



**4C HS/EHS POLICY COUNCIL MEETING**  
**January 25, 2017**



**Parent Representatives**

Nourphit Pierre  
Maureen Mueller  
Bianca Melendez  
Joana Bonano (via phone)  
Lakera West  
Milissa Cintron  
Shona Campbell  
Fabiola Cartin  
Tracy White  
Justin Felton

Brenda Miller  
Jessica Adams  
Jennifer Setlik

**4C Head Start Staff**

Gay DeLaughter  
Hope Cranford  
Percy Snyder  
Burt Fairchild  
Shonda Robinson  
Maria Torres- Southern  
Lizandra Torro  
Vilmarie Gonzalez  
Shantara Gibson  
Sylvia Aymat  
Tatiana Gonzalez

**Representation**

PC Chair/My Destiny CCP  
PC Vice Chair/ UCP Pine Hills EHS  
PC Secretary/Teddy Bear CCP  
PC Treasurer/All About Kidz Oviedo  
Pine Crest  
Little Angels EHS  
Naomi Helligar EHS  
Palm Plaza  
Pine Hills Preschool  
Community Partner/Central Florida  
Urban League  
Community Partner/Nemours  
Community Partner/ Career Source  
Non PC Member/Nemours Pediatric  
Doctor

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

The meeting was called to order at 6:15 pm by Maureen Mueller, Policy Council Vice 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:

Maureen Mueller asked to review the agenda and if there were any questions. Maureen Mueller asked for a motion to approve the agenda with the added agenda items. **Motion to approve the agenda was made by Nourphit Pierre. Seconded by Joana Bonano. Approved**

### Approval of Meeting Minutes from December 14, 2016:

Maureen Mueller asked members to review minutes from the PC Meeting on December 14, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Bianca Melendez. Seconded by Nourphit Pierre. Approved**

## **Financial Statements and Budget Amendments:**

HS Financial Statements – October

EHS Financial Statements – October

CCP Financial Statements – October

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of October, as well as the credit card statements. The cash and In-Kind contributions for HS were \$187,038 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 October were \$169,817 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 October financial statements.

Maria Torres- Southern presented the Budget Amendment #6 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from group insurance, out of state travel, classroom supplies, general insurance, building & property insurance, and telephone. Funds are being moved to workers compensation, Employee Assistance Plan, meeting & conferences, office equipment, director and officers, dues & publications, and printing. There were no questions regarding Budget Amendment #6 for HS.

Maria Torres- Southern presented the Budget Amendment #7 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds from State VPK Funding were distributed to the Head Start In-Kind Contribution. There were no questions regarding Budget Amendment #7 for HS.

Maria Torres- Southern presented the Budget Amendment #6 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 #6 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of October. CCP cash and In-Kind is \$145,852 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 October.

**Motion to approve the Financial Statements and Budget Amendments for October made by Bianca Melendez. Seconded by Lakera West. Approved.**

Non Federal Share Waiver HS/EHS/CCP:

Maria Torres-Southern, HS/EHS Finance Analyst, presented the Head Start/Early Head Start Non-Federal Share Waiver Request. Mrs. Torres-Southern shared that the program is requesting a waiver amount of \$818,821 which is based on the projected amount for the current fiscal year. Mrs. Torres-Southern explained that the program is required to bring in 20% of the awarded amount through in-kind, such as donated goods and services.

Lizandra Toro, CCP Finance Analyst, presented the Early Head Start-Child Care partnerships Non-Federal Share Waiver Request. Mrs. Toro shared that the program is requesting a waiver amount of \$697,856 which is based on the projected amount for the current fiscal year.

**Motion to approve the Head Start, Early Head Start, and Early Head Start-Child Care Partnerships Non-Federal Share Waivers was 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 January 2017. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of January was made by Joana Bonano. Seconded by Lakera West. 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 49% 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 December. There were no questions regarding the Director's Report for December.

Mrs. DeLaughter presented the Information Memorandum issued on January 6, 2017. The Information Memorandum was issued highlight the changes to finance and accounting in the new Head Start Performance Standards. Mrs. DeLaughter stated that the IM is stating that finance and accounting have read through the Uniform Guidance and are ensuring that it is being followed correctly.

**Motion to approve the Director's Report for December was made by Joana Bonano. Seconded by Bianca Melendez. Approved.**

Weight Scale 2017-2018 :

Jennifer Cronk, ERSEA Coordinator shared the new Weight scale for the 2017-2018 program year. Mrs. Cronk explained that the Weight Scale committee of staff, community representatives and parents met to discuss. Jennifer reviewed the revisions and the reasons why. Parents asked about children transitioning from EHS to HS and if children need to re-apply. Jennifer explained that when you move from a Program to another Program, you must re-verify income. **Motion to approve the 2017-2018 Weight Scale was made by Joana Bonano. Seconded by Lakera West. Approved.**

Employee Personnel Handbook Addendum:

Burt Fairchild, HR Manager, presented the Employee Personnel Handbook Addendum. Mr. Fairchild stated that there have been changes made that include Equal Employment Opportunity, Drugs and Alcohol in the Workplace, and Sick Pay. Mr. Fairchild stated that the information was sent out for the Policy Council to review beforehand and he explained in detail what those changes were. There were no questions regarding the Employee Personnel Handbook Addendum. **Motion to approve the Employee Personnel Handbook Addendum was made by Joana Bonano. Seconded by Bianca Melendez. Approved**

Vote for Policy Council Community Representative:

Hope Cranford, Program Manager, explained to the there are two community partners that have submitted applications to be a community representative for the Policy Council. Mrs. Cranford introduced Ms. Brenda Miller from Nemours Office of Policy and Prevention and Ms. Jessica Adams from Career Source Central Florida. Mrs. Cranford stated that Ms. Brenda Miller would be willing to represent the Policy Council in either county and Ms. Jessica Adams will be representing the Policy Council in Osceola County. **Motion to approve the Policy Council Community Representatives was made by Bianca Melendez. Seconded by Joana Bonano. Approved**

Upcoming Training and Conferences:

Hope Cranford, Program Manager, shared that there are a couple conferences coming up within the next few months. Mrs. Cranford stated that the Florida Head Start Association Conference is being held in Orlando, FL and the dates are March 14-March 17. The National

Head Start Association conference is being held in Chicago, IL in the month of April. Mrs. Cranford stated that child care reimbursement is made at the daily school readiness rate and the airfare and meals are paid for by the program.

Adjournment:

The meeting was adjourned at 7:30 pm, by Maureen Mueller. The next scheduled meeting will be on Wednesday, February 22, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.