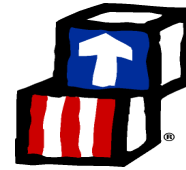




4C HS/EHS POLICY COUNCIL MEETING
November 16, 2016



Parent Representatives

Nourphit Pierre
Bianca Melendez
Joana Bonano (via phone)
Desiree Brownell
Maritsa Vazquez
Lesline Stone
Leanda Burks
Olga Campos (via phone)
Christina Robinson
Leshka Finol
Chekasha Richardson
Carolina Gil
Shona Campbell
Melissa Jobin
AnnMarie Alvarado

Maude Louis (via phone)

Representation

PC Chair/My Destiny CCP
PC Secretary/Teddy Bear CCP
PC Treasurer/All About Kidz Oviedo
Kids Castle
Golden Bear Academy CCP
North Street
Rio Grande
Marina Cross
Light Years Ahead
Dreaming Big
Fifth Avenue
Baker
Naomi Helligar
Apopka Child Academy
Community Partner/Children's
Home Society
Community Partner/Central Florida
Urban League

4C Head Start Staff

Gay DeLaughter
Hope Cranford
Jennifer Cronk
Shonda Robinson
Maria Torres- Southern
Lizandra Torro
Vilmarie Gonzalez
Shantara Gibson
Nora Majano
Adalyz Rodriguez
Luisa Garcia Cursillo

Head Start Director
Program Manager
ERSEA Coordinator
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 6:10 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 Shona Campbell. Seconded by Maritza Vazquez. Approved**

Approval of Meeting Minutes from October 26, 2016:

Nourphit Pierre asked members to review minutes from the PC Meeting on October 26, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Shona Campbell. Seconded by Joana Bonano. Approved**

Financial Statements and Budget Amendments:

HS Financial Statements – August

EHS Financial Statements – August

CCP Financial Statements – August

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of August, as well as the credit card statements. The cash and In-Kind contributions for HS were \$117,927 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 August 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 August financial statements.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of August. CCP cash and In-Kind is \$57,163 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 August.

Lizandra Toro presented the Budget Amendment #3 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 #3 for CCP.

Motion to approve the Financial Statements and Budget Amendments for August made by Olga Campos. Seconded by Lesline Stone. Approved.

HR: Approvals:

Vilmarie Gonzalez, HR Generalist, presented the new potential hires and separations and the Policy Council Approvals Supplemental for HS/EHS HR during the month of October and November 2016. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of October and November was made by Olga Campos. Seconded by Christina Robinson. Approved.**

Director's Report:

Gay DeLaughter, Head Start Director, welcomed everyone to the meeting and thanked them for coming out. Mrs. DeLaughter stated that she had a few things to go over before reviewing the Director's Report. Mrs. DeLaughter stated that in previous years, the Head Start funding has been increased and that with the new President being elected, the Office of Head Start would like to ensure that the Head Start funding stays intact. Mrs. DeLaughter shared with the Policy Council a website that the parents can use to contact lawmakers to show their support for Head Start. Mrs. DeLaughter stated to the Policy Council that we have to increase in-kind and that volunteering should be strongly encouraged at the Parent Committee meetings. Mrs. DeLaughter stated that our enrollment is up in HS and EHS and we are still working on getting CCP enrollment up. Mrs. DeLaughter stated that attendance was overall pretty good, but we have to get the attendance up in the Early Head Start program.. 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 noted on the children's physical forms. Mrs. DeLaughter also reported the amount of breakfast, lunch, and snack served in the month of October. There were no questions regarding the Director's Report for October.

Mrs. DeLaughter presented the Information Memorandum issued on November 7, 2016. The Information Memorandum was issued highlight new requirements in the Head Start Performance Standards related to expulsion and suspension. Mrs. DeLaughter stated that the Office of Head Start does not encourage expulsion and suspension, but there are services put in place to support the family and child to do what's necessary to not place the child out of the program. There are now measures in place for children to be expelled or suspended, but it is not the first or second option; there are many steps before getting to that option.

Mrs. DeLaughter shared with the Policy Council that there will be In-Service on November 21st and 22nd where there will be various training topics. Mrs. DeLaughter invited the Policy Council to come out if they would like to join the staff.

Mrs. DeLaughter shared with the Policy Council that some Policy Council representatives and staff will be going to the National Head Start Parent, Staff, and Leadership Conference in December. Mrs. DeLaughter stated that there will be other opportunities for the Policy Council to be in attendance at other trainings and conferences.

Motion to approve the Director's Report for October was made by Shona Campbell. Seconded by Olga Campos. Approved.

ERSEA Policies and Procedures

Jennifer Cronk, ERSEA Coordinator, explained the changes to the ERSEA Policies and Procedures were made to align with the programs current language and to align with the new Head Start Performance Standards. Mrs. Cronk explained that there were new procedures added for staff; including the expulsion and suspension policy and procedure. The Policy Council had a discussion regarding the changes. There were no further questions regarding the ERSEA Policies and Procedures. **Motion to approve the ERSEA Policies and Procedures was made by Lesline Stone. Seconded by Olga Campos. Approved**

December Policy Council Meeting Date Change:

Shantara Gibson, FCP Coordinator, explained that the next Policy Council meeting date falls on December 28, 2016, which is during the week that all programs will be closed. Ms. Gibson stated that to ensure that all parents will be involved and be in attendance for the December meeting, the Policy Council has the option to vote to move the meeting date to two weeks before the December 28th date. After a brief discussion the Policy Council had a majority vote for the Policy Council meeting date to be changed to December 14, 2016. **Motion to approve the December Policy Council meeting date change made by Chekasha Richrdson. Seconded by Olga Campos. Approved**

Elections of Committees:

Shantara Gibson, FCP Coordinator, explained that as a member of the Policy Council, members will be responsible for sitting on the different committees as outlined in the Bylaws. Ms. Gibson explained the roles of the Personnel Committee, Finance Committee and Policies and Procedures Committee- There was a unanimous consensus (fourteen votes) to have every Parent Representative be a member of all the committees in order to ensure participation of everyone in the policy council. **Motion to approve Elections of Committees made by Lesline Stone. Seconded by Joana Bonano. Approved**

Vote for Policy Council Community Representative:

Shantara Gibson, FCP Coordinator, explained to the Policy Council that the Performance Standards and Bylaws state that the Policy Council must have Community Partners that share governance with the parents. The Bylaws stated that there must be at least three Community Partners, one from each county. Ms. AnnMarie Alvarado of Children's Home Society introduced herself and Ms. Gibson explained that Ms. Alvarado has attended a Policy Council meeting and has submitted an application to be submitted to the Board to become the Policy Council Community representative. **Motion to approve the Policy Council Community Representative was made by Chekasha Richardson. Seconded by Maritsa Vazquez. Approved**

Adjournment:

The meeting was adjourned at 7:32 pm, by Nourphit Pierre. The next scheduled meeting will be on Wednesday, December 14, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.