



4C HS/EHS POLICY COUNCIL MEETING  
April 26, 2017



**Parent Representatives**

Bianca Melendez  
Joana Bonano (via phone)  
Cynthia Vazquez (via phone)  
Veronica Monts  
Chekasha Richardson  
Gwendolyn Cole  
AnnMarie Alvarado  
  
Brenda Miller (via phone)  
Jessica Adams  
Colette Johnson-Thomas  
  
Patti Jo Church-Houle

**Representation**

PC Secretary/Teddy Bear CCP  
PC Treasurer/All About Kidz Oviedo  
UCP-Downtown  
Hartage FCC CCP  
Fifth Ave.  
King's Academy CCP  
Community Rep/Children's Home  
Society  
Community Rep/Nemours  
Community Rep/Career Source  
Non Voting Member/Orange County  
Head Start  
Rosen Preschool Director

**4C Head Start Staff**

Gay DeLaughter  
Percy Snyder  
Maria Torres- Southern  
Lizandra Toro  
Vilmarie Gonzalez  
Shantara Gibson

Head Start Director  
Program Manager  
HS/EHS Finance Analyst  
CCP Finance Analyst  
HR Generalist  
FCP Coordinator

The meeting was called to order at 6:13 pm by Policy Council Secretary, Bianca Melendez, Bianca also conducted the roll call and it was confirmed that a quorum was established.

**Action Items:**

**Approval of Agenda:**

Bianca asked members to review the agenda and if there were any questions. Bianca asked for a motion to approve the agenda with the added agenda items. **Motion to approve the agenda was made by AnnMarie Alvarado. Seconded by Joana Bonano. Motion approved.**

Approval of Meeting Minutes from March 22, 2017:

Bianca Melendez asked members to review minutes from the PC Meeting on March 22, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Joana Bonano. Seconded by Veronica Monts. Motion approved.**

**Financial Statements and Budget Amendments:**

HS Financial Statements – January

EHS Financial Statements – January

CCP Financial Statements – January

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of January, as well as the credit card statements. The cash and In-Kind contributions for HS were \$149,063 under the required amount for the current program year. EHS cash and In-Kind for the month of January were \$232,371 under the required amount for the current program year.

Maria Torres- Southern presented Budget Amendment #10 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from payroll taxes, medical/dental/supplies, food/children, and rent.. There were no questions regarding Budget Amendment #10 for HS.

Maria Torres- Southern presented the Budget Amendment #9 for EHS FY 2016-2017. Mrs. Torres- Southern explained that funds are being moved from office expense supplies, EHS contractors, and utilities. There were no questions regarding Budget Amendment #9 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of January. CCP cash and In-Kind is \$247,588 under the required amount for the current program year. Training and Technical Assistance has been lower than budgeted for because all expenses expected to occur have not YTD. There were no questions regarding the CCP Financial Statements for January.

Lizandra Toro presented the Budget Amendment #6 for EHS-CCP FY 2016-2017. Ms. Toro explained that funds are being moved from contractual consultant, EHS child care contractor, vehicle insurance, and general insurance.

**Motion to approve the financial statements and amendments as presented was made by Veronica Monts. Seconded by Joana Bonano. Motion approved.**

CCP Expenditure Plan 2016-2017:

Lizandra Toro, CCP Finance Analyst, presented a plan to use the surplus funds from the 2016-2017 CCP budget. Ms .Toro stated that there is a surplus of approximately \$270,000. Ms. Toro explained that the funds will be used to purchase a copier for the Family Advocate work area

for \$12,000. There are additional trainings for staff that the total amount will be about \$40,000. Ms. Toro also explained that the funds will be used to purchase a new box truck for \$44,000. This truck will be used to move furniture from site to site.

**Motion to approve the CCP Expenditure Plan was made by AnnMarie Alvarado. Seconded by Brenda Miller. Motion approved.**

#### HR: Approvals:

Vilmarie Gonzalez, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS/CCP HR during the month of April 2017. There were no questions regarding the HR reports.

**Motion to approve the HR reports for the month of April was made by Joana Bonano. Seconded by Jessica Adams. Motion approved.**

#### Director's Report:

Gay DeLaughter, Head Start Director, welcomed everyone to the meeting and thanked them for coming out. Mrs. DeLaughter stated that the HS and CCP programs are doing well with attendance and enrollment. EHS is doing well with enrollment, but attendance was down for the month of March. At this time the programs are doing well with enrolling children with disabilities and we should not have a problem with meeting the required 10 percent. Mrs. DeLaughter stated that currently the program only has 63% of dental screenings completed and we need to work on getting dentals. The mobile dental unit has visited some of the Head Start sites and we are expecting to see these numbers increase next month. There were no questions regarding the Director's Report for March.

**Motion to approve the Director's Report for January was made by Joana Bonano. Seconded by Veronica Monts. Motion approved.**

#### CCP Program Design 2017-2018

Bianca Melendez and Gay DeLaughter presented the program design to the PC. The design includes a request for reduction in enrollment from 280 to 205. Ms. Melendez also explained that the budget will remain the same, providers will not lose any funding, and no children will lose their slot with this reduction request. Mrs. DeLaughter explained that the design has not changed from last year's application.

**Motion to approve the CCP Program Design 2017-2018 made by Joana Bonano. Seconded by Jessica Adams. Motion approved.**

#### Parent Activity Funds Request:

Shantara Gibson, FCP Coordinator, explained that the parent activity funds are set aside for the parents of each site to plan and develop an activity for them to participate in. Activities supported by the Parent Activity Fund include having a speaker present at a Parent Committee meeting and including parents on a field trip to the zoo. Ms. Gibson explained that the funds allocated are \$7 per child that is currently enrolled in the HS/EHS program and \$9 per child that is currently enrolled in the CCP program.

Baker HS requested \$525.00 for a trip to Green Meadows Farm on May 20, 2017.

Dreaming Big requested \$448.00 for a trip to Green Meadows Farm..

Kids Castle EHS requested \$88.00 for a breakfast at McDonalds on June 2, 2017.

Palm Plaza HS/EHS requested \$651.00 for a trip to Monkey Joes.

Teddy Bear FCC CCP requested \$99.00 for a CPR class facilitated by Lightning CPR on May 20,2017.

**Motion to approve the Parent Activity Funds Requests made by Joana Bonano. Seconded by AnnMarie Alvarado. Motion approved.**

Community Assessment, Self Assessment, Program Improvement Plan:

Shantara Gibson, FCP Coordinator presented to the Policy Council the Community Assessment, the Self Assessment, and the Program Improvement Plan. Ms. Gibson shared the Community Assessment Presentation showing some highlights of the data collected. The Self Assessment and Program Improvement Plan were also sent out for review by the Policy Council.

**Motion to approve the Community Assessment, Self Assessment, and the Program Improvement Plan as it was presented made by Brenda Miller. Seconded by Veronica Monts. Motion approved.**

Adjournment:

Motion to adjourn was made by Joana Bonano and seconded by Veronica Monts. Meeting was adjourned at 7:21pm. The next scheduled meeting will be on Wednesday, May 24, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.