



**4C HS/EHS POLICY COUNCIL MEETING**  
**October 28, 2015**



**Parent Representatives**

Chandrea Washington  
April Turner  
Yolanda Robinson  
Carolina Gil  
Jaime Santiago  
Shavnay McClain  
Louanne Santiago  
David Kastner  
Janacha Ford

**Parent(s)**

Antuanette Silva

**4C Head Start Staff**

Gay DeLaughter  
Renea Black  
Yan Ingram  
Percy Snyder  
Lizandra Toro  
Vilmarie Gonzalez  
Janice Matos  
Michelle Ferkovich  
Jennifer Cronk  
Shonda Robinson  
Delia Landrua  
Lisa Wynn  
Sofia Rivera  
Damaris Manso

**Representation**

Rio Grande  
Lawton  
Coqui  
Baker  
BETA  
North St  
Marina Cross  
Palm Plaza  
Hartage FCC

Palm Plaza

Head Start Director  
Chief Administrative Officer  
Program Manager  
Program Manager  
HS Finance Analyst  
HR Generalist  
FCP Coordinator  
QA Coordinator  
ERSEA Coordinator  
Early Childhood Dev. Coordinator  
Site Supervisor  
Site Supervisor  
Family Advocate  
Family Advocate

The meeting was called to order at 6:18 pm by Chandrea Washington, Policy Council Chair. April Turner, Policy Council Treasurer conducted the roll call; there were nine parents present at the beginning of the meeting. 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. There were no questions. April Turner made a motion for approval of agenda. Yolanda Robinson seconded the motion. All were in favor. **Agenda was approved.**

### Approval of Meeting Minutes from September 23, 2015:

Chandrea Washington asked members to review minutes from the PC Meeting on September 23, 2015. Janice Matos, FCP Coordinator stated that there was a change to the minutes, parent Jaime Santiago is the Parent Representative for BETA, not Orlando Day Nursery as indicated in the minutes. There were no further changes or questions about minutes. Janacha Ford made a motion to approve the minutes. Shavnay McClain seconded the motion. All were in favor.

**Minutes were approved.**

### Financial Statements:

HS Financial Statements – July  
EHS Financial Statements – July  
CCP Financial Statements – July  
HS Revised Budget Amend # 2  
EHS Revised Budget Amend # 2  
CCP Revised Budget Amend # 4

Lizandra Toro, Finance Analyst presented the summary of the Financial Statements for HS, EHS and EHS/CCP for the month of July, as well as the credit card information. Head Start, Early Head Start and CCP In-Kind continue to be under the required amount for the current program year. 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. Carolina Gil asked if it was the general practice to purchase classroom supplies all at the beginning of the school year due to the fact that the budget is already at 77% of utilization in classroom expenses. Gay DeLaughter, Head Start Director explained that many of the classrooms needed new furniture and that many sites of CCP also needed supplies, but it was the norm to have these expenses during the beginning of the school year. Janacha Ford stated that her site needed more chairs and Ms. DeLaughter explained that several CCP orders are still pending. David Kastner asked if there was any comparison from previous years regarding CCP expenses. Ms. DeLaughter explained that there was no historical data due to the program being new and that there is only a month to month comparison. It would be about two and a half years before there is meaningful historical data. Ms. Toro explained the adjustments that were made in the budget amendments in order to cover expenses in other pressing areas such as Temporary Services. There were two questions regarding temporary services and Ms. DeLaughter explained what this line was and the areas in staffing that it was covering. Regarding credit card information, there was a question regarding a CCP printer and a dispute in the statement for Gay DeLaughter's credit card. This information was clarified and the reason for the dispute. There were no further questions regarding financial information and Budget Amendments. Janacha

Ford made a motion to approve the Financial Statements and Budget Amendments. Jaime Santiago seconded the motion. All were in favor. **Financial Statements and Budget Amendments were approved.**

#### HR Approvals:

Vilmarie Gonzalez, HR Generalist introduced herself to everyone present and presented the new hires and separations for HS/EHS HR during the month of September 2015. Ms. Gonzalez stated that in the separation of Bethzaida Rodriguez, there was an error and stated that she was a Teacher II not a Teacher Assistant. Ms. Gonzalez stated that there were no new hires or separations for CCP during September 2015. There were no questions regarding the HR reports. April Turner made a motion to approve the HR reports for September 2015. Yolanda Robinson seconded the motion. All were in favor. **HR reports for August were approved.**

#### Director's Report:

Gay DeLaughter, Head Start Director thanked everyone for attending this meeting and presented the information in the Director's Report for September. Ms. DeLaughter explained the content of the reports and stated that at this time, things are going well in the different programs. Attendance is good and should always be above 85%, but it would be great to have it increased to 98%. There is a need to hire more teachers, there are 69 children enrolled in CCP and the goal is to be at 280 children. The amount of children with disabilities is at 6% and 8% and the OHS requires for it to be at 10%. Ms. DeLaughter spoke about the importance of having children's physicals up to date and reported that the program is currently at 96% and 94%. The current Director's Report does not have any numbers for CCP, but these will be included in the November report. Meals for CCP are not counted in the report. Ms. DeLaughter also explained that the OHS will be completing a monitoring for Health and Safety next week and stated that there was progress towards completing many of the goals established for this monitoring. A great accomplishment was having a signed contract with Orange County Head Start for transitions of Early Head Start children. Also Ms. DeLaughter stated that there was a need to work together to obtain community partners to participate in as community representatives for the Policy Council. April Turner asked a question regarding community representatives and Ms. DeLaughter explained their function and the voting rights, which are equal to parent representatives. There were no further questions regarding the Director's Report for September. April Turner made a motion to approve the Director's Report for September. Jaime Santiago seconded the motion. All were in favor. **Director's Report was approved.**

### Elections of Officials and Committees:

- 1) Executive Committee - Each position for the election of the Executive Committee was explained in detail by Janice Matos and Gay DeLaughter. Nominations were made and each parent representative was able to present their platform (list of values, ideas and contributions to the program).
  - a. Chair - Parents nominated were Carolina Gil, Shavnay McClain, Yolanda Robinson and Chandra Washington. During the initial voting process, Ms. McClain and Ms. Washington were tied with three votes each. Each nominee answered questions from the other parents and voting was done for a second time. During the second voting process Ms. Washington was elected Chair with a total of five votes.
  - b. Vice – Chair- Parents nominated were April Turner, Shavnay McClain and Carolina Gil. Ms. McClain was elected as Vice-Chair with a total of four votes.
  - c. Secretary – April Turner was the only parent nominated for this position. She was elected with a total of nine votes.
  - d. Treasurer- Janacha Ford was the only parent nominated for this position. She was elected with a total of six votes.
- 2) Personnel Committee, Finance Committee and Policies and Procedures Committee- There was a unanimous consensus (nine votes) to have every Parent Representative be a member of all the committees in order to ensure participation of everyone in the policy council.

Janacha Ford made motion to approve the Election of Officials and Committees. April Turner seconded the motion. All were in favor. **Elections of Officials and Committees were approved.**

### **Other Business**

#### Head Start Early Learning Outcomes Frameworks:

Shonda Robinson, Early Childhood Development Coordinator explained the new early learning outcomes framework and explained the five domains of child development that are presented in the framework. Ms. Robinson also explained that the document provided to parents was a summary of the original document which is 82 pages long. The new frameworks will assist staff in developing Home Connections and experiences in the classroom that are meaningful and focused on the goal of school readiness.

IM Mandated Reporting of Child Abuse and Neglect:

Gay DeLaughter, Head Start Director presented the Information Memorandum (IM) regarding Child Abuse and Neglect and stated that the program has a strict policy and there is no tolerance regarding abuse or neglect. Renea Black, Chief Administrative Officer stated that the Children's Advocacy Centers have trainings available to parents regarding this topic.

Adjournment:

The meeting was adjourned at 7:50pm, by Chandra Washington. The next scheduled meeting will be on Wednesday, November 18, 2015 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.