



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM
POLICY COUNCIL



MEMORANDUM

TO: Policy Council Representatives/ Alternates
FROM: LaTanya Evans – Head Start Director
DATE: October 24, 2023
SUBJECT: OCTOBER 2023 MEETING SCHEDULED

The regularly scheduled meeting for the Head Start Policy Council is:

THURSDAY, NOVEMBER 2, 2023 - at 6:00 P.M.

ACADIA PARISH HEAD START CENTRAL OFFICE (CONFERENCE ROOM)
800 NORTH WESTERN AVENUE – CROWLEY LA 70526

IMPORTANT – QUORUM NEEDED

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 MEMBERS, ALTERNATES, COMMUNITY REPRESENTATIVES ARE ASKED TO CALL AS SOON AS POSSIBLE AND LET US KNOW THAT YOU WILL ATTEND. When you phone us, please let us know if you will need a sitter or transportation.

RSVP by calling (337) 783-6377, ext. 231.

SPECIAL NOTE FOR PARENT COMMITTEE PRESIDENT:

Enclosed is your copy of the Policy Council meeting packet. Remember the Parent Committee must be informed that your council's Parent Representative is attending the meetings for your center.

cc: *APSB Executive Staff/ APSB Board Members*

AGENDA

ACADIA PARISH SCHOOL BOARD - HEAD START PROGRAM POLICY COUNCIL

Thursday, November 2, 2023 - 6:00 P.M.

Acadia Parish 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 September 21, 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. REVIEW AND CONSIDER RECOMMENDATION OF APPROVAL OF BYLAWS 2023-2024

SECTION IV: NEW BUSINESS (DISCUSSION ITEMS)

SECTION V. OLD BUSINESS (ACTION ITEMS)

SECTION VI. CORRESPONDENCE REVIEW

SECTION VII. ADJOURNMENT

MINUTES OF MEETING

THURSDAY, SEPTEMBER 21, 2023

6:00 P.M.

INDUCTION MEETING

MEETING CALLED BY: Eric Jolivette, Council Chairperson

NOTE TAKER: Program Secretary via Google Meet Recording

COUNCIL PRESENT: Eric Jolivette, Cassidy Kondert, Kristy Johnson, Brian Mouton, James Etta David, Sloane Roberts, Philip Dunbar, Starla Dugar, Brandon Broussard, Brandon Miguez, Shavaun Miller

STAFF/ GUESTS PRESENT: Shawn Lejeune, LaTanya Evans, Sonjatina Wilridge, Karen Marx, Cynthia Scott, 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 (Induction) on Thursday, September 21, 2023 at 6:00 p.m. at the Head Start Central Office (Conference Room) Several participants attended via Google Meet. Eric Jolivette, Chairperson, called the meeting to order at 6:15p.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 Brian Mouton; second Kristy Johnson. MOTION CARRIED

CONSIDER APPROVAL OF MINUTES OF MEETING HELD AUGUST 24, 2023:

Council reviewed the minutes of the August 24th meeting.

Motion made by Brian Mouton; second by Kristy Johnson. MOTION CARRIED

CONSIDER APPROVAL OF MINUTES OF SPECIAL MEETING HELD AUGUST 29, 2023:

Council reviewed the minutes of the August 29th meeting.

Motion made by James Etta David; second by Brian Mouton. MOTION CARRIED

SECTION II. REPORTS:

A. CENTER REPORTS:

CHURCH POINT (Sloane Roberts) – Budget meeting, parent meeting, Picture Day, Grandparents Day. **ESTHERWOOD** (Brandon Miguez) – Picture Day, raffle shirts donated. **RAYNE** (Philip Dunbar) – Grandparents Day, parent meeting, candy fund raiser approval, screening in progress. **ROSS** (Starla Dugar) – screenings in progress, parent meeting, council representatives selected, Grandparents Day, fall pictures, upcoming Head Start Awareness activities.

B. TREASURER’S REPORT:

Kristy Johnson reported a beginning and ending balance of \$1,201.94.

C. HEAD START DIRECTOR’S REPORT:

PROGRAM GOVERNANCE TRAINING – held Saturday, September 16th at 9:00 a.m. in the Head Start Central Office Conference Room. Kahree Wahid served as presenter. Training will be held on October 3rd at the Acadia Parish School Board Office for those who were not in attendance. **MANAGEMENT SYSTEMS** – Conference held with Lisa Tarrant on August 28th. CLASS Pre-Site Planning Call held with Dionne Ray on August 29th. On-site CLASS Observations to be conducted on October 9th. Fifteen classroom will be observed. Office of Head Start Fiscal Year 2024 Focus Area 2 Informational Session held Thursday, September 14th. MUNIS Accounting System has been upgraded and only displays accurate expenditures with incorrect budget and balances. Issues will be corrected as soon as notification is received from APSB. **STAFFING** – Staff on medical leave include one (1) Teacher, one (1) Teacher Assistant and one (1) Site Supervisor. Open positions are being advertised. The program is seeking classroom substitutes.

D. BUDGET REPORT AND APPROVAL OF ANY BUDGET ADJUSTMENTS, IF NEEDED:

Budget Report reviewed by the council. Director gave an explanation on the issue with the Munis Accounting System.

SECTION III. ROUTINE ITEMS (ACTION ITEMS):

None.

SECTION IV. NEW BUSINESS (DISCUSSION ITEMS):

A. 2022-2023 POLICY COUNCIL MEMBERS:

The Chairperson called for all members of the 2022-2023 council to retire to the audience chairs.

B. PRESIDING 2023-2024 COUNCIL:

Eric Jolivette, Chairperson, calls for the 2023-2024 council to the conference table.

C. INDUCTION OF NEW POLICY COUNCIL:

Council elections begin and led by LaTanya Evans, Head Start Director.

D. ELECTION OF CHAIRPERSON:

Eric Jolivette nominated; elected by acclamation.

E. ELECTION OF VICE CHAIRPERSON:

Election led by Chairperson, Eric Jolivette. Brian Mouton nominated; elected by acclamation.

F. ELECTION OF SECRETARY:

Starla Dugar nominated; elected by acclamation.

G. ELECTION OF TREASURER:

Kristy Johnson nominated; elected by acclamation.

H. ELECTION OF PARLIAMENTARIAN:

Sloane Roberts nominated; elected by acclamation.

I. ELECTION OF CHAPLAIN:

Brandon Miguez nominated; elected by acclamation.

J. PLEDGE OF OFFICERS:

LaTanya Evans, Head Start Director, presided.

K. PLEDGE OF MEMBERS

LaTanya Evans, Head Start Director, presided.

NEW COUNCIL MEETING BEGINS:

A. CONFIDENTIALITY TRAINING

Sonjatina Wilridge, Family Partnerships/ Community Engagement Specialist, administered training.

B. CONFIDENTIALITY PLEDGE

Sonjatina Wilridge, Family Partnerships/ Community Engagement Specialist, presided.

C. POLICY COUNCIL TRAINING AND MEETING AGENDA PLAN:

LaTanya Evans, Head Start Director, presided.

D. POLICY COUNCIL WORKPLAN:

LaTanya Evans, Head Start Director, presided.

E. REGULAR MEETING DAY

Eric Jolivette, Chairperson, presided. Council to meet every third Thursday of each month at 6:00 p.m.

SECTION V. OLD BUSINESS (ACTION ITEMS):

None.

SECTION VI. CORRESPONDENCE REVIEW:

None.

SECTION VI. ADJOURNMENT:

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:52 p.m.

MEETING ADJOURNED

(Minutes prepared by Program Secretary via Council Secretary's notes)
Approved by Policy Council – November 2, 2023 – YES / NO

Eric Jolivette, Policy Council Chairperson

DIRECTOR'S REPORT

1301.3 PROGRAM GOVERNANCE

- **PROGRAM GOVERNANCE TRAINING 2023-2024** – Training on Program Governance held Saturday, September 16th at the Head Start Central Office Conference Room. This training was a mandatory training for all new and current Head Start Policy Council, Acadia Parish Head Start Parent Committee Officers and Acadia Parish School Board members. A second training was held on Tuesday, October 3rd at the Acadia Parish School Board for those persons not in attendance for the September 16th meeting.

1302.101 MANAGEMENT SYSTEM

- **FA1 FEDERAL MONITORING REVIEW** - FA1 Federal Monitoring Review held. Team members reviewed CLASS Observations.
- **FA2 FEDERAL MONITORING REVIEW** – FA2 Federal Monitoring Review scheduled to begin on Tuesday, October 31, 2023 through Friday, November 3, 2023.
- **TRAINING ON LICENSING REGULATIONS** – An update on current Licensing Regulations held on October 11, 2023 via Zoom.
- **STAFF MEETING HELD** – Head Start Central Office staff met on October 10th to discuss the FA1 and upcoming FA2 Federal Monitoring Reviews. Head Start Protocol reviewed.

1302 SUBPART I—HUMAN RESOURCES MANAGEMENT

1302.90 PERSONNEL POLICIES

- **STAFFING:**
 - Medical Leave – Two (2) Teachers, one (1) Teacher Assistant, one (1) Family Advocate, one (1) Cafeteria Technician, and one (1) Site Supervisor.
 - Resignation – One (1) Direct Support Assistant
 - Position Openings – The following positions are available: Teacher at AP Ross Head Start Center – Crowley, Louisiana and Teacher Assistant at AP Ross Head Start Center – Crowley, Louisiana. The program is also seeking substitute classroom assistants at all four (4) site locations.

CONTENT AREA SUMMARIES

1302.30 EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES

1302.30 FULL PARTICIPATION IN PROGRAM SERVICES AND ACTIVITIES

- During the week of October 10th, Head Start was observed by the Federal Review Team for CLASS observations. Teachers and Teacher Assistants did well.
- Home visits held on October 19th. Parents visited the center to meet with their child's teacher.
- November's Site Supervisor meeting held on October 25th due to the upcoming Federal Monitoring Review.

Submitted by Kelly Rogers – Education/ Disabilities Specialist

EARLY CHILDHOOD DEVELOPMENTAL SERVICES

1302.40 CHILD HEALTH AND DEVELOPMENTAL SERVICES

- Five (5) students diagnosed with COVID-19 and two (2) staff members. Custodians and staff are continuing extra cleaning and sanitizing the buildings.

1302.42 CHILD HEALTH STATUS

- Family Advocates (FA) 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) has passed as of September 29th.
- The 90-day deadline for physicals and dentals is November 16th.

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 AND SOCIAL AND EMOTIONAL WELL-BEING

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

Submitted by Rosaline Landry – Health/ Mental Health/ Nutrition Specialist

1302 SUBPART A – ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, & ATTENDANCE

- October is Head Start Awareness Month! Each center conducts activities all month long to celebrate. The month kicks off with signing of the Head Start Proclamation at each center with the local mayor. Male involvement will be observed with a male involvement activity at each center and whereas the importance of male roles models for children is highlighted. This activity is open to fathers, uncles, grandfathers, male cousins, etc., and whomever may be the male father-figure of the child.
- Each Head Start Center are at full capacity for the staff currently in-place:
 - AP Estherwood Head Start Center – 17
 - AP Church Point Head Start Center – 54
 - AP Rayne Head Start Center – 94
 - AP Ross Head Start Center – 139
 - Total enrollment - 304

Submitted by Sonjatina Wilridge – Family Partnerships/ Community Engagement Specialist

1302.47(1) FACILITIES

- Head Start facilities were inspected by the Office of the State Fire Marshall, Louisiana Department of Health and Sanitation and the Louisiana Department of Education (Bureau of Licensing) and were approved for operation. Routine maintenance and repairs are ongoing.

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 17th. 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.

Submitted by C. Domingue – Program Operations Specialist

BUDGET REPORT(S)

- BUDGET REPORT (*SEPTEMBER 2023*)
- BILL PAYMENTS (*SEPTEMBER 2023*)
- CREDIT CARD CHARGES (*SEPTEMBER 2023*)

2023-2024

BUDGET REPORT
FOR
SEPTEMBER 2023

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

HEADSTART

FOR: 7-1-23 THRU 10-24-2023

PG -

			ADJUSTED	YTD	PURCHASE	AVAILABLE	
			BUDGET	EXPENSES	ORDERS	BUDGET	% USED
H000003	44340	HEADSTART PROGRAM	-3,371,452	-447,264.23	0.00	-2,924,188	13.30
H000003	45230	IN-KIND (NONFEDERAL SHARE)	-781,637	0.00	0.00	-781,637	0.00
H1210000	5115	AIDES	27,819	2,358.28	0.00	25,461	8.50
H1210000	5210	GROUP INSURANCE	1,500	0.00	0.00	1,500	0.00
H1210000	5225	MEDICARE/MEDICAID CONTRIBUTION	403	34.20	0.00	369	8.50
H1210000	5231	TRS	6,704	568.34	0.00	6,136	8.50
H1210000	5301	PURCH PROF & TECHNICAL SVCS (P	30,000	6,474.00	0.00	23,526	21.60
H1210000	5610	MATERIALS AND SUPPLIES	2,500	283.09	0.00	2,217	11.30
		<u>CLASSROOM</u>					
H1500000	5260	WORKER'S COMPENSATION	125,908	0.00	0.00	125,908	0.00
H1500000	5582	TRAVEL EXPENSE REIMBURSEMENT	400	69.43	0.00	331	17.40
H1530000	5115	AIDES	587,154	104,632.38	0.00	482,522	17.80
H1530000	5119	OTHER SALARIES	45,828	15,284.52	0.00	30,543	33.40
H1530000	5210	GROUP INSURANCE	45,700	14,147.74	0.00	31,552	31.00
H1530000	5225	MEDICARE/MEDICAID CONTRIBUTION	10,168	1,652.45	0.00	8,516	16.30
H1530000	5231	TRS	173,222	22,371.58	0.00	150,850	12.90
H1530000	5300	PURCH PROF & TECHNICAL SVCS	25,500	0.00	0.00	25,500	0.00
H1530000	5610	MATERIALS AND SUPPLIES	18,000	326.60	0.00	17,673	1.80
H1530000	5615	SUPPLIES-TECHNOLOGY RELATED	34,066	0.00	0.00	34,066	0.00
H1531000	5115	AIDES	341,229	62,840.18	0.00	278,389	18.40
H1531000	5119	OTHER SALARIES	25,001	2,181.23	0.00	22,820	8.70
H1531000	5210	GROUP INSURANCE	29,225	10,153.24	0.00	19,072	34.70
H1531000	5225	MEDICARE/MEDICAID CONTRIBUTION	5,574	880.79	0.00	4,693	15.80
H1531000	5231	TRS	86,957	14,094.08	0.00	72,863	16.20
H1531000	5233	SCHOOL EMPLOYEES RETIREMENT	209	88.48	0.00	121	42.30
		<u>HEALTH</u>					
H2120000	5115	AIDES	42,062	7,166.40	0.00	34,896	17.00
H2120000	5210	GROUP INSURANCE	2,200	749.57	0.00	1,450	34.10
H2120000	5225	MEDICARE/MEDICAID CONTRIBUTION	610	92.85	0.00	517	15.20
H2120000	5231	TRS	10,136	1,727.13	0.00	8,409	17.00
H2130000	5330	OTHER PURCH PROFESSIONAL SVCS	52,676	4,771.80	0.00	47,904	9.10
H2130000	5582	TRAVEL EXPENSE REIMBURSEMENT	400	0.00	0.00	400	0.00

HEADSTART

FOR: 7-1-23 THRU 10-24-2023

	ACCOUNT DESCRIPTION	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE		% USED
					BUDGET	BUDGET	
HEALTH							
H2130000	MATERIALS AND SUPPLIES	9,526	1,048.75	0.00	8,477	11.00	11.00
H2134000	OTHER SALARIES	28,808	9,603.13	0.00	19,205	33.30	33.30
H2134000	GROUP INSURANCE	6,400	1,581.13	0.00	4,819	24.70	24.70
H2134000	MEDICARE/MEDICAID CONTRIBUTION	418	122.92	0.00	295	29.40	29.40
H2134000	TRS	6,943	2,314.35	0.00	4,629	33.30	33.30
	<u>ADMINISTRATION</u>						
H2300000	TELEPHONE AND POSTAGE	500	123.42	0.00	377	24.70	24.70
H2300000	MATERIALS AND SUPPLIES	16,338	3,511.87	0.00	12,826	21.50	21.50
H2300000	ELECTRICITY	1,356	229.47	0.00	1,127	16.90	16.90
H2311000	MISCELLANEOUS EXPENDITURES	14,700	11,352.20	0.00	3,348	77.20	77.20
H2329000	OFFICIALS/ADMINISTRATORS/MANAG	79,604	26,534.64	0.00	53,069	33.30	33.30
H2329000	CLERICAL/SECRETARIAL	16,721	0.00	0.00	16,721	0.00	0.00
H2329000	GROUP INSURANCE	7,725	2,432.52	0.00	5,292	31.50	31.50
H2329000	MEDICARE/MEDICAID CONTRIBUTION	1,396	360.24	0.00	1,036	25.80	25.80
H2329000	TRS	23,214	6,394.83	0.00	16,819	27.50	27.50
H2329000	TRAVEL EXPENSE REIMBURSEMENT	400	0.00	0.00	400	0.00	0.00
	<u>CENTERS</u>						
H2400000	LIABILITY INSURANCE	3,465	3,463.65	0.00	1	100.00	100.00
H2400000	TELEPHONE AND POSTAGE	14,300	4,238.43	0.00	10,062	29.60	29.60
H2400000	MATERIALS AND SUPPLIES	13,862	4,164.21	0.00	9,698	30.00	30.00
H2400330	TRAVEL EXPENSE REIMBURSEMENT	300	0.00	0.00	300	0.00	0.00
H2410000	CLERICAL/SECRETARIAL	51,550	12,887.85	0.00	38,662	25.00	25.00
H2410000	AIDES	110,201	18,326.92	0.00	91,874	16.60	16.60
H2410000	GROUP INSURANCE	16,900	6,165.04	0.00	10,735	36.50	36.50
H2410000	MEDICARE/MEDICAID CONTRIBUTION	2,346	415.78	0.00	1,930	17.70	17.70
H2410000	TRS	38,982	6,032.62	0.00	32,949	15.50	15.50
	<u>FINANCE</u>						
H2510000	CLERICAL/SECRETARIAL	30,892	10,296.30	0.00	20,596	33.30	33.30
H2510000	GROUP INSURANCE	7,725	2,432.52	0.00	5,292	31.50	31.50
H2510000	MEDICARE/MEDICAID CONTRIBUTION	448	128.58	0.00	319	28.70	28.70
H2510000	TRS	7,446	0.00	0.00	7,446	0.00	0.00
H2510000	PURCHASED TECHNICAL SERVICES	299	106.16	0.00	193	35.50	35.50

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HEADSTART

FOR: 7-1-23 THRU 10-24-2023

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	ACCOUNT DESCRIPTION	ADJUSTED	YTD	PURCHASE	AVAILABLE	% USED
	<u>MAINTENANCE</u>					
H2600000 5430	REPAIRS & MAINTENANCE SERVICES	18,000	4,667.88	0.00	13,332	25.90
H2600000 5582	TRAVEL EXPENSE REIMBURSEMENT	814	261.71	0.00	552	32.20
H2600000 5610	MATERIALS AND SUPPLIES	15,000	2,528.47	0.00	12,472	16.90
H2600000 5615	SUPPLIES-TECHNOLOGY RELATED	0	0.00	0.00	0	0.00
H2600000 5626	GASOLINE	1,701	383.13	0.00	1,318	22.50
H2600000 5730	EQUIPMENT	0	0.00	0.00	0	0.00
H2620000 5116	SERVICE WORKERS	88,463	18,464.13	0.00	69,999	20.90
H2620000 5210	GROUP INSURANCE	1,300	0.00	0.00	1,300	0.00
H2620000 5225	MEDICARE/MEDICAID CONTRIBUTION	1,282	266.10	0.00	1,016	20.80
H2620000 5231	TRS	301	573.23	0.00	-272	190.40
H2620000 5233	SCHOOL EMPLOYEES RETIREMENT	24,456	2,339.91	0.00	22,116	9.60
H2620000 5411	WATER/SEWAGE	11,500	3,204.98	0.00	8,295	27.90
H2620000 5421	DISPOSAL SERVICES	8,000	2,127.30	0.00	5,873	26.60
H2620000 5430	REPAIRS & MAINTENANCE SERVICES	64,084	3,994.40	0.00	60,090	6.20
H2620000 5441	RENTING LAND AND BUILDINGS	42,000	14,000.00	0.00	28,000	33.30
H2620000 5530	TELEPHONE AND POSTAGE	10,000	3,212.71	0.00	6,787	32.10
H2620000 5621	NATURAL GAS	14,000	622.43	0.00	13,378	4.40
H2620000 5622	ELECTRICITY	60,000	17,222.02	0.00	42,778	28.70
H2624000 5430	REPAIRS & MAINTENANCE SERVICES	4,400	1,593.00	0.00	2,807	36.20
H2629000 5430	REPAIRS & MAINTENANCE SERVICES	2,000	307.00	0.00	1,693	15.40
H2630000 5424	LAWN CARE	1,000	827.78	0.00	172	82.80
H2650000 5430	REPAIRS & MAINTENANCE SERVICES	2,500	67.09	0.00	2,433	2.70
H2650000 5523	FLEET INSURANCE	3,231	3,231.08	0.00	0	100.00
	<u>BUSES</u>					
H2721000 5116	SERVICE WORKERS	55,580	12,894.96	0.00	42,685	23.20
H2721000 5210	GROUP INSURANCE	13,400	4,283.28	0.00	9,117	32.00
H2721000 5225	MEDICARE/MEDICAID CONTRIBUTION	807	159.04	0.00	648	19.70
H2721000 5231	TRS	2	0.00	0.00	2	0.00
H2721000 5233	SCHOOL EMPLOYEES RETIREMENT	15,370	3,169.15	0.00	12,201	20.60
H2721000 5523	FLEET INSURANCE	4,847	4,846.62	0.00	0	100.00
H2721000 5626	GASOLINE	8,399	2,155.04	0.00	6,244	25.70
H2721000 5890	MISCELLANEOUS EXPENDITURES	500	0.00	0.00	500	0.00

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HEADSTART

FOR: 7-1-23 THRU 10-24-2023

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	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED BUDGET</u>	<u>YTD EXPENSES</u>	<u>PURCHASE ORDERS</u>	<u>AVAILABLE BUDGET</u>	<u>% USED</u>
	<i>BUSES</i>					
H2723000	5430 REPAIRS & MAINTENANCE SERVICES	10,000	786.16	0.00	9,214	7.90
H2731000	5115 AIDES	33,187	7,952.08	0.00	25,235	24.00
H2731000	5225 MEDICARE/MEDICAID CONTRIBUTION	482	115.31	0.00	367	23.90
H2731000	5231 TRS	2	992.00	0.00	-990	#####
H2731000	5233 SCHOOL EMPLOYEES RETIREMENT	9,190	1,058.71	0.00	8,131	11.50
	<i>PERSONNEL</i>					
H2830540	5335 MEDICAL DOCTORS	1,422	305.00	0.00	1,117	21.40
H2830540	5339 OTHER PROFESSIONAL SERVICES	5,901	1,214.00	0.00	4,687	20.60
H2830540	5540 ADVERTISING	2,999	0.00	0.00	2,999	0.00
	<i>KITCHEN</i>					
H3100000	5320 PURCHASED EDUCATIONAL SERVICES	3,001	325.00	0.00	2,676	10.80
H3100000	5582 TRAVEL EXPENSE REIMBURSEMENT	299	0.00	0.00	299	0.00
H3100000	5631 PURCHASED FOOD	18,501	32.21	0.00	18,469	0.20
H3100000	5730 EQUIPMENT	0	2,200.00	0.00	-2,200	100.00
H3110000	5430 REPAIRS & MAINTENANCE SERVICES	9,999	712.00	0.00	9,287	7.10
H3110000	5610 MATERIALS AND SUPPLIES	4,058	236.00	0.00	3,822	5.80
H3111000	5119 OTHER SALARIES	15,512	5,170.91	0.00	10,341	33.30
H3111000	5210 GROUP INSURANCE	3,625	851.39	0.00	2,774	23.50
H3111000	5225 MEDICARE/MEDICAID CONTRIBUTION	226	66.16	0.00	160	29.30
H3111000	5231 TRS	3,738	1,246.20	0.00	2,492	33.30
H3120000	5116 SERVICE WORKERS	30,002	21,764.45	0.00	8,238	72.50
H3120000	5225 MEDICARE/MEDICAID CONTRIBUTION	435	315.60	0.00	119	72.60
H3120000	5231 TRS	7,231	5,215.11	0.00	2,016	72.10
H3121000	5111 OFFICIALS/ADMINISTRATORS/MANAG	18,365	9,368.28	0.00	8,997	51.00
H3121000	5225 MEDICARE/MEDICAID CONTRIBUTION	266	135.57	0.00	130	51.00
H3121000	5231 TRS	4,426	1,117.38	0.00	3,309	25.20
H3121000	5233 SCHOOL EMPLOYEES RETIREMENT	0	1,305.99	0.00	-1,306	100.00
	<i>FAMILY SERVICES</i>					
H3300000	5114 CLERICAL/SECRETARIAL	29,760	9,673.45	0.00	20,087	32.50
H3300000	5115 AIDES	78,114	12,988.84	0.00	65,125	16.60
H3300000	5119 OTHER SALARIES	89,943	29,965.75	0.00	59,977	33.30
H3300000	5210 GROUP INSURANCE	16,712	5,756.99	0.00	10,955	34.40

5

HEADSTART

FOR: 7-1-23 THRU 10-24-2023

PG -

	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>
	<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	
	<u>ACCOUNT DESCRIPTION</u>				
<u>FAMILY SERVICES</u>					
H3300000 5225	2,869	696.70	0.00	2,172	24.30
H3300000 5231	47,674	12,683.35	0.00	34,991	26.60
H3300000 5339	16,000	0.00	0.00	16,000	0.00
H3300000 5582	800	44.54	0.00	755	5.60
H3300000 5610	4,000	523.82	0.00	3,476	13.10
H3300000 5612	500	160.59	0.00	339	32.10
H5200000 5890	781,637	0.00	0.00	781,637	0.00
H5200000 5933	<u>185,360</u>	<u>0.00</u>	<u>0.00</u>	<u>185,360</u>	<u>0.00</u>
	3,371,452	649,598	0	2,721,854	
	<u>TOTALS</u>				

2023-2024

**BILL PAYMENT
EDITS**

SEPTEMBER - 2023

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 09-01-2023

			Invoice	PO	<u>Invoice Amt</u>
10488	CAPITAL ONE	0	314945	1650481221	389.23
6850	CITY OF RAYNE	0	314951	310380001AUG23	1,362.71
6850	CITY OF RAYNE	0	314959	310382000AUG23	242.00
20630	UTILITY PAYMENT PROC	0	314965	061518850008510AUG23	167.59
1822	AT&T	0	314975	3377836884AUG23	72.72
1822	AT&T	0	314976	3377836340AUG23	76.61
34886	LOUISIANA SPECIAL SY	0	314977	124526534	49.00
4738	OFFICE DEPOT INC-295	1	314978	324019535001	10.74
4738	OFFICE DEPOT INC-295	1	314979	324019534001	48.49
9730	RAYNE ACE HARDWARE	0	314981	28267	11.96
9730	RAYNE ACE HARDWARE	0	314982	28069	27.74
504	STINE LUMBER CO #A08	0	314983	10224061	24.95
504	STINE LUMBER CO #A08	0	314984	10090020	286.13
504	STINE LUMBER CO #A08	0	314985	10267501	41.76
140	STINE LUMBER-#A0800	0	314986	10215434	214.18
140	STINE LUMBER-#A0800	0	314987	10215441	237.10
34811	ADVANCE CHEMICAL	0	314988	212947	21.00
34811	ADVANCE CHEMICAL	0	314989	212994	266.56
34811	ADVANCE CHEMICAL	0	314990	213111	14.93
9954	DS BUS SOUTH LLC	0	314991	INV57561	380.93
6258	PAULS GLASS SERVICE	0	314994	22985	130.00
10888	HUCKABY JAMES D	0	314995	611261	700.00
9364	WILLIAMS KERNEL	0	314996	08.28.23	<u>60.00</u>

BATCH # 4439

TOTALS

4,836.33

5618	HAHN ENTERPRISES INC	1	314906	87249053	9,311.00
5618	HAHN ENTERPRISES INC	1	314909	87239056	4,165.00
5618	HAHN ENTERPRISES INC	1	314910	87029055	6,533.00
5618	HAHN ENTERPRISES INC	1	314912	87199078	21,723.00
5618	HAHN ENTERPRISES INC	1	314913	87229054	20,673.00
5618	HAHN ENTERPRISES INC	1	314915	87258075	15,128.00
5618	HAHN ENTERPRISES INC	1	314918	87279068	<u>110,470.00</u>

BATCH # 4439

TOTALS

188,003.00

HEADSTART
INVOICE ENTRY PROOF LIST

CHECK DATE: 09-08-2023

			Invoice	PO	Invoice Amt
31930	TOWN OF CHURCH PT WA	0	410420/AUG2023		348.59
31930	TOWN OF CHURCH PT WA	0	410400/AUG2023		45.29
11700	CENTERPOINT ENERGY	0	91603076/AUG23		23.63
11700	CENTERPOINT ENERGY	0	28770022/AUG23		23.63
10688	BRIGHTSPEED	0	30001508/AUG23		374.88
5331	SAMS CLUB	1	HS090223		223.04
9385	ACADIANA SPEECH THER	0	4905		1,440.00
2865	TEACHERS PET INC-#24	0	603896		123.95
4738	OFFICE DEPOT INC-295	1	327022567001		79.98
4738	OFFICE DEPOT INC-295	1	320244380001		45.66
4738	OFFICE DEPOT INC-295	1	320241647001		182.30
4738	OFFICE DEPOT INC-295	1	320829465001		121.42
4738	OFFICE DEPOT INC-295	1	320239957001		193.07
1149	CLASSIC BUSINESS	1	543959		144.00
1149	CLASSIC BUSINESS	1	543960		300.96
1149	CLASSIC BUSINESS	1	544443		110.00
1149	CLASSIC BUSINESS	1	544444		110.00
1368	TOTAL SAFETY US INC	0	6567862005		600.00
1368	TOTAL SAFETY US INC	0	65678620004		300.00
8975	WEBSTER BRENDA	0	070623		8.19
10453	MCCARTY, SHATONIA C	0	462		325.00
10594	WINTERS LEON , LCSW	0	08312023		<u>3,330.00</u>

BATCH # 4444

TOTALS 8,453.59

HEADSTART
INVOICE ENTRY PROOF LIST

CHECK DATE: 09-13-2023

			Invoice	PO	Invoice Amt
529	LOWES #99001664723	0	988150LLYZR		29.62
529	LOWES #99001664723	0	910187LNAEKS		75.92
529	LOWES #99001664723	0	910185LNAEKR		<u>92.19</u>
BATCH # 4459				TOTALS	197.73

29000	SHERWIN WILLIAMS-#71	0	93792		143.16
29000	SHERWIN WILLIAMS-#71	0	91931		187.24
29000	SHERWIN WILLIAMS-#71	0	91667		23.08
29000	SHERWIN WILLIAMS-#71	0	91659		-92.84
29000	SHERWIN WILLIAMS-#71	0	94832		-17.97
29000	SHERWIN WILLIAMS-#71	0	94840		<u>17.97</u>
BATCH # 4460				TOTALS	260.64

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 09-22-2023

			<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
1822	AT&T	0	337M622903903/SEP23		682.64
1822	AT&T	0	7836884/SEPT23		76.87
1822	AT&T	0	7836340/SEPT23		75.49
35224	ENTERGY	0	10017998760		644.11
35224	ENTERGY	0	10017998761		1,667.08
1149	CLASSIC BUSINESS	1	545060		1,327.83
35912	LAFAYETTE ALARM SERV	0	R622191		65.00
35912	LAFAYETTE ALARM SERV	0	R622190		30.00
35912	LAFAYETTE ALARM SERV	0	R622189		63.00
17500	J & J EXTERMINATING	0	5461372		34.00
504	STINE LUMBER CO #A08	0	10376982		29.85
8995	CROWLEY PRIMARY CARE	0	082423		140.00
8076	GENTLE TEACHING OF A	0	9112023APHS		135.00
9988	MICHAEL VALLONE LLC	0	8916		190.00
9988	MICHAEL VALLONE LLC	0	9080		135.00
9988	MICHAEL VALLONE LLC	0	9081		252.00
9988	MICHAEL VALLONE LLC	0	8984		135.00
6946	CASTILLO GLORIA	0	083123		22.27
31	GUIDRY RHONDA	0	083123		22.27
3108	ROGERS KELLY	0	083123		69.43
5212	DOMINGUE CHARLEEN	0	083123		138.21
3220	DUPLECHAIN FLOYD JR	0	083123		16.38
4738	OFFICE DEPOT INC-295	1	325779434001		48.42
4738	OFFICE DEPOT INC-295	1	325796692001		6.99
4738	OFFICE DEPOT INC-295	1	328844931001		104.38
4738	OFFICE DEPOT INC-295	1	328860680001		17.99
4738	OFFICE DEPOT INC-295	1	328914093001		90.70
4738	OFFICE DEPOT INC-295	1	328951001001		23.98
4738	OFFICE DEPOT INC-295	1	329748509001		143.79
4738	OFFICE DEPOT INC-295	1	329753473001		36.16
4738	OFFICE DEPOT INC-295	1	329753476001		14.99
4738	OFFICE DEPOT INC-295	1	329753477001		16.99
4738	OFFICE DEPOT INC-295	1	329753469001		27.99
4738	OFFICE DEPOT INC-295	1	328860675001		37.99
4738	OFFICE DEPOT INC-295	1	327872048001		34.99
4738	OFFICE DEPOT INC-295	1	327861500001		139.67
1822	AT&T	0	7836377/SEPT23		<u>385.18</u>

BATCH # 4472

TOTALS

7,081.64

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 09-29-2023

		Invoice	PO	Invoice Amt
10077	CARDMEMBER SERVICE	0 HEADSTART091323		1,205.96
10488	CAPITAL ONE	0 1651059192		196.91
6900	CLECO	0 200001478953SEP23		3,925.10
6900	CLECO	0 200003053507SEP23		972.02
35895	OUR MOTHER OF MERCY-	0 SEPT2023RENT		2,000.00
35964	OUR MOTHER OF MERCY-	0 SEPT2023RENT		1,500.00
9022	WAHID KAHREE A	0 092823		803.49
9954	DS BUS SOUTH LLC	0 INV55994		210.00
17500	J & J EXTERMINATING	0 5427666		45.00
17500	J & J EXTERMINATING	0 5461457		45.00
17500	J & J EXTERMINATING	0 5494277		45.00
4738	OFFICE DEPOT INC-295	1 328180790001		285.21
4738	OFFICE DEPOT INC-295	1 330967833001		112.55
4738	OFFICE DEPOT INC-295	1 330981529001		13.99
4738	OFFICE DEPOT INC-295	1 331554278001		273.82
10473	SONNIER TORI CAMILLE	0 002		1,080.00
9016	CINTAS CORP#543	0 15536821AUG23		186.26
9016	CINTAS CORP#543	0 15536797AUG23		170.18
9016	CINTAS CORP#543	0 15536628AUG23		<u>134.00</u>
BATCH # 4480			TOTALS	13,204.49

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 09-29-2023

			Invoice	PO	Invoice Amt
35962	BRISCOE DINA	0	072123		49.31
9537	CHARLOT QUINDALYN	0	072123		62.73
9266	CHAVIS PENNY D	0	072123		262.23
5998	CHEVIS CYNTHIA	0	072123		47.66
35968	CITIZEN JUDITH	0	072123		49.04
6300	CORMIER PEGGY	0	072123		103.17
10168	CORUMIA ALLISON	0	072123		256.96
5719	EVANS LATANYA	0	072123		46.00
2854	FALCON, LESLIE	0	072123		303.48
10842	FAULK LAURIE	0	072123		88.70
8960	GUILLORY MIRANDA	0	072123		73.75
35921	JOHNSON A CECILIA	0	072123		61.27
7811	LANDRY BRENDA	0	072123		49.11
3982	LANDRY ROSALINE	0	072123		74.85
7395	LYONS STACEY	0	072123		279.92
30	MAYFIELD ANGELIA	0	072123		56.93
1800	RICHARD MICHELLE	0	072123		259.08
3108	ROGERS KELLY	0	072123		62.73
3104	SCOTT CYNTHIA	0	072123		255.36
8365	SINGLETON JONI	0	072123		87.98
6551	WADE SONDREA	0	072123		217.54
8975	WEBSTER BRENDA	0	072123		55.55
6332	WHEELER PAULA	0	072123		114.36
10912	BIAS CHARITY	0	072123		51.46
10913	GRISSOM LASHONDA	0	072123		83.82
3983	AUGUSTUS MONICA	0	072123		<u>69.50</u>

BATCH # 4478

TOTALS 3,122.49

757	DADDYS PRIDE PRODUCE	0	HS2023AUGUST		1,223.65
19200	LAMM FOOD SERVICE IN	0	HS2023AUGUST		16,365.69
10323	NEW DAIRY OPCO, LLC	1	4691328		3,594.53
974	TRAHAN FOODS LLC	0	4909HS083123		<u>26.93</u>

BATCH # 4481

TOTALS 21,210.80

2023-2024 Credit Card Charges

SEPTEMBER - 2023

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

REQUEST FOR SUPPLIES

School/Department HSOC

Date September 15, 2023

Vendor: Wal Mart

Complete name & address

Will be completed by Central Office:

Fund: Name: Org: Object: Project: Vendor Number: P.O. Number:

Phone:

Fax:

Email:

Notes:

PLEASE TYPE ORDER AND INCLUDE F...

Table with columns: CATALOG NO., DESCRIPTION (SIZE, G), SUPPLIES FOR PC TRAINING, RICE, TOTAL. Includes item details like 'Supplies for PC training', 'RICE', and 'TOTAL'.

Thank you! ID # 785851544P

Walmart

337-783-6387 Hgt: JENNIFER
729 000 FELLOWS RD
CROMLEY LA 70526

STM 08310 DP# 000627 TER 07 TR# 02749 2-98 0
CS #R BUNCH 00304009107 F 11-98 0
12 SS U PR 00304009107 F 5-31 0
28CT HP BNGS 002040071555 F 7-26 0
AV SL WATER 007874271809 F 3-58 0
COKE 004990002890 F 4-74 0
CRISPE 004990002890 F 4-98 0
CRAPE 00674221117 F 66-03
CRAPE 00674221117 F 66-03
50 BLURBY HE 007874270170 F 66-03
HAIJES ORANGE 002500005676 F 66-03
HAIJES APPLE 002500005676 F 66-03
GRRPL JUICE 004180033711 F 66-03
SUBTOTAL 66.83

WALMART CREDIT TERM 0.00
APPROVAL # 542236
REF # 104200314
TRANS ID # 993256596362296
WALMART CREDIT TERM 0.00
APPROVAL # 542236
REF # 104200314
TRANS ID # 993256596362296
WALMART CREDIT TERM 0.00
APPROVAL # 542236
REF # 104200314
TRANS ID # 993256596362296

Walmart logo, QR code, and text: 'Become a member Scan for free 30-day trial'.

TCR 2484 3978 3300 5514 6005
ITEMS SOLD 2
CHANGE DUE 0.00
99/15/23

Form Rev 02-02-22
REQUESTED BY: [Signature] (TEASER)
APPROVED BY: [Signature] (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
Wal-Mart
pull up
Rayne
Center
3:32
9-19-2023

Walmart logo, QR code, and text: 'Become a member Scan for free 30-day trial'.

Give us feedback & survey wal.mart.com
Thank you! ID # 785851544P
337-783-6387 Hgt: JENNIFER
729 000 FELLOWS RD
CROMLEY LA 70526
STM 08310 DP# 000624 TER 05 TR# 07195 2-97 0
PULD 3/4 B70 00360065826 2-97 0
PULD 3/4 B70 00360065826 59-94
SUBTOTAL 59.94

WALMART CREDIT TERM 0.00
APPROVAL # 542236
REF # 104200314
TRANS ID # 813262636612169
WALMART CREDIT TERM 0.00
APPROVAL # 542236
REF # 104200314
TRANS ID # 813262636612169
WALMART CREDIT TERM 0.00
APPROVAL # 542236
REF # 104200314
TRANS ID # 813262636612169

Walmart logo, QR code, and text: 'Become a member Scan for free 30-day trial'.

TCR 4747 7329 7055 8693 4538
ITEMS SOLD 2
CHANGE DUE 0.00
09/19/23



ACADIA PARISH HEADSTART
Account Number ending in 8984



PAGE 015 Visit us at SamsClubCredit.com/BusinessCard Or Call 1-800-203-5764

HS090223

Payment Information



New Balance: \$223.04
Total Minimum Payment Due: \$50.00
Payment Due Date: 09/22/2023

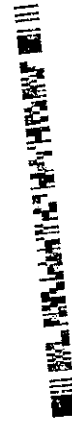
Payments must be received by 5pm ET on 09/22/2023 if mailed, or by 11:59pm ET on 09/22/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is not registered. The authentication code is: ZPIC489. Or call toll-free 1-800-203-5764.

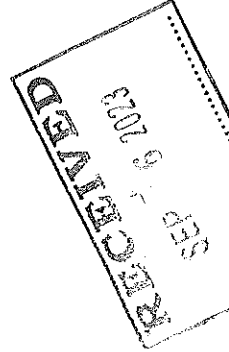
To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

Previous Balance as of 08/03/2023	\$1,000
Purchases/Debits	\$776
New Balance as of 09/02/2023 /	
31 Day Billing Cycle from 08/03/2023 to 09/02/2023	



Inv# HS090223 \$223.04
SAMS CLUB FP4 DOC285S83
09/02/2023 # Pages 4



Your next smart business move.

Register and experience the Sam's Club Business credit card Online Account Management site.



ACADIA PARISH HEADSTART
Account Number ending in 8984



PAGE 2 OF 2

Visit us at SamsClubCredit.com/businesscard or call 1-800-203-5782



See what new items have landed at your club.

Visit SamsClub.com/NewItems or scan the QR code to check them out.

Transaction Detail

Date	Reference #	Description	Amount
08/03	P9280006R00ZT4BNH	Purchases and Other Debits	\$223.04
		SAM'S CLUB 008114 LAFAYETTE LA	\$223.04
		SAM'S/WAL-MART PURCHASE(S)	
		Total for Latanya Evans	\$223.04
		Total Fees Charged This Period	\$0.00
		Total Interest Charged This Period	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest	Interest Charge	Balance Method
Purchases	N/A	28.15% (v)	\$0.00	\$0.00	2D

(v) = Variable Rate

Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

ACADIA PARISH HEADSTART

ACCOUNT #: 6046 0020 0143 8984 DATE OF SALE #: 230803 P.O. #:

INVOICE #: 000000 AUTHORIZATION #: 001336 CLUB #: 8114

REFERENCE #: P9280006R00ZT4BNH TRANSACTION #: 0 REGISTER #: 90

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
003019798	BANANAS	4.000	EA	\$1.4800	\$5.92
005004153	CLEMENTINE/MANDA RIN	1.000	EA	\$7.9800	\$7.98
021556817	10OZ WELCH'S DRINK	3.000	EA	\$13.6800	\$41.04
030089094	MM PURIFIED WATER	2.000	EA	\$3.9800	\$7.96
048243125	PLUMS 3.5 LB	1.000	EA	\$7.5200	\$7.52
051779133	SPRITE	1.000	EA	\$16.8800	\$16.88
051779159	COKE	1.000	EA	\$16.8800	\$16.88
053858671	FUJI APPLE	1.000	EA	\$7.4800	\$7.48
054053094	GRANNY SMITH APPLE	1.000	EA	\$6.9200	\$6.92
060061809	JULY2023 6OCT CLS M	2.000	EA	\$2.0000-	\$4.00-
380003599	HOTESS DANISH VTY	2.000	EA	\$15.7800	\$31.56
380005901	CLASSIC VARIETY PACK	2.000	EA	\$18.4800	\$36.96
380020719	UW TWIN PACK MUFFIN	2.000	EA	\$13.4800	\$26.96
380044263	DR PEPPER	1.000	EA	\$12.9800	\$12.98
SUB \$223.04	TAX \$0.00			TOTAL INVOICE	\$223.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$223.04

REQUEST FOR SUPPLIES

School/Department HSCO

Date 8-3-2023

Vendor SAM'S CLUB
Complete name & address

Will be completed by Central Office:

Fund: _____ Name: _____

Org: _____

Object: _____ Project: _____

Vendor Number: _____

P.O. Number: _____

Phone: _____

Fax: _____

Email: _____

Notes: _____

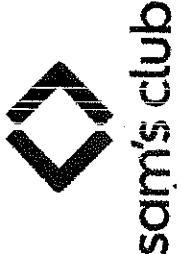
H2230 3610
H001

To be used for: _____

Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	PRE-SERVICE TRAINING	1	\$223.04	\$223.04
				\$0.00



Self Checkout

(337) 215-0633
LAFAYETTE, LA
08/03/23 13:13 3668 06114 090 9090

```

171345 100Z WELCH F
99002385 HST DANISH F
99002385 CST DANISH F
19900477 50CLCLASSUPP
199000477 50CLCLASSUPP
457334 CLEARENTHESF
591661 PLUMS F
980116126 GRANNY F
980087530 FUJI F
362153 BANANAS F
362153 BANANAS F
362153 BANANAS F
362153 BANANAS F
990012615 CC BR HUFFIF
990012615 CC BR HUFFIF
171345 100Z WELCH F
171345 100Z WELCH F
667878 COKE F
667759 SPRITECAN F
990282772 DP 24PK CANF
561914 HW WATER F
561914 HW WATER F
: U INST SU 50CLCLASSUP 4.00-N
SUBTOTAL 223.04
TOTAL 223.04
SAMS B CREDIT 223.04
APPROVAL # 001336
AID 000000004999084002
CC8F9981F807E58A
ORIGINAL # SC010798
SIGNATURE REQUIRED
CHANGE DUE 0.00
Additional Savings This Trip:
n's Instant Savings: $4.00
    
```

SAMS B CREDIT ** **** 8984 I 8
APPROVAL # 001336
AID 000000004999084002
CC8F9981F807E58A
ORIGINAL # SC010798
SIGNATURE REQUIRED
CHANGE DUE

Additional Savings This Trip:
n's Instant Savings: \$4.00

Free shipping for Plus members.
arn more: samsclub.com/freeshippin/
sit samsclub.com to see your savin

ITEMS SOLD 22

IC# 9066 9945 0971 0785 3307 5



*** MEMBER COPY ***

	Shipping and Handling	
	TOTAL	\$223.04

Form Rev 02-02-22

REQUESTED BY Rosa De Landuy (TEACHER)

APPROVED BY [Signature] (PRINCIPAL)

APPROVED BY _____ (DIRECTOR/SUPERVISOR)

DATE 8/3/23

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

HEADSTART 091323

September 2023 Statement

Open Date: 08/16/2023 Closing Date: 09/14/2023

Account: 4798 5100 6808 4314



Visa® Business Bonus Rewards Card

Elan Financial Services

1-866-552-8855

BUS 30 ELN

8 9

ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

New Balance	\$1,205.96
Minimum Payment Due	\$13.00
Payment Due Date	10/10/2023

Reward Points	
Earned This Statement	3,875
Reward Center Balance	49,226
as of 09/13/2023 ✓	
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$3,858.22
Payments	-	\$5,752.72 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,205.96
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits	+	\$1,894.50
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,205.96
Past Due		\$0.00
Minimum Payment Due		\$13.00
Credit Line		\$27,000.00
Available Credit		\$25,794.04
Days in Billing Period		30



Inv# HEADSTART091323 \$1205.96
CARDMEMBER SERVICE
09/13/2023 # Pages 21 FP21 DOC287S616

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

0047985100680843140000013000001205966

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

to pay by phone
to change your address

Account Number	4798 5100 6808 4314
Payment Due Date	10/10/2023
New Balance	\$1,205.96
Minimum Payment Due	\$13.00

Amount Enclosed \$ _____

000042473 01 SP

000688556116439

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



Elan Financial Services

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



September 2023 Statement 08/16/2023 - 09/14/2023
ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

Elian Financial Services 1-866-552-8855

Bonus Rewards

Rewards Center Activity as of 09/13/2023	0
Rewards Center Activity	49,226
Rewards Center Balance	

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	3,100	15,525
25% Monthly Bonus	775	3,881
Total Earned	3,875	19,406

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 Other Materials, those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/17	08/16	0006	PAYMENT THANK YOU	\$46.00CR	
08/17	08/16	0009	PAYMENT THANK YOU	\$1,848.50CR	
08/17	08/16	0008	PAYMENT THANK YOU	\$46.00CR	
08/17	08/16	0009	PAYMENT THANK YOU	\$1,848.50CR	
09/05	08/30	0033	PAYMENT THANK YOU	\$1,983.72CR	
TOTAL THIS PERIOD				\$5,792.72CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/16	08/15	2403	IDENTOGO - LA FINGERPR 877-512-6982 MA	\$59.75	
08/16	08/15	7422	IDENTOGO - LA FINGERPR 877-512-6982 MA	\$59.75	
08/16	08/15	1417	SUPER F FOODS 844 RAYNE LA	\$11.09	
08/21	08/18	7208	LDOE LICENSING 225-3426311 LA	\$25.00	
08/21	08/18	7281	LDOE LICENSING 225-3426311 LA	\$25.00	
08/21	08/18	7323	LDOE LICENSING 225-3426311 LA	\$25.00	
08/21	08/18		DEBIT ADJ - DUPLICATE PAYMENT REVERSAL	\$46.00	
08/21	08/18		DEBIT ADJUSTMENT	\$46.00	

Continued on Next Page

September 2023 Statement 08/16/2023 - 09/14/2023
ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

Elian Financial Services 1-866-552-8855

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
08/21			DEBIT ADJ - DUPLICATE PAYMENT REVERSAL	\$1,848.50	
08/21			DEBIT ADJUSTMENT		
08/23	08/22	5971	LDOE LICENSING 225-3426311 LA	\$225.00	
08/23	08/22	5969	LDOE LICENSING 225-3426311 LA	\$150.00	
08/24	08/23	0328	LDOE LICENSING 225-3426311 LA	\$100.00	
08/24	08/23	3768	SUPER F FOODS 639 CROWLEY LA	\$21.12	
08/24	08/23	1047	LDOE COCCBC 225-3426311 LA	\$40.00	
08/25	08/24	1945	IDENTOGO - LA FINGERPR 877-512-6982 MA	\$55.75	
08/29	08/28	9900	LDOE LICENSING 225-3426311 LA	\$225.00	
08/29	08/28	6667	IDENTOGO - LA FINGERPR 877-512-6982 MA	\$55.75	
08/29	08/28	7664	LDOE COCCBC 225-3426311 LA	\$40.00	
08/30	08/29	4971	IDENTOGO - LA FINGERPR 877-512-6982 MA	\$55.75	
09/08	09/07	6376	LDOE COCCBC 225-3426311 LA	\$40.00	
TOTAL THIS PERIOD				\$3,100.46	

2023 Totals Year-to-Date

Total Fees Charged in 2023	\$29.00CR
Total Interest Charged in 2023	\$136.71

Company Approval

(This area is for use by your company)

Signature/Approval: _____

Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	25.24%	
**PURCHASES	\$1,205.95	\$0.00	YES	\$0.00	25.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.24%	

Continued on Next Page



Status as of 08/14/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 08/14/2023
 UE ID: UZ7S-4YQS8H
 Applicant: SHIRLEY GUILLORY
 Service: 27N4H8 - LDOE Early Learning Centers
 Estimated Amount Due: \$55.75

COUPON CODE:
 27N4H1G7B553KZZXT

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:

08/15/2023 @ 10:20 AM

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

Cancel Appointment

Reschedule Appointment



Status as of 08/14/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 08/14/2023
 UE ID: UZ7S-4YQZ9T
 Applicant: JUSTICE JORDAN
 Service: 27N4H8 - LDOE Early Learning Centers
 Estimated Amount Due: \$55.75

COUPON CODE:
 27N4H1G7B553N18FQ

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:

08/15/2023 @ 2:30 PM

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

Cancel Appointment

Reschedule Appointment



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: ONPY2BCKD5

Account Details

Application ID: 312308
 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: POST OFFICE BOX 1585,
 CROWLEY, LA 70527, USA
 Payment Amount: \$25.00
 Payment Date: 08/18/2023

Additional Payment Details

Center Name: AP ESTHERWOOD HEAD START CENTER
 License ID: 4580



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: ONPY2BS0VF

Account Details

Application ID: 311098
 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: POST OFFICE BOX 1585,
 CROWLEY, LA 70527, USA
 Payment Amount: \$25.00
 Payment Date: 08/18/2023

Additional Payment Details

Center Name: AP CHURCH POINT HEAD START CENTER
 License ID: 3962



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: ONPF27P53Q

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: POST OFFICE BOX 1585,
CROWLEY, LA 70527, USA
Payment Amount: \$225.00
Payment Date: 08/22/2023

Additional Payment Details

Center Name: AP ROSS HEAD START CENTER
License ID: 3961



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: ONPF27PMB5

Account Details

Application ID: 311098
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: POST OFFICE BOX 1585,
CROWLEY, LA 70527, USA
Payment Amount: \$150.00
Payment Date: 08/22/2023

Additional Payment Details

Center Name: APCHURCH POINT HEAD START CENTER
License ID: 3962

IdentoGO

Payment Confirmation

!!! Payment Successful !!!

Confirmation Number: ONPS27GNQZ

Invoice Amount: \$40.00

Paid:

Payment Submission Date: 08/23/2023

Invoice No. Application ID Name Amount
105655 130082 HARMON, ANNIE RAY \$40.00

Total Amount Paid: \$40.00

[Print](#)

[Home](#)

Status as of 08/23/2023

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 08/23/2023
UE ID: UZ7S-4Z7ZS6
Applicant: ANNIE HARMON
Service: 27N4H8 - LDOE Early Learning Centers
Estimated Amount Due: \$55.75

COUPON CODE:

27N4H1G7B553N3GY4

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 \(https://maps.google.com/?q=30.16712,-92.06137\)](https://maps.google.com/?q=30.16712,-92.06137)

Appointment Time:

08/28/2023 @ 8:50 AM

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

[Cancel Appointment](#)

[Reschedule Appointment](#)



Early Childhood
LEARNING 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: ONPQ20PL73

Account Details

Application ID: 312278
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: POST OFFICE BOX 1585,
CROWLEY, LA 70527, USA
Payment Amount: \$225.00
Payment Date: 08/28/2023

Additional Payment Details

Center Name: AP RAYNE HEAD START CENTER
License ID: 3964



Status as of 08/28/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 08/28/2023
UE ID: UZ7S-4ZFHKV
Applicant: BERNITA ANGELLE
Service: 27N4H8 - LDOE Early Learning Centers
Estimated Amount Due: \$55.75

COUPON CODE:

27N4H1G7B553N4356

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 \(https://maps.google.com/?q=30.16712,-92.06137\)](https://maps.google.com/?q=30.16712,-92.06137)

Appointment Time:

08/29/2023 @ 8:40 AM

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



Payment Confirmation

Payment Processed:

!!! Payment Successful !!!

Confirmation Number:

ONPQ20PBD6

Invoice Amount Paid:

\$40.00

Payment Submission Date:

08/28/2023

Invoice No. Application ID Name

106868 131269 ANGELLE, BERNITA ANN \$40.00

Amount

Total Amount Paid: \$40.00

[Print](#)

[Home](#)

Status as of 08/28/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 08/28/2023
UE ID: UZ7S-4ZFHKV
Applicant: BERNITA ANGELLE
Service: 27N4H8 - LDOE Early Learning Centers
Estimated Amount Due: \$55.75

COUPON CODE:

27N4H1G7B553N4356

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:

08/29/2023 @ 8:40 AM

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

[Cancel Appointment](#)

[Reschedule Appointment](#)



JANET WALKER <jwalker@acadia.k12.la.us>

DOE CCCBC Payment Receipt

SLA - DOE CCCBC <DOE_CCCBC@billerpayments.com> Thu, Sep 7, 2023 at 11:52 AM

To: JWALKER@acadia.k12.la.us

Dear LATANYA EVANS,

This email is to confirm a payment instruction received on 09/07/2023 through Online Payment Processing for your SLA - DOE CCCBC account number ending XXXX2809.

A one-time payment of \$40.00 has been scheduled with a date of 09/07/2023. 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 ONNV2K1KDG.

We appreciate your business. Thank you for using Online Payment Processing at <https://ccbcldoe.la.gov/>.

SLA - DOE CCCBC Customer Service

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: LDECCBCprocessing@la.gov

SLA - DOE CCCBC

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

ATTACHMENT(S)

- BYLAWS 2023-2024 (DRAFT COPY)



BYLAWS

ACADIA PARISH SCHOOL BOARD HEAD START
POLICY COUNCIL

2023-2024

DRAFT COPY



BY-LAWS

2023-2024 POLICY COUNCIL

Acadia Parish School Board - Head Start Program (APSB HS)

Article I
Name

Section 1. The name of this Policy Council shall be the Acadia Parish School Board Head Start Policy Council, herein after referred to as "Policy Council".

Article II
Purpose

Section 1. The purpose of the Policy Council is to participate in shared decision-making as outlined in the Head Start Performance Standards 1304.50 Appendix A and work with the Acadia Parish School Board and Head Start Director for the efficient and effective provision of services of the Head Start Program serving Acadia Parish in Louisiana.

Section 2. Additional purposes of the Policy Council is to encourage parent involvements in all policy matters of the Head Start program and to encourage parents to become actively involved in their children’s classroom activities and in other supporting activities.

Article III
Membership

Section 1. The Policy Council shall consist of two types of membership: 1) parent representatives and 2) community representatives.

Section 2. Parent representatives must be parent/guardian of children presently enrolled in Head Start. Parents are defined as the person with legal custody of the child.

Section 3. Eight (8) Parent Representatives shall be elected by parents at the centers with the following representation for the centers: one (1) representative from centers with enrollments of 70 or less children; two (2) representatives from centers with an enrollment from 71-150 children; three (3) representatives from centers with an enrollment over 150;

Section 4. Four (4) Community Representatives (which may be past parents or other members of the community at large), selected by the Grantee staff, shall be persons from the communities served from the backgrounds of Health/Nutrition, Education, Business and a School Board member to provide guidance and information for the children of low-income families enrolled in Head Start.

Section 5. Alternates shall be elected from each center to serve in a voting capacity at a Policy Council meeting in the absence of the elected Parent Representatives for that center. The spouse of a parent may only serve as an alternate.

Section 6. A former parent shall be recommended to the School Board to serve as an alternate in the absence of any Community Representatives at the meetings.

Section 7. The Head Start Director shall receive recommendations from the Policy Council and Head Start management staff during June and July to submit to the Executive Director/ Superintendent. The names shall be presented to the School Board for approval and to the Policy Council at the August meetings. Community Representatives must be approved by the Policy Council before voting rights may be exercised.

Section 8. All Policy Council members are elected for one program year. Policy Council members may not serve more than five (5) years in a lifetime. Years served on previous Policy Councils will count toward the five-year lifetime limit.

Section 9. Any alternate who serves in a voting capacity at five (5) or more meetings shall be considered to have served one year on the Policy Council and that shall be recorded as one (1) year towards the three (3) year limit.

Section 10. No staff member nor members of their immediate family (relatives) shall serve on the Policy Council. "Relatives", for the purpose of this document, includes mother, father, grandmother, grandfather, brother, sister, son, daughter or equivalent in-law or step relationships, except for brothers and sisters.

Section 11. In the event of a vacancy on the Policy Council, the elected alternate shall fill the position and another alternate elected by the center.

Section 12. The term of membership shall be automatically terminated when a Parent Representative no longer has a child enrolled in the Head Start Program, no longer resides in the community in which they were elected to represent, or when they or an immediate family member become an Acadia Parish School Board employee.

Section 13. The conduct of a Policy Council member serves as a model to other parents. Conditions of inappropriate example are outlined in the Parent Handbook and serve as official policy for Policy Council members and are herein considered part of these bylaws.

Article IV
Policy Council Meetings

Section 1. The Policy Council shall meet at least once each month at the Head Start Central Office. Notice of the regular meetings shall be sent or delivered to each Policy Council member at least four (4) days prior to the meeting. All Acadia Parish School Board members shall receive a copy of the meeting packet within the same given timeframe.

Section 2. Meetings shall not be scheduled in conflict with the School Board's monthly meeting date or Committee meeting.

Section 3. Special meetings may be called by the Policy Council Chairperson or requested by the Head Start Director to the Policy Council Chairperson and must be approved in a telephone survey by two other Policy Council members. Policy Council members must be notified at least twenty-four (24) hours prior to special meetings.

Section 4. Parent Representatives and Community Representatives shall be the only persons allowed voting rights at each meeting. In the absence of the Parent Representatives from any center, an alternate from that center shall be qualified to serve in a voting capacity. In the event that a quorum is needed to conduct business, a Parent Representative alternate from any center may be seated in a voting capacity.

Section 5. A quorum at all meetings shall consist of five (5) voting members including at least three (3) parents. Unless otherwise specified in the minutes of a meeting, a majority vote by the quorum present will constitute official Policy Council action.

Section 6. Any Policy Council member who is absent from three (3) consecutive regular Policy Council meetings shall surrender his/her seat as Policy Council Representative and the Alternate will become the voting Representative at the next regular meeting. The representative shall receive a letter of notice informing him/her of the surrendered seat after the third consecutive absence. The appropriate electing Parent Committee shall be given notice by the Chairperson in order that the Parent Committee will be aware of the new Representative and may fill the vacant Alternate position. Community Representative vacancies will be filled by a recommendation of the Superintendent to the School Board and the name forwarded to the Policy Council for approval.

Section 7. The annual organizational meeting of the Policy Council shall be held in September of the program year for the seating of the new members and elections of officers, as well as for the transaction of business. A Policy Council packet shall be forwarded to the members to receive 4 days before the meeting.

Section 8. Minutes shall be prepared from transcription or tape recordings, secretary's notes and Head Start Central Office staff person's notes. The minutes will reflect the actions of the Council. Each voting

member of the Policy Council, plus the Head Start Director and the Head Start Center shall receive a copy of the minutes before the next meeting is held. The minutes of the meetings are public record.

Section 9. Staff, other than the Head Start Director, are not required to attend Policy Council meetings. Staff members can be used in a consultative, non-voting capacity upon the request of the Head Start Director. Only Policy Council members shall participate in the discussions taking place during the meeting, unless a Policy Council member or Head Start Director requests information from a guest during the meeting. Policy Council meetings are public meetings. Staff members may attend meetings as guests, on their own time. During any "closed session" sections of any meeting, as approved by a majority vote of the Council members present, all participants except the Head Start Director must leave the room until that section is completed.

Section 10. Policy Council meetings may be held via telephone conference call when deemed an emergency to conduct the business of the Policy Council by the Chairperson. The decision to hold a meeting via telephone conference call may be made at a previous meeting or within 24 hour notice by telephone to all voting members. All sections pertaining to meetings apply to meetings by conference call.

Section 11. All meetings shall be conducted under Robert's Rules of Order, Revised.

Section 12. All Policy Council members requiring reimbursement for travel will be reimbursed at rates established in the Acadia Parish School Board Head Start Personnel Policies and Procedures manual. Members can either be reimbursed by check or they may contribute their travel expenses in the form of non-federal share/in-kind by completing and signing the appropriate in-kind form. Travel reimbursement forms and in-kind contribution forms will be available at Policy Council meetings. Travel reimbursement will be in the form of checks.

Section 13. All Policy Council members requiring child care in order to attend the meeting must notify the Head Start staff by noon on the day of the scheduled meeting so that arrangements can be made.

Article V **Officers**

Section 1. Officers of the Policy Council shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian and Chaplain. At the discretion of the Policy Council the offices of Secretary and Treasurer may be combined into one position and such for the Parliamentarian and Chaplain positions.

Section 2. The Chairperson shall have the following responsibilities: 1) preside over Policy Council meetings; 2) sign off on the Head Start grant and any amendments thereto and any other official Head Start Policy Council business; 3) serve as one of the signatures on the Policy Council bank account; 4) carry out such reasonable duties as requested by the Policy Council, the Head Start Director, and/or ACF/DHHS.

Section 3. The Vice-Chairperson shall have the following responsibilities: 1) carry out all the duties of the Chairperson in his/her absence; 2) serve on the program's Personnel Committee which assists with locating parents and/or Policy Council members to serve on screening and/or interview teams as needed; 3) carry out such reasonable duties as requested by the Policy Council, the Head Start Director, and/or ACF/DHHS.

Section 4. The Secretary shall have the following responsibilities: 1) work with the Acadia Parish School Board Head Start staff person to insure that accurate minutes of the Policy Council meetings are recorded, signed and kept on file. Signed minutes of official meetings shall serve as the primary source for documentation purposes. 2) insure that minutes are completed and previewed for the next Policy Council meeting packet; 3) assist with Policy Council mailing and distributions as necessary; 4) assure that signed forms are collected after each meeting to deliver to the designated Head Start staff person; 5) carry out such reasonable duties as requested by the Policy Council, the Head Start Director and/or ACF/DHHS.

Section 5. The Treasurer shall have the following responsibilities: 1) assist the designated HSCO staff person with an accounting of any Policy Council funds and give a report at every regular and special meeting; 2) review and present a Treasurer's report at each meeting; 3) serve for one of the signatures on the Policy Council bank account; 4) carry out such reasonable duties as requested by the Policy Council, the Head Start Director and/or ACF/DHHS.

Section 6. The Parliamentarian shall have the following responsibilities: 1) maintain order at the meetings; 2) advise the Council on correct parliamentary procedures; 3) assist with collecting meeting materials at the Policy Council table to be delivered to the designated Head Start Central Office staff person.

Section 7. The Chaplain shall have the following responsibilities: 1) lead the prayer at the opening of each meeting; 2) secure expressions of sympathy on the death of an immediate family member of any Policy Council member.

Section 8. Officers may be removed from their positions by a vote of 2/3 of the Policy Council.

Section 9 Two (2) signatures are required on checks drawn on the Policy Council bank account. Two (2) designated HSCO staff person, named by the Policy Council, shall serve as one of the two authorized signatures on the Policy Council bank account. The Policy Council Chairperson and Treasurer shall serve as the other two (2) signatures. The bank account shall be reviewed by the School Board accountant annually to assure accuracy for the Policy Council.

Article VI

Parent Committee

Section 1. A Parent Committee will be organized for each center under the direction of the Head Start Director with support of the Site Supervisor and Family Partnerships Specialist. Parent Committee members shall be parents/guardians who currently have their children enrolled in the Acadia Parish School Board Head Start Program and voting rights extended only to those members. Regular meetings will be held with support and assistance of the teaching staff, Site Supervisor, Child and Family Services Technicians and Head Start Central Office administrative and management staff. Activities of the Parent Committees are addressed in the Head Start Performance Standards 1304.50. The Parent Committee Chairperson shall receive a copy of the packet.

Section 2. The Parent Committees shall elect officers as outlined in the center's by-laws. The Parent Committee can be operated on a less formal basis than Policy Council (e.g., not requiring Robert's Rules of Order Revised unless specifically requested by the parent membership).

Section 3. The Parent Committee activities can be combined with family nights, open house and other special events and activities intended for families and children together.

Article VII

Committees and Representation on Committees

Section 1. The Executive Committee shall be composed of the officers of the Policy Council. The Committee shall 1) serve as an oversight committee for budget matters; 2) review proposed policy recommendations, if determined by the Chairperson and 3) serve in consultation on the meeting agendas.

Section 2. On the interview a Policy Council member, when available, will serve for applicants for open positions.

Section 3. A Policy Council member shall be invited to serve on: (a) the Health Advisory Committee; (b) the Education Advisory Committee; and (c) the Parent Handbook Committee.

Article VIII

Amendments

Section 1. These By-laws may be amended by vote of the Policy Council at a meeting in which notice of such amendments is specified. All amendments are subject to the review by the Acadia Parish School Board Head Start Director to insure amendments adhere to Head Start regulations and School Board and Head Start Policies and Procedures.

Article IX

Authority

Section 1. All Policy Council authorities, as related to shared decision-making, are outlined in 1304.50 Appendix A and are contained in the Acadia Parish School Board Head Start Procedure title SHARED DECISION-MAKING and are herein incorporated as part of the By-laws.



Section 2. All Policy Council authorities as related to Parent and/or Community Complaints are outlined in the Acadia Parish School Board Head Start PARENT/COMMUNITY COMPLAINT PROCEDURES in the Parent Handbook and are herein incorporated as part of the By-laws.

Section 3. All Policy Council authorities as related to disputes and impasse between the Acadia Parish School Board and the Acadia Parish School Board Head Start Policy Council as related to the items addressed in 1304.50 Appendix A, will be resolved utilizing the Acadia Parish School Board Head Start DISPUTE RESOLUTION/IMPASSE PROCEDURE and are herein incorporated as part of the By-laws.

Section 4. Other supportive documents are Head Start Performance Standards and other related regulations as well as the Acadia Parish School Board Policies and Procedures, the Acadia Parish Head Start Policies and Procedures addendum and other policies and procedures established by the Acadia Parish School Board or Acadia Parish School Board Head Start staff or designees and approved by Policy Council.

Amendments

- 11/04/2004 Revisions made to format and content of bylaws by the 2004-2005 Policy Council.
- 11/15/2005 Presented to Policy Council for approval with no amendments.
- 10/12/2006 Presented to Policy Council for approval with no amendments.
- 10/11/2007 Presented to Policy Council for approval with no amendments.
- 11/17/2008 Presented to Policy Council for approval with no amendments.
- 12/15/2008 Revisions to Treasurer to remain and include Vice Chairperson as authorized signer on account.
- 11/16/2009 Revisions made to format and content of bylaws for the 2009-2010 Policy Council.
- 10/21/2010 Presented to Policy Council for approval with no amendments.
- 12/12/2013 Revisions made to format and content of Bylaws by the 2013-2014 Policy Council.
- 12/18/2014 Presented to Policy Council for approval with no amendments.
- 12/17/2015 Presented to Policy Council for approval with no amendments.
- 10/27/2016 Presented to Policy Council for approval with no amendments.
- 02/06/2018 Presented to Policy Council for approval with no amendments
- 10/17/2018 Revisions made to content of bylaws by the 2018-2019 Policy Council
- 10/30/2019 Revision made to content of bylaws by the 2019-2020 (Article III. Membership, Section 3.).
- 10/27/2020 Presented to Policy Council for review and approval with no amendments.
- 10/21/2021 Presented to Policy Council for review and approval with no amendments.
- 10/27/2022 Presented to Policy Council for review and approval with no amendments.
- 11/02/2023

This set of bylaws was reviewed by the Policy Council at the October meeting and approved as part of the items of business at its meeting on _____.

Policy Council Chairperson: _____

(or)

Policy Council Secretary: _____