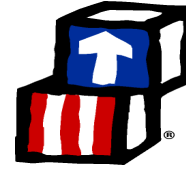




4C HS/EHS POLICY COUNCIL MEETING
May 24, 2017



Parent Representatives

Bianca Melendez
Joana Bonano (via phone)
Cynthia Vazquez (via phone)
Shandrena James
Shanika Haynes-Shuler
Lesline Stone
AnnMarie Alvarado (via phone)

Brenda Miller
Jessica Adams
Colette Johnson-Thomas

Representation

PC Secretary/Teddy Bear CCP
PC Treasurer/All About Kidz Oviedo
UCP-Downtown
Kids Connect CCP
Baker HS
North Street HS
Community Rep/Children's Home
Society
Community Rep/Nemours
Community Rep/Career Source
Non Voting Member/Orange County
Head Start

4C Head Start Staff

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

Head Start Director
Program Manager
Program Manager
HS/EHS Finance Analyst
CCP Finance Analyst
HR Generalist
Senior Family Advocate
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 April 26, 2017:

Bianca Melendez asked members to review minutes from the PC Meeting on April 26, 2017. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Joana Bonano. Seconded by AnnMarie Alvarado. Motion approved.**

Financial Statements and Budget Amendments:

HS Financial Statements – February
EHS Financial Statements – February
CCP Financial Statements – February

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of February, as well as the credit card statements. The cash and In-Kind contributions for HS were \$147,230 under the required amount for the current program year. EHS cash and In-Kind for the month of February were \$273,358 under the required amount for the current program year.

Maria Torres- Southern presented Budget Amendment #11 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from food children, temporary services, rent, utilities, telephone, local staff travel, and postage. Funds will be moved to workers compensation, group insurance, retirement, meeting and conference, cleaning supplies, legal services, consultants, contractors, education training services, and employee morale/incentive. There were no questions regarding Budget Amendment #11 for HS.

Maria Torres- Southern presented the Budget Amendment #10 for EHS FY 2016-2017. Mrs. Torres- Southern explained that funds are being moved from salaries, audit, food children, repairs & maintenance, other child activities, and postage. The funds will be moved to group insurance, classroom supplies, repairs & maintenance equipment, consultants, employee morale/ incentive, and education training. There were no questions regarding Budget Amendment #10 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of February. CCP cash and In-Kind is \$277,619 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 February.

Lizandra Toro presented the Budget Amendment #7 for EHS-CCP FY 2016-2017. Ms. Toro explained that funds are being moved from unemployment benefits, group insurance, employee assistance plan, EHS child care contractor, employee screenings, and utilities. Funds

will be moved to payroll taxes, workers compensation benefit, retirement plan contribution, other equipment, office expenses, classroom supplies, and repairs and maint/other occupancy.

Motion to approve the financial statements and amendments as presented was made by Joana Bonano. Seconded by Jessica Adams. 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 May 2017.

There were no questions regarding the HR reports.

Motion to approve the HR reports for the month of May was made by Shandrena James. Seconded by Brenda Miller. 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 all programs are doing well with attendance and enrollment. At this time the programs are doing well with enrolling children with disabilities.

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. Mrs. DeLaughter presented the Program Instruction that was issued on May 12, 2017. The Program Instruction included information regarding the Cost of Living Adjustment and application requirements.

There were no questions regarding the Director's Report for April.

Motion to approve the Director's Report for April was made by AnnMarie Alvarado. Seconded by Shanika Haynes-Shuler. Motion approved.

Nutrition Policies and Procedures:

Hope Cranford, Program Manager, presented the updated Nutrition Policies and Procedures.

Mrs. Cranford stated that there were a couple minor changes which included Center Directors as responsible parties for the Policies and Procedures. Another update that was made was to include all programs when verifying food allergies and the special diet list. The CCFP form should be submitted in Child Plus by the Nutrition Specialist. There were no questions regarding the updated Nutrition Policies.

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

Frontline Outreach CCP requested \$280.00 for a parent meeting and food catered by Chipotle on June 2, 2017.

Golden Bear Academy CCP requested \$200.00 to attend a Nutrition meeting at Chili's on June 2, 2017.

All about Kidz Oviedo requested \$90.00 to attend The Science Center on June 3, 2017.

UCP Pine Hills requested \$56.00 to attend Green Meadows Farm on June 16, 2017.

UCP Downtown requested \$56.00 to attend The Science Center on June 16, 2017.

Little Angels EHS requested \$84.00 to attend Green Meadows Farm on June 23, 2017.

Montoya Family Day Care Home requested \$84.00 to attend Green Meadows Farm on June 23, 2017.

Naomi Helligar EHS requested \$84.00 to attend GatorLand.

A Gateway Rising EHS requested \$70.00 to attend Barnett Park for a Nature and Fitness Day on June 26, 2017.

Motion to approve the Parent Activity Funds Requests made by Lesline Stone. Seconded by Jessica Adams. Motion approved.

Adjournment:

Motion to adjourn was made by Joana Bonano and seconded by Brenda Miller. Meeting was adjourned at 7:21pm. The next scheduled meeting will be on Wednesday, June 28, 2017 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.