



Vision: Creating an environment where children, families, educators, and communities achieve full potential and commit to lifelong learning.

Mission: To educate and empower children, families, communities, and organizations by delivering unique educational and supportive services.

Core Values: Service, Inspiration, Innovation, Integrity

Head Start & Early Head Start | Policy Council Meeting Agenda – Via Zoom

April 24, 2025 | 12:00 PM

- I. Welcome and Quorum Call
- II. Agenda Modifications – **Action Item**
- III. Approval of Minutes from the March 27, 2025 Meeting – **Action Item**
- IV. New Business
 - A. Finance Statement YTD Credit Card Report for March 2025 – **Action Item**
 - B. Refunding Application HS & EHS Grant #04-CH012779-01 – **Action Item**
 - Total Slots: 504
 - Grant Term: 8/1/2025 – 7/31/2026
 - Total Grant: \$12,320,456
 - Non-federal Share Waiver: \$2,263,114
 - C. Personnel Recommendations – **Action Item**
 - D. FCR HS & EHS Education Outcomes Presentation
 - E. Director's Program Monthly Report
- V. Transitions in Early Head Start: Tips on Supporting Families of Infants and Toddlers - <https://headstart.gov/publication/transitions-early-head-start-tips-supporting-families-infants-toddlers>
- VI. Upcoming Future Dates:
 - May 29, 2025 – Regular Zoom Meeting
 - June 26, 2025 – Regular Zoom Meeting / Last Meeting for Program Year
- VII. Adjournment



Head Start & Early Head Start Policy Council Meeting Minutes

March 27, 2025

Call to order

Lavasia Younger, called to order the regular meeting of the FCR HS & EHS Policy Council at 12:05 pm on March 27, 2025, which was held via Zoom.

The following policy council members, parents and staff were present:

A quorum of voting Policy Council members is half the total number of members, therefore six (7) persons.

FCR Personnel

Terry David, CEO, FCR & HS & EHS Director
Dan Kutner, CFO, FCR
Cheryl Walfall-Flagg, Executive Assistant, FCR
Pamela Turrentine, HR Assistant
Anthony Johnson, Operations Area Manager
Charrisse Nelson, Project Manager
Willa Sauls, FES Manager
Sharon Roane, Community Engagement Manager

Alesia Sanyika, ERSEA Manager
Johnesha Truesdale, Health & Disabilities Manager
Chatiba Bullock, Education Area Manager
Jennifer Snow, Education Coordinator
Aurora Boyer, Homebased Coordinator
Danielle Brown, Licensing Specialist
Reginald Simpson, Education Data Analyst

Parent Representatives

Ebone Jacko, HS Leathers
Lavasia Younger, HS Seminary
Daysi Chavez, HS Oxford Manor
Jenny Gilman, Home Based

Josue Barajas, HS Fairview
Arely Hernandez, HS Seminary
Ortavia Williams, McDougald

Community Representatives

Deborah Cousin, Durham County Social Services
Jameka Wells, DPFC
Reggie Chandler, Durham Housing Authority

Shewahn Lee, Durham Public Schools
Raven Godette, Food Bank of Central & Eastern NC

Guest

Lissette Saca, Interpreter
Heather McDowell, Attorney
Carrington Newland, Intern
Corban Todd, Intern

Welcome and Quorum Call

Mr. David thanked everyone for taking the time to meet with the Policy Council.

Agenda Modifications – Action Item

No Agenda modifications took place.

Approval of Minutes from the February 27, 2025, Meeting – Action Item

After a brief review, the minutes for 2/27/2025 for the FCR HS & EHS policy council meeting were approved.

Vote: Motion by Deborah Cousin, Seconded by Ebone Jacko. All were in favor and the motion carried.

New Business

Finance Statement and Credit Card Report for February 2025 – Action Item

The February 2025 Financial Statement and Credit Card Reports were shared. Monthly actuals, budgeted, and total expenses including year-to-date amounts for various line items were reviewed. Some time to look over the reports and share questions and or comments was provided. Mr. Kutner, Shared that the agency will be meeting all fiscal goals for the current program year except for Non-Federal share.

HS & EHS NFS Partial Waiver / Grant Year 8/1/2024 – 07/31/2025 – Action Item

• Grant Year: 8/1/2024 - 7/31/2025 • FCR HS & EHS Grant #04-CH012779-01 • Waiver Request Amount \$350,000

The agency has been exploring different ways to increase non-federal share. There have been discussions around this topic during our staff and Leadership meetings, and with community partners on different ways we can collaborate to increase volunteer participation.

Vote: Motion by Reggie Chandler, Seconded by Deborah Cousin. All were in favor and the motion carried.

HS & EHS Disability Waiver Request 2024-2025 – Action Item

We are required to serve a minimum of 10% of children with disabilities. Although we are only one child away and we are almost certain that we will make the number by the end of the program year, we want to get approval for the waiver request in the case that it is needed.

Vote: Motion by Deborah Cousin, Seconded by Ebone Jacko. All were in favor and the motion carried.

Personnel Recommendations for March 2025 – Action Item

The recommendations for new hires, terminations, and promotions/transfers were shared along with experience and education for each candidate. There are no pending new hires and three resignations; A Teacher Aide, Nutrition Assistant, and Environmental Health Specialist. The Nutrition Assistant has been filled with a current employee.

Vote: Motion by Jameka Wells, Seconded by Deborah Cousin. All were in favor and the motion carried.

FCR HS & EHS Self-Assessment & Improvement Plan 2024 – 2025 – Action Item

The first three of the four steps of the Self-Assessment process have been completed. The final step is sharing the recommendations for improvement; these are: Program Design and Management, Communication, Management Systems, and Transitions. The improvement plan was shared and discussed along with a Q&A forum. Ms. Jacko shared that she attended the strategic planning meetings and is very pleased that some of these findings came from the discussions. Mrs. Cousin stated that she is very pleased with the Agency's transparency when sharing the findings and recommendations.

Vote: Motion by Deborah Cousin, Seconded by Ebone Jacko. All were in favor and the motion carried.

Change in Core Values – Action Item

With the new Administration, there have been some changes around wording that HS & EHS programs may not be able to use, one of these words being, Inclusion. Our services will not change, but the word Inclusion has changed in our Core Values and Agency Website.

Vote: Motion by Jameka Wells, Seconded by Deborah Cousin. All were in favor and the motion carried.

Director / CEO Report

The monthly report was shared, and a discussion was held around Education, training, parent workshops, and the CACFP program.

HEAD START Resource

A link to the Head Start website resource was shared with the Policy Council titled, ERSEA Insights.

A new resource link is shared at every Policy Council meeting.

Upcoming Meetings / Training

April 24, 2025 – Regular Zoom Meeting

May 29, 2025 – Regular Zoom Meeting

June 26, 2025 – Regular Zoom Meeting / Last

Meeting for Program Year

Adjournment

The meeting was adjourned at 12:47 pm.

Minutes taken and submitted by: Suheily Nieves, Executive Administrative Assistant

Families and Communities Rising, Inc.
 FCR Head Start/Early Head Start - Financial Statement
 March 2025
 Grant year 08/01/24 - 07/31/25

	March 2025 Actual	March 2025 Budget	Current YTD Actual	YTD Budget	YTD Variance	Total Budget
Expenses:						
Personnel Expenses	\$631,864	\$663,662	\$5,193,380	\$5,598,109	\$404,729	\$8,541,587
Contract services and Professional fees	76,883	57,991	587,566	463,921	(123,645)	695,884
Materials	30,708	22,548	212,278	180,400	(31,878)	270,600
Travel	10,262	8,833	68,697	70,667	1,970	106,000
Communications	6,036	7,760	28,357	62,066	33,709	93,100
Printing	5,132	5,197	54,996	41,578	(13,418)	62,366
Repairs/Maintenance	36,038	30,862	358,681	246,896	(111,785)	370,344
Meeting Expense	5,660	917	22,236	7,333	(14,903)	11,000
Professional Development	7,807	14,420	153,778	115,359	(38,419)	173,038
Family Support	373	1,583	2,742	12,667	9,925	19,000
Occupancy	17,156	17,304	146,552	138,433	(8,119)	207,649
Transportation	169	667	4,054	5,333	1,279	8,000
Outdoor learning - playgrounds	50	6,250	53,857	50,000	(3,857)	75,000
Personnel expense	2,786	2,359	17,624	18,866	1,242	28,300
Dues & Subscriptions	10,950	5,821	51,155	46,568	(4,587)	69,852
Indirect Costs	92,884	123,441	763,427	1,041,250	277,823	1,588,736
Total Expenses:	934,757	969,615	7,719,379	8,099,446	380,067	12,320,456
Total Non-Federal Share	<u>\$166,126</u>	<u>\$86,149</u>	<u>\$576,163</u>	<u>\$689,193</u>	<u>(\$113,030)</u>	<u>\$1,033,789</u>
USDA:						
Revenue - HS/EHS	<u>\$50,822</u>		<u>\$307,509</u>			
Administrative expenses			<u>\$1,011,419</u>			
			12.19% is the administrative; the cap is 15%			

Families and Communities Rising, Inc.
FCR Head Start (Cash) - Financial Statement
March 2025
Grant year 08/01/24 - 07/31/25

	March 2025	Current YTD
	<u>Actual</u>	<u>Actual</u>
Revenue:		
NC Pre-K	\$53,488	\$515,368
Durham Pre-K	55,987	405,857
Other grants	0	0
Contributions	0	0
Miscellaneous Income	0	15
Contributions (donated properties)	0	0
Childcare Fees	6,952	30,127
DSS Subsidy by County	18,397	171,614
Gain/(Loss) on disposition of Fixed Assets	0	0
Total Revenue:	<u>134,824</u>	<u>1,122,980</u>
Expenses:		
Personnel Expenses	0	0
Contract services and Professional fees	0	3,797
Materials	206	474
Travel	0	0
Communications	0	0
Printing	0	0
Repairs/Maintenance	0	635
Conference and Meetings	0	0
Professional Development	0	0
Family Support	0	1,700
Occupancy	0	0
Transportation	0	0
Outdoor learning - playgrounds	0	0
Personnel expense	0	0
Dues & Subscriptions	0	0
Other Expense	709	8,522
Indirect Costs	0	0
Total Expenses:	<u>915</u>	<u>15,129</u>
Net Revenue Over Expenses	<u>\$133,909</u>	<u>\$1,107,851</u>

Families and Communities Rising, Inc.
FCR Early Head Start (Cash) - Financial Statement
March 2025
Grant year 08/01/24 - 07/31/25

	March 2025	Current YTD
	<u>Actual</u>	<u>Actual</u>
Revenue:		
Federal grants (Duke University)	\$7,392	\$62,887
Contributions (donated properties)	0	0
Miscellaneous Income	96,336	96,336
Childcare Fees	3,524	26,723
DSS Subsidy by County	9,319	83,216
CACFP	0	0
Total Revenue:	<u>116,571</u>	<u>269,162</u>
Expenses:		
Personnel Expenses	6,447	53,677
Contract services and Professional fees	0	25,577
Materials	15	113
Travel	0	0
Communications	0	0
Printing	0	0
Repairs/Maintenance	52,970	73,349
Conferences/Meetings	0	0
Professional Development	0	0
Family Support	0	0
Occupancy	0	0
Transportation	0	0
Outdoor learning - playgrounds	0	0
Personnel expense	0	0
Dues & Subscriptions	0	0
Other expense	0	14
Indirect Costs	946	9,210
Total Expenses:	<u>60,378</u>	<u>161,941</u>
Net Revenue Over Expenses	<u>\$56,194</u>	<u>\$107,221</u>

Families and Communities Rising, Inc.
FCR Head Start/Early Head Start Credit Card Summary
March 2025 Transactions

All purchases are approved by Program Director

Cardholder Name	Tran Date	Merchant Name	Description	Amount	Subtotal	Total
FCR HS/EHS						
AURORA BOYER	03/17/25	WHOLEFOODS	Food for Playgroup Socialization	\$49.85		
	03/17/25	HARRIS TEETER	Supplies - paper plates, cups	26.27		
	03/24/25	WHOLEFOODS	Food for Playgroup Socialization	62.69		
	03/24/25	CENTER	Deposit for use of Sunrise Farm for end of year playgroup	50.00		
	03/24/25	AMAZON	Supplies - socks for parents and children to wear in the playgroup room	32.22		
	03/26/25	SFAX	Cost for monthly fax service	29.00	\$250.03	
CHATIBA BULLOCK	03/02/25	AMAZON	Supplies - toothpaste	314.00		
	03/03/25	STAPLES	Pens, correction tape, note pads, planner, thumb drives for Chyna Harris	71.19		
	03/03/25	STAPLES	Easel paper, sand playset, sensory sand, number blocks for McDougald	132.53		
	03/06/25	SAM'S CLUB	Supplies - plates, forks, spoons for McDougald	62.59		
	03/06/25	MAGGIANO'S	Lunch during HSAC meeting and luncheon	1,287.60		
	03/07/25	AMAZON	Supplies - forks, spoons, spray bottles for McDougald	69.88		
	03/09/25	TEACHSTONE	Cost for Trainer Transition Training for Education Consultant - D. Manley	500.00		
	03/17/25	AMAZON	Supplies - binder for Chyna Harris	30.05		
	03/18/25	ADOBE	Monthly Adobe Acrobat Pro subscription	21.49		
	03/24/25	WALGREENS	Supplies - journal for Chyna Harris	13.96		
	03/28/25	AMAZON	Supplies - command hooks, baby wipes, printer paper for McDougald	142.44		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - Fairview	203.08		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - Seminary	160.08		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - Leathers	246.10		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - Lyon Park	95.62		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - Oxford Manor	52.62		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - Christian Prep	149.31		
	03/31/25	INSPECT LORE	Supplies - caterpillars for Life Cycle Science Learning - McDougald	20.35	3,572.89	
BRENDA CARTER	03/03/25	HARRIS TEETER	Supplies - milk for meals at Oxford Manor	24.42		
	03/07/25	AMAZON	Supplies - bowls for Oxford Manor	35.85		
	03/07/25	AMAZON	Supplies - plates for Oxford Manor	33.22		
	03/09/25	AMAZON	Supplies - masking tape, markers for Oxford Manor	42.97		
	03/09/25	AMAZON	Supplies - forks for Oxford Manor	25.15		
	03/10/25	AMAZON	Dish detergent, baby wipes, Chlorine test strips, Bleach for Oxford Manor	136.69		
	03/11/25	AMAZON	Supplies - spoons for Oxford Manor	25.35		
	03/14/25	SAM'S CLUB	Supplies for Roll Up and Enroll Event - water, plates, chips	109.03		
	03/14/25	SAM'S CLUB	Supplies - snacks for wrap around	55.47		
	03/14/25	AMAZON	Supplies - Time Mist refills for main bathroom at Seminary	79.11		
	03/17/25	HARRIS TEETER	Supplies - baby formula, baby cereal, milk for meals for Seminary	26.69		
	03/18/25	AMAZON	Dish detergent, air freshener spray, cleaning cloths for Seminary	66.66		
	03/19/25	STAPLES	Supplies - binders, file cabinet and laminating pouches for Seminary	254.05		
	03/21/25	WOODS LOCK SHOP	Supplies - replacement cabinet keys for Seminary	18.27		
	03/23/25	AMAZON	Supplies - batteries and hair nets for Seminary	57.89	990.82	
THELMA GODFREY	03/02/25	AMAZON	Supplies - replacement printer for Seminary	300.99		

Families and Communities Rising, Inc.
FCR Head Start/Early Head Start Credit Card Summary
March 2025 Transactions

All purchases are approved by Program Director

Cardholder Name	Tran Date	Merchant Name	Description	Amount	Subtotal	Total
FCR HS/EHS						
	03/02/25	AMAZON	Supplies - spoons for Seminary	43.80		
	03/02/25	AMAZON	Supplies - spoons for Seminary	22.11		
	03/03/25	AMAZON	Supplies - diapers, cups, printer and ink for Seminary	814.71		
	03/07/25	AMAZON	Pens, sticky notes, writing pads, file folders for ERSEA and FES training	41.94		
	01/03/00	AMAZON	Supplies - food wrap film for Seminary	76.38		
	03/10/25	RISE	Refreshments for ERSEA and FES training	77.94		
	03/12/25	AMAZON	Supplies - returned food wrap film	(38.19)		
	03/13/25	AMAZON	Supplies - returned food wrap film	(38.19)		
	03/17/25	AMAZON	Supplies - reordered food wrap film for Seminary	69.64		
	03/18/25	AMAZON	Supplies - Ziploc bags for Seminary	42.99		
	03/19/25	AMAZON	Supplies - bottles for infant classroom at Seminary	14.61	1,428.73	
KIM HARRIS	03/02/25	DOLLAR TREE	Supplies - locker bins and beads	26.69		
	03/03/25	FOOD LION	Supplies - milk for meals	5.49		
	03/07/25	FOOD LION	Supplies - milk for meals	3.05		
	03/13/25	SAM'S CLUB	Supplies - snacks for wrap around	56.22		
	03/13/25	SAM'S CLUB	Supplies - laminating paper and Ziploc bags	63.90		
	03/13/25	DOLLAR TREE	Supplies - white tagboard, cottonballls and Q-tips	8.27		
	03/14/25	SAM'S CLUB	Supplies - milk for meals	16.63		
	03/20/25	SAM'S CLUB	Supplies - juice for parent's sip and paint activity	13.24		
	03/21/25	FOOD LION	Supplies - milk for meals	20.86	214.35	
MELANIE HENDERSON	03/03/25	AMAZON	Supplies - insects and habitat for classroom B1	33.25		
	03/04/25	WALMART.COM	Supplies - toddler utensils, plates	106.30		
	03/04/25	SAM'S CLUB	Supplies - pullups	275.63		
	03/05/25	AMAZON	Large ink pads, jumbo paint brushes, bug easy grip stampers, art cut outs	157.18		
	03/06/25	INSECT LORE	Supplies - ants for the ant habitat for B2	9.62		
	03/06/25	SAM'S CLUB	Supplies - plates, cups, bowls, spoons, napkins, forks	315.58		
	03/06/25	AMAZON	Glue, Velcro, sticker kit, stamp set, plastic bugs, command hooks	145.33		
	03/07/25	CIRCLE K	Gas for agency vehicle	36.00		
	03/07/25	COUNCIL FOR PROFESSIONAL	Infant/Toddler CDA initial application fee for V. Munoz-Hernandez	425.00		
	03/10/25	FOOD LION	Supplies - milk for meals	25.45		
	03/10/25	FOOD LION	Supplies - baby formula	17.64		
	03/11/25	AMAZON	Supplies - insect ant hill habitat for classroom B2 and salt for art project	35.68		
	03/11/25	AMAZON	Glue, command hooks, cardstock, bug stickers, paint sticks, Velcro, etc.	145.11		
	03/11/25	AMAZON	Supplies - bubbles, modeling dough, paint set	94.07		
	03/11/25	AMAZON	Modeling dough art cut outs, ink pad stamps, paint brushes, etc.	156.97		
	03/12/25	AMAZON	Supplies - Pampers	91.02		
	03/12/25	AMAZON	Supplies - bubble machine	26.86		
	03/12/25	STAPLES	Supplies - copy paper, ink cartridge	312.66		
	03/17/25	FOOD LION	Supplies - baby formula	88.90		
	03/17/25	INSECT LORE	Supplies - ants for the ant habitat for B1	9.62		
	03/18/25	FOOD LION	Supplies - milk for meals	7.53		
	03/18/25	CIRCLE K	Supplies - oil and gas for leaf blower	6.16		
	03/18/25	CIRCLE K	Supplies - gas for leaf blower	1.31		
	03/18/25	SAM'S CLUB	Supplies - detergent	78.86		
	03/18/25	THE WEBSTAURANT STORE	Supplies - short handle portion spoons for serving meals	146.77		

Families and Communities Rising, Inc.
FCR Head Start/Early Head Start Credit Card Summary
March 2025 Transactions

All purchases are approved by Program Director

Cardholder Name	Tran Date	Merchant Name	Description	Amount	Subtotal	Total
FCR HS/EHS						
	03/25/25	FOOD LION	Supplies - milk for meals	5.09	2,753.59	
LADRENNIA JACKSON	03/02/25	AMAZON	Supplies - plates, cups, bowls, aluminum foil	151.87		
	03/03/25	SAM'S CLUB	Supplies - diapers and baby wipes	178.11		
	03/04/25	AMAZON	Supplies - cups	45.39		
	03/06/25	WM SUPERCENTER	Supplies - trash cans, batteries, bike, milk for meals	249.57		
	03/09/25	AMAZON	Supplies - laminating sheets	48.36		
	03/13/25	WAL-MART	Supplies - baby food, baby formula, dust pans, Tide pods, tape	296.25		
	03/18/25	FOOD LION	Supplies - snacks for wrap around	82.76		
	03/21/25	SAM'S CLUB	Gas for agency vehicle	25.01		
	03/21/25	SAM'S CLUB	Supplies - Lysol, diapers and baby wipes	334.19		
	03/21/25	TARGET	Supplies - baby water	10.53		
	03/24/25	WAL-MART	Supplies - Play-Doh, post it easel, stapler	44.13		
	03/26/25	FOOD LION	Supplies - milk for meals	11.20	1,477.37	
ANTHONY JOHNSON	03/03/25	NOTION LABS, INC.	One time payment for an additional feature added to our Notions account	8.49		
	03/06/25	TYPEFORM, S.L.	Payment for a subscription for an AI powered survey software	59.00		
	03/06/25	FEDEX OFFICE	Cost to print organization chart for distribution	12.30		
	03/08/25	BEST BUY	Refund for laptop that was never delivered	(4,084.99)		
	03/08/25	WALGREENS	Supplies - printed signs for annual Charter School Fair	79.53		
	03/08/25	BEST BUY	Supplies - USB dock for laptop	21.49		
	03/09/25	AMAZON	Supplies - NCHSA item (to be reimbursed)	256.75		
	03/10/25	EXTRA SPACE	Monthly cost for storage unit for event and marketing materials	177.00		
	03/10/25	AMAZON	Supplies - specialty paper for new organization chart distribution	48.33		
	03/10/25	WALGREENS	Supplies - NCHSA item (to be reimbursed)	159.06		
	03/11/25	STAPLES	Supplies - display boards	62.17		
	03/14/25	CIRCLE SO COMMUNITY	Monthly cost for a collection database for HS & EHS service areas	259.00		
	03/15/25	AIRTABLE.COM	Monthly cost for a collection database for HS & EHS service areas	54.00		
	03/17/25	PADDLE.NET	Payment for credits purchased for graphic design projects	49.00		
	03/19/25	FEDEX OFFICE	Reimbursement for cancelled order	(69.88)		
	03/26/25	FEDEX OFFICE	Payment for cutting printed documents	6.17		
	03/27/25	AMAZON	Supplies - replacement cables and cords for audio equipment	68.73		
	03/27/25	NOTION LABS, INC.	Subscription for an AI enhanced project management software	61.28		
	03/28/25	WEGMANS	Gift cards and floral arrangements staff appreciation - Social Work Day	653.03		
	03/28/25	PAPERSOURCE	Supplies - gift cards for staff appreciation - Social Work Day	51.60	(2,067.94)	
CHARRISSE NELSON	03/04/25	AMAZON	Supplies - cable cord chargers for Brother scanners for FES multisite	67.67		
	03/06/25	AMPLE STORAGE	March rental of temporary storage unit #1019 - closed unit	250.00		
	03/10/25	AMAZON	Refund for products never delivered	(57.90)		
	03/13/25	AMAZON	Supplies - grabber plus reacher replacement for Fairview	25.98		
	03/14/25	MARRIOTT	Hotel cost during NCHSA Conference in Raleigh, NC	856.16		
	03/17/25	AMPLE STORAGE	March rental of temporary storage unit #609	230.00		
	03/26/25	THE HOME DEPOT	Supplies - new door handles for 2 doors at Seminary	89.97		
	03/27/25	LOWE'S	Supplies - steel wool to insert in holes under sinks	53.65		
	03/27/25	FOOD LION	Supplies - baking soda for commercial refrigerator	10.33		
	03/27/25	COMPARE FOOD	Supplies - baby formula for Seminary	46.90		
	03/27/25	AMAZON	Supplies - replacement charger for laptop	15.03		

Families and Communities Rising, Inc.
FCR Head Start/Early Head Start Credit Card Summary
March 2025 Transactions

All purchases are approved by Program Director

Cardholder Name	Tran Date	Merchant Name	Description	Amount	Subtotal	Total
FCR HS/EHS						
	03/28/25	STAPLES	Supplies - replacement broken cabinet for FES at Seminary	362.76	1,950.55	
SUHEILY NIEVES	03/01/25	SFAX	Monthly fax services for the Health & Disabilities team - March 2025	37.00		
	03/04/25	AMERICAN TRANSLATORS	10-month subscription for translation service	281.00		
	03/05/25	SKILLPATH	Annual training subscription	375.18		
	03/05/25	SFAX	Monthly fax services for the FES team - March 2025	31.00		
	03/06/25	AMAZON	Supplies - cables	49.46		
	03/06/25	AMAZON	Supplies - binders	47.47		
	03/10/25	GRAND RENTAL STATION	Supplies - NCHSA item (to be reimbursed)	143.18		
	03/12/25	AMAZON	Supplies - index cards, flash cards	55.87		
	03/13/25	ADOBE	Annual Acrobat Pro subscription	257.87		
	03/15/25	AMAZON	Supplies - flash cards, index cards	72.45		
	03/17/25	AMAZON	Supplies - mouse	57.15		
	03/18/25	GRAND RENTAL STATION	Refund of erroneous charge	(95.45)		
	03/18/25	GRAND RENTAL STATION	Erroneous charge	95.45		
	03/21/25	IRON MOUNTAIN	Monthly service and storage fees - March 2025	1,044.84		
	03/26/25	76 - 1 UNITED	Gas for agency vehicle	54.60		
	03/26/25	AMAZON	Supplies - mouse	95.14		
	03/31/25	ALPACA	Lunch for Operations team meeting	190.20		
	04/01/25	SFAX	Monthly fax services for the Health & Disabilities team - April 2025	37.00	2,829.41	
SHARON ROANE	03/10/25	CLICKSEND	Cost for text message subscription for ME	50.00		
	03/10/25	MICHAELS	Supplies - glue gun for events	16.08		
	03/14/25	MARRIOTT	Hotel cost during NCHSA Conference in Raleigh, NC	856.16		
	03/14/25	DOLLAR TREE	Supplies - baking event for ME	51.00		
	03/16/25	CAPITAL CITY COTTON	Vendor payment for Family Fun Day	800.00		
	03/17/25	DOLLAR TREE	Supplies - ME activity	39.84		
	03/17/25	FAMILY DOLLAR	Supplies - ME activity	7.53		
	03/17/25	MICHAELS	Supplies - ME activity	44.05		
	03/17/25	DOLLAR TREE	Supplies - ME activity	10.20		
	03/18/25	BJ'S WHOLESALE	Supplies - ME activity	57.67		
	03/18/25	MICHAELS	Supplies - ME activity	91.10		
	03/19/25	FOOD LION	Supplies - ME take home activity	7.89		
	03/21/25	CLICKSEND	Cost for text message subscription for ME	100.00		
	03/24/25	IMAGINE CIRCUS LLC	Deposit for performers for Family Fun Day	1,302.50		
	03/28/25	WEGMANS	Supplies - flower arrangement for staff appreciation - Social Work Day	167.31		
	03/28/25	WEGMANS	Supplies - gift cards for staff appreciation - Social Work Day	559.50		
	03/29/25	AMAZON	Supplies - table covers for Family Fun Day	111.32		
	03/30/25	RESIDENCE INN	Hotel deposit for ME conference in Myrtle Beach, SC	232.78	4,504.93	
ALESIA SANYIKA	03/04/25	TRIANGLE PHARMACY	Recruitment supplies - storage tote, latch storage box	34.37		
	03/09/25	TARGET	Supplies - coffee and coffee machine cleaner for office	67.18		
	03/14/25	PARKWOOD ASSOCIATION	Cost for advertisement for FCR HS & EHS programs	90.00		
	03/16/25	FOOD LION	Supplies - snacks and water for office	53.78		
	03/20/25	4IMPRINT, INC.	Recruitment supplies - sunglasses, table cover	844.86		
	03/31/25	BENETIS BREAKFAST GRILL	Food for ERSEA team meeting	90.79		
	03/31/25	FOOD LION	Supplies - snacks and water for office	100.39	1,281.37	

Families and Communities Rising, Inc.
FCR Head Start/Early Head Start Credit Card Summary
March 2025 Transactions

All purchases are approved by Program Director

Cardholder Name	Tran Date	Merchant Name	Description	Amount	Subtotal	Total
FCR HS/EHS						
WILLA SAULS	03/07/25	STAPLES	Cost to scan documents for FES to place in center binders	18.60		
	03/19/25	SHELL OIL	Gas for agency vehicle	52.96	71.56	
JENNIFER SNOW	03/03/25	SAM'S CLUB	Snacks, cups, washable markers, glue sticks, etc. for Efland Cheeks	250.20		
	03/03/25	AMAZON	Supplies - kinetic sand for Fairview classroom	31.35		
	03/04/25	AMAZON	Supplies - laminator and laminating sheets for Homebased	57.18		
	03/04/25	SAM'S CLUB	Supplies - snacks for wrap around at Fairview	91.98		
	03/07/25	STAPLES	Supplies - easel paper for McDougald	48.26		
	03/11/25	AMAZON	Supplies - trains for Fairview classroom	41.90		
	03/11/25	AMAZON	Supplies - trains for Fairview classroom	77.38		
	03/22/25	STAPLES	Supplies - printer ink for Efland Cheeks	188.96		
	03/25/25	STAPLES	Supplies - printer ink for coaches	188.96		
	03/26/25	HILTON	Reimb. parking during ECU Education Career Fair - L. Ramos Escobar	(10.00)		
	03/26/25	HILTON	Hotel cost during ECU Education Career Fair in Greenville, NC	179.51		
	03/26/25	HILTON	Hotel/parking ECU Education Career Fair in Greenville, NC - L. Ramos Escobar	189.51		
	03/26/25	HILTON	Parking cost - reimbursed	10.00		
	03/26/25	WAL-MART	Recruitment materials for ECU Education Career Fair - tablecloth, bowls an	36.52		
	03/26/25	AMAZON	Supplies - garden beds for Efland Cheek	53.72	1,435.43	
JOHNESHA TRUESDALE	03/02/25	AMAZON	Supplies - 3 medical lock boxes at Christian Prep	116.07		
	03/02/25	AMAZON	Supplies - toothpaste	294.65		
	03/11/25	OFFICE DEPOT	Supplies - for NCHSA conference presentation	263.40		
	03/11/25	WM SUPERCENTER	Supplies - for NCHSA conference presentation	58.01		
	03/11/25	WM SUPERCENTER	Supplies - for NCHSA conference presentation	44.70		
	03/24/25	TARGET	Supplies - lockbox for infant room	17.73		
	03/27/25	THE THERAPIST DEVELOPMENT	Cost for Clinical LCSW training for Health & Disabilities Manager	295.00	1,089.56	
CHERYL WALFALL-FLAGG	03/21/25	CONSTANT CONTACT.COM	Monthly cost for Toolkit-Email Plus for marketing and email outreach	28.71		
	03/25/25	MAGGIANO'S	Deposit room & food during HS/EHS FES Strategic Planning meeting	400.00	428.71	
TERRY DAVID	03/25/25	HILTON HOTEL	Hotel HS /EHS Dashboard Insights/Data Analysis Leadership team meeting	4,737.56		
	03/27/25	HILTON HOTEL	Hotel HS/EHS Dashboard Insights & Data Analysis/Leadership team meeting	(714.45)	4,023.11	
BRIAN SCOTT	03/03/25	AMAZON	Supplies - ethernet network switch for Fairview	29.01		
	03/06/25	JAMF SOFTWARE, LLC	Monthly cost for administrative management program for 35 devices	140.00		
	03/10/25	NUROUM	Supplies - 3 All-in-One conference speaker mic camera	870.76		
	03/12/25	AMAZON	Power supply battery backup surge protector for Leathers-Meachem	214.95		
	03/20/25	ZOOM.COM	Monthly cost for Zoom meeting and webinar subscription	307.86	1,562.58	27,797.05

Description FCR HS/EHS FY 25-26 Budget	GL #	HS - Budget	EHS - Budget	Total FY 25-26 Budget	FY 25-26 NFS Budget
Salaries	5010	\$3,420,148	\$3,093,140	\$6,513,288	
Fringe Benefits	5121-5125	1,143,388	896,651	2,040,039	
INDIRECT AT 14.70% Salary & Fringe Benefits	5680	670,840	586,499	1,257,339	
Volunteers					70,005
Consultants - portion for Mental Health contract	5242			0	
Other Contract Services	5243	20,000	166,300	186,300	23,700
Contracted Child Care Partners (1 site)	5244		499,200	499,200	
Contract Nutrition Services	5246	27,780	72,220	100,000	100,000
Office Supplies	5310	10,000	30,000	40,000	5,000
Computer Equipment	5320	15,000	19,000	34,000	
Education Supplies - HS/EHS Classrooms	5330	55,000	36,000	91,000	
Special Events	5333	5,000	10,000	15,000	13,000
Health - Diapers & Formula	5335	2,000	10,000	12,000	9,000
Medical/Dental Supplies	5340	8,000	9,000	17,000	
Food/Nutrition Supplies	5350	10,000	36,000	46,000	29,000
Janitorial and Maintenance supplies	5360	10,000	20,600	30,600	29,400
Travel - Local	5411	60,000	46,000	106,000	
Telephone	5420	35,000	22,800	57,800	
Program Cell Phones	5421	5,000	10,000	15,000	
Postage & Shipping	5425	500	500	1,000	
Printing & Reproduction	5430	48,211	23,378	71,589	
Repair & Maintenance	5440	183,775	280,088	463,863	56
Computer Maintenance	5445	62,800	37,200	100,000	
Meeting Expense	5451	14,000	16,000	30,000	
Training (T&TA - PA11/20)	5465	55,373	117,665	173,038	
Advertising & Promotion (classified ads)	5470	8,000	7,000	15,000	
Recruitment	5475	4,400	3,400	7,800	
Parent Groups - Policy Council	5492	10,600	8,400	19,000	
Utilities	5510	23,900	30,100	54,000	
Office Rent	5520	41,800	23,700	65,500	
Rent/Mortgage - Program	5521	85,900	13,700	99,600	
Donated Properties	5525			0	537,839
Property Taxes/Licenses	5540	500	500	1,000	
Personnel Expense	5615	3,500	2,000	5,500	
Transportation	5620	5,000	3,000	8,000	
Dues & Subscriptions- Teaching Strategies, Child Plus, etc.	5630	36,400	33,600	70,000	
Interest Expense	5690			0	
Outdoor Learning Environments - Playgrounds	5730	25,000	50,000	75,000	
Budget Totals		\$6,106,815	\$6,213,641	\$12,320,456	\$817,000

required NFS 3,080,114

Estimated NFS 817,000

Non-Federal Share Waiver \$2,263,114



HS & EHS Director's Report APRIL 2025

Head Start Director / Program Updates:

- Held a very successful Leadership Meeting for the month of April.

Program Opportunities/Challenges:

- Christian Wilkerson, Family Engagement Specialist received the NC Family Advocate of the year Award.
- A Meet & Greet with Community Partners was held on April 16th, 2025. Many valuable connections were made at this event.

Service Area Updates for March 2025

Education:

- Home based was trained on updated procedures of children transitioning from Early Head Start to Head Start.
- HB had an average of 7 families who participated in playgroup socializations in March, an increase from 2-3 families in February.
- Completed
- Completion of Winter Parent-Teacher conferences/Home Visits.
- Collaborated with Male Engagement consultant to identify ME activities for each Center.
- Conducted midyear CLASS observations

Family Engagement/Community Engagement:

- The Family Engagement participated in an informational session hosted by UNC Chapel Hill regarding a potential research opportunity for Head Start/Early Head Start families—The Rise Study. This study is a collaboration between the UNC Chapel Hill Department of Psychiatry and the Center for Child and Family Health. Eligible families with children between 20 and 42 months of age may choose to participate and could receive up to \$390 in compensation.
- Family Engagement Staff are working closely with families to explore transition options, gather eligibility documentation, and empower them to advocate effectively for their children.
- Donations from Lowe's have been secured for the Family Fun Day Male Engagement DIY table.
- The Week of the Young Child correspondence was shared for Week of the Young Child on March 12, 2025,
- Met with center directors to explore more center-based activities for the Male Engagement Program.
- PFCE was reconvened and invites to staff, parents and community partners were extended.
- The committee will meet once per month. During this time a collective effort to enhance effective and intentional paths to identifying and securing resources. Identified partners have been invited to an FCR Meet & Greet (April 16th).
- FCR Healthy Food Pantries in Orange and Durham served approximately 122 families in March.
- Workforce development saw positive results with 8 participants securing or maintaining employment at companies such as Foundation Medicine, Walmart, Starbucks, and others.
- 4 new referrals, and 6 participants completed job readiness training, including resume writing, job search strategies, and interview preparation.
- Several assessments were completed to tailor support to individual needs, and a Durham Tech GED information session was offered to help those working toward their high school equivalence. Key outcomes included job placements and course information sessions, all supported by strong partnerships with employment partners.
- 8 participants are employed, 4 are actively searching, 10 are inactive due to low engagement, and 1 is underemployed and seeking full-time work. Continued support is recommended for job seekers and efforts to re-engage inactive participants.

Parent Workshops:

- ESL / Spanish – Twice a week
- Take Care Durham – Every Wednesday
- Parent CAFÉ – Monthly (at each center)
- Male Engagement DIY Baking – March 19-20, 2025 (at each center)

Partnerships:

Durham Tech, Durham County Public Health, PORCH, Durham Public Schools, CDSA, Area Charter Schools, DPFC, City of Durham, Digital Durham, Interfaith Food Shuttle, Food Bank ECN, Kellogg's, Girl Scouts of America, Ronald McDonald House of Durham, Take Care Durham, North Carolina Central Univ, Orange County DSS, Ready Project, Book Babies, SAFE Kids and Carolina Hunger Initiative.

ERSEA:

- Provided leadership for the FCR HS & EHS self-assessment - Fiscal Infrastructure (FIS).
- Facilitated the EHS to HS transitions training with Orange County FESs and BHVs.
- Facilitated the quarterly H.E.A.R.T. meeting where reasons for low attendance were explored and ways all service areas can assist with improving attendance were discussed.
- Continued monitoring of daily attendance and follow-up with FESs.

Health & Disabilities:

- 37 Referrals waiting on eligibility results, 3 In process
- The health team conducted screenings for lead exposure among several children at various centers in partnership with the Durham Health Department. This ongoing collaboration aims to assist our enrolled children in meeting EHS/HS requirements effectively.
- HSAC took place, featuring participation from a variety of community partners from local organizations. This meeting provided valuable insights for both us and our partners, enabling us to better understand and address the health-related needs of our families.
- Met with a nurse practitioner to explore the possibility of her joining our efforts to support children with expired or missing physical exams. This initiative aims to reduce the number of non-compliance incidents and to help families overcome obstacles related to health events.
- Members of the health team also participated in training for a more effective interviewing process, led by the Human Resources Director, and engaged in Insights of Dashboard training to enhance our skills further.

Project Management/Facilities:

- Working on the final edits and for the launch of our new website.
- Working on workflows for credit card processing in Finance, communication and wellness hubs for Comprehensive Services and Health and Wellness departments, access control and badging system, and essential tools to support a new hourly capture system for consultants in Family Engagement Services.

Attendance Data:

MARCH 2025	
Head Start Funded Enrollment: 322	Early Head Start Funded Enrollment: 182
<ul style="list-style-type: none"> • Current Month Enrollment: 315 • Vacant (less than 30 days): 7 • Total Enrollment: 322 	<ul style="list-style-type: none"> • Current Month Enrollment: 179 • Vacant (less than 30 days): 2 • Total Enrollment: 181
• HS Average Daily Attendance: 90.61%	• EHS Average Daily Attendance: 92.54%
• Children on the Waitlist: 189	• Children on the Waitlist: 198
• HS Disability Enrollment: 10.7%	• EHS Disability Enrollment: 6.1%

CACFP Reporting:

MARCH 2025			
Claim Amount	\$50,821.69		
Food Costs	\$68,524.43		
	HS	EHS	Total
Breakfast	4,660	1,409	6,069
Lunch	4,746	1,423	6,169
PM Snack	4,599	1,400	5,999