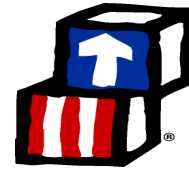




**4C HS/EHS POLICY COUNCIL MEETING**  
February 22, 2017



**Parent Representatives**

Nourphit Pierre  
Maureen Mueller  
Bianca Melendez  
Joana Bonano (via phone)  
Lesline Stone  
Shanika Haynes-Shuler  
Leshka Finol  
Veronica Monts  
Tracy White  
Brenda Miller  
AnnMarie Alvarado

Colette Johnson-Thomas

**Representation**

PC Chair/My Destiny CCP  
PC Vice Chair/ UCP Pine Hills EHS  
PC Secretary/Teddy Bear CCP  
PC Treasurer/All About Kidz Oviedo  
North Street HS  
Baker HS  
Dreaming Big  
Hartage FCC  
Pine Hills Preschool  
Community Partner/Nemours  
Community Partner/Children's  
Home Society  
Non Voting Member/Orange County  
Head Start

**4C Head Start Staff**

Gay DeLaughter  
Hope Cranford  
Percy Snyder  
Michelle Ferkovich  
Maria Torres- Southern  
Lizandra Torro  
Vilmarie Gonzalez  
Shantara Gibson  
Luisa Garcia-Cursillo

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

The meeting was called to order at 6:17 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 Leshka Finol. Seconded by Lesline Stone. Approved**

Approval of Meeting Minutes from January 25, 2017:

Nourphit Pierre asked members to review minutes from the PC Meeting on January 25, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Bianca Melendez. Seconded by Maureen Mueller. Approved**

**Financial Statements and Budget Amendments:**

HS Financial Statements – November

EHS Financial Statements – November

CCP Financial Statements – November

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of November, as well as the credit card statements. The cash and In-Kind contributions for HS were \$226,388 under the required amount for the current program year. Educational Material expenses were higher than budgeted for because the first purchase of supplies was made in July and the program begins in August. EHS cash and In-Kind for the month of November were \$194,506 under the required amount for the current program year. Classroom equipment is higher than budget for because vision and hearing screening equipment was budgeted for 2016-2017. Several additional line items are lower than budgeted for because the anticipated expenses have not incurred. Mrs. Torres-Southern explained that there has been a plan put in place and is seeking Policy Council approval to purchase two vehicles with the funds that have not been used. The vehicles will be used for employees to be able to go out in the field and visit sites; deliver materials. There were no questions regarding the HS/EHS November financial statements.

Maria Torres- Southern presented the Budget Amendment #8 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from classroom supplies, contractual audit and temporary services, telephone, repairs and maintenance, and local staff travel. Funds are being moved to office expenses, contractual legal and consultants, rent for the new portables, other parent activities, and dues and publications. There were no questions regarding Budget Amendment #8 for HS.

Maria Torres- Southern presented the Budget Amendment #7 for EHS FY 2016-2017. Mrs. Torres- Southern explained that funds are being moved from payroll taxes, educational material, repairs and maintenance, and rent. Funds are being moved to workers compensation insurance, retirement, employee assistance plan, office equipment, repairs and maintenance, and directory/advertising. There were no questions regarding Budget Amendment #7 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of November. CCP cash and In-Kind is \$188,421 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. 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 November.

Lizandra Toro presented the Budget Amendment #5 for FY 2016-2017 for CCP. Ms. Toro explained that she moved funds from medical/dental supplies, office equipment, office expenses, telephone, building security, and CCP child care contract. Funds were moved to budget lines meetings and conferences, classroom supplies, consultants, and temporary services. There were no questions regarding the Budget Amendment #5 for CCP.

**Motion to approve the Financial Statements, including the purchase of the two vehicles, and Budget Amendments for November made by Bianca Melendez. Seconded by Joana Bonano. 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 February 2017. There were no questions regarding the HR reports.

**Motion to approve the HR reports for the month of February was made by Joana Bonano. Seconded by Veronica Monts. 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. 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 55% of dental screenings completed and we need to work on getting dentals. The program is currently planning for a mobile dental unit to visit the Head Start sites. Mrs. DeLaughter also reported the amount of breakfast, lunch, and snack served in the month of January. Mrs. DeLaughter stated that the goals will be updated as the Community Assessment is completed and the Strategic Planning session is done next month. There were no questions regarding the Director's Report for January.

**Motion to approve the Director's Report for January was made by Joana Bonano. Seconded by AnnMarie Alvarado. Approved.**

#### Nutrition Policies & Procedures:

Hope Cranford, Program Manager, presented the updated Nutrition Policies and procedures. Mrs. Cranford stated that the Policies and Procedures were updated to reflect the new Performance Standards and they were sent out to be reviewed by the Policy Council and were being presented for approval. Ms. Joana Bonano, PC Treasurer, sat with Mrs. Cranford to discuss some questions that she had regarding the update. There were no questions regarding the Nutrition Policies and Procedures.

**Motion to approve the Nutrition Policies and Procedures was made by Lesline Stone. Seconded by Brenda Miller. 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.

Altamonte Head Start requested \$119.00 for a trip to the Picture Show at Altamonte on March 18, 2017.

Lawton Head Start requested \$105.00 for a trip to the Orlando Science Center on March 21, 2017.

Midway Head Start requested \$245.00 for a trip to Airport Lanes bowling Alley on March 30, 2017.

North Street Head Start requested \$476.00 for a make and take activity and food provided by Olive Garden on March 31, 2017.

**Motion to approve the Parent Activity Funds Requests made by Shanika Haynes-Shuler. Seconded by Lesline Stone. Approved.**

Budget Revision:

Shantara Gibson, FCP Coordinator, stated that the budget for 2017-2018 does need to be reviewed and approved by the Policy Council and the Finance Analyst will begin working on it shortly. The budget will need to be reviewed and approved before the next Policy Council date in March. Ms. Gibson stated that the Policy Council can approve for the Executive Committee to review and approve the budget revision. There were no questions regarding the 2017-2018 budget revision.

**Motion to approve the Executive Committee to review and vote on the budget revision made by Brenda Miller. Seconded by Bianca Melendez. Approved**

Adjournment:

The meeting was adjourned at 7:21 pm, by Nourphit Pierre. The next scheduled meeting will be on Wednesday, March 22, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.