



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM

POLICY COUNCIL



MEMORANDUM

TO: Policy Council Representatives/ Alternates
FROM: LaTanya Evans – Head Start Director
DATE: November 10, 2023
SUBJECT: NOVEMBER 2023 MEETING SCHEDULED

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

ACADIA PARISH HEAD START POLICY COUNCIL MEETING
Thursday, November 16, 2023 · 6:00 p.m.

Google Meet joining info
Video call link: <https://meet.google.com/oac-ryfc-vxe>
Or dial: (US) +1 567-707-0150 PIN: 139 439 483#

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 16, 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 November 2, 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)

SECTION IV: NEW BUSINESS (DISCUSSION ITEMS)

- A. COUNCIL TRAINING – EARLY CHILDHOOD DEVELOPMENT (CURRICULUM AND EDUCATION)

SECTION V. OLD BUSINESS (ACTION ITEMS)

SECTION VI. CORRESPONDENCE REVIEW

SECTION VII. ADJOURNMENT

(Immediately following the Policy Council Meeting)

HEALTH ADVISORY

Speaker – Dr. Lawanda Lamar-Bellamy - Crowley Child and Adolescent Clinic

MINUTES OF MEETING

THURSDAY, NOVEMBER 2, 2023

6:00 P.M.

REGULAR MEETING

MEETING CALLED BY: Eric Jolivette, Council Chairperson
NOTE TAKER: Kristy Johnson, Council Treasurer and Google Meet Recording
COUNCIL PRESENT: Eric Jolivette, Kristy Johnson, Sloane Roberts, Brandon Miguez, Brian Mouton, James Etta David, Philip Dunbar, Megan Jackson, Shavaun Miller
STAFF/ GUESTS PRESENT: LaTanya Evans, Sonjatina Wilridge, Rosaline Landry, Kim Breaux, Janet Walker, Paula Wheeler, Cynthia Scott, Susan Hanks

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, November 2, 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 6:14 p.m. Brandon Miguez, Council Chaplain, led the prayer. Pledge done in unison. Chairperson called for recognition of those persons present in the meeting. Kristy Johnson, Council Treasurer, called the roll.

QUORUM PRESENT

CONSIDER APPROVAL OF AGENDA/ STATE REVISIONS, IF ANY:

Council reviewed the agenda. Add to Item A. Fundraiser under Section IV. New Business (Discussion Items).

Motion made by Sloane Roberts; second Brandon Miguez. MOTION CARRIED

CONSIDER APPROVAL OF MINUTES OF MEETING HELD SEPTEMBER 21, 2023:

Council reviewed the minutes of the September 21st meeting.

Motion made by James Etta David; second by Brandon Miguez. MOTION CARRIED

SECTION II. REPORTS:

A. CENTER REPORTS:

CHURCH POINT (Sloane Roberts) – Signing of the Proclamation with mayor, pics with the fire truck, Head Start Awareness Month, male involvement activity. **ESTHERWOOD** (Brandon Miguez) – Parent meeting, signing of the Proclamation, balloon launch, Home visits complete, Big Dog Day. **RAYNE** (Eric Jolivette) – Shades Day, Silly Sock Day, picture day, parade, fund raiser to host World's Finest Chocolates, Big Dog Day. **ROSS** (Cynthia Scott) – Proclamation signed, October Awareness Month, visit from local fire department, Trunk or Treat activity.

B. TREASURER’S REPORT:

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

Motion made by Sloane Roberts; second by Brandon Miguez. MOTION CARRIED

C. HEAD START DIRECTOR’S REPORT:

PROGRAM GOVERNANCE TRAINING – Training on Program Governance held Saturday, September 16th at HSCO Conference Room. A second training held Tuesday, October 3rd at APSB for those persons not in attendance for the September 16th meeting. FA1 FEDERAL MONITORING REVIEW – FA1 Federal Monitoring Review held. Team members reviewed CLASS Observations. FA2 FEDERAL MONITORING REVIEW – Scheduled to begin on Tuesday, October 31st through Friday, November 3rd. TRAINING ON LICENSING REGULATIONS – An updated on current Licensing Regulations held on October 11th via Zoom. STAFF MEETING HELD – HSCO staff met on October 10th to discuss FA1 Federal Monitoring Review. Head Start Protocol reviewed.

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

Kim Breaux, Bookkeeper, reviewed the Budget Report with the council.

SECTION III. ROUTINE ITEMS (ACTION ITEMS):

A. REVIEW AND CONSIDER RECOMMENDATION OF APPROVAL OF BYLAWS 2023-2024

Council reviewed Bylaws 2023-2024. No edits made.

Motion made by Sloane Roberts; second by Brandon Miguez. MOTION CARRIED

SECTION IV. NEW BUSINESS (DISCUSSION ITEMS):

A. POLICY COUNCIL FUND RAISER

Council reviewed the specifics of the 50/50 and item raffle.

Motion made by Brandon Miguez; second by Sloane Roberts. MOTION CARRIED

SECTION V. OLD BUSINESS (ACTION ITEMS):

None.

SECTION VI. CORRESPONDENCE REVIEW:

None.

SECTION VII. ADJOURNMENT:

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:51 p.m.

MEETING ADJOURNED

(Minutes prepared by Program Secretary via Council Secretary's notes)

Approved by Policy Council – November 16, 2023 – YES / NO

Eric Jolivette, Policy Council Chairperson

1301.3 PROGRAM GOVERNANCE

- **COUNCIL TRAINING** – EARLY CHILDHOOD DEVELOPMENT (CURRICULUM AND EDUCATION)
–Training on Curriculum and Education will be presented to the council as part of the November 16th meeting.

1302.101 MANAGEMENT SYSTEM

- **FA1 FEDERAL MONITORING REVIEW** - FA1 Federal Monitoring Review is complete. There were no findings. However, there are some areas of improvement. The program is implementing an improvement plan.
- **FA2 FEDERAL MONITORING REVIEW** – FA2 Federal Monitoring Review is complete as of Friday, November 3rd. A report has not yet been received from the Office of Head Start.
- **MONTHLY MEETING** – The director will meet with Lisa Tarrant, Program Specialist, on Thursday, November 16th.
- **HSCO STAFF MEETING** – A meeting was held with Head Start Specialists on Tuesday, November 7th to discuss ongoing monitoring.
- **FAMILY SERVICES STAFF MEETING** – A meeting was held with Family Advocates on Wednesday, November 8th.
- **CAREER DEVELOPMENT** – This program is to designed to assist staff persons required to earn a specific degree to fulfill the requirement and to provide other staff with the opportunity for advanced training and academic credit towards degrees for career advancement or personal professional development. The program currently has three (3) participants currently serving as Teachers. A follow-up meeting was held on November 9th to receive grade reports along with their schedule.

1302 SUBPART I—HUMAN RESOURCES MANAGEMENT

1302.90 PERSONNEL POLICIES

- **STAFFING:**
 - Medical Leave – One (1) Site Supervisor, one (1) Teacher, two (2) Teacher Assistants, one (1) Family Advocate and one (1) Cafeteria Technician.
 - Resignation – One (1) Teacher.

- Position Openings – The following positions are available: Family Advocate at AP Ross, Teacher at AP Rayne, Direct Support Assistant at AP Rayne. 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

- Site Supervisors had their monthly meeting for the month of November on October 25th, due to the Federal Review.
- Teachers conducted first home visits for the 2023-2024 program year on October 19th. During the visits, parents received information on their child's growth process as well as any concerns parents or teachers may have since school began. Each parent also received a report card on their child's assessment at this point for the fall assessment.
- Teachers finalized all children's Teaching Strategies Assessments by October 31st.
- Fall CLASS Observations have begun. The program is receiving support from the school district to help complete all observations.

1302.61 DISABILITIES

- Acadia Parish Head Start has 46 students enrolled with IEP's. There are nine (9) students at AP Church Point, 14 students at AP Ross, three (3) students at AP Estherwood and 20 students at AP Rayne receiving services.

Submitted by Kelly Rogers – Education/ Disabilities Specialist

EARLY CHILDHOOD DEVELOPMENTAL SERVICES

1302.40 CHILD HEALTH AND DEVELOPMENTAL SERVICES

- All centers are reporting some cases of flu. A flyer on flu symptoms and the benefits of the flu vaccine has been sent home to parents.

1302.42 CHILD HEALTH STATUS

- Family Advocates (FA) 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) was September 29th. The 90-day deadline for physicals and dentals is November 13th.
- The Health Advisory Committee meeting will be held Thursday, November 16th at 6:00 p.m. in conjunction with the Policy Council meeting, due to lack of parent participation in the past. Guest Speaker, Pediatrician - Dr. Lawanda Lamar-Bellamy of the Crowley Child and

Adolescent Clinic, will present information on topics of sleep hygiene and recommended requirements for sleep.

1302.44 CHILD NUTRITION

- CACFP reimbursement claim for August in the amount of \$18,789.32 has been processed for meal service as follows: Students – breakfast—2294, lunch—2292, snack—2258; Adults – breakfast—one (1) and lunch—348. September’s claim is being processed.

1302.45 CHILD MENTAL HEALTH AND SOCIAL AND EMOTIONAL WELL-BEING

- Mental Health Consultant is continuing observations and intervention in classrooms on those students with behavior concerns.

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

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

- Registration is ongoing. Family Advocates are working diligently toward full enrollment.
- Full enrollment (331) not reached. Current enrollment is 304:
- Each Head Start Center are at full capacity for the staff currently in-place:
 - AP Estherwood – 17
 - AP Church Point – 54
 - AP Rayne – 94
 - AP Ross – 139
 - Total enrollment – 304

1302.31 ERSEA – ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE

- Family Advocates are still accepting applications and placing those children on the waitlist. Remaining classrooms will be filled as the program obtains more students and staff.
- Average Daily Attendance for October 2023:

- AP Church Point – 85%
- AP Estherwood – 94%
- AP Rayne – 85%
- AP Ross – 82%

Submitted by Sonjatina Wilridge – Family Partnerships/ Community Engagement Specialist

1302.47(1) FACILITIES

- There are a number of recommendations for facilities improvements still needed at Head Start facilities / leased facilities, including some painting and wood repairs needed on the exterior buildings at Church Point, Rayne and Ross. Budget review, bid processes and communications are ongoing with landlord to address these repair issues.
- Routine work orders were received from all centers and completed during the month of October. Facilities are being monitored regularly to assure clean and safe learning environments.

1302.47(4) SAFETY TRAINING

- Monthly fire drills were satisfactorily conducted at all of the centers for the month of October.

1303.4 IN-KIND/ NON-FEDERAL SHARE

- New staff persons received training on documentation and reporting of in-kind. In-Kind reports for July – September are now due from centers. Monthly updates / balances will be included on future Policy Council reports.

1303.71 VEHICLES

- All buses are running efficiently with no present repair issues reported.

1303.72 VEHICLE OPERATION

- Bus observations were conducted by the Transportation Specialist and Site Supervisors during the month of October and are ongoing. The observations include a review of driver credentials, documentation, release forms, proper boarding and exiting, seat belt usage,

staff interactions with students on the bus and parents at the bus stops, adherence to traffic laws, sanitation and safety protocols

1303.73 TRIP ROUTING

- Requests for school bus transportation are still being received and routes are being adjusted to accommodate parents' needs and requests in the Church Point, Rayne and Crowley communities.
- 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 (*OCTOBER 2023*)
- BILL PAYMENTS (*OCTOBER 2023*)

2023-2024

BUDGET REPORT
FOR
OCTOBER 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 11-07-2023

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			ADJUSTED	YTD	PURCHASE	AVAILABLE		
<u>ACCOUNT DESCRIPTION</u>			<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	<u>% USED</u>	
HEADSTART	H0000003	44340	HEADSTART PROGRAM	-3,371,452	-655,105.18	0.00	-2,716,347	19.40
	H0000003	45230	IN-KIND (NONFEDERAL SHARE)	-781,637	0.00	0.00	-781,637	0.00
<u>DISABILITY</u>			<u>PAYROLL</u>					
	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	403	34.20	0.00	369	8.50
	H1210000	5231	TRS	6,704	568.34	0.00	6,136	8.50
<u>CLASSROOM</u>								
	H1530000	5115	AIDES	587,154	104,712.38	0.00	482,442	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	10,168	1,653.61	0.00	8,514	16.30
	H1530000	5231	TRS	173,222	22,390.86	0.00	150,831	12.90
	H1531000	5115	AIDES	341,229	63,545.83	0.00	277,683	18.60
	H1531000	5119	SPECIALIST	25,001	5,131.76	0.00	19,869	20.50
	H1531000	5210	GROUP INSURANCE	29,225	10,153.24	0.00	19,072	34.70
	H1531000	5225	MEDICARE	5,574	933.80	0.00	4,640	16.80
	H1531000	5231	TRS	86,957	14,499.05	0.00	72,458	16.70
	H1531000	5233	SCHOOL EMPLOYEES RETIREMENT	209	136.87	0.00	72	65.50
<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	610	92.85	0.00	517	15.20
	H2120000	5231	TRS	10,136	1,727.13	0.00	8,409	17.00
	H2134000	5119	OTHER SALARIES	28,808	9,603.13	0.00	19,205	33.30
	H2134000	5210	GROUP INSURANCE	6,400	1,581.13	0.00	4,819	24.70
	H2134000	5225	MEDICARE	418	122.92	0.00	295	29.40
	H2134000	5231	TRS	6,943	2,314.35	0.00	4,629	33.30
<u>ADMINISTRATION</u>								
	H2329000	5111	OFFICIALS/ADMINISTRATORS/MANAG	79,604	26,534.64	0.00	53,069	33.30
	H2329000	5114	CLERICAL/SECRETARIAL	16,721	0.00	0.00	16,721	0.00
	H2329000	5210	GROUP INSURANCE	7,725	2,432.52	0.00	5,292	31.50
	H2329000	5225	MEDICARE	1,396	360.24	0.00	1,036	25.80
	H2329000	5231	TRS	23,214	6,394.83	0.00	16,819	27.50

HEADSTART

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<u>ACCOUNT DESCRIPTION</u>			<u>ADJUSTED</u> <u>BUDGET</u>	<u>YTD</u> <u>EXPENSES</u>	<u>PURCHASE</u> <u>ORDERS</u>	<u>AVAILABLE</u> <u>BUDGET</u>	<u>% USED</u>
<i><u>CENTERS</u></i>							
H2410000	5114	CLERICAL/SECRETARIAL	51,550	12,887.85	0.00	38,662	25.00
H2410000	5115	AIDES	110,201	18,326.92	0.00	91,874	16.60
H2410000	5210	GROUP INSURANCE	16,900	6,165.04	0.00	10,735	36.50
H2410000	5225	MEDICARE	2,346	415.78	0.00	1,930	17.70
H2410000	5231	TRS	38,982	6,032.62	0.00	32,949	15.50
<i><u>FINANCE</u></i>							
H2510000	5114	CLERICAL/SECRETARIAL	30,892	10,296.30	0.00	20,596	33.30
H2510000	5210	GROUP INSURANCE	7,725	2,432.52	0.00	5,292	31.50
H2510000	5225	MEDICARE	448	128.58	0.00	319	28.70
H2510000	5231	TRS	7,446	0.00	0.00	7,446	0.00
<i><u>MAINTENANCE</u></i>							
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
<i><u>BUSES</u></i>							
H2721000	5116	BUS DRIVERS	55,580	13,747.46	0.00	41,833	24.70
H2721000	5210	GROUP INSURANCE	13,400	4,283.28	0.00	9,117	32.00
H2721000	5225	MEDICARE	807	171.40	0.00	636	21.20
H2721000	5231	TRS	2	0.00	0.00	2	0.00
H2731000	5115	BUS ASSISTANTS	33,187	7,952.08	0.00	25,235	24.00
H2731000	5225	MEDICARE	482	115.31	0.00	367	23.90
H2731000	5231	TRS	2	992.00	0.00	-990	49,600.00
H2731000	5233	SCHOOL EMPLOYEE RETIRE	9,190	1,058.71	0.00	8,131	11.50
<i><u>KITCHEN</u></i>							
H3111000	5119	SPECIALIST	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	226	66.16	0.00	160	29.30
H3111000	5231	TRS	3,738	1,246.20	0.00	2,492	33.30
H3120000	5116	KITCHEN TECHS	30,002	21,961.95	0.00	8,040	73.20
H3120000	5225	MEDICARE	435	318.46	0.00	117	73.20
H3120000	5231	TRS	7,231	5,262.71	0.00	1,968	72.80

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<u>ACCOUNT DESCRIPTION</u>			<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>	
<i>KITCHEN</i>							
H3121000	5111	KITCHEN-MANAGERS	18,365	9,368.28	0.00	8,997	51.00
H3121000	5225	MEDICARE	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 EMPLOYEE RETIRE	0	1,305.99	0.00	-1,306	100.00
<i>FAMILY SERVICES</i>							
H3300000	5114	SCHOOL EMPLOYEE RETIRE	29,760	9,673.45	0.00	20,087	32.50
H3300000	5115	PROGRAM SECRETARY	78,114	12,988.84	0.00	65,125	16.60
H3300000	5119	CFST	89,943	29,965.75	0.00	59,977	33.30
H3300000	5210	SPECIALIST	16,712	5,756.99	0.00	10,955	34.40
H3300000	5225	GROUP INSURANCE	2,869	696.70	0.00	2,172	24.30
H3300000	5231	MEDICARE	47,674	12,683.35	0.00	34,991	26.60
H3300000	5339	TRS	16,000	0.00	0.00	16,000	0.00
H1500000	5260	WORKER'S COMPENSATION	125,908	83,000.00	0.00	42,908	65.90
<u>SUPPLIES</u>							
H1210000	5610	MATERIALS AND SUPPLIES	2,500	422.97	0.00	2,077	16.90
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
H2130000	5610	MATERIALS AND SUPPLIES	9,526	1,343.75	0.00	8,182	14.10
H2300000	5610	MATERIALS AND SUPPLIES	16,338	3,686.13	0.00	12,652	22.60
H2400000	5610	MATERIALS AND SUPPLIES	13,862	5,094.21	0.00	8,768	36.70
H2600000	5430	REPAIRS & MAINTENANCE SERVICES	18,000	4,667.88	0.00	13,332	25.90
H2600000	5610	MATERIALS AND SUPPLIES	15,000	5,204.04	0.00	9,796	34.70
H3110000	5610	MATERIALS & SUPPLIES	4,058	236.00	0.00	3,822	5.80
H3300000	5610	SOCIAL SERVICES- M & S	4,000	523.82	0.00	3,476	13.10
H3300000	5612	PROGRAM RESOURCES - M & S	500	160.59	0.00	339	32.10
<u>TRAVEL</u>							
H2130000	5582	TRAVEL EXPENSE REIMBURSEMENT	400	0.00	0.00	400	0.00
H2329000	5582	TRAVEL EXPENSE REIMBURSEMENT	400	0.00	0.00	400	0.00
H2400330	5582	TRAVEL EXPENSE REIMBURSEMENT	300	0.00	0.00	300	0.00
H2600000	5582	TRAVEL EXPENSE REIMBURSEMENT	814	261.71	0.00	552	32.20
H3100000	5582	TRAVEL EXP REIMBURSE	299	0.00	0.00	299	0.00
H3300000	5582	TRAVEL EXP REIMBURSE	800	44.54	0.00	755	5.60

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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>
H2600000	5730	EQUIPMENT	0	0.00	0.00	0	0.00
H3100000	5730	EQUIPMENT	0	2,200.00	0.00	-2,200	100.00
<u>BUILDING</u>							
H2600000	5615	SUPPLIES-TECHNOLOGY RELATED	0	0.00	0.00	0	0.00
H2620000	5430	BUILDING REPAIRS & MAINTEN	64,084	3,994.40	0.00	60,090	6.20
H2620000	5441	RENT/ BUILDINGS	42,000	17,500.00	0.00	24,500	41.70
H2624000	5430	FIRE ALARMS	4,400	1,642.00	0.00	2,758	37.30
H2629000	5430	PEST CONTROL	2,000	562.00	0.00	1,438	28.10
H2630000	5424	LAWN CARE	1,000	827.78	0.00	172	82.80
H3110000	5430	KITCHEN-REPAIRS & MAINTENANCE	9,999	1,050.00	0.00	8,949	10.50
<u>CONSULTANT</u>							
H1210000	5301	PURCH PROF & TECHNICAL SVCS (P	30,000	6,474.00	0.00	23,526	21.60
H1530000	5300	PURCH PROF & TECHNICAL SVCS	25,500	0.00	0.00	25,500	0.00
H2130000	5330	OTHER PURCH PROFESSIONAL SVCS	52,676	6,886.80	0.00	45,789	13.10
H3100000	5320	CONSULTANT SERVICES	3,001	390.00	0.00	2,611	13.00
<u>VANS/ BUSES</u>							
H2600000	5626	GASOLINE	1,701	383.13	0.00	1,318	22.50
H2650000	5430	VEHICLE -REPAIRS & MAINTENAN	2,500	67.09	0.00	2,433	2.70
H2650000	5523	VEHICLE-FLEET INSURANCE	3,231	3,231.08	0.00	0	100.00
H2721000	5233	SCHOOL EMPLOYEES RETIREMENT	15,370	3,169.15	0.00	12,201	20.60
H2721000	5523	BUS -FLEET INSURANCE	4,847	4,846.62	0.00	0	100.00
H2721000	5626	BUS- GASOLINE	8,399	2,155.04	0.00	6,244	25.70
H2721000	5890	BUS CLEANING SUPPLY	500	0.00	0.00	500	0.00
H2723000	5430	BUS-REPAIRS & MAINTENANCE	10,000	786.16	0.00	9,214	7.90
<u>UTILITIES</u>							
H2300000	5530	TELEPHONE AND POSTAGE	500	164.94	0.00	335	33.00
H2300000	5622	ELECTRICITY	1,356	335.84	0.00	1,020	24.80
H2400000	5530	TELEPHONE AND POSTAGE	14,300	4,764.91	0.00	9,535	33.30
H2620000	5411	WATER/SEWAGE	11,500	3,818.02	0.00	7,682	33.20
H2620000	5421	DISPOSAL SERVICES	8,000	2,904.30	0.00	5,096	36.30
H2620000	5530	TELEPHONE & POSTAGE	10,000	3,548.57	0.00	6,451	35.50
H2620000	5621	NATURAL GAS	14,000	922.88	0.00	13,077	6.60
H2620000	5622	ELECTRICITY	60,000	24,053.79	0.00	35,946	40.10

HEADSTART

FOR: 7-1-23 THRU 11-07-2023

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<u>ACCOUNT DESCRIPTION</u>		<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>		
<u>OTHER</u>		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	<u>% USED</u>	
H2311000	5890	MISCELLANEOUS EXPENDITURES	14,700	11,352.20	0.00	3,348	77.20
H2400000	5521	LIABILITY INSURANCE	3,465	3,463.65	0.00	1	100.00
H2510000	5340	PURCHASED TECHNICAL SERVICES	299	106.16	0.00	193	35.50
H2830540	5335	MEDICAL DOCTORS	1,422	305.00	0.00	1,117	21.40
H2830540	5339	FINGERPRINTS/BACKGROUND	5,901	1,330.50	0.00	4,571	22.50
H2830540	5540	ADVERTISING	2,999	0.00	0.00	2,999	0.00
H3100000	5631	PURCHASED FOOD	18,501	32.21	0.00	18,469	0.20
H5200000	5890	INKIND	781,637	0.00	0.00	781,637	0.00
H5200000	5933	INDIRECT COSTS	<u>185,360</u>	<u>0.00</u>	<u>0.00</u>	<u>185,360</u>	<u>0.00</u>
TOTALS			3,371,052	758,090	0	2,612,962	

HEADSTART

FOR: 7-1-23 THRU 11-07-2023

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			<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>		
<u>ACCOUNT DESCRIPTION</u>			<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	<u>% USED</u>	
H001	H0000003	44340	HEADSTART PROGRAM	-37,607	-4,402.17	0.00	-33,205	11.70
<u>STAFF DEVELOPMENT</u>								
H001	H2230000	5582	TRAVEL EXPENSE REIMBURSE	11,090	1,636.06	0.00	9,454	14.80
H001	H2230000	5610	MATERIALS AND SUPPLIES	3,400	324.89	0.00	3,075	9.60
H001	H2230000	5890	MISCELLANEOUS EXPENDITURES	14,900	1,567.49	0.00	13,333	10.50
<u>ADMINISTRATION</u>								
H001	H2329000	5582	TRAVEL EXPENSE REIMBURSE	0	0.00	0.00	0	0.00
<u>FAMILY SERVICES</u>								
H001	H3301000	5612	PARENTS SUPPLIES	2,500	0.00	0.00	2,500	0.00
H001	H3301000	5890	POLICY COUNCIL	3,589	1,282.44	0.00	2,307	35.70
H001	H5200000	5933	INDIRECT COSTS	<u>2,128</u>	<u>0.00</u>	<u>0.00</u>	<u>2,128</u>	0.00
TOTALS				37,607	4,811	0	32,796	
H006	H0000003	44340	HEADSTART PROGRAM	-247,462	0.00	0.00	-247,462	0.00
H006	H1530000	5610	MATERIALS & SUPPLIES	36,996	20,009.00	2,602.80	14,384	61.10
H006	H2410000	5114	CENTER- SECRETARY	1	0.00	0.00	1	0.00
H006	H2410000	5115	MEDICARE	1	0.00	0.00	1	0.00
H006	H2410000	5225	TRS	1	0.00	0.00	1	0.00
H006	H2600000	5730	EQUIPMENT	1	0.00	0.00	1	0.00
H006	H2620000	5430	BUILDING REPAIRS & MAINTENANCE	195,809	167,994.00	0.00	27,815	85.80
H006	H5200000	5933	INDIRECT COSTS	<u>14,653</u>	<u>0.00</u>	<u>0.00</u>	<u>14,653</u>	<u>0.00</u>
TOTALS				247,462	188,003	2,603	56,856	

2023-2024

**BILL PAYMENT
EDITS**

OCTOBER - 2023

HEADSTART
INVOICE ENTRY PROOF LIST

CHECK DATE: 10-25-2023

			<u>PO</u>	<u>Invoice Amt</u>
757	DADDYS PRIDE PRODUCE	0	HS2023SEPTEMBER	2,234.00
19200	LAMM FOOD SERVICE IN	0	HS2023SEPTEMBER	11,167.65
10323	NEW DAIRY OPCO, LLC	1	4718203	4,570.51
1910	PIGGLY WIGGLY	0	6377HS10.01.23	13.10
4908	ECOLAB INC / HEADSTA	0	6340847855	217.33
4908	ECOLAB INC / HEADSTA	0	6340847854	242.00
4908	ECOLAB INC / HEADSTA	0	6340847853	<u>183.64</u>

BATCH # 4515

TOTALS

18,628.23

11700	CENTERPOINT ENERGY	0	29815586oct23	202.25
35224	ENTERGY	0	10018099540	695.77
35224	ENTERGY	0	10018099541	1,515.14
35255	ACOUSTICOMM	0	15251	295.00
10453	MCCARTY, SHATONIA C	0	463	65.00
10594	WINTERS LEON , LCSW	0	002	2,115.00
27480	R M FIRE PROTECTION	0	338272	203.00
9988	MICHAEL VALLONE LLC	0	9273	135.00
4738	OFFICE DEPOT INC-295	1	333665685001	112.62
4738	OFFICE DEPOT INC-295	1	335198049001	6.98
4738	OFFICE DEPOT INC-295	1	335211496001	19.19
4738	OFFICE DEPOT INC-295	1	335211497001	29.51
4738	OFFICE DEPOT INC-295	1	335211500001	61.84
4738	OFFICE DEPOT INC-295	1	335211501001	10.99
504	STINE LUMBER CO #A08	0	10635718	18.36
504	STINE LUMBER CO #A08	0	10606035	<u>21.66</u>

BATCH # 4516

TOTALS

5,507.31