



4C HS/EHS POLICY COUNCIL MEETING
March 22, 2017



Parent Representatives

Nourphit Pierre- (by phone)
Bianca Melendez
Joana Bonano
Lesline Stone
Fabiola Cartin
Cynthia Vazquez
Chekasha Richardson
Christina Robinson
Lakera West
Leshka Finol
Maritsa Vazquez
Brenda Miller
Jessica Adams

Representation

PC Chair/My Destiny
PC Secretary/Teddy Bear CCP
PC Treasurer/All About Kidz Oviedo
North Street HS
Palm Plaza
UCP-Downtown
Fifth Ave.
Light Years Ahead
Pine Crest
Dreaming Big
Golden Bear Academy
Community Rep/Nemours
Community Rep/Career Source

4C Head Start Staff

Gay DeLaughter
Michelle Ferkovich
Hope Cranford
Percy Snyder
Maria Torres- Southern
Lizandra Toro
Vilmarie Gonzalez
Shantara Gibson
Kelly Erwin

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

The meeting was called to order at 6:10pm by 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 Joana Bonano. Seconded by Marista Vazquez. Motion approved.**

Approval of Meeting Minutes from February 22, 2017:

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

Financial Statements and Budget Amendments:

HS Financial Statements – December

EHS Financial Statements – December

CCP Financial Statements – December

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of December, 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 November were 219,268 under the required amount for the current program year.

Maria Torres- Southern presented Budget Amendment #9 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from fringe benefits to equipment, supplies, and contractual services. There were no questions regarding Budget Amendment #9 for HS.

Maria Torres- Southern presented the Budget Amendment #8 for EHS FY 2016-2017. Mrs. Torres- Southern explained that funds are being moved from supplies, contractual services, telephone, rent, utilities, and local staff mileage to equipment, supplies, and dues & publication. There were no questions regarding Budget Amendment #8 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 \$219,152 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 December.

Motion to approve the financial statements and amendments as presented was made by Joana Bonano. Seconded by Lesline Stone. 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 March 2017. There were no questions regarding the HR reports.

Motion to approve the HR reports for the month of March was made by Lesline Stone seconded by Joana Bonano. 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 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 58% of dental screenings completed and we need to work on getting dentals. Ms. DeLaughter shared information from the National Head Start Association regarding the continuous funding of Head Start programs. There were no questions regarding the Director's Report for January. Ms. DeLaughter also spoke about the continuation application for the CCP program which is due to be turned in by the 1st of May 2017. She stated that meetings would be held with the Executive Committee to discuss the proposal and there were no expected changes to the program plan.

Motion to approve the Director's Report for January was made by Joana Bonano. Seconded by Marista Vazquez. Motion approved.

Program Design 2017-2018

Joana Bonano and Gay DeLaughter presented the new program design to the PC. The new design includes a conversion of slots from Head Start to Early Head Start. Enrollment will be reduced for 661 to 601; 338 in Head Start and 263 in Early Head Start. Ms. Bonano stated that the Executive Committee met with members of the management team to discuss the proposed changes.

Motion to approve the Program Design 2017-2018 made by Nourphit Pierre. Seconded by Joana Bonano. 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.

Fifth Avenue requested \$308.00 for a Feel Good Friday event with food from Chipotle on April 14, 2017.

Light Years Ahead requested \$168.00 for a trip to the AMF Altamonte Lanes on April 21, 2017.

Pine Crest requested \$252.00 for a Safety presentation from the Sanford Fire Department with food from Chick Fil A on April 26, 2017.

Motion to approve the Parent Activity Funds Requests made by Joana Bonano. Seconded by Jessica Adams. Motion approved.

Bylaws:

Shantara Gibson, FCP Coordinator, presented the updated Bylaws. Ms. Gibson explained that the Bylaws are required to be reviewed and updated, as needed, annually. Ms. Gibson stated that the Bylaw Committee met twice to review and update the Bylaws and is presenting them to the Policy Council for approval. **Motion to approve the Bylaws made by Nourphit Pierre. Seconded by Lesline Stone. Motion approved.**

In-Kind Wars

Shantara Gibson, FCP Coordinator, announced the winners of the in-kind wars. They were CCP- Teddy Bear, EHS- Kids Castle, HS- North Street.

School Readiness Outcomes

Information on School readiness outcomes was presented by Kelly Erwin, Education Specialist. Overall the majority of the children are meeting the widely held expectations. Those that are not are on individualized plans and are expected to come up to par by the spring. Programs nationwide are struggling in the areas of math and Social and Emotional.

Adjournment:

Motion to adjourn was made by Joana Bonano and seconded by Brenda Miller. Meeting was adjourned at 7:00pm. The next scheduled meeting will be on Wednesday, April 26, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.