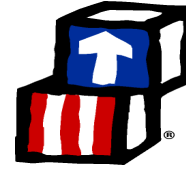




**4C HS/EHS POLICY COUNCIL MEETING**  
February 24, 2016



**Parent Representatives**

Chandrea Washington  
Christina Robinson  
Jaime Santiago  
David Kastner  
Jorge Martinez-Soto  
Yolanda Robinson  
Pauline Perkins  
Angela Hall

**Representation**

PC Chair/Rio Grande  
Light Years Ahead  
BETA  
Palm Plaza  
Golden Bear  
Coqui  
Fifth Avenue  
Pine Crest

**4C Head Start Staff**

Gay DeLaughter  
Yan Ingram  
Percy Snyder  
Maria Torres- Southern  
Lizandra Torro  
Vilmarie Gonzalez  
Shantara Gibson  
Luz Velez  
Lisa Wynn  
Michelle Silva  
Darlene McKinney

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

The meeting was called to order at 6:19 pm by Chandrea Washington, Policy Council Chair. Chandrea Washington also conducted the roll call; there were eight parents present at the beginning of the meeting. There was no quorum, therefore meeting was conducted as informational and no approvals were completed.

**Action Items:**

**Approval of Agenda:**

Chandrea Washington asked to review the agenda and if there were any questions. There were no questions.

#### Approval of Meeting Minutes from January 27, 2016:

Chandrea Washington asked members to review minutes from the PC Meeting on January 27, 2016. There were no questions asked about minutes.

#### Financial Statements:

HS Financial Statements – November

EHS Financial Statements – November

CCP Financial Statements – November

Maria Torres-Southern, HS/EHS Finance Analyst presented the summary of the Financial Statements for HS and EHS for the month of November, as well as the credit card information. In-Kind contributions for HS were 161,304 under the required amount for the current program year. The classroom expenses were higher than budgeted for at the beginning of the program year. Training and technical assistance were also higher than budget for due to pre-service and in-service activities. Regarding EHS cash and In-Kind were \$215,776 under the required amount for the current program year. There is a need to continue to encourage volunteer participation.

Lizandra Toro, CCP Finance Analyst presented the summary of the Financial Statements for CCP for the month of November. 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 November. There were no questions asked regarding the November statements and credit card information.

#### HR: Approvals:

Vilmarie Gonzalez, HR Generalist presented the new hires and separations for HS/EHS HR during the month of January 2016. Ms. Gonzalez also presented the CCP new hires and separations and the Policy Council Approvals Supplements for January 2016. There were no further questions regarding the HR reports.

#### Director's Report:

Gay DeLaughter, Head Start Director, thanked everyone for attending the meeting and shared information regarding Self-Assessment. Mrs. DeLaughter invited the parents to participate in the self assessment process by attending the training. Mrs. DeLaughter explained that the Self-assessment is a tool to conduct an assessment for the program and the process takes about 5 to 6 hours of the participants' time. Christina Robinson, Lights Years Ahead representative, stated that she is interested in joining a Self-Assessment team. Chandrea Washington, Policy Council Chair, stated that she should contact Percy Snyder to let him know. Mrs. DeLaughter continued by presenting the highlights from the Director's Report for January. Mrs. DeLaughter

explained the content of the report beginning with attendance. Attendance was below 85 percent for Head Start and Early Head Start and it should be above for both programs. The attendance for the CCP program is at 88 percent, but it would be great to try and get it above 90 percent. Immunizations and physicals are looking good. Mrs. DeLaughter stated that there is a disability waiver being requested and will be getting approved with the Executive Committee. The screenings are going well and the Health Specialists continue to go out to the sites. There were no further questions regarding the Directors Report for January.

Mrs. DeLaughter stated that services with Coqui will be ending; there were some safety and health concerns so the contract will be terminated. Mrs. DeLaughter stated that the children attending Coqui will be transferred to an existing provider. Yolanda Robinson, Coqui representative, asked what the issue was and if there is something she should be aware of. Mrs. DeLaughter stated that the provider was not able to comply with health, safety, and nutrition requirements. The reason for termination does not include the provider harming the children. Mrs. Robinson asked if there was any way to resolve the issue because she is concerned with how her child will transition to another site. Percy Snyder, Program Manager, stated that we are currently working with another center and based on the visit with the director it will determine in which direction the program will go with a contract. There is no contract in place so we do not want to state a date. Mr. Snyder stated that there are concerns of how the children will adjust, but it has to happen. There were no further questions regarding the termination of Coqui's contract.

#### Bylaw Changes:

Shantara Gibson, FCP Coordinator, explained the purpose of the current suggested changes of the Policy Council Bylaws. Ms. Gibson explained that there has been an issue with meeting quorum and these changes will assist with the goal of meeting and maintain quorum. Jorge Martinez-Soto, Golden bear representative, stated that he met with the Bylaws committee to go over the suggested changes and he agrees that there should be one representative per site and the number 7 for a quorum is a good representation of the number of Policy Council representatives all together. Ms. Gibson stated that in order to change the verbiage, there needs to be quorum established and two thirds of the Policy Council present must approve. Mr. Snyder stated that the Bylaws stated that if a member misses a certain amount of meetings during their term then they shall be terminated. Mrs. DeLaughter stated that a letter should be sent to the members that have missed the number of meetings stated in the Bylaws, dissolving their membership. Mrs. DeLaughter stated that there are action items that need to be approved, including refunding and supplemental application, disability waiver, and Policy Council input on the continuation application changes. There were no further questions regarding the Bylaw changes.

Adjournment:

The meeting was adjourned at 7:09pm, by Chandrea Washington. The next scheduled meeting will be on Wednesday, March 23, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.