enrolled**

You have successfully pre-enrolled.

**Service Details:**

Date: 08/09/2023  
 UE ID: UZ7S-4YH1N2  
 Applicant: SANDRA ROBERTS  
 Service: 27N4H8 - LDOE Early Learning Centers  
 Estimated Amount Due: \$55.75

COUPON CODE:  
27N4H1G7B553KTHFR

**We accept the following methods of payment:**

Authorization Code, Business Check, Money Order, Credit Card  
 Card holder must be present at the time of payment.  
 Cash will not be accepted.

**27N4H8 - Louisiana LDOE Early Learning Centers Appointment**

Lafayette, LA

IdentoGO  
 4422 Ambassador Caffery Pkwy.  
 Crossroads South Shopping Ctr Ste G Lafayette, LA 70508-67  
 (<https://maps.google.com/?q=30.16712,-92.06137>)  
 View Map (<https://maps.google.com/?q=30.16712,-92.06137>)

**Appointment Time:**

08/11/2023 @ 10:10 AM

Please provide 24 hours notice when canceling/rescheduling an

Cancel Appointment

F

IdentoGO Center (2800003)  
 4422 Ambassador Caffery Pkwy  
 Crossroads South Shopping Ctr Ste G  
 Lafayette, Louisiana 70508-6706



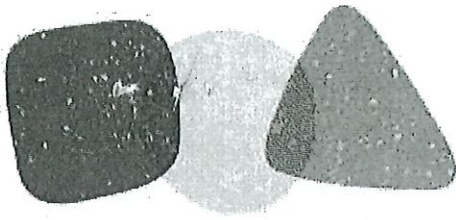
Date: 08/11/2023@10:07 AM  
 Customer: SANDRA A. ROBERTS  
 UE ID: UZ7S4YH1N2

**Services**  
 LA - LDOE Early Learning Centers \$55.75

SubTotal: \$55.75  
**Total: \$55.75**

**Payment**  
 Auth Code: \$55.75  
 27N4H1G7B553KTHFR

Amount Paid: \$55.75



**Early Childhood**  
IMPROVING SCHOOL READINESS



Your payment has been successfully processed. Please make a note of the confirmation number shown below or print this page for your records. A confirmation email has also been sent to the email address shown below. Please call us on 1-225-342-9905 if there is a problem with this payment.

**Confirmation Number:** ONP22CBLGC

---

**Account Details**

Application ID: 311127  
Name On Account: JANET WALKER  
Email Address: JWALKER@ACADIA.K12.LA.US

---

**Payment Details**

Payment Method: Visa Card ending in 4314  
Payment Type: One Time  
Card Address: 800 North Western Avenue,  
Post Office Box 1585,  
Crowley, LA 70527, USA  
Payment Amount: \$25.00  
Payment Date: 08/14/2023

---

**Additional Payment Details**

# IdentoGO

Status as of 08/08/2023

### Pre-Enrolled

You have successfully pre-enrolled.

### Service Details:

Date: 08/08/2023  
 UE ID: UZ7S-4YF21H  
 Applicant: Keosha Francis  
 Service: 27N4H8 - LDOE Early Learning Centers  
 Estimated Amount Due: \$55.75

COUPON CODE:  
27N4H1G7B553KYGNR

### We accept the following methods of payment:

Authorization Code, Business Check, Money Order, Credit Card  
 Card holder must be present at the time of payment.  
 Cash will not be accepted.



### 27N4H8 - Louisiana LDOE Early Learning Centers Appointment Details:

Lafayette, LA

IdentoGO  
4422 Ambassador Caffery Pkwy  
Crossroads South Shopping Ctr Ste G Lafayette, LA 70508-6706  
 (<https://maps.google.com/?q=30.16712,-92.06137>)  
 View Map (<https://maps.google.com/?q=30.16712,-92.06137>)

### Appointment Time:

08/14/2023 @ 10:20 AM

Please provide 24 hours notice when canceling/rescheduling an appointment.

IdentoGO Center (2800003)  
 4422 Ambassador Caffery Pkwy  
 Crossroads South Shopping Ctr Ste G  
 Lafayette, Louisiana 70508-6706

# IdentoGO

Date: 08/14/2023@11:03 AM  
 Customer: KEOSHA K. FRANCIS  
 UE ID: UZ7S4YF21H

**Services**  
 LA - LDOE Early Learning Centers \$55.75

SubTotal: \$55.75  
**Total: \$55.75**

**Payment**  
 Auth Code: \$55.75  
 27N4H1G7B553KYGNR

**Amount Paid \$55.75**

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONP22CFKGJ

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/14/2023

Invoice No.	Application ID	Name	Amount
105256	129567	GUILLORY, SHIRLEY C	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)

### Payment Confirmation

**Payment Processed:** **!!! Payment Successful !!!**

**Confirmation Number:** ONP22CS6SW

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 08/14/2023

<b>Invoice No.</b>	<b>Application ID</b>	<b>Name</b>	<b>Amount</b>
105289	129629	JORDAN, JUSTICE MONIQUE	\$40.00

**Total Amount Paid: \$40.00**

[Print](#) [Home](#)

**2023-2024**

**BILL PAYMENT  
EDITS**

**August - 2023**

# HEADSTART

## INVOICE ENTRY PROOF LIST

CHECK DATE: 08-18-2023

			<b>Invoice</b>	<b><u>PO</u></b>	<b><u>Invoice Amt</u></b>
35224	ENERGY	0	10017893886		509.83
35224	ENERGY	0	10017893887		536.53
10688	BRIGHTSPEED	0	300201508/JULY23		380.15
1822	AT&T	0	337M622903/AUG23		641.60
35912	LAFAYETTE ALARM SERV	0	R620566		63.00
35912	LAFAYETTE ALARM SERV	0	R620567		30.00
34886	LOUISIANA SPECIAL SY	0	12456216		49.00
17500	J & J EXTERMINATING	0	5427581		34.00
6291	PARK STREET FAST LUB	0	311553		67.09
9016	CINTAS CORP#543	1	15536628JULY23		134.00
9016	CINTAS CORP#543	1	15536821JULY23		186.26
9016	CINTAS CORP#543	1	15536797JULY23		170.18
9385	ACADIANA SPEECH THER	0	4839		3,349.20
1149	CLASSIC BUSINESS	1	542409		578.32
1149	CLASSIC BUSINESS	1	540070		118.00
1149	CLASSIC BUSINESS	1	540074		490.00
5212	DOMINGUE CHARLEEN	0	073123		47.12
4738	OFFICE DEPOT INC-295	1	319020256001		51.16
4738	OFFICE DEPOT INC-295	1	319007383001		22.14
4738	OFFICE DEPOT INC-295	1	319007382001		87.96
4738	OFFICE DEPOT INC-295	1	324018472001		18.39
4738	OFFICE DEPOT INC-295	1	324295973001		159.80
4738	OFFICE DEPOT INC-295	1	324336813001		17.98
4738	OFFICE DEPOT INC-295	1	324336814001		10.99
35964	OUR MOTHER OF MERCY-	0	AUGUST2023RENT		1,500.00
35895	OUR MOTHER OF MERCY-	0	AUGUST2023RENT		<u>2,000.00</u>

BATCH # 4410

**TOTALS** 11,252.70



# HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 08-25-2023

			<b>Invoice</b>	<b>PO</b>	<b>Invoice Amt</b>
6900	CLECO	0	200001478953/AUG23		4,057.28
6900	CLECO	0	200003053507/AUG23		811.94
11700	CENTERPOINT ENERGY	0	29815586/AUG23		125.71
1822	AT&T	0	3377836377/AUG23		380.46
8829	TEACHING STRATEGIES	1	Q245244		5,850.00
10077	CARDMEMBER SERVICE	0	HS.08.14.23		1,963.72
7597	NATIONAL HEAD START	0	000390954		1,530.00
10473	SONNIER TORI CAMILLE	0	001		361.80
8076	GENTLE TEACHING OF A	0	4.13.2023APHS		295.00
2035	BIOMED PLUS LLC	0	13409		230.00
2035	BIOMED PLUS LLC	0	13408		165.00
2035	BIOMED PLUS LLC	0	13407		197.50
2035	BIOMED PLUS LLC	0	13406		197.50
4599	SHOP RITE #1218	0	165798CT		52.09
10883	WILTZ CHERELLE	0	08.11.23		25.00
3008	BEAU INTERCONNECT	0	3246		290.00
3008	BEAU INTERCONNECT	0	3248		<u>255.00</u>

BATCH # 4427

**TOTALS** 16,788.00

29000	SHERWIN WILLIAMS-#71	0	86824		17.97
29000	SHERWIN WILLIAMS-#71	0	89667		299.59
29000	SHERWIN WILLIAMS-#71	0	89125		93.65
29000	SHERWIN WILLIAMS-#71	0	88788		130.84
29000	SHERWIN WILLIAMS-#71	0	90822		278.52
29000	SHERWIN WILLIAMS-#71	0	90830		79.98
29000	SHERWIN WILLIAMS-#71	0	57993		<u>222.25</u>

BATCH # 4428

**TOTALS** 1,122.80

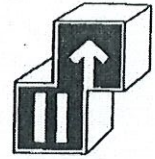
## ATTACHMENT(S)

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- OFFICER'S PLEDGE
- MEMBER'S CODE OF ETHICS/ MEMBERS PLEDGE
- CONFIDENTIALITY PLEDGE
- POLICY COUNCIL TRAINING AND MEETING AGENDA PLAN
- POLICY COUNCIL WORK PLAN 2023-2024



ACADIA PARISH SCHOOL BOARD  
HEAD START PROGRAM



POLICY COUNCIL

OFFICER'S PLEDGE

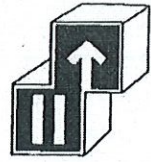
(Officers stand and raise right-hand)

I, \_\_\_\_\_, do solemnly pledge myself to perform faithfully  
*(recite your name & print above)*

and impartially the duties of \_\_\_\_\_ that I have assumed as a Policy  
*(state name of office)*

Council Officer. I pledge to foster and to promote the Acadia Parish School Board Head Start Program's goals, policies and functions.

ACADIA PARISH SCHOOL BOARD  
HEAD START PROGRAM



POLICY COUNCIL

**MEMBER'S CODE OF ETHICS**

As a Policy Council Member, I will:

- ☞ Represent the interest of all people served by this Policy Council
- ☞ Not use the organization or my service on this Policy Council for my own personal advantage or for the individual advantage of my friends or supporters
- ☞ Approach all Policy Council issues with an open mind, prepared to make the best decision for the whole organization
- ☞ Do nothing to violate the trust of those who elected me to the Policy Council or of those we serve
- ☞ Focus my efforts on the mission of the organization and not on my personal goals
- ☞ Never exercise authority as a Policy Council member except when acting in a meeting with the full Policy Council or as I am delegated by the Policy Council

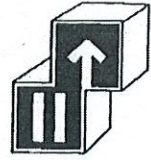
**MEMBER'S PLEDGE**

*(Members stand and raise right-hand)*

I, \_\_\_\_\_, do solemnly pledge myself to perform faithfully  
*(recite your name & print above)*

and impartially the duties I am about to assume as a Policy Council Member. I pledge to foster and to promote the Acadia Parish School Board Head Start Program's goals, policies and functions for the 2023-2024 Program Year.

ACADIA PARISH SCHOOL BOARD  
HEAD START PROGRAM



POLICY COUNCIL

**CONFIDENTIALITY PLEDGE**

*(Members stand and raise right-hand)*

I understand the importance of keeping confidential information confidential, especially about children, families, staff persons or prospective staff persons.

I realize that breach of confidentiality may be reported by my fellow Council Members.

---

*Signature of Policy Council Member*

## POLICY COUNCIL TRAINING AND MEETING AGENDA PLAN

**MEETING TRAINING PLAN:** Training for PC meetings will be presented as part of Discussion Items or New Business. The list of training items and the main action items for each meeting are listed in the chart below.

MONTH	TRAINING	AGENDA
September Special Training	Program Training	Roles and Responsibilities, Shared Decision Making, Management Systems and Designs, Work Plan, Bylaws
September	Confidentiality Policies Training	PC Induction PC Officer Elections
October	Self Assessment Training Content Area Training/ Report - Early Child Development (Curriculum and Education)	Bylaws Annual Report
November Special Training	Budget Training Long and Short Range Planning Refunding Process Community Assessment	Self Assessment Team Names
November	Content Area Training - Health Content Area Training - Mental Health	Self Assessment Team Quarterly Budget Review
December	Program Governance Relationships - Internal Dispute Resolution Strategies	Refunding Planning Process and Priorities
January	ERSEA	Community Assessment Internal Dispute Resolution (Impasse) Policy
February	Budget - Salary Training	Self Assessment & Community Assessment Report Eligibility Criteria Mid-Year Budget Review Refunding Priorities
March	Human Resources Training Content Area Training/ Report - Nutrition	Refunding Application
April	Content Area Training/ Report - Disabilities Content Area Training/ Report - Family Partnerships	Staffing Plan and Organizational Chart Quarterly Budget Projections
May	Nutrition Menu Planning Training Program Personnel Policies Training	COLA and One-time Funding Applications Staffing Report on Open Positions
	Facilities/ Transportation Training	Program Year Calendar
June		Food Bids Parent Handbook Program Plans (long / short range plans) Building leases/ New employee recommendations
July	Community Partnerships and Awareness Training - Guest Speaker	PC Training and Recognition
August		Community Representatives for the PC End of Year Program Report Program Personnel Policies

## POLICY COUNCIL WORK PLAN 2023-2024

---

ACTIVITIES	TARGET DATE	DATE OF COMPLETION
Policy Council Training on roles and responsibilities (1/2 day)	Late September	
Seating of new Policy Council and election of officers	September	
Bylaws revised and approved	October	
Introduce PC members to School Board	October	
Self Assessment Training	October	
Budget and Refunding Training	November	
Community Assessment Training	November	
Self Assessment Conducted	December	
Internal Dispute/ Conflict Resolution Training	December	
Refunding Application Process begins	December	
Internal Dispute Resolution Policy Approval	January	
Eligibility Criteria Training	January	
Self Assessment Program Report and Improvement Plan	February	
Eligibility Criteria Approval	February	
Refunding Application Approval	March	
Program Planning Training/ Workshop	April	
Program Policies Training	May	
Program Planning Approval	Early June	
Program Parent and Children Policies Reviewed	Early June	
Personnel Policies Review	Early June	
Program Parent and Children Policies Approval	Late June	
Policy Council Community Training/ Recognition	July	
Community Representatives recommended	July	
Personnel Policies Approval	August	
Orientation to Head Start Parents	August	
Community Representatives approval	August	

- As activities are held, the Work Plan will be updated