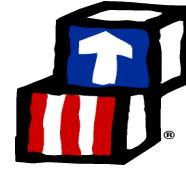




**4C HS/EHS POLICY COUNCIL MEETING**  
**September 23, 2015**



**Parent Representatives**

Chandrea Washington  
April Turner  
Regina Johnson  
Vivian Peña  
Yolanda Robinson  
Pauline Perkins  
Carolina Gil  
Jaime Santiago

**4C Head Start Staff**

Gay DeLaughter  
Yan Ingram  
Percy Snyder  
Paul Spears  
Maria Torres-Southern  
Vilmarie Gonzalez  
Janice Matos  
Michelle Ferkovich  
Kim Hall  
Delia Landrua  
Tatiana Rivera  
Andre Ashley

**Representation**

Rio Grande  
Lawton  
Tennessee  
Little Angeles Family  
Pine Crest  
Fifth Ave.  
Baker  
Orlando Day Nursery

Head Start Director  
Program Manager  
Program Manager  
Dir. of Finances and Accounting  
HS Finance Analyst  
HR Generalist  
FCP Coordinator  
QA Coordinator  
Family Advocate  
Site Supervisor  
Family Advocate  
Family Advocate

The meeting was called to order at 6:16 pm by Chandrea Washington, Policy Council Chair. Chandrea Washington also conducted the roll call; there were seven parents present at the beginning of the meeting. There was an additional parent who attended the meeting after it started, at this time there was quorum established.

**Action Items:**

**Approval of Agenda:**

Chandrea Washington asked to review the agenda and if there were any questions. Janice Matos, FCP Coordinator stated that there were changes to the agenda. In the financial section the EHS Final Budget Amendments FY 14-15 would be eliminated from the agenda. Also regarding the financial section four Budget Amendments were provided via email for review in order to be discussed during this meeting. In addition, the CCP Supplemental Grant Application

Approval would not be discussed during this meeting. It will be reviewed and approved at a later time, by the Executive Committee. There were no further changes to the agenda and there were no questions. Yolanda Robinson made a motion for approval of agenda. Carolina Gil seconded the motion. All were in favor. **Agenda was approved.**

Approval of Meeting Minutes from August 26, 2015:

Chandrea Washington asked members to review minutes from the PC Meeting on August 26, 2015. There were no questions asked about minutes. Yolanda Robinson made a motion to approve the minutes. Regina Johnson seconded the motion. All were in favor. **Minutes were approved.**

Financial Statements:

HS Financial Statements – June  
EHS Financial Statements – June  
CCP Financial Statements – June  
HS Final Budget Amendments FY 14-15  
~~EHS Final Budget Amendments FY 14-15~~  
HS Budget Amendment #1 FY15-16  
EHS Budget Amendment #1 FY15-16  
CCP Budget Amendment # 3 FY 15-16

Maria Torres-Southern, Finance Analyst presented the summary of the Financial Statements for HS, EHS and EHS/CCP for the month of June, as well as the credit card information. Ms. Torres-Southern explained the adjustments that made in the budget amendments in order to cover expenses in other pressing areas. Head Start, Early Head Start and CCP In-Kind continue to be under the required amount for the current program year. Several lines are underutilized due to the fact that the program remains under staffed. There will be an under-utilization of grant funds completed. There is a need to continue to encourage volunteer participation. In-Kind is expected to increase once the program is fully staffed and fully operational. Ms. Torres-Southern presented four budget amendments: HS Final Budget Amendment FY 14-15; HS Budget Amendment #1 FY 15-16; EHS Budget Amendment #1 FY15-16, and CCP Budget Amendment #3 FY 15-16. Many of the amendments were done in order to cover expenses regarding preparation of classrooms for the start of the CCP program. There were no questions regarding financial information and Budget Amendments. April Turner made a motion to approve the Financial Statements and Budget Amendments. Yolanda Robinson seconded the motion. All were in favor. **Financial Statements and Budget Amendments were approved.**

HR Approvals:

Vilmarie Gonzalez, HR Generalist presented the new hires and separations for HS/EHS HR during the month of August 2015. Ms. Gonzalez also presented the CCP new hires and there were no separations for CCP in August 2015. There were no questions regarding the HR reports. Jaime Santiago made a motion to approve the HR reports for August 2015. Yolanda Robinson seconded the motion. All were in favor. **HR reports for August were approved.**

#### Director's Report:

Gay DeLaughter, Head Start Director provided the Director's Report for July and August. In August, Ms. DeLaughter presented a summary of the report of July therefore in this meeting she reviewed both reports. During the month of July 75 children participated in the summer program. Attendance was fairly well, but overall improvement is needed for the following years. CCP enrollment would be starting within the following week, classrooms were in the process of preparation and site visits have been occurring to ensure everything would be ready. Ms. DeLaughter also explained that there had been significant progress with the modular building at Pine Crest and hopefully the site would be open within several days. The OHS will be conducting a monitoring in November 2015 and steps were being taken to ensure that everyone in the program would be ready. Ms. DeLaughter explained that parents and Policy Council representatives could be interviewed as part of the monitoring process. In addition, Health Screenings for the children have been taking place and are going very well. Ms. DeLaughter provided information regarding changes in OHS manager and changes in Performance Standards which should be in effect soon. Regina Johnson asked a question regarding classrooms at Palm Plaza and Ms. DeLaughter explained that due to staffing several classrooms have not been open, but hopefully soon 10 new hires would be completed for teachers. There were no further questions regarding the Director's Report for July and August. April Turner made a motion to approve the Director's Report for July and August. Jaime Santiago seconded the motion. All were in favor. **Director's Reports for July and August were approved.**

#### Policies and Procedures: Child Health and Safety:

Michelle Ferkovich, QA Coordinator discussed the changes to the current Child Health and Safety Policies. Ms. Ferkovich explained the reason for the changes and addition to the policies. The current changes reflect the appropriate person responsible for each area and specific procedures to follow. Ms. Ferkovich explained all changes page by page; she then asked if there were any questions. Chandrea Washington asked about the no allowable pets section in page 20. Ms. Ferkovich explained that the only pets allowed in the classroom would be the classroom pets and that no outside animals would be allowed in the classroom. An in depth discussion conversation was discussed regarding this matter, and the outcome was to revise the policy once again to reflect case by case situation (i.e. professional animals to visit the classroom) with manager approval. There were no further questions regarding this matter. Regina Johnson made a motion to approve the Policies and Procedures for Child Health and Safety. April Turner seconded the motion. All were in favor. **Policies and Procedures: Child Health and Safety were approved.**

#### Dates for November and December Policy Council Meeting:

Janice Matos, FCP Coordinator explained that a change in policy council dates for the months of November and December needed to occur due to the Holidays. Ms. Matos explained that both meetings could be held on the third Wednesday of the month to ensure that everyone was able to attend without affecting vacations or children's time off. Regina Johnson made a motion to approve the dates of the November and December meetings. Jaime Santiago seconded the motion. All were in favor. **Changes in dates for PC Meetings were approved.**

**Discussion Items:****Other Business:**

Gay DeLaughter spoke about the COA accreditation process which will be occurring in October and the fact that several families will be contacted by a staff from COA. Ms. DeLaughter also explained that the Program Governance Training would be occurring on Saturday, October 24, 2015 and stated that elections for officers would be completed at this time. There were no questions regarding these matters.

**Adjournment:**

The meeting was adjourned at 7:14pm, by Chandrea Washington. The next scheduled meeting will be on Wednesday, October 28, 2015 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.