



ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM



POLICY COUNCIL

MEMORANDUM

TO: Policy Council Representatives/ Alternates,
FROM: LaTanya Evans – Head Start Director
DATE: Thursday, January 11, 2024
SUBJECT: JANUARY 2024 MEETING SCHEDULED

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

COUNCIL MEETING - ACADIA PARISH HEAD START POLICY COUNCIL
Thursday, January 18, 2024 · 6:00pm

Google Meet joining info:
Video call link: <https://meet.google.com/awk-ewfm-vfs>
Or dial: (US) +1 646-543-4982 PIN: 476 980 636#

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, January 18, 2024 - 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 DECEMBER 14, 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. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR TEACHER ASSISTANT AT AP ESTHERWOOD HEAD START CENTER
- B. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR BUS DRIVER AT AP CHURCH POINT HEAD START CENTER
- C. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF INTERNAL DISPUTE RESOLUTION (IMPASSE) POLICY

SECTION IV: NEW BUSINESS (DISCUSSION ITEMS)

- A. RECEIVE LIST OF TEAM NAMES FOR SELF ASSESSMENT 2023-2024
- B. COUNCIL TRAINING – COMMUNITY ASSESSMENT
- C. COUNCIL TRAINING – HEALTH/ MENTAL HEALTH
- D. DISCUSSION – UPCOMING COUNCIL TRAINING (REFUNDING PROCESS AND ERSEA/ ELIGIBILITY CRITERIA)

SECTION V. OLD BUSINESS (ACTION ITEMS)

- A. COUNCIL FUND RAISER

SECTION VI. CORRESPONDENCE REVIEW

- A. ACF MEMORANDUM

SECTION VII. ADJOURNMENT

MINUTES OF MEETING

THURSDAY, DECEMBER 14, 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: Sloane Roberts, Brandon Miguez, Shavaun Miller, Philip Dunbar, Eric Jolivette, Cassidy Kondert, Kristy Johnson, Brian Seth Mouton, James Etta David
STAFF/ GUESTS PRESENT: Justin Carrier, Shawn Lejeune, Latanya Evans, Sonjatina Wilridge, Kelly Rogers, Rosaline Landry, Janet Walker, Kim Breaux, Karen Marx, Cynthia Scott, Bobby Bourque, Jr.

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, December 14, 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 6:04 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.

Motion made by Kristy Johnson; second Brandon Miguez. MOTION CARRIED

CONSIDER APPROVAL OF MINUTES OF MEETING HELD NOVEMBER 16, 2023:

Council reviewed the minutes of the November 16th meeting.

Motion made by Kristy Johnson; second by Brandon Miguez. MOTION CARRIED

SECTION II. REPORTS:

A. CENTER REPORTS:

Representatives from each center gave a report on center activities and events.

B. TREASURER'S REPORT:

Kristy Johnson, Council Treasurer, reported a beginning balance of \$1201.94 and ending balance of \$201.94. Check cleared for \$1,000 for the scholarship.

C. HEAD START DIRECTOR'S REPORT:

COUNCIL TRAINING—BUDGET – Training to be administered by Justin Carrier, Chief Financial Officer, as part of tonight's meeting. ANNUAL REPORT 2022-2023—The report is now complete. A recommendation for the approval to release the report to the public will be presented to the council as part of tonight's meeting. PARISH-WIDE TRAINING—A parish-wide professional development training will be held on January 8, 2024. SUPPORT CONFERENCE—Winter Support Conference to be held in January. HSCO STAFF MEETING—Staff meeting held with HSCO staff on November 28th. STAFFING—Several staff on Medical Leave to include: One (1) Site Supervisor, one (1) Teacher, three (3) Teacher Assistants, one (1) Family Advocate and one (1) Office Assistant. INTERVIEWS HELD—Interviews for Teacher (AP Rayne) and Director Support Assistant (AP Rayne) held on Wednesday, December 6th. Interviews for Family Advocate (AP Ross) was held on Thursday, December 11th. Recommendations for approval of hire will be presented to the council as part of tonight's meeting. POSITION OPENINGS—The following positions are available. The program is seeking substitute classroom assistants at all four (4) site locations.

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

Kim Breaux, Bookkeeper, reviewed the Budget Report with the council. There are no adjustments.

Motion made by Brian Mouton; second by Brandon Miguez. MOTION CARRIED

SECTION III. ROUTINE ITEMS (ACTION ITEMS):

A. REVIEW AND CONSIDER APPROVAL OF ANNUAL REPORT 2022-2023 TO BE RELEASED TO THE PUBLIC

Motion made by Brian Mouton; second by Brandon Miguez. MOTION CARRIED

B. CONSIDER RECOMMENDATION AND APPROVAL OF NEW HIRE FOR TEACHER (AP RAYNE HEAD START CENTER)

The Interview Committee recommends Courtney Lawrence to fill the position of Teacher at AP Rayne Head Start Center.

Motion made by Brian Mouton; second by Brandon Miguez. MOTION CARRIED

C. CONSIDER RECOMMENDATION AND APPROVAL OF NEW HIRE FOR DIRECT SUPPORT ASSISTANT (AP RAYNE HEAD START CENTER)

The Interview Committee recommends Breanna Rice to fill the position of Direct Support Assistant at AP Rayne Head Start Center.

Motion made by Brian Mouton; second by Brandon Miguez. MOTION CARRIED

D. CONSIDER RECOMMENDATION AND APPROVAL OF NEW HIRE FOR FAMILY ADVOCATE (AP ROSS HEAD START CENTER)

The Interview Committee recommends Callie Doucet to fill the position of Family Advocate at AP Ross Head Start Center.

Motion made by James Etta David; second by Sloane Roberts. MOTION CARRIED

SECTION IV. NEW BUSINESS (DISCUSSION ITEMS):

A. COUNCIL TRAINING – BUDGET

Training administered to the council by Justin Carrier, Chief Financial Officer of the Acadia Parish School Board.

SECTION V. OLD BUSINESS (ACTION ITEMS):

A. UPDATE ON COUNCIL FUND RAISER

Ten (10) tickets per book; 50/50 split the pot.

SECTION VI. CORRESPONDENCE REVIEW:

None.

SECTION VII. ADJOURNMENT:

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:30 p.m.

MEETING ADJOURNED

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

Approved by Policy Council – January 18, 2024 – YES / NO

Eric Jolivet, Policy Council Chairperson

1301.3 PROGRAM GOVERNANCE

- **COUNCIL TRAINING (COMMUNITY ASSESSMENT, HEALTH, and MENTAL HEALTH)** – Training will be administered as part of the January 18th council meeting on the following: Community Assessment and the Content Areas of Health and Mental Health.
- **INTERNAL DISPUTE RESOLUTION (IMPASSE) POLICY** – The council received training on Internal Dispute Resolution Strategies included in the previous Program Governance Training. The current policy is included in this month's packet (*see the ATTACHMENT section*) for review. A request for approval will be presented to the council at the January 18th meeting.

1302.101 MANAGEMENT SYSTEM

- **WEBCAST** – Held December 15th addressing questions on the Notice of Proposed Rule Making (NPRM); deadline to submit comments is January 19, 2024. (*see attached ACF Memorandum in the CORRESPONDENCE section of this packet.*)
- **SELF ASSESSMENT 2023-2024** – A list of team members serving as assessors for Self Assessment 2023-2024 will be presented to the council at the January 18th meeting.
- **PARISH-WIDE TRAINING** – Professional Development Training held Monday, January 8th in the AP Ross Head Start Gymnasium for all Head Start staff.
- **HSCO STAFF MEETING** – Staff meeting for HSCO staff held Tuesday, January 9th.
- **SITE SUPERVISOR MEETING** – Monthly meeting for Site Supervisors held January 12th.
- **MONTHLY SUPPORT MEETING** – Meeting held with OHS Representative, Lisa Tarrant, on January 10th.

1302 SUBPART I—HUMAN RESOURCES MANAGEMENT

1302.90 PERSONNEL POLICIES

- **STAFFING -**
 - Medical Leave – One (1) Site Supervisor, one (1) Teacher and three (3) Teacher Assistants.
 - Interviews Held – Interviews held for Teacher Assistant (AP Estherwood) was held on Thursday, January 11th. The Interview Committee has made a recommendation and a request for approval of hire will be made before the council at the January 18th

meeting. Interviews for Bus Driver (AP Church Point) is set to be held on Wednesday, January 17th. Should a recommendation be made by the Interview Committee, a request for approval of hire will be made before the council at the January 18th meeting.

- Position Openings – The following positions are available: The program is 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

- CLASS observations were completed for fall 2023 on December 15th. Thanks to staff from the school district who supported Head Start by conducting observations.
- Education staff training held on January 8th. Teachers collaborated on ideas to improve on curriculum assignments for parents. Several teachers and teacher assistants were recognized for the highest CLASS scores for fall 2023: AP Ross—Monica Augustus scoring 6.06, AP Rayne—Miranda Guillory and Sandra Roberts scoring 6.19, AP Church Point—Michelle Richard and Dina Briscoe scoring 6.19, AP Church Point—Cherelle Wiltz and Dorothy St. Julian scoring 6.22 which is the highest in the program. Congratulations to these teachers and teacher assistants for a job well done. All teachers did well with CLASS scores.
- SUPPORT Conferences held beginning January 12th through 19th. Conference participants consist of the Head Start Director, Content Area Specialists, Teachers and Family Advocates from each center. During the conference, each teacher discusses growth and concerns with students as well as their classroom as a whole. Teachers also provide information as to number of parent contacts they had with parents.
- The education staff would like to welcome Breanna Rice as the new Direct Support Assistant at AP Rayne Head Start Center.

1302.61 DISABILITIES

- Head Start has 48 students receiving IEP services: AP Church Point—10, AP Estherwood—three (3), AP Rayne—20 and AP Ross—15.

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 the flu, RSV and a few cases of COVID19. Staff are taking extra measures in making sure our schools continue to be sanitized.

1302.42 CHILD HEALTH STATUS

- Family Advocates (FAs) are reviewing children's files for missing information such as physicals, dentals, immunizations, heights and weights and any other health-related concerns.

1302.44 CHILD NUTRITION

- CACFP reimbursement claim for September in the amount of \$35,067.85 has been processed for meal service as follows: Students – breakfast—4423, lunch—4391, snack—4296; Adults (education and cafeteria) – breakfast—88, lunch—721.
- CACFP application has been submitted to the Department of Education. October's claim will be processed once approval is given.

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. Actively recruiting to register eligible children for the program. There is a currently waitlist of 20 children and will classrooms as staffing issues are resolved.
- Full enrollment is 331 children. Current enrollment is 301:
 - AP Estherwood – 16
 - AP Church Point – 54
 - AP Rayne – 92
 - AP Ross - 139

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

- Family Advocates are continuing to accept applications for the 2023-2024 program year.

- Average Daily Attendance for November 2023:
 - AP Church Point – 79%
 - AP Estherwood – 81%
 - AP Rayne – 74%
 - AP Ross – 73%

Submitted by Sonjatina Wilridge – Family Partnerships/ Community Engagement Specialist

1302.47(1) FACILITIES

- Routine work orders were received from all centers and completed during the month of December 2023.
- Centers were monitored during the winter break to assure there was no vandalism or repair issues. Several fire alarm and plumbing related issues occurred at the Church Point center. Those repair issues were taken care of upon return after the break.
- Bids / price quotes are being accepted for several remaining facility projects / upgrades that will be funded by remaining funds in the American Rescue Plan grant.

1302.47(4) SAFETY TRAINING

- Monthly fire drills were satisfactorily conducted at all of the centers for the month of December.
- The first lockdown drills were satisfactorily conducted during the month of December.

1303.4 IN-KIND/ NON-FEDERAL SHARE

PROGRAM RESPONSIBILITY:	\$781,637.00
CURRENT BALANCE DUE:	\$781,637.00
THIS MONTH'S IN-KIND TOTAL:	-\$69,569.03
NEW BALANCE DUE:	\$712,067.97

1303.73 TRIP ROUTING

A.M. ROUTE	CENTER	TOTAL # STUDENTS
		DECEMBER 2023
	CHURCH POINT HEAD START	16
	RAYNE HEAD START	47
	ROSS HEAD START	54
	TOTAL # OF STUDENTS SERVICED:	117
P.M. ROUTE	CENTER	TOTAL # STUDENTS
		DECEMBER 2023
	CHURCH POINT HEAD START	26
	RAYNE HEAD START	52
	ROSS HEAD START	76
	TOTAL # OF STUDENTS SERVICED:	154

Submitted by C. Domingue – Program Operations Specialist

REPORT(S)

- BUDGET REPORT (DECEMBER 2023)
- BILL PAYMENTS (DECEMBER 2023)
- CREDIT CARD CHARGES (DECEMBER 2023)

2023-2024

BUDGET REPORT

FOR

DECEMBER 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 12-31-2023

PG -

<u>HEADSTART</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>OVER</u>	<u>SHORT</u>
		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>			
H000003 44340	HEADSTART PROGRAM	-3,371,452	-1,616,291.03	0.00	-1,755,161	47.90		
H000003 45230	IN-KIND (NONFEDERAL SHARE)	-781,637	-69,569.03	0.00	-712,068	8.90		
	<u>PAYROLL</u>							
H1210000 5115	AIDES	27,819	3,252.66	0.00	24,566	11.70		
H1210000 5210	GROUP INSURANCE	1,500	0.00	0.00	1,500	0.00		
H1210000 5225	MEDICARE	403	47.17	0.00	356	11.70		
H1210000 5231	TRS	6,704	783.89	0.00	5,920	11.70		
	<u>CLASSROOM</u>							
H1530000 5115	TEACHERS	587,154	179,921.28	0.00	407,233	30.60	75000	
H1530000 5119	SPECIALIST	45,828	22,922.70	0.00	22,905	50.00		
H1530000 5210	GROUP INSURANCE	45,700	20,613.48	0.00	25,087	45.10		
H1530000 5225	MEDICARE	10,168	2,780.29	0.00	7,388	27.30		
H1530000 5231	TRS	173,222	37,835.54	0.00	135,386	21.80		
H1531000 5115	TEACHER AIDES	341,229	111,595.19	0.00	229,634	32.70	25000	
H1531000 5119	PAYROLL/ EXTENDED TIME PAY	25,001	8,478.67	0.00	16,522	33.90		
H1531000 5210	GROUP INSURANCE	29,225	15,229.86	0.00	13,995	52.10		
H1531000 5225	MEDICARE	5,574	1,623.19	0.00	3,951	29.10		
H1531000 5231	TRS	86,957	25,590.04	0.00	61,367	29.40		
H1531000 5233	SCHOOL EMPLOYEES RETIREMENT	209	191.25	0.00	18	91.50		
	<u>HEALTH</u>							
H2120000 5115	CFST	42,062	12,315.79	0.00	29,746	29.30		
H2120000 5210	GROUP INSURANCE	2,200	749.57	0.00	1,450	34.10		
H2120000 5225	MEDICARE	610	163.42	0.00	447	26.80		
H2120000 5231	TRS	10,136	2,968.15	0.00	7,168	29.30		
H2134000 5119	SPECIALIST	28,808	14,404.65	0.00	14,403	50.00		
H2134000 5210	GROUP INSURANCE	6,400	2,371.69	0.00	4,028	37.10		
H2134000 5225	MEDICARE	418	184.38	0.00	234	44.10		
H2134000 5231	TRS	6,943	3,471.51	0.00	3,471	50.00		
	<u>ADMINISTRATION</u>							
H2329000 5111	DIRECTOR	79,604	39,801.98	0.00	39,802	50.00		
H2329000 5114	CENTRAL OFFICE/RECEPTIONIST	16,721	0.00	0.00	16,721	0.00		
H2329000 5210	GROUP INSURANCE	7,725	3,648.78	0.00	4,076	47.20		
H2329000 5225	MEDICARE	1,396	540.36	0.00	856	38.70		
H2329000 5231	TRS	23,214	9,592.25	0.00	13,622	41.30		

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HEADSTART

FOR: 7-1-23 THRU 12-31-2023

PG -

<u>HEADSTART</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>OVER</u>	<u>SHORT</u>
		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>			
<u>CENTERS</u>								
H2410000 5114	CENTER- SECRETARY	51,550	20,804.96	0.00	30,745	40.40		
H2410000 5115	SITE SUPERVISORS	110,201	36,653.84	0.00	73,547	33.30		
H2410000 5210	GROUP INSURANCE	16,900	9,247.56	0.00	7,652	54.70		
H2410000 5225	MEDICARE	2,346	767.71	0.00	1,578	32.70		
H2410000 5231	TRS	38,982	10,964.55	0.00	28,017	28.00		
<u>FINANCE</u>								
H2510000 5114	BOOKKEEPER	30,892	15,445.10	0.00	15,447	50.00		
H2510000 5210	GROUP INSURANCE	7,725	3,648.78	0.00	4,076	47.20		
H2510000 5225	MEDICARE	448	192.88	0.00	255	43.00		
H2510000 5231	TRS	7,446	0.00	0.00	7,446	0.00		
<u>MAINTENANCE</u>								
H2620000 5116	CUSTODIANS	88,463	30,534.97	0.00	57,928	34.50		
H2620000 5210	GROUP INSURANCE	1,300	0.00	0.00	1,300	0.00		
H2620000 5225	MEDICARE	1,282	440.04	0.00	842	34.30		
H2620000 5231	TRS	301	573.23	0.00	-272	190.40		
H2620000 5233	SCHOOL EMPLOYEE RETIRE	24,456	4,526.20	0.00	19,930	18.50		
<u>BUSES</u>								
H2721000 5116	BUS DRIVERS	55,580	21,133.60	0.00	34,446	38.00		
H2721000 5210	GROUP INSURANCE	13,400	6,424.92	0.00	6,975	47.90		
H2721000 5225	MEDICARE	807	259.87	0.00	547	32.20		
H2721000 5231	TRS	2	0.00	0.00	2	0.00		
H2721000 5233	SCHOOL EMPLOYEE RETIRE	15,370	5,025.56	0.00	10,344	32.70		
H2731000 5115	BUS ASSISTANTS	33,187	13,639.10	0.00	19,548	40.00		
H2731000 5225	MEDICARE	482	197.77	0.00	284	40.00		
H2731000 5231	TRS	2	1,472.22	0.00	-1,470	73,600.00		
H2731000 5233	SCHOOL EMPLOYEE RETIRE	9,190	2,078.37	0.00	7,112	22.60		
<u>KITCHEN</u>								
H3111000 5119	SPECIALIST	15,512	7,756.35	0.00	7,756	50.00		
H3111000 5210	GROUP INSURANCE	3,625	1,277.09	0.00	2,348	35.20		
H3111000 5225	MEDICARE	226	99.24	0.00	127	43.90		
H3111000 5231	TRS	3,738	1,869.30	0.00	1,869	50.00		
H3120000 5116	KITCHEN TECHS	30,002	35,471.81	0.00	-5,470	118.20		
H3120000 5225	MEDICARE	435	514.35	0.00	-79	118.20		

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HEADSTART

FOR: 7-1-23 THRU 12-31-2023

PG -

<u>HEADSTART</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>OVER</u>	<u>SHORT</u>
		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>			
H3120000	TR5	7,231	8,668.24	0.00	-1,437	119.90		
H3121000	KITCHEN-MANAGERS	18,365	15,613.80	0.00	2,751	85.00		
H3121000	MEDICARE	266	225.95	0.00	40	84.90		
H3121000	TR5	4,426	1,862.30	0.00	2,564	42.10		
H3121000	SCHOOL EMPLOYEE RETIRE	0	2,176.65	0.00	-2,177	100.00		
<u>FAMILY SERVICES</u>								
H3300000	PROGRAM SECRETARY	29,760	14,634.45	0.00	15,126	49.20		
H3300000	CFST	78,114	23,299.35	0.00	54,815	29.80		
H3300000	SPECIALIST	89,943	44,945.21	0.00	44,998	50.00		
H3300000	GROUP INSURANCE	16,712	7,939.45	0.00	8,773	47.50		
H3300000	MEDICARE	2,869	1,105.34	0.00	1,764	38.50		
H3300000	TR5	47,674	19,973.84	0.00	27,700	41.90		
H1500000	WORKER'S COMPENSATION	125,908	83,000.00	0.00	42,908	65.90		90000
<u>SUPPLIES</u>								
H1210000	MATERIALS & SUPPLIES	2,500	542.88	0.00	1,957	21.70		
H1530000	MATERIALS & SUPPLIES	18,000	1,008.84	342.56	16,649	7.50		
H1530000	TECHNOLOGY RELATED	34,066	159.94	0.00	33,906	0.50		
H2130000	MATERIALS & SUPPLIES	9,526	2,201.71	0.00	7,324	23.10		
H2300000	MATERIALS & SUPPLIES	16,338	5,365.06	0.00	10,973	32.80		
H2400000	MATERIALS & SUPPLIES	13,862	6,489.45	0.00	7,373	46.80		1000
H2600000	JANITOR SUPPLIES	18,000	6,362.67	0.00	11,637	35.30		
H2600000	BUILDING MATERIALS/SUPPLY	15,000	6,162.69	0.00	8,837	41.10		
H3110000	MATERIALS & SUPPLIES	4,058	354.00	0.00	3,704	8.70		
H3300000	SOCIAL SERVICES- M & S	4,000	1,141.92	0.00	2,858	28.50		
H3300000	PROGRAM RESOURCES - M & S	500	160.59	0.00	339	32.10		
<u>TRAVEL</u>								
H1500000	TRAVEL EXP REIMBURSE	400	69.43	0.00	331	17.40		
H2130000	TRAVEL EXP REIMBURSE	400	0.00	0.00	400	0.00		
H2329000	TRAVEL EXP REIMBURSE	400	0.00	0.00	400	0.00		
H2400330	TRAVEL EXP REIMBURSE	300	0.00	0.00	300	0.00		

4

HEADSTART

FOR: 7-1-23 THRU 12-31-2023

PG-

<u>HEADSTART</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>OVER</u>	<u>SHORT</u>
		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>			
	<u>TRAVEL</u>							
H2600000 5582	TRAVEL EXP REIMBURSE	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		
H2600000 5730	EQUIPMENT	0	0.00	0.00	0	0.00		
H3100000 5730	EQUIPMENT	0	2,200.00	0.00	-2,200	100.00		2200
	<u>BUILDING</u>							
H2600000 5615	TECHNOLOGY/ BUILDNG	0	0.00	0.00	0	0.00		
H2620000 5430	BUILDING REPAIRS & MAINTENANCE	64,084	12,657.24	0.00	51,427	19.80		
H2620000 5441	RENT/ BUILDINGS	42,000	21,000.00	0.00	21,000	50.00		
H2624000 5430	FIRE ALARMS	4,400	1,937.00	0.00	2,463	44.00		1000
H2629000 5430	PEST CONTROL	2,000	736.00	0.00	1,264	36.80		
H2630000 5424	LAWN CARE	1,000	1,839.25	0.00	-839	183.90		1000
H3110000 5430	KITCHEN-REPAIRS & MAINTENANCE	9,999	3,650.00	0.00	6,349	36.50		
	<u>CONSULTANT</u>							
H1210000 5301	CONSULTANT SERVICES	30,000	8,907.00	0.00	21,093	29.70		
H1530000 5300	CONSULTANT SERVICES	25,500	0.00	0.00	25,500	0.00		
H2130000 5330	CONSULTANT SERVICES	52,676	11,333.50	0.00	41,343	21.50		
H3100000 5320	CONSULTANT SERVICES	3,001	390.00	0.00	2,611	13.00		
H3300000 5339	CONSULTANT/FAMILY SERV	16,000	0.00	0.00	16,000	0.00		
	<u>STAFF</u>							
H2830540 5335	MEDICAL DOCTORS	1,422	305.00	0.00	1,117	21.40		
H2830540 5339	FINGERPRINTS/BACKGROUND	5,901	1,733.50	0.00	4,168	29.40		
H2835000 5610	WELL FITNESS/EMPLOYEES	0	105.00	0.00	-105	100.00		1000
	<u>VANS/ BUSES</u>							
H2600000 5626	GASOLINE	1,701	652.81	0.00	1,048	38.40		
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 5523	BUS -FLEET INSURANCE	4,847	4,846.62	0.00	0	100.00		
H2721000 5626	BUS- GASOLINE	8,399	3,619.95	0.00	4,779	43.10		
H2721000 5890	BUS CLEANING SUPPLY	500	0.00	0.00	500	0.00		
H2723000 5430	BUS-REPAIRS & MAINTENANCE	10,000	808.15	0.00	9,192	8.10		

5

HEADSTART

FOR: 7-1-23 THRU 12-31-2023

PG -

<u>HEADSTART</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>OVER</u>	<u>SHORT</u>
		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>			
	<u>UTILITIES</u>							
H2300000	ADMIN-PHONE	500	248.49	0.00	252	49.70		
H2300000	ADMIN -ELECTRICITY	1,356	475.16	0.00	881	35.00		
H2400000	CENTERS-TELEPHONE	14,300	6,866.07	0.00	7,434	48.00		
H2620000	WATER/SEWAGE	11,500	4,899.16	0.00	6,601	42.60		
H2620000	DISPOSAL SERVICES	8,000	3,681.30	0.00	4,319	46.00		
H2620000	TELEPHONE & POSTAGE	10,000	5,352.21	0.00	4,648	53.50		2000
H2620000	NATURAL GAS	14,000	2,895.43	0.00	11,105	20.70		
H2620000	ELECTRICITY	60,000	30,028.81	0.00	29,971	50.00		1800
	<u>OTHER</u>							
H2311000	MEMBERSHIP/SUBSCRIPTIONS	14,700	11,352.20	0.00	3,348	77.20		
H2400000	LIABILITY INSURANCE	3,465	3,463.65	0.00	1	100.00		
H2510000	WEBPAGE/BANK -OTHER FEES	299	106.16	0.00	193	35.50		
H2830540	ADVERTISING	2,999	0.00	0.00	2,999	0.00		
H3100000	PURCHASED FOOD	18,501	32.21	0.00	18,469	0.20		
H5200000	INKIND	781,637	69,569.03	0.00	712,068	8.90		
H5200000	INDIRECT COSTS	<u>185,360</u>	<u>72,711.46</u>	<u>0.00</u>	<u>112,649</u>	<u>39.20</u>		
	TOTALS	3,371,452	1,227,999	343	2,143,111		100000	100000

6

HEADSTART

FOR: 7-1-23 THRU 12-31-2023

PG -

<u>HEADSTART</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ADJUSTED</u>	<u>YTD</u>	<u>PURCHASE</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>OVER</u>	<u>SHORT</u>
		<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>			
H001								
H000003	44340 HEADSTART PROGRAM	-37,607	-9,650.36	0.00	-27,957	25.70		
	<u>STAFF DEVELOPMENT</u>							
H2230000	5582 TRAVEL EXPENSE REIMBURSE	11,090	1,653.74	0.00	9,436	14.90		
H2230000	5610 MATERIALS AND SUPPLIES	3,400	324.89	0.00	3,075	9.60		
H2230000	5890 MISCELLANEOUS EXPENDITURES	14,900	2,442.49	0.00	12,458	16.40		
	<u>ADMINISTRATION</u>							
H2329000	5582 TRAVEL EXPENSE REIMBURSE	0	0.00	0.00	0	0.00		
	<u>FAMILY SERVICES</u>							
H3301000	5612 PARENTS SUPPLIES	2,500	139.33	0.00	2,361	5.60		
H3301000	5890 POLICY COUNCIL	3,589	1,591.18	0.00	1,998	44.30		
H5200000	5933 INDIRECT COSTS	<u>2,128</u>	<u>387.17</u>	<u>0.00</u>	<u>1,741</u>	<u>18.20</u>		
	TOTALS	37,607	6,539	0	31,068			
H006								
H000003	44340 HEADSTART PROGRAM	-247,462	-188,003.00	0.00	-59,459	76.00		
	<u>CLASSROOM</u>							
H1530000	5610 MATERIALS & SUPPLIES	36,996	20,009.00	2,602.80	14,384	61.10		
	<u>CENTERS</u>							
H2410000	5114 CENTER- SECRETARY	1	0.00	0.00	1	0.00		
H2410000	5115 MEDICARE	1	0.00	0.00	1	0.00		
H2410000	5225 TRS	1	0.00	0.00	1	0.00		
	<u>MAINTENANCE</u>							
H2600000	5730 EQUIPMENT	1	0.00	0.00	1	0.00		
H2620000	5430 BUILDING REPAIRS & MAINTENANCE	195,809	167,994.00	0.00	27,815	85.80		
H5200000	5933 INDIRECT COSTS	14,653	11,832.53	0.00	2,821	80.80		
	TOTALS	247,462	199,836	2,603	45,024			

2023-2024

**BILL PAYMENT
EDITS**

DECEMBER - 2023

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 12-01-2023

			<u>PO</u>	<u>Invoice Amt</u>
10077	CARDMEMBER SERVICE	0	HEADSTART11.13.23	225.75
10488	CAPITAL ONE	0	1652218075	897.30
11700	CENTERPOINT ENERGY	0	29815586NOV23	517.14
6900	CLECO	0	200001478953NOV23	1,789.31
6900	CLECO	0	200003053507NOV23	623.96
1822	AT&T	0	7836377NOV23	364.77
1822	AT&T	0	7836884NOV23	78.80
1822	AT&T	0	7836340NOV23	76.14
1822	AT&T	0	337M622903NOV23	691.74
35255	ACOUSTICOMM	0	15343	565.00
27480	R M FIRE PROTECTION	0	338679	1,050.00
3008	BEAU INTERCONNECT	0	3336	212.50
4738	OFFICE DEPOT INC-295	1	336669451001	96.17
4738	OFFICE DEPOT INC-295	1	336454838001	<u>165.26</u>
BATCH # 4460			TOTALS	7,353.84

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 12-08-2023

			<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
20630	UTILITY PAYMENT PROC	0	061518850008510NOV23		401.52
6850	CITY OF RAYNE	0	310380001OCT23		1,177.76
6850	CITY OF RAYNE	0	310382000OCTOB23		143.95
31930	TOWN OF CHURCH PT WA	0	41020NOV23		276.35
31930	TOWN OF CHURCH PT WA	0	410400NOV2023		65.76
11700	CENTERPOINT ENERGY	0	91603076NOV23		373.53
11700	CENTERPOINT ENERGY	0	28770022NOV23		65.34
10688	BRIGHTSPEED	0	300201508NOV23		376.93
1149	CLASSIC BUSINESS	1	551491		224.91
1149	CLASSIC BUSINESS	1	551492		396.63
1149	CLASSIC BUSINESS	1	552387		906.46
4599	SHOP RITE #1218	0	170405CT		573.50
9070	TEACHSTONE TRAINING	1	SIN098133		750.00
8365	SINGLETON JONI	0	PC11.16.23		30.00
17500	J & J EXTERMINATING	0	5560141		34.00
34886	LOUISIANA SPECIAL SY	0	124527407		49.00
7133	SOUTHERN PIPE & SUPP	1	879157300		36.01
8478	O'REILLY AUTO PARTS	0	6458176917		21.99
9730	RAYNE ACE HARDWARE	0	29722		239.00
504	STINE LUMBER CO #A08	0	10764388		14.36
504	STINE LUMBER CO #A08	0	10764398		12.58
7303	ROMEL ENTERPRISES IN	0	REI067		2,100.00
10467	ARCHIE'S A/C & HEATI	0	10151		1,200.00
1037	LINUS DIES PLUMBING	0	HS24.188		180.00
30	MAYFIELD ANGELIA	0	PC11.16.23		30.00
9385	ACADIANA SPEECH THER	0	5016		1,278.60
5331	SAMS CLUB	1	HEADSTART110323		<u>62.72</u>

BATCH # 4572

TOTALS 11,020.90

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 12-15-2023

				<u>Invoice</u>	<u>PO</u>	<u>Invoice Amt</u>
35895	OUR MOTHER OF MERCY-	0	121523	DEC2023RENT		2,000.00
35964	OUR MOTHER OF MERCY-	0	121523	DEC2023RENT		1,500.00
35912	LAFAYETTE ALARM SERV	0	121523	R627094		30.00
35912	LAFAYETTE ALARM SERV	0	121523	R627093		63.00
35912	LAFAYETTE ALARM SERV	0	121523	R627095		30.00
9016	CINTAS CORP#543	1	121523	15536797NOV23		191.18
9016	CINTAS CORP#543	1	121523	15536628NOV23		142.26
9016	CINTAS CORP#543	1	121523	15536821NOV23		204.00
1368	TOTAL SAFETY US INC	0	121523	65678590003		600.00
1368	TOTAL SAFETY US INC	0	121523	6567860005		575.00
1368	TOTAL SAFETY US INC	0	121523	6567860006		200.00
1368	TOTAL SAFETY US INC	0	121523	656786003		600.00
1368	TOTAL SAFETY US INC	0	121523	6926909001		657.34
504	STINE LUMBER CO #A08	0	121523	10961901		13.98
4738	OFFICE DEPOT INC-295	1	121523	342918719001		184.92
4738	OFFICE DEPOT INC-295	1	121523	342911545001		-123.28
8365	SINGLETON JONI	0	121523	11.16.23		17.68
35224	ENTERGY	0	121523	10018301735		389.03
35224	ENTERGY	0	121523	10018301734		<u>445.61</u>

BATCH # 4595

TOTALS

7,720.72

10823 REXEL USA, INC

0 TECHE 3413710

143.80

BATCH # 4594

TOTALS

143.80

757 DADDYS PRIDE PRODUCE

0 121523 HS2023NOVEM

1,656.05

19200 LAMM FOOD SERVICE IN

0 121523 HS2023NOVEM

9,703.66

10323 NEW DAIRY OPCO, LLC

1 121523 4761195

3,216.32

1910 PIGGLY WIGGLY

0 121523 6377HS12.01.23

23.45

BATCH # 4593

TOTALS

14,599.48

HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 12-22-2023

			Invoice	PO	Invoice Amt
9550	AMAZON CAPITAL SERVI	0	1CKJR4QJVXGF	240711	74.95
10077	CARDMEMBER SERVICE	0	HEADSTART12.12.23		412.14
1822	AT&T	0	7836377DEC23		394.72
1822	AT&T	0	7836884DEC23		80.21
1822	AT&T	0	7836340DEC23		80.15
1822	AT&T	0	337M622903903DEC23		717.19
11700	CENTERPOINT ENERGY	0	29815586DEC23		1,063.98
6900	CLECO	0	200001478953DEC23		871.47
2319	SCHOOL HEALTH CORPOR	1	428684800		261.00
30	MAYFIELD ANGELIA	0	PC121423		15.00
8454	CARTER CLINT	0	PC121423		30.00
17500	J & J EXTERMINATING	0	5590533		70.00
10977	WHIPS PRINTZ LLC	0	HS121923		<u>105.00</u>

BATCH # 4465

TOTALS 4,175.81

2023-2024 Credit Card Charges

DECEMBER - 2023

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

ACADIA PARISH HEAD START
BILL PROCESSING

School/Department HSCO
Vendor Wal Mart
Complete name & address _____

Date September 21, 2023
Will be completed by Central Office:
Fund: TTA Name: _____
Org: _____
Project: _____

- BUDGET CATEGORY:**
- CP ES RY RS
- BUS REPAIRS
- BUILDING REPAIRS
FACILITY CONTRACTOR
- BUILDING REPAIRS
SUPPLIES
- EQUIPMENT
- JANITOR SUPPLIES
CLEANING & MAINTENANCE
- LAWN CARE
- PEST CONTROL
- FUEL
- BUS LAWN MOWERS VAN

NOTES / DESCRIPTION:

CHECKED OCT 16 2023

DATE RECEIVED: _____
P.O. # _____
APPROVED: _____
APPROVED: _____

PHONE: _____
FAX: _____
EMAIL: _____
NOTES: _____

PLEASE TYPE ORDER AND INCLUDE

CATALOG NO.	DESCRIPTION (SIZE)
	Supplies for meal for policy

Form Rev 02-09-22

REQUESTED BY [Signature] (TEACHER)
APPROVED BY _____ (DIRECTOR/SUPERVISOR)

DATE _____

DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES

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

Give us feedback & survey, walmart.com
Thank you! ID #: 7S(K)(C)3C36T

Walmart
337-783-6387 Mt. JENNIFER
729.000.FELLOWS RD
CROWLEY, LA 70526

ST# 00310 OP# 00310012807 F 07248 0
TRK SL TRACK 002640009335 F 9.88 0
200 20 PUNCH 00301001563 F 11.98 0
200 20 PUNCH 00768400512 F 9.78 0
200 20 PUNCH 00768400512 F 7.28 0
200 20 PUNCH 00768400512 F 21.37 0
200 20 PUNCH 004900002890 F 5.94 0
200 20 PUNCH 004900002890 F 5.94 0
200 20 PUNCH 007250002943 F 5.36 0
200 20 PUNCH 00768423331 F 5.16 0
200 20 PUNCH 00768423340 F 1.98 0
200 20 PUNCH 00768423340 F 101.39

TOTAL \$101.39

WALMART CREDIT TEND ***** 3632 11

APPROVAL # 715497

REF # 1860053264672715487

TRANS ID 083264672715487

PAYMENT SERVICE -

ADD 6000000817001001

TC 86854F02A18278

TERMINAL # 29783355

*AND SIGNATURE REQUIRED

09/21/23 13:41:23 0.00

ITEMS SOLD 2

TC# 1484 0398 3362 0521 5501 5

Walmart
Become a member
Scan for free 30-day trial

09/21/23 13:41:23
CUSTOMER COPY

Give us feedback & survey, walmart.com
Thank you! ID #: 7S(K)(C)3C36T

Walmart
337-783-6387 Mt. JENNIFER
729.000.FELLOWS RD
CROWLEY, LA 70526

ST# 00310 OP# 00310012807 F 07248 0
TRK SL TRACK 002640009335 F 9.88 0
200 20 PUNCH 00301001563 F 11.98 0
200 20 PUNCH 00768400512 F 9.78 0
200 20 PUNCH 00768400512 F 7.28 0
200 20 PUNCH 00768400512 F 21.37 0
200 20 PUNCH 004900002890 F 5.94 0
200 20 PUNCH 004900002890 F 5.94 0
200 20 PUNCH 007250002943 F 5.36 0
200 20 PUNCH 00768423331 F 5.16 0
200 20 PUNCH 00768423340 F 1.98 0
200 20 PUNCH 00768423340 F 101.39

TOTAL \$101.39

WALMART CREDIT TEND ***** 3632 11

APPROVAL # 715497

REF # 1860053264672715487

TRANS ID 083264672715487

PAYMENT SERVICE -

ADD 6000000817001001

TC 86854F02A18278

TERMINAL # 29783355

*AND SIGNATURE REQUIRED

09/21/23 12:10:57 0.00

ITEMS SOLD 2

TC# 1484 0398 3362 0521 5501 5

Walmart
Become a member
Scan for free 30-day trial

10/05/23 CHANGE DUE
10/05/23 **CUSTOMER COPY***

REQUESTED BY [Signature] (TEACHER)
APPROVED BY _____ (DIRECTOR/SUPERVISOR)
DATE _____

Form Rev 02-09-22

ACADIA PARISH HEAD START
BILL PROCESSING

BUDGET CATEGORY:

CP ES RY RS

BUS REPAIRS

BUILDING REPAIRS
FACILITY CONTRACTOR

BUILDING REPAIRS
SUPPLIES

EQUIPMENT

JANITOR SUPPLIES
CLEANING & MAINTENANCE

LAWN CARE

PEST CONTROL

FUEL

BUS LAWN MOWERS VAN

NOTES / DESCRIPTION:

CHECKED - OCT 16 2023

DATE RECEIVED:

P.O. #

APPROVED:

APPROVED:

Give us feedback & survey at [walmart.com](http://www.walmart.com)
Thank you! ID #: 7SNVW03C4MR



337-783-6387 Mr. JENNIFER
729 000 FELLOWS RD
CHOULEUX LA 70526 TR# 02720

STH 00310 0# 00983 SLD # 16

TCN 5125 6554 652 1913 8913 9

DUR ALK D4	004133343001	8.97 0
DUR ALK D4	004133343001	8.97 0
BATTERIES	004133368401	14.97 0
DUR ALK D4	004133343001	8.97 0
ENR A224PK	003980001819	17.99 0
BATTERIES	004133300213	18.47 0
BATTERIES	004133300213	18.47 0
DUR ALK D4	004133343001	8.97 0
RON 9V	001280051781	12.97 0
BATTERIES	004133300213	18.47 0
RON 9V	001280051778	6.97 0
ENR A224PK	003980001819	17.99 0
ENR A224PK	003980001819	17.99 0
RON 9V	001280051778	6.97 0
ENR A224PK	003980001819	17.99 0
BATTERIES	004133368401	14.97 0
RON 9V	001280051781	12.97 0
SUBTOTAL		251.50
TOTAL		251.50
WALMART CREDIT TEND	****	**** 3689 11

WALMART CREDIT # 800337
APPROVAL # 1042000314
REF # 1042000314
TRANSACTION - 93276649800337
PAYMENT SERVICE -
AID #000000817001001
TC 2157804C45797085
TERMINAL # 29802979
*NO SIGNATURE REQUIRED

10/05/23 CHANGE DUE 10/03-03
10/05/23 CHANGE DUE 10/03-09
CUSTOMER COPY



Become a member
Scan for free 30-day trial

ACADIA PARISH HEAD START
BILL PROCESSING

BUDGET CATEGORY:

CP ES RY RS

BUS REPAIRS

BUILDING REPAIRS
FACILITY CONTRACTOR

BUILDING REPAIRS
SUPPLIES

EQUIPMENT

JANITOR SUPPLIES
CLEANING & MAINTENANCE

LAWN CARE

PEST CONTROL

FUEL

BUS LAWN MOWERS VAN

NOTES / DESCRIPTION:

CHECKED OCT 16 2023

DATE RECEIVED:

P.O. #

APPROVED:

APPROVED:

Give us feedback & survey at [walmart.com](http://www.walmart.com)
Thank you! ID #: 7SNVW03C4MR



337-783-6387 Mr. JENNIFER
729 000 FELLOWS RD
CHOULEUX LA 70526 TR# 02712

STH 00310 0# 00983 SLD # 4

TCN 6559 6333 657 4185 4704

FRZ/STYLE7	001112022680	8.54 0
FRZ/STYLE7	001112022680	8.54 0
UBBY KIT	007874220043	10.70 0
BI PF BAGGED	001112022959	58.00 0
SUBTOTAL		85.86
TOTAL		85.86
WALMART CREDIT TEND	****	**** 3689 11

WALMART CREDIT # 414679
APPROVAL # 1042000314
REF # 1042000314
TRANSACTION - 153278619414679
PAYMENT SERVICE -
AID #000000817001001
TC 35598615800337
TERMINAL # 29802979
*NO SIGNATURE REQUIRED

10/05/23 CHANGE DUE 12-12-22
10/05/23 CHANGE DUE 12-12-28

CUSTOMER COPY
Vacuums and floor care products can be returned up to 30 days after purchase.
*****Save your receipts*****



Become a member
Scan for free 30-day trial

ASCO

REQUEST FOR SUPPLIES

School/Department HSC0 Date 10-16-2023

Vendor WALMART **Will be completed by Central Office:**
Complete name & address Name: HEALTH

Org: _____ Project: _____
Object: _____
Vendor Number: _____
P.O. Number: _____

Phone: _____
Fax: _____
Email: _____
Notes: _____

To be used for:
Date: _____

PLEASE TYPE ORDER AND INCLUDE FREIGHT CHARGES

CATALOG NO.	DESCRIPTION (SIZE, COLOR, TITLE, ETC.)	QUANTITY	UNIT PRICE	TOTAL
	PULL - UPS SPECIAL NEEDS STUDENTS	1	\$139.88	\$139.88
	3/4 T BOYS 70 CT 29.97		\$0.00	\$0.00
	3/4 T GIRLS 70 CT 29.97		\$0.00	\$0.00
	3/4T GIRLS 39.97 3/4T BOYS 39.97 (92 CT EACH)		\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00

Give us feedback & survey walmart.com
Thank you! ID #: 7SMNR3C84Y

337-783-6387 Mr. JENNIFER
CROWLEY LA 70526
729 ODD FELLOWS RD
ST# 00310 OP# 000182 TE# 03 TR# 06105
ITEMS SOLD 4
TC# 1724 5304 1384 0541 4502 5

Walmart

PULD 3/4 6920003600053821
PULD 3/4 670 003600053826
PULD 3/4 670 003600053825
PULD 3/4 692 003600053822
SUBTOTAL 11.11
TOTAL 39.97
WALMART CREDIT TEND 3632 1 1
APPROVAL # 366432
REF # 104200314
TRANS ID - 913209666366432
VALIDATION -
PAYMENT SERVICE -
AID A00000817001001
TC 5807507654B0398
TERMINAL # 29802979
*NO SIGNATURE REQUIRED)
10/16/23
CHANGE DUE 13:30:39
13:30:48
10/16/23
CUSTOMER COPY
Scan for free 30-day trial

REQUESTED BY Rebecca Sanchez APPROVED BY _____ (PRINCIPAL)
Form Rev 6-06-14-14 DATE 10/16/23

APPROVED BY _____ (DIRECTOR/SUPERVISOR)
NOTE: Use separate sheet for each vendor. Prepare two copies; retain one copy and forward other to Central Office.
DO NOT USE THIS FORM TO ORDER SALES TAX SUPPLIES

INVOICE NUMBER 170405CT
CUSTOMER NUMBER 1218
PAGE 2

VOICE NUMBER 170405CT
VOICE DATE 12/01/23
E DATE 12/16/23

CUSTOMER NUMBER 1218
APSB-HEAD START
ATTN: KIM BREDAK
PO BOX 1385 800 WESTERN AVE
CROWLEY, LA 70527

Inv# 170405CT \$573.50
SHOP RITE #1218
12/01/2023 # Pages 2 FP2 DOC306S259

card	vehicle	manual	site name	date	time	product	odometer	quantity	price	amount
824378	CINDY PAUL			11/29	2:16P	ULSDSL	11481.0	9.9	3.6750	36.35
Total										
Card Subtotal 36.35										
---Incl. tax---										
824378	CINDY PAUL			11/29	2:16P	ULSDSL	11481.0	9.9	3.6750	36.35
Total										
Card Subtotal 36.35										

card	vehicle	manual	site name	date	time	product	odometer	quantity	price	amount
824380	KERNEL WILLIAMS			11/10	12:04P	MIDS.7ET	9999.0	13.7	2.6310	36.05
824380	KERNEL WILLIAMS			11/16	11:34a	UL5.7ETH	9999.0	13.8	2.4422	33.63
824380	KERNEL WILLIAMS			11/28	12:44p	UL5.7ETH	9999.0	17.9	2.4442	43.75
Total										
Card Subtotal 113.43										

card	vehicle	manual	site name	date	time	product	odometer	quantity	price	amount
457062	GLENN CARRIERE			11/14	4:00p	ULSDSL	11612.0	61.2	3.1813	194.74
Total										
Card Subtotal 194.74										

price	quantity	FET	SET	MET	SST	amount
281.56	61.21	.37	12.81	.00	.00	294.68
213.03	74.10	.45	15.50	.00	.00	228.98
103.70	45.38	.24	9.49	.00	.00	113.43
181.56	61.21	.37	12.81	.00	.00	194.74
532.51	190.58	1.12	39.87	.00	.00	573.50

price	quantity	FET	SET	MET	SST	amount
34.22	9.89	.06	2.07	.00	.00	36.35
213.03	74.10	.45	15.50	.00	.00	228.98
103.70	45.38	.24	9.49	.00	.00	113.43
181.56	61.21	.37	12.81	.00	.00	194.74
532.51	190.58	1.12	39.87	.00	.00	573.50

TOTALS BY STATE AND CNRD
LA 1824378 APSB-HEAD START
LA 1824379 APSB-HEAD START
LA 1824380 KERNEL WILLIAMS
LA 7457062 APSB-HEAD START
LA Subtotal

TOTALS BY VEHICLE
1 CROWLEY BUS
2 CHURCH POINT BUS
4 DELIVERY VAN

PRODUCT SUMMARY
Base 145.20
Tax 29.04
FED EX CLR DS 145.20
FED ENV CL U 0.00605
ST ENV DSL 145.20
ST Env DEL 145.20
FED ENV GAS 45.38
ST ENV GAS 45.38

APPROVAL

4595

112721000-5626

112721000-5626

40.99
4595
H260000 5626
Vehicle gas

PLEASE PAY THIS AMOUNT 573.50
INVOICE TOTAL 573.50

PLEASE PAY THIS AMOUNT 573.50
INVOICE TOTAL 573.50

PLEASE PAY THIS AMOUNT 573.50
INVOICE TOTAL 573.50

** Customer portal web address has changed.
https://pipelineinlumtech.com/shop/
NEW customer service email address:
customerservice@fleetrte.net

***** PLEASE TEAR OFF THIS PORTION AND RETURN WITH YOUR PAYMENT *****

December 2023 Statement
Open Date: 11/15/2023 Closing Date: 12/13/2023

Visa® Business Bonus Rewards Card

ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

New Balance \$987.14
Minimum Payment Due \$10.00
Payment Due Date 01/10/2024

Reward Points
Earned This Statement 1,234
Reward Center Balance 53,943
as of 12/12/2023 ✓
For details, see your rewards summary.

HEADSTART 12.12.23

Page 1 of 3
Account: 4798 5106 3531 6603

Elan Financial Services
BUS 30 ELN 8 9
1-866-552-8855

Activity Summary

Previous Balance	+	\$225.75
Payments	-	\$225.75CR
Other Credits	-	\$0.00
Purchases	+	\$987.14
Balance Transfers	+	\$0.00
Advances	+	\$0.00
Other Debits	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
New Balance	=	\$987.14
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$27,000.00
Available Credit		\$26,012.86
Days in Billing Period		29



Inv# HEADSTART12.12.23 \$412.14
CARDMEMBER SERVICE
12/19/2023 # Pages:14 FP14 D0C307S1652



Mail payment coupon with a check



Pay online at myaccountss.com



Pay by phone 1-866-552-8855

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

Account Number	4798 5106 3531 6603
Payment Due Date	1/10/2024
New Balance	\$987.14
Minimum Payment Due	\$10.00

Amount Enclosed \$ _____
Elan Financial Services
P.O. Box 790408
St. Louis, MO 63179-0408

APPROVED

004798510635316603000000000000987146
BANK of COMMERCE
And Trust Company
24-Hour Elan Financial Services: 1-866-552-8855
to pay by phone
to change your address
000030346 01 SP 000639615586505 P

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

December 2023 Statement 11/15/2023 - 12/13/2023
ACADIA HEAD START
LATANYA EVANS (CPN 001871487)

Elan Financial Services

Page 2 of 3

1-866-552-8855

Bonus Rewards

Rewards Center Activity as of 12/12/2023

Rewards Center Activity*	0
Rewards Center Balance	53,943

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	987	17,186
25% Monthly Bonus	247	4,296
Total Earned	1,234	21,482

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

Important Messages

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

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

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
12/11	12/11		CHARGE OFF	\$0.00CR	
12/11	12/07	0015	PAYMENT THANK YOU	\$225.75CR	
TOTAL THIS PERIOD				\$225.75CR	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
11/15	11/14	7525	LDOE CCCBC	\$40.00	
12/01	11/30	8498	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$60.75	
12/01	11/30	5710	LDOE CCCBC	\$40.00	
12/04	12/01	8857	SUPER 1 FOODS 639 CROWLEY LA	\$24.90	
12/04	12/02	5386	DMI*DELL K-12 REL 886-977-3385 TX	\$64.99	
12/06	12/05	6348	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$60.75	
12/06	12/05	7405	LDOE CCCBC	\$40.00	
12/08	12/07	6442	IDENTOGO - LA FINGERPR 877-512-6962 MA	\$60.75	
12/11	12/08	1369	Dollar Tree, Inc. 877-530-8733 VA	\$287.50	
12/11	12/08	1443	Dollar Tree, Inc. 877-530-8733 VA	\$287.50	
TOTAL THIS PERIOD				\$987.14	

Continued on Next Page



Payment Confirmation

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

Confirmation Number: ON1N1D4B6T

Invoice Amount Paid: \$40.00

Payment Submission Date: 11/14/2023

Invoice No.	Application ID Name	Amount
111610 137851	CARTER, CHASONIAK COLLETTE	\$40.00

Total Amount Paid: \$40.00

[Print](#)

[Home](#)

Status as of 11/14/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 11/14/2023 CONFIRMATION #: 27N4H1G7B563N8G44
 UE ID: UZ7S-53XZFS
 Service: 27N4H8 - LDOE Early Learning Centers

Estimated Amount Due: \$60.75

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:

Crowley, LA

IdentoGO

1037 Capitol Ave

Crowley, LA 70526-3227

[View Map](https://maps.google.com/?q=30.21006,-92.39934) (<https://maps.google.com/?q=30.21006,-92.39934>)

[View Map](https://maps.google.com/?q=30.21006,-92.39934) (<https://maps.google.com/?q=30.21006,-92.39934>)

Appointment Time:

11/30/2023 @ 2:00 PM



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

[Cancel Appointment](#)

[Reschedule Appointment](#)



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your Premier page, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000169299767.1	Sales Rep	Chika Christenson
Total	\$84.99	Phone	(800) 456-3355, 6178999
Customer #	123215136	Email	Chika_Christenson@Dell.com
Quoted On	Nov. 29, 2023	Billing To	ACCOUNTS PAYABLE
Expires by	Dec. 29, 2023		ACADIA PARISH SCHOOL BOARD
Contract Name	Dell NASPO Computer		PO DRAWER 309
	Equipment PA - State of Louisiana		CROWLEY, LA 70527-0309
Contract Code	C000000010742		
Customer Agreement #	MNWNIC-108 / 44000002525		

Message from your Sales Rep

Chika Christenson 512-720-7547

Regards,
Chika Christenson

Shipping Group

Shipping To	Shipping Method
RECEIVING WAREHOUSE ACADIA PARISH SCHOOL BOARD 2412 N PARKERSON AVE RECEIVING & DISTRIBUTION CTR CROWLEY, LA 70526-2015 (337) 783-3664	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell 3-cell 40 Wh Lithium Ion Replacement Battery for Select Laptops	\$84.99	1	\$84.99

Subtotal:	\$84.99
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$84.99
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
Total:	\$84.99

Monitor, detect and respond to threats 24/7
Dell Managed Detection and Response





CONFIRMATION CODE:
27N4H1G7B553N92B6

Payment Confirmation

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

Confirmation Number: ON1J18XR5D

Invoice Amount Paid: \$40.00

Payment Submission Date: 12/05/2023

Invoice No.	Application ID Name	Amount
112238 138736	MEYERS, CHASITY RENEE	\$40.00

Total Amount Paid: \$40.00

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

Status as of 11/30/2023

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:

Date: 11/30/2023
UE ID: UZ7S-54GGSK
Applicant: CHARLOTTE MORAN
Service: 27N4H8 - LDOE Early Learning Centers
Estimated Amount Due: \$60.75

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:

Crowley, LA

IdentoGO
 1037 Capitol Ave
 Crowley, LA 70526-322Z
<https://maps.google.com/?q=30.21006,-92.39934>
[View Map \(https://maps.google.com/?q=30.21006,-92.39934\)](https://maps.google.com/?q=30.21006,-92.39934)

Appointment Time: 12/05/2023 @ 1:20 PM

✓

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

[Cancel Appointment](#) [Reschedule Appointment](#)

IdentoGO

CONFIRMATION# -
27N4H1G7B553NBBJ4

Status as of 12/05/2023

Pre-Enrolled

You have successfully pre-enrolled.

Service Details:

Date: 12/05/2023
 UE ID: UZ7S-54NTQY
 Applicant: CHASITY MEYERS
 Service: 27N4H8 - LDOE Early Learning Centers
 Estimated Amount Due: \$60.75

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:

Crowley, LA

IdentoGO
 1037 Capitol Ave
 Crowley, LA 70526-322Z
 (https://maps.google.com/?q=30.21006,-92.39934)
 View Map (https://maps.google.com/?q=30.21006,-92.39934)

Appointment Time:

12/07/2023 @ 2:00 PM

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

Cancel Appointment

Reschedule Appointment

Sign up for Win your chance to win \$100 GIFT CARD

Ends June 4

Sign Up

Restrictions apply.

EMAIL SIGN-UP CONTEST

https://mailing.dollartree.com/profile/search/contest/signup?utm_source=globalheader&utm_medium=web&utm_campaign=email_signup_contest)

Order Confirmation

(Continue Shopping) Print Page

Thank you for your order!

We appreciate your business.
Your order placed on December 7, 2023 at 2:15 PM is now being processed.

Order Number 22647046630

ITEM	DELIVERY METHOD	QUANTITY	ITEM TOTAL
Crown Jewlz Kidz Coloring and Activity Books, 96 Pages. SKU #: 353374	UPS Ground Usually arrives in 4-7 days	6 Cases	\$180.00
Juncture Kids Fashion No-Show Socks, 3 Pair Packs SKU #: 237409	UPS Ground Usually arrives in 4-7 days	1 Case	\$60.00
Tax:			\$0.00
Shipping Discount: (50% Off Shipping (FESTIVE23))			-\$47.49
Shipping:			\$94.99
Merchandise Total:			\$240.00
ORDER SUMMARY			\$287.50

Shipping Address

Peggy Cormier
800 N Western Ave
Crowley, Louisiana, 70526

pp by Row
New York
Post Office Account

Thank You For Your Order!

1 message
Dollar Tree <info@dtorder.dollartree.com>
Reply-To: noreply <noreply@dtorder.dollartree.com>
To: pcormier@acadia.k12.la.us

Thu, Dec 7, 2023 at 2:15 PM

Your order is confirmed! [View Online](#)



- New Arrivals
- Hidden Treasures
- Value Seekers Blog

Let's Get Social



Your Order is Confirmed!



Thanks for shopping with us. We know you're excited to get your hands on your new product(s), and we can't wait to ship it to you!

Estimated arrival time for your order is 7-10 days, excluding weekends and holidays. Be on the lookout for an email that will tell you when your order ships.

Order Number: 22647046630

*Thank you for your order!
Peggy Cormier*

Items

Items	Quantity	Price	Total
 Crown Jewels Kidz Coloring and Activity Books, 96 pages. SKUL# 353374 24 units per case	6 Cases	\$30.00	\$180.00
 Juncture Kids Fashion Show Socks, 3 Pair Packs SKUL# 237409 48 units per case	1 Case	\$60.00	\$60.00

Shipping To	Billing To	Date Ordered
UPS Ground 800 N Western Ave Crowley, LA 70526	Peggy Cormier 800 N Western Ave Crowley, LA 70526	2023-12-07

Subtotal: \$240.00
Shipping: \$94.99
Discount: \$47.50
(FESTIVE23)

Total: \$287.50

Check your [order status](#) online any time, and [sign up](#) for our emails to stay in the loop.

Dollar Tree, Inc. 500 Volvo Pkwy, Chesapeake, VA 23320

Legal | Privacy Policy

ATTACHMENT(S)

- INTERNAL DISPUTE RESOLUTION (IMPASSE) POLICY

INTERNAL DISPUTE
RESOLUTION
(IMPASSE) POLICY

ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM
POLICY COUNCIL
2023-2024

**ACADIA PARISH SCHOOL BOARD
INTERNAL DISPUTE RESOLUTE CONFLICT PROCEDURES**

In the event that the Head Start Policy Council and Acadia Parish School Board fail to reach an agreement during the shared decision making process, the following steps will be taken.

STEP I Take the issue problem or concern back through the shared decision making process to reconsider the conflict. If an agreement cannot be met, proceed to Step II.

STEP II Submit the issue, problem or concern to voluntary negotiation. The Head Start Policy Council will each elect two representatives to meet with the assistance on an outside person or persons, and a professional consultant who has Head Start knowledge, to try to resolve the conflict. If this does not conclude with an agreement, proceed to Step III.

STEP III SUBMIT the issue problem or concern to a certified arbitrator for binding negotiation. This process is the same as Step II, with the exception that the mediator has the authority to hear both sides of the dispute, gather information, analyze and interpret all information, and make a decision that the disagreeing group of individuals are obligated to follow:

A. Impasse occurs when the Governing Board proposed one or more of the following and the Head Start Policy Council does not approve at a scheduled Policy Council Meeting.

1. All funding applications and amendments to funding applications for Head Start, including administrative services, prior to submission of such applications to the grantee or HHS.
2. Procedures for program planning in accordance with the part and the requirements to the 45 CFR 1305.3.
3. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
4. Program's philosophy and long and short-term range program goals and objectives.
5. The composition of the Policy Council and the procedures by which policy group members are chosen.
6. The decision to hire or terminate the Head Start Director.
7. The decision to hire or terminate any person that works primarily for the Head Start Program.
8. Criteria for defining recruitment, selection and enrollment priorities.
9. The annual independent audit.
10. The annual self-assessment of the grantee's progress in carrying out the programmatic and fiscal intent of its application. Including planning or other actions that may result from the review of the annual audit and findings from the Federal Review.
11. Program personnel policies and subsequent changes to those policies.

B. Impasses occur when the Policy council proposes the above mentioned items from 1-11 and does not agree by the time of the next regularly scheduled Board meeting. The Policy Council is afforded an equal reciprocal opportunity to initiate all impasse procedures.

- C. Impasses occur when the Policy Council established a method of hearing and resolving community complaint (as defined in Head Start Policies) about the Head Start Program and the Acadia Parish School Board does not agree by the time of the next regularly scheduled Policy Council meeting.

Preliminary Procedures

1. After informal discussions, if the Acadia Parish School Board believes the Policy Council will not approve a decision, and wishes to formalize the approval process, they should notify the Policy Council in writing. The notice shall contain a statement of the reasons in support of the proposed decision or action.
2. Within ten (10) days after receipt of the notice, the Policy Council shall hold a special meeting for consideration of the proposed decision or action.
3. Immediately after the special meeting, the Policy Council shall notify in writing of its approval or disapproval of the proposed decision or action. If the notice is of disapproval, it shall contain a statement of the reasons.
4. In the event of a disapproval, and Acadia Parish School Board desires further consideration of the matter, they shall initiate a meeting with the Policy Council for the purpose of attempting to resolve their differences.
5. if, after these efforts the Acadia Parish School Board and the Head Start Policy Council are unable to reach agreement, the proposed decision or action shall not be taken; in that case, the Acadia Parish School Board must invoke the arbitration procedures if it is unable to abide by the decision of the Head Start Policy Council

Arbitration Process

Where there is impasse between the Acadia Parish School Board and the Head Start Policy Council, must require that it be submitted to binding arbitration in accordance with the following rules and procedures:

1. Arbitration Panel Composition

The arbitration shall be conducted by a panel of five (5) arbiters; two (2) to be designated by Acadia Parish School Board, two (2) to be designated by the Head Start Policy Council, and the fifth (5th), who will be the chairperson of the arbitration panel, to be designated by the other four members. The arbiters shall be impartial persons of good reputation and standing in the community and shall not be associated with Head Start Program or the Grantee Agency, If the four arbiters first designated are unable to agree upon a fifth who will serve within seven (7) days after the designation of the second of them, it is recommended they will request the state or local bar association or the American Arbitration Association to name one of its members who would be willing to serve as chairman. None of the arbiters shall be relatives of any of the parties.

2. Notice of Arbitration

When Acadia Parish School Board decides to submit the impasse to arbitration, it shall notify the Head Start Policy council in writing that the impasse is to be resolved by binding arbitration. The notice shall include:

- a. A statement of the issue on which Acadia Parish School Board and the Head Start Policy Council are at impasse.

- b. The name and address of the persons designated as a member of the arbitration panel.
- c. A request that the Head Start Policy Council designate two (2) members for the arbitration panel within fourteen (14) days of the receipt of the notice and instruct each member to communicate immediately with the persons designated by the Acadia Parish School Board for the purpose of selecting the fifth (5th) member of the panel.
- d. The Acadia Parish School Board shall send a copy of the notice to the Head Start Regional Office.

3. Failure to Designate Arbitrator

Failure by the Head Start Policy Council to designate arbitrators within fourteen (14) days of receipt of the Notice of Arbitration shall be a default, and shall be considered to be approval of the proposed action.

4. Preliminary Matters

- a. The Arbitration Panel shall schedule the arbitration hearing within a reasonable time, but not more than twenty (20) days after the designation of the fifth (5th) arbitrator.
- b. The hearing location shall be fixed by the Arbitration Panel with consideration for the convenience of all parties involved.
- c. The Head Start Policy Council are the parties to the arbitration hearing.
- d. Acadia Parish School Board shall assume any expense entailed during the arbitration and, together with the Head Start Policy Council, shall provide clerical and other support as needed, to be shared equally.

5. Proceedings

The duty of the arbitration panel is to resolve only the issues in dispute as expeditiously and fairly as possible at a minimum expense to the parties involved.

The proceedings of the arbitration panel shall consist of:

- a. Oral presentation of the Head Start Policy Council's position, including minority views, if any.
- b. Oral presentation of the Acadia Parish School Board position, including minority views, if any.
- c. Response by both parties to such questions asked by the panel.
- d. Informal cross examination of each party by the other, within the limits allowed by the panel.
- e. Additional presentation of oral or written materials as the panel deems necessary for full appraisal of relevant facts to reach an informed decision. The parties may suggest to the panel additional relevant witnesses or materials that would be helpful to the panel.
- f. The Acadia Parish School Board has the duty to provide, at the panel's request, additional information, such as budget statements, Head Start regulations or other materials of that nature. The Head Start Policy Council may also present similar

materials if it so desires.

6. Standard of Conduct

- a. Both parties are obligated to act in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected, except at formal meetings attended by all parties. Any attempt to intimidate an arbitrator shall be reported to the Regional Office and shall result in a default judgment against the guilty.
- b. Refusal to comply with directions, continued use of delaying tactics by any person at the hearing, or other obstructive tactics shall constitute grounds for immediate exclusion of such person from the hearing by the chairperson.
- c. Any decision on compromise reached must adhere to all appropriate Federal regulations and policies regarding the administration and operation of the Head Start Program.

7. Compromise

The arbitration procedures do not preclude the parties from compromising their differences and reaching a settlement, so long as a final decision has not been issued by the arbitration panel.

8. Post-hearing Procedures and Decisions

- a. The arbitration panel shall issue its decision in writing fifteen (15) days after the panel meeting. Copies shall be sent promptly to the Regional Office, Head Start Policy Council and the Executive Director.
- b. The final decision shall be binding on both parties and there shall be no appeal.

Approved by Policy Council on _____

Approved by Acadia Parish School Board on _____

Policy Council Chairperson Signature

School Board President Signature

Head Start Director Signature

CORRESPONDENCE

- ACF MEMORANDUM

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-23-04	2. Issuance Date: 11/20/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period

INFORMATION:

The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The publication opens a 60-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This [NPRM proposes](#) new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health into all levels of Head Start programming
- Enhanced standards in other service areas to promote quality improvement and clarity of requirements

The current HSPPS remain in effect until a final rule is issued.

Workforce

This NPRM proposes standards for staff compensation that require programs to promote competitive wages for staff by August 2031. More specifically, the proposed standards would require programs to pay education staff annual salaries that are comparable to public school preschool teachers. This represents progress towards an ultimate goal of pay parity for Head Start education staff with kindergarten through third grade teachers. The NPRM also proposes to require programs to pay all staff a wage that is at least sufficient to cover basic costs of living.

Finally, it proposes to require programs to provide or facilitate access to comprehensive benefits for full-time staff, including health insurance, paid leave, and short-term behavioral health services.

The diverse Head Start workforce has long subsidized the cost of Head Start services through low wages. This NPRM supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, high-quality services for enrolled children and families.

Mental Health

The revisions in the NPRM would enhance existing requirements to integrate mental health more intentionally and consistently across program systems to support children, families, and staff. The proposal also includes new and updated requirements for a multidisciplinary team that is responsible for addressing mental health, reducing barriers to obtaining mental health consultation, and ensuring a proactive and preventative approach to identifying and supporting children's mental health needs.

Other Quality Improvements

The changes in the NPRM enhance and clarify requirements in other service areas to promote consistent high-quality programming and support child well-being. These proposed changes include a cap for family service worker caseloads; enhancements to promote child safety in Head Start programs; and requirements for testing and addressing the presence of lead in water and paint of Head Start facilities. The NPRM includes revisions to the community assessment process, as well as new requirements for programs to identify barriers to program attendance, such as lack of transportation.

These changes will also help address some of the inequities perpetuated among the children and families served in Head Start programs. For instance, proposed changes clarify and update the definition of income used to determine a child's eligibility for services. Families in low-income communities and communities of color have underdeveloped infrastructure and are disproportionately exposed to related health and wellness risks. New proposed requirements to test Head Start facilities for lead in water and paint would help address these types of inequities.

Submit Your NPRM Comments

Please read the full [Notice of Proposed Rulemaking](#) and submit your comments by January 19, 2024. The Office of Head Start must consider all the comments submitted before finalizing any changes to the HSPPS.

To submit comments, follow the "Submit a comment" instructions in the Federal Register. To ensure OHS can most effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the Federal Register document (e.g.,

page 10999, second column, 45 CFR §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "NA" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the Federal Register. In accordance with the instructions in the Federal Register, OHS reminds all interested stakeholders to submit comments in response to the proposed changes within 60 days of the NPRM's publication date.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start