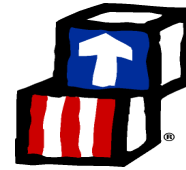




**4C HS/EHS POLICY COUNCIL MEETING**  
**March 23, 2016**



**Parent Representatives**

Chandrea Washington  
Shavnay McClain  
David Kastner  
Jorge Martinez-Soto  
Yolanda Robinson  
Pauline Perkins  
Angela Hall  
Louanne Santiago  
Ermita Michel  
Carolina Gil  
Janacha Ford  
Brittany Pratt  
Gregory Smith

**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

**Representation**

PC Chair/Rio Grande  
PC Vice Chair/North Street  
Palm Plaza  
Golden Bear  
Coqui  
Fifth Avenue  
Pine Crest  
Marina Cross  
Pine Hills Preschool  
Baker  
PC Treasurer/Hartage FCC  
Non PC Representative/BETA  
Non PC Representative/Little Angels

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 6:15 pm by Chandrea Washington, Policy Council Chair. Chandrea Washington announced that she will be stepping down from her position as Policy Council Chair representative and stated that Shavnay McClain, Policy Council Chair, will be taking over for tonight's meeting. Shavnay McClain conducted the roll call and confirmed that there was a quorum established.

## Action Items:

### Approval of Agenda:

Shavnay McClain asked to review the agenda and if there were any questions. There was a change to the agenda to include the voting in of the new Policy Council Chair. Shavnay McClain asked for a motion to approve the agenda with the new change. **Motion to approve the new agenda was made by Ermita Michel. Seconded by Louanne Santiago. Approved**

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

Shavnay McClain asked members to review minutes from the PC Meeting on January 27, 2016 and on February 24, 2016. There were no questions asked about 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 – November & December

EHS Financial Statements – November & December

CCP Financial Statements – November & December

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 statements. The cash and In-Kind contributions for HS were 161,304 under the required amount for the current program year. There is a need for an increase in volunteering in the classrooms and increase the volunteering activity with the community partners. The HS summary of financial statements for the month of December was presented. The status is the same because of classroom expenses and repairs and maintenance. There is a need to increase volunteer hours for In-Kind contribution. EHS cash and In-Kind for the month of November was \$215,776 under the required amount for the current program year. There is a need to continue to encourage volunteer participation. The classroom supplies budget is higher for the year to date due to the supplies being purchased at the beginning of the year for the school year. There were no further questions regarding the HS/EHS November financial statements.

Maria Torres-Southern presented the Financial Statements for HS and EHS for the month of November, including credit card statements. The cash and in-kind contributions for EHS were 250,934 under the required amount for the current program year. The cash and in-kind contributions for HS were 191,526 under the required amount for the current program year. There were no further questions regarding the HS/EHS December financial statements.

Maria Torres-Southern presented the Budget Amendment #5 for HS. The PNC Grant funds were moved; funds for supplies and food were moved to salary to pay the employee. The total is \$10,183. There were no further questions regarding Budget Amendment #5 for HS.

Carolina Gil posed a question for the budget for EHS in November. Ms. Gil asked what the Health line covers. Gay DeLaughter, Head Start Director, explained that the children's dental services if the family does not have insurance. There were no further questions regarding the health budget line.

Maria Torres-Southern presented the Budget Amendment #6 for the HS program. Funds from last year's budget were requested to cover expenses for this year. The funds, \$236,831, covered classroom equipment, outdoor equipment, and other equipment including classroom supplies. There were no further questions regarding the Budget Amendment #6 for HS. Maria Torres-Southern presented the Budget Amendment #5 for the EHS. The PNC Grant funds were moved to cover the last month of the employee salary. The total is \$5,585. There were no further questions regarding the budget Amendment #5 for the EHS.

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 regarding the November statements and credit card information. Ms. Toro presented the summary of the Financial Statements for CCP for the month of December. CCP cash and in-kind were \$262,000 under the required amount for the current program year due to the program beginning late. There were no further questions regarding the CCP Financial Statements for November or December.

Lizandra Toro presented the Budget Amendment #8 for the CCP program. Funds were moved from office expenses to cleaning supplies and medical/dental supplies. Repairs and maintenance equipment funds were moved to repairs and maintenance building. There were no further questions regarding the Budget Amendment #8 for CCP. **Motion to approve the Financial Statements and Budget Amendments made by David Kastner. Seconded by Angela Hall. Approved.**

#### HR: Approvals:

Vilmarie Gonzalez, HR Generalist presented the new hires and separations for HS/EHS HR during the month of January 2016 and February 2016. Ms. Gonzalez also presented the CCP new hires and separations and the Policy Council Approvals Supplements for January 2016 and February 2016. There were no further questions regarding the HR reports. **Motion to approve the HR reports for the month of February was made by Janacha Ford. Seconded by Angela Hall. Approved.**

#### Director's Report:

Gay DeLaughter, Head Start Director, thanked everyone for attending the meeting and continued to present the Director's Report for January 2016 and February 2016. Attendance in Early Head Start is still low due to children being sick with colds. More effort needs to be made

to get the children out. There were no questions regarding the Director's Report for January 2016 or February 2016. **A motion to approve the Director's Report for January and February was made by Angela Hall. Seconded by David Kastner. Approved.**

Continuation Application:

Gay DeLaughter, Head Start Director, explained that on March 7<sup>th</sup> a committee, including Policy Council members and staff, met to discuss the programs plans for the Continuation Application for the 2016-2017 year. The committee met to assist in the program planning. This committee consisted of 6 Policy Council members- Melissa Smith, Chandra Washington, Janacha Ford, Shavnay McClain, Jose Martinez, and Ashia Harmon. The committee voted to accept the proposed plan. Presented were the HS classrooms to be converted to EHS classrooms. Mrs. DeLaughter explained that the application has to include what has been done so far in the year and if there will be any changes made in the program. Mrs. DeLaughter further explained the suggested changes to the program structure that was discussed in the March 7<sup>th</sup> meeting. Originally 60 Head Start slots were thought to be converted to 39 slots, but working on the budget concluded that the 60 slots will convert to 23 slots. Funding will not be lost and no children from the HS program will lose their slot. Mrs. DeLaughter continued to explain the proposed changes to the program structure. Match Funding will be reduced in VPK, reducing classrooms to 8. There will not be a summer program because the summer program was not cost effective last year. Mrs. DeLaughter reviewed the proposed budget that will align with the proposed program structure. Mrs. DeLaughter asked if there were any questions regarding the Continuation Application. Janacha Ford asked, based on the Non-Federal Share Waiver, how much in-kind would each parent have to generate. Percy Snyder, Program Manager, stated that if the program only received in-kind contributions from parents, a parent would need to contribute 168 hours of in-kind for the year. **Motion to approve the Continuation Application and the Budget made by David Kastner. Seconded by Angela Hall. 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, including parents on a field trip to the zoo, and paying the registration fee and expenses for a parent of the year to attend a state Head Start Association conference. Ms. Gibson explained that the funds allocated are \$7 per child that is currently enrolled in the program. If there is additional payment needed after the activity is paid for, the parents will have to make the payment.

Ms. Gibson presented the written request for Parent Activity Funds for HS and EHS. Pine Crest requested \$238.00 for a CPR/First Aid class for the parents at their site. **Motion to approve Pine Crest written request made by Janacha Ford. Seconded by Shavnay McClain. Approved.**

North Street requested \$476.00 to go to "The Picture Show Movie Theater" in Altamonte. Percy Snyder, Program Manager, explained that the activity could not be used solely for entertainment purposes. The request will be approved under the condition that the activity

includes an educational aspect. **Motion to approve North Street's written request made by Janacha Ford. Seconded by Ermita Michel. Approved**

5<sup>th</sup> Avenue requested \$308.00 to have lunch at "Ichigo Ichie Buffet" in Sanford where a speaker will present to the parents. **Motion to approve 5<sup>th</sup> Avenue's written request made by Angela Hall. Seconded by David Kastner. Approved.**

Altamonte requested \$140.00 to go to "The Picture Show Movie Theater" in Altamonte. The request will be approved under the condition that the activity includes an educational aspect. **Motion to approve Altamonte written request made by Carolina Gil. Seconded by David Kastner. Approved.**

Lawton requested \$105.00 to attend the Sanford Zoo. **Motion to approve Lawton's written request made by Angela Hall. Seconded by Janacha Ford. Approved.**

#### 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 maintaining quorum. The suggested verbiage changes were presented. Ms. Gibson asked if there were any questions regarding the changes to the verbiage of the Bylaws. There were no further questions. **Motion to approve the Bylaw changes was made by Louanne Santiago. Seconded by Ermita Michel. David Kastner, Carolina Gil, Angela Hall, Pauline Perkins, Shavnay McClain, and Janacha Ford also approved the Bylaw changes. Approved.**

#### Adjournment:

The meeting was adjourned at 7:50 pm, by Shavnay McClain. The next scheduled meeting will be on Wednesday, April 27, 2016 at 6:00pm at 3500 West Colonial Drive, Orlando, FL.