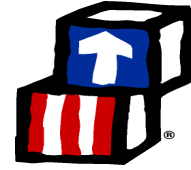




4C HS/EHS POLICY COUNCIL MEETING
October 26, 2016



Parent Representatives

David Kastner
Bianca Melendez
Joana Bonano
Angela Hall
Olga Campos
Ermita Michel
Christina Robinson
Carolina Gil
Shona Campbell
Helen Hill

Maude Louis (via phone)

Representation

PC Vice Chair/Palm Plaza
Teddy Bear CCP
All About Kidz Oviedo
Pine Crest
Marina Cross
Pine Hills Preschool
Light Years Ahead
Baker
Naomi Helligar
Non Voting Community
Partner/Orange County Head Start
Community Partner/Central Florida
Urban League

4C Head Start Staff

Gay DeLaughter
Hope Cranford
Maria Torres- Southern
Lizandra Torro
Vilmarie Gonzalez
Shantara Gibson
Kathy Thorpe
Darlene McKinney
Luisa Garcia Cursillo

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

The meeting was called to order at 6:10 pm by David Kastner, Policy Council Vice Chair. David Kastner also conducted the roll call and it was confirmed that there was a quorum established.

Action Items:

Approval of Agenda:

David Kastner asked to review the agenda and if there were any questions. David Kastner asked for a motion to approve the agenda with the added agenda items. **Motion to approve the agenda was made by April Turner Seconded by Ermita Michel. Approved**

Approval of Meeting Minutes from September 28, 2016:

David Kastner asked members to review minutes from the PC Meeting on September 28, 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**

Elections of Officials and Committees:

- 1) Executive Committee - Each position for the election of the Executive Committee was reviewed and explained in detail by Shantara Gibson, FCP Coordinator. Nominations were made and each parent representative was able to present their platform (list of values, ideas and contributions to the program).
 - a. Chair - Parents nominated were Nourphit Pierre and Bianca Melendez. Ms. Pierre was elected Chair with a total of eight votes.
 - b. Vice – Chair- Parents nominated were Bianca Melendez and Maureen Mueller. Ms. Mueller was elected as Vice-Chair with a total of twelve votes.
 - c. Secretary – Parents nominated were Bianca Melendez and Desiree Brownell. Ms. Melendez was elected with a total of eleven votes.
 - d. Treasurer- Joana Bonano was the only parent nominated for this position. She was elected with a total of fifteen votes.

Financial Statements and Budget Amendments:

HS Financial Statements – July
EHS Financial Statements – July
CCP Financial Statements – July

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of July, as well as the credit card statements. The cash and In-Kind contributions for HS were \$49,448 under the required amount for the current program year. VPK classes will begin to reflect expected revenue. EHS cash and In-Kind for the month of July were \$52,906 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 July financial statements.

Maria Torres- Southern presented the Budget Amendment #4 for HS FY 2016-2017. Mrs. Torres-Southern explained that funds are being moved from Equipment to Supplies. There were no questions regarding Budget Amendment #4 for HS.

Maria Torres- Southern presented the Budget Amendment #4 for EHS FY 2016-2017. Mrs. Toro explained that funds are being moved from Out-of-State Travel, Classroom Supplies, Web hosting services, and Foundation Building Expenses. Funds are being moved to meeting and

conferences, office equipment, computer support, and employee screening. There were no questions regarding Budget Amendment #4 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of July. CCP cash and In-Kind is \$530,667 under the required amount for the current program year. Ms. Toro stated that Non Federal Share Waiver approval has been received yet from the Office of Head Start. Several line items are lower than budgeted due to the program starting later than planned. Ms. Toro stated that the program is 100% completed. There were no questions regarding the CCP Financial Statements for July.

Lizandra Toro presented the Budget Amendment #2 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 #2 for CCP.

Motion to approve the Financial Statements and Budget Amendments for July made by Bianca Melendez. Seconded by Olga Campos. 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 September 2016. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of September was made by. Seconded by. Approved.**

Director's Report:

Gay DeLaughter, Head Start Director, welcomed everyone to the meeting and thanked them for coming out. Mrs. DeLaughter stated that Joana Bonano, Policy Council Treasurer, was voted in as the Florida Head Start Association Vice President. Mrs. DeLaughter stated that our program will support Ms. Bonano so that she is successful. Mrs. DeLaughter presented the Director's Report for the month of September. Mrs. DeLaughter stated that we have to get the attendance up in the Early Head Start program. Mrs. DeLaughter stated that attendance is good for the Head Start and CCP programs. 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 also reported the amount of breakfast, lunch, and snack served in the month of September. There were no questions regarding the Director's Report for September. **Motion to approve the Director's Report for September was made by Joana Bonano. Seconded by Cynthia Vasquez. Approved.**

Order and Inventory Procedure:

Shantara Gibson, FCP Coordinator, presented the Order and Inventory procedure for the Head Start, Early Head Start, and CCP programs. This procedure explains in each program, the roles and responsibilities of each staff member involved in the process of ordering materials needed

for each program. Ms. Gibson asked if there were any questions regarding the procedure and there were no questions. **A motion to approve the Order and Inventory Procedure was made by Maureen Mueller. Seconded by Olga Campos. Approved.**

Receipt of Policies and Procedures:

Shantara Gibson, FCP Coordinator, presented the Receipt of Policies and Procedures form. Ms. Gibson explained that this form will be used for all staff to initial and sign when they have received and viewed each of the Policies and Procedures. Ms. Gibson asked if there were any questions regarding the Receipt of Policies and Procedures and there were no questions. **A motion to approve the Receipt of Policies and Procedures was made by Olga Campos. Seconded by Cynthia Vasquez. Approved.**

Learning Collaborative Application:

Hope Cranford, Program Manager, introduced Ms Brenda Miller who shared with the Policy Council information about the Nemours National Early Care and Learning Collaborative. Ms. Miller stated that there will be seven additional sites that will be participating in the collaborative this year. Ms. Miller stated that the staff will be invited to different training sessions, which will include information on family engagement, nutrition, and physical activities, in order to bring the information back to the sites. There were no questions regarding the Nemours Learning Collaborative. **A motion to approve the Nemours Learning Collaborative was made by Joana Bonano. Seconded by Olga Campos. Approved.**

Hope Cranford, Program Manager, also presented a learning collaborative that will include an application process. Mrs. Cranford stated that this learning collaborative will also include family engagement, nutrition and health components. Mrs. Cranford stated that the application was not ready to be presented to the Policy Council, but with the Policy Council vote, the application can be presented to the Executive Committee for a vote to be submitted before the deadline. There were no questions regarding the Learning Collaborative Application. **Motion to approve the Executive Committee approving the Learning Collaborative Application was made by Maureen Mueller. Seconded by Olga Campos. Approved**

November Policy Council Meeting Date Change:

Shantara Gibson, FCP Coordinator, explained that the next Policy Council meeting date falls on November 23, 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 November meeting, the Policy Council has the option to vote to move the meeting date to the week before or the week after the November 23rd date. After a brief discussion the Policy Council had a majority vote for the Policy Council meeting date to be changed to November 16, 2016. **Motion to approve the November Policy Council meeting date change made by Joana Bonano. Seconded by Cynthia Vasquez. Approved**

Adjournment:

The meeting was adjourned at 8:27 pm, by Nourphit Pierre. The next scheduled meeting will be on Wednesday, November 16, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.