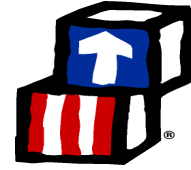




**4C HS/EHS POLICY COUNCIL MEETING**  
**June 22, 2016**



**Parent Representatives**

David Kastner  
Pauline Perkins  
Jorge Martinez Soto (via phone)  
Joana Bonano  
Angela Hall  
Ermita Michel  
Louanne Santiago  
Shona Campbell  
Shahnaz Amy  
Melissa Smith (via phone)  
Keyarnder Baldwin  
Maude Louis (via phone)

**Representation**

PC Vice Chair/Palm Plaza  
Fifth Avenue  
Golden Bear  
All About Kidz Oviedo  
Pine Crest  
Pine Hills Preschool  
Marina Cross  
Naomi Helligar  
Dreaming Big  
Policy Council Board Member  
Community Partner/True Health  
Community Partner/Central Florida  
Urban League

**4C Head Start Staff**

Gay DeLaughter (via phone)  
Percy Snyder  
Shonda Robinson  
Michelle Ferkovich  
Latanya Jones  
Maria Torres- Southern  
Lizandra Torro  
Shantara Gibson  
Damaris Manso  
Kathy Thorpe  
Luisa Garcia Cursillo

Head Start Director  
Program Manager  
ECD Coordinator  
QA Coordinator  
Health Specialist  
HS/EHS Finance Analyst  
CCP Finance Analyst  
FCP Coordinator  
Family Advocate  
Site Supervisor  
Senior Family Advocate

The meeting was called to order at 6:10 pm by David Kastner, Policy Council Vice Chair. David Kastner also conducted the roll call and it was confirmed that there was a quorum established.

**Action Items:**

**Approval of Agenda:**

David Kastner asked to review the agenda and if there were any questions. There was a change to the agenda to add the CCP Continuation application and the CCP Disability Waiver. David

Kastner asked for a motion to approve the agenda with the changes. **Motion to approve the new agenda was made by Shahnaz Amy. Seconded by Angela Hall. Approved**

Approval of Meeting Minutes from May 25, 2016:

David Kastner asked members to review minutes from the PC Meeting on May 25, 2016. There were no questions asked about the minutes. **Motion to approve the meeting minutes was made by Ermita Michel. Seconded by Angela Hall. Approved**

Fianncial Statements and Budget Amendments:

HS Financial Statements – March

EHS Financial Statements – March

CCP Financial Statements – March

Maria Torres-Southern, HS/EHS Finance Analyst, presented the summary of the Financial Statements for HS and EHS for the month of March, as well as the credit card statements. The cash and In-Kind contributions for HS were \$173,747 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. Children's Health was higher than budgeted for because all pending medical bills were paid. EHS cash and In-Kind for the month of March were \$304,213 under the required amount for the current program year. There is a need to continue to encourage volunteer participation. Several line items show lower than budgeted due to the program being understaffed in the beginning of the year. There were no questions regarding the HS/EHS March financial statements.

Maria Torres-Southern presented the Budget Amendment #7 for EHS. Mrs. Torres-Southern explained that funds are being moved from office expenses to nutrition supplies and cleaning supplies. Funds were also moved from consultants to repairs and maintenance-equipment. There were no questions regarding Budget Amendment #7 for EHS.

Lizandra Toro, CCP Finance Analyst, presented the summary of the Financial Statements for CCP for the month of March. CCP cash and In-Kind is \$386,202 under the required amount for the current program year. Ms. Toro stated that In-kind is expected to increase once the program is fully operational. Several line items are lower than budgeted due to the program starting later than planned. Ms. Toro presented the credit card statements for the month of March. There were no further questions regarding the CCP Financial Statements for March.

Lizandra Toro presented the Budget Amendment #10 for CCP. Ms. Toro explained that she moved funds from office expenses and increased funds for other expenses in the program. There were no questions regarding the Budget Amendment #10 for CCP.

**Motion to approve the Financial Statements and Budget Amendments for March made by Shahnaz Amy. Seconded by Angela Hall. Approved.**

HR: Approvals:

Vilmarie Gonzalez, HR Generalist, presented the new hires and separations and the Policy Council Approvals Supplemental for HS/EHS HR during the month of May 2016. Mrs. Gonzalez also presented the hires and separations for CCP during the month of May. There were no questions regarding the HR reports. **Motion to approve the HR reports for the month of May was made by Angela Hall. Seconded by Jorge Martinez Soto . Approved.**

Director's Report:

Percy Snyder, Program Manager, presented the Director's Report for May 2016. Enrollment is reduced because for the last 60 days the program does not enroll children in order to prepare for the following year to make sure the program is serving the neediest families. Mr. Snyder explained that HS and EHS are below the 85% needed for attendance. CCP is meeting the 85% needed for attendance. The program is making progress for the percentage needed for children being served with disabilities. Mr. Snyder stated that he met with Osceola Public Schools and he does not believe the program will face these challenges next year. Mr. Snyder stated that CCP needs to focus on getting additional children identified. There were no questions regarding the Director's Report for May 2016. **A motion to approve the Director's Report for May was made by Shahnaz Amy. Seconded by Angela Hall. Approved.**

Program Governance Policies and Procedures:

Shantara Gibson, FCP Coordinator, explained the changes to the Program Governance Policies and Procedures were made to align with the program's current language and to include new positions and the new CCP Program. Ms. Gibson explained that a committee, including Policy Council Chair Shavnay McClain, went through the Policies and Procedures to discuss the changes. During the meeting, Shavnay McClain stated that she agreed with the updated Policies and Procedures. There were no questions regarding the Program Governance Policies and Procedures. **Motion to approve the Program Governance Policies and Procedures was made by Angela Hall. Seconded by Shona Campbell. Approved**

CCP Continuation Application:

Percy Snyder, Program Manager, explained that the continuation application for the CCP program was approved by the Policy Council once before, but the program's budget has been reworked to be able to serve additional children. The application originally stated that the program would serve 205 children, but with the budget revision, the program will be able to serve 230 children. Mr. Snyder explained that because of the change, the CCP Continuation Application has to be presented to the Policy Council again. There were no questions regarding the CCP Continuation Application. **Motion to approve the CCP Continuation Application and the Budget for CCP made by Angela Hall. Seconded by Shahnaz Amy. Approved.**

CCP Disability Waiver:

Percy Snyder, Program Manager, explained that the Performance Standards states that the program has to serve at least 10 of children with a disability. The CCP program got off to a late start and was not able to enroll the full amount of children, open the full amount of sites, or serve 10% of children needed with disabilities. The CCP program will have to submit a Disability Waiver request explaining the challenges faced and what the program will do to meet the 10% requirement next year. There were no questions regarding the Disability Waiver. **A motion to approve the CCP Disability Waiver was made by Shona Campbell. Seconded by Angela Hall. Approved**

School Readiness Spring 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 several events, including a Health Event, Fall Fair, and Guest Readers Week for the upcoming year.

Adjournment:

The meeting was adjourned at 6:45 pm, by David Kastner. The next scheduled meeting will be on Wednesday, July 27, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.