



ACADIA PARISH SCHOOL BOARD  
HEAD START PROGRAM  
POLICY COUNCIL



MEMORANDUM

TO: Policy Council Representatives/ Alternates  
FROM: LaTanya Evans – Head Start Director  
DATE: Thursday, March 14, 2024  
SUBJECT: MARCH 2024 MEETING SCHEDULED

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

ACADIA PARISH HEAD START POLICY COUNCIL MEETING (MARCH 2024)  
Thursday, March 21, 2024 · 6:00pm

Google Meet joining info  
Video call link: <https://meet.google.com/zet-zvst-zrp>  
Or dial: (US) +1 224-801-4801 PIN: 622 348 069#

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

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ACADIA PARISH SCHOOL BOARD - HEAD START PROGRAM POLICY COUNCIL  
Thursday, March 21, 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 FEBRUARY 22, 2024

## 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. RECEIVE REPORT ON UNDERENROLLMENT PLAN

## SECTION V. OLD BUSINESS (ACTION ITEMS)

## SECTION VI. CORRESPONDENCE REVIEW

## SECTION VII. ADJOURNMENT

## MINUTES OF MEETING

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THURSDAY, FEBRUARY 22, 2024

6:00 P.M.

REGULAR MEETING

MEETING CALLED BY: Eric Jolivette, Council Chairperson  
NOTE TAKER: Google Meet Recording  
COUNCIL PRESENT: Brian Mouton, Cassidy Kondert, Eric Jolivette, James Etta David, Kristy Johnson, Shavaun Miller, Brandon Miguez  
STAFF/ GUESTS PRESENT: Shawn Lejeune, LaTanya Evans, Sonjatina Wilridge, Kelly Rogers Rosaline Landry, Janet Walker, Kim Breaux

### 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, February 22, 2024 at 6:00 p.m. on Google Meet. Eric Jolivette, Chairperson, called the meeting to order at 6:10 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 Brandon Miguez; second Brian Mouton. MOTION CARRIED*

#### **CONSIDER APPROVAL OF MINUTES OF MEETING HELD JANUARY 18, 2024:**

Council reviewed the minutes of the January 18<sup>th</sup> 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:**

Sonjatina Wilridge, FPCE Specialist, reported a beginning balance of \$201.94 and ending balance of \$201.94.

**C. HEAD START DIRECTOR'S REPORT:**

**FULL ENROLLMENT INITIATIVE (FEI) UNDERENROLLMENT MEETING** – Meeting held on February 15<sup>th</sup>. James Etta David, Shawn Lejeune, Sonjatina Wilridge and LaTanya Evans were in attendance. **MONTHLY MEETING HELD** – Meeting held with Program Specialist, Lisa Tarrant, on February 9<sup>th</sup>. James Etta David, Shawn Lejeune, Sonjatina Wilridge and LaTanya Evans were in attendance. **ELIGIBILITY CRITERIA 2023-2024** – An Eligibility Criteria Meeting was held on Wednesday, February 21<sup>st</sup>. Eligibility Criteria for the 2024-2025 program year is up for approval and will be presented to the council tonight. **SELF ASSESSMENT 2023-2024** – The annual Self Assessment was held Wednesday, February 7<sup>th</sup> through 9<sup>th</sup>. A recommendation for approval of the Self Assessment Improvement Report will be presented to the council tonight. **CONTINUATION APPLICATION 2024-2025** – A recommendation for approval of Continuation Application 2024-2025 will be presented to the council tonight. Deadline to submit is April 1<sup>st</sup>. **STAFFING** – Medical Leave – One (1) HSCO Specialist, one (1) Site Supervisor, three (3) Teachers, one (1) Teacher Assistant, one (1) Office Assistant and one (1) Cafeteria Technician. Resignation – One (1) Family Advocate at AP Ross and one (1) Teacher Assistant at AP Ross. Interviews held Wednesday, January 31<sup>st</sup> for Bus Driver at AP Church Point. A recommendation for approval of new hire will be presented to the council tonight. Interviews held Wednesday, February 21<sup>st</sup> for Teacher Assistant at AP Ross. A recommendation for approval of new hire will be presented to the council tonight. The program is seeking to fill the following positions: Family Advocate at AP Ross and Teacher at AP Ross. The program is also seeking substitutes in the classroom.

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

Kim Breaux, Bookkeeper, reviewed the Budget Report with the council. Quite a few repairs done. Front door repairs completed. Some work outside of the building completed. Possibly in March or April to develop plans for any overages to be placed in other accounts.

*No motion made to approve the Budget Report.*

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

**A. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR BUS DRIVER AT AP CHURCH POINT HEAD START CENTER**

The Interview Committee recommends Deniseo Charlot to fill the position of Bus Driver at AP Church Point Head Start Center.

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

**B. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF NEW HIRE FOR TEACHER ASSISTANT AT AP ROSS HEAD START CENTER**

The Interview Committee recommends Shanequa Guidry to fill the position of Teacher Assistant at AP Ross Head start Center.

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

**C. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF ELIGIBILITY CRITERIA FOR 2024-2025 PROGRAM YEAR**

Training on Eligibility Criteria was presented at the February Council Meeting. A meeting was today with several parents and staff to review the Eligibility Criteria. One change was made to the number of points received for those on Food Stamps. Head Start now considers that to make them categorically eligible.

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

**D. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF SELF ASSESSMENT IMPROVEMENT PLAN 2023-2024**

Implementation strategies will take place during the 2024-2025 program year.

*Motion made by James Etta David; second by Kristy Johnson. MOTION CARRIED*

**E. RECEIVE RECOMMENDATION AND CONSIDER APPROVAL OF CONTINUATION APPLICATION 2024-2025**

The council reviewed the proposed budget to include program operations, goals and objectives and training and technical assistance.

*Motion made by James Etta David; second by Kristy Johnson. MOTION CARRIED*

**SECTION IV. NEW BUSINESS (DISCUSSION ITEMS):**

**A. RECEIVE REPORT ON FULL ENROLLMENT INITIATIVE (FEI) INITIAL UNDERENROLLMENT MEETING**

Ms. Evans gave a review of the meeting.

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

**A. COUNCIL FUND RAISER**

Fund raiser was a great success. Suggestion made for a Jean Day Fund Raiser for staff. Participants to enter into a drawing. Winner of the drawing to receive a \$100 gift certificate to Chef Roy's Frog City Café.

**SECTION VI. CORRESPONDENCE REVIEW:**

**A. ACF MEMORANDUM – FULL ENROLLMENT REQUIREMENTS**

Ms. Evans reviewed the memorandum with the council.

**SECTION VII. ADJOURNMENT:**

The Chairperson thanked everyone for attending. The Chairperson called the meeting to adjourn at 6:54 p.m.

**MEETING ADJOURNED**

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

Approved by Policy Council – March 21, 2024 – YES / NO

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Eric Jolivette, Policy Council Chairperson

## DIRECTOR'S REPORT

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### 1302.101 MANAGEMENT SYSTEM

- **PROFESSIONAL DEVELOPMENT TRAINING** – Training on Professional Development held at each center on Monday, March 11<sup>th</sup>.
- **CONTINUATION APPLICATION 2024-2025** – Final drafts have been made on the application. A recommendation for approval will be presented to the Board on Tuesday, March 19<sup>th</sup>. The deadline to submit to OHS is April 1<sup>st</sup>.
- **MEETING HELD** – Monthly meeting held with Lisa Tarrant, OHS Representative, on March 12<sup>th</sup>.
- **UNDERENROLLMENT PLAN** – The Underenrollment Plan is to be submitted via HSES before the March 15<sup>th</sup> deadline. (see the ATTACHMENT section)
- **LSUE CAREER EXPO** - Head Start Central Office staff to include the Education/ Disabilities Specialist, Family Partnerships/ Community Engagement Specialist and Program Secretary participated in the LSUE Career Expo held on February 28<sup>th</sup>.
- **LASAFAP SPRING CONFERENCE** – Head Start Director attended the LASAFAP Spring Conference on March 6<sup>th</sup> through 8<sup>th</sup> in Lake Charles, La.

### 1302 SUBPART I—HUMAN RESOURCES MANAGEMENT

#### 1302.90 PERSONNEL POLICIES

- **STAFFING -**
  - Medical Leave – One (1) HSCO Specialist, one (1) Site Supervisor, two (2) Teachers, three (3) Teacher Assistants, and one (1) Cafeteria Technician.
  - Interviews – Teacher at AP Ross – Interviews for Teacher at AP Ross will be scheduled for the week of March 18<sup>th</sup>.
  - Position Openings – The following positions are available: Teacher at AP Ross and Family Advocate at AP Ross. The program is also seeking substitute classroom assistants at all four (4) center locations.

## **CONTENT AREA SUMMARIES**

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### **1302.30 EDUCATION AND CHILD DEVELOPMENT PROGRAM SERVICES**

#### **1302.30 FULL PARTICIPATION IN PROGRAM SERVICES AND ACTIVITIES**

- Site Supervisor's monthly meeting held February 27<sup>th</sup>.
- Teachers, Angelia Mayfield and Laurie Faulk, served on the Self Assessment Team for Education and Disabilities. They both did an awesome job at being honest with their reporting.
- Spring CLASS observations began in February and are wrapping up. Teacher's scores are improving.
- Teachers finalized student assessments on February 28<sup>th</sup>.

#### **1302.61 DISABILITIES**

- There are currently 52 students receiving services: AP Church Point—10, AP Ross—17, AP Estherwood—3, AP Rayne—22.

*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 December in the amount of \$21,753.15 has been processed for meal service as follows: Students – Breakfast—2,912, lunch—2,628, snack—2,709; Adults (education and cafeteria) – breakfast—59 and lunch—95.

#### **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**

- Acadia Parish Head Start is in full swing for recruitment. The Family Advocates have begun distributing flyers and promoting registration. Registration for the 2024-2025 program year began on February 6<sup>th</sup>.



- Full enrollment is 331 children. Current enrollment is 302:
  - AP Estherwood – 17
  - AP Church Point – 54
  - AP Rayne – 94
  - AP Ross - 137

**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 February 2024:
  - AP Church Point – 90%
  - AP Estherwood – 91%
  - AP Rayne – 84%
  - AP Ross – 82%

*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 February 2024
- Remaining American Rescue funds are being utilized on center upgrades. A report on work being completed during the month of March will be provided in the next Policy Council packet.
- Several work orders / upgrades are in process via remaining American Rescue funds. An update will be provided in next month’s packet.

**1302.47(4) SAFETY TRAINING**

- Monthly fire drills were satisfactorily conducted at all of the centers for the month of February.
- The 2<sup>nd</sup> bus emergency evacuation drills were satisfactorily conducted during the month of January

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

	<b>PROGRAM RESPONSIBILITY:</b>	<b>\$781,637.00</b>
	<b>CURRENT BALANCE DUE:</b>	<b>\$673,067.26</b>
	<b>CURRENT IN-KIND TOTAL:</b>	<b>-\$39,801.41</b>
	<b>NEW BALANCE DUE:</b>	<b>\$641,265.85</b>

**1303.73 TRIP ROUTING**

<b>A.M. ROUTE</b>	<b>CENTER</b>	<b>TOTAL # STUDENTS</b>	<b>TOTAL # STUDENTS</b>	<b>CHANGE</b>
		<b>JANUARY 2024</b>	<b>FEBRUARY 2024</b>	<b>(-) (+)</b>
	CHURCH POINT HEAD START	17	16	-1
RAYNE HEAD START	45	48	+3	
ROSS HEAD START	59	59	0	
<b>TOTAL # OF STUDENTS SERVICED:</b>	<b>121</b>	<b>123</b>	<b>-2</b>	
<b>P.M. ROUTE</b>	<b>CENTER</b>	<b>TOTAL # STUDENTS</b>	<b>TOTAL # STUDENTS</b>	<b>CHANGE</b>
		<b>JANUARY 2024</b>	<b>FEBRUARY 2024</b>	<b>(-) (+)</b>
	CHURCH POINT HEAD START	25	24	-1
RAYNE HEAD START	54	57	+3	
ROSS HEAD START	76	76	0	
<b>TOTAL # OF STUDENTS SERVICED:</b>	<b>155</b>	<b>157</b>	<b>+2</b>	

*Submitted by C. Domingue – Program Operations Specialist*

## REPORT(S)

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- BUDGET REPORT (FEBRUARY 2024)
- BILL PAYMENTS (FEBRUARY 2024)
- CREDIT CARD CHARGES (FEBRUARY 2024)

**2023-2024**

**BUDGET REPORT**  
**FOR**  
**FEBRUARY 2024**

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

# HEADSTART

FOR: 7-1-23 THRU 03-12-2024

PG -

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HEADSTART			ORIGINAL	ADDED	ADJUSTED	YTD	PURCHASE	AVAILABLE	
ACCOUNT DESCRIPTION			BUDGET	BUDGET	BUDGET	EXPENSES	ORDERS	BUDGET	% USED
H0000003	44340	HEADSTART PROGRAM	-3,099,965	-271,487	-3,371,452	-1,616,291.03	0.00	-1,755,161	47.90
H0000003	45230	IN-KIND (NONFEDERAL SHARE)	-762,256	-19,381	-781,637	-140,371.15	0.00	-641,266	18.00
<u>DISABILITY</u>									
<u>PAYROLL</u>									
H1210000	5115	AIDES	0	27,819	27,819	3,252.66	0.00	24,566	11.70
H1210000	5210	GROUP INSURANCE	0	1,500	1,500	0.00	0.00	1,500	0.00
H1210000	5225	MEDICARE	0	403	403	47.17	0.00	356	11.70
H1210000	5231	TRS	0	6,704	6,704	783.89	0.00	5,920	11.70
<u>CLASSROOM</u>									
H1530000	5115	TEACHERS	452,276	59,878	512,154	252,995.68	0.00	259,158	49.40
H1530000	5119	SPECIALIST	42,687	3,141	45,828	30,560.88	0.00	15,267	66.70
H1530000	5210	GROUP INSURANCE	45,263	437	45,700	27,079.22	0.00	18,621	59.30
H1530000	5225	MEDICARE	7,023	3,145	10,168	3,876.01	0.00	6,292	38.10
H1530000	5231	TRS	135,406	37,816	173,222	51,485.50	0.00	121,737	29.70
H1531000	5115	TEACHER AIDES	279,976	36,253	316,229	163,687.99	0.00	152,541	51.80
H1531000	5119	PAYROLL/ EXTENDED TIME PAY	33,885	-8,884	25,001	16,073.97	0.00	8,927	64.30
H1531000	5210	GROUP INSURANCE	28,968	257	29,225	20,306.48	0.00	8,919	69.50
H1531000	5225	MEDICARE	4,374	1,200	5,574	2,432.82	0.00	3,141	43.60
H1531000	5231	TRS	70,702	16,255	86,957	38,416.94	0.00	48,540	44.20
H1531000	5233	SCHOOL EMPLOYEES RETIREMENT	0	209	209	400.89	0.00	-192	191.80
<u>HEALTH</u>									
H2120000	5115	CFST	40,992	1,070	42,062	18,104.48	0.00	23,958	43.00
H2120000	5210	GROUP INSURANCE	2,470	-270	2,200	749.57	0.00	1,450	34.10
H2120000	5225	MEDICARE	685	-75	610	243.09	0.00	367	39.90
H2120000	5231	TRS	11,705	-1,569	10,136	4,363.24	0.00	5,773	43.00
H2134000	5119	SPECIALIST	26,608	2,200	28,808	18,897.23	0.00	9,911	65.60
H2134000	5210	GROUP INSURANCE	8,065	-1,665	6,400	3,162.25	0.00	3,238	49.40
H2134000	5225	MEDICARE	386	32	418	241.36	0.00	177	57.70
H2134000	5231	TRS	6,599	344	6,943	4,628.67	0.00	2,314	66.70
<u>ADMINISTRATION</u>									
H2329000	5111	DIRECTOR	78,841	763	79,604	53,069.32	0.00	26,535	66.70
H2329000	5114	CENTRAL OFFICE/RECEPTIONIST	6,637	10,084	16,721	0.00	0.00	16,721	0.00
H2329000	5210	GROUP INSURANCE	7,830	-105	7,725	4,865.04	0.00	2,860	63.00
H2329000	5225	MEDICARE	1,401	-5	1,396	720.48	0.00	676	51.60

# HEADSTART

FOR: 7-1-23 THRU 03-12-2024

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## HEADSTART

### ADMINISTRATION

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADDED BUDGET	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
H2329000 5231 TRS	23,948	-734	23,214	12,789.67	0.00	10,424	55.10

### CENTERS

H2410000 5114 CENTER- SECRETARY	51,958	-408	51,550	28,677.22	0.00	22,873	55.60
H2410000 5115 SITE SUPERVISORS	102,100	8,101	110,201	54,980.76	0.00	55,220	49.90
H2410000 5210 GROUP INSURANCE	8,218	8,682	16,900	12,330.08	0.00	4,570	73.00
H2410000 5225 MEDICARE	2,234	112	2,346	1,118.99	0.00	1,227	47.70
H2410000 5231 TRS	38,207	775	38,982	15,833.10	0.00	23,149	40.60

### FINANCE

H2510000 5114 BOOKKEEPER	28,739	2,153	30,892	20,593.90	0.00	10,298	66.70
H2510000 5210 GROUP INSURANCE	7,051	674	7,725	4,865.04	0.00	2,860	63.00
H2510000 5225 MEDICARE	417	31	448	257.18	0.00	191	57.40
H2510000 5231 TRS	7,128	318	7,446	0.00	0.00	7,446	0.00

### MAINTENANCE

H2620000 5116 CUSTODIANS	77,270	11,193	88,463	43,522.79	0.00	44,940	49.20
H2620000 5210 GROUP INSURANCE	7,051	-5,751	1,300	0.00	0.00	1,300	0.00
H2620000 5225 MEDICARE	1,121	161	1,282	627.29	0.00	655	48.90
H2620000 5231 TRS	300	1	301	573.23	0.00	-272	190.40
H2620000 5233 SCHOOL EMPLOYE RETIRE	21,327	3,129	24,456	6,933.98	0.00	17,522	28.40

### BUSES

H2721000 5116 BUS DRIVERS	50,499	5,081	55,580	29,045.60	0.00	26,534	52.30
H2721000 5210 GROUP INSURANCE	12,407	993	13,400	8,566.56	0.00	4,833	63.90
H2721000 5225 MEDICARE	733	74	807	355.96	0.00	451	44.10
H2721000 5231 TRS	1	1	2	0.00	0.00	2	0.00
H2721000 5233 SCHOOL EMPLOYE RETIRE	13,938	1,432	15,370	6,670.38	0.00	8,700	43.40
H2731000 5115 BUS ASSISTANTS	32,634	553	33,187	19,326.12	0.00	13,861	58.20
H2731000 5225 MEDICARE	474	8	482	280.23	0.00	202	58.10
H2731000 5231 TRS	8,125	-8,123	2	1,952.44	0.00	-1,950	#####
H2731000 5233 SCHOOL EMPLOYEE RETIRE	1	9,189	9,190	3,098.03	0.00	6,092	33.70

### KITCHEN

H3111000 5119 SPECIALIST	14,328	1,184	15,512	10,175.45	0.00	5,337	65.60
H3111000 5210 GROUP INSURANCE	4,344	-719	3,625	1,702.79	0.00	1,922	47.00
H3111000 5225 MEDICARE	209	17	226	129.91	0.00	96	57.50



# HEADSTART

FOR: 7-1-23 THRU 03-12-2024

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HEADSTART			ORIGINAL	ADDED	ADJUSTED	YTD	PURCHASE	AVAILABLE	
<u>ACCOUNT DESCRIPTION</u>			<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>EXPENSES</u>	<u>ORDERS</u>	<u>BUDGET</u>	<u>% USED</u>
<u>KITCHEN</u>									
H3111000	5231	TRS	3,554	184	3,738	2,492.40	0.00	1,246	66.70
H3120000	5116	KITCHEN TECHS	23,284	6,718	30,002	48,888.65	0.00	-18,887	163.00
H3120000	5225	MEDICARE	338	97	435	708.88	0.00	-274	163.00
H3120000	5231	TRS	6,117	1,114	7,231	11,949.49	0.00	-4,718	165.30
H3121000	5111	KITCHEN-MANAGERS	19,858	-1,493	18,365	21,859.32	0.00	-3,494	119.00
H3121000	5225	MEDICARE	289	-23	266	316.33	0.00	-50	118.90
H3121000	5231	TRS	4,925	-499	4,426	2,607.22	0.00	1,819	58.90
H3121000	5233	SCHOOL EMPLOYEE RETIRE	0	0	0	3,047.31	0.00	-3,047	100.00
<u>FAMILY SERVICES</u>									
H3300000	5114	PROGRAM SECRETARY	27,702	2,058	29,760	19,595.45	0.00	10,165	65.80
H3300000	5115	CFST	77,464	650	78,114	34,144.14	0.00	43,970	43.70
H3300000	5119	SPECIALIST	83,187	6,756	89,943	59,924.67	0.00	30,018	66.60
H3300000	5210	GROUP INSURANCE	17,172	-460	16,712	10,121.91	0.00	6,590	60.60
H3300000	5225	MEDICARE	2,877	-8	2,869	1,521.55	0.00	1,347	53.00
H3300000	5231	TRS	49,237	-1,563	47,674	27,393.09	0.00	20,281	57.50
H1500000	5260	WORKER'S COMPENSATION	170,519	45,389	215,908	83,000.00	0.00	132,908	38.40
<u>SUPPLIES</u>									
H1210000	5610	MATERIALS & SUPPLIES	1,000	1,500	2,500	542.88	0.00	1,957	21.70
H1530000	5610	MATERIALS & SUPPLIES	7,700	10,300	18,000	1,480.91	1,935.00	14,584	19.00
H1530000	5615	TECHNOLOGY RELATED	27,300	6,766	34,066	159.94	0.00	33,906	0.50
H2130000	5610	MATERIALS & SUPPLIES	7,026	2,500	9,526	3,122.12	0.00	6,404	32.80
H2300000	5610	MATERIALS & SUPPLIES	17,422	-1,084	16,338	7,159.79	0.00	9,178	43.80
H2400000	5610	MATERIALS & SUPPLIES	14,862	0	14,862	8,109.71	0.00	6,752	54.60
H2600000	5430	JANITOR SUPPLIES	15,558	2,442	18,000	11,736.67	0.00	6,263	65.20
H2600000	5610	BUILDING MATERIALS/SUPPLY	20,000	-5,000	15,000	6,771.47	0.00	8,229	45.10
H3110000	5610	MATERIALS & SUPPLIES	2,600	1,458	4,058	413.00	0.00	3,645	10.20
H3300000	5610	SOCIAL SERVICES- M & S	3,300	700	4,000	1,239.23	0.00	2,761	31.00
H3300000	5612	PROGRAM RESOURCES - M & S	1,200	-700	500	160.59	0.00	339	32.10
<u>TRAVEL</u>									
H1500000	5582	TRAVEL EXP REIMBURSE	300	100	400	69.43	0.00	331	17.40
H2130000	5582	TRAVEL EXP REIMBURSE	300	100	400	22.78	0.00	377	5.70

# HEADSTART

FOR: 7-1-23 THRU 03-12-2024

PG -

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HEADSTART		ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADDED BUDGET	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
		<u>TRAVEL</u>							
H2329000	5582	TRAVEL EXP REIMBURSE	300	100	400	0.00	0.00	400	0.00
H2400330	5582	TRAVEL EXP REIMBURSE	250	50	300	0.00	0.00	300	0.00
H2600000	5582	TRAVEL EXP REIMBURSE	600	214	814	289.85	0.00	524	35.60
H3100000	5582	TRAVEL EXP REIMBURSE	200	99	299	0.00	0.00	299	0.00
H3300000	5582	TRAVEL EXP REIMBURSE	464	336	800	44.54	0.00	755	5.60
		<u>EQUIPMENT</u>							
H2600000	5730	EQUIPMENT	65,000	-65,000	0	0.00	0.00	0	0.00
H3100000	5730	EQUIPMENT	0	2,200	2,200	2,200.00	0.00	0	100.00
		<u>BUILDING</u>							
H2600000	5615	TECHNOLOGY/ BUILDNG	5,000	-5,000	0	0.00	0.00	0	0.00
H2620000	5430	BUILDING REPAIRS & MAINTENANCE	90,079	-25,995	64,084	20,643.68	0.00	43,440	32.20
H2620000	5441	RENT/ BUILDINGS	42,000	0	42,000	28,000.00	0.00	14,000	66.70
H2624000	5430	FIRE ALARMS	5,500	-100	5,400	2,486.80	0.00	2,913	46.10
H2629000	5430	PEST CONTROL	1,900	100	2,000	1,168.00	0.00	832	58.40
H2630000	5424	LAWN CARE	1,376	624	2,000	1,859.29	0.00	141	93.00
H3110000	5430	KITCHEN-REPAIRS & MAINTENANCE	13,231	-3,232	9,999	5,833.00	0.00	4,166	58.30
		<u>CONSULTANT</u>							
H1210000	5301	CONSULTANT SERVICES	20,676	9,324	30,000	10,774.80	0.00	19,225	35.90
H1530000	5300	CONSULTANT SERVICES	0	25,500	25,500	0.00	0.00	25,500	0.00
H2130000	5330	CONSULTANT SERVICES	46,023	6,653	52,676	19,430.80	0.00	33,245	36.90
H3100000	5320	CONSULTANT SERVICES	9,017	-6,016	3,001	520.00	0.00	2,481	17.30
H3300000	5339	CONSULTANT/FAMILY SERV	0	16,000	16,000	0.00	0.00	16,000	0.00
		<u>STAFF</u>							
H2830540	5335	MEDICAL DOCTORS	1,900	-478	1,422	630.00	0.00	792	44.30
H2830540	5339	FINGERPRINTS/BACKGROUND	0	5,901	5,901	1,975.00	0.00	3,926	33.50
H2835000	5610	WELL FITNESS/EMPLOYEES	0	1,000	1,000	278.07	0.00	722	27.80
		<u>VANS/ BUSES</u>							
H2600000	5626	GASOLINE	1,700	1	1,701	917.75	0.00	783	54.00
H2650000	5430	VEHICLE -REPAIRS & MAINTENAN	2,500	0	2,500	167.09	0.00	2,333	6.70
H2650000	5523	VEHICLE-FLEET INSURANCE	1,288	1,943	3,231	3,231.08	0.00	0	100.00
H2721000	5523	BUS -FLEET INSURANCE	3,986	861	4,847	4,846.62	0.00	0	100.00
H2721000	5626	BUS- GASOLINE	6,500	1,899	8,399	5,391.91	0.00	3,007	64.20



# HEADSTART

FOR: 7-1-23 THRU 03-12-2024

PG -

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HEADSTART	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	ADDED BUDGET	ADJUSTED BUDGET	YTD EXPENSES	PURCHASE ORDERS	AVAILABLE BUDGET	% USED
	<u>VANS/ BUSES</u>							
H2721000 5890	BUS CLEANING SUPPLY	500	0	500	0.00	0.00	500	0.00
H2723000 5430	BUS-REPAIRS & MAINTENANCE	10,000	0	10,000	874.09	0.00	9,126	87.0
	<u>UTILITIES</u>							
H2300000 5530	ADMIN-PHONE	484	16	500	328.83	0.00	171	65.80
H2300000 5622	ADMIN -ELECTRICITY	1,500	-144	1,356	698.36	0.00	658	51.50
H2400000 5530	CENTERS-TELEPHONE	13,000	1,300	14,300	9,648.07	0.00	4,652	67.50
H2620000 5411	WATER/SEWAGE	9,356	2,144	11,500	7,069.46	0.00	4,431	61.50
H2620000 5421	DISPOSAL SERVICES	7,400	600	8,000	6,185.06	0.00	1,815	77.30
H2620000 5530	TELEPHONE & POSTAGE	9,300	2,700	12,000	7,129.93	0.00	4,870	59.40
H2620000 5621	NATURAL GAS	13,000	1,000	14,000	12,285.87	0.00	1,714	87.80
H2620000 5622	ELECTRICITY	66,800	-5,000	61,800	36,502.59	0.00	25,297	59.10
	<u>OTHER</u>							
H2311000 5890	MEMBERSHIP/SUBSCRIPTIONS	23,300	-8,600	14,700	12,232.20	0.00	2,468	83.20
H2400000 5521	LIABILITY INSURANCE	3,464	1	3,465	3,463.65	0.00	1	100.00
H2510000 5340	WEBPAGE/BANK -OTHER FEES	300	-1	299	106.16	0.00	193	35.50
H2830540 5540	ADVERTISING	3,000	-1	2,999	0.00	0.00	2,999	0.00
H3100000 5631	PURCHASED FOOD	23,581	-5,080	18,501	11,258.21	0.00	7,243	60.90
H5200000 5890	INKIND	762,256	19,381	781,637	140,371.15	0.00	641,266	18.00
H5200000 5933	INDIRECT COSTS	<u>182,858</u>	<u>2,502</u>	<u>185,360</u>	<u>72,711.46</u>	<u>0.00</u>	<u>112,649</u>	<u>39.20</u>
	<b>TOTAL</b>	3,099,965	271,487	3,371,452	1,664,593	1,935	1,704,924	

# HEADSTART

FOR: 7-1-23 THRU 03-12-2024

PG -

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HEADSTART				ORIGINAL	ADDED	ADJUSTED	YTD	PURCHASE	AVAILABLE	
ACCOUNT DESCRIPTION				BUDGET	BUDGET	BUDGET	EXPENSES	ORDERS	BUDGET	% USED
H001	H0000003	44340	HEADSTART PROGRAM	-37,607	0	-37,607	-9,650.36	0.00	-27,957	25.70
<i>STAFF DEVELOPMENT</i>										
H001	H2230000	5582	TRAVEL EXPENSE REIMBURSE	5,970	5,120	11,090	1,971.65	0.00	9,118	17.80
H001	H2230000	5610	MATERIALS AND SUPPLIES	3,400	0	3,400	324.89	0.00	3,075	9.60
H001	H2230000	5890	MISCELLANEOUS EXPENDITURES	18,600	-3,700	14,900	2,656.59	0.00	12,243	17.80
<i>ADMINISTRATION</i>										
H001	H2329000	5582	TRAVEL EXPENSE REIMBURSE	300	-300	0	0.00	0.00	0	0.00
<i>FAMILY SERVICES</i>										
H001	H3301000	5612	PARENTS SUPPLIES	2,500	0	2,500	250.79	0.00	2,249	10.00
H001	H3301000	5890	POLICY COUNCIL	4,709	-1,120	3,589	1,623.31	0.00	1,966	45.20
H001	H5200000	5933	INDIRECT COSTS	<u>2,128</u>	<u>0</u>	<u>2,128</u>	<u>387.17</u>	<u>0.00</u>	<u>1,741</u>	18.20
<i>TOTAL</i>				37,607	0	37,607	7,214	0	30,393	
H006	H0000003	44340	HEADSTART PROGRAM	-433,154	185,692	-247,462	-188,003.00	0.00	-59,459	76.00
H006	H1530000	5610	MATERIALS & SUPPLIES	112,206	-75,210	36,996	22,611.80	6,648.43	7,736	79.10
H006	H2410000	5114	CENTER- SECRETARY	10,260	-10,259	1	0.00	0.00	1	0.00
H006	H2410000	5115	MEDICARE	1,200	-1,199	1	0.00	0.00	1	0.00
H006	H2410000	5225	TRS	169	-168	1	0.00	0.00	1	0.00
H006	H2600000	5730	EQUIPMENT	228,350	-228,349	1	0.00	0.00	1	0.00
H006	H2620000	5430	BUILDING REPAIRS & MAINTENANCE	69,718	126,091	195,809	178,123.00	0.00	17,686	91.00
H006	H5200000	5933	INDIRECT COSTS	<u>11,251</u>	<u>3,402</u>	<u>14,653</u>	<u>11,832.53</u>	<u>0.00</u>	<u>2,821</u>	80.80
<i>TOTAL</i>				433,154	-185,692	247,462	212,567	6,648	28,246	

**2023-2024**

**BILL PAYMENT  
EDITS**

**FEBRUARY - 2024**

# HEADSTART

## INVOICE ENTRY PROOF LIST

CHECK DATE: 02-09-2024

			<u>Invoice</u>	<u>PG</u>	<u>invoice Amt</u>
6850	CITY OF RAYNE	0	310382000jan24		193.64
6850	CITY OF RAYNE	0	310380001JANU24		767.77
20630	UTILITY PAYMENT PROC	0	061518850008510JAN24		503.47
11700	CENTERPOINT ENERGY	0	91603076JAN24		2,177.53
11700	CENTERPOINT ENERGY	0	28770022JAN24		355.88
6900	CLECO	0	200003053507JAN24		431.82
35912	LAFAYETTE ALARM SERV	0	R630374		30.00
35912	LAFAYETTE ALARM SERV	0	R630372		63.00
35912	LAFAYETTE ALARM SERV	0	R630373		30.00
10688	BRIGHTSPEED	0	300201508JAN24		372.83
35895	OUR MOTHER OF MERCY-	0	FEB2024RENT		2,000.00
35964	OUR MOTHER OF MERCY-	0	FEB2024RENT		1,500.00
9988	MICHAEL VALLONE LLC	0	9860		270.00
10488	CAPITAL ONE	0	604195JAN24		24.74
34811	ADVANCE CHEMICAL	0	214657		65.48
34811	ADVANCE CHEMICAL	0	214652		913.88
504	STINE LUMBER CO #A08	0	10425273		13.16
504	STINE LUMBER CO #A08	0	10425284		60.97
10952	RDR ELECTRICAL SERVI	0	3749		550.00
35939	J & L PLUMBING SERVI	0	011824		925.00
35939	J & L PLUMBING SERVI	0	012624		437.00
35935	H & H ELECTRICAL SER	0	17874		364.75
5328	POP-A-LOCK	0	67106		159.00
2291	BORILLS AUTO TRIM &	0	000044		10.00
4599	SHOP RITE #1218	0	172604CT		647.72
1037	LINUS DIES PLUMBING	0	HS24.224		1,062.69
1037	LINUS DIES PLUMBING	0	HS24.225		228.00
1037	LINUS DIES PLUMBING	0	HS24.226		130.00
1037	LINUS DIES PLUMBING	0	HS24.227		<u>100.00</u>

BATCH # 4655

TOTALS

14,388.33

HEADSTART  
INVOICE ENTRY P

CHECK DATE: 02-15-2024

				<u>invoice #</u>	<u>PO</u>	<u>Invoice Amt</u>
31930	TOWN OF CHURCH PT WA	0	021524	410400JAN2024		135.45
31930	TOWN OF CHURCH PT WA	0	021524	410420JAN2024		90.00
4101	U S POSTAL SERVICES	0	021524	BOX1585feb2024		<u>154.00</u>
BATCH # 4657						379.45

# HEADSTART

INVOICE ENTRY PROOF LIST

CHECK DATE: 02-23-2024

			<b>Invoice</b>	<b>PO</b>	<b>Invoice Amt</b>
35224	ENERGY	0	10018508110		441.06
35224	ENERGY	0	10018508111		837.75
9385	ACADIANA SPEECH THER	0	5179		729.60
1937	RAYNE VENTURES LLC	0	HEADSTART011124		20.04
9070	TEACHSTONE TRAINING	1	SIN103379	240712	343.07
10937	CENTAR INDUSTRIES IN	0	2353736IN	240552	2,602.80
11700	CENTERPOINT ENERGY	0	29815586FEB24		2,271.26
1822	AT&T	0	7836340FEB24		79.32
1822	AT&T	0	7836884FEB24		78.95
1822	AT&T	0	7836377FEB24		364.41
10077	CARDMEMBER SERVICE	0	HEADSTART021224		432.91
8076	GENTLE TEACHING OF A	0	2192024APHS		135.00
10594	WINTERS LEON , LCSW	0	APSB006		1,620.00
10473	SONNIER TORI CAMILLE	0	004		542.40
10473	SONNIER TORI CAMILLE	0	005		144.90
10473	SONNIER TORI CAMILLE	0	006		75.00
1368	TOTAL SAFETY US INC	0	6948993001		300.00
9016	CINTAS CORP#543	1	15536797JAN24		191.18
9016	CINTAS CORP#543	1	15536821JAN24		306.00
9016	CINTAS CORP#543	1	15536628JAN24		142.26
504	STINE LUMBER CO #A08	0	11332811		18.98
17500	J & J EXTERMINATING	0	5656495		70.00
17500	J & J EXTERMINATING	0	5560225		45.00
35912	LAFAYETTE ALARM SERV	0	P44418		205.80
5212	DOMINGUE CHARLEEN	0	013124		28.14
8478	O'REILLY AUTO PARTS	0	0523169372		65.94
5328	POP-A-LOCK	0	67119		335.00
9902	GLENN FRUGE BUILDERS	0	1969		4,400.00
10173	DRONE TECHNOLOGIES L	0	6458		<u>3,095.00</u>

**BATCH # 4664**

**TOTALS** 19,921.77

757	DADDYS PRIDE PRODUCE	0	HS2024JAN		1,989.45
10323	NEW DAIRY OPCO, LLC	1	4808085		3,710.16
19200	LAMM FOOD SERVICE IN	0	HS2024JAN		8,638.54
1910	PIGGLY WIGGLY	0	HS020124		<u>26.20</u>

**BATCH # 4665**

**TOTALS** 14,364.35

	AJT FULL SERVICE CAR	0	364203		<u>90.00</u>
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**BATCH # 4666**

**TOTALS** 90.00



# **2023-2024**

# **Credit Card Charges**

## **FEBRUARY - 2024**

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







BUDGET CATEGORY:

CP  ES  RY  RS

- BUS REPAIRS
- BUILDING REPAIRS  
FACILITY CONTRACTOR
- BUILDING REPAIRS  
REPAIR SUPPLIES
- EQUIPMENT
- JANITOR SUPPLIES  
CLEANING & MAINTENANCE SUPPLIES
- LAWN CARE
- PEST CONTROL
- FIRE CODE COMPLIANCE
- FUEL
  - BUS
  - LAWN MOWERS
  - VAN

NOTES / DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECKED JAN 18 2024

DATE RECEIVED:

P.O. # 45-2425

APPROVED: *[Signature]*

APPROVED:

Give us feedback @ survey.walmart.com  
Thank you! ID #: 7TKF2K3C96B



337-783-6387 Mr. JENNIFER  
729 ODD FELLOWS RD  
CROWLEY LA 70526  
ST# 00310 OP# 007893 TEM 01 TR# 07357  
# ITEMS SOLD 1  
TC# 8023 1903 2822 5706 0293



CRDLS BLIND	079347840397	5.86 0
	SUBTOTAL	5.86
	TOTAL	5.86
	WALMART CREDIT TEND	5.86
WALMART CREDIT **** * 3889 T 1		
APPROVAL # 675900		
REF # 1042000314		
TRANS ID - 704011637675900		
VALIDATION -		
PAYMENT SERVICE -		
ATO 800000817001001		
TC 08428C5A99084545		
TERMINAL # 25772978		
*NO SIGNATURE REQUIRED		
01/11/24	11:42:48	
	CHANGE DUE	0.00
01/11/24	11:42:57	
***CUSTOMER COPY***		

Walmart+

Become a member

Scan for free 30-day trial

Ry

VOICE NUMBER 172604CT PAGE 1  
VOICE DATE 01/26/24  
DATE 02/10/24

CUSTOMER NUMBER 1218

APSB-HEAD START  
Attn. KIM BREAUX  
PO BOX 1585 800 WESTERN AVE  
CROWLEY, LA 70527

card	vehicle	manual	site name	date	time	product	odometer	quantity	--incl. tax-- price amount	
d label: CINDY FAUL										
24378	CINDY FAUL	3	0 261209 CHURCH PO-LA	01/11	8:14a	ULSDSL	11872.0	55.6	3.4150	189.98
								55.6		
Total									189.98	
Card Subtotal									189.98	
d label: DAPHANIE LEDET										
24379	DAPHANIE LEDET	2	0 2620 RAYNE-LA	01/02	10:36a	ULSDSL	11566.0	41.5	2.8776	119.37
24379	DAPHANIE LEDET	2	0 2620 RAYNE-LA	01/02	10:57a	DEF GAL	11566.0	7.1	4.1414	29.51
								48.6		
Total									148.88	
Card Subtotal									148.88	
d label: KERNEL WILLIAMS										
24380	KERNEL WILLIAMS	4	0 2232 CROWLEY-LA	01/10	11:27a	UL5.7ETH	9999.0	12.4	2.3709	29.37
24380	KERNEL WILLIAMS	4	0 2232 CROWLEY-LA	01/19	11:00a	UL5.7ETH	9999.0	16.4	2.4781	40.71
24380	KERNEL WILLIAMS	4	0 2232 CROWLEY-LA	01/25	11:21a	UL5.7ETH	9999.0	13.8	2.5084	34.54
								42.6		
Total									104.62	
Card Subtotal									104.62	
d label: GLENN CARRIERE										
57062	GLENN CARRIERE	1	0 2050 CROWLEY-LA	01/25	3:45p	ULSDSL	12318.0	67.0	3.0502	204.24
								67.0		
Total									204.24	
Card Subtotal									204.24	



Inv# 172604CT \$647.72  
SHOP RITE #1218  
01/26/2024 # Pages 2 FP2 DOC316S2215

PLEASE PAY THIS AMOUNT  
====>> INVOICE TOTAL 647.72

SUMMARY

	Base	Rate	Tax
GENERAL ST EX CLR DS	164.07	0.20000	32.82
GENERAL FED ENV CL U	164.07	0.00619	1.01
GENERAL ST ENV DSL	164.07	0.00800	1.32
GENERAL St Ins Dsl	164.07	0.00125	0.20
GENERAL CI SLS TX OI		0.00750	0.22
GENERAL ST EX GAS	42.58	0.20000	8.52
GENERAL FED ENV GAS	42.58	0.00557	0.24
GENERAL ST ENV GAS	42.58	0.00800	0.34
GENERAL ST Insp Gas	42.58	0.00125	0.06
tax total			44.73

PRODUCT SUMMARY

	Qty	Amount
ULSDSL	164.1	513.59
DEF GAL	7.1	29.51
UL5.7ETH	42.6	104.62
Fuel Total	213.8	647.72
TOTAL		647.72

112721-5626

12600-5626

4509

APPROVED

CLS BY CARD	price	quantity	FET	SET	MET	SST	amount
824378 CINDY FAUL	177.99	55.63	.34	11.65	.00	.00	189.98
824379 DAPHANIE LEDET	139.72	48.60	.26	8.68	.00	.22	148.88
824380 KERNEL WILLIAMS	95.46	42.58	.24	8.92	.00	.00	104.62
457062 GLENN CARRIERE	189.82	66.96	.41	14.01	.00	.00	204.24
	602.99	213.77	1.25	43.26	.00	.22	647.72

RECEIVED  
FEB 06 2024  
BY: \_\_\_\_\_

CLS BY FUEL	price	quantity	FET	SET	MET	SST	amount
34 UL Gas 5.78 ETH	95.46	42.58	.24	8.92	.00	.00	104.62
53 Ultra Low Sulfur Clr	478.24	164.07	1.01	34.34	.00	.00	513.59
57 DEF GALLON	29.29	7.13	.00	.00	.00	.22	29.51



HEADSTART 02/12/24

February 2024 Statement

Open Date: 01/13/2024 Closing Date: 02/13/2024

Account: 4798 5106 3531 8603

Visa® Business Bonus Rewards Card

Elan Financial Services  
BUS 30 ELN 4 8 9  
1-866-552-8855

ACADIA HEAD START  
LATANYA EVANS (CPN 001871487)

New Balance	\$432.91
Minimum Payment Due	\$10.00
Payment Due Date	03/10/2024

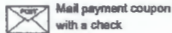
<b>Reward Points</b>	
Earned This Statement	541
Reward Center Balance as of 02/12/2024	56,037
For details, see your rewards summary.	

<b>Activity Summary</b>		
Previous Balance	+	\$687.81
Payments	-	\$687.81CR
Other Credits		\$0.00
Purchases	+	\$432.91
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$432.91</b>
Past Due		\$0.00
<b>Minimum Payment Due</b>		<b>\$10.00</b>
Credit Line		\$27,000.00
Available Credit		\$26,567.09
Days in Billing Period		32



Inv# HEADSTART021224 \$432.91  
CARDMEMBER SERVICE  
02/12/2024 # Pages 9 FP9 DOC317S7817

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

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

BANK of COMMERCE  
And Trust Company

10077

0047985106353166030000010000000432913

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

to pay by phone  
to change your address

000030092 01 SP 00063865560 003 P

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

RECEIVED  
FEB 22 2024

Account Number	4798 5106 3531 8603
Payment Due Date	3/10/2024
New Balance	\$432.91
Minimum Payment Due	\$10.00

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

Elan Financial Services

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

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February 2024 Statement 01/13/2024 - 02/13/2024

ACADIA HEAD START  
LATANYA EVANS (CPN 001871487)

Elan Financial Services 1-866-552-8855

Bonus Rewards

Rewards Center Activity as of 02/12/2024	0
Rewards Center Activity*	56,037
Rewards Center Balance	56,037

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	433	1,121
25% Monthly Bonus	108	280
<b>Total Earned</b>	<b>541</b>	<b>1,401</b>

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

Important Messages

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

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

PAY TAXES WITH YOUR CARD. It's a fast, easy and secure way to pay your federal and state taxes. FAST - Pay instantly online. EASY - Your payment is processed right away and confirmed with an electronic receipt. SECURE - No worries about your payment getting lost or stolen in the mail. REWARDING - You will earn points for every net dollar you pay on your taxes with your card. Learn more at officialpayments.com.

Transactions

Payments and Other Credits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/05	02/02	0015	PAYMENT THANK YOU	\$397.82CR	_____
02/08	02/08	0218	PAYMENT THANK YOU	\$289.99CR	_____
<b>TOTAL THIS PERIOD</b>				<b>\$687.81CR</b>	

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/26	01/25	8814	LOWES #02203* CROWLEY LA	\$129.00	_____
01/29	01/26	8857	LDOE CCCBC 225-3428311 LA	\$40.00	_____
02/05	02/02	3309	LSU FOUNDATION HTTPWWW.LSUF LA	\$30.00	_____
02/12	02/09	0140	RICE PALACE CROWLEY LA	\$233.91	_____
<b>TOTAL THIS PERIOD</b>				<b>\$432.91</b>	

Continued on Next Page

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### LSUE Career Expo

Wednesday, Feb. 28  
11:30 a.m. - 1 p.m.  
Mumphrey Center South Commons

- 1  
Attendees
- 2  
Select events
- 3  
Review
- 4  
Checkout

The timer shows how long you have to complete this page before we release your reservation.  
9m, 24s

#### Review Registration

Event	Attendee	Event Options	Event Price
LSUE Career Expo (for Other Majors) Wed. 2/28/2024 11:30 AM - 1:00 PM	Janet Walker	N/A	\$25
	Kelly Rogers	N/A	\$5

Total due: \$30

[Previous](#) Checkout

CONTACT  
Telephone: 225-578-3811  
Toll-free: 800-452-7928  
Fax: 225-578-0530  
contact@lsufoundation.org

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### LSUE Career Expo

Dear Latanya,

Thank you for registering!

The following information was recorded for your registration:

LSUE Career Expo (for Other Majors)  
Booth (Non-profit Business)  
Janet Walker

Additional Attendee  
Kelly Rogers

Total Amount: \$30.00  
Payment Method: Visa Credit Card (6603)

Date: 2/2/2024

On behalf of our entire organization, thank you again for registering, and we look forward to seeing you at the event!

CONTACT  
Telephone: 225-578-3811  
Toll-free: 800-452-7928  
Fax: 225-578-0530  
contact@lsufoundation.org

CONNECT  
in f

Provide Website Feedback  
Accessibility Statement

### Payment Confirmation

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

**Confirmation Number:** O25H177C0W

**Invoice Amount Paid:** \$40.00

**Payment Submission Date:** 01/26/2024

Invoice No.	Application ID	Name	Amount
113799	141008	FREDDIE, YOLANDA LANE	\$40.00

**Total Amount Paid: \$40.00**

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







## ATTACHMENT(S)

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- UNDERENROLLMENT PLAN

# Underenrollment Plan Template for Head Start Recipients

(USE OF THIS TEMPLATE IS OPTIONAL)

## Full Enrollment Initiative 2023

### 12- Month Underenrollment Plan

As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. Enrollment services should be informed by program-level data and included in planning and evaluation systems. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment and should be considered as strategies to increase enrollment are identified and implemented throughout the 12-month plan period.

*This underenrollment plan and timetable for reducing or eliminating underenrollment in Head Start and Early Head Start programs has been developed in accordance with Section 641A(H)(3)(B) of the Head Start Act.*

### Plan Development and Submission

Grant recipients who receive 'underenrollment letters' will meet with the Regional Office within 30 days of receiving the letter. A working plan to reduce underenrollment **must be submitted to the Regional Office within 30 days following the meeting**. Please note, the Regional Office does not formally approve plans; requiring submission of the plan facilitates collaboration and ongoing communication throughout the 12-month period.

Please include name, position, and program of staff and leadership that participated in the development, review, and implementation of the plan in the table below. These individuals should be included in ongoing discussions throughout the 12-month plan period. A point-person(s) should be identified and tasked with submitting documentation of progress on a quarterly basis (or more frequently if appropriate).

Individual Name	Position / Role	Program
LaTanya Evans	Director	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Sonjatina Wilridge	ERSEA/PFCE	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Shawn Lejeune	Federal Programs Manager	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
Jamesetta David	School Board	<input type="checkbox"/> EHS <input checked="" type="checkbox"/> HS
		<input type="checkbox"/> EHS <input type="checkbox"/> HS

# Underenrollment Plan Template for Head Start Recipients

## Factors Contributing to Underenrollment

### Factor # 1

#### Workforce

##### Causes / Reasons:

- Applicants not able to meet degree, credential or testing requirements
- Losing potential applicants to public school system
- Challenges finding substitutes

##### Effect on Underenrollment:

- Unable to meet full enrollment due to lack of available staff

### Factor # 2

#### Competition

##### Causes / Reasons:

- Decrease in population-people moving out of the area
- Children attending school out-of-parish
- Increase in number of children able to enroll in parish pre-k program

##### Effect on Underenrollment:

- Decrease in the number of families seeking Head Start services

### Factor # 3

#### Temporary Factors

##### Causes / Reasons:

- Current employees on leave (medical, work comp) with unknown return date

##### Effect on Underenrollment:

- Unable to meet full enrollment due to lack of available staff-cannot meet ratio requirements
- Cannot hire full-time employees to replace staff on leave
- Budget concerns

# Underenrollment Plan Template for Head Start Recipients

## Action Plan

The action plan tables below should be updated by program leadership on a quarterly / as needed basis over the course of the 12-month period to document progress towards reaching full enrollment

### Action # 1:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Research to find opportunities to attend career expos held at local colleges and universities	Workforce	HSCO Staff	Job related information – degree requirements, job description, salary schedule, etc	12/20/2024
Provide retention and sign-on bonuses			Available funding	
				<b>Status</b>
				In Progress

\*Resources needed can include additional T/TA, etc.

### Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.

To maintain and attract qualified employees

- HSCO staff will attend LSUE Career Expo on February 28, 2024
- HSCO staff will attend other expos that arise from now until Spring, Summer and Fall graduations
- The program will offer retention bonuses to current employees and offer sign-on bonuses to potential employees

### Action # 2:

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Completion Date
Promote the program	Competition	All key stakeholders	Print and digital materials,	12/20/2024



Provide advertisement to all children currently enrolled in the program			promotion items	<b>Status</b>
				In Progress

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

To promote the program and attract families

- The program will communicate employment opportunities, career opportunities and benefits to the children and families
- Head Start staff will participate in community outreach programs in conjunction with the Early Childhood Network, One Crowley and other community organizations
- The program will participate in local celebration parades
- The program will provide yard signs to current families that support and promote the program

## Underenrollment Plan Template for Head Start Recipients

**Action # 3:**

Action	Issue(s) Addressed	Responsible Individual	Resources Needed*	Expected Date of Completion
Maintain regular communication with Personnel Department and Insurance Department	Temporary Factors	HSCO Staff/Program Secretary		<b>Status</b>
				In Progress
Conduct follow-ups with				

employees monthly				
----------------------	--	--	--	--

\*Resources needed can include additional T/TA, etc.

**Briefly describe objectives, implementation, oversight strategies, and/or related logistics to completing action.**

To remain updated on employee status

- The program will conduct monthly follow-up with employees
- The program will maintain regular communication with Personnel Department and Insurance Department who provides information/follow-ups/next steps

## Plan Progress and Updates

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p><b>5/10/2024</b></p> <ul style="list-style-type: none"> <li>• February 28, 2024 attended LSUE Career Expo – 1 potential Family Advocate and 1 potential Teacher (Winter Semester)</li> </ul>	<p><b>8/9/2024</b></p> <ul style="list-style-type: none"> <li>• [text]</li> </ul>	<p><b>11/22/2024</b></p> <ul style="list-style-type: none"> <li>• [text]</li> </ul>	<p><b>2/10/2025</b></p> <ul style="list-style-type: none"> <li>• [text]</li> </ul>