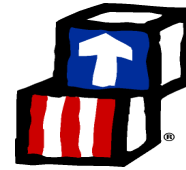




4C HS/EHS POLICY COUNCIL MEETING MAY 27, 2015



Parent Representatives

Chandrea Washington
Elizabeth Massey
April Turner
Jaime Santiago
Edith Sabatier
Amanda Peguero
Carolina Gil
Regina Johnson

Representation

Rio Grande
North St
Park Ave
BETA
Palm Plaza
Helligar FCC
Baker
Tennessee

4C Head Start Staff

Gay DeLaughter
Percy Snyder
Yan Ingram
William Velasco
Janneth Diaz
Lizandra Toro
Vilmarie Gonzalez
Janice Matos
Nicole Davis
Darlene McKinney
Delia Landrua
Luisa Garcia

Head Start Director
Program Manager
Program Manager
Program Manager
Accounting & Finance Supervisor
Head Start Finance Analyst
HR Generalist
FCP Coordinator
Site Supervisor
Family Advocate
Site Supervisor
Family Advocate

The meeting was called to order at 6:17pm by Chandrea Washington, Policy Council Chair. The Policy Council Secretary Elizabeth Massey conducted the roll call; there were seven parents present. Due to the fact that there was no quorum meeting will be conducted as informational only until quorum is established.

Action Items:

Approval of Agenda:

Chandrea Washington asked to review the agenda; due to the fact that there was no quorum no type of approval could be completed.

Approval of Meeting Minutes from April 22, 2015:

Chandrea Washington asked to review minutes from PC Meeting from April 22, 2015. Janneth Diaz asked for a change in the February minutes to reflect the financial statements were not approved, as stated. Chandrea Washington noted that changes needed to be completed in the minutes. In addition, Regina Johnson noted that there was a change that needed to be completed regarding Palm Plaza Parent Activity and Tennessee due to dates not being accurate. Changes were noted but not approved.

Financial Statements, Budget Amendments and Post Award Change Narrative:

HS Financial Statements – February 2015

EHS Financial Statements – February 2015

HS Budget Amendment #6

EHS Budget Amendment #6

HS Budget Amendment #7

EHS Budget Amendment #7

CCP Budget Amendment #1

Post Award Change Narrative

Janneth Diaz, Accounting & Finance Supervisor presented the financial statements HS and EHS for February 2015 which were reviewed in the last PC meeting. The Budget Amendments #6 for EHS and HS which were approved on 5/18/15 were also presented by Janneth Diaz. Ms. Diaz reviewed the Budget Amendments #7 for EHS and HS. Ms. Diaz stated that money was added to office expenses, printing, and computer support and is being removed from child contractors. The area of rent is having money added to it. There were no questions for this Budget Amendment. Ms. Diaz continued to review CCP Budget Amendment #1. Ms. Diaz explained the changes that were completed in this Budget Amendment, office equipment will have additional money, \$15,000 will be added to classroom supplies. There were no questions regarding this Budget Amendment and no approvals.

Gay DeLaughter, Head Start Director presented the Post Award Change Narrative and explained that the document was similar to a budget transfer. Ms. DeLaughter explained the surplus and the reasons which were the program was not fully staffed or fully enrolled. Ms. DeLaughter explained the surplus of funds will go towards changes in the playgrounds such as new turf, adding food warmers to certain sites, and adding cameras to classrooms. Ms. Diaz explained the amount of the money and the areas where the money would be moved from. There were questions regarding the use of cameras and Ms. DeLaughter explained the confidentiality issues with the cameras and the sites that would be having the cameras. Only agency operated sites will be having cameras, at this time. Cameras will be used to ensure safety of the children in the different sites. Another question was asked about who would be monitoring the children. Ms. DeLaughter explained that it would be only management staff viewing the children. If any other staff would need access it would be discussed at a later date. April Turner asked about the changes in the playground and Percy Snyder and Ms. DeLaughter explained that five sites will be enhancing their playground equipments and explained the reasons why only

enhancements will be completed, due to the costs of obtaining brand-new equipment for every site.

HR Approvals:

Vilmarie Gonzalez, HR Generalist presented the HR hires for April 2015. Ms. Gonzalez then presented the terminations for April 2015. Ms. Gonzalez continued to present the Policy Council Approvals Supplements also for April 2015. Once HS and EHS were presented, Ms. Gonzalez presented the new hires for CCP. There were no questions regarding the HR reports and no approvals.

Director's Report:

Gay DeLaughter, Head Start Director made several introductions of new staff present during the PC meeting, Lizandra Toro, who is the new Head Start Finance Analyst and Janice Matos, who is the new Family and Community Partnership Coordinator. Janneth Diaz spoke about her new role and stated her farewell from her participation in Policy Council. Ms. DeLaughter presented the Director's Report and spoke about the positive feedback regarding the current goals and the CCP sites. Ms. Turner asked about the centers that will be a part of the CCP. Ms. DeLaughter explained the current situation regarding selection of centers and the changes that will be occurring with the CCP. There is a pending meeting on Monday in order to speak about funds and further plans regarding this project.

Parent Activities:

Percy Snyder, Program Manager presented the current Parent Activities that are pending. Elizabeth Massey asked if the Executive Committee could vote in order to approve the Parent Activities. Ms. DeLaughter explained that after the Policy Council Meeting the Executive Committee would convene and conduct the required business. There were no questions regarding these Parent Activities.

Discussion Items:

Parent Committee Form:

Chandrea Washington, Policy Council Chair asked if everyone if they had received the Monthly Parent Center Committee Progress Report form which was included in the Policy Council packet. Ms. Washington confirmed with each person had the form. Ms. Gil asked a question regarding the form and if needed to be completed. Ms. Washington explained that the form is to help with budgeting for the program and that there was no need to complete the form for this meeting. There were no further questions regarding the form.

Policy Bylaws:

Janice Matos, FCP Coordinator explained the current bylaws which have been in place since September 2014 and the changes that were needed which were included in the policy council packet. Ms. Turner asked why there needed to be changes made and Ms. Matos explained that the changes were to include Parent Representatives from the new CCP sites. Ms. Matos was specific about the language that needed to be changed which is specific to election of Parent Representatives by center, program, cluster or county and explained that the changes and the language was included in red font in the policy council packet. Ms. DeLaughter explained that due to the fact that there was no quorum at this meeting, the changes would need to be explained and voted on again at another Policy Council meeting therefore at this time. In order to avoid going through the changes twice, it was determined that the changes in bylaws would be discussed at the next meeting. There were no further questions regarding changes in bylaws.

Other Business:

Chandrea Washington asked if there was any other business to be discussed at the meeting. Ms. Matos stated that there were changes that needed to be made to policies and procedures regarding Quality Assurance. In order to complete the necessary changes a meeting needed to be scheduled with the Policy and Procedure Committee during the first week of June 2015. Ms. Matos would send out emails and contact the committee in order to determine a date and time for the impending meeting.

Adjournment:

The meeting was adjourned at 7:05pm, by Chandrea Washington. The next scheduled meeting will be on Wednesday, June, 24, 2015 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.