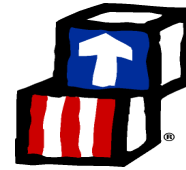




**4C HS/EHS POLICY COUNCIL MEETING**  
**December 14, 2016**



**Parent Representatives**

Nourphit Pierre  
Bianca Melendez  
Joana Bonano (via phone)  
Eureka Harkness  
April Turner  
Lakera West  
Shanika Haynes-Shuler  
Milissa Cintron  
Veronica Monts  
Maritza Vazquez  
Christina Robinson  
Shona Campbell  
Sheena Hernandez  
AnnMarie Alvarado

**Representation**

PC Chair/My Destiny CCP  
PC Secretary/Teddy Bear CCP  
PC Treasurer/All About Kidz Oviedo  
Midway  
Lawton HS  
Pine Crest  
Baker HS  
Little Angels EHS  
Hartage Large FCC CCP  
Golden Bear Academy CCP  
Light Years Ahead  
Naomi Helligar EHS  
Erika Montoya  
Community Partner/Children's  
Home Society

**4C Head Start Staff**

Gay DeLaughter  
Hope Cranford (via phone)  
Percy Snyder  
Shonda Robinson  
Maria Torres- Southern  
Lizandra Torro  
Vilmarie Gonzalez  
Shantara Gibson  
Nora Majano  
Andre Ashley  
Luisa Garcia Cursillo

Head Start Director  
Program Manager  
Program Manager  
ECD Coordinator  
HS/EHS Finance Analyst  
CCP Finance Analyst  
HR Generalist  
FCP Coordinator  
Family Advocate  
Family Advocate  
Senior Family Advocate

The meeting was called to order at 6:11 pm by Nourphit Pierre, Policy Council Chair. Bianca Melendez, Policy Council Secretary, conducted the roll call and it was confirmed that there was a quorum established.

**Action Items:**

**Approval of Agenda:**

Nourphit Pierre asked to review the agenda and if there were any questions. Nourphit Pierre 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 Veronica Monts. Approved**

Approval of Meeting Minutes from November 16, 2016:

Nourphit Pierre asked members to review minutes from the PC Meeting on November 16, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Veronica Monts. Seconded by Shona Campbell. Approved**

**Financial Statements and Budget Amendments:**

HS Financial Statements – September  
EHS Financial Statements – September  
CCP Financial Statements – September

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of September, as well as the credit card statements. The cash and In-Kind contributions for HS were \$175,231 under the required amount for the current program year. VPK classes will begin to reflect expected revenue and volunteerism is being strongly encouraged. EHS cash and In-Kind for the month of September were \$139,928 under the required amount for the current program year. Mrs. Torres-Southern stated that she is encouraging volunteerism in the classroom. Classroom equipment is higher than budget for because vision and hearing screening equipment was budgeted for 2016-2017. There were no questions regarding the HS/EHS September financial statements.

Maria Torres- Southern presented the Budget Amendment #5 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from classroom supplies to cleaning supplies and from repairs and maintenance to equipment rental and repairs and maintenance-equipment.. There were no questions regarding Budget Amendment #5 for HS.

Maria Torres- Southern presented the Budget Amendment #5 for EHS FY 2016-2017. Mrs. Toro explained that funds are being moved from repairs and maintenance, web hosting services, temporary services, and general insurance. Funds are being moved to food/children, food/adult, repairs and maintenance- equipment, student accident insurance, and directors and officers insurance.. There were no questions regarding Budget Amendment #5 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of September. CCP cash and In-Kind is \$111,241 under the required amount for the current program year. Ms. Toro stated that classroom supplies were higher than budgeted

for because providers set up new classrooms to operate for FY 2016-2017. There were no questions regarding the CCP Financial Statements for September.

Lizandra Toro presented the Budget Amendment #4 2016-2017 for CCP. Ms. Toro explained that she moved funds from contractual consultant to classroom supplies and rent. There were no questions regarding the Budget Amendment #4 for CCP.

**Motion to approve the Financial Statements and Budget Amendments for September made by AnnMarie Alvarado. Seconded by Maritza Vazquez. 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 December 2016. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of December was made by Joana Bonano. Seconded by Bianca Melendez. 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 programs are doing very well with attendance and enrollment. Mrs. DeLaughter stated that Early Head Start's attendance is at 82.9 percent for the month of November. Mrs. DeLaughter stated that the program will be having the ERSEA Review and this will tell the Office of Head Start if the program is doing what it should be doing and this includes attendance. Mrs. DeLaughter stated that physicals are looking ok, but an increase is needed in HS and EHS. 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 we need to work on getting dentals and the program is working on putting measures in place to increase the numbers for dental screenings. Mrs. DeLaughter also reported the amount of breakfast, lunch, and snack served in the month of November. There were no questions regarding the Director's Report for November.

Mrs. DeLaughter presented the Information Memorandum issued on December 8, 2016. The Information Memorandum was issued highlight new requirements in the Head Start Performance Standards related to background Checks. Mrs. DeLaughter stated that the IM is giving clarification for what is required for the background checks and stating that programs will have an extension compliance date of September 30, 2017 to comply with the requirements.

**Motion to approve the Director's Report for November was made by Christina Robinson. Seconded by Bianca Melendez. 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.

Hartage Large Family Child Care requested \$90.00 for a trip to the Orlando Science Center on January 14, 2017.

**Motion to approve Hartage Large Family Child Care written request made by Veronica Monts. Seconded by Joana Bonano. Approved.**

### **Adjournment:**

The meeting was adjourned at 7:11 pm, by Nourphit Pierre. The next scheduled meeting will be on Wednesday, January 25, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.