



4C HS/EHS POLICY COUNCIL
January 27, 2016



Parent Representatives

Chandrea Washington
Regina Johnson
Angela Hall
Ashia Harmon
Yolanda Robinson
Tina Johnson
April Turner (via phone)
Stacey Vincent
Louanne Santiago
Carolina Gil
Jorge Martinez
Shona Campbell
Brittany Pratt
Shonda Young
Keyon Soley
Gregory Smith
Teresa Williams

Representation

PC Chair/Rio Grande EHS
Non PC Representative
Pine Crest
Teddy Bear FCC
Coqui
Orlando Day Nursery
Lawton
Gateway Rising
Marina Cross FCC
Baker Head Start
Golden Bear (CCP)
Naomi Helligar FCC
Pine Hills Preschool
Orlando Day Nursery CCP- Alternate Rep
Orlando Day Nursery CCP
Little Angels – Alternate rep.
Orange County Head Start – Comm. Rep.
(non-voting member)

4C Head Start Staff

Gay DeLaughter	Head Start Director
Maria Southern	Financial Accounting and Finance
Lizandra Toro	Financial Accounting and Finance
Percy Snyder	Program Manager
Yan Ingram	Program Manager
Jennifer Cronk	ERSEA Coordinator
Vilmarie Gonzalez	HR Generalist
Shonda Robinson	Early Child Development Coordinator
Shantara Gibson	FCP Coordinator
Jennifer Morris	Mental Health and Disabilities Specialist
Malarie King	Mental Health and Disabilities Specialist
Lisa Wynn	Site Supervisor – 5 th Ave and Pine Crest
Luisa Garcia	Senior Family Advocate

The meeting was called to order at 6:22 pm by Chandrea Washington, Policy Council Chairperson. The Policy Council Chair, Chandrea Washington, conducted the roll call and confirmed that there not a quorum. Meeting carried on as informational purposes only. Chandrea asked if there were any questions about the Agenda. There were none. Quorum was later achieved at 6:45 p.m.

Action Items:

Chandrea Washington asked the council to review the minutes from our November 18 and December 16, 2015 meeting. Meeting minutes were reviewed and Carolina Gil mentioned that she was not added to the list of parent representatives that were present.

Motion to approve the minutes from November and December was made by April Turner. Seconded by Carolina Gil. Approved.

September 2015 and October 2015 Financial Statement- Head Start

Maria Southern reviewed the September 2015 and October 2015 Financial Statement for Head Start and explained each line item of the budget. She stated that the In-kind Contributions are under the required amount for the program year to date.

September 2015 and October 2015 Financial Statement- Early Head Start

Maria Southern reviewed the September 2015 and October 2015 Financial Statement for Early Head Start and explained each line item of the budget. She stated that the In-kind Contributions are under the required amount for the program year to date.

September and October 2015 Financial Statement- Early Head Start CCP

Lizandra Torres reviewed the September and October 2015 Financial Statement for Early Head Start CCP and explained each line item of the budget. She stated that the In-kind Contributions are under the required amount for the program year to date.

Budget Amendment #4

Maria Southern reviewed the changes for the budget amendment explaining each line item that needed to be increased or decreased. The lines that were increased were:

- Classroom supplies
- Supplies (medical and nutrition)
- Contractual

Budget Amendment #7

Lizandra Toro reviewed the changes for the budget amendment explaining each line item that needed to be increased or decreased. The lines that were increased were:

- Cleaning supplies
- Supplies (medical and dental)
- Contractual

A motion to approve the Financial Statements for HS and EHS and budget amendment # 4 was made by Stacey Vincent. Seconded by Shonda Young.

Approved.

A motion to approve the Financial Statements for EHS CCP and budget amendment #7 was made by Stacey Vincent. Seconded by Shonda Young.

Approved.

New Hires and Terminations

Vilmarie Gonzalez went over all the new hires information as well as the new staff's credentials. There was five hires and three terminations, which were voluntary. Vilmarie asked if there were any questions about the terminations and new hires. No questions were asked. **A motion was made to approve the HR hires and terminations by Keyon Soley. Seconded by Louanne Santiago. Approved.**

Weight Scale 2016-2017

Jennifer Cronk, ERSEA Coordinator shared the new Weight scale for the 2016-2017 program year. She explained that the Weight Scale committee of staff, community representatives and parents met in December to discuss. Jennifer reviewed the revisions and the reasons why. Parents asked about children transitioning from EHS to HS and if children need to re-apply. Jennifer explained that when you move from a Program to

another Program, you must re-verify income. However, since the child would be transitioning from EHS, once eligibility is determined, the child is added to the waitlist with priority points from the weight scale. Children transitioning from EHS generally float to the top along with other children in need. Children transitioning from EHS are allowed to remain in EHS until the next appropriate placement is ready. **A motion to approve the 2016-2017 Weight Scale was made by Stacey Vincent. Seconded by Carolina Gil. Approved.**

Director's Report

Gay DeLaughter discussed the enrollment, meals eaten, and other pertinent program information. She stressed the importance of every child coming to school everyday and if they were not coming, to call the Site Supervisor, teachers or Family Advocate to explain why. Gay also talked about the upcoming Self-Assessment and asked for parent participation. Several parents asked to be a part of the process

- April Turner
- Angela Hall
- Shonda Young
- Chandrea Washington

A parent raised a question about the physicals and immunizations. They wanted to know how to encourage timely updates. Gay re-emphasized that it is the parent responsibility to ensure that their child is up to date. As a program we will remind families when items come due. **A motion was made to approve the Director's Report by Keyon Soley. Seconded by Stacy Denson. Approved.**

Discussion Items:

Policy Council By-laws and Program Governance Policies and Procedures

Shantara Gibson, the FCP Coordinator, discussed the need for revision of the Policy Council By-laws. She asked for volunteers to assist and several parents stated they could – Stacey Vincent, Jorge Martinez, Brittany Pratt and Carolina Gil. Shantara discussed meeting dates for parents to gather, it was decided that February 2 at 10 am would be best to meet for revisions. Shantara said she would email parents to remind them of the date, time and place.

School Readiness Fall Outcomes

Shonda Robinson, the Education Coordinator reviewed the Outcomes report with parents. She noted the high scores for each program as well as the lowest scores. Shonda made reference to the Home Connections that when parents are completing them with their children; they are helping to bridge the gap for lowest domains.

Adjournment was at 7:37 p.m.

The next scheduled meeting will be February 24, 2016 at 6:00 p.m. at 3500 W. Colonial Drive, Orlando, FL 32808.