



4C HS/EHS POLICY COUNCIL MEETING
April 27, 2016



Parent Representatives

Shavnay McClain
April Turner
David Kastner
Angela Hall
Ermita Michel
Carolina Gil
Yulmarie DeLeon
Christina Robinson
Shona Campbell
Shahnaz Amy
Melissa Smith
Brittany Pratt

Representation

PC Vice Chair/North Street
PC Secretary/Lawton
Palm Plaza
Pine Crest
Pine Hills Preschool
Baker
Rising Star of Apopka-Longwood
Light Years Ahead
Naomi Helligar
Dreaming Big
Policy Council Board Member
Non PC Representative/BETA

4C Head Start Staff

Gay DeLaughter
Yan Ingram
Percy Snyder
Shonda Robinson
Jennifer Cronk
Maria Torres- Southern
Lizandra Torro
Omayra Severino
Shantara Gibson
Luz Velez
Kathy Thorpe
Sylvia Aymat

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

The meeting was called to order at 6:12 pm by Carolina Gil, Baker Policy Council Representative as an Executive Committee member was not yet present. It was confirmed that there was a quorum established. April Turner, Policy Council Secretary, joined the meeting and continued with the Agenda Approval. Shavnay McClain, Policy Council Vice Chair, later joined the meeting.

Action Items:

Approval of Agenda:

April Turner asked to review the agenda and if there were any questions. There was a change to the agenda to remove CCP Budget Amendment #9. April Turner asked for a motion to approve the agenda with the new change. **Motion to approve the new agenda was made by Shahnaz Amy. Seconded by Angela Hall. Approved**

Approval of Meeting Minutes from March 23, 2016:

April Turner asked members to review minutes from the PC Meeting on March 23, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by David Kastner. Seconded by Angela Hall. Approved**

Financial Statements and Budget Amendments:

HS Financial Statements – January

EHS Financial Statements – January

CCP Financial Statements – January

Maria Torres-Southern, HS/EHS Finance Analyst presented the summary of the Financial Statements for HS and EHS for the month of January, as well as the credit card statements. The cash and In-Kind contributions for HS were \$188,842 under the required amount for the current program year. There is a need for an increase in volunteering in the classrooms and to increase the volunteering activity with the community partners. EHS cash and In-Kind for the month of January were \$265,523 under the required amount for the current program year. There is a need to continue to encourage volunteer participation. There were no further questions regarding the HS/EHS January financial statements.

Maria Torres-Southern presented the Budget Amendment #7 for HS. Mrs. Torres-Southern explained that funds from VPK Salaries were decreased and moved to other line items that needed the funds. The funds were able to be moved from salaries due to the staff not being attained. There were no further questions regarding Budget Amendment #7 for HS.

Maria Torres-Southern presented the Budget Amendment #8 for HS. Mrs. Torres-Southern explained that line items were decreased and moved to line items including education training. There were no further questions regarding Budget Amendment #8 for HS.

Maria Torres-Southern presented the Budget Amendment #6 for EHS. Mrs. Torres Southern explained that line items were decreased and moved to line items where funds were needed,

including maintenance and repairs and local travel. There were no further questions regarding Budget Amendment #6 for EHS.

Lizandra Toro, CCP Finance Analyst presented the summary of the Financial Statements for CCP for the month of January. CCP cash and In-Kind were also under the required amount for the current program year. Ms. Toro presented the credit card statements for the month of January. There were no further questions regarding the CCP Financial Statements for January.

Motion to approve the Financial Statements and Budget Amendments made by Shahnaz Amy. Seconded by Christina Robinson Approved.

HR: Approvals:

Omayra Severino, HR Generalist presented the new hires and separations and the Policy Council Approvals Supplemental for HS/EHS HR during the month of March 2016. There were no hires or separations for CCP during the month of March. There were no further questions regarding the HR reports. **Motion to approve the HR reports for the month of February was made by David Kastner. Seconded by Angela Hall. Approved.**

Director's Report:

Gay DeLaughter, Head Start Director, thanked everyone for attending the meeting and presented and discussed the Informational Memorandums that were sent out. Mrs. DeLaughter continued to present the Director's Report for March 2016. Attendance in Early Head Start is still low and more effort needs to be made to get the children out. Overall, the programs are doing well. Mrs. DeLaughter suggested the parents get together and plan a beautification project to generate more In-Kind. There were no questions regarding the Director's Report for March 2016. **A motion to approve the Director's Report for March was made by Ermita Michel. Seconded by Angela Hall. Approved.**

Continuation Application:

Gay DeLaughter, Head Start Director, explained that the continuation application for the HS and EHS programs were sent back because the application should not have included proposed changes; the application should have been sent in as if there were no changes and then a request for change should be sent in afterwards. Mrs. DeLaughter explained that an approval needed to be made for the application to be sent in for the current program structure. **Motion to approve the HS/EHS Continuation Application and the Budget for HS/EHS made by Angela Hall. Seconded by Christina Robinson. Approved.**

Mrs. DeLaughter explained that on April 20th a committee, including Policy Council members and staff, met to discuss the programs plans for the CCP Continuation Application for the 2016-2017 year. The committee met to assist in the program planning. This committee consisted of 2 Policy Council members- Melissa Smith and Jose Martinez. The committee voted to accept the proposed plan. Mrs. DeLaughter explained that the original application will be sent in and then

a request for change will be sent in afterwards. Mrs. DeLaughter reviewed the proposed budget that will align with the proposed program structure. The original number for allotted enrollment was 280, but the current program structure has enrolled 156. The proposed program structure includes a requested funded enrollment of 205, reducing the slots by 75. There will be an additional 4 classrooms established that will bring the total number of classrooms to 32. **Motion to approve the Continuation Application and the Budget for CCP made by Angela Hall. Seconded by Ermita Michel. 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 include new positions and the new CCP Program. Mrs. Cronk explained that a committee, including Policy Council representative Angela Hall, went through the Policies and Procedures to discuss the changes. Angela Hall agreed with the updated Policies and procedures. There were no further questions regarding the ERSEA Policies and Procedures. **Motion to approve the ERSEA Policies and Procedures was made by Christina Robinson. Seconded by Yulmarie DeLeon. Approved**

Parent Activity Funds:

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 program.

Ms. Gibson presented the written request for Parent Activity Funds for HS and EHS. Palm Plaza requested \$651.00 for a trip to the Diamond P Equestrian Center. **Motion to approve Palm Plaza written request made by David Kastner. Seconded by Shahnaz Amy. Approved.**

Light Years Ahead requested \$154.00 to attend a breakfast at Waffle House. The activity can be approved pending the activity includes an educational speaker. **Motion to approve Light Years Ahead's written request made by David Kastner. Seconded by Christina Robinson. Approved**

Baker requested \$392.00 for a trip to Green Meadows Farm. **Motion to approve Baker's written request made by Carolina Gil Seconded by David Kastner. Approved.**

Naomi Helligar requested \$84.00 for a trip to Green Meadows Farm. **Motion to approve Naomi Helligar's written request made by Shona Campbell. Seconded by David Kastner. Approved.**

Little Angels requested \$84.00 to attend Gatorland. **Motion to approve Little Angels' written request made by David Kastner. Seconded by Angela. Approved.**

Election of Policy Council Chair:

Shantara Gibson, FCP Coordinator, explained that there is now a vacancy for the Policy Council Chair. Ms. Gibson explained that nominations can be made and a new Policy Council Chair can

be voted in. Shavnay McClain nominated herself and all were in favor. Percy Snyder, Program Manager, explained that now that the Vice Chair is the Chair, there is a vacancy for the Vice Chair. Ermita Michel asked what the duties of the Policy Council Vice Chair consisted of and Ms. Gibson explained that in the absence of the Chair, the Vice Chair will conduct the meeting and assist the Chair with other duties as needed. Shavnay McClain nominated David Kastner for Policy Council Vice Chair. David Kastner accepted the nomination and all were in favor.

Discussion Items:

School Readiness Winter Outcomes:

Shonda Robinson, the Education Coordinator reviewed the Outcomes report with parents. She noted the highest scores for each program as well as the lowest scores. Ms. Robinson shared that the report is broken down into different categories including gender and age of the children. Mrs. Robinson explained that the program is currently working on providing each child with a literacy bag.

Adjournment:

The meeting was adjourned at 7:25 pm, by Shavnay McClain. The next scheduled meeting will be on Wednesday, May 25, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.