



4C HS/EHS POLICY COUNCIL MEETING June 24, 2015



Parent Representatives

Chandrea Washington
Elizabeth Massey
Regina Johnson
Amanda Peguero
Carolina Gil
Yolanda Robinson
DeAndre Jones

Representation

Rio Grande
North St
Tennessee
Helligar FCC
Baker
Pine Crest
Park Ave.

4C Head Start Staff

Gay DeLaughter
Percy Snyder
Yan Ingram
Renea Black
Burt Fairchild
Lizandra Toro
Vilmarie Gonzalez
Jennifer Cronk
Janice Matos
Shonda Robinson
Michelle Ferkovich
Darlene McKinney
Luz Velez
Andre Ashley
Josefina Duran

Head Start Director
Program Manager
Program Manager
Chief Administrative Officer
HR Manager
Head Start Finance Analyst
HR Generalist
ERSEA Coordinator
FCP Coordinator
Early Childhood Dev. Coordinator
QA Coordinator
Family Advocate
Site Supervisor
Family Advocate
Family Advocate

The meeting was called to order at 6:17pm by Chandrea Washington, Policy Council Chair. There was an unofficial call conducted during this meeting; 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 May 27, 2015:

Chandrea Washington asked members to review minutes from the PC Meeting on May 27, 2015. Janice Matos, FCP Coordinator explained that there were two months of minutes and of other items due to the fact that there was no quorum during May's Policy Council Meeting. There were no questions asked about minutes.

Financial Statements:

HS Financial Statements – February 2015

EHS Financial Statements – February 2015

EHS/CCP Financial Statements – February 2015

HS Financial Statements – March 2015

EHS Financial Statements – March 2015

EHS/CCP Financial Statements – March 2015

Lizandra Toro, Head Start Finance Analyst presented a brief summary of the Financial Statements for HS, EHS and EHS/CCP for the month of February, as well as the credit card information, which was previously presented by Janneth Diaz, Accounting & Finance Supervisor during the Policy Council Meeting in May 2015. There were no questions asked regarding the February statements and credit card information. Lizandra Toro then presented the Financial Statements for HS, EHS and EHS/CCP for the month of March. Ms. Toro explained the credit card information for the month of March and explained the types of expenses for each. There were no Budget Amendments presented for the months of February or March as these were approved during Executive Committee Meetings prior to this meeting. There were no questions asked regarding the financial reports presented by Ms. Toro.

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. Ms. Gonzalez then presented the new hires and terminations for May 2015. There were five new hires in HS/EHS; there were eight separations (termination, promotion, transfer). Regarding EHS/CCP there were 12 new hires. Renea Black, Chief Administrative Officer asked for Lizandra Toro's degree and years of experience to be reviewed and updated. Ms. Gonzalez also noted that Ebonie Phipps was a transfer from Osceola county, as there was a correction in spelling that needed to be made. In addition, Ms. Black noted that the Policy Council Supplement EHS/CCP May 2015 were not included in all the packets. This information will be added to the next Policy Council packet for July 2015.

Employee Personnel Policy Handbook Addendum:

Burt Fairchild, Human Resources Manager presented the four changes that needed to be changed in the Employee handbook as policies have been changed and updated. There were four areas changed, Safe Driving Policy, Background Screening, Personnel Records and Rules for

all of us to live by. Mr. Fairchild explained the changes due to liability situations and for insurance purposes. Chandra Washington, Policy Council Chair asked clarification regarding the changes in employees having non-Agency passengers in their vehicles while conducting Agency business. Mr. Fairchild and Ms. Gay DeLaughter explained that parents who are participating in agency business with employees are not considered, non Agency passengers. Ms. Black had further questions regarding the language of the policy referring to use of cellular phones or other mobile devices in personal vehicles and agency owned or leased vehicles. Further discussions about the discrepancy about the language will be discussed with HR Committee and brought back to the Board of Directors, if needed. If changes are made this document will be brought back to Policy Council, for approval. At this time, it was determined that the Executive Committee would meet after this meeting in order to approve pending matters for this year.

Director's Report:

Gay DeLaughter, Head Start Director did not review April's report, as it was reviewed in detail during the last Policy Council meeting. Ms. DeLaughter presented the information in the Director's Report for May 2015. In addition, Ms. DeLaughter provided information regarding the Community Assessment which was in process and thanked everyone (parents and staff) who participated in the focus groups that were held in June 2015. There were no questions regarding the information presented by Ms. DeLaughter.

Self-Assessment and Program Improvement Plan:

Jennifer Cronk, ERSEA Coordinator presented the annual Self Assessment for the HS/EHS programs. There were over 50 participants involved in the development of the document and as a result a Program Improvement Plan was developed in order to address the areas of improvement and changes that needed to be completed. There were no questions regarding these documents.

Quality Assurance Policies and Procedures:

Michelle Ferkovich, QA Coordinator presented the current changes in the Quality Assurance policies. Ms. Ferkovich explained that a meeting with the Executive Committee was held earlier in June 2015 in order to review in detail the current changes to the policies. There were no questions asked about the policies.

Discussion Items:

EHS/HS Child Outcomes 2015:

Shonda Robinson, Early Childhood Dev. Coordinator presented the Spring outcomes for 2014-2015 for HS/EHS programs. Ms. Robinson presented the data that was gathered for the children enrolled in HS/EHS programs and explained that the data for children that were Spanish speaking was not accurate, and she would follow up on this matter. Carolina Gil parent from Baker site had a comment about the data and how it varied from ages and languages and made emphasis that it is crucial for all children to learn English. Ms. Robinson clarified that the numbers had varied due to the current population enrolled in the program. Ms. Robinson also

extended an invitation to Ms. Gil to participate in the School Readiness Meeting in July 2015. Ms. Matos would follow up with Ms. Gil in order to ensure that she was aware and able to participate in the meeting.

Other Business:

Chandrea Washington asked if there was any other business to be discussed at the meeting. Regina Johnson parent from Tennessee asked about the process for returning children of the Tennessee site due to the fact that the site was closed. Ms. DeLaughter and Ms. Cronk clarified that there was a plan in place for the returning children of Tennessee who will be going to Palm Plaza A, B and C.

Adjournment:

The meeting was adjourned at 7:22pm, by Chandrea Washington. The next scheduled meeting will be on Wednesday, July, 22, 2015 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.